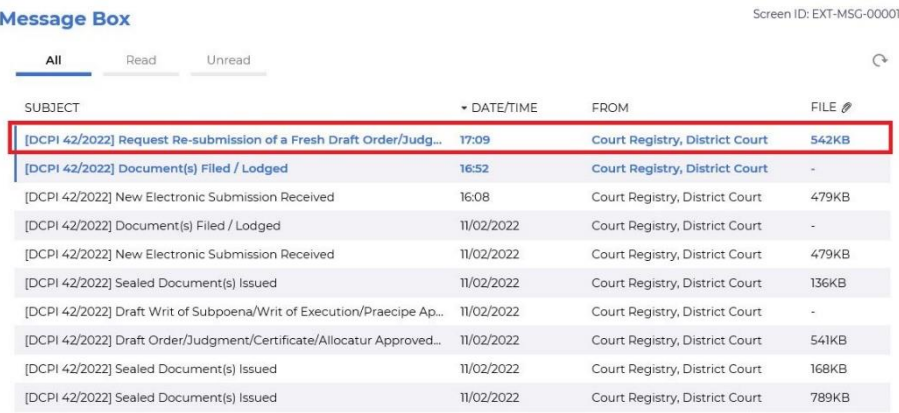

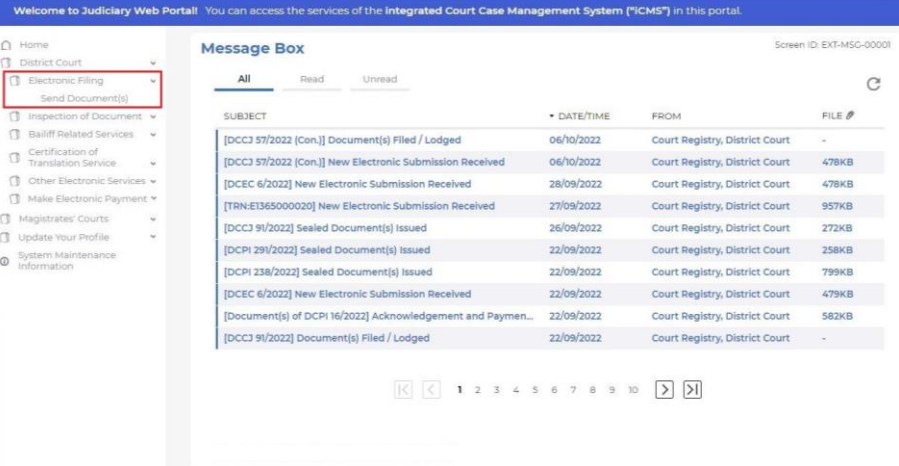


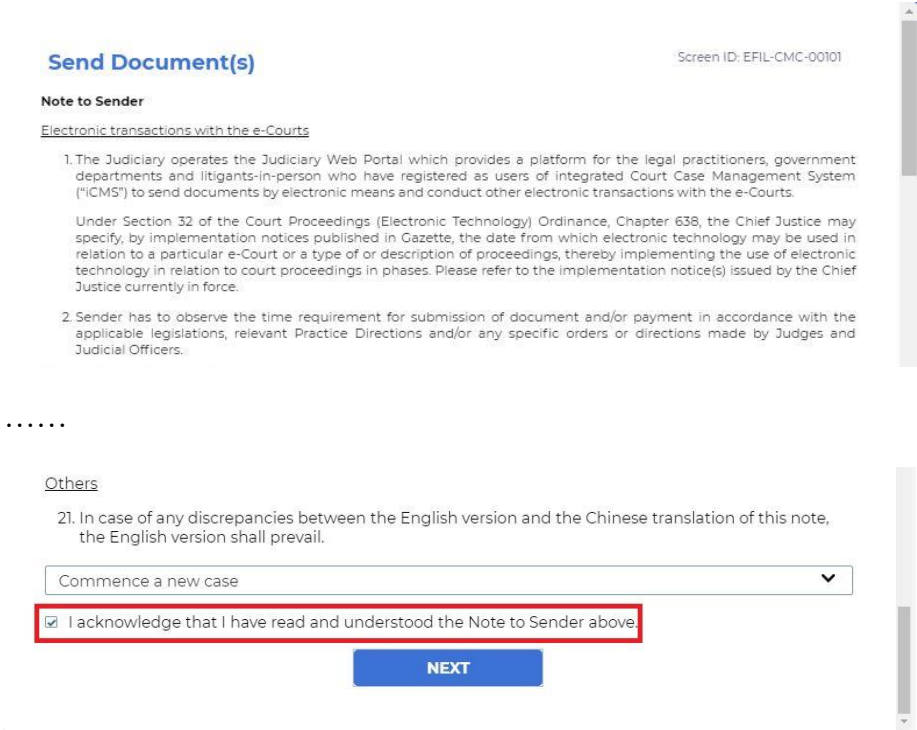
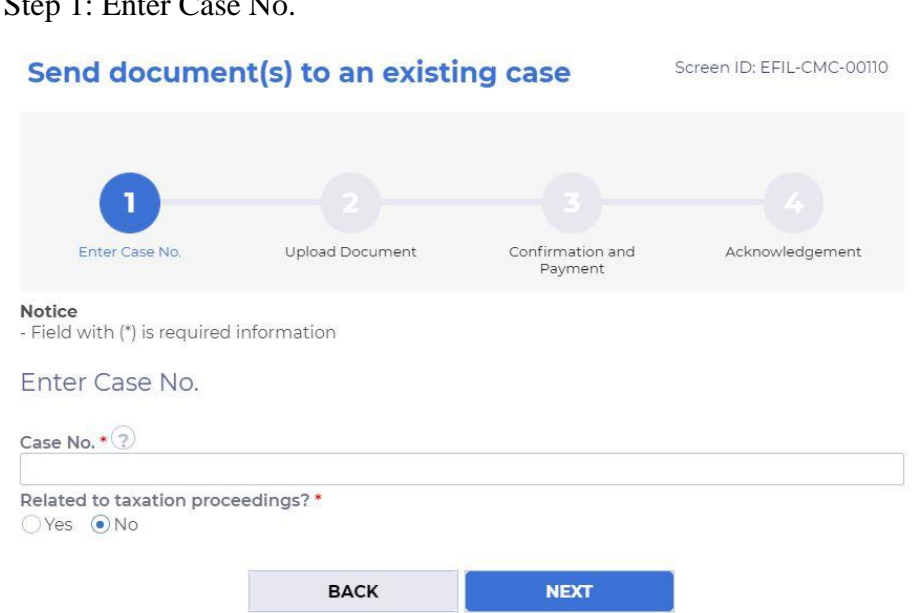
## Resubmit Judgment/ Order for approval


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><b><u>Login user account</u></b></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>For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role.</p> <p><i>[Note: Please refer to relevant step-by-step guide under the subject of “Assign default OU Account(s) and court case(s)” for more information if necessary.]</i></p>	<p>Organization User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <div style="text-align: center;"> <h3>LOGIN</h3> <p>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><b>LOGIN</b></p> <p><a href="#">Register an Account</a>   <a href="#">Account Activation</a>   <a href="#">Reset Password</a></p> </div> <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <div style="text-align: center;"> <h3>LOGIN</h3> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type  <input type="text" value="Individual User (“IU”)"/></p> <p>Organization Code *      Login Name *  <input type="text"/>      <input type="text"/></p> <p>Password *  <input type="password"/></p> <p><b>LOGIN</b></p> <p><a href="#">Register an Account</a>   <a href="#">Account Activation</a>   <a href="#">Reset Password</a></p> </div>

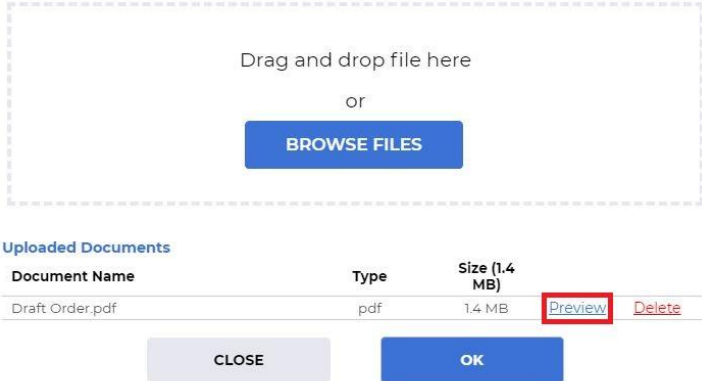
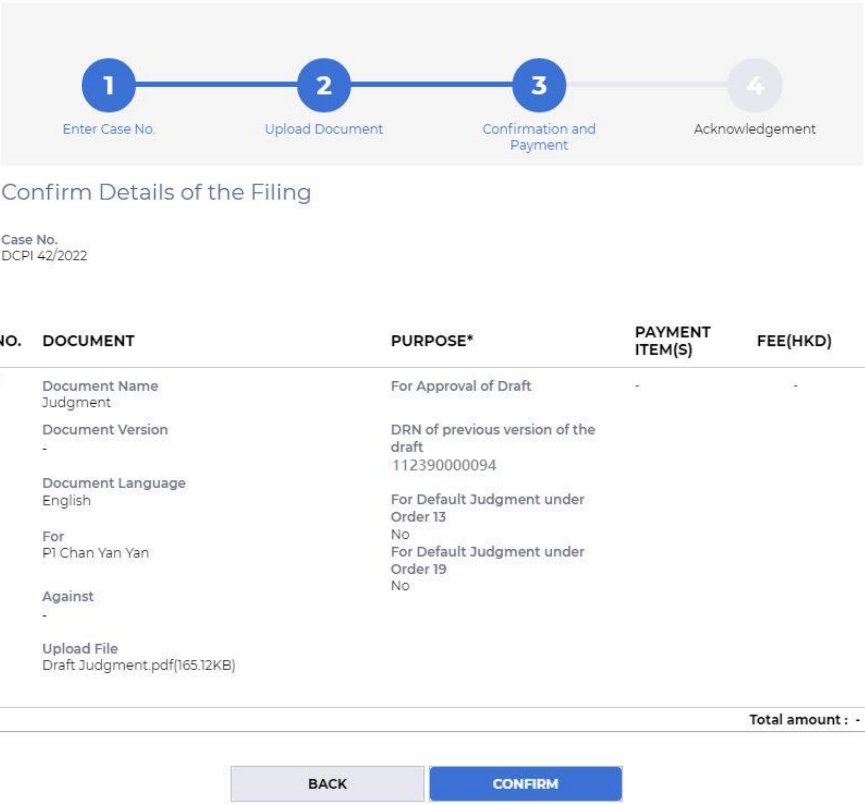
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<p>2.</p> <p><b><u>Draft order to be re-drafted and re-submitted for approval message sent to the message box of OU/IU as appropriate</u></b></p> <p>Access Message Box&gt;</p> <p>Click the message header to read the content</p> <p><i>[Note: Message is sent by court after vetting that draft Judgment/ Order submitted for approval requires re-draft and re-submission.]</i></p>		<p>Message box with message header(s) appears on the landing page</p>  <p><b>Message Box</b> <span style="float: right;">Screen ID: EXT-MSG-0001</span></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>[DCPI 42/2022] Request Re-submission of a Fresh Draft Order/Judg...