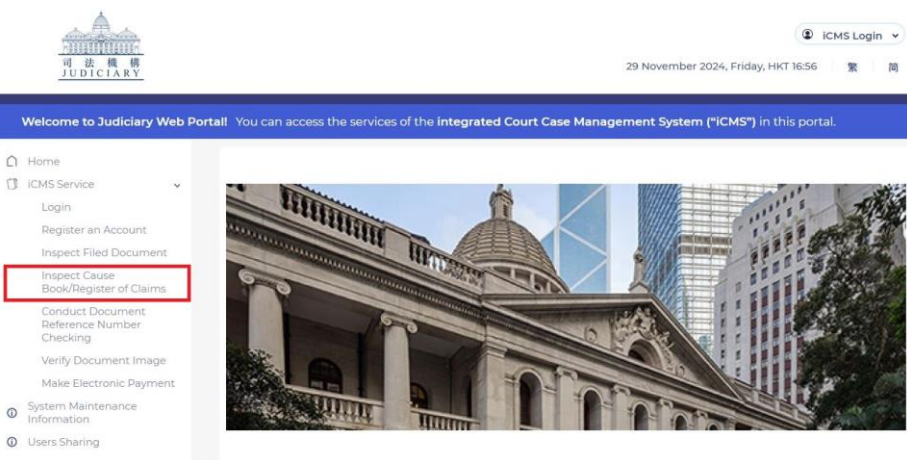
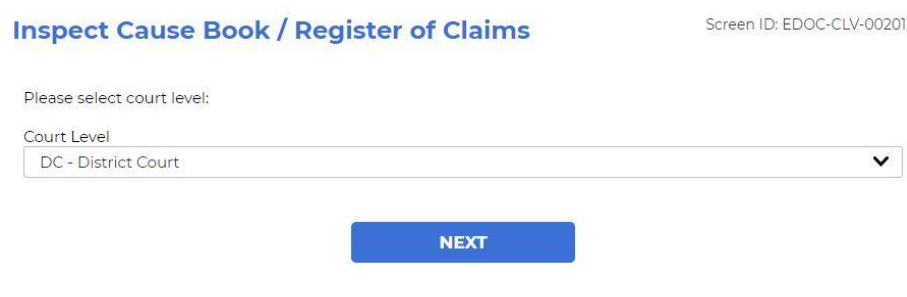
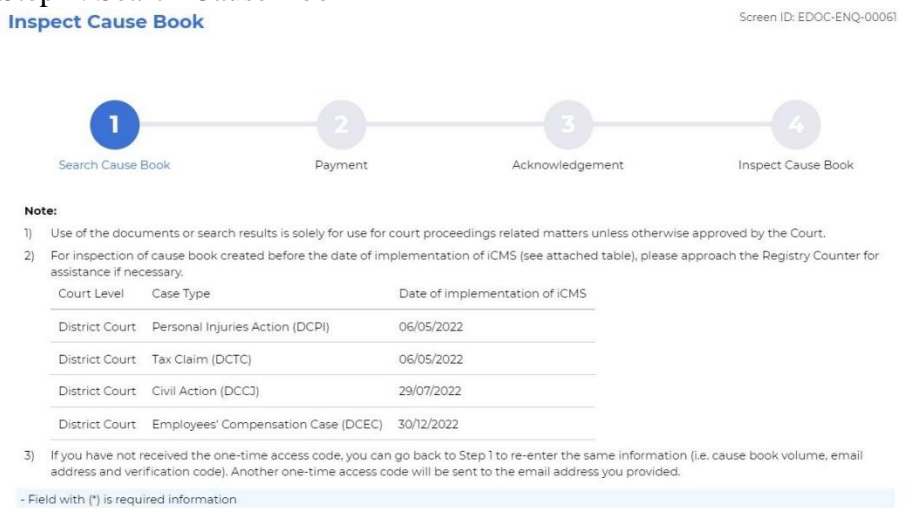
