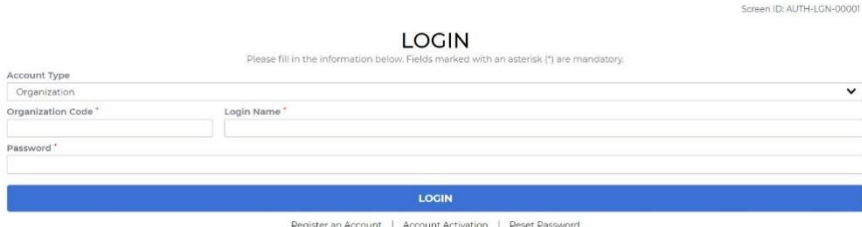
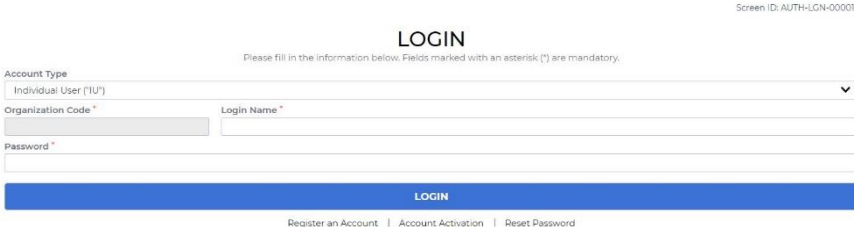



