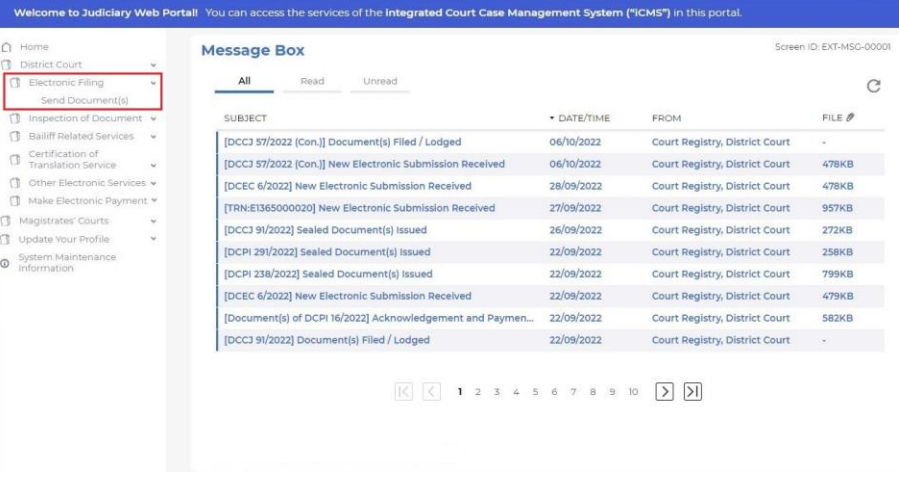
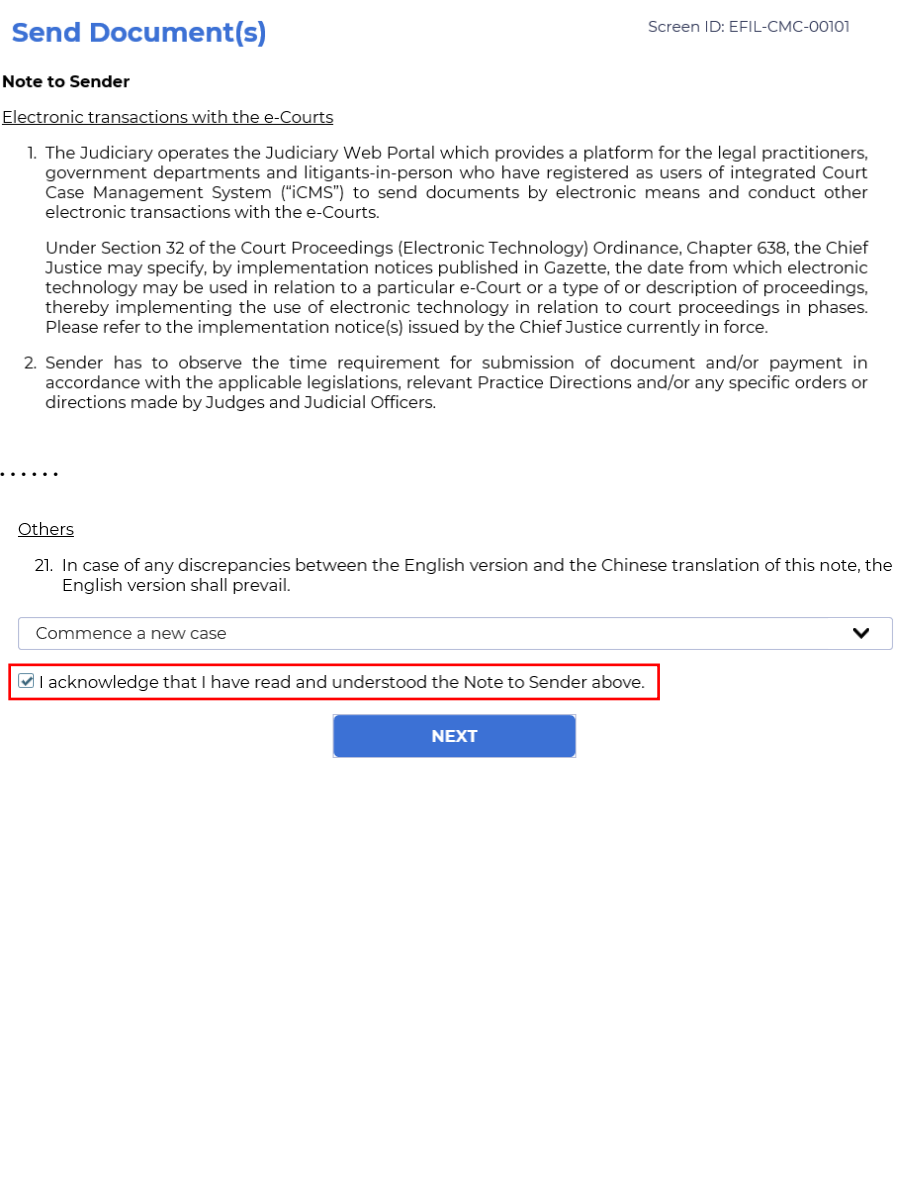


