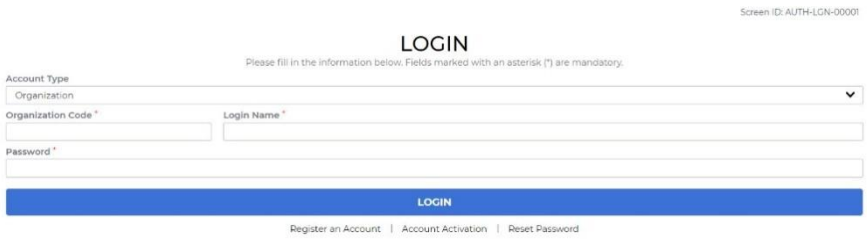
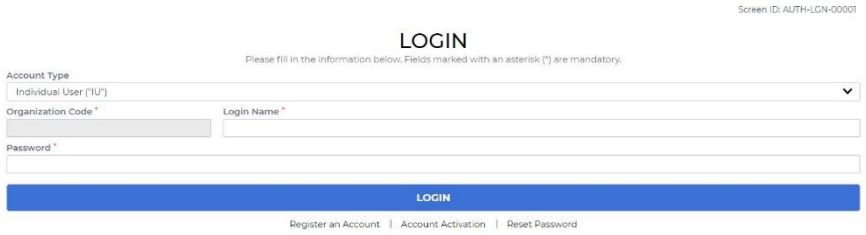
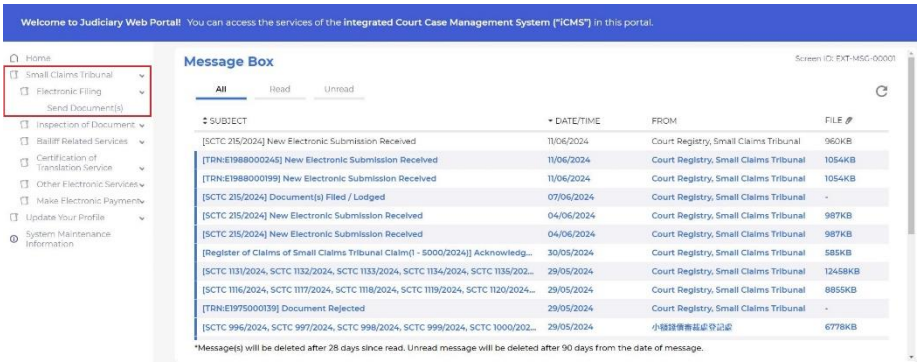
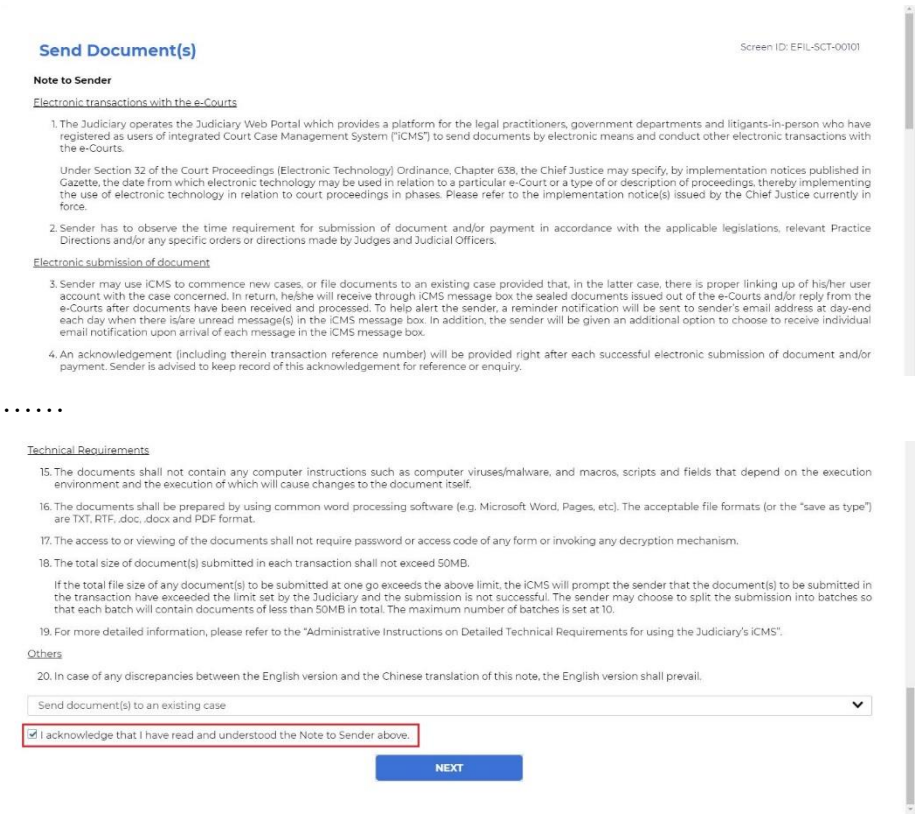
Small Claims Tribunal
Submit application for sealed and certified claim forms and Form of Award/Order

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.	**Login user account** Either by Organization User ("OU") or Individual User ("IU") account holder *[Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]* For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role. *[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.]*	Organization User  Individual User 
2.	**Access e-Filing function** Click "Small Claims Tribunal"> Select "Electronic Filing"> Select "Send Document(s)">	

Item	Process	Relevant screenshots for reference
