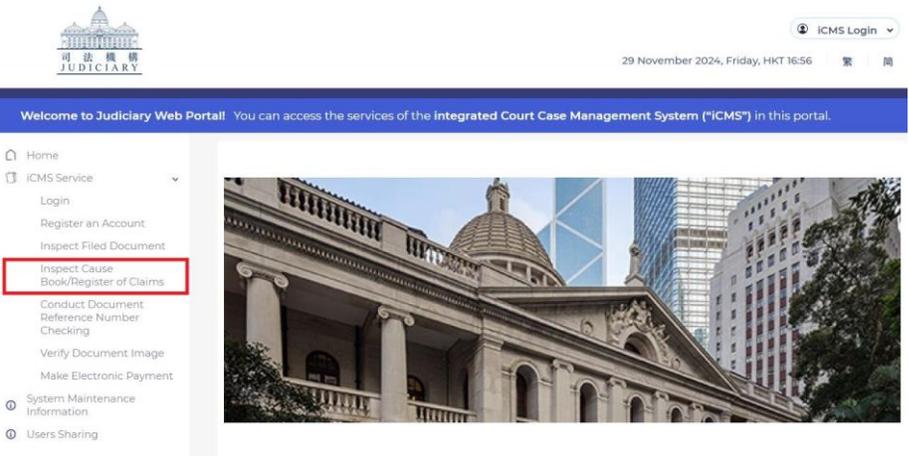
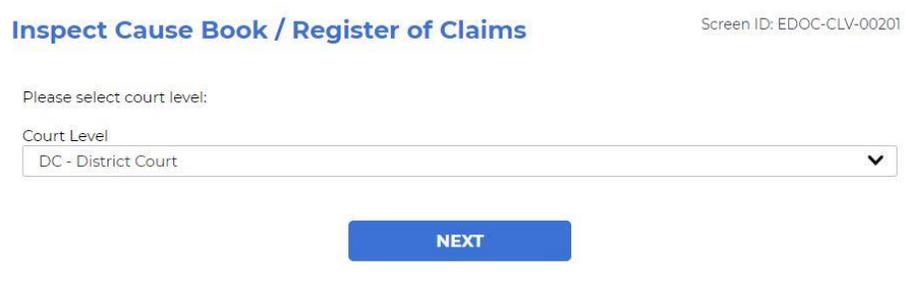
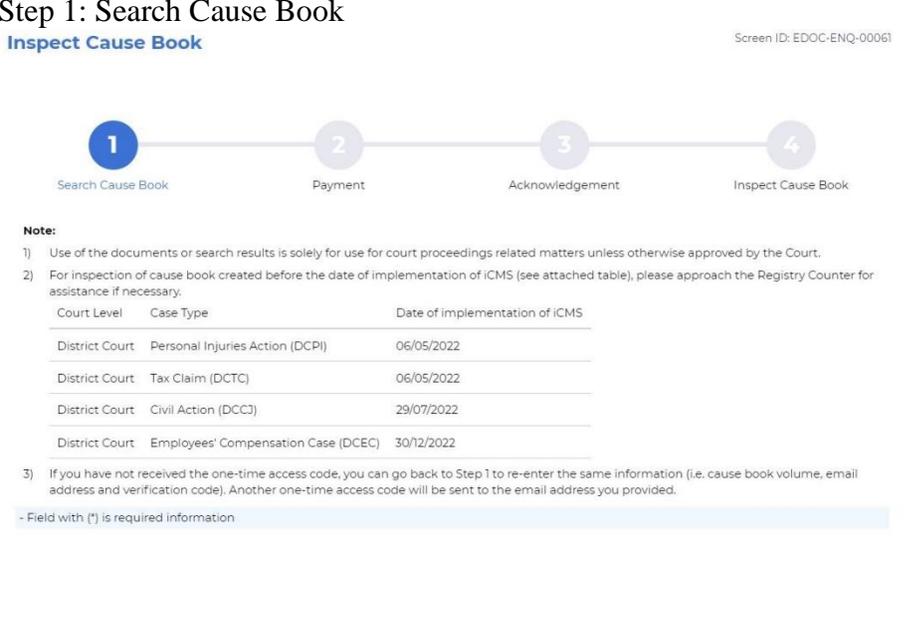
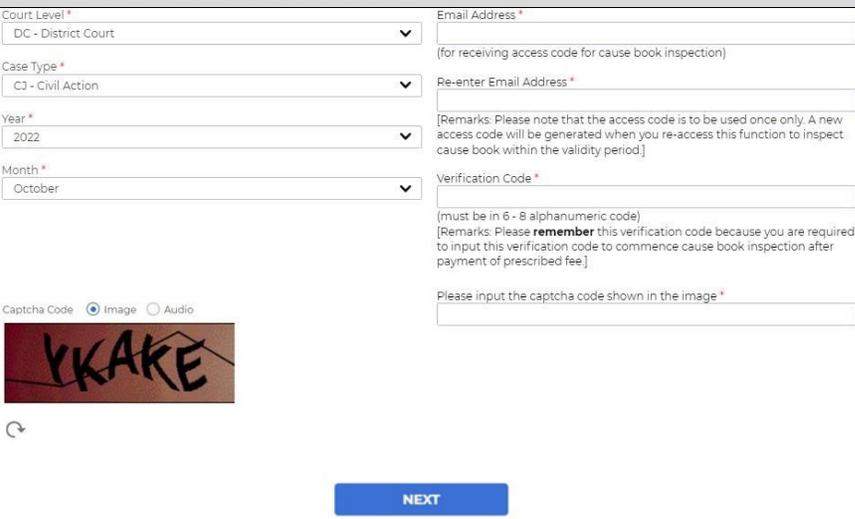


## Inspect cause book

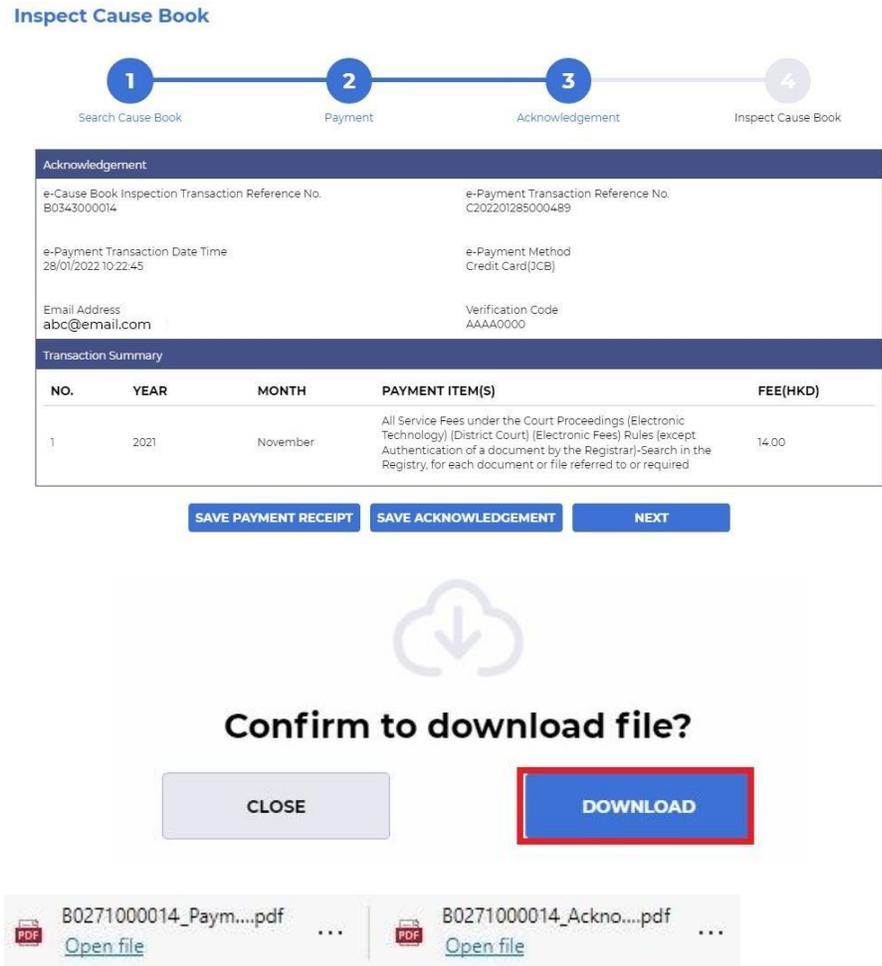
This step-by-step guide outlines the general process required to inspect cause book using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

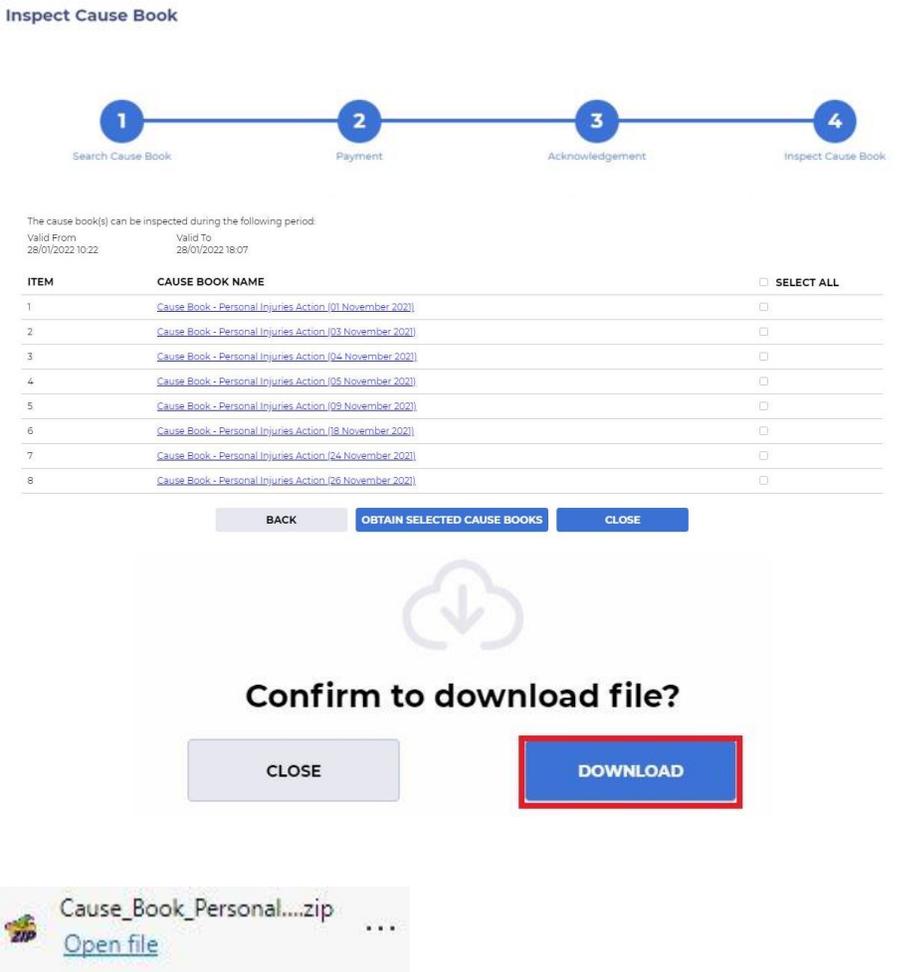
Item	Process	Relevant screenshots for reference															
1.	<p><b><u>Access Inspect Cause Book/Register of Claims function</u></b></p> <p>Select “Inspect Cause Book/Register of Claims”&gt;</p>	 <p>The screenshot shows the Judiciary Web Portal interface. At the top, there is a header with the Judiciary logo and the date '29 November 2024, Friday, HKT 16:56'. Below the header, a blue banner reads 'Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System ("iCMS") in this portal.' A navigation menu is visible on the left, with 'Inspect Cause Book/Register of Claims' highlighted by a red rectangular box. Other menu items include Home, iCMS Service, Login, Register an Account, Inspect Filed Document, Conduct Document Reference Number Checking, Verify Document Image, Make Electronic Payment, System Maintenance Information, and Users Sharing.</p>															
2.	<p><b><u>Select court level</u></b></p> <p>Select “DC - District Court” in “Court Level”&gt;</p> <p>Click “Next”&gt;</p>	 <p>The screenshot displays the 'Inspect Cause Book / Register of Claims' page. The page title is 'Inspect Cause Book / Register of Claims' and the screen ID is 'EDOC-CLV-00201'. Below the title, it asks the user to 'Please select court level:'. A dropdown menu labeled 'Court Level' is shown with 'DC - District Court' selected. A blue 'NEXT' button is positioned at the bottom of the page.</p>															
