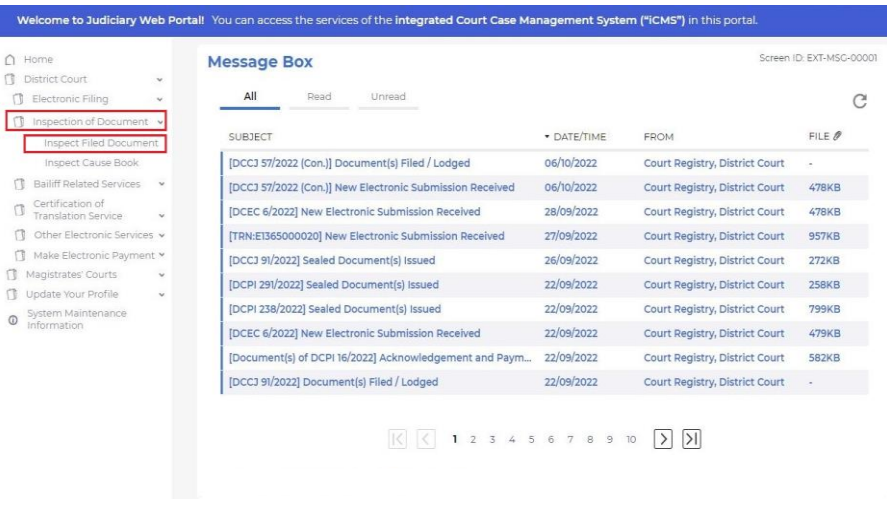
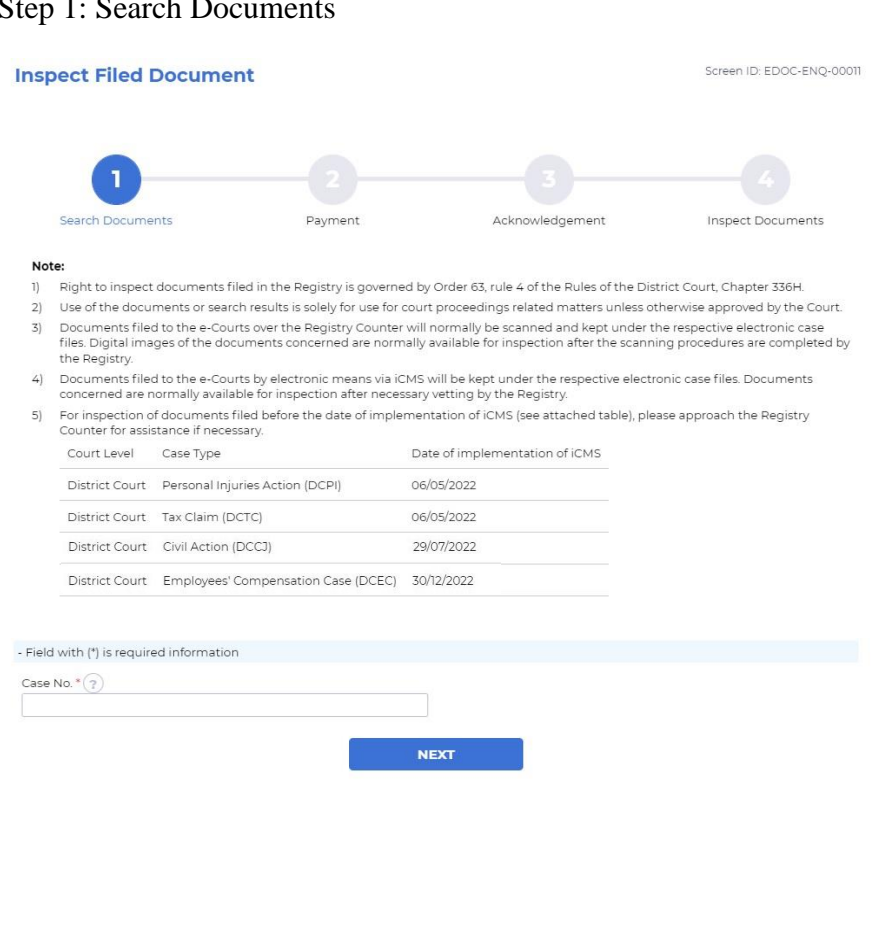