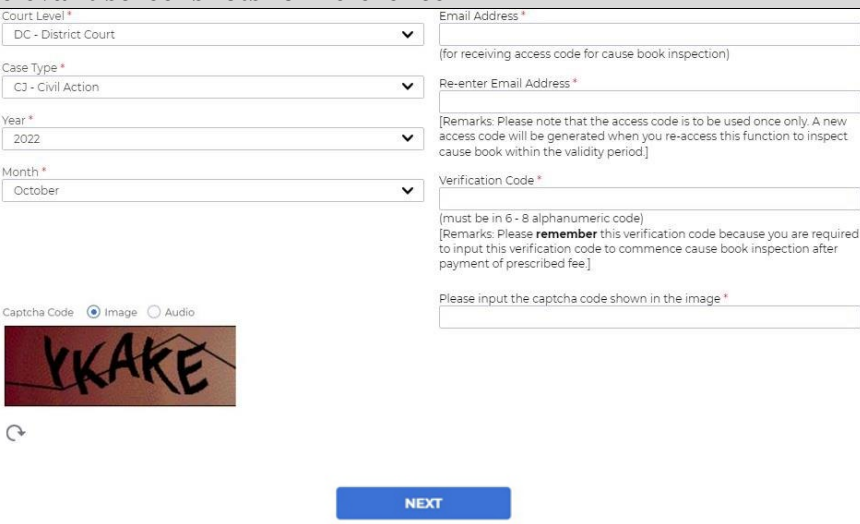
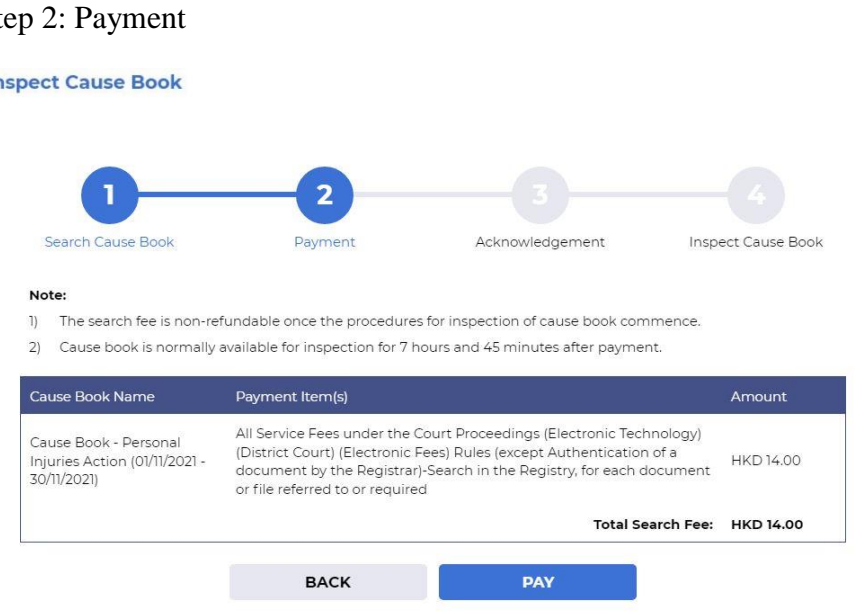
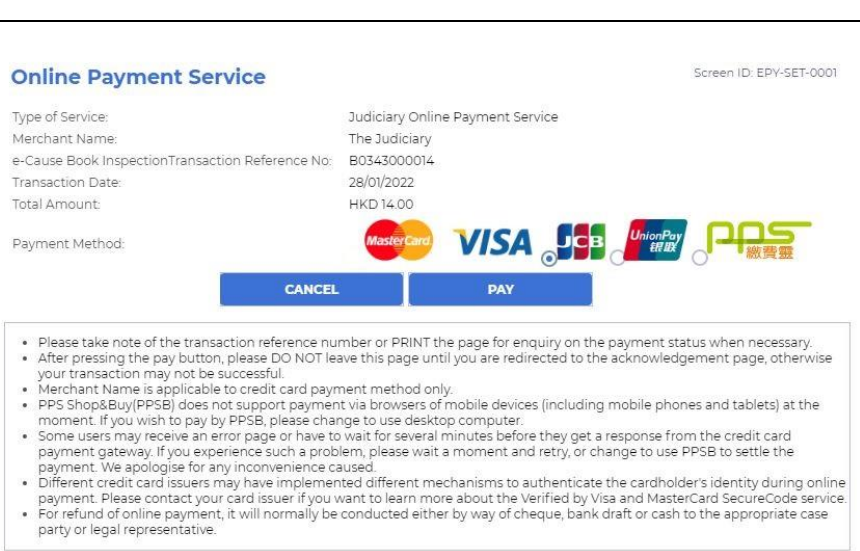