3.	<p><b><u>Search Cause Book</u></b></p> <p>“Court Level*” is pre-filled as “DC – District Court”&gt;</p> <p>Select “Case Type*”&gt;</p> <p>Select “Year*”&gt;</p> <p>Select “Month*”&gt;</p> <p>Input “Email Address*” for receiving access code for cause book inspection&gt;</p> <p>Input “Re-enter Email Address*”&gt;</p>	 <p>The screenshot shows 'Step 1: Search Cause Book' with the screen ID 'EDOC-ENQ-00061'. A progress bar at the top indicates four steps: 1. Search Cause Book (active), 2. Payment, 3. Acknowledgement, and 4. Inspect Cause Book. Below the progress bar, there is a 'Note' section with three points: 1) Use of 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. 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. A table below the notes lists case types and their implementation dates:</p> <table border="1" data-bbox="649 1501 1201 1669"> <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> <p>At the bottom, there is a note: '- Field with (*) is required information'.</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
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Step-by-step guide – “Inspect cause book”

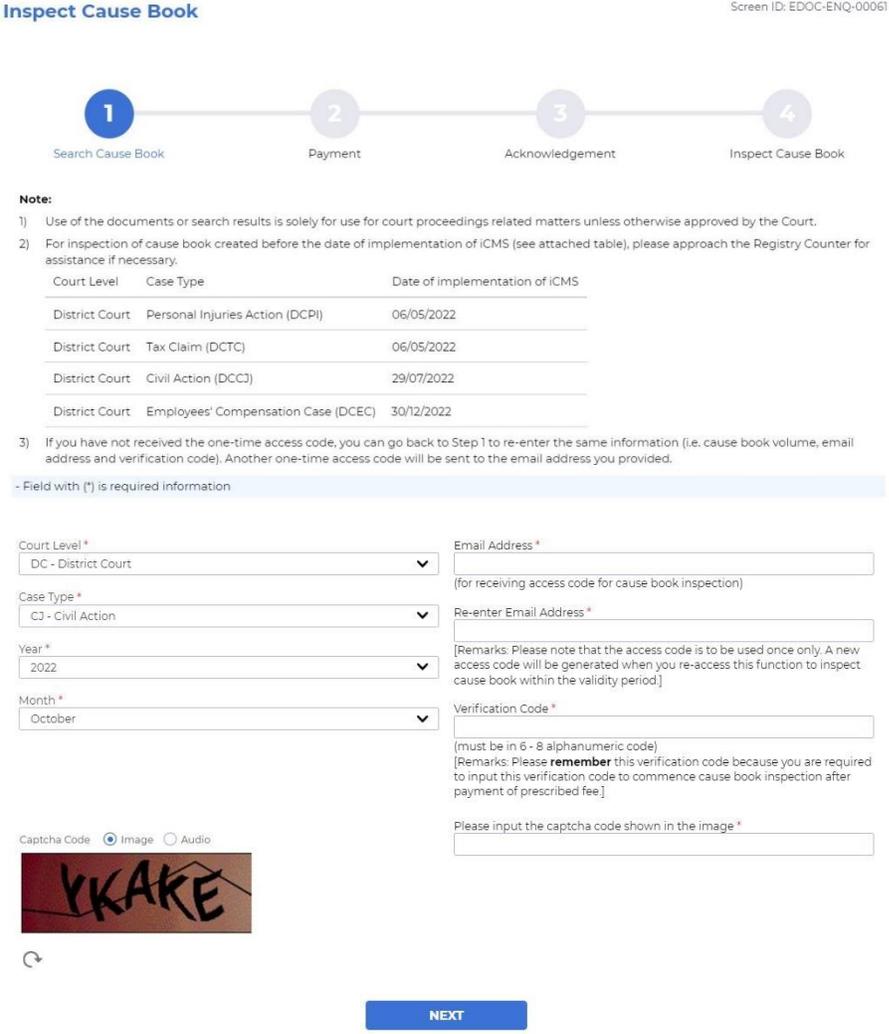
Item	Process	Relevant screenshots for reference									