Inspect case originating document

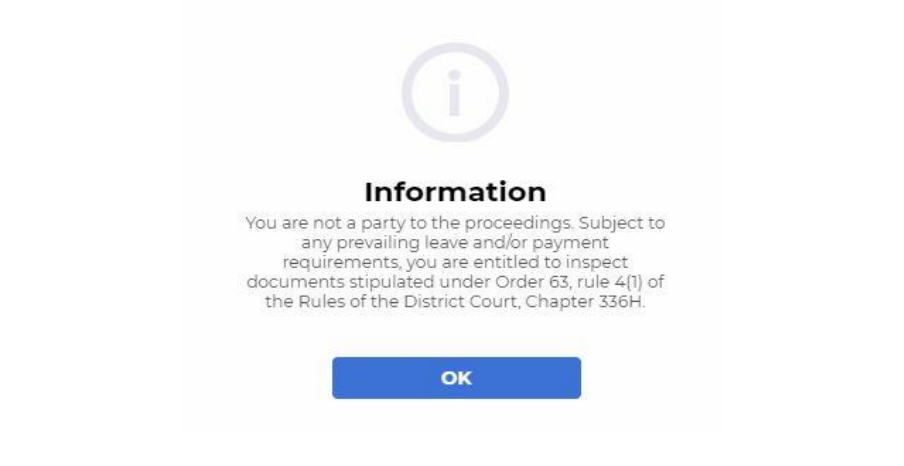
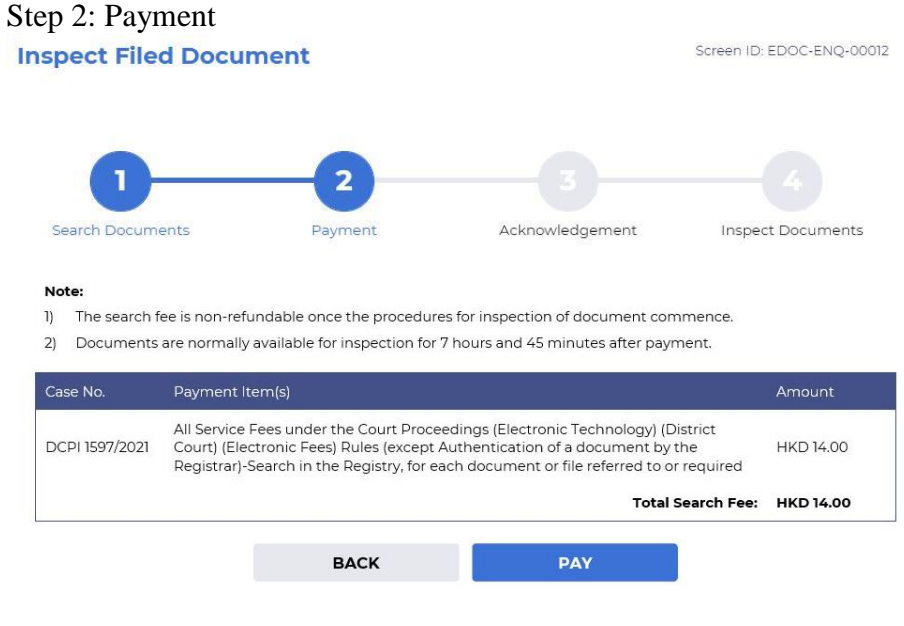
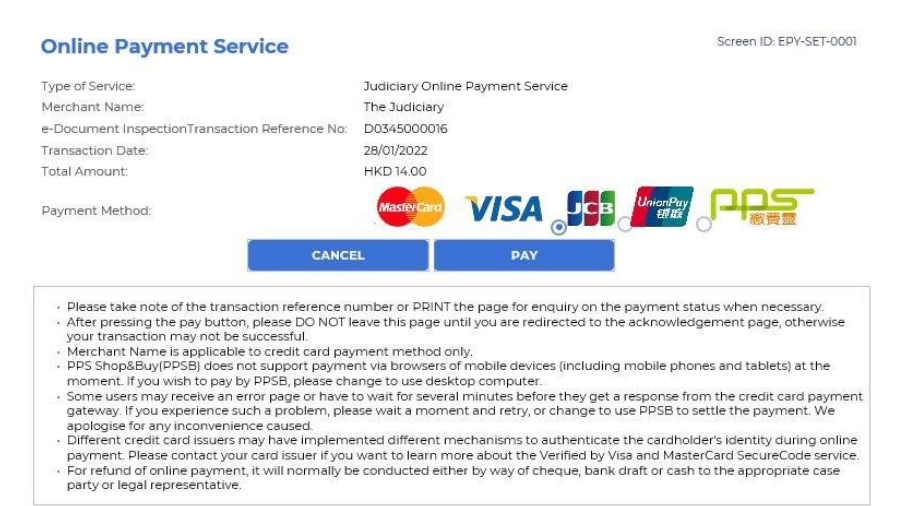
This step-by-step guide outlines the general process required to inspect documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