Inspect cause book

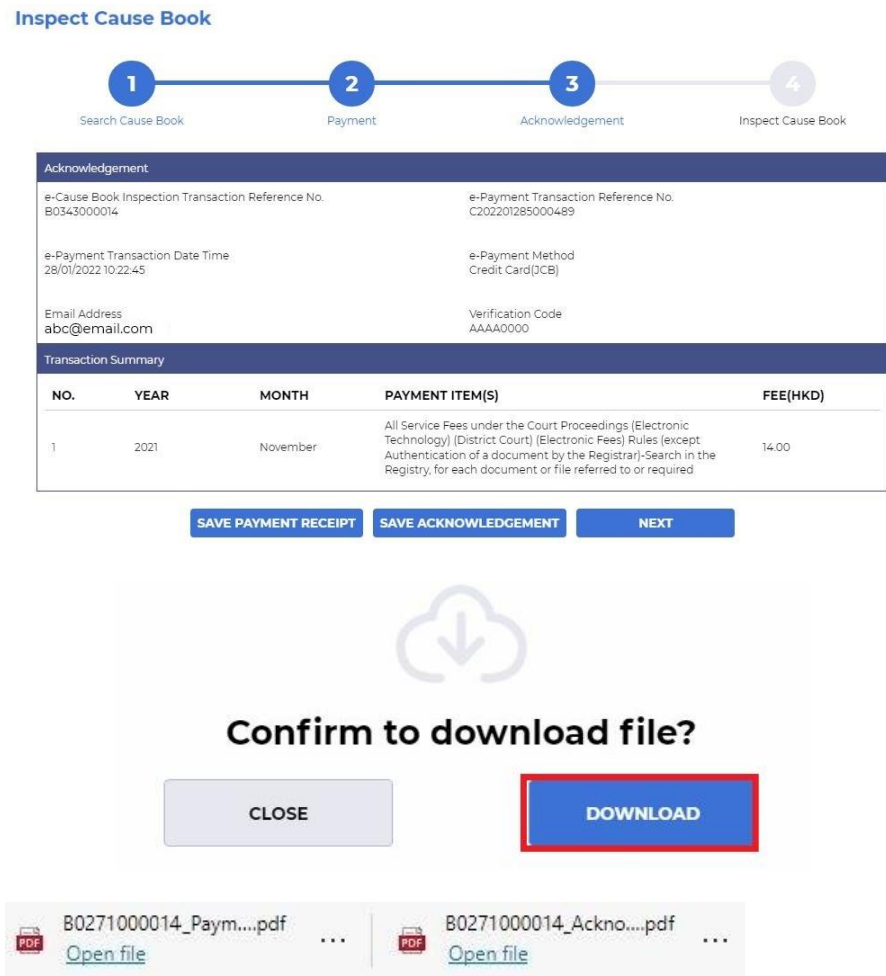

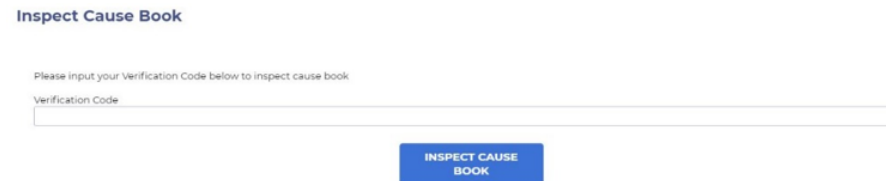
This step-by-step guide outlines the general process required to inspect cause book using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