	<p>Set up “Verification Code*” (must be in 6-8 alphanumeric code)&gt;</p> <p><i>[Note: Please remember the Verification Code for inspection of cause book at item 8 and re-generation of access code in item 10.]</i></p> <p>Input the captcha code*&gt;</p> <p>Click “NEXT”&gt;</p>										
4.	<p><b><u>Payment</u></b></p> <p>Click “PAY”&gt;</p>	<p>Step 2: Payment</p> <p>Inspect Cause Book</p>  <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>The search fee is non-refundable once the procedures for inspection of cause book commence.</li> <li>Cause book is normally available for inspection for 7 hours and 45 minutes after payment.</li> </ol> <table border="1" data-bbox="649 1075 1469 1243"> <thead> <tr> <th>Cause Book Name</th> <th>Payment Item(s)</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Cause Book - Personal Injuries Action (01/11/2021 - 30/11/2021)</td> <td>All Service Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules (except Authentication of a document by the Registrar)-Search in the Registry, for each document or file referred to or required</td> <td>HKD 14.00</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total Search Fee:</b></td> <td><b>HKD 14.00</b></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="BACK"/> <input type="button" value="PAY"/> </p>	Cause Book Name	Payment Item(s)	Amount	Cause Book - Personal Injuries Action (01/11/2021 - 30/11/2021)	All Service Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules (except Authentication of a document by the Registrar)-Search in the Registry, for each document or file referred to or required	HKD 14.00	<b>Total Search Fee:</b>		<b>HKD 14.00</b>
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<b>Total Search Fee:</b>		<b>HKD 14.00</b>									