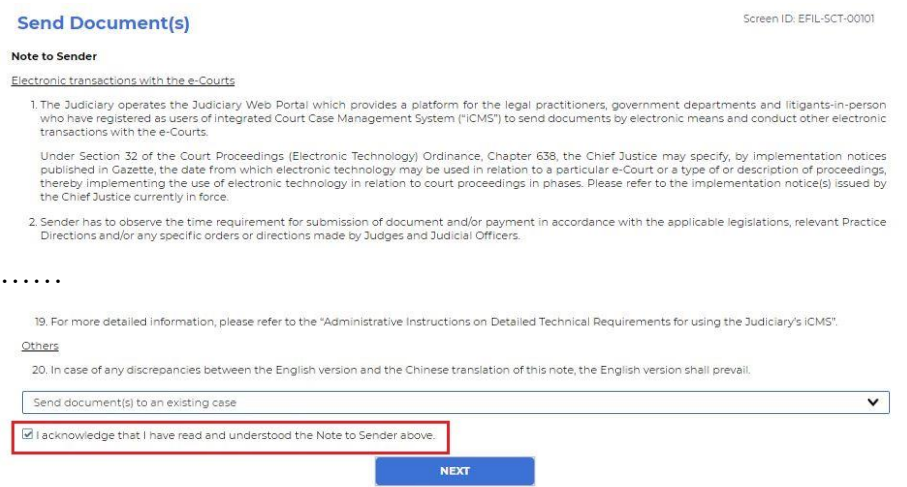


## Small Claims Tribunal

### File amended Form of Counterclaim

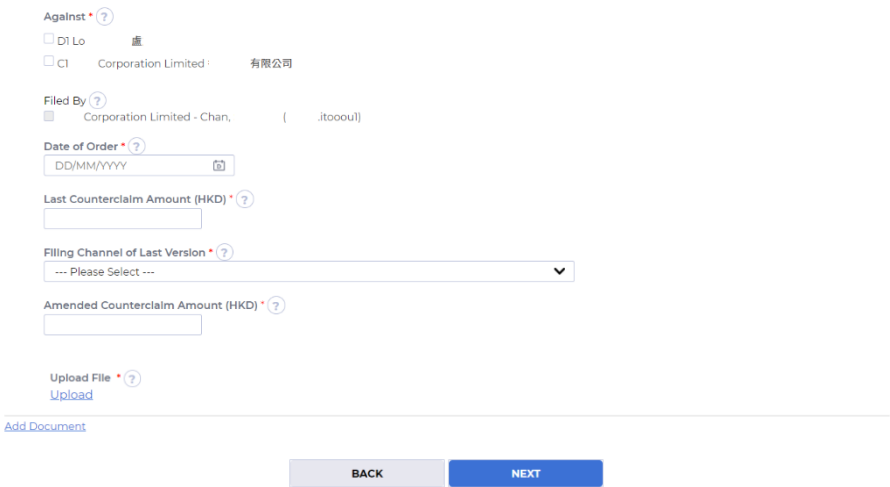
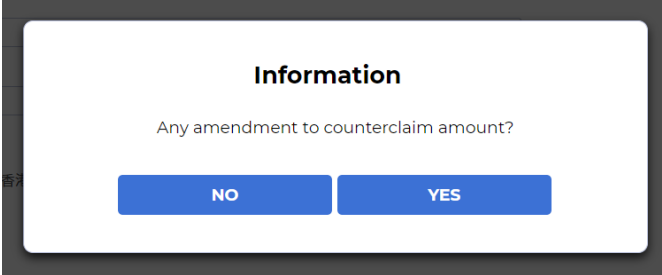
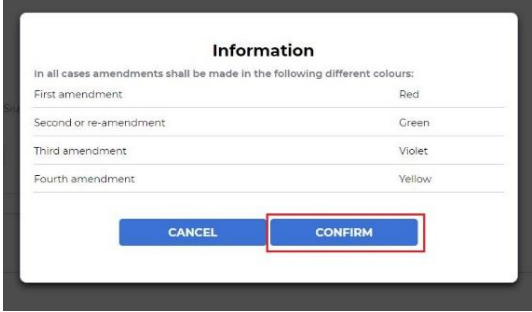
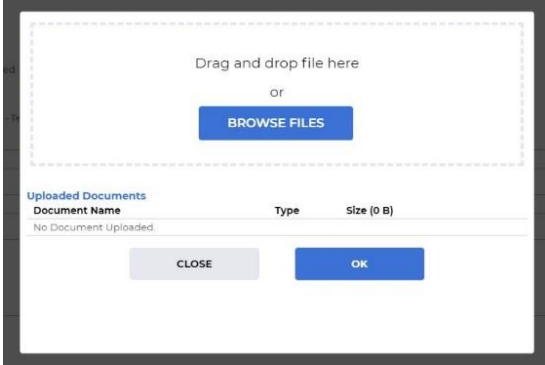
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Relevant screenshots for reference
1.	<b>Leave must first be obtained from the Court to amend the Form of Counterclaim</b>	<i>[Note: For submitting application