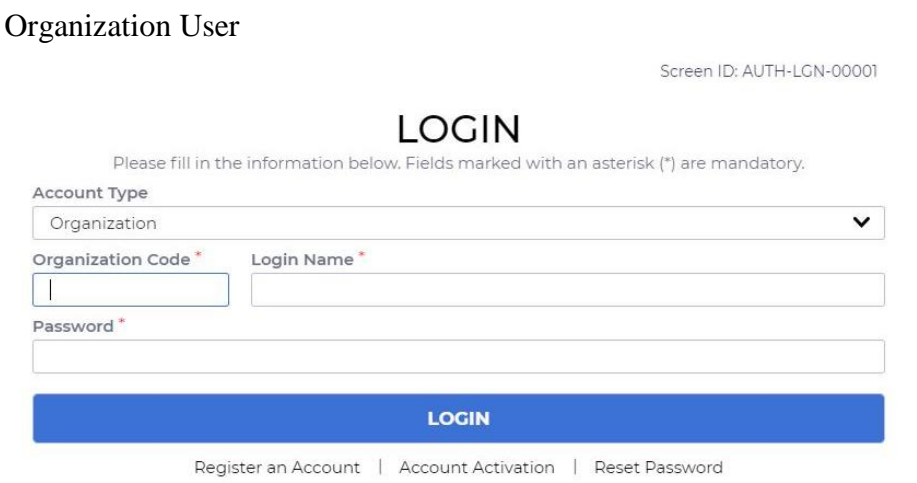
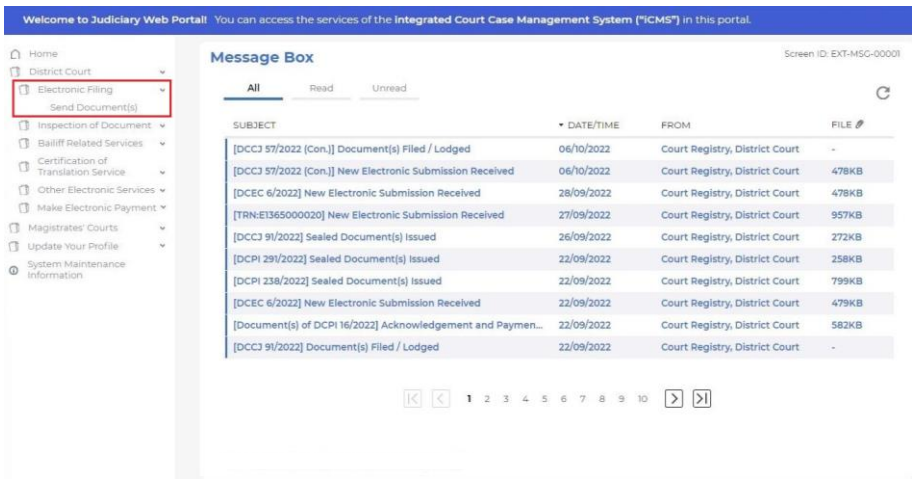
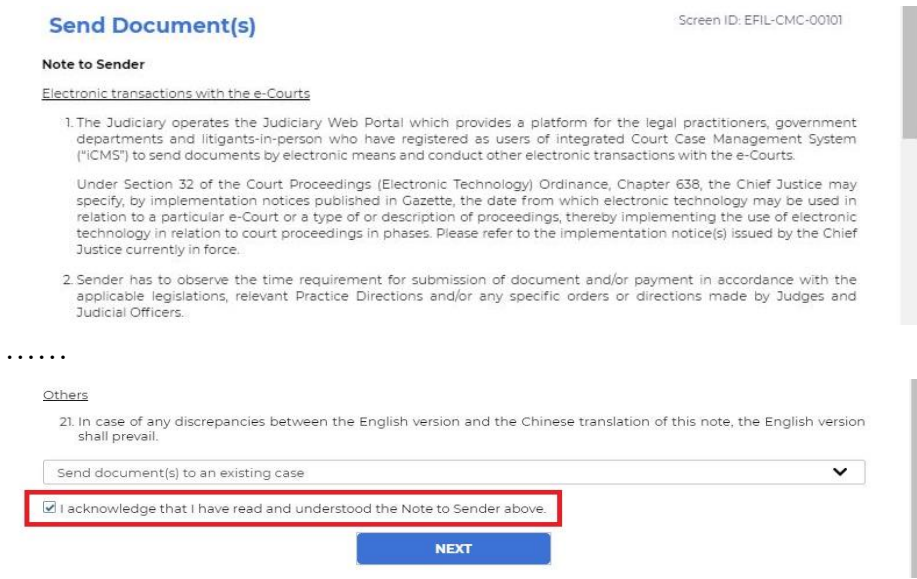
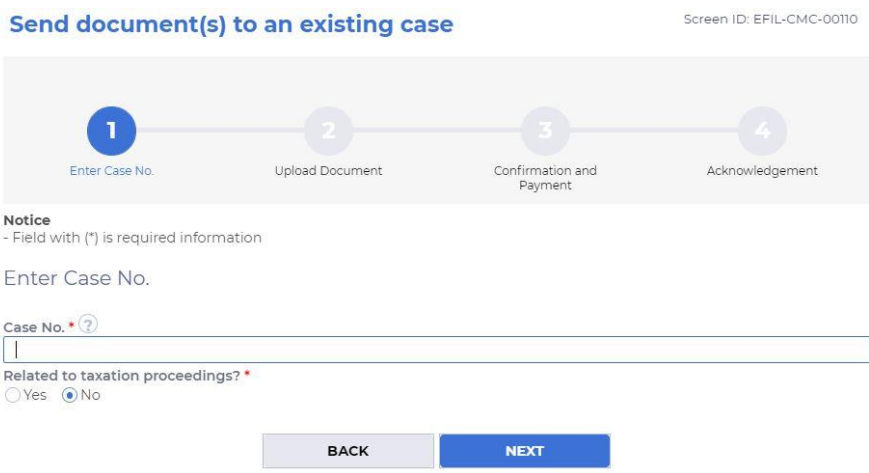
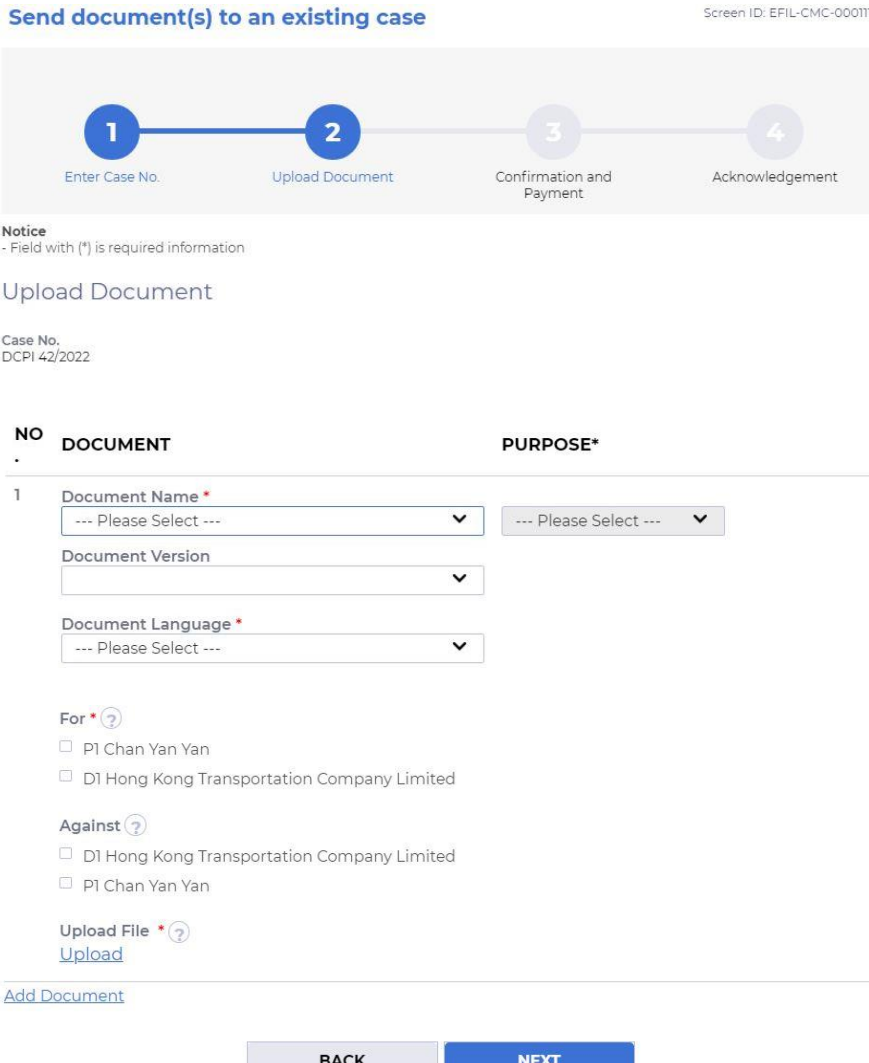
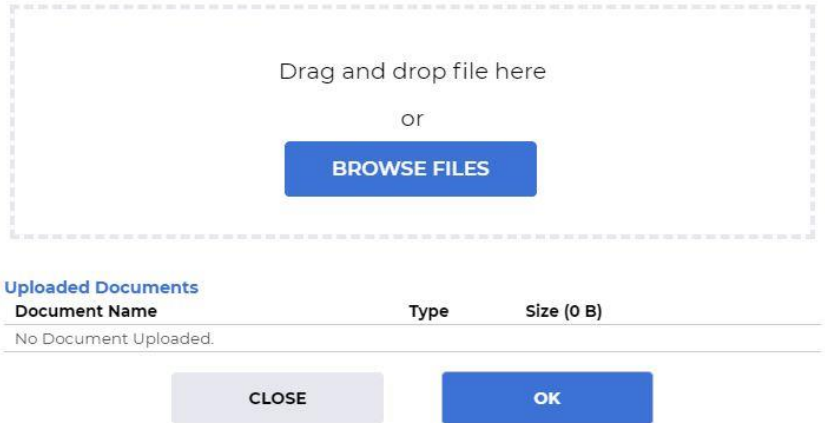
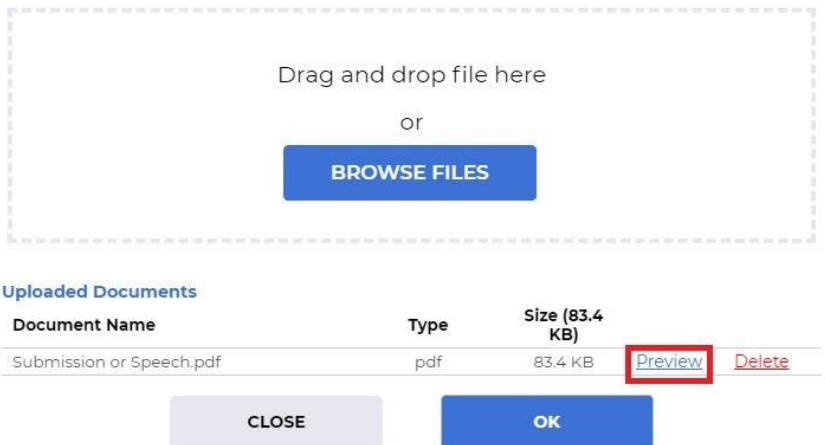




Lodge specific documents by barrister

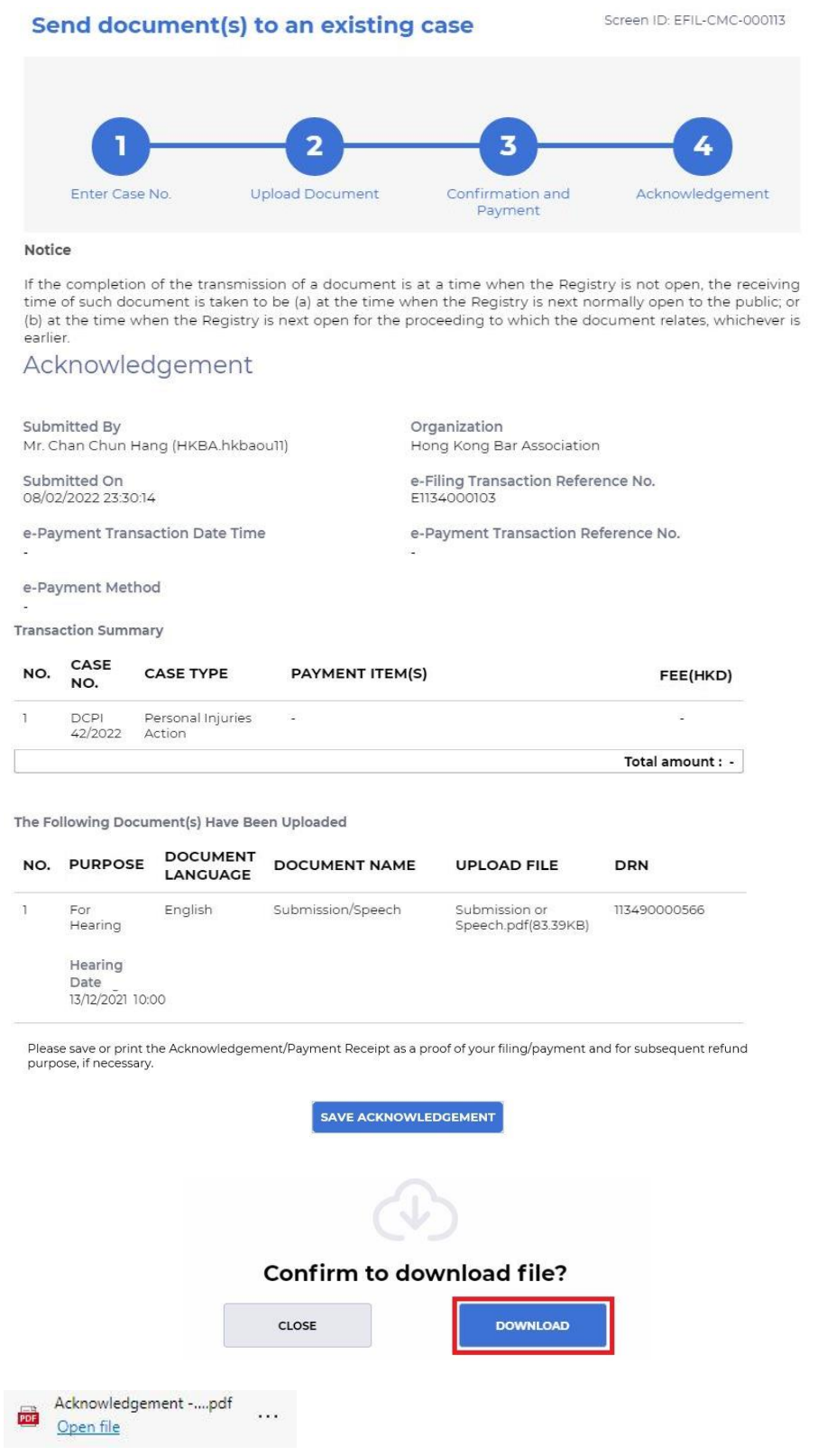
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.


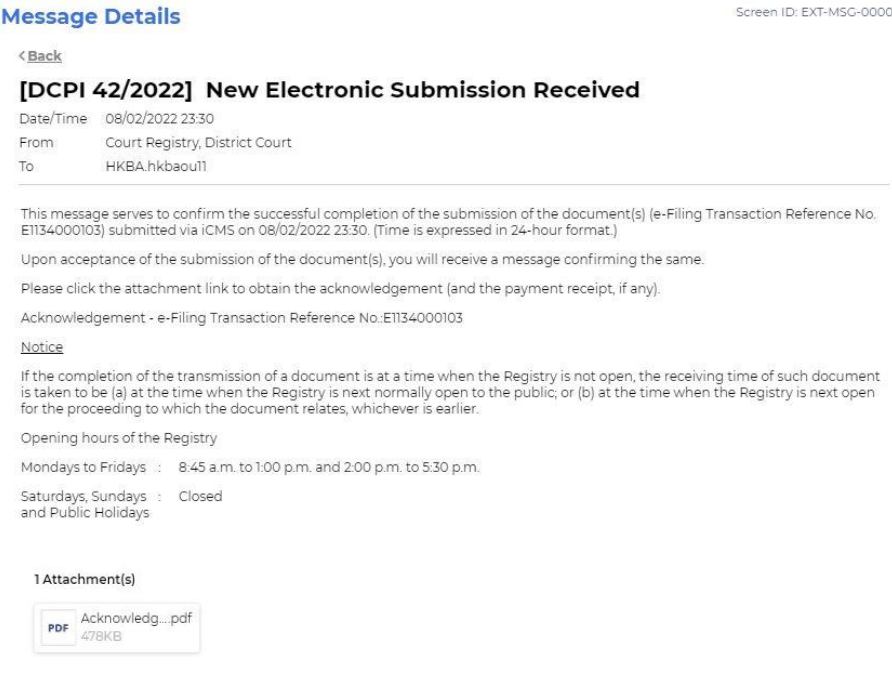

Item	Process	Relevant screenshots for reference																																												
1.	<p><u>Login user account</u></p> <p>By Organization User (“OU”) of Hong Kong Bar Association.</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p>	 <p>Organization User</p> <p>Screen ID: AUTH-LGN-00001</p> <p>LOGIN</p> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type Organization</p> <p>Organization Code * Login Name *</p> <p>Password *</p> <p>LOGIN</p> <p>Register an Account Account Activation Reset Password</p>																																												