5.	<p>Select one “Payment Method” and the “PAY” will be activated&gt;</p> <p>Click “PAY”&gt;</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 <span style="float: right;">Screen ID: EPY-SET-0001</span></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> <p style="text-align: center;"> <input type="button" value="CANCEL"/> <input type="button" value="PAY"/> </p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> <li>Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary.</li> <li>After pressing the pay button, please DO NOT leave this page until you are redirected to the acknowledgement page, otherwise your transaction may not be successful.</li> <li>Merchant Name is applicable to credit card payment method only.</li> <li>PPS Shop&amp;Buy(PPSB) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PPSB, please change to use desktop computer.</li> <li>Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use PPSB to settle the payment. We apologise for any inconvenience caused.</li> <li>Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the Verified by Visa and MasterCard SecureCode service.</li> <li>For refund of online payment, it will normally be conducted either by way of cheque, bank draft or cash to the appropriate case party or legal representative.</li> </ul> </div>									

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

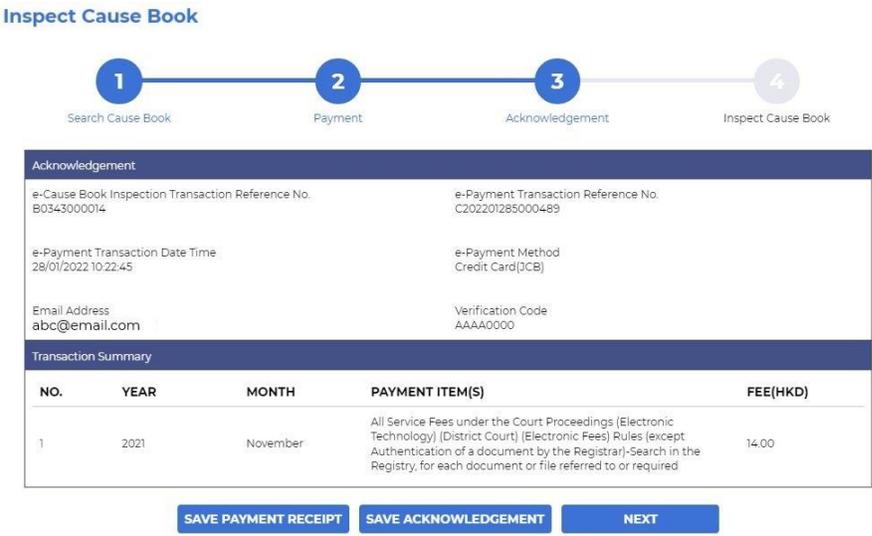
Item	Process	Relevant screenshots for reference