for leave to amend the Form of Counterclaim, please refer to the step-by-step guide “Send document(s) to an existing case after case link-up” for more information.]</i>
<b>Filing amended Form of Counterclaim</b>		
2.	<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><b>Organization User</b></p>  <p><b>Individual User</b></p> 

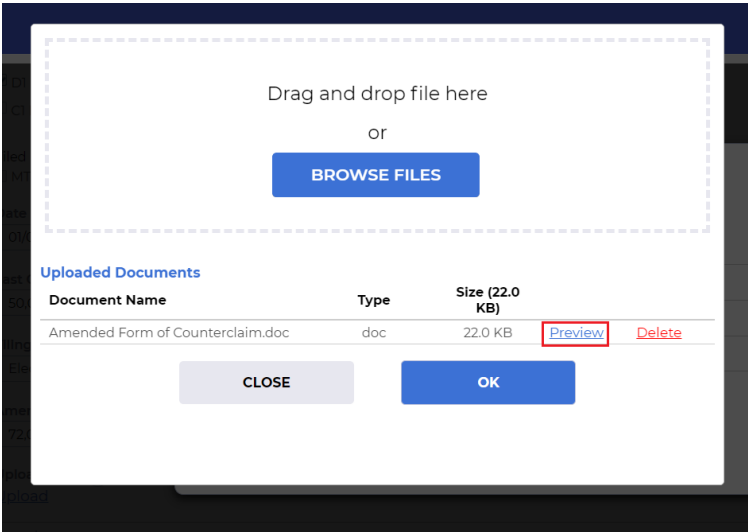
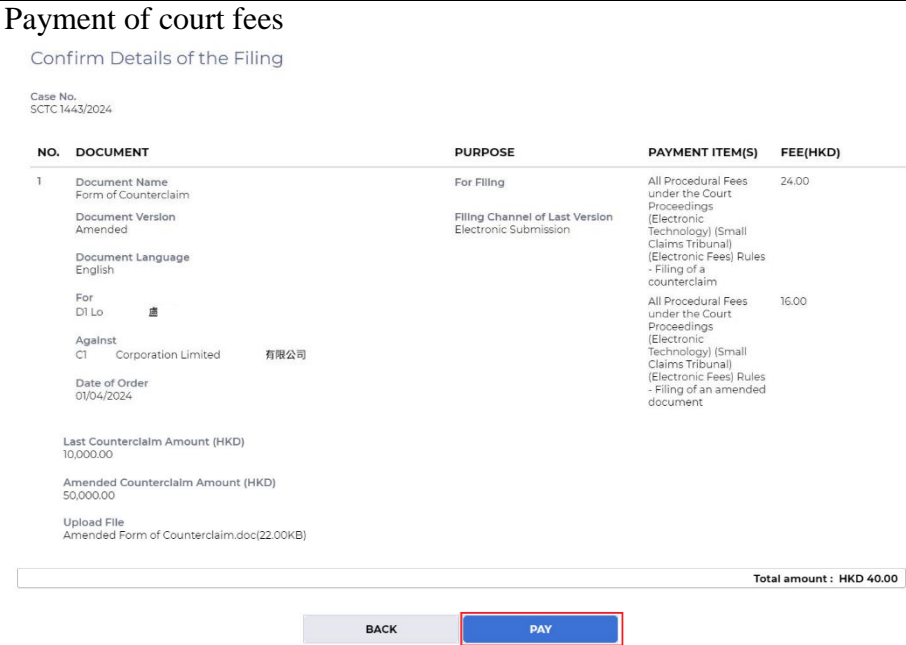
## Step-by-step guide – “File amended Form of Counterclaim”

