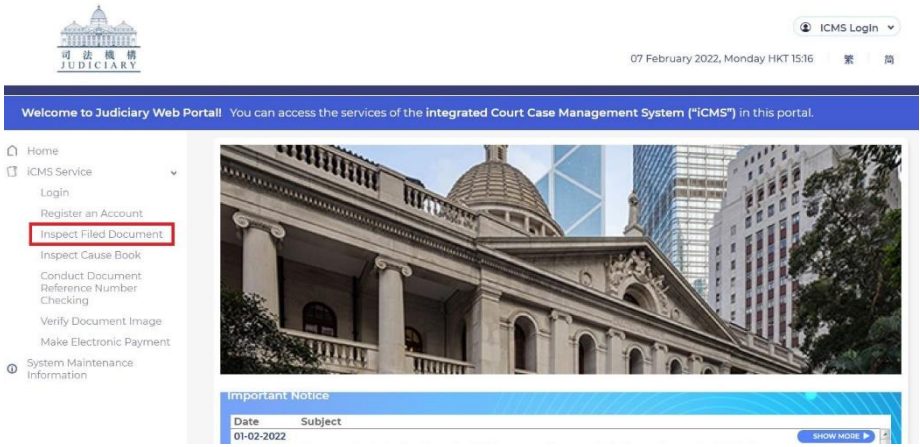
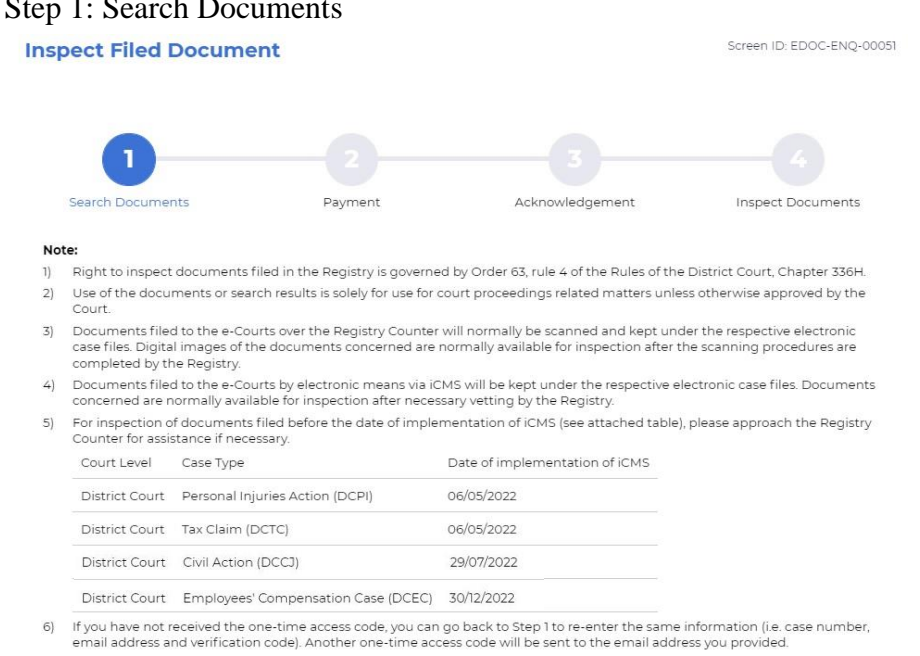
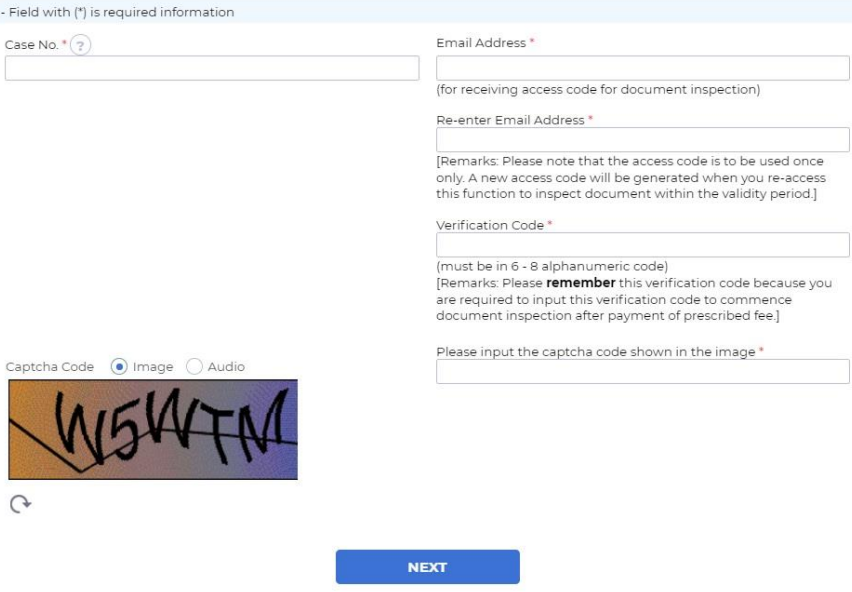



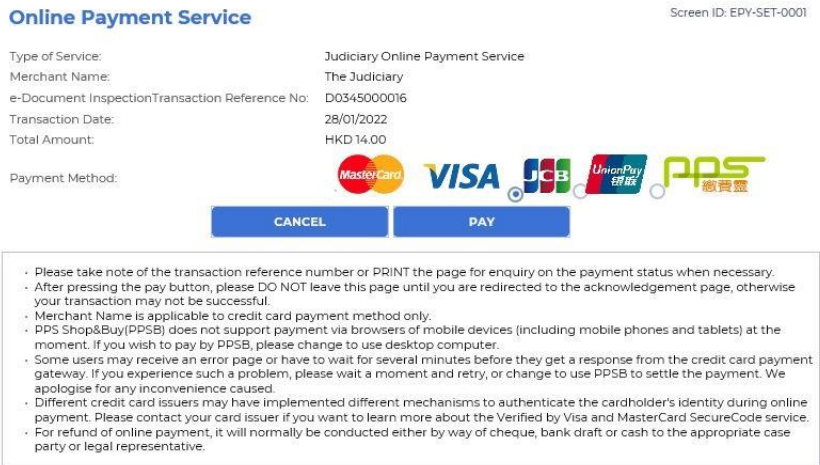
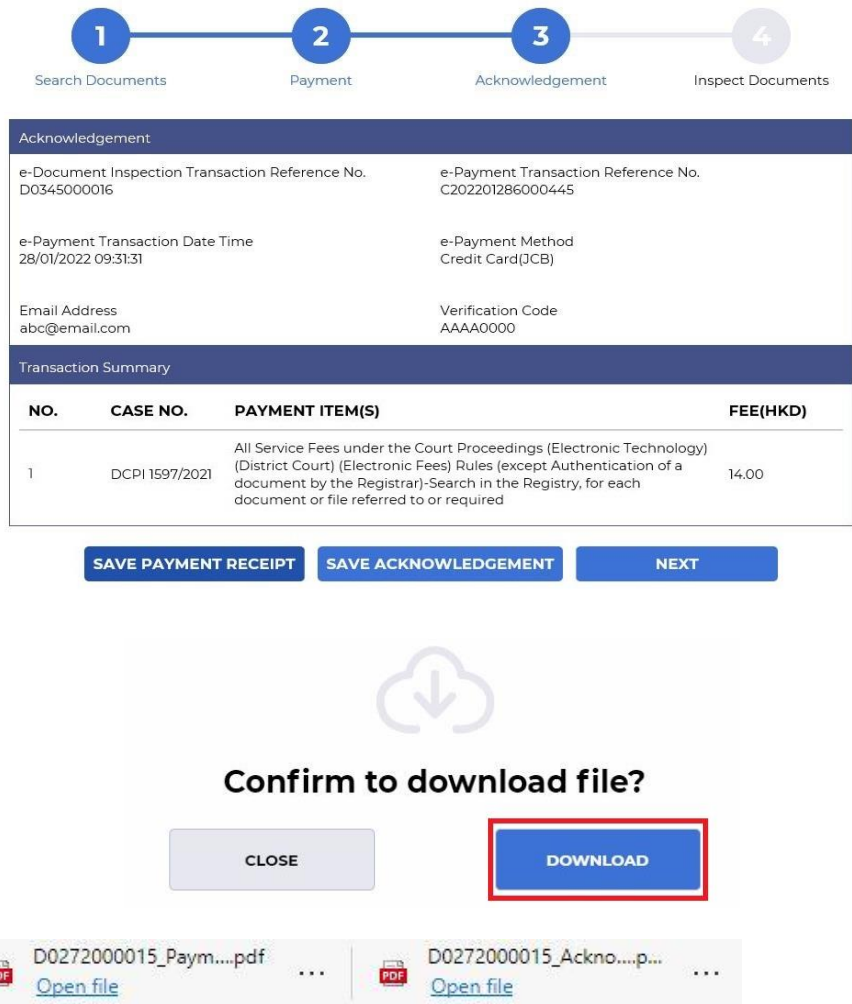
## Inspect case originating document


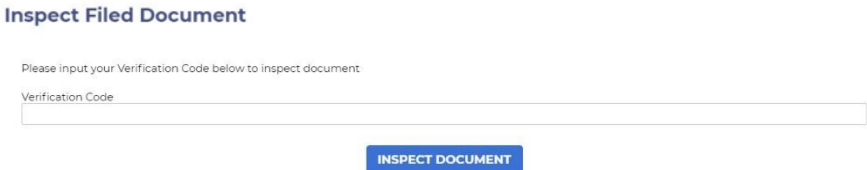
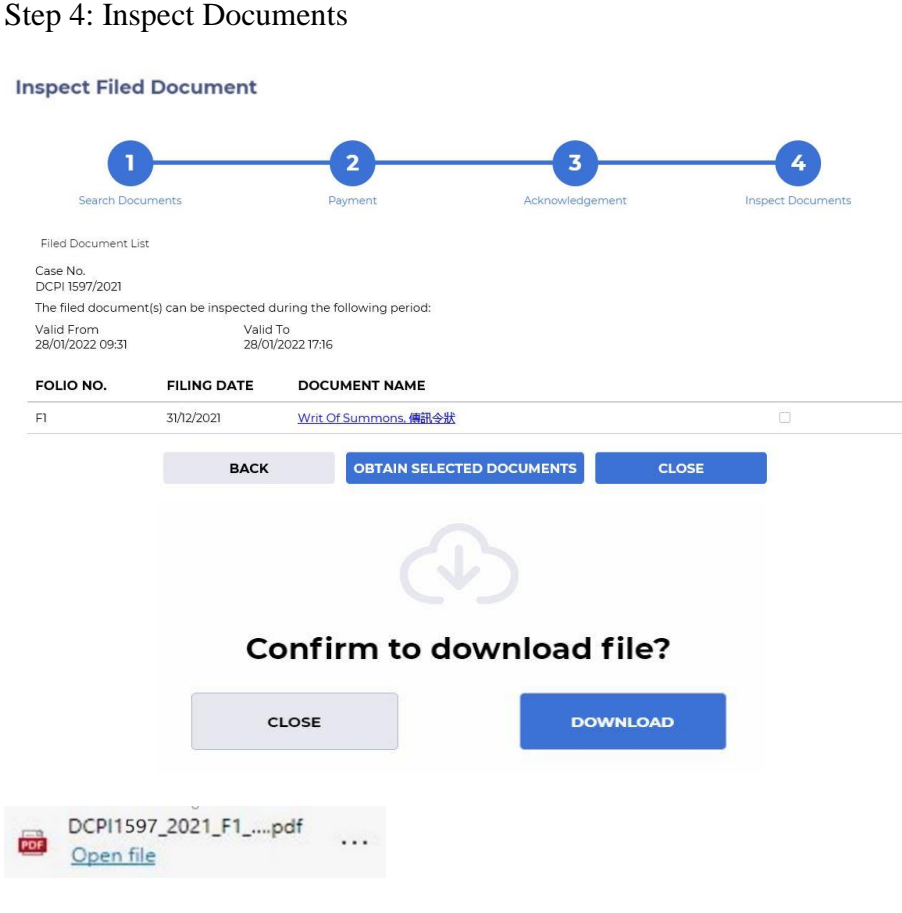
This step-by-step guide outlines the general process required to inspect documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

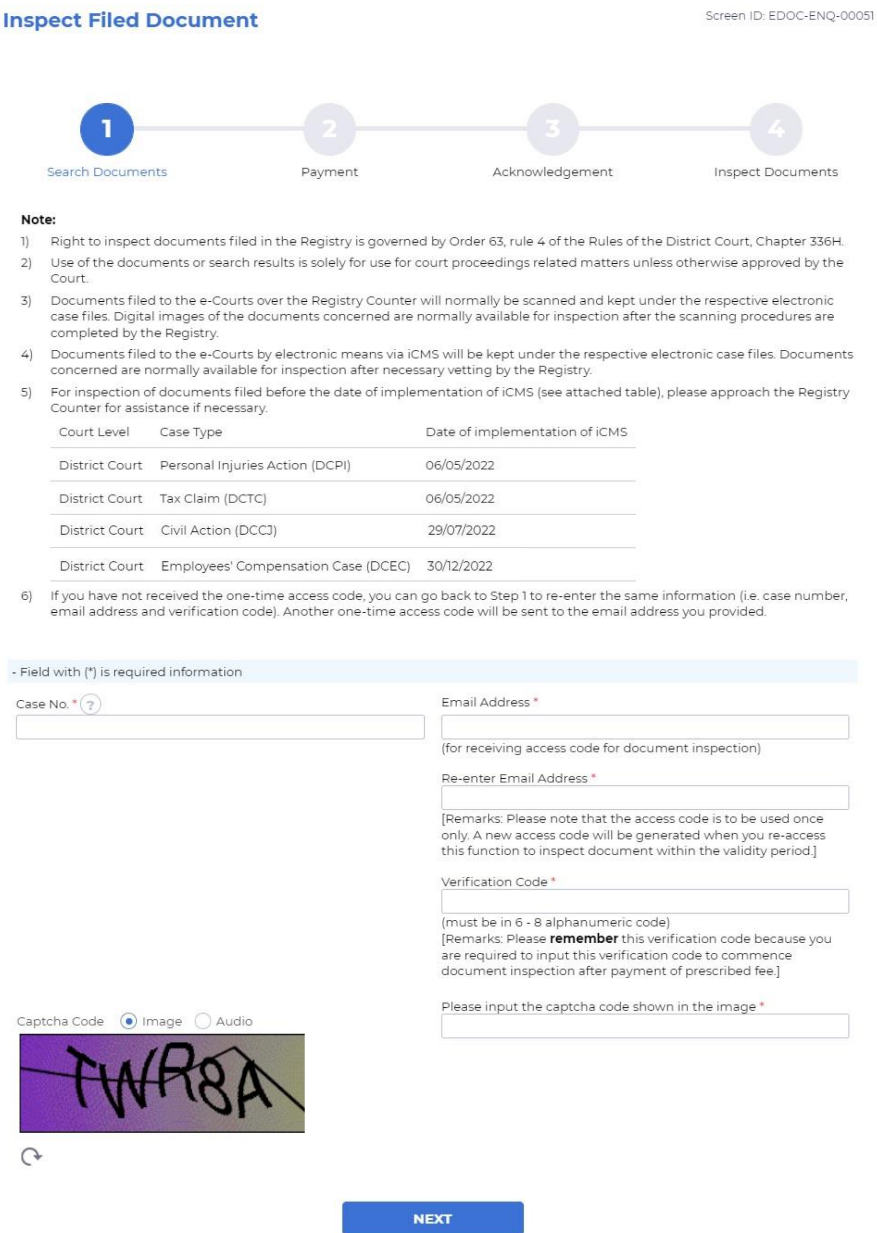

Item	Process	Relevant screenshots for reference															
1.	<p><b><u>Access Inspect Filed Document function</u></b></p> <p>Select “Inspect Filed Document”&gt;</p>																
(i) Inspection of case originating document with electronic image																	
2.	<p><b><u>Search documents</u></b></p> <p>Input “Case No.*”&gt;</p> <p>Input “Email Address*” for receiving access code for document inspection&gt;</p> <p>Input “Re-enter Email Address*”&gt;</p> <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 document in item 7 and re-generation of access code in item 9]</i></p> <p>Input the captcha code*&gt;</p> <p>Click “NEXT”&gt;</p>	<p><b>Step 1: Search Documents</b></p> <p><b>Inspect Filed Document</b> <span style="float: right;">Screen ID: EDOC-ENQ-00051</span></p>  <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>Right to inspect documents filed in the Registry is governed by Order 63, rule 4 of the Rules of the District Court, Chapter 336H.