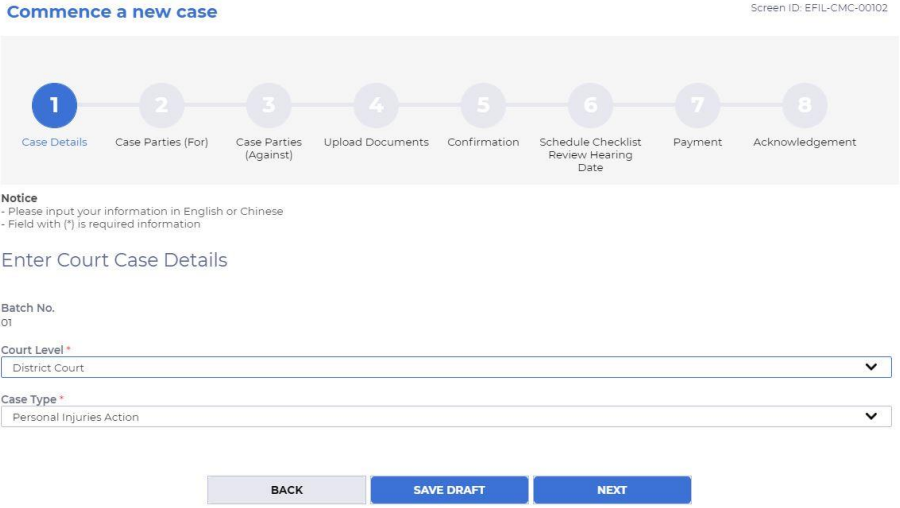
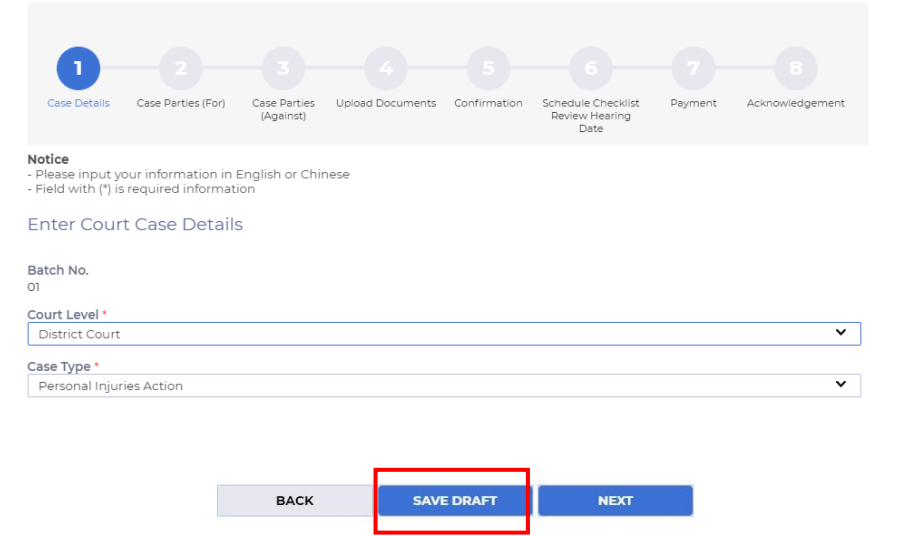
Save (and retrieve) a draft submission before commencing a new case

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.