</td> <td>17:09</td> <td>Court Registry, District Court</td> <td>542KB</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>16:52</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>16:08</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCPI 42/2022] Document(s) Filed / Lodged</td> <td>11/02/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] New Electronic Submission Received</td> <td>11/02/2022</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[DCPI 42/2022] Sealed Document(s) Issued</td> <td>11/02/2022</td> <td>Court Registry, District Court</td> <td>136KB</td> </tr> <tr> <td>[DCPI 42/2022] Draft Writ of Subpoena/Writ of Execution/Praecepte Ap...</td> <td>11/02/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur Approved...</td> <td>11/02/2022</td> <td>Court Registry, District Court</td> <td>541KB</td> </tr> <tr> <td>[DCPI 42/2022] Sealed Document(s) Issued</td> <td>11/02/2022</td> <td>Court Registry, District Court</td> <td>168KB</td> </tr> <tr> <td>[DCPI 42/2022] Sealed Document(s) Issued</td> <td>11/02/2022</td> <td>Court Registry, District Court</td> <td>789KB</td> </tr> </tbody> </table> <p>Click the message header to read the content and attachment therein</p>  <p><b>Message Details</b> <span style="float: right;">Screen ID: EXT-MSG-00002</span></p> <p>&lt; Back</p> <p><b>[DCPI 42/2022] Request Re-submission of a Fresh Draft Order/Judgment/Certificate/Allocatur</b></p> <p>Date/Time 26/01/2022 17:09</p> <p>From Court Registry, District Court</p> <p>To 265.E0843000020</p> <p>This message serves to inform you that re-submission of a fresh draft is required for approval by the Court on your lodgment of document(s) (e-Filing Transaction Reference No. E1123000006) submitted via iCMS on 26/01/2022 14:18. (Time is expressed in 24-hour format.)</p> <p>When uploading the fresh draft version of the document, please select "For Approval of Draft" in the "Purpose" field and quote the DRN of this draft Order/ Judgment/ Certificate/ Allocatur for our further processing.</p> <p>Please click the attachment link to obtain the amended draft version.