Small Claims Tribunal Commence new claims (bulk claims)

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	Related screenshots for reference
1.	Login user account Only for specific Organization User ("OU") which is allowed to commence new bulk claims> [Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]	ECCIN Please fill in the information below. Fields marked with an asterisk (*) are mandatory.
2.	Access e-Filing function Click "Small Claims Tribunal"> Select "Electronic Filing"> Select "Send Document(s)">	Welcome to Judiciary Web Portall You can access the services of the integrated Court Case Management System (*ICM5*) in this portal. Interest Series Document(s) Series Document(s) Series Document(s) Series Document(s) Series Document(s) Series Document(s) Subjects of Document Rejected Subjects of Document Rejected Subjects of Document Rejected S
3.	Select the required function Select "Commence new cases"> After reading the "Note to Sender", tick the checkbox "I acknowledge that I have read and understood the Note to Sender above."> Click "NEXT">	Streen DESCRIPTIONS Description Descriptio

Item	Process	Related screenshots for reference	
		Technical Requirements 15. The documents shall not contain any computer instructions such as computer viruses/malware, and macros, scripts and fields that depend on the execution environment and the execution of which will cause changes to the document (tself. 16. The documents shall be prepared by using common word processing software (e.g. Microsoft Word, Pages, etc). The acceptable file formats (or the "save as type") are TXT, RTF, doc., docs and PDF format. 17. The access to or viewing of the documents shall not require password or access code of any form or invoking any dectyption mechanism. 18. The total size of document(s) submitted in each transaction shall not exceed SOMB. If the total file size of any document(s) to be submitted at one go exceeds the above limit, the ICMS will prompt the sender that the document(s) to be submitted in the transaction have exceeded the limit at by the Judiciary and the submission is not succeast 10. 19. For more detailed information, please refer to the "Administrative Instructions on Detailed Technical Requirements for using the Judiciary's ICMS". Others 20. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail. Commence new cases It acknowledge that I have read and understood the Note to Sender above.	
4.	Input case details	Enter court case details	
	"Court Level*" is pre-filled as "Small Claims Tribunal"> "Case Type*" is pre-filled as "Small Claims Tribunal	Commence new cases Screen ID: EFIL-SCT-00102 Notice - Nease input your information in English or Chinese - Nead with (1) is required information Enter Court Case Details Court Level* Small Claims Tribunal Case Type*	
	Claim">	Smail Claims irribunal Claim	
	Click "NEXT">	BACK SAVE DRAFT NEXT	
5.	Input case details (cont'd) Select "No. of claims to be filed*" from the drop-down list> [Note: "No. of claims to be	Enter number of claims to be filed Commence new cases Screen ID: EFIL-SCT-00102 Notice - Please input your information in English or Chinese - Pleid with (*) is required information Enter Court Case Details	
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	ana 99.]	Case Type * Small Claims Tribunal Claim	1
	Click "NEXT">	No. of claims to be filed " Plesse Select V	
		BACK SAVE DRAFT NEXT	
6.	Input claim details	Enter claim details	
	Either (a) click "Add" to add new claims one by one, or (b) click "Import Claim Details" to input claim details in one go by way of .xml file>		

[Note: The number of new claims filed in a single transaction is at a minimum of 21 claims and at a maximum at 99 claims.] Commence are save: Description: (a) To add new claims one by one Click "Add"> Input "Claim Amount (HKD)*" and the particulars of Defendant. The particulars of Claimant are pre-filled.> INote: You may save the submission before commencing new claims." I clip, and/or the step-by-step guide on "Save (and retrieve) a draft submission before commencing new claims." I clip, and/or the step-by-step guide on "Save (and retrieve) a draft submission before commencing new claims." I clip, and/or the step-by-step guide on "Save (and retrieve) a draft submission before commencing new claims." I clip, and/or the step-by-step guide on "Save (and retrieve) a draft submission before commencing new claims." I clip, and/or the step-by-step guide on "Save (and retrieve) a draft submission before commencing new claims." I click "SAVE & CLOSE" to save the claim details.> (b) To input claim details Souther set and input the details.> (b) To input claim details. Souther set and souther set	Item	Process	Related screenshots for reference
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Item	Process	Related screenshots for reference
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7.	Upload documents Either (a) click "Upload" to upload the documents for each claim one by one, or (b) click "Upload Documents" to upload the documents for all claims in one go>	Upload documents Commence new cases Claim Details Summary (K (1 2 3)) CLAIM AMOUNT (HKO) No. CLAIM AMOUNT (HKO) No. CLAIM AMOUNT (HKO) 2 SZ001 Claim Details () Consolid (Lam M) Commence new cases STS.000 2 SZ001 Commence new cases STS.000 2 SZ001 Commence new cases STS.000 2 SZ001 Consolid (Lam M) Lucice (N2) STS.000 STS.000 2 SZ001 Consolid (Lam M) Lucice (N2) R Consolid (Lam M) Limited Strengt (Lam M) Lucice (N2) R STS.000 R Lam M Limited Strengt (Lam M) Lucice (N2) Limited Streng

