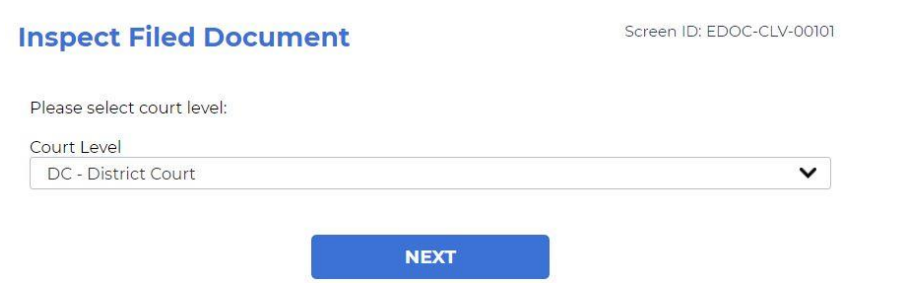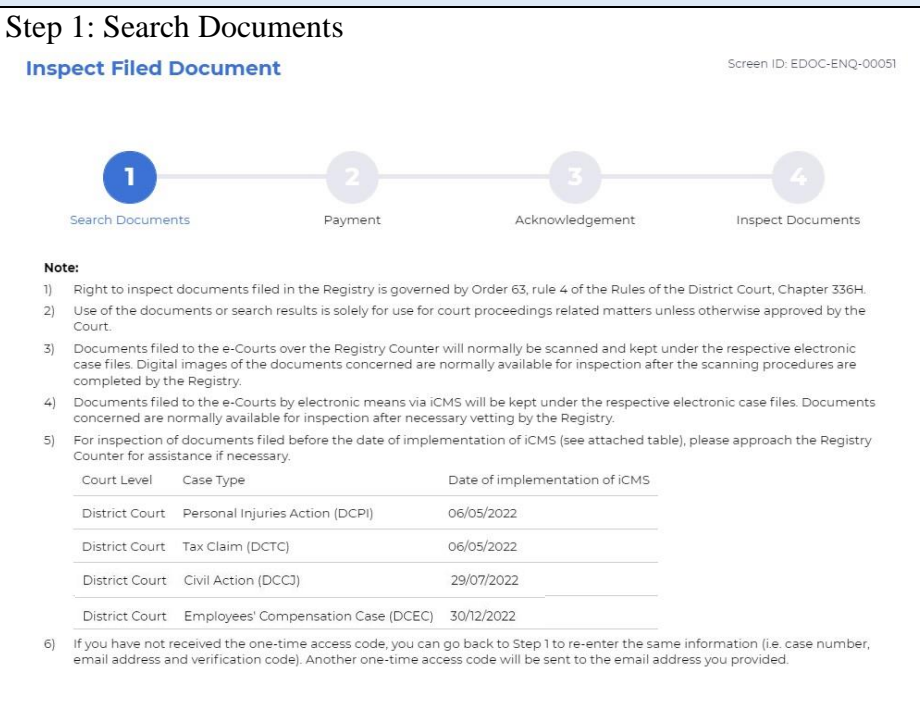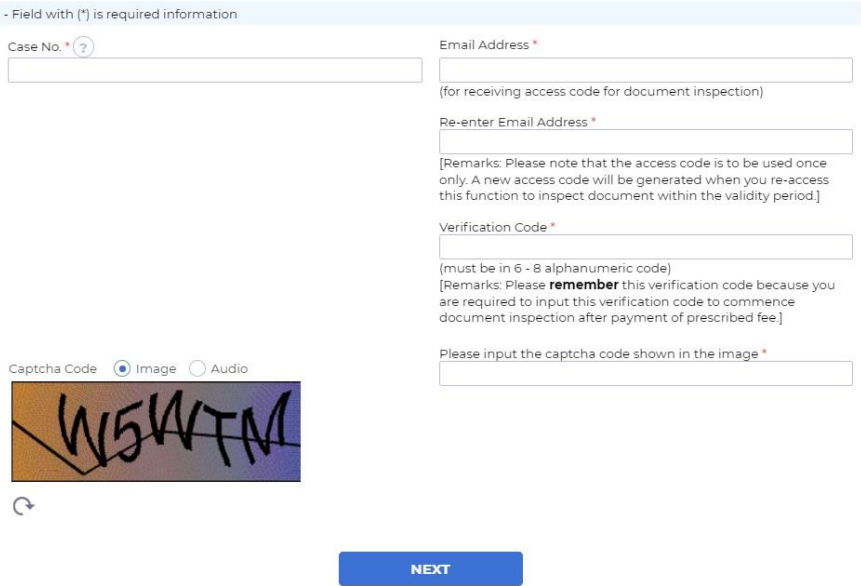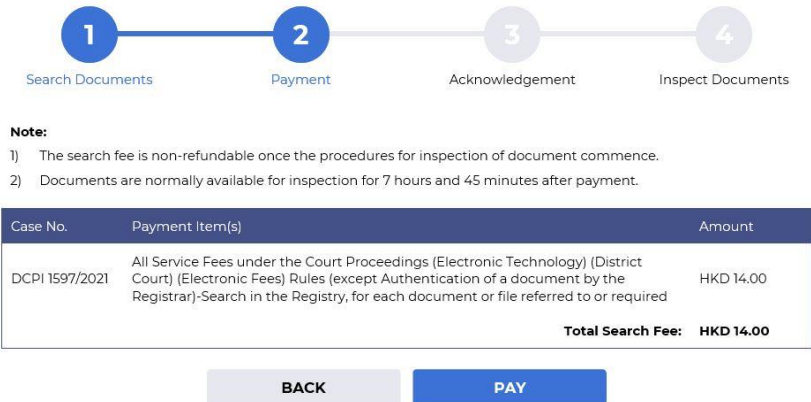# Inspect case originating document