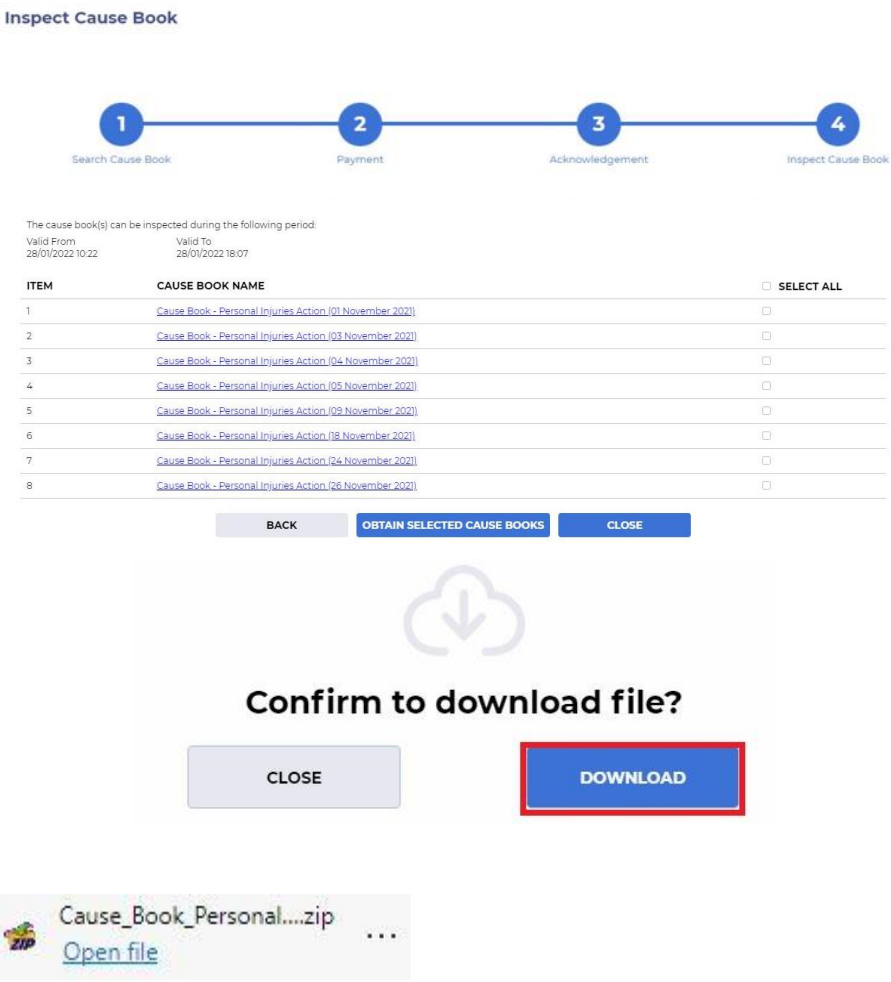
| Item | Process | Relevant screenshots for reference |
|------|---|--|
| 1. | <p><u>Access Inspect Cause Book/Register of Claims function</u></p> <p>Select “Inspect Cause Book/Register of Claims”></p> |  |
| 2. | <p><u>Select court level</u></p> <p>Select “DC - District Court” in “Court Level”></p> <p>Click “Next”></p> |  |
| 3. | <p><u>Search Cause Book</u></p> <p>“Court Level*” is pre-filled as “DC – District Court”></p> <p>Select “Case Type”></p> <p>Select “Year”></p> <p>Select “Month”></p> <p>Input “Email Address*” for receiving access code for cause book inspection></p> <p>Input “Re-enter Email Address*”></p> | <p>Step 1: Search Cause Book</p> <p>Inspect Cause Book</p> <p>Screen ID: EDOC-ENQ-00061</p>  <p>Note:</p> <ol style="list-style-type: none"> Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court. For inspection of cause book created before the date of implementation of iCMS (see attached table), please approach the Registry Counter for assistance if necessary. If you have not received the one-time access code, you can go back to Step 1 to re-enter the same information (i.e. cause book volume, email address and verification code). Another one-time access code will be sent to the email address you provided. <p>- Field with (*) is required information</p> |


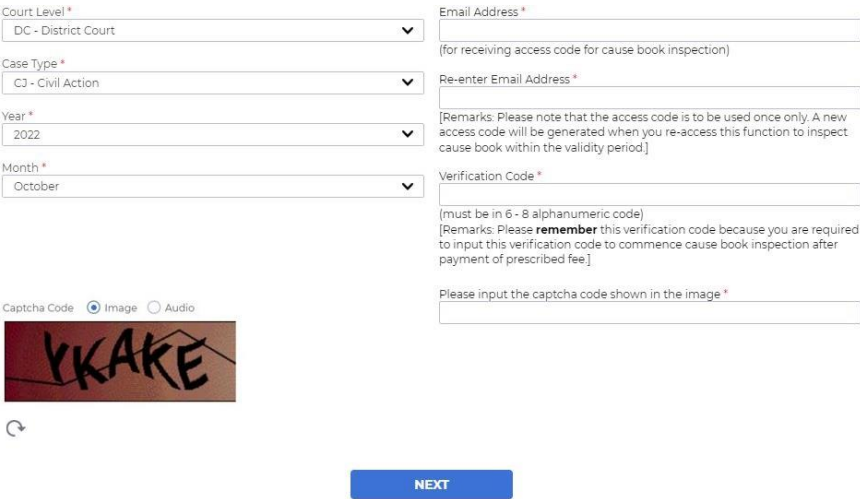
Step-by-step guide – “Inspect cause book”

