Maintain default OU Account

This step-by-step guide outlines the general process required to maintain default Organization User Account for the Organization (default OU Account). To start with, the first OU account created within the Organization Account is automatically set as default OU Account by the system. PA, and the SA assigned with the related iCMS Role, may update or name more OUs Accounts as default OU Accounts for receiving case-specific messages of court cases which have not been assigned to any OU Accounts¹. The default OU Account(s) will not receive further messages/documents related to a specific court case until there has/have been OU Account(s) linked-up with the case, either by case profile or by case number.

This guide 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	Related screenshots for reference
1.	Login user account	The landing page after logged-in is displayed
	[Note: Please refer to the step- by-step guide Account Login and Logout for information if necessary.]	Welcome to Judiciary Web Portall: You can access the services of the integrated Court Case Management System (*ICMS*) in this portal. Home Organization Accounts Message Box Screen ID: b07480-0001 Message Box Screen ID: b07480-0001 Screen ID: b07480-0
NOTE	PA, and the SA(s) with the iCM maintain the default OU accounce not been assigned to any OU.	IS Role "To maintain default OU Account", are able to update and unt(s) for receiving case-specific messages of court cases which have
2.	Assign default OU Account(s) and court case(s) Under Main Menu > Assign default OU Account(s) and court case(s) >	The landing page of PA Account after logged-in is displayed
	Select Maintain default OU Account >	

¹ When a law firm assigns a default OU Account to receive court notifications of all cases collectively, the Primary Administrator or Secondary Administrator must take necessary precautionary measures to avoid any potential conflict of interest where its firms is representing both sides of a case simultaneously.

Item	Process	Related screenshots for reference
3.	Process Search OU Click "Search" at the bottom of the page to retrieve the whole list of OU accounts > [Note: By clicking "SEARCH", a full list of OU accounts created will be displayed. To retrieve OU account(s) that has/have been assigned as default OU Account(s), please tick the checkbox "Show assigned default OU Account(s) only".]	Related screenshots for reference The "Maintain default OU Account" screen is displayed MAINTAIN DEFAULT OU ACCOUNT Search OU Organization Name (Eng) Burname (Eng) Surname (Eng) Staff No. Instant Address Surname of default OU Account(g) / Max. number of default OU Account(g) only Number of axisgend default OU Account(g) / Max. number of default OU Account(g) Started The "Search R essult" page is disenlayed
4.	Assign OU Account to receive all court messages Tick the checkbox under "ASSIGN/REMOVE AN OU AS THE DEFAULT OU ACCOUNT >	Ine "Search Result" page is displayed MAINTAIN DEFAULT OU ACCOUNT Search OU List of default OU Account(s) Number of Record(s): 3 BRANCH SURNAME (ENG) SURNAME (ENG) GIVEN (CHI) DB / Post (ENG) JOB / Post TITLE (CHI) STAFF NO. HQ Ann HQ Ann Given 3 Given 3 HQ Yanny Given 3 Given 3 HQ Yanny HQ Yanny HQ Paul Officer 1 Sumnyday(533 Active Branch 300 Paul Officer 1 HQ Yanny K Y
<mark>NOTE</mark>	Each Organization Account sh OU account should be an activ	ould have at least one default OU Account. Moreover, the selected ve account (i.e. not a suspended account).
5.	<u>Acknowledgement</u> Click "OK" to complete	A pop-up message screen is displayed
<u>NOTE</u>	If there has been an OU accou Organization is involved in, the message from e-Courts for cas	nt assigned with cases by Case Profile for cases which the e default OU Account of the same Organization will not receive any ses under the relevant Case Profile.