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.	**<u>Access Inspect Filed Document function</u>** Select "Inspect Filed Document">	
2.	**<u>Select court level</u>** Select "DC - District Court" in "Court Level">￼ Click "Next">	
(i) Inspection of case originating document with electronic image		
3.	**<u>Search documents</u>** Input "Case No.*">￼ Input "Email Address*" for receiving access code for document inspection> Input "Re-enter Email Address*">￼ Set up "Verification Code*" (must be in 6-8 alphanumeric code)> *[Note: Please remember the Verification Code for inspection of document in item 8 and re-generation of access code in item 10]*	Step 1: Search Documents

Item	Process	Relevant screenshots for reference
	Input the captcha code*> Click "NEXT">	- Field with (*) is required information Case No. * (?) Email Address * (for receiving access code for document inspection) Re-enter Email Address * [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.] Verification Code * (must be in 6 - 8 alphanumeric code) [Remarks: Please **remember** this verification code because you are required to input this verification code to commence document inspection after payment of prescribed fee.] Please input the captcha code shown in the image * Captcha Code ⦿ Image ◯ Audio W5WTM NEXT
4.	**Payment** Click "PAY">	Step 2: Payment **Inspect Filed Document** ① Search Documents ② Payment ③ Acknowledgement ④ Inspect Documents **Note:** 1) The search fee is non-refundable once the procedures for inspection of document commence. 2) Documents are normally available for inspection for 7 hours and 45 minutes after payment. 	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 BACK PAY