Item	Process	Related screenshots for reference
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	Documents bundled for submission in commencing new cases are as follows:	21 6.210.01 Corporation Lam H United RAR2 Lam H
	 "Title to Claim: General Form (Form 1)" "Form of Claim (Form 2)" "Letter of Authorization" (optional) "Document Name*" of the bundled documents are prefilled and cannot 	Commence new cases Screen ID: EFIL:SCT-0005 Notice • Field with (*) is required information Documents Details • PURPOSE 1 Occument Name * 1 Titles to Clercel form (Form 1) Occument Name * • For Filing • Occument Name * • For Filing • Upgood File* ⑦ • Upgood File* ⑦ •
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	Changed> Check if "Document Language*" is pre- filled correctly> Click "Upload"> Click "BROWSE FILES"> [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	Drag and drop file here or BROWSE FILES Uploaded Documents Document Uploades. No Document Uploades.

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	Repeat the steps to upload for all bundled documents>	T Uploaded Documents Document Name Type Size (106.6 KB) 1_CFI.pdf pdf 106.6 KB Preview Delete ang CLOSE OK
	Click "Add Document" if other document(s) is to be filed in the same claim>	Commence new cases Screen ID: EFIL-SCT-00005
	Click "SAVE & CLOSE" to save the	Notice - Field with (1) is required information Documents Details
	uploaded documents for each claim>	Document Name* For Foling 1 Document Name* Trie to Claim: Ceneral Form (Form 1): V Document Language* English
	Repeat the steps to upload documents of other claims>	Uplead File* (?) 1_CFI.pdf(06.64KB) Reset Document Name* English For Filing Uplead File* (?) 1_CF2.pdf(66.57KB) Reset
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Item	Process	Related screenshots for reference
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Process	Related screenshots for	r reference			
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After all documents are uploaded click "NEXT" to	Commence new cases			Screen ID:	EFIL-SCT-00103
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Item	Process	Related screenshots for reference
	[Note: If the actual number of claims filed is not in alignment with "No. of claims to be filed" (at item 5 above), a warning message will be displayed. You may rectify the data inputted by clicking "BACK", or proceed without rectification by clicking "CONFIRM".]	Information "No. of claims to be filed" doesn't match the exact no. of claims to be filed Confirm to proceed? BACK CONFIRM
8.	Information message Information message is displayed for confirmation > Click "BACK" to rectify the data inputted, or click "CONFIRM" to proceed without rectification>	Information Has the Form 2 been dated and signed? Please take notice that the Claimant and/or Defendant's addresses should not be PO Box or non-local addresses. BACK CONFIRM
9.	Confirm details of the filing Navigate and check the inputted details of each claim by clicking "NEXT CLAIM" or enter the sequence number of the specific claim, and then click "GO"> If filing details of all claims are in order, click "CONFIRM">	Confirm claim details Commence new cases Confirm Input Details Claim Details (1/21) Court Level Small Claims Tribunal Case Type Small Claims Tribunal Claim Claim Amount (HKD) 6001 Waker Made No Claim Amount (HKD) (after abandoning any claims exceeding \$75,000) D No. P Surrame of Contact Person Si Chart Name of Contact Person T T H, No of Contact Person T T T H, No of Contact Person T T T T T T T T T T T T T T T T T T T
	Or, if filing details are not in order, click "BACK" to return to the previous steps to rectify >	(BSZ) Uploaded Documents No. Document name Document Language PURPOSE Upload File 1 Tatle to Claim: Ceneral Form (Form 1) English For Filing LCFLpdf(106.64HB) 2 Form of Claim (Form 2) English For Filing LCFLpdf(106.64HB) 2 Form of Claim (Form 2) English For Filing LCFLpdf(106.65HB)