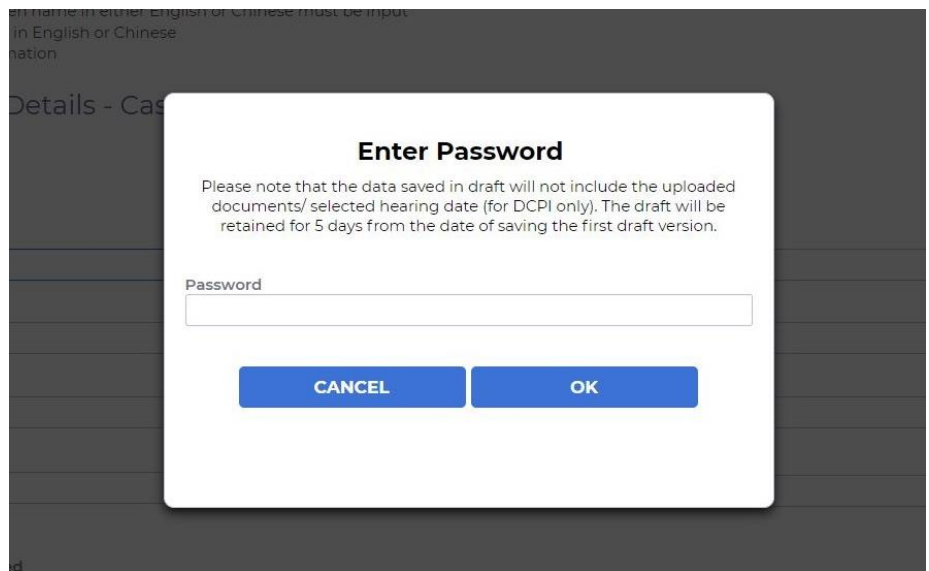
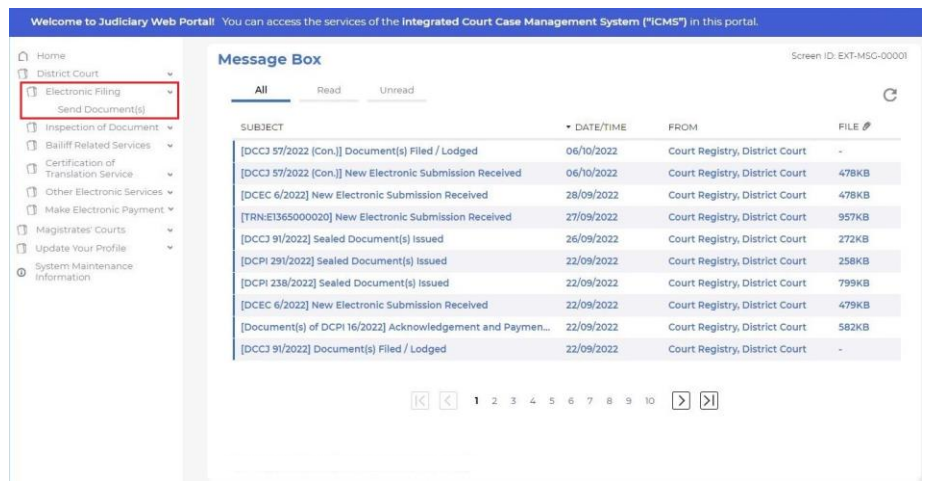
Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>Either by Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p>	<p>Organization User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;">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 style="text-align: center;">LOGIN</p> <p style="text-align: center;">Register an Account Account Activation Reset Password</p> <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;">Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type <input iu")"="" type="text" value="Individual User ("/></p> <p>Organization Code * Login Name * <input type="text"/> <input type="text"/></p> <p>Password * <input type="password"/></p> <p style="text-align: center;">LOGIN</p> <p style="text-align: center;">Register an Account Account Activation Reset Password</p>

Item	Process	Relevant screenshots for reference																																												
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>Home District Court Electronic Filing Send Document(s) Inspection of Document Bailiff Related Services Certification of Translation Service Other Electronic Services Make Electronic Payment Magistrates’ Courts Update Your Profile System Maintenance Information</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> <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 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 291/2022] 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 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	[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 91/2022] Sealed Document(s) issued	26/09/2022	Court Registry, District Court	272KB	[DCPI 291/2022] 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 91/2022] 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 “Commence a new 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>Send Document(s) Screen ID: EFIL-CMC-00101</p> <p>Note to Sender</p> <p>Electronic transactions with the e-Courts</p> <ol style="list-style-type: none"> 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>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> <ol style="list-style-type: none"> 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><u>Others</u></p> <ol style="list-style-type: none"> In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail. <p>Commence a new case</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p>NEXT</p>																																												