2.	<p><u>Access e-Filing function</u></p> <p>Select court level, e.g. “District Court”></p> <p>Click “Electronic Filing” ></p> <p>Select “Send Document(s)”></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>Screen ID: EXT-MSC-00001</p> <p>Message Box</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 57/2022 (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-EI365000020] 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 238/2022] 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 Paymen...</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 57/2022 (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-EI365000020] 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 238/2022] 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 Paymen...	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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3.	<p><u>Select the required function</u></p> <p>Select “Send document(s) to an existing case” ></p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.” ></p> <p>Click “NEXT”></p>	 <p>Screen ID: EFIL-CMC-00101</p> <p>Send Document(s)</p> <p>Note to Sender</p> <p>Electronic transactions with the e-Courts</p> <p>1. The Judiciary operates the Judiciary Web Portal which provides a platform for the legal practitioners, government departments and litigants-in-person who have registered as users of Integrated Court Case Management System (“iCMS”) to send documents by electronic means and conduct other electronic transactions with the e-Courts.</p> <p>Under Section 32 of the Court Proceedings (Electronic Technology) Ordinance, Chapter 638, the Chief Justice may specify, by implementation notices published in Gazette, the date from which electronic technology may be used in relation to a particular e-Court or a type of or description of proceedings, thereby implementing the use of electronic technology in relation to court proceedings in phases. Please refer to the implementation notice(s) issued by the Chief Justice currently in force.</p> <p>2. Sender has to observe the time requirement for submission of document and/or payment in accordance with the applicable legislations, relevant Practice Directions and/or any specific orders or directions made by Judges and Judicial Officers.</p> <p>.....</p> <p>Others</p> <p>21. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail.</p> <p>Send document(s) to an existing case</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p>NEXT</p>																																												

Item	Process	Relevant screenshots for reference						