Item	Process	Relevant screenshots for reference
5.	Select one "Payment Method" and the "PAY" will be activated> Click "PAY"> *[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.]*	**Online Payment Service** Screen ID: EPY-SET-0001 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 Payment Method: MasterCard VISA JCB UnionPay PPS [CANCEL] [PAY] • 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.
6.	**Acknowledgement** Click "SAVE ACKNOWLEDGEMENT"> Click "DOWNLOAD" in the popup of "Confirm to download file?"> Click "Open file" to retrieve the Acknowledgement> Click "SAVE PAYMENT RECEIPT"> Click "DOWNLOAD" in the popup of "Confirm to download file?"> Click "Open file" to retrieve the Payment receipt> Click "NEXT">	Step 3: Acknowledgement **Inspect Filed Document** ① Search Documents ② Payment ③ Acknowledgement ④ Inspect Documents **Acknowledgement** e-Document Inspection Transaction Reference No. D0345000016 e-Payment Transaction Reference No. C202201286000445 e-Payment Transaction Date Time 28/01/2022 09:31:31 e-Payment Method Credit Card(JCB) Email Address abc@email.com Verification Code AAAA0000 **Transaction Summary** 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 [SAVE PAYMENT RECEIPT] [SAVE ACKNOWLEDGEMENT] [NEXT] **Confirm to download file?** [CLOSE] [DOWNLOAD] 📄 D0272000015_Paym....pdf ... Open file 📄 D0272000015_Ackno....p... ... Open file
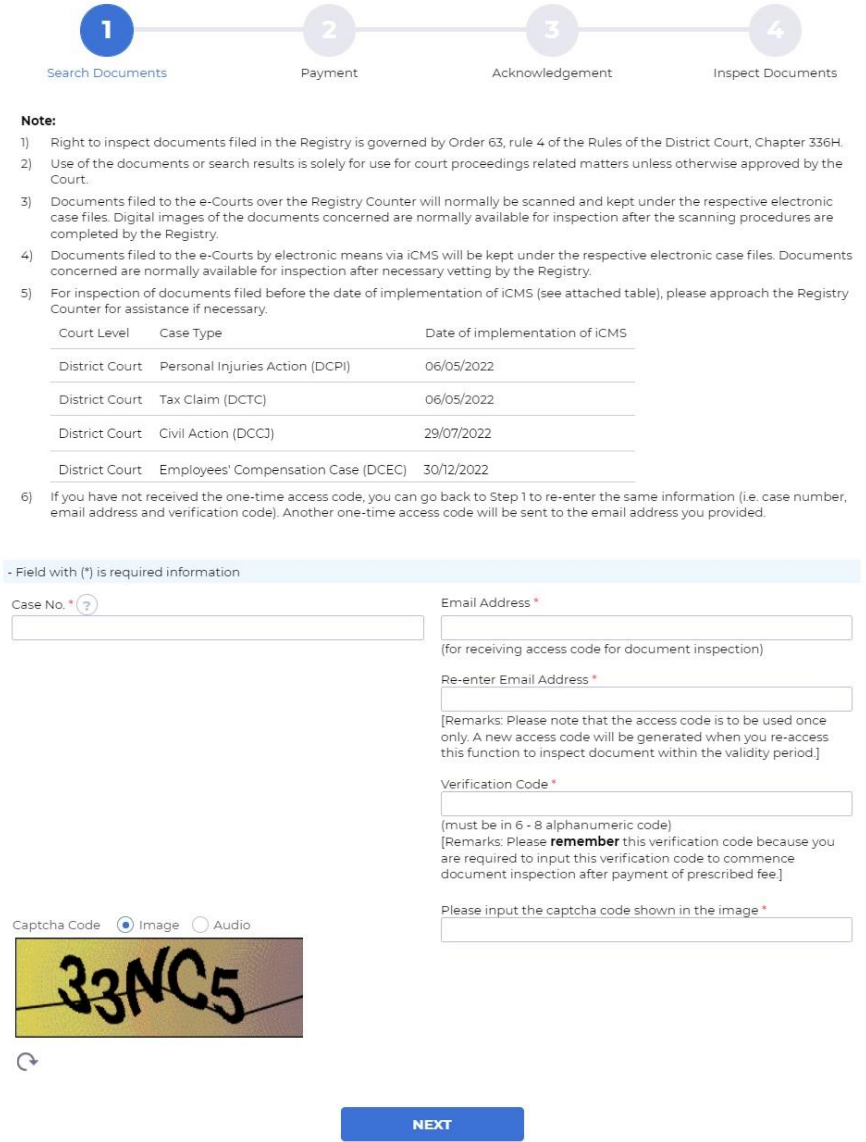
Item	Process	Relevant screenshots for reference
7.	**Input one-time access code** Input the one-time access code sent via the email address provided in item 3 above> Click "SUBMIT">	**Inspect Filed Document** One-Time Access Code Access code: BACK SUBMIT
8.	**Input verification code** Input the verification code set up in item 3 above> Click "INSPECT DOCUMENT">	**Inspect Filed Document** Please input your Verification Code below to inspect document Verification Code INSPECT DOCUMENT
9.	**Inspect documents** Click the hyper link under the column of "DOCUMENT NAME" to view the document image> OR Tick the checkbox in the right column next to the hyper link, then click "OBTAIN SELECTED DOCUMENTS" to download the document> Click "DOWNLOAD" in the popup of "Confirm to download file?"> Click "Open file" at the bottom to retrieve the file>	Step 4: Inspect Documents **Inspect Filed Document** ① Search Documents ② Payment ③ Acknowledgement ④ Inspect Documents Filed Document List Case No. DCPI 1597/2021 The filed document(s) can be inspected during the following period: Valid From Valid To 28/01/2022 09:31 28/01/2022 17:16 **FOLIO NO.** **FILING DATE** **DOCUMENT NAME** F1 31/12/2021 Writ Of Summons, 傳訊令狀 ☐ BACK OBTAIN SELECTED DOCUMENTS CLOSE **Confirm to download file?** CLOSE DOWNLOAD DCPI1597_2021_F1_....pdf Open file ...