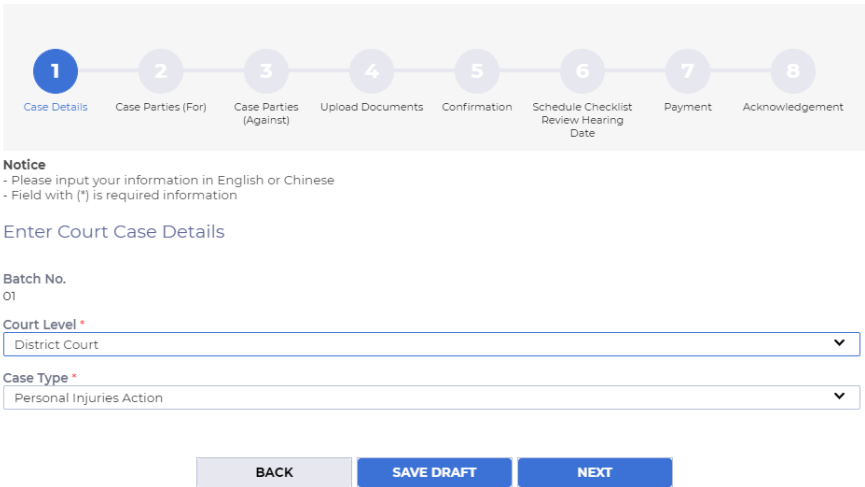
Step-by-step guide – “Save (and retrieve) a draft submission before commencing a new case”

Item	Process	Relevant screenshots for reference
4.	<p><u>Input case details</u></p> <p>Input the case information as required</p> <p><i>[Note: Please refer to “How to commence a new case?” video clip, and/or the step-by-step guide “Commence a new case” for more information if necessary.]</i></p>	<p>Step 1: Enter Court Case Details</p>  <p>Commence a new case Screen ID: EFIL-CMC-00102</p> <p>1 Case Details 2 Case Parties (For) 3 Case Parties (Against) 4 Upload Documents 5 Confirmation 6 Schedule Checklist Review Hearing Date 7 Payment 8 Acknowledgement</p> <p>Notice - Please input your information in English or Chinese - Field with (*) is required information</p> <p>Enter Court Case Details</p> <p>Batch No. 01</p> <p>Court Level* District Court</p> <p>Case Type* Personal Injuries Action</p> <p>BACK SAVE DRAFT NEXT</p>
5.	<p><u>Save draft</u></p> <p>Click “ Save Draft” before making a formal submission to commence a new case></p>	 <p>1 Case Details 2 Case Parties (For) 3 Case Parties (Against) 4 Upload Documents 5 Confirmation 6 Schedule Checklist Review Hearing Date 7 Payment 8 Acknowledgement</p> <p>Notice - Please input your information in English or Chinese - Field with (*) is required information</p> <p>Enter Court Case Details</p> <p>Batch No. 01</p> <p>Court Level* District Court</p> <p>Case Type* Personal Injuries Action</p> <p>BACK SAVE DRAFT NEXT</p>

Step-by-step guide – “Save (and retrieve) a draft submission before commencing a new case”

Item	Process	Relevant screenshots for reference
6.	<p><u>Save draft (cont'd)</u></p> <p>Input a password consisting of 6 to 15 characters with at least one letter for the draft submission></p> <p>Click “OK”></p> <p><i>[Note: The data saved in the draft will not include the uploaded documents/ selected hearing date (for DCPI only). The draft will be retained for 5 days from the date of saving the first draft version.]</i></p>	
7.	<p><u>Retrieve draft</u></p> <p>Select court level, e.g. “District Court”></p> <p>To retrieve the saved draft, click “Electronic Filing”></p> <p>Select “Send Document(s)”></p>	