</p> <p>DCPI 42/2022 - Judgment, 判決 / 判詞 - DRN:112390000094</p> <p>1 Attachment(s)</p> <p>PDF DCPI 42-202... .pdf 542KB</p>	SUBJECT	DATE/TIME	FROM	FILE	[DCPI 42/2022] Request Re-submission of a Fresh Draft Order/Judg...	17:09	Court Registry, District Court	542KB	[DCPI 42/2022] Document(s) Filed / Lodged	16:52	Court Registry, District Court	-	[DCPI 42/2022] New Electronic Submission Received	16:08	Court Registry, District Court	479KB	[DCPI 42/2022] Document(s) Filed / Lodged	11/02/2022	Court Registry, District Court	-	[DCPI 42/2022] New Electronic Submission Received	11/02/2022	Court Registry, District Court	479KB	[DCPI 42/2022] Sealed Document(s) Issued	11/02/2022	Court Registry, District Court	136KB	[DCPI 42/2022] Draft Writ of Subpoena/Writ of Execution/Praecepte Ap...	11/02/2022	Court Registry, District Court	-	[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur Approved...	11/02/2022	Court Registry, District Court	541KB	[DCPI 42/2022] Sealed Document(s) Issued	11/02/2022	Court Registry, District Court	168KB	[DCPI 42/2022] Sealed Document(s) Issued	11/02/2022	Court Registry, District Court	789KB
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<p>3.</p> <p><b><u>Access e-Filing function</u></b></p> <p>Select court level, e.g. “District Court”&gt;</p> <p>Click “Electronic Filing” &gt;</p> <p>Select “Send Document(s)”&gt;</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 <b>Electronic Filing</b> Send Document(s) Inspection of Documents Bailiff Related Services Certification of Translation Service Other Electronic Services Make Electronic Payment Magistrates' Courts Update Your Profile System Maintenance Information</p> <p><b>Message Box</b> <span style="float: right;">Screen ID: EXT-MSG-00001</span></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>[DCC 57/2022 [Con.]] Document(s) Filed / Lodged</td> <td>06/10/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCC 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-E1365000020] New Electronic Submission Received</td> <td>27/09/2022</td> <td>Court Registry, District Court</td> <td>957KB</td> </tr> <tr> <td>[DCC 91/2022] 