
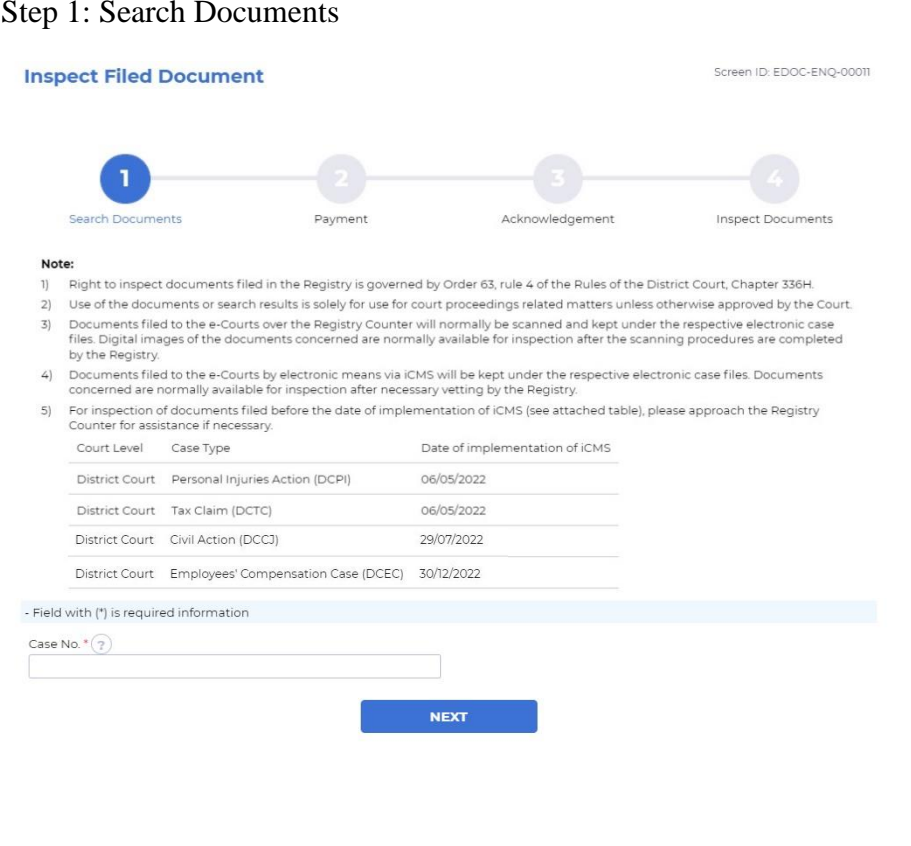


Inspect case documents by case party/ legal representative

This step-by-step guide outlines the general process required to inspect documents 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.

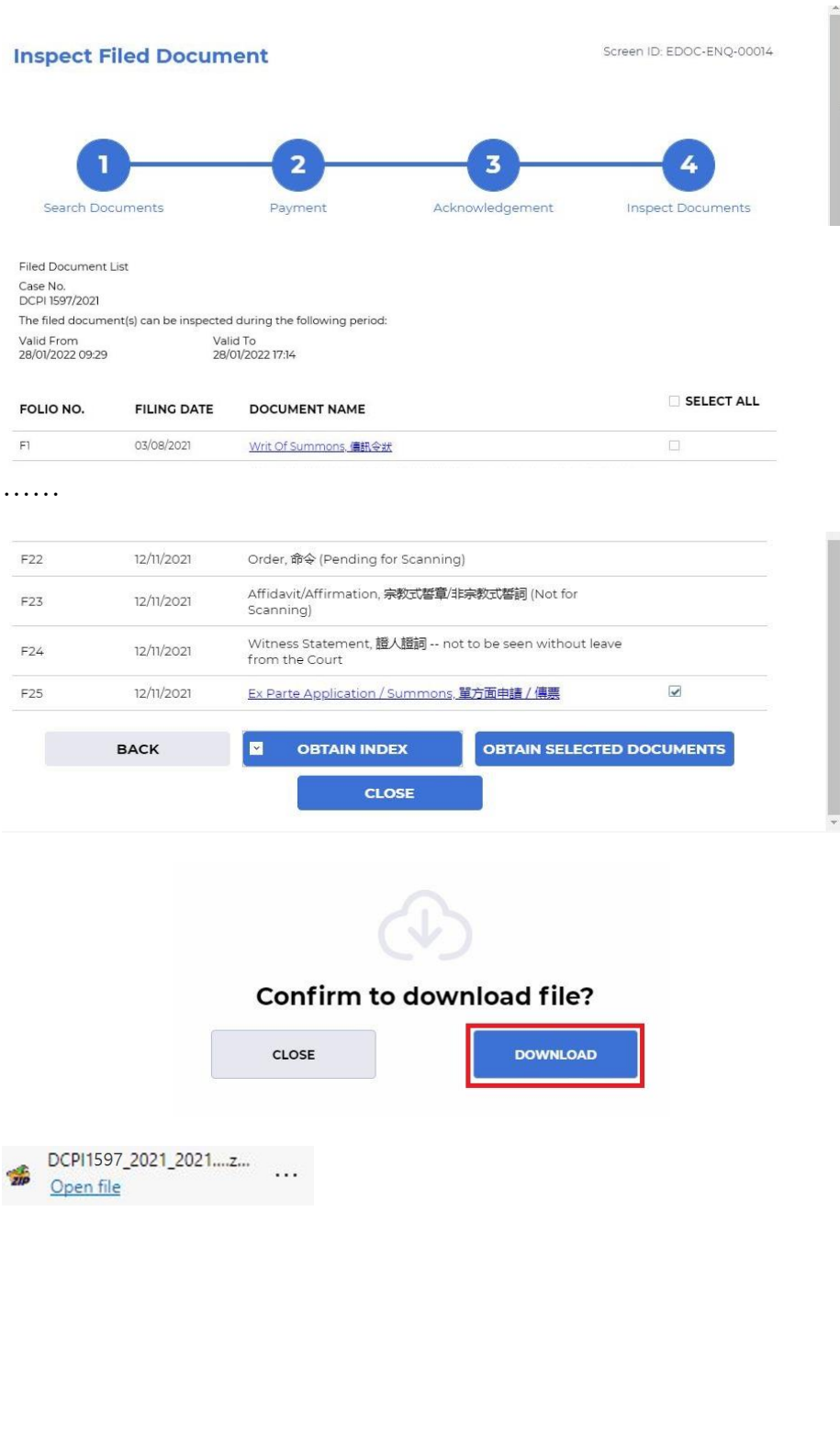
Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>By Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p>	<p>Organization User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;">Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type <input type="text" value="Organization"/></p> <p>Organization Code * Login Name * <input type="text"/> <input type="text"/></p> <p>Password * <input type="text"/></p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;">Register an Account Account Activation Reset Password</p> <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;">Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type <input iu")"="" type="text" value="Individual User ("/></p> <p>Organization Code * Login Name * <input type="text"/> <input type="text"/></p> <p>Password * <input type="text"/></p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;">Register an Account Account Activation Reset Password</p>

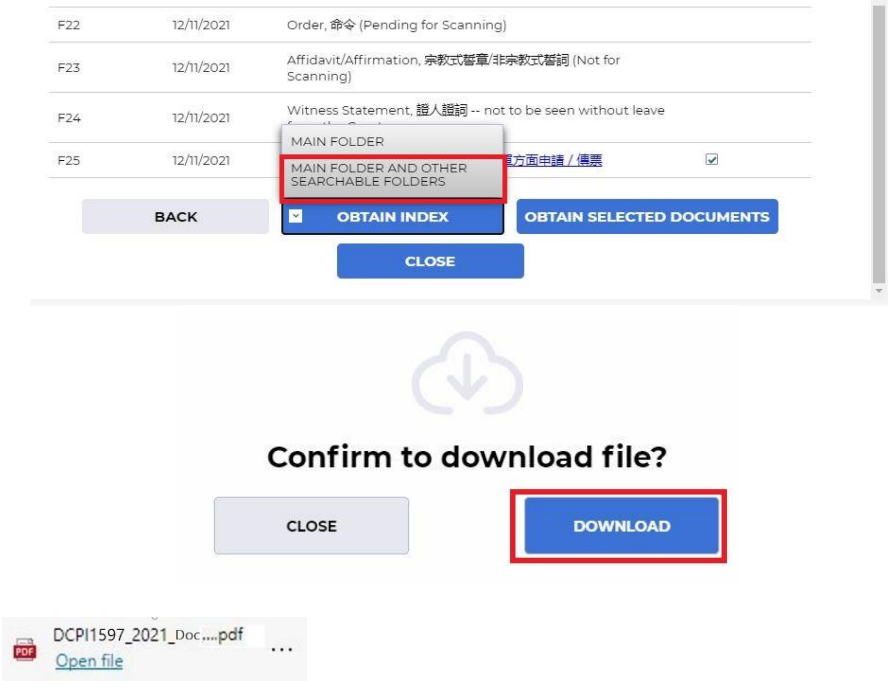

Step-by-step guide – “Inspect case documents by case party/ legal representative”



Item	Process	Relevant screenshots for reference															
2.	<p><u>Access Inspect Filed Document function</u></p> <p>Select court level, e.g. “District Court”></p> <p>Click “Inspection of Document”></p> <p>Select “Inspect Filed Document”></p>																