3.	**Select the required function** Select "Send document(s) to an existing case" > After reading the "Note to Sender", tick the checkbox "I acknowledge that I have read and understood the Note to Sender above." > Click "NEXT">	
4.	**Enter case number** Input "Case No.*"> Click "NEXT">	
5.	**Upload document** Select "Letter" in "Document Name*"> Select "For Application" in "PURPOSE*"> Select "Other" in "Application Type*" Input appropriate description of the application in the field of "Others">	

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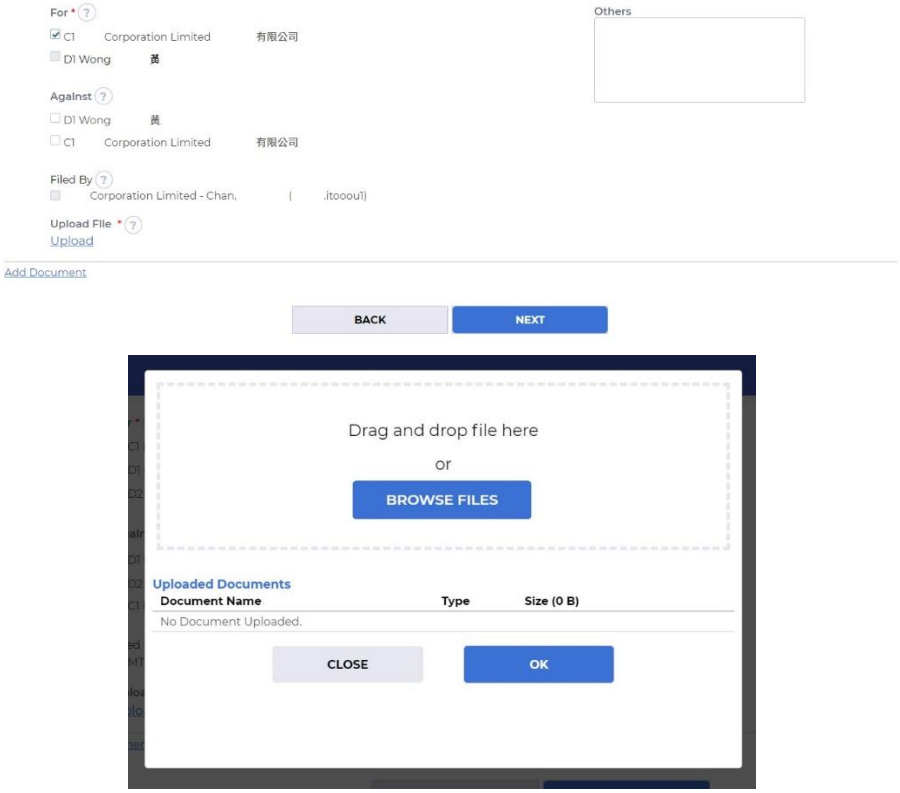
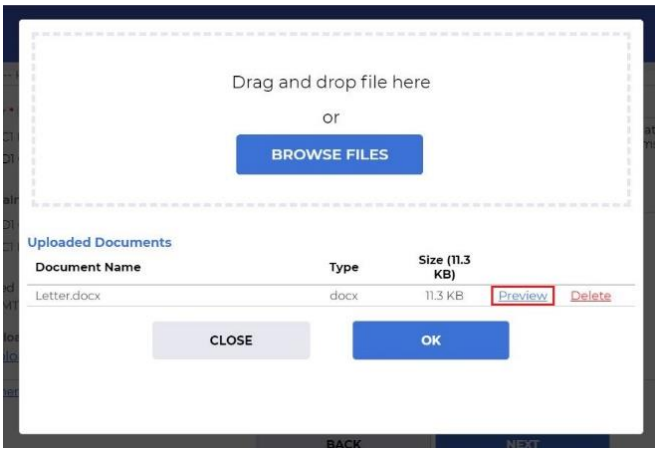
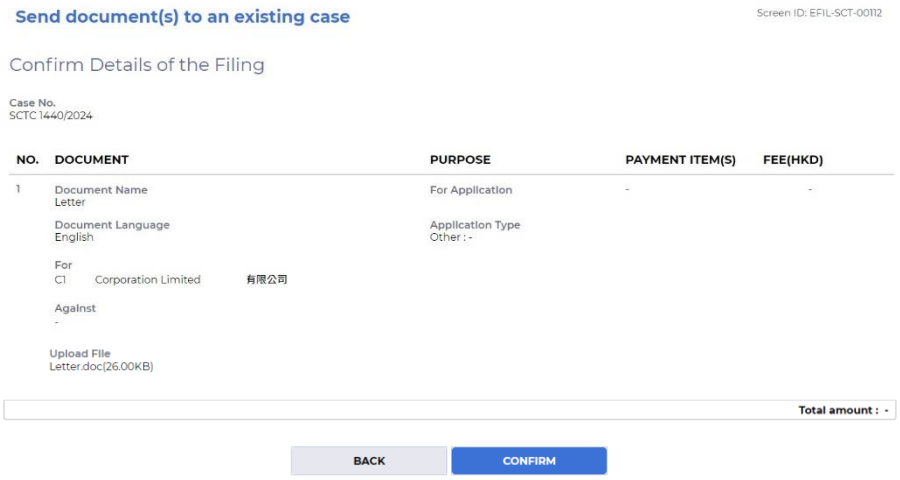
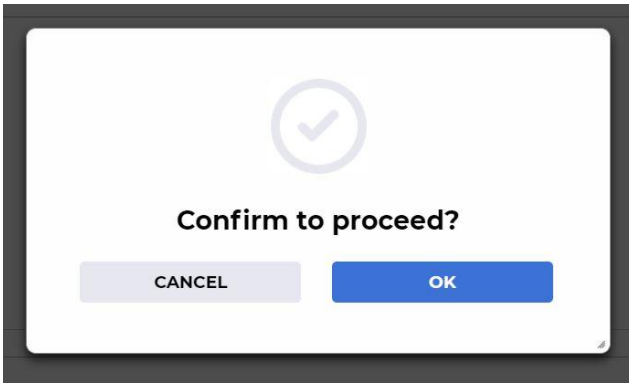
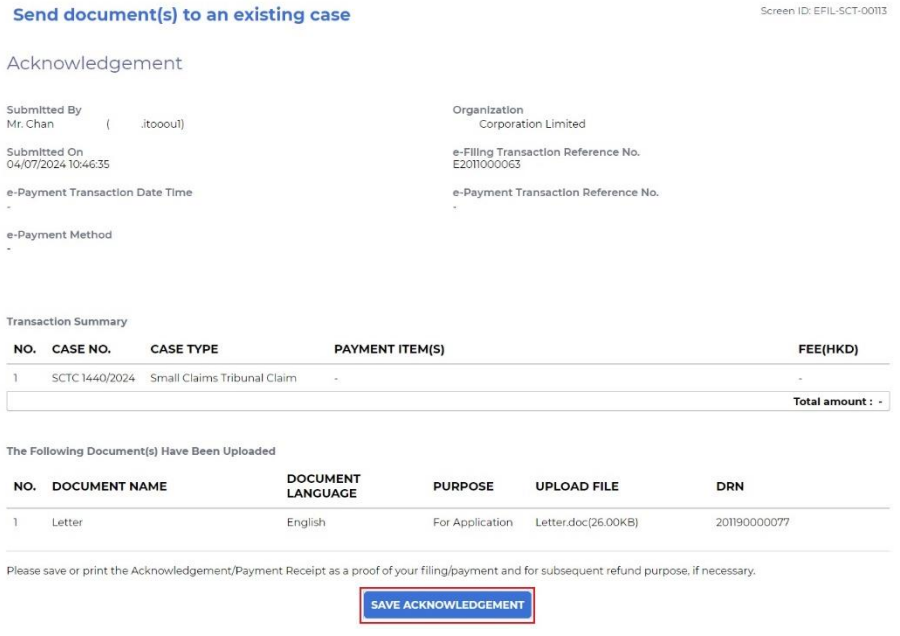
	Select language in "Document Language*" > Tick the checkbox under "For*"> *[Note: The checkbox under "Against" is optional.]