Item	Process	Related screenshots for reference		
10.	Payment	Payment of filing and Bailiff fees		
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11.	Payment (cont'd)	500		
	Select one of the "Payment Method" and the "PAY" button will be activated Click "PAY" > [Note: You will be redirected to the website of External Payment Service Provider for payment. Upon successful payment, you will be redirected back to iCMS to proceed to item 12.]	Year Judiciary Online Payment Service Marchant Name Inb Judiciary Marchant Name Inb Judiciary David Name Marchant Name Inb Judiciary David Name	sary. herwise your at the moment. If d payment it. We apologise for ing online payment. te case party or hline payment by count:	

Item	Process	Related screenshots for reference	
12.	Acknowledgement Click "SAVE ACKNOWLEDGEMENT"> Click "DOWNLOAD" in the popup of "Confirm to	Commence new cases Acknowledgement submitted By Mr.Chan (,10000) Submitted On Corporation Limited Submitted On e-Pilling Transaction Reference No. 1906/2024 1020:54 e-Payment Transaction Date Time 1906/2024 1020:49 e-Payment Transaction Reference No. C202406B7000381	* Screen ID: EFIL-SCT-00108
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13.	Acknowledgement message sent to the message box of OU [Note: The acknowledgement message will also be sent to the message box of Default OU if the cases concerned have not been assigned to any designated OUs by way of case profile]	Open file	****