| Item | Process | Relevant screenshots for reference |
|------|--|--|
| | <p>Set up “Verification Code*” (must be in 6-8 alphanumeric code)></p> <p><i>[Note: Please remember the Verification Code for inspection of cause book at item 8 and re-generation of access code in item 10.]</i></p> <p>Input the captcha code*></p> <p>Click “NEXT”></p> |  |
| 4. | <p><u>Payment</u></p> <p>Click “PAY”></p> | <p>Step 2: Payment</p> <p>Inspect Cause Book</p>  |
| 5. | <p>Select one “Payment Method” and the “PAY” will be activated></p> <p>Click “PAY”></p> <p><i>[Note: You will be redirected to the website of External Payment Service Provider for payment. Upon successful payment, you will be redirected back to iCMS to proceed to Step 3 at item 6.]</i></p> | <p>Online Payment Service</p> <p>Screen ID: EPY-SET-0001</p> <p>Type of Service: Judiciary Online Payment Service Merchant Name: The Judiciary e-Cause Book Inspection Transaction Reference No: B0343000014 Transaction Date: 28/01/2022 Total Amount: HKD 14.00</p> <p>Payment Method:</p>  |

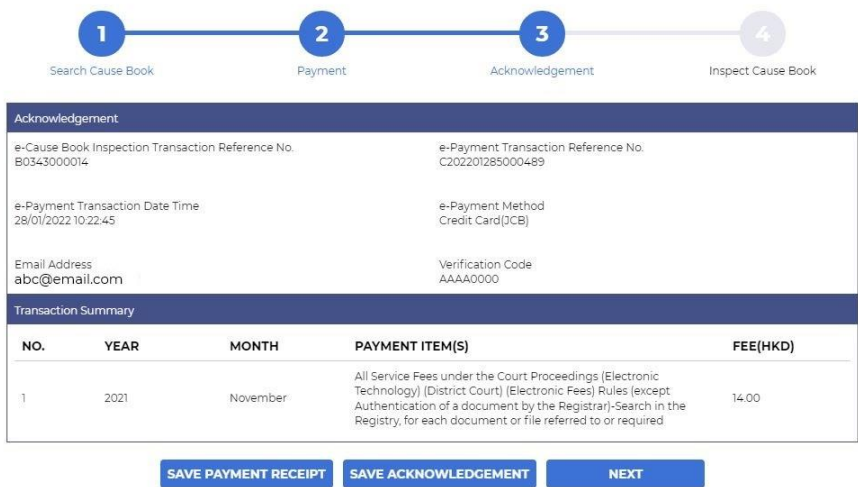
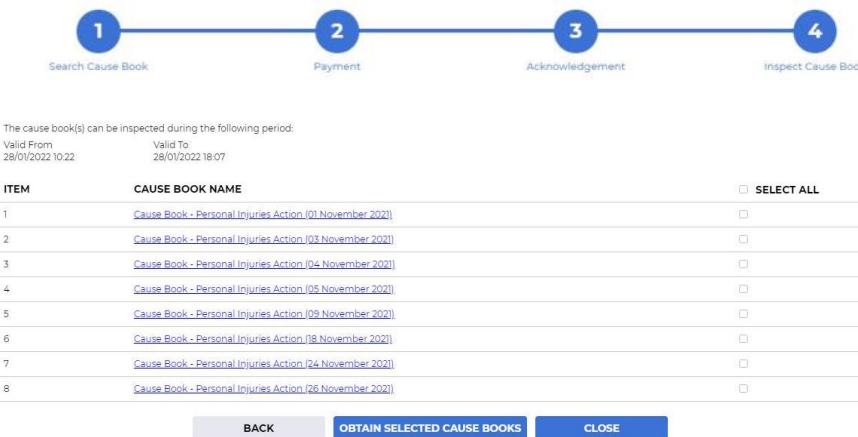
Step-by-step guide – “Inspect cause book”

| Item | Process | Relevant screenshots for reference |
|------|--|--|
| 6. | <p><u>Acknowledgement</u></p> <p>Click “SAVE ACKNOWLEDGEMENT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgement></p> <p>Click “SAVE PAYMENT RECEIPT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Payment receipt></p> <p>Click “NEXT”></p> | <p>Step 3: Acknowledgement</p>  |
| 7. | <p><u>Input one-time access code</u></p> <p>Input the one-time access code sent via the email provided in item 3 above></p> <p>Click “SUBMIT”></p> |  |
| 8. | <p><u>Input verification code</u></p> <p>Input the verification code set up in item 3 above></p> <p>Click “INSPECT CAUSE BOOK”></p> |  |