</li> <li>Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court.</li> <li>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.</li> <li>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.</li> <li>For inspection of documents filed before the date of implementation of iCMS (see attached table), please approach the Registry Counter for assistance if necessary.</li> </ol> <table border="1" data-bbox="678 1409 1252 1570"> <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> <ol style="list-style-type: none"> <li>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. case number, email address and verification code). Another one-time access code will be sent to the email address you provided.</li> </ol>	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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Item	Process	Relevant screenshots for reference									
		 <p>- Field with (*) is required information</p> <p>Case No. * (?)</p> <p>Email Address * (for receiving access code for document inspection)</p> <p>Re-enter Email Address *</p> <p>[Remarks: Please note that the access code is to be used once only. A new access code will be generated when you re-access this function to inspect document within the validity period.]</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 document inspection after payment of prescribed fee.]</p> <p>Captcha Code <input checked="" type="radio"/> Image <input type="radio"/> Audio</p> <p>Please input the captcha code shown in the image *</p> <p><b>NEXT</b></p>									
3.	<p><b><u>Payment</u></b></p> <p>Click “PAY”&gt;</p>	<p>Step 2: Payment</p> <p><b>Inspect Filed Document</b></p>  <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1) The search fee is non-refundable once the procedures for inspection of document commence.</li> <li>2) Documents are normally available for inspection for 7 hours and 45 minutes after payment.</li> </ol> <table border="1" data-bbox="652 1218 1461 1354"> <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"><b>Total Search Fee:</b></td> <td><b>HKD 14.00</b></td> </tr> </tbody> </table> <p><b>BACK</b> <b>PAY</b></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	<b>Total Search Fee:</b>		<b>HKD 14.00</b>
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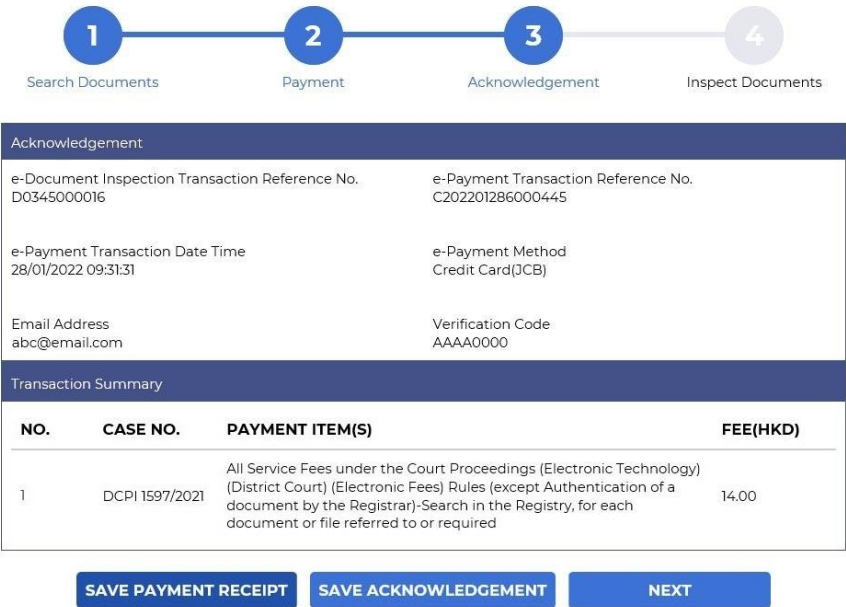
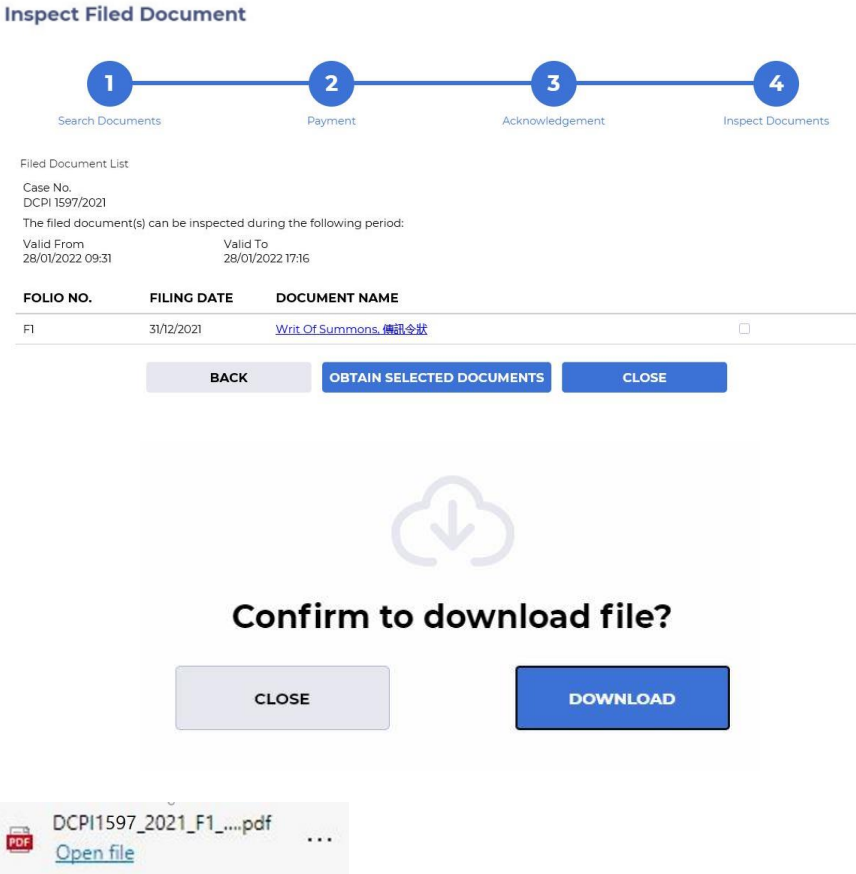
Step-by-step guide – “Inspect case originating document”



Item	Process	Relevant screenshots for reference
4.	<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 5.]</i></p>	
5.	<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> 

Item	Process	Relevant screenshots for reference
6.	<p><b><u>Input one-time access code</u></b></p> <p>Input the one-time access code sent via the email address provided in item 2 above&gt;</p> <p>Click “SUBMIT”&gt;</p>	
7.	<p><b><u>Input verification code</u></b></p> <p>Input the verification code set up in item 2 above&gt;</p> <p>Click “INSPECT DOCUMENT”&gt;</p>	