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="password"/></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="password"/></p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;"> Register an Account Account Activation Reset Password </p>

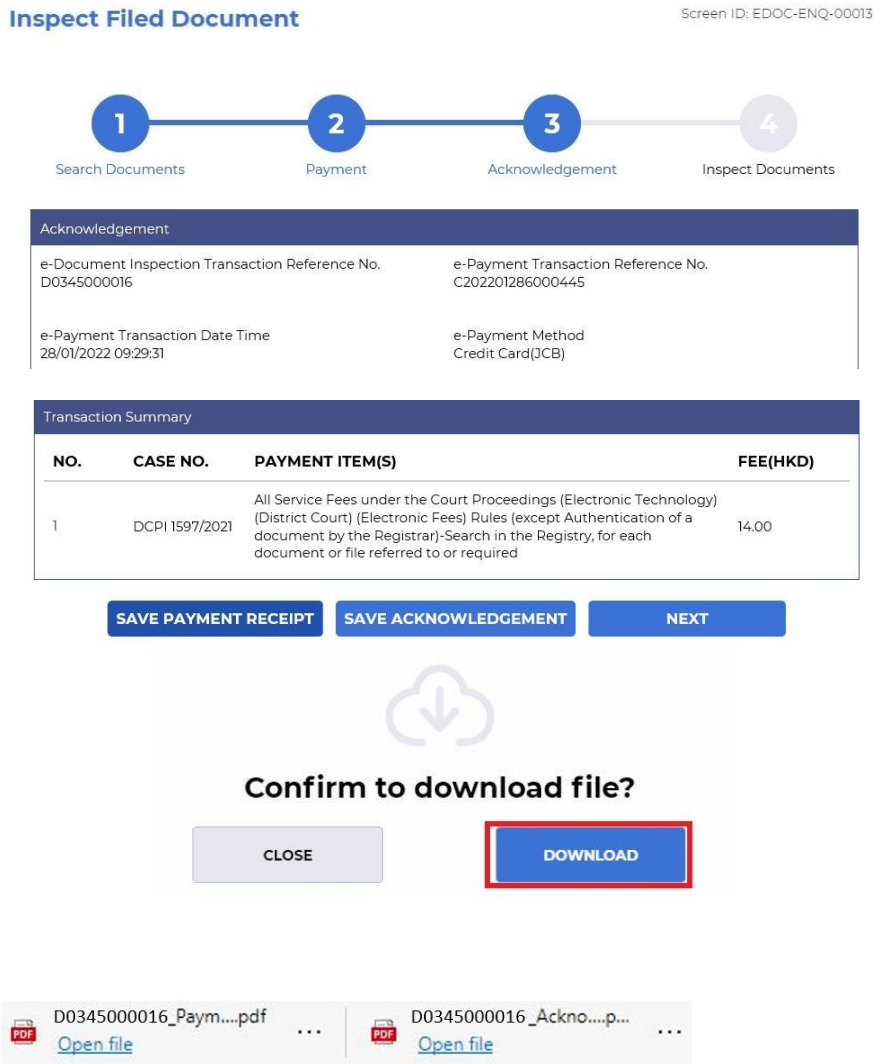
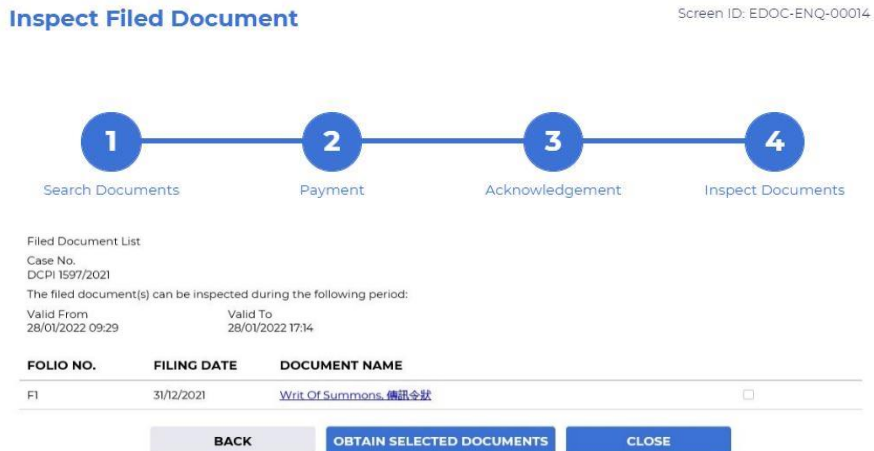
Step-by-step guide – “Inspect case originating document”

