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. Filin	Leave must first be obtained from the Court to amend the Form of Counterclaim g amended Form of Counterclai	document(s) to an existing case after case link-up" for more information.]			
2.	Login user account Organization User				
	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.]	<form></form>			

Item	Process	Relevant screenshots for reference				
3.	Access e-Filing function	Welcome to Judiciary Web Portall. You can access the services of the integrated Court Case Management System ("ICMS") in this portal.				
	Click "Small Claims Tribunal"> Click "Electronic Filing" > Select "Send Document(s)">	Inne Street IDE TING Importion of Document (i) Importion of Document (i) Importion of Document (i) Street IDE TING Importion of Document (i) File / Lodged Importion of Document (i) File / Lodged Court Registry, Small Calims Tithunal Importion of Document (i) File / Lodged Court Registry, Small Calims Tithunal Importion of Small Calims Tithunal Street IDE TING Street IDE TING Importion of Small Calims Tithunal Street IDE TING Street IDE TING Importion of Small Calims				
4.	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">	Seren ID: EFIL-SCT-0000 Action Actio				
5.	Enter case number Input "Case No.*"> Click "NEXT">	Send document(s) to an existing case Note Testa with [] is required information Enter Case No. Case No. Case No. Case No.				
6.	Upload document Select "Form of Counterclaim" in "Document Name*"> Select "For Filing" in "PURPOSE*"> Select "Document Version*" to indicate amendment as appropriate>	Upload Document Case No. SCTC 1443/2024 NO. DOCUMENT PURPOSE* 1 Document Name * Form of Counterclaim Por For Filing V Document Version * Amended V Document Language* Please Select For *? C Corporation Limited 有限公司 D1Lo 直				

Item	Process	Relevant screenshots for reference
Item	In the pop-up window for amendment to counterclaim amount, click to confirm if there is any amendment to the counterclaim amount> Select language in "Document Language*"> Tick the checkboxes under "For*" and "Against*"> Input or select from the date picker for "Date of Order*">	Against * ⑦ D I Lo 意 C corporation Limited : 有限公司 Filed By ⑦ C Corporation Limited - Chan, (.itoooul) Date of Order * ⑦ DD/MM/YYY 章 Last Counterclaim Amount (HKD) * ⑦ Filing Channel of Last Version * ⑦ Filing Channel of Last Version * ⑦ Upload File * ⑦ Lublaad Add Document
	Input "Last Counterclaim Amount (HKD)*"> Select "Filing Channel of Last Version*" Input "Amended Counterclaim Amount (HKD)*"	Pop-up window for amendment to claim amount Information Any amendment to counterclaim amount? NO YES
	[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.]	Information message window Information In all cases amendments shall be made in the following different colours: First amendment Second or re-amendment Third amendment Violet Fourth amendment Vellow
	Click "Upload"> Click "CONFIRM" to close the information message window> Click "BROWSE FILES" and select document>	Drag and drop file here or BROWSE FILES Uploaded Documents Document Name Type Size (0 B) No Document Uploaded.

Item	Process	Relevant screenshots for reference
	[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.]	
7.	Preview uploaded document Document name is displayed	Drag and drop file here or
	under "Uploaded Documents" Click "Preview" to view the	BROWSE FILES Uploaded Documents
	image of the uploaded document> Click "OK" if the uploaded	Document Name Type Size (22.0 KB) Amended Form of Counterclaim.doc doc 22.0 KB CLOSE OK
	document is in order> Or, click "Delete" if the uploaded document is not in order>	do dod
	Click "NEXT" >	
8.	Confirm details of the filing	Payment of court fees
	If filing details are in order, click "PAY" >	Confirm Details of the Filing Case No. SCTC 1443/2024 NO. DOCUMENT PURPOSE PAYMENT ITEM(5) FEE(HKD)
	Click "OK" in the popup of "Proceed for payment?">	1 Document Name Form of Counterclaim For Filling All Procedural Fees under the Court Proceedings 24.00 under the Court Document Version Amended Filling Channel of Last Version Electronic Submission If (Electronic Technology) (Small (Electronic Fees) Rules - Filing of a counterclaim Document Language English - Filling of a counterclaim - Filling of a counterclaim For Di Lo ■ - All Procedural Fees under the Court
	Or, if filing details are not in order, click "BACK" to return to the previous steps to rectify the inputted data>	Against [Electronic C1 Corporation Limited 和限公司 [Electronic Date of Order [Electronic Fees] Rules 01/04/2024 [Electronic Fees] Rules 01/04/2024 document Last Counterclaim Amount (HKD) 10,000.00 Amended Counterclaim Amount (HKD) 50,000.00 Upload File
		Cipicaal Prie Amended Form of Counterclaim.doc(22.00KB) Total amount : HKD 40.00 BACK PAY