3.	<p><u>Search documents</u></p> <p>Input “Case No.*”></p> <p>Click “NEXT”></p>	<p>Step 1: Search Documents</p>  <p>Note:</p> <ol style="list-style-type: none"> 1) Right to inspect documents filed in the Registry is governed by Order 63, rule 4 of the Rules of the District Court, Chapter 336H. 2) Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court. 3) Documents filed to the e-Courts over the Registry Counter will normally be scanned and kept under the respective electronic case files. Digital images of the documents concerned are normally available for inspection after the scanning procedures are completed by the Registry. 4) Documents filed to the e-Courts by electronic means via iCMS will be kept under the respective electronic case files. Documents concerned are normally available for inspection after necessary vetting by the Registry. 5) For inspection of documents filed 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 (DCTC)</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>- Field with (*) is required information</p> <p>Case No. * <input type="text"/></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 (DCC)	29/07/2022	District Court	Employees' Compensation Case (DCEC)	30/12/2022
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4.	<p><u>Availability of electronic record</u></p> <p>Click “OK” to proceed></p> <p><i>[Note: Depending on different scenarios, electronic record may not be available for inspection. See colour legend for more information.]</i></p>	<p>Document(s) below is/are not available for electronic inspection.</p> <table border="1"> <thead> <tr> <th>FOLIO NO.</th> <th>FILING DATE</th> <th>DOCUMENT NAME</th> </tr> </thead> <tbody> <tr> <td>F22</td> <td>12/11/2021</td> <td>Order, 諭令 (Pending for Scanning)</td> </tr> <tr> <td>F23</td> <td>12/11/2021</td> <td>Affidavit/Affirmation, 宗教式誓章/非宗教式誓詞 (Not for Scanning)</td> </tr> <tr> <td>F24</td> <td>12/11/2021</td> <td>Witness Statement, 證人證詞 -- not to be seen without leave from the Court</td> </tr> <tr> <td>F25</td> <td>12/11/2021</td> <td>Ex Parte Application / Summons, 單方面申請 / 傳票</td> </tr> </tbody> </table> <p>Do you want to proceed?