8.	<p><b><u>Inspect documents</u></b></p> <p>Click the hyper link under the column of “DOCUMENT NAME” to view the document image&gt;</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&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 file&gt;</p>	

Item	Process	Relevant screenshots for reference															
<p>9.</p>	<p><b><u>Re-access the document 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 document concerned, please repeat items 1 and 2.</p> <p>Input the same set of information in the respective fields of “Case No.*”, “Email Address*”, “Re-enter Email Address*” and “Verification Code*” provided in item 2 above for regenerating 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 2 above to access Inspect Filed Document and repeat <b>Step 1: Search Documents</b></p>  <p><b>Inspect Filed Document</b> <span style="float: right;">Screen ID: EDOC-ENQ-00051</span></p> <p>1 Search Documents      2 Payment      3 Acknowledgement      4 Inspect Documents</p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2) Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol> <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>6) 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. case number, 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>Case No. * (?) <input type="text"/>      Email Address * <input type="text"/>  <small>(for receiving access code for document inspection)</small></p> <p>Re-enter Email Address * <input type="text"/>  <small>[Remarks: Please note that the access code is to be used once only. A new access code will be generated when you re-access this function to inspect document within the validity period.]</small></p> <p>Verification Code * <input type="text"/>  <small>(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 document inspection after payment of prescribed fee.]</small></p> <p>Captcha Code <input checked="" type="radio"/> Image <input type="radio"/> Audio    <small>Please input the captcha code shown in the image *</small> <input type="text"/></p> <p style="text-align: center;"><b>NEXT</b></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>10.</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 address provided in item 9 above&gt;</p> <p>Click “SUBMIT”&gt;</p>	<p>One-Time Access Code</p> <p>Access code: <input type="text"/></p> <p style="text-align: center;"><b>BACK</b>      <b>SUBMIT</b></p>															



Item	Process	Relevant screenshots for reference
11.	<p><b><u>Acknowledgement</u></b></p> <p>You may opt to save the “ACKNOWLEDGEMENT” and/or “PAYMENT RECEIPT” as in item 5 above.</p> <p>Click “NEXT”&gt;</p>	
12.	<p><b><u>Inspect Document</u></b></p> <p>Continue with the inspection of document as in item 8 above.</p>	<p>Continue with the inspection of document concerned within the validity period</p> 

Item	Process	Relevant screenshots for reference															
(ii) Inspection of case originating document without electronic image																	