Item	Process	Related screenshots for reference
	Click "Home">	Message Details Screen ID: EXT-MSG-00002 (Back d
	Access Message Box>	Interception New Electronic Submission Received Date/Time 19/05/2024-1021 From Court Registry, Small Claims Tribunal To ittoooul
	Click the message header to	This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E1996000020) submitted via iCMS on 19106/2024 10:20. (Time is expressed in 24-hour format.)
	read the content>	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 Defension No.2399600020 Devined to each - e-Devence Transaction Defension No. 12996000020
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	and Payment Receipt can	normally open to the public of (b) at the time when the Registry is next open for the proceeding to include international data and a more and a segment of the public of the public of (b) at the time when the Registry is next open for the proceeding to which the document relates, which ere is earlier. Opening hours of the Registry
	also be downloaded again	Mondays to Fridays : 8x5 am. to 100 p.m. and 200 p.m. to 530 p.m. Saturdayn, Sundays : Closed
	from the message, if	and vuolic Holidays
	necessary.]	Acknowledgement - e-Filing TRN-E1996000020.pdf
		493KB Payment Receipt - e-Payment TRN-C202406197000381.pdf
		. Seoke
		Covinced all files in a zip file
14.	Internal process by	Sender will receive message in iCMS message box after internal
	Judiciary	vetting by Judiciary
		[Note: Sender will receive a separate message in iCMS message box
15	"Now Case Created"	Massage box with massage header(s) appears on the landing page
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	also be sent to the message	ISSC 104/2024, SCTC 1444/2024, SCTC 1443/2024, SCTC 1443/2024, SCTC 1443/2024, SCTC 1444/2024, SCTC 1444/2024, SCTC 1443/2024, SCTC 144
	box of Default OU if the	[TRN:E1996000020] Document Rejected 10:56 Court Registry, Small Claims Tribunal - [TRN:E1997000043] New Electronic Submission Received 09:40 Court Registry, Small Claims Tribunal 10:54KB
	cases concerned have not	[SCTC 1340/2024] Document(s) Filed / Lodged 19/06/2024 Court Registry, Small Claims Tribunal -
	been assigned to any	ISICE 1540/2024 Document(s) Filed / Lodged 19/06/2024 Court Registry, Small claims Inbunal - [SCTC 1340/2024] Document(s) Filed / Lodged 19/06/2024 Court Registry, Small Claims Tribunal -
	designated OUs by way of	[SCTC 1340/2024] Document(s) Filed / Lodged 19/06/2024 Court Registry, Small Claims Tribunal [SCTC 1340/2024] Document(s) Filed / Lodged 19/06/2024 Court Registry, Small Claims Tribunal
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	cuse projucij	[SCTC 1340/2024] Document(s) Filed / Lodged 19/06/2024 Court Registry, Small Claims Tribunal -
	Click "Home">	message(s) will be bereted alter zo bays since read. Oliread message will be bereted alter 50 bays from the date of message.
		Click the message header to read the content therein ("New Case
	Access Message Box>	Created" message)
	Click the message header to	Message Details Screen ID: EXT-MSG-00002
	read the content>	(Back 也
		[SCTC 1440/2024, SCTC 1441/2024, SCTC 1442/2024, SCTC 1443/2024, SCTC 1444/2024, SCTC 1444/2024, SCTC 144 5/2024, SCTC 1446/2024, SCTC 1459/2024] New Case Created
	[Note: The claim forms	Date/Time 20/05/2024 11:11 From Court Registry, Small Claims Tribunal
	(Form 1 and Form 2) and	To
	the notice of Place and Day	24-hour format.) Please click the attachment link to obtain the claim forms and Form 3.
	Fixed for Hearing (Form 3)	SCTC 1440/2024 - Title to Claim: General Form (Form 1), 中家書機題: 通用家格 (表格) - DRN199690000023
	can be downloaded in the	3015 1990/2224 - Notice of Hearing (Form 3) (Hearing date: 22/07/2024 09:00 hours), 幹規過知音 (表格3) - DRN:078430000010 SCTC 1440/2024 - Nitite to Claim: Ceneral Form (Form), 申求書標題: 過恩表格 (表格) - DRN:0784300000056
	"New Case Created"	SCTC 1441/2024 - Form of Claim (Form 2), 申素書 後格2) - DRN199690000067 SCTC 1441/2024 - Notice of Hearing (Form 3) (Hearing date: 22/07/2024 09:00 hours), 發現還知書 (表格3) - DRN078430000021 SCTC 1441/2024 - Thiose Toking Copyel Development (Ferry Toking Copyel Toking Copyel Toking Copyel Toking Copyel
	message.1	에서는 제품4242年 - Note Witelinit Ferming Terming 제품 등행점 - 체람자자(정전에) - UNRCH950500000039 SCTC 14422024 - Form of Claim (Form 3), 바람물(表格2) - DRN:99690000090 SCTC 14422024 - Notice of Hearing (Form 3), (Hearing date: 22/07/2024 09:00 hours), 확訊용명을 (表格3) - DRN:078430000032
		SCTC 1443/2024 - Title to Claim: General Form (Form 1), 中京書標題:通用表格 (表格1) - DRN:199690000113

Step-by-step guide - "Commence new claims (bulk claims)"

Item	Process	Related screenshots for reference
		PDF SCTC1457-2024 - Notice of Hearing (Form 3) (5) - DRN-078430000188.pdf 2250KB 2250KB
		PDF SCTC 1457-2024 - Title to Claim General Form (Form 1) (1) - DRN-199690000539,pdf BSKB
		PDF SCTC 1458-2024 - Form of Claim (Form 2) (2) - DRN-199690000573.pdf 208KB
		PDF SCTC 1458-2024 - Notice of Hearing (Form 3) (3) - DRN-078430000199,pdf 227KB
		PDF SCTC 1458-2024 - Title to Claim General Form (Form 1) (1) - DRN-199690000562.pdf BSKB
		PDF SCTC 1459-2024 - Form of Claim (Form 2) (2) - DRN-199690000607.pdf 207KB
		PDF SCTC 1459-2024 - Notice of Hearing (Form 3) (3) - DRN-078430000201,pdf 227/KB
		PDF SCTC 1459-2024 - Title to Claim General Form (Form 1) (1) - DRN-199690000595,pdf BSKB
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