</p> <p>CANCEL OK</p> <p>Color Legend:</p> <table border="1"> <tbody> <tr> <td>Grey (Text in normal font)</td> <td>Electronic record is not available.</td> </tr> <tr> <td>Green (Text in italic font)</td> <td>Electronic record is available but for reference only. Its paper version remains the official copy.</td> </tr> <tr> <td>Blue (Text in bold font)</td> <td>Electronic record will be available at a later time when the processing work is completed.</td> </tr> <tr> <td>Brown (Text in bold and italic font)</td> <td>Document record is not allowed for inspection pursuant to a Court order.</td> </tr> </tbody> </table> <p>If you need to approach the Registry Counter for inspection of physical document(s), please produce the Payment Receipt which can be downloaded after payment.</p>	FOLIO NO.	FILING DATE	DOCUMENT NAME	F22	12/11/2021	Order, 諭令 (Pending for Scanning)	F23	12/11/2021	Affidavit/Affirmation, 宗教式誓章/非宗教式誓詞 (Not for Scanning)	F24	12/11/2021	Witness Statement, 證人證詞 -- not to be seen without leave from the Court	F25	12/11/2021	Ex Parte Application / Summons, 單方面申請 / 傳票	Grey (Text in normal font)	Electronic record is not available.	Green (Text in italic font)	Electronic record is available but for reference only. Its paper version remains the official copy.	Blue (Text in bold font)	Electronic record will be available at a later time when the processing work is completed.	Brown (Text in bold and italic font)	Document record is not allowed for inspection pursuant to a Court order.