Item	Process	Relevant screenshots for reference
3.	<p><b><u>Access e-Filing function</u></b></p> <p>Click “Small Claims Tribunal”&gt;</p> <p>Click “Electronic Filing” &gt;</p> <p>Select “Send Document(s)”&gt;</p>	
4.	<p><b><u>Select the required function</u></b></p> <p>Select “Send document(s) to an existing case” &gt;</p> <p>After reading the “Note to Sender”, 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><u>Enter case number</u></b></p> <p>Input “Case No.*”&gt;</p> <p>Click “NEXT”&gt;</p>	
6.	<p><b><u>Upload document</u></b></p> <p>Select “Form of Counterclaim” in “Document Name*”&gt;</p> <p>Select “For Filing” in “PURPOSE*”&gt;</p> <p>Select “Document Version*” to indicate amendment as appropriate&gt;</p>	

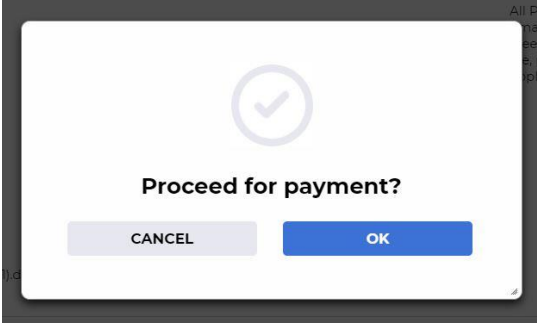
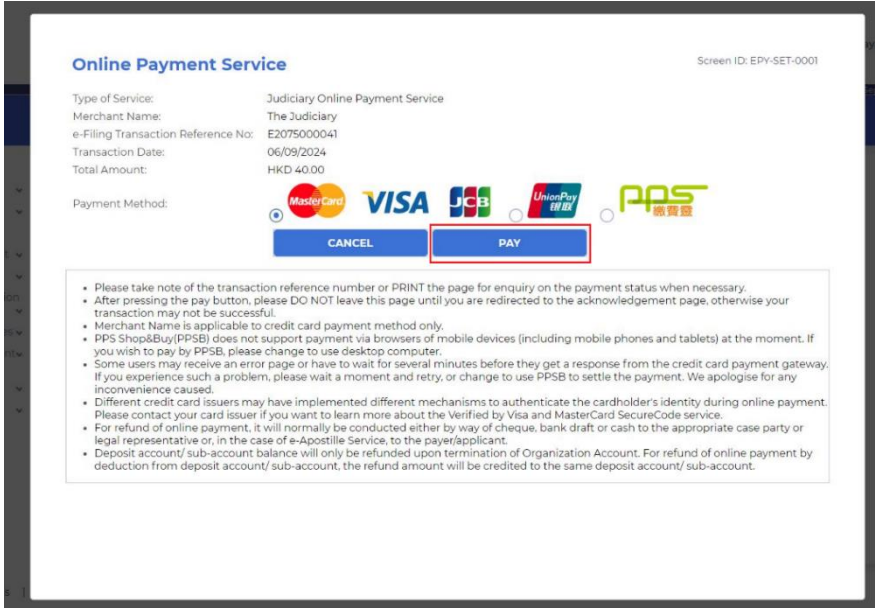
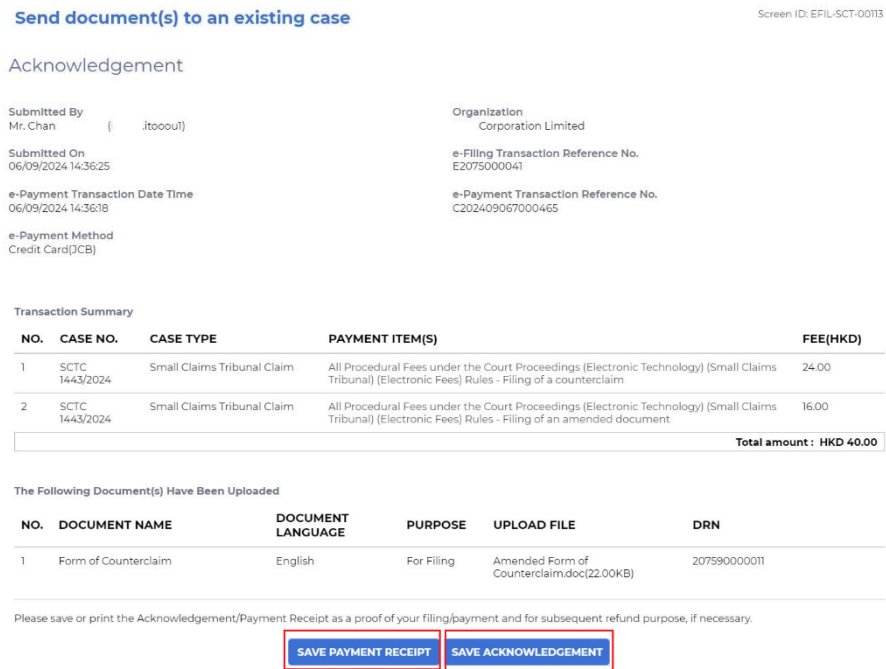
## Step-by-step guide – “File amended Form of Counterclaim”

Item	Process	Relevant screenshots for reference
	<p>In the pop-up window for amendment to counterclaim amount, click to confirm if there is any amendment to the counterclaim amount&gt;</p> <p>Select language in “Document Language*” &gt;</p> <p>Tick the checkboxes under “For*” and “Against*”&gt;</p> <p>Input or select from the date picker for “Date of Order*”&gt;</p> <p>Input “Last Counterclaim Amount (HKD)*”&gt;</p> <p>Select “Filing Channel of Last Version*”</p> <p>Input “Amended Counterclaim Amount (HKD)*”</p> <p><i>[Note: Data fields “Filing Channel of Last Version”, “Last Counterclaim Amount (HKD)” and “Amended Counterclaim Amount (HKD)” will be displayed only if “YES” is clicked in the pop-up window for amendment to counterclaim amount.]</i></p> <p>Click “Upload”&gt;</p> <p>Click “CONFIRM” to close the information message window&gt;</p> <p>Click “BROWSE FILES” and select document&gt;</p>	 <p>Pop-up window for amendment to claim amount</p>  <p>Information message window</p>  