* Click "Upload"> Click "BROWSE FILES" and select document> *[Note: You may also use "Drag and drop file here" to upload document file. Please refer to the step-by-step guide "Upload document using 'drag and drop' feature" for more information.]*	
6.	**<u>Preview uploaded document</u>** Document name is displayed under "Uploaded Documents" Click "Preview" to view the image of the uploaded document> Click "OK" if the uploaded document is in order> Or, click "Delete" if the uploaded document is not in order> Click "NEXT" >	

Item	Process	Relevant screenshots for reference
7.	**<u>Confirm details of the filing</u>** If filing details are in order, click "CONFIRM"> Click "OK" to "Confirm to proceed?"> Or, if filing details are not in order, click "BACK" to return to the previous steps to rectify the inputted data>	 Popup of confirm to proceed 
8.	**<u>Acknowledgement</u>** Click "SAVE ACKNOWLEDGEMENT" > Click "DOWNLOAD" in the popup of "Confirm to download file?"> Click "Open file" to retrieve the Acknowledgement>	

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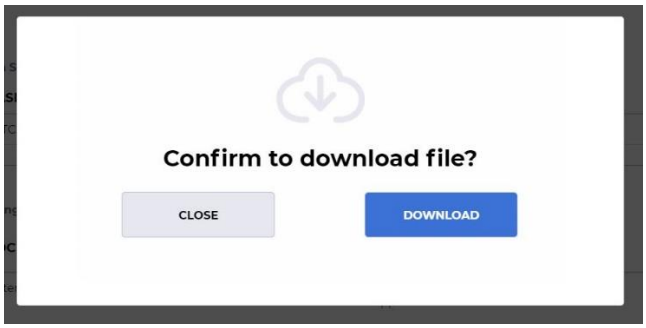
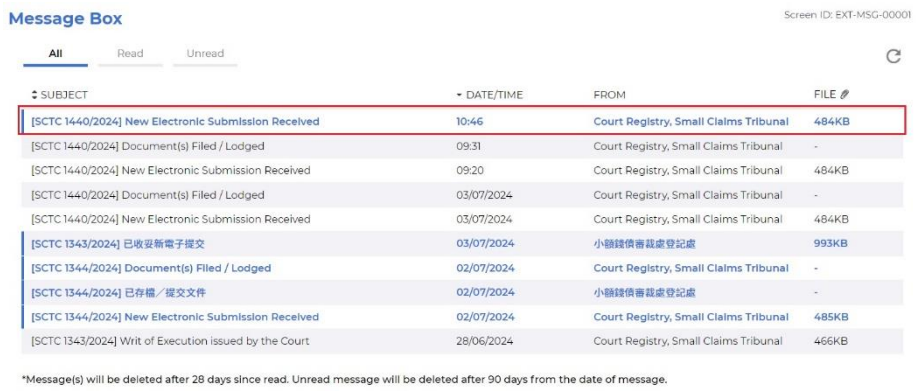
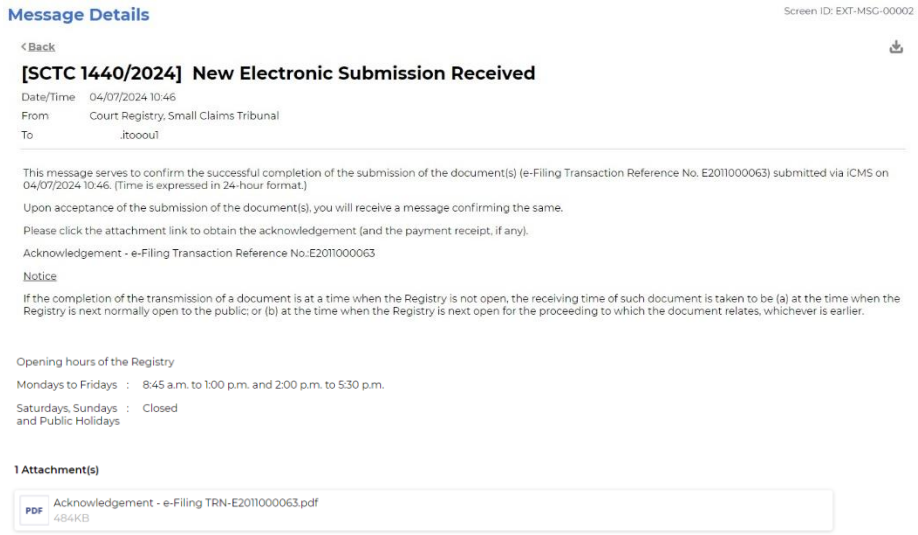
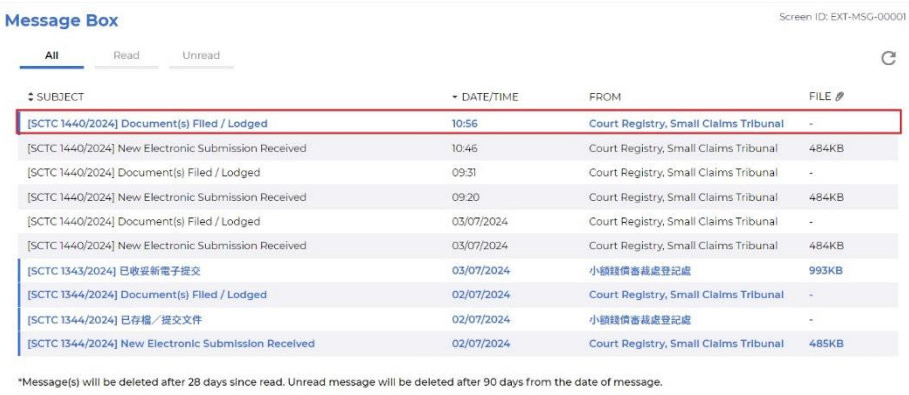
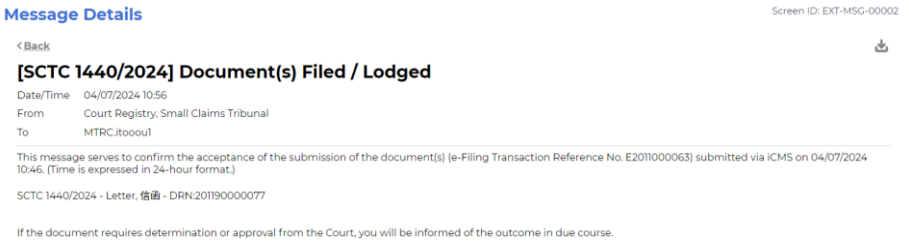
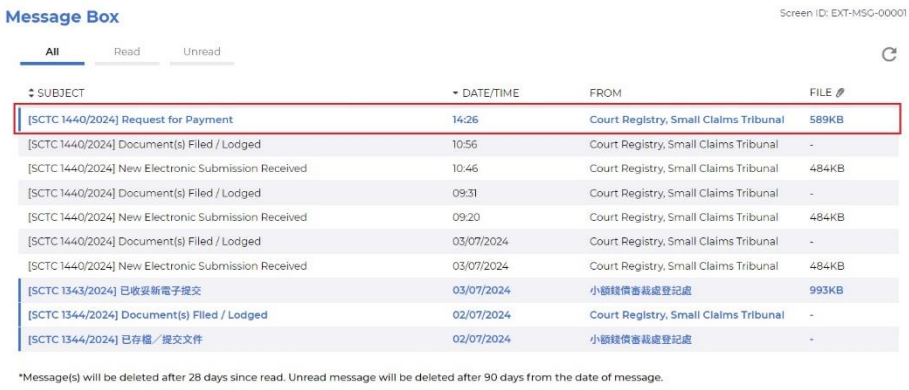
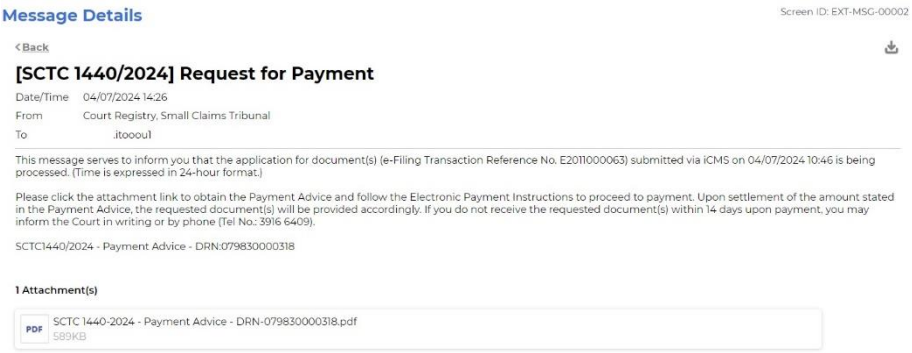
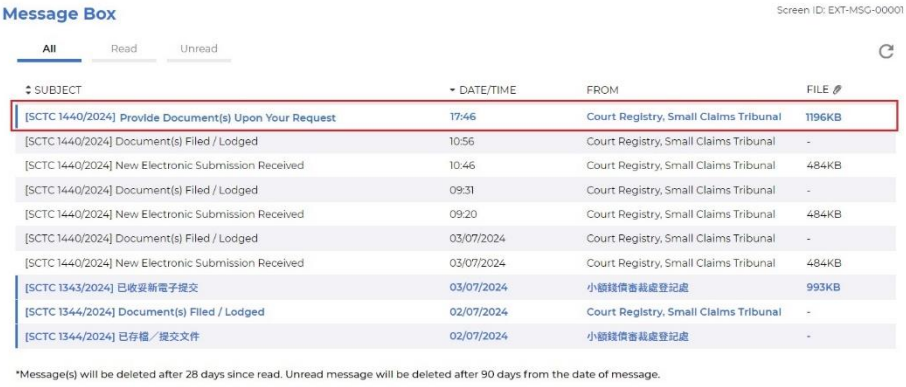
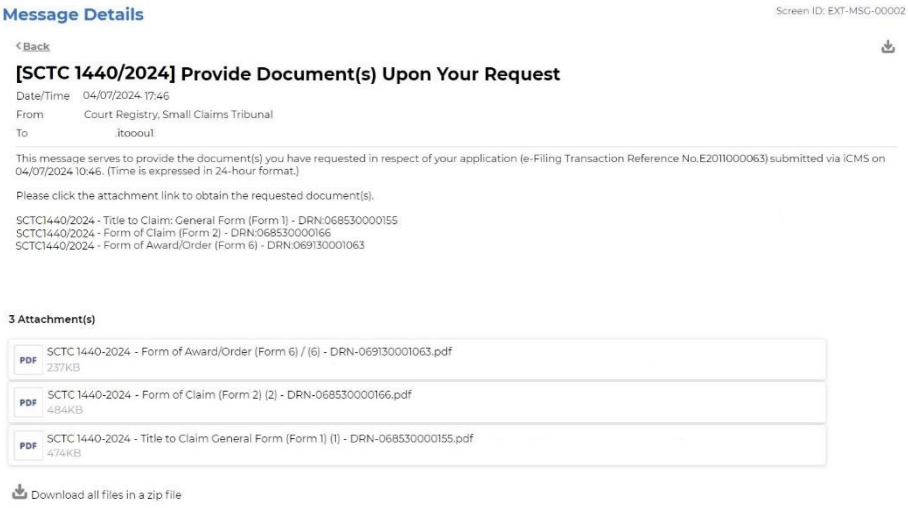
		
9.	**<u>Acknowledgement message sent to the message box of OU/IU as appropriate</u>** Click "Home"> Access Message Box> Click the message header to read the content *[Note: Acknowledgement can also be downloaded again from the message, if necessary.]*	Message box with message header(s) appears on the landing page  Click the message header to read the content and the attachment therein 