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5.	<p><u>Payment</u></p> <p>Click “PAY”></p> <p><i>[Note: Payment is not applicable to the party who is on legal aid/ Legal Aid Department.]</i></p>	<p>Step 2: Payment</p> <p>Inspect Filed Document Screen ID: EDOC-ENQ-00012</p> <p>Note:</p> <ol style="list-style-type: none"> The search fee is non-refundable once the procedures for inspection of document commence. Documents are normally available for inspection for 7 hours and 45 minutes after payment. <table border="1"> <thead> <tr> <th>Case No.</th> <th>Payment Item(s)</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>DCPI 1597/2021</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;">Total Search Fee:</td> <td>HKD 14.00</td> </tr> </tbody> </table> <p>BACK PAY</p>	Case No.	Payment Item(s)	Amount	DCPI 1597/2021	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	Total Search Fee:		HKD 14.00														
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6.	<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 7.]</i></p>	 <p>Online Payment Service Screen ID: EPY-SET-0001</p> <p>Type of Service: Judiciary Online Payment Service Merchant Name: The Judiciary e-Document Inspection Transaction Reference No: D0345000016 Transaction Date: 28/01/2022 Total Amount: HKD 14.00</p> <p>Payment Method:</p> <p>CANCEL PAY</p> <p>Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary. 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. Merchant Name is applicable to credit card payment method only. PPS Shop&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. 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. 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. 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.</p>								
7.	<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 Screen ID: EDOC-ENQ-00013</p> <p>Inspect Filed Document</p> <p>1 Search Documents 2 Payment 3 Acknowledgement 4 Inspect Documents</p> <p>Acknowledgement</p> <p>e-Document Inspection Transaction Reference No. D0345000016 e-Payment Transaction Reference No. C202201286000445 e-Payment Transaction Date Time 28/01/2022 09:29:31 e-Payment Method Credit Card(JCB)</p> <p>Transaction Summary</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>CASE NO.</th> <th>PAYMENT ITEM(S)</th> <th>FEE(HKD)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DCPI 1597/2021</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>14.00</td> </tr> </tbody> </table> <p>SAVE PAYMENT RECEIPT SAVE ACKNOWLEDGEMENT NEXT</p> <p>Confirm to download file?</p> <p>CLOSE DOWNLOAD</p> <p>D0345000016_Paym....pdf Open file ... D0345000016_Ackno....p... Open file ...</p>	NO.	CASE NO.	PAYMENT ITEM(S)	FEE(HKD)	1	DCPI 1597/2021	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	14.00
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8.	<p><u>Inspect documents</u></p> <p>Click the hyper link under the column of “DOCUMENT NAME” to view the document image></p> <p>Or</p> <p>Tick the checkbox in the right column next to the hyper link, then click “OBTAIN SELECTED DOCUMENTS” to download the documents (you may select multiple documents 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 Documents</p>  <p>Inspect Filed Document Screen ID: EDOC-ENQ-00014</p> <p>1 — 2 — 3 — 4 Search Documents — Payment — Acknowledgement — Inspect Documents</p> <p>Filed Document List Case No. DCPI 1597/2021 The filed document(s) can be inspected during the following period: Valid From 28/01/2022 09:29 Valid To 28/01/2022 17:14</p> <table border="1"> <thead> <tr> <th>FOLIO NO.</th> <th>FILING DATE</th> <th>DOCUMENT NAME</th> <th><input type="checkbox"/> SELECT ALL</th> </tr> </thead> <tbody> <tr> <td>F1</td> <td>03/08/2021</td> <td>Writ Of Summons, 傳訊令狀</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="4">.....</td> </tr> <tr> <td>F22</td> <td>12/11/2021</td> <td>Order, 命令 (Pending for Scanning)</td> <td></td> </tr> <tr> <td>F23</td> <td>12/11/2021</td> <td>Affidavit/Affirmation, 宗教式誓章/非宗教式誓詞 (Not for Scanning)</td> <td></td> </tr> <tr> <td>F24</td> <td>12/11/2021</td> <td>Witness Statement, 證人證詞 -- not to be seen without leave from the Court</td> <td></td> </tr> <tr> <td>F25</td> <td>12/11/2021</td> <td>Ex Parte Application / Summons, 單方面申請 / 傳票</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>BACK [OBTAIN INDEX] [OBTAIN SELECTED DOCUMENTS] [CLOSE]</p> <p>Confirm to download file? [CLOSE] [DOWNLOAD]</p> <p>DCPI1597_2021_2021....Z... Open file</p>	FOLIO NO.	FILING DATE	DOCUMENT NAME	<input type="checkbox"/> SELECT ALL	F1	03/08/2021	Writ Of Summons, 傳訊令狀	<input type="checkbox"/>				F22	12/11/2021	Order, 命令 (Pending for Scanning)		F23	12/11/2021	Affidavit/Affirmation, 宗教式誓章/非宗教式誓詞 (Not for Scanning)		F24	12/11/2021	Witness Statement, 證人證詞 -- not to be seen without leave from the Court		F25	12/11/2021	Ex Parte Application / Summons, 單方面申請 / 傳票	<input checked="" type="checkbox"/>