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>[DCC 91/2022] 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	[DCC 57/2022 [Con.]] Document(s) Filed / Lodged	06/10/2022	Court Registry, District Court	-	[DCC 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-E1365000020] New Electronic Submission Received	27/09/2022	Court Registry, District Court	957KB	[DCC 91/2022] 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	[DCC 91/2022] Document(s) Filed / Lodged	22/09/2022	Court Registry, District Court	-
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Step-by-step guide - “Resubmit Judgment/ Order for approval”

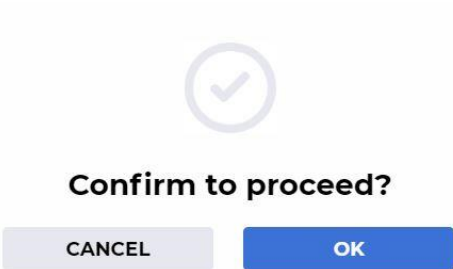
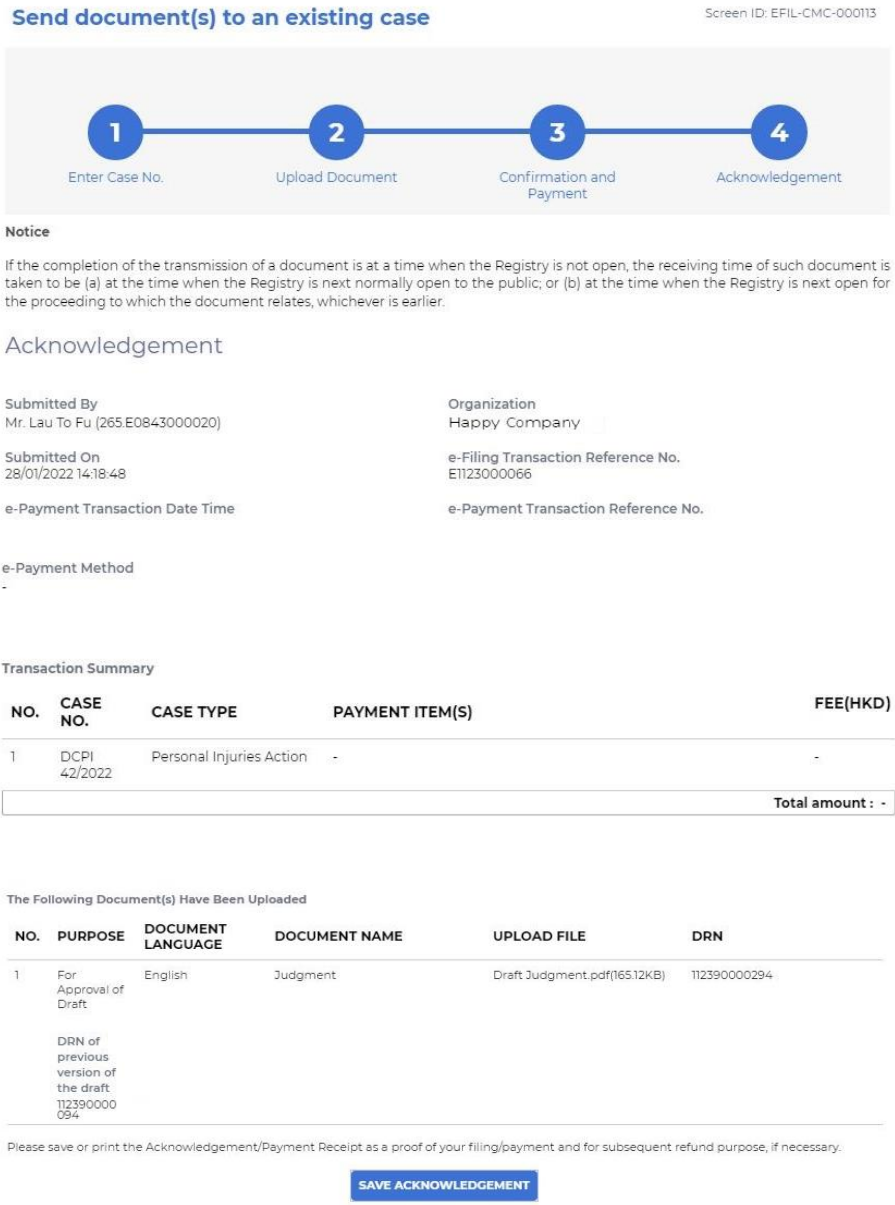
Item	Process	Relevant screenshots for reference
4.	<p><b>Select the required function</b></p> <p>Select “Send document(s) to an existing case” &gt;</p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.” &gt;</p> <p>Click “NEXT”&gt;</p>	
5.	<p><b>Enter case number</b></p> <p>Input “Case No.*”&gt;</p> <p>Select “No” in “Related to taxation proceedings? *”&gt;</p> <p>Click “NEXT”&gt;</p>	

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6.	<p><b><u>Upload document</u></b></p> <p>Select “Judgment” / “Order” in “Document Name*”&gt;</p> <p>Select “For Approval of Draft” in “PURPOSE*”&gt;</p> <p>Input “DRN of previous version of the draft”&gt;</p> <p><i>[Note: DRN of previous version of the draft can be found at the attachment to the message sent by court.]</i></p> <p>Select language in “Document Language*” &gt;</p> <p>Tick the checkboxes under “For*” /and “Against”&gt;</p> <p>Click “Upload”&gt;</p> <p>Click “BROWSE FILES” and select document&gt;</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 style="text-align: right;">Screen ID: EFIL-CMC-000111</p> <p><b>Send document(s) to an existing case</b></p>  <p><b>Notice</b> - 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> <p>Document Name * Judgment</p> <p>Document Version [Empty]</p> <p>Document Language * English</p> <p>For * (?)  <input type="checkbox"/> PI Chan Yan Yan  <input type="checkbox"/> D1 Hong Kong Transportation Company Limited</p> <p>Against (?)  <input type="checkbox"/> D1 Hong Kong Transportation Company Limited  <input type="checkbox"/> PI Chan Yan Yan</p> <p>Upload File * (?)  <a href="#">Upload</a></p> </td> <td> <p>For Approval of Draft</p> <p>DRN of previous version of the draft 112390000094</p> <p><input type="checkbox"/> For Default Judgment under Order 13  <input type="checkbox"/> For Default Judgment under Order 19</p> </td> </tr> </tbody> </table> <p><a href="#">Add Document</a></p> <p style="text-align: center;"> <input type="button" value="BACK"/> <input type="button" value="NEXT"/> </p> <div style="border: 1px dashed gray; padding: 10px; text-align: center;"> <p>Drag and drop file here</p> <p>or</p> <input type="button" value="BROWSE FILES"/> </div> <table border="1"> <thead> <tr> <th colspan="3">Uploaded Documents</th> </tr> <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 style="text-align: center;"> <input type="button" value="CLOSE"/> <input type="button" value="OK"/> </p>	NO.	DOCUMENT	PURPOSE*	1	<p>Document Name * Judgment</p> <p>Document Version [Empty]</p> <p>Document Language * English</p> <p>For * (?)  <input type="checkbox"/> PI Chan Yan Yan  <input type="checkbox"/> D1 Hong Kong Transportation Company Limited</p> <p>Against (?)  <input type="checkbox"/> D1 Hong Kong Transportation Company Limited  <input type="checkbox"/> PI Chan Yan Yan</p> <p>Upload File * (?)  <a href="#">Upload</a></p>	<p>For Approval of Draft</p> <p>DRN of previous version of the draft 112390000094</p> <p><input type="checkbox"/> For Default Judgment under Order 13  <input type="checkbox"/> For Default Judgment under Order 19</p>	Uploaded Documents			Document Name	Type	Size (0 B)	No Document Uploaded.		
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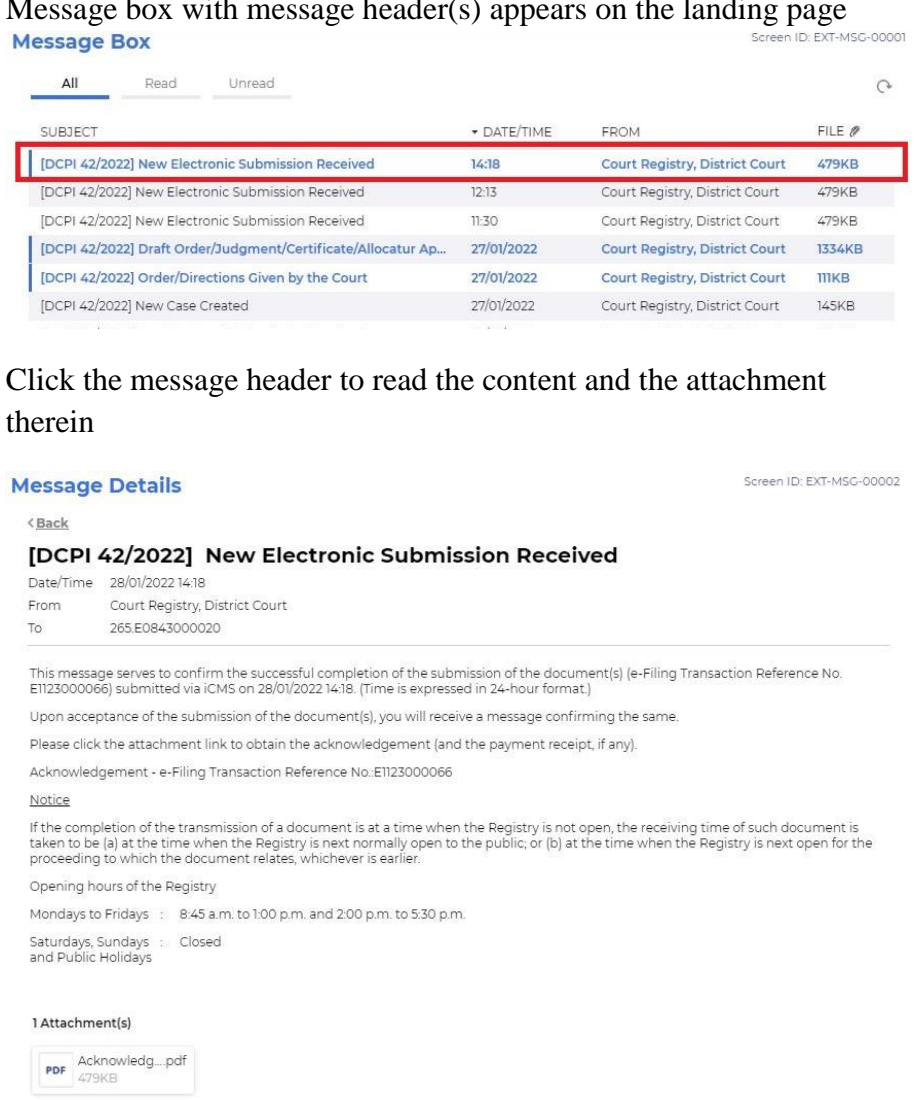
Step-by-step guide - “Resubmit Judgment/ Order for approval”

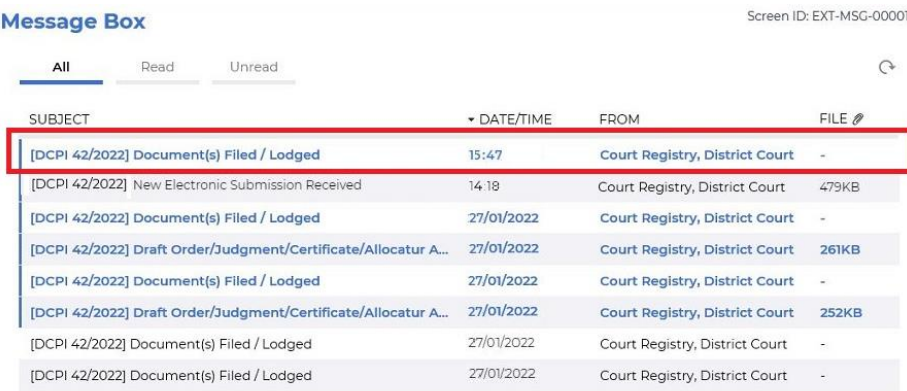
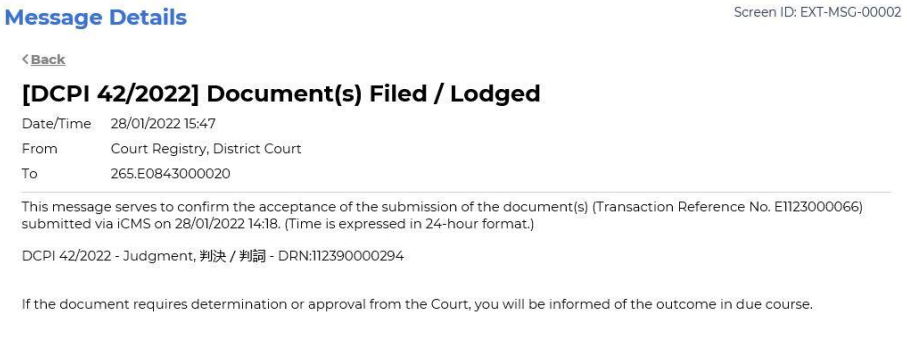