6.	<p><b><u>Acknowledgement</u></b></p> <p>Click “SAVE ACKNOWLEDGEMENT”&gt;</p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”&gt;</p> <p>Click “Open file” to retrieve the Acknowledgement&gt;</p> <p>Click “SAVE PAYMENT RECEIPT”&gt;</p>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

Item	Process	Relevant screenshots for reference
9.	<p><b><u>Inspect Cause Book</u></b></p> <p>Click the hyper link under the column of “CAUSE BOOK NAME” to view the cause book&gt;</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)&gt;</p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?” &gt;</p> <p>Click “Open file” at the bottom to retrieve the zip files&gt;</p>	<p>Step 4: Inspect Cause Book</p> 

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

Item	Process	Relevant screenshots for reference															
<p>10.</p>	<p><b><u>Re-access the cause book concerned</u></b></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&gt;</p> <p>Input the captcha code*&gt;</p> <p>Click “NEXT”&gt;</p>	<p>Repeat items 1 to 3 above to access Inspect Cause Book function and repeat <b>Step 1: Search Cause Book</b></p>  <p>Screen ID: EDOC-ENQ-00061</p> <p><b>Inspect Cause Book</b></p> <p>1 Search Cause Book      2 Payment      3 Acknowledgement      4 Inspect Cause Book</p> <p><b>Note:</b></p> <p>1) Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court.</p> <p>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.</p> <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 (DCTC)</td> <td>06/05/2022</td> </tr> <tr> <td>District Court</td> <td>Civil Action (DCCJ)</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> <p>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> <p>- Field