4.	<p><u>Enter case number</u></p> <p>Input “Case No.*”></p> <p>Select “No” in “Related to taxation proceedings? *”></p> <p>Click “NEXT”></p>	<p>Step 1: Enter Case No.</p>  <p>Send document(s) to an existing case Screen ID: EFIL-CMC-0010</p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p>Notice - Field with (*) is required information</p> <p>Enter Case No.</p> <p>Case No. * (?)</p> <p>1</p> <p>Related to taxation proceedings? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>BACK NEXT</p>						
5.	<p><u>Upload document</u></p> <p>Select document in “Document Name*”></p> <p>Select “PURPOSE*”></p> <p>If “For Hearing” is selected, input “Hearing Date” if available></p> <p>Select language in “Document Language*” ></p> <p>Tick the checkboxes under “For*” /and “Against”></p> <p>Click “Upload” button></p> <p>Click “BROWSE FILES” and select document></p> <p><i>[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide “Upload document using ‘drag and drop’ feature” for more information.]</i></p>	<p>Step 2: Upload Document</p>  <p>Send document(s) to an existing case Screen ID: EFIL-CMC-0011</p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p>Notice - Field with (*) is required information</p> <p>Upload Document</p> <p>Case No. DCPI 42/2022</p> <table border="1"> <thead> <tr> <th>NO</th> <th>DOCUMENT</th> <th>PURPOSE*</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Document Name * --- Please Select ---</td> <td>--- Please Select ---</td> </tr> </tbody> </table> <p>Document Version ---</p> <p>Document Language * --- Please Select ---</p> <p>For * (?)</p> <p><input type="checkbox"/> P1 Chan Yan Yan <input type="checkbox"/> D1 Hong Kong Transportation Company Limited</p> <p>Against (?)</p> <p><input type="checkbox"/> D1 Hong Kong Transportation Company Limited <input type="checkbox"/> P1 Chan Yan Yan</p> <p>Upload File * (?) Upload</p> <p>Add Document</p> <p>BACK NEXT</p>	NO	DOCUMENT	PURPOSE*	1	Document Name * --- Please Select ---	--- Please Select ---
NO	DOCUMENT	PURPOSE*						
1	Document Name * --- Please Select ---	--- Please Select ---						


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		 <p>Drag and drop file here or BROWSE FILES</p> <p>Uploaded Documents</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (0 B)</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Document Uploaded.</td> </tr> </tbody> </table> <p>CLOSE OK</p>	Document Name	Type	Size (0 B)	No Document Uploaded.				