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7.	<p><b><u>Preview uploaded document</u></b></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the document&gt;</p> <p>Click “OK” if the uploaded document is in order&gt;</p> <p>Or, click “Delete” if the uploaded document is not in order&gt;</p> <p>Click “NEXT” &gt;</p>	 <p>Drag and drop file here</p> <p>or</p> <p><b>BROWSE FILES</b></p> <p><b>Uploaded Documents</b></p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (1.4 MB)</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Draft Order.pdf</td> <td>pdf</td> <td>1.4 MB</td> <td><b>Preview</b></td> <td>Delete</td> </tr> </tbody> </table> <p><b>CLOSE</b> <b>OK</b></p>	Document Name	Type	Size (1.4 MB)			Draft Order.pdf	pdf	1.4 MB	<b>Preview</b>	Delete																									
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8.	<p><b><u>Confirm details of the filing</u></b></p> <p>If filing details are in order, click “CONFIRM”&gt;</p>	<p>Step 3: Confirm Details of the Filing</p> <p>Send document(s) to an existing case <span style="float: right;">Screen ID: EFIL-CMC-000112</span></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 Judgment</td> <td>For Approval of Draft</td> <td>-</td> <td>-</td> </tr> <tr> <td></td> <td>Document Version -</td> <td>DRN of previous version of the draft 11239000094</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Document Language English</td> <td>For Default Judgment under Order 13 No</td> <td></td> <td></td> </tr> <tr> <td></td> <td>For PI Chan Yan Yan</td> <td>For Default Judgment under Order 19 No</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Against -</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Upload File Draft Judgment.pdf(165.12KB)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Total amount : -</p> <p><b>BACK</b> <b>CONFIRM</b></p>	NO.	DOCUMENT	PURPOSE*	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Judgment	For Approval of Draft	-	-		Document Version -	DRN of previous version of the draft 11239000094				Document Language English	For Default Judgment under Order 13 No				For PI Chan Yan Yan	For Default Judgment under Order 19 No				Against -	No				Upload File Draft Judgment.pdf(165.12KB)			