13.	<p><b><u>Search Documents</u></b></p> <p>Input “Case No.*”&gt;</p> <p>Input “Email Address*” for receiving access code for document inspection&gt;</p> <p>Input “Re-enter Email Address*”&gt;</p> <p>Set up “Verification Code*” (must be in 6-8 alphanumeric code)&gt;</p> <p>Input the captcha code*&gt;</p> <p>Click “NEXT”&gt;</p>	<p><b>Step 1: Search Documents</b></p> <p><b>Inspect Filed Document</b> <span style="float: right;">Screen ID: EDOC-ENQ-00051</span></p>  <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2) Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol> <table border="1" data-bbox="665 724 1258 892"> <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> <ol style="list-style-type: none"> <li>6) 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. case number, email address and verification code). Another one-time access code will be sent to the email address you provided.</li> </ol> <p>- Field with (*) is required information</p> <p>Case No. * (?) <input type="text"/></p> <p>Email Address * <input type="text"/> (for receiving access code for document inspection)</p> <p>Re-enter Email Address * <input type="text"/></p> <p>[Remarks: Please note that the access code is to be used once only. A new access code will be generated when you re-access this function to inspect document within the validity period.]</p> <p>Verification Code * <input type="text"/> (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 document inspection after payment of prescribed fee.]