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9.	<p><u>Obtain document index of all documents</u></p> <p>In “OBTAIN INDEX” dropdown, select “MAIN FOLDER AND OTHER SEARCHABLE FOLDERS”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” at the bottom to retrieve the document index></p>	<p>Download document index of all documents from Main Folder and other searchable folders, which includes “Payment”, “Mediation” and “Lodged”</p> 
10.	<p><u>Obtain document index of the “Main Folder”</u></p> <p>In “OBTAIN INDEX” dropdown, select “MAIN FOLDER”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” at the bottom to retrieve the document index></p>	<p>Download document index of the “Main Folder”</p> 

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11.	<p><u>Acknowledgement and payment receipt message sent to the message box of OU/IU as appropriate</u></p> <p>Click “Home”></p> <p>Access Message Box></p> <p>Click the message header to read the content</p>	<p>Message box with message header(s) appears on the landing page</p>  <p>Message Box Screen ID: EXT-MSG-00001</p> <p>All Read Unread</p> <table border="1"> <thead> <tr> <th>SUBJECT</th> <th>DATE/TIME</th> <th>FROM</th> <th>FILE</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>[Document(s) of DCPI 1597/2021] Acknowledgement and Pay...</td> <td>10:29</td> <td>Court Registry, District Court</td> <td>582KB</td> </tr> <tr> <td>[TRN:E1126000160] New Electronic Submission Received</td> <td>10:20</td> <td>Court Registry, District Court</td> <td>958KB</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>10:02</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCPI 1111/2021] 已收受新電子提交</td> <td>27/01/2022</td> <td>區域法院登記處</td> <td>560KB</td> </tr> <tr> <td>[DCPI 1111/2021] 已收受新電子提交</td> <td>27/01/2022</td> <td>區域法院登記處</td> <td>561KB</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>27/01/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Hearing Scheduled and / or Notice of Hearing Is...</td> <td>27/01/2022</td> <td>Court Registry, District Court</td> <td>488KB</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>27/01/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur App...</td> <td>27/01/2022</td> <td>Court Registry, District Court</td> <td>261KB</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>27/01/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> </tbody> </table> <p>Click the message header to read the content and the attachment therein</p>  <p>Message Details Screen ID: EXT-MSG-00002</p> <p>< Back</p> <p>[Document(s) of DCPI 1597/2021] Acknowledgement and Payment Receipt for Electronic Inspection</p> <p>Date/Time 28/01/2022 10:29 From Court Registry, District Court To 265.E0843000020</p> <p>This message serves to confirm the successful payment for inspection of document (e-Payment Transaction Reference No. C202201286000445) made via iCMS on 31/01/2022 17:29. (Time is expressed in 24-hour format.)</p> <p>Please click the attachment link to obtain the acknowledgement and the payment receipt.</p> <p>Acknowledgement - e-Document Inspection Transaction Reference No. D0345000016 Payment Receipt - e-Payment Transaction Reference No. C202201286000445</p> <p>2 Attachment(s)</p> <p>PDF Acknowledg...pdf 104KB PDF Payment_R... .pdf 478KB</p>	SUBJECT	DATE/TIME	FROM	FILE	[Document(s) of DCPI 1597/2021] Acknowledgement and Pay...	10:29	Court Registry, District Court	582KB	[TRN:E1126000160] New Electronic Submission Received	10:20	Court Registry, District Court	958KB	[DCPI 42/2022] New Electronic Submission Received	10:02	Court Registry, District Court	479KB	[DCPI 1111/2021] 已收受新電子提交	27/01/2022	區域法院登記處	560KB	[DCPI 1111/2021] 已收受新電子提交	27/01/2022	區域法院登記處	561KB	[DCPI 42/2022] Document(s) Filed / Lodged	27/01/2022	Court Registry, District Court	-	[DCPI 42/2022] Hearing Scheduled and / or Notice of Hearing Is...	27/01/2022	Court Registry, District Court	488KB	[DCPI 42/2022] Document(s) Filed / Lodged	27/01/2022	Court Registry, District Court	-	[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur App...	27/01/2022	Court Registry, District Court	261KB	[DCPI 42/2022] Document(s) Filed / Lodged	27/01/2022	Court Registry, District Court	-
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