Item	Process	Relevant screenshots for reference
10.	**Re-access the document concerned** 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 to 3. 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 3 above for regenerating and receiving a new one-time access code> Input the captcha code*> Click "NEXT">	Repeat items 1 to 3 above to access Inspect Filed Document and repeat <u>Step 1: Search Documents</u> **Inspect Filed Document**　　Screen ID: EDOC-ENQ-00051 ① Search Documents ② Payment ③ Acknowledgement ④ Inspect Documents **Note:** 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. 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 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. - Field with (*) is required information Case No. * (?) Email Address * (for receiving access code for document inspection) Re-enter Email Address * [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.] Verification Code * (must be in 6 - 8 alphanumeric code) [Remarks: Please **remember** this verification code because you are required to input this verification code to commence document inspection after payment of prescribed fee.] Please input the captcha code shown in the image * Captcha Code ⦿ Image ○ Audio　TWR8A **NEXT**
11.	**Input one-time access code** Input the re-generated one-time access code sent via the email address provided in item 10 above> Click "SUBMIT">	**Inspect Filed Document** One-Time Access Code Access code: **BACK**　**SUBMIT**

Item	Process	Relevant screenshots for reference
12.	**<u>Acknowledgement</u>** You may opt to save the "ACKNOWLEDGEMENT" and/or "PAYMENT RECEIPT" as in item 6 above. Click "NEXT">	**Inspect Filed Document** ① Search Documents ② Payment ③ Acknowledgement ④ Inspect Documents **Acknowledgement** e-Document Inspection Transaction Reference No. D0345000016 e-Payment Transaction Reference No. C202201286000445 e-Payment Transaction Date Time 28/01/2022 09:31:31 e-Payment Method Credit Card(JCB) Email Address abc@email.com Verification Code AAAA0000 **Transaction Summary** NO. 1, CASE NO. DCPI 1597/2021, PAYMENT ITEM(S): 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, FEE(HKD) 14.00 SAVE PAYMENT RECEIPT SAVE ACKNOWLEDGEMENT NEXT
13.	**<u>Inspect Document</u>** Continue with the inspection of document as in item 9 above.	Continue with the inspection of document concerned within the validity period **Inspect Filed Document** ① Search Documents ② Payment ③ Acknowledgement ④ Inspect Documents Filed Document List Case No. DCPI 1597/2021 The filed document(s) can be inspected during the following period: Valid From 28/01/2022 09:31 Valid To 28/01/2022 17:16 FOLIO NO. F1, FILING DATE 31/12/2021, DOCUMENT NAME: Writ Of Summons, 傳訊令狀 BACK OBTAIN SELECTED DOCUMENTS CLOSE **Confirm to download file?** CLOSE DOWNLOAD DCPI1597_2021_F1_....pdf Open file

Item	Process	Relevant screenshots for reference
(ii) Inspection of case originating document without electronic image	
14.	**Search Documents** Input "Case No.*">> Input "Email Address*" for receiving access code for document inspection> Input "Re-enter Email Address*">> Set up "Verification Code*" (must be in 6-8 alphanumeric code)> Input the captcha code*> Click "NEXT">>	Step 1: Search Documents **Inspect Filed Document** Screen ID: EDOC-ENQ-00051 ① Search Documents — ② Payment — ③ Acknowledgement — ④ Inspect Documents Note: 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. | Court Level	Case Type	Date of implementation of iCMS
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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 | 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. - Field with (*) is required information Case No. * (?) Email Address * (for receiving access code for document inspection) Re-enter Email Address * [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.] Verification Code * (must be in 6 - 8 alphanumeric code) [Remarks: Please **remember** this verification code because you are required to input this verification code to commence document inspection after payment of prescribed fee.] Please input the captcha code shown in the image * Captcha Code ● Image ○ Audio 33NC5 **NEXT**

Item	Process	Relevant screenshots for reference
15.	**Availability of electronic record** Alert for document not available for electronic inspection Click "OK">	Document(s) below is/are not available for electronic inspection. **FOLIO NO.** **FILING DATE** **DOCUMENT NAME** F1 30/12/2021 Writ Of Summons, 傳訊令狀 (Pending for Scanning) Please approach the Registry Counter for assistance if necessary. **OK** Color Legend: **Blue (Text in bold font)** — Electronic record will be available at a later time when the processing work is completed.