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	<p>Click “OK” to “Confirm to proceed?”&gt;</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&gt;</p>	<p>Popup of confirm to proceed</p> 																																	
9.	<p><b><u>Acknowledgement</u></b></p> <p>Click “SAVE ACKNOWLEDGEMENT”&gt;</p>	<p>Step 4: Acknowledgement</p>  <p>Send document(s) to an existing case <span style="float: right;">Screen ID: EFIL-CMC-000113</span></p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p><b>Notice</b></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><b>Acknowledgement</b></p> <p>Submitted By: Mr. Lau To Fu (265 E0843000020) Organization: Happy Company</p> <p>Submitted On: 28/01/2022 14:18:48 e-Filing Transaction Reference No.: E1123000066</p> <p>e-Payment Transaction Date Time: e-Payment Transaction Reference No.:</p> <p>e-Payment Method:</p> <p><b>Transaction Summary</b></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"></td> <td style="text-align: right;"><b>Total amount : -</b></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 Approval of Draft</td> <td>English</td> <td>Judgment</td> <td>Draft Judgment.pdf(165.12KB)</td> <td>112390000294</td> </tr> <tr> <td></td> <td>DRN of previous version of the draft</td> <td></td> <td></td> <td></td> <td>112390000094</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 style="text-align: center;"><b>SAVE ACKNOWLEDGEMENT</b></p>	NO.	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE(HKD)	1	DCPI 42/2022	Personal Injuries Action	-	-					<b>Total amount : -</b>	NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	1	For Approval of Draft	English	Judgment	Draft Judgment.pdf(165.12KB)	112390000294		DRN of previous version of the draft				112390000094
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Step-by-step guide - “Resubmit Judgment/ Order for approval”

Item	Process	Relevant screenshots for reference
	<p>Click “DOWNLOAD” in the popup of “Confirm to download file?”&gt;</p> <p>Click “Open file” to retrieve the Acknowledgement&gt;</p>	
<p>10.</p> <p><b><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></b></p> <p>Click “Home”&gt;</p> <p>Access Message Box&gt;</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>	