| Item | Process | Relevant screenshots for reference |
|------|---|--|
| 9. | <p><u>Inspect Cause Book</u></p> <p>Click the hyper link under the column of “CAUSE BOOK NAME” to view the cause book></p> <p>OR</p> <p>Tick the checkbox in the right column next to the hyper link, then click “OBTAIN SELECTED CAUSE BOOKS” to download the cause book (you may select multiple cause books for downloading)></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?” ></p> <p>Click “Open file” at the bottom to retrieve the zip files></p> | <p>Step 4: Inspect Cause Book</p>  |

| Item | Process | Relevant screenshots for reference | | | | | | | | | | | | | | | |
|----------------|--|---|-------------|-----------|--------------------------------|----------------|---------------------------------|------------|----------------|-----------------|------------|----------------|--------------------|------------|----------------|-------------------------------------|------------|
| 10. | <p><u>Re-access the cause book concerned</u></p> <p>Within the validity period of inspection, i.e. normally 7 hours and 45 minutes after payment, if you wish to re-access the cause book concerned, repeat items 1 to 3.</p> <p>Input the same set of information in the respective fields of “Court Level*”, “Case Type*”, “Year*”, and “Month*”, “Email Address*”, “Re-enter Email Address*” and “Verification Code*” provided in item 3 above for re-generating and receiving a new one-time access code></p> <p>Input the captcha code*></p> <p>Click “NEXT”></p> | <p>Repeat items 1 to 3 above to access Inspect Cause Book function and repeat Step 1: Search Cause Book</p> <p>Inspect Cause Book Screen ID: EDOC-ENQ-00061</p>  <p>Note:</p> <ol style="list-style-type: none"> 1) Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court. 2) For inspection of cause book created before the date of implementation of iCMS (see attached table), please approach the Registry Counter for assistance if necessary. <table border="1"> <thead> <tr> <th>Court Level</th><th>Case Type</th><th>Date of implementation of iCMS</th></tr> </thead> <tbody> <tr> <td>District Court</td><td>Personal Injuries Action (DCPI)</td><td>06/05/2022</td></tr> <tr> <td>District Court</td><td>Tax Claim (DTC)</td><td>06/05/2022</td></tr> <tr> <td>District Court</td><td>Civil Action (DCC)</td><td>29/07/2022</td></tr> <tr> <td>District Court</td><td>Employees' Compensation Case (DCEC)</td><td>30/12/2022</td></tr> </tbody> </table> <ol style="list-style-type: none"> 3) If you have not received the one-time access code, you can go back to Step 1 to re-enter the same information (i.e. cause book volume, email address and verification code). Another one-time access code will be sent to the email address you provided. <p>- Field with (*) is required information</p>  <p>One-Time Access Code</p> <p>Access code:</p> <p>BACK SUBMIT</p> | Court Level | Case Type | Date of implementation of iCMS | District Court | Personal Injuries Action (DCPI) | 06/05/2022 | District Court | Tax Claim (DTC) | 06/05/2022 | District Court | Civil Action (DCC) | 29/07/2022 | District Court | Employees' Compensation Case (DCEC) | 30/12/2022 |
| Court Level | Case Type | Date of implementation of iCMS | | | | | | | | | | | | | | | |
| District Court | Personal Injuries Action (DCPI) | 06/05/2022 | | | | | | | | | | | | | | | |
| District Court | Tax Claim (DTC) | 06/05/2022 | | | | | | | | | | | | | | | |
| District Court | Civil Action (DCC) | 29/07/2022 | | | | | | | | | | | | | | | |
| District Court | Employees' Compensation Case (DCEC) | 30/12/2022 | | | | | | | | | | | | | | | |
| 11. | <p><u>Input one-time access code</u></p> <p>Input the re-generated one-time access code sent via the email provided in item 10 above></p> <p>Click “SUBMIT”></p> | <p>One-Time Access Code</p> <p>Access code:</p> <p>BACK SUBMIT</p> | | | | | | | | | | | | | | | |

Step-by-step guide – “Inspect cause book”

| Item | Process | Relevant screenshots for reference |
|------|--|--|
| 12. | <p><u>Acknowledgement</u></p> <p>You may opt to save the “ACKNOWLEDGEMENT” and/or “PAYMENT RECEIPT” as in item 6 above.</p> <p>Click “NEXT”></p> | <p>Inspect Cause Book</p>  |
| 13. | <p><u>Inspect Cause Book</u></p> <p>Continue with the inspection of cause book as in item 9 above.</p> | <p>Inspect Cause Book</p>  |