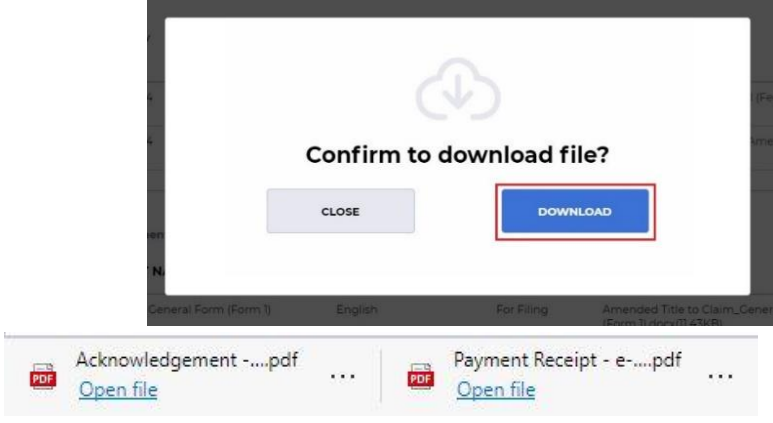

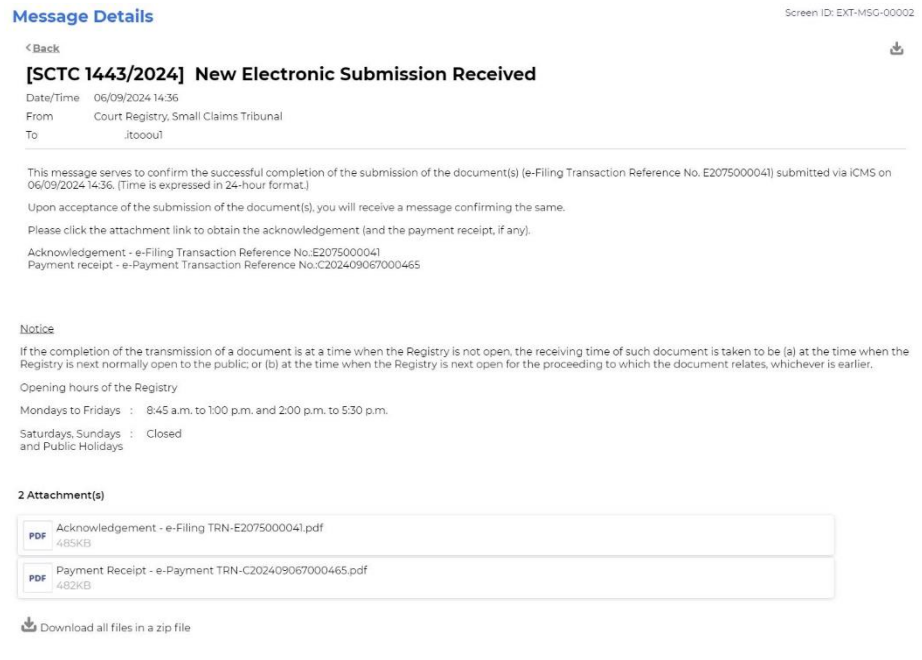
## Step-by-step guide – “File amended Form of Counterclaim”

Item	Process	Relevant screenshots for reference
	<p>[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.]</p>	
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 uploaded 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>	
8.	<p><b><u>Confirm details of the filing</u></b></p> <p>If filing details are in order, click “PAY” &gt;</p> <p>Click “OK” in the popup of “Proceed for payment?”&gt;</p> <p>Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify the inputted data&gt;</p>	

## Step-by-step guide – “File amended Form of Counterclaim”

Item	Process	Relevant screenshots for reference
		
9.	<p><b><u>Settle Payment</u></b></p> <p>Select one “Payment Method” and the “PAY” will be activated&gt;</p> <p>Click “PAY” &gt;</p> <p><i>[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 10.]</i></p>	
10.	<p><b><u>Acknowledgement</u></b></p> <p>Click “SAVE ACKNOWLEDGEMENT”&gt;</p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”&gt;</p> <p>Click “Open file” to retrieve the Acknowledgement&gt;</p> <p>Click “SAVE PAYMENT RECEIPT”&gt;</p>	

## Step-by-step guide – “File amended Form of Counterclaim”

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 Payment Receipt&gt;</p>	
11.	<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><i>[Note: Acknowledgement and Payment Receipt can also be downloaded again from the message, if necessary.]</i></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> 



## Step-by-step guide – “File amended Form of Counterclaim”

Item	Process	Relevant screenshots for reference
12.	<b>Internal process by Judiciary</b>	Sender will receive message in iCMS message box after internal vetting by Judiciary
13.	<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>

Internal process by Judiciary