<p>11.</p> <p><b>Internal process by Judiciary</b></p>		<p>Sender will receive message in iCMS message box after internal vetting by Judiciary</p>

Item	Process	Relevant screenshots for reference
12.	<p><b><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></b></p> <p>Login and access Message Box&gt;</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 therein</p> 
13.	<p><b>Internal process by Judiciary</b></p>	<p>Sender will receive message in iCMS message box after approval on the draft</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the draft is found not in order.]</i></p>
14.	<p><b><u>Draft approved message sent to the message box of OU/IU as appropriate</u></b></p> <p>Login and access Message Box&gt;</p> <p>Click the message header to read the content</p>	<p>Message box with message header(s) appears on the landing page</p> 



Step-by-step guide - “Resubmit Judgment/ Order for approval”

Item	Process	Relevant screenshots for reference
		<p>Click the message header to read the content and the attachment therein</p> <p><b>Message Details</b> <span style="float: right;">Screen ID: EXT-MSG-00002</span></p> <p><a href="#">&lt; Back</a></p> <p><b>[DCPI 42/2022] Draft Order/Judgment/Certificate/Allocatur Approved by the Court</b></p> <p>Date/Time 28/01/2022 15:50            From Court Registry, District Court            To 265.E0843000020</p> <hr/> <p>This message serves to inform you that the draft document(s)(e-Filing Transaction Reference No.E1123000066) submitted via iCMS on 28/01/2022 14:38 has / have been approved by the Court. (Time is expressed in 24-hour format)</p> <p>Approved draft was attached. When uploading the faired version of the document, please select "For Sealing" in the "Purpose" field and quote the DRN of this approved draft for our further processing.</p> <p>Please click the attachment link to obtain the approved draft.</p> <p>DCPI 42/2022 - Judgment, 判決 / 判詞 lodged on 28/01/2022 - DRN:11239000294</p> <p><b>1 Attachment(s)</b></p> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">  DCPI 42-202...pdf 252KB         </div>

Internal process by Judiciary