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>	 <p>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System (“iCMS”) in this portal.</p> <p>Home District Court Electronic Filing Inspection of Document Inspect Filed Document Inspect Cause Book Bailiff Related Services Certification of Translation Service Other Electronic Services Make Electronic Payment Magistrates’ Courts Update Your Profile System Maintenance Information</p> <p>Message Box Screen ID: EXT-MSG-0001</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> <td>[DCCJ 9/2022 (Con.)] Document(s) Filed / Lodged</td> <td>06/10/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCCJ 57/2022 (Con.)] New Electronic Submission Received</td> <td>06/10/2022</td> <td>Court Registry, District Court</td> <td>478KB</td> </tr> <tr> <td>[DCEC 6/2022] New Electronic Submission Received</td> <td>28/09/2022</td> <td>Court Registry, District Court</td> <td>478KB</td> </tr> <tr> <td>[TRN:ET365000020] New Electronic Submission Received</td> <td>27/09/2022</td> <td>Court Registry, District Court</td> <td>957KB</td> </tr> <tr> <td>[DCCJ 9/2022] Sealed Document(s) Issued</td> <td>26/09/2022</td> <td>Court Registry, District Court</td> <td>272KB</td> </tr> <tr> <td>[DCPI 29/2022] Sealed Document(s) Issued</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>258KB</td> </tr> <tr> <td>[DCPI 239/2022] Sealed Document(s) Issued</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>799KB</td> </tr> <tr> <td>[DCEC 6/2022] New Electronic Submission Received</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[Document(s) of DCPI 16/2022] Acknowledgement and Paym...</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>582KB</td> </tr> <tr> <td>[DCCJ 9/2022] Document(s) Filed / Lodged</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> </tbody> </table>	SUBJECT	DATE/TIME	FROM	FILE	[DCCJ 9/2022 (Con.)] Document(s) Filed / Lodged	06/10/2022	Court Registry, District Court	-	[DCCJ 57/2022 (Con.)] New Electronic Submission Received	06/10/2022	Court Registry, District Court	478KB	[DCEC 6/2022] New Electronic Submission Received	28/09/2022	Court Registry, District Court	478KB	[TRN:ET365000020] New Electronic Submission Received	27/09/2022	Court Registry, District Court	957KB	[DCCJ 9/2022] Sealed Document(s) Issued	26/09/2022	Court Registry, District Court	272KB	[DCPI 29/2022] Sealed Document(s) Issued	22/09/2022	Court Registry, District Court	258KB	[DCPI 239/2022] Sealed Document(s) Issued	22/09/2022	Court Registry, District Court	799KB	[DCEC 6/2022] New Electronic Submission Received	22/09/2022	Court Registry, District Court	479KB	[Document(s) of DCPI 16/2022] Acknowledgement and Paym...	22/09/2022	Court Registry, District Court	582KB	[DCCJ 9/2022] Document(s) Filed / Lodged	22/09/2022	Court Registry, District Court	-
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(i) Inspection of case originating document with electronic image by non-case party to the proceedings																																														
3.	<p><u>Search documents</u></p> <p>Input “Case No.*”></p> <p>Click “NEXT”></p>	<p>Step 1: Search Documents</p>  <p>Inspect Filed Document Screen ID: EDOC-ENQ-0001</p> <p>1 Search Documents 2 Payment 3 Acknowledgement 4 Inspect Documents</p> <p>Note:</p> <ol style="list-style-type: none"> Right to inspect documents filed in the Registry is governed by Order 63, rule 4 of the Rules of the District Court, Chapter 336H. Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court. 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. 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. 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 (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>- Field with (*) is required information</p> <p>Case No. * (?)</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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Step-by-step guide – “Inspect case originating document”

Item	Process	Relevant screenshots for reference									
4.	<p>Popup of warning message of case inspection by non-case party</p> <p>Click “OK” to continue></p>										
5.	<p>Payment</p> <p>Click “PAY”></p>	<p>Step 2: Payment</p> <p>Inspect Filed Document Screen ID: EDOC-ENQ-00012</p>  <table border="1" data-bbox="638 1087 1495 1234"> <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 style="text-align: center;"> 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 InspectionTransaction Reference No: D0345000016 Transaction Date: 28/01/2022 Total Amount: HKD 14.00</p> <p>Payment Method:</p>  <ul style="list-style-type: none"> • 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. 									