Document Name	Type	Size (0 B)								
No Document Uploaded.										
<p>6.</p> <p><u>Preview uploaded document</u></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the document></p> <p>Click “OK” if the uploaded document is in order></p> <p>Or, click “Delete” if the uploaded document is not in order></p> <p>Click “NEXT” ></p>		 <p>Drag and drop file here or BROWSE FILES</p> <p>Uploaded Documents</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (83.4 KB)</th> <th></th> </tr> </thead> <tbody> <tr> <td>Submission or Speech.pdf</td> <td>pdf</td> <td>83.4 KB</td> <td>Preview Delete</td> </tr> </tbody> </table> <p>CLOSE OK</p>	Document Name	Type	Size (83.4 KB)		Submission or Speech.pdf	pdf	83.4 KB	Preview Delete
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7.	<p><u>Confirm details of the filing</u></p> <p>If filing details are in order, click “CONFIRM”></p> <p>Click “OK” to “Confirm to proceed?”></p> <p>Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify any of the inputted data></p>	<p>Step 3: Confirm Details of the Filing</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-000112</p>  <p>Confirm Details of the Filing</p> <p>Case No. DCPI 42/2022</p> <table border="1"> <thead> <tr> <th>NO</th> <th>DOCUMENT</th> <th>PURPOSE*</th> <th>PAYMENT ITEM(S)</th> <th>FEE(HKD)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Document Name Submission/Speech</td> <td>For Hearing</td> <td>-</td> <td>-</td> </tr> <tr> <td></td> <td>Document Version -</td> <td>Hearing Date 13/12/2021 10:00</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Document Language English</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>.....</p> <p>For PI Chan Yan Yan</p> <p>Against DT Hong Kong Transportation Company Limited</p> <p>Upload File Submission or Speech.pdf(83.39KB)</p> <p>Total amount: -</p> <p><input type="button" value="BACK"/> <input type="button" value="CONFIRM"/></p> <p>Popup of confirm to proceed</p>  <p>Confirm to proceed?</p> <p><input type="button" value="CANCEL"/> <input type="button" value="OK"/></p>	NO	DOCUMENT	PURPOSE*	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Submission/Speech	For Hearing	-	-		Document Version -	Hearing Date 13/12/2021 10:00				Document Language English			
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8.	<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>Step 4: Acknowledgement</p>  <p>Screen ID: EFIL-CMC-000113</p> <p>Send document(s) to an existing case</p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p>Notice</p> <p>If the completion of the transmission of a document is at a time when the Registry is not open, the receiving time of such document is taken to be (a) at the time when the Registry is next normally open to the public; or (b) at the time when the Registry is next open for the proceeding to which the document relates, whichever is earlier.</p> <p>Acknowledgement</p> <p>Submitted By: Mr. Chan Chun Hang (HKBA.hkbaou1) Organization: Hong Kong Bar Association</p> <p>Submitted On: 08/02/2022 23:30:14 e-Filing Transaction Reference No.: E1134000103</p> <p>e-Payment Transaction Date Time: - e-Payment Transaction Reference No.: -</p> <p>e-Payment Method: -</p> <p>Transaction Summary</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>CASE NO.</th> <th>CASE TYPE</th> <th>PAYMENT ITEM(S)</th> <th>FEE(HKD)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DCPI 42/2022</td> <td>Personal Injuries Action</td> <td>-</td> <td>-</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total amount : -</td> <td></td> </tr> </tbody> </table> <p>The Following Document(s) Have Been Uploaded</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>PURPOSE</th> <th>DOCUMENT LANGUAGE</th> <th>DOCUMENT NAME</th> <th>UPLOAD FILE</th> <th>DRN</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>For Hearing</td> <td>English</td> <td>Submission/Speech</td> <td>Submission or Speech.pdf(83.39KB)</td> <td>113490000566</td> </tr> <tr> <td colspan="6">Hearing Date: 13/12/2021 10:00</td> </tr> </tbody> </table> <p>Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.</p> <p>SAVE ACKNOWLEDGEMENT</p> <p>Confirm to download file?</p> <p>CLOSE DOWNLOAD</p> <p>Acknowledgement -pdf Open file</p>	NO.	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE(HKD)	1	DCPI 42/2022	Personal Injuries Action	-	-	Total amount : -					NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	1	For Hearing	English	Submission/Speech	Submission or Speech.pdf(83.39KB)	113490000566	Hearing Date: 13/12/2021 10:00					