with (*) is required information</p> <p>Court Level* DC - District Court</p> <p>Case Type* CJ - Civil Action</p> <p>Year* 2022</p> <p>Month* October</p> <p>Email Address* (for receiving access code for cause book inspection)</p> <p>Re-enter Email Address*</p> <p>Verification Code* (must be in 6 - 8 alphanumeric code) [Remarks: Please <b>remember</b> this verification code because you are required to input this verification code to commence cause book inspection after payment of prescribed fee.]</p> <p>Captcha Code <input checked="" type="radio"/> Image <input type="radio"/> Audio</p> <p>YKAKE</p> <p>PLEASE INPUT THE CAPTCHA CODE SHOWN IN THE IMAGE*</p> <p>NEXT</p>	Court Level	Case Type	Date of implementation of iCMS	District Court	Personal Injuries Action (DCPI)	06/05/2022	District Court	Tax Claim (DCTC)	06/05/2022	District Court	Civil Action (DCCJ)	29/07/2022	District Court	Employees' Compensation Case (DCEC)	30/12/2022
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<p>11.</p>	<p><b><u>Input one-time access code</u></b></p> <p>Input the re-generated one-time access code sent via the email provided in item 10 above&gt;</p> <p>Click “SUBMIT”&gt;</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><b><u>Acknowledgement</u></b></p> <p>You may opt to save the “ACKNOWLEDGEMENT” and/or “PAYMENT RECEIPT” as in item 6 above.</p> <p>Click “NEXT”&gt;</p>	
13.	<p><b><u>Inspect Cause Book</u></b></p> <p>Continue with the inspection of cause book as in item 9 above.</p>	<p>Continue with the inspection of cause book concerned within the validity period</p> 