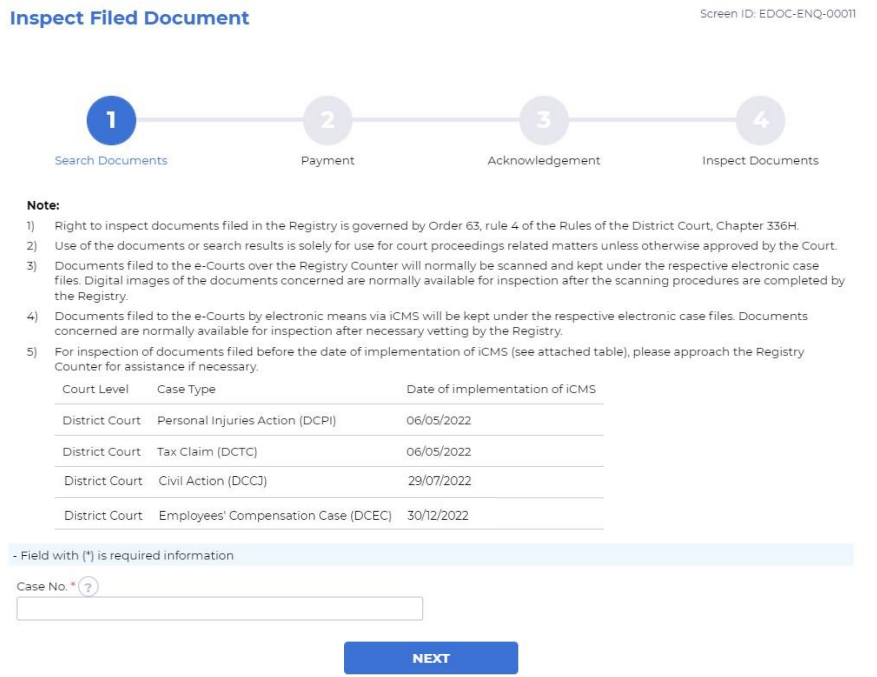
Step-by-step guide – “Inspect case originating document”

Item	Process	Relevant screenshots for reference
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</p> 
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 document></p>	<p>Step 4: Inspect Documents</p> 

Step-by-step guide – “Inspect case originating document”

Item	Process	Relevant screenshots for reference
	<p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” at the bottom to retrieve the file></p>	
<p>9.</p> <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>Click the message header to read the content and the attachment therein</p> 

Step-by-step guide – “Inspect case originating document”

Item	Process	Relevant screenshots for reference															
(ii) Inspection of case originating document without electronic image																	
10.	<p><u>Search documents</u></p> <p>Input “Case No.*”></p> <p>Click “NEXT”></p>	<p>Step 1: Search Documents</p>  <p>Inspect Filed Document Screen ID: EDOC-ENG-0001</p> <p>1 — 2 — 3 — 4</p> <p>Search Documents Payment Acknowledgement Inspect 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 (DTC)</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>- Field with (*) is required information</p> <p>Case No.* (?)</p> <p style="text-align: center;">NEXT</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 (DCCJ)	29/07/2022	District Court	Employees' Compensation Case (DCEC)	30/12/2022
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11.	<p><u>Availability of electronic record</u></p> <p>Alert for document not available for electronic inspection</p> <p>Click “OK”></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>FI</td> <td>30/12/2021</td> <td>Writ Of Summons, 傳訊令狀 (Pending for Scanning)</td> </tr> </tbody> </table> <p>Please approach the Registry Counter for assistance if necessary.</p> <p style="text-align: center;">OK</p> <p>Color Legend:</p> <table border="1"> <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> </table>	FOLIO NO.	FILING DATE	DOCUMENT NAME	FI	30/12/2021	Writ Of Summons, 傳訊令狀 (Pending for Scanning)	Blue (Text in bold font)	Electronic record will be available at a later time when the processing work is completed.							
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