Item	Process	Relevant screenshots for reference																		
8.	<p><u>Retrieve draft (cont'd)</u></p> <p>Select “Load draft filing”></p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.” ></p> <p>Click “NEXT”></p>	<p>Send Document(s) Screen ID: EFIL-CMC-00101</p> <p>Note to Sender</p> <p><u>Electronic transactions with the e-Courts</u></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><u>Others</u></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>Load draft filing ▼</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p style="text-align: center;">NEXT</p>																		
9.	<p><u>Retrieve draft (cont'd)</u></p> <p><u>To edit draft</u></p> <p>Click “Edit” of a saved draft></p> <p>Input the password that you set for the saved draft></p> <p>Click “OK”></p>	<p>Manage Draft Case Screen ID: EFIL-CMC-000109</p> <p>Select one of the following transactions to continue.</p> <p>Show Own Items ▼</p> <p>Number of Record(s) : 2</p> <p style="text-align: center;">⏪ ⏩ 1 ⏪ ⏩</p> <table border="1"> <thead> <tr> <th>NO</th> <th>CREATION DATE/ TIME</th> <th>CASE TYPE</th> <th>USER NAME</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>27/09/2021 16:34</td> <td>DCPI</td> <td>Ms. Lam Ka Man E (LAWFIRMB.ifbou5)</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>2</td> <td>27/09/2021 16:33</td> <td>DCPI</td> <td>Ms. Lam Ka Man E (LAWFIRMB.ifbou5)</td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table> <p style="text-align: center;">⏪ ⏩ 1 ⏪ ⏩</p> <p style="text-align: center;">BACK</p> <div style="background-color: #333; color: #fff; padding: 10px; margin-top: 10px;"> <p>Information</p> <p>Case Details - Cas</p> <div style="background-color: #fff; color: #333; padding: 10px; border-radius: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">Enter Password</p> <p>Please note that the data saved in draft will not include the uploaded documents/ selected hearing date (for DCPI only). The draft will be retained for 5 days from the date of saving the first draft version.</p> <p>Password <input style="width: 80%;" type="password"/></p> <p style="text-align: center;"> CANCEL OK </p> </div> </div>	NO	CREATION DATE/ TIME	CASE TYPE	USER NAME			1	27/09/2021 16:34	DCPI	Ms. Lam Ka Man E (LAWFIRMB.ifbou5)	Edit	Delete	2	27/09/2021 16:33	DCPI	Ms. Lam Ka Man E (LAWFIRMB.ifbou5)	Edit	Delete
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10.	<p><u>Retrieve draft (cont'd)</u></p> <p>Draft submission is retrieved. You may continue to work on the draft and complete the submission</p> <p><i>[Note: Please refer to “How to commence a new case?” video clip, and/ or the step-by-step guide “Commence a new case” for more information if necessary.]</i></p>	<p>Step 1: Enter Court Case Details</p>  <p>Notice</p> <ul style="list-style-type: none"> - Please input your information in English or Chinese - Field with (*) is required information <p>Enter Court Case Details</p> <p>Batch No. 01</p> <p>Court Level * District Court</p> <p>Case Type * Personal Injuries Action</p> <p>BACK SAVE DRAFT NEXT</p>																		
11.	<p><u>Retrieve draft (cont'd)</u></p> <p><u>To delete draft</u></p> <p>Click “Delete” of a saved draft ></p> <p>Input the password that you set for the saved draft></p> <p>Click “OK”></p>	<p>Manage Draft Case Screen ID: EFIL-CMC-000109</p> <p>Select one of the following transactions to continue.</p> <p>Show Own Items</p> <p>Number of Record(s) : 2</p> <p>Navigation: [Previous] [Next] 1 [Previous] [Next]</p> <table border="1"> <thead> <tr> <th>NO</th> <th>CREATION DATE/ TIME</th> <th>CASE TYPE</th> <th>USER NAME</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>27/09/2021 16:34</td> <td>DCPI</td> <td>Ms. Lam Ka Man E (LAWFIRMB.Ifbou5)</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>2</td> <td>27/09/2021 16:33</td> <td>DCPI</td> <td>Ms. Lam Ka Man E (LAWFIRMB.Ifbou5)</td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table> <p>Navigation: [Previous] [Next] 1 [Previous] [Next]</p> <p>BACK</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">Enter Password</p> <p>Please note that the data saved in draft will not include the uploaded documents/ selected hearing date (for DCPI only). The draft will be retained for 5 days from the date of saving the first draft version.</p> <p>Password</p> <input style="width: 100%;" type="password"/> <p style="text-align: center;">CANCEL OK</p> </div>	NO	CREATION DATE/ TIME	CASE TYPE	USER NAME	Edit	Delete	1	27/09/2021 16:34	DCPI	Ms. Lam Ka Man E (LAWFIRMB.Ifbou5)	Edit	Delete	2	27/09/2021 16:33	DCPI	Ms. Lam Ka Man E (LAWFIRMB.Ifbou5)	Edit	Delete
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