</p> <p>Captcha Code <input checked="" type="radio"/> Image <input type="radio"/> Audio</p>  <p>Please input the captcha code shown in the image * <input type="text"/></p> <p><b>NEXT</b></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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14.	<p><b><u>Availability of electronic record</u></b></p> <p>Alert for document not available for electronic inspection</p> <p>Click “OK”&gt;</p>	<p>Document(s) below is/are not available for electronic inspection.</p> <table border="1" data-bbox="613 283 1479 394"> <thead> <tr> <th data-bbox="613 283 808 317">FOLIO NO.</th> <th data-bbox="808 283 1040 317">FILING DATE</th> <th data-bbox="1040 283 1479 317">DOCUMENT NAME</th> </tr> </thead> <tbody> <tr> <td data-bbox="613 317 808 394">F1</td> <td data-bbox="808 317 1040 394">30/12/2021</td> <td data-bbox="1040 317 1479 394">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> <div data-bbox="902 520 1192 569" style="text-align: center;"> <p><b>OK</b></p> </div> <p>Color Legend:</p> <table border="1" data-bbox="613 621 1479 674"> <tr> <td data-bbox="613 621 943 674"><b>Blue</b> (Text in bold font)</td> <td data-bbox="943 621 1479 674">Electronic record will be available at a later time when the processing work is completed.</td> </tr> </table>	FOLIO NO.	FILING DATE	DOCUMENT NAME	F1	30/12/2021	Writ Of Summons, 傳訊令狀 (Pending for Scanning)	<b>Blue</b> (Text in bold font)	Electronic record will be available at a later time when the processing work is completed.
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