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9.	<p><u>Acknowledgement message sent to the message box of OU</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>[DCPI 42/2022] New Electronic Submission Received</td> <td>23:30</td> <td>Court Registry, District Court</td> <td>478KB</td> </tr> <tr> <td>[DCPI 47/2022] Document(s) Filed/Lodged During Closure of th...</td> <td>04/02/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 47/2022] 已收妥新電子提交</td> <td>31/01/2022</td> <td>區域法院登記處</td> <td>562KB</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>[DCPI 42/2022] New Electronic Submission Received</p> <p>Date/Time 08/02/2022 23:30 From Court Registry, District Court To HKBA.hkbaou1</p> <p>This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E1134000103) submitted via iCMS on 08/02/2022 23:30. (Time is expressed in 24-hour format.) Upon acceptance of the submission of the document(s), you will receive a message confirming the same. Please click the attachment link to obtain the acknowledgement (and the payment receipt, if any). Acknowledgement - e-Filing Transaction Reference No.:E1134000103</p> <p><u>Notice</u></p> <p>If the completion of the transmission of a document is at a time when the Registry is not open, the receiving time of such document is taken to be (a) at the time when the Registry is next normally open to the public; or (b) at the time when the Registry is next open for the proceeding to which the document relates, whichever is earlier.</p> <p>Opening hours of the Registry Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m. Saturdays, Sundays : Closed and Public Holidays</p> <p>1 Attachment(s)</p> <p>PDF Acknowledg...pdf 478KB</p>	SUBJECT	DATE/TIME	FROM	FILE	[DCPI 42/2022] New Electronic Submission Received	23:30	Court Registry, District Court	478KB	[DCPI 47/2022] Document(s) Filed/Lodged During Closure of th...	04/02/2022	Court Registry, District Court	-	[DCPI 47/2022] 已收妥新電子提交	31/01/2022	區域法院登記處	562KB				
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10.	<p>Internal process by Judiciary</p>	<p>Sender will receive message in iCMS message box after internal vetting by Judiciary</p>																				
11.	<p><u>Confirmation message sent to the message box of OU</u></p> <p>Login and access Message Box></p>	<p>Message box with message 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>[DCPI 42/2022] Document(s) Filed/Lodged</td> <td>12:15</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>08/02/2022</td> <td>Court Registry, District Court</td> <td>478KB</td> </tr> <tr> <td>[DCPI 47/2022] Document(s) Filed/Lodged During Closure of th...</td> <td>04/02/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 47/2022] 已收妥新電子提交</td> <td>31/01/2022</td> <td>區域法院登記處</td> <td>562KB</td> </tr> </tbody> </table>	SUBJECT	DATE/TIME	FROM	FILE	[DCPI 42/2022] Document(s) Filed/Lodged	12:15	Court Registry, District Court	-	[DCPI 42/2022] New Electronic Submission Received	08/02/2022	Court Registry, District Court	478KB	[DCPI 47/2022] Document(s) Filed/Lodged During Closure of th...	04/02/2022	Court Registry, District Court	-	[DCPI 47/2022] 已收妥新電子提交	31/01/2022	區域法院登記處	562KB
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Step-by-step guide – “Lodge specific documents by barrister”

Item	Process	Relevant screenshots for reference
	Click the message header to read the content	<p>Click the message header to read the content therein</p>  <p>Screen ID: EXT-MSG-00002</p> <p><Back</p> <p>[DCPI 42/2022] Document(s) Filed/Lodged</p> <p>Date/Time 09/02/2022 12:15</p> <p>From Court Registry, District Court</p> <p>To HKBA.hkbaou11</p> <p>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E1134000103) submitted via iCMS on 08/02/2022 23:30. (Time is expressed in 24-hour format.)</p> <p>DCPI 42/2022 - Submission/Speech, 陳詞/發言 - DRN:113490000566</p> <p>If the document requires determination or approval from the Court, you will be informed of the outcome in due course</p>

Internal process by Judiciary