10.	**Internal process by Judiciary**	Sender will receive message in iCMS message box after internal vetting by Judiciary

Item	Process	Relevant screenshots for reference
11.	**<u>Confirmation message sent to the message box of OU/ IU as appropriate</u>** Login and access Message Box> Click the message header to read the content	Message box with message header(s) appears on the landing page  Click the message header to read the content therein 
12.	**Internal process by Judiciary**	Sender will receive message in iCMS message box requesting for electronic payment for the fees *[Note: Sender will receive a separate message in iCMS message box if the document is found not in order.]*
13.	**<u>Request for Payment message sent to the message box of OU/ IU as appropriate</u>** Login and access Message Box> Click the message header to read the content> *[Note: Please refer to relevant step-by-step guide "Make Electronic*	Message box with message header(s) appears on the landing page  Click the message header to read the content and the attachment

Item	Process	Relevant screenshots for reference
	Payment" for payment made electronically.]	therein 
14.	**Internal process by Judiciary**	Sender will receive message in iCMS message box with requested document(s)
15.	**<u>Provide document(s) upon your request message sent to the message box of OU/ IU as appropriate</u>** Login and access Message Box> Click the message header to read the content>	Message box with message header(s) appears on the landing page  Click the message header to read the content and the attachment therein 

Internal process by Judiciary