Item	Process	Relevant screenshots for reference			
		Proceed for payment?			
9.	Settle Payment Select one "Payment Method" and the "PAY" 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 10.]	<text><text><text><text><text><text><text><text><text><list-item></list-item></text></text></text></text></text></text></text></text></text>			
10.	Acknowledgement Click "SAVE ACKNOWLEDGEMENT"> Click "DOWNLOAD" in the popup of "Confirm to download file?"> Click "Open file" to retrieve the Acknowledgement> Click "SAVE PAYMENT RECEIPT">	Serven ID: EFIL-SCT-0013 Acknowledgement Submitted By Mr. Chan J. toooul) Organization Corporation Limited Submitted On 06/09/2024 IX-35305 e-Filing Transaction Reference No. E207500004i e-Payment Transaction Date Time 06/09/2024 IX-35318 e-Payment Transaction Reference No. C202409067000465 e-Payment Transaction Summary PAC Transaction Summary All Procedural Fees under the Court Proceedings (Electronic Technology) (Small Claims 2 4:00 1 SCTC 14:32024 Small Claims Tribunal Claim 2 SCTC 14:32024 Small Claims Tribunal Claim All Procedural Fees under the Court Proceedings (Electronic Technology) (Small Claims 2 4:00 2 SCTC 14:32024 Small Claims Tribunal Claim All Procedural Fees under the Court Proceedings (Electronic Technology) (Small Claims 2 4:00 16:00 The Following Document(s) Have Been Uploaded No Document(s) Have Been Uploaded No Document Name DOCUMENT CANCUACE 1 Form of Counterclaim English For Filing Amended Form of Counterclaim 207590000011 DOCUMENT Counterclaim English For Filing Amended Form of Counterclaim 2075900000011 <td colsp<="" th=""></td>			

Item	Process	Relevant screenshots for reference			
	Click "DOWNLOAD" in the popup of "Confirm to download file?"> Click "Open file" to retrieve the Payment Receipt>	Confirm to download file?			
11.	Acknowledgement message	Message box with message header(s) appears on the landing page			
	sent to the message box of	Mescage Roy Screen ID: EXT-MSG-00001			
	OU/IU as appropriate	Message Box Screen ID: EXT-MSC-00001			
		SUBJECT - DATE/TIME FROM FILE @			
	Click "Home">	SOCIECT CHARAGE STREET			
		[SCTC 1783/2024] Request for Payment 05/09/2024 Court Registry, Small Claims Tribunal 603KB FEED TO THE TRANSPORT 05/09/2024 Ourt Registry, Small Claims Tribunal 603KB			
	Access Message Box>	[SCTC 1783/2024] Document(s) Filed / Lodged 05/09/2024 Court Registry, Small Claims Tribunal - [SCTC 1783/2024] New Electronic Submission Received 05/09/2024 Court Registry, Small Claims Tribunal 484KB			
		[SCTC 1783/2024] Document(s) Filed / Lodged 05/09/2024 Court Registry, Small Claims Tribunal			
	Click the message header to	[SCTC 1783/2024] New Electronic Submission Received 05/09/2024 Court Registry, Small Claims Tribunal 484KB [SCTC 1783/2024] Document(s) Filed / Lodged 05/09/2024 Court Registry, Small Claims Tribunal -			
	read the content	[SCTC 1785/2024] Document(s) Filed / Lodged 05/09/2024 Court Registry, Small Claims Tribunal -			
	read the content	[SCTC 1783/2024] New Electronic Submission Received 05/09/2024 Court Registry, Small Claims Tribunal 967KB [SCTC 1785/2024] New Electronic Submission Received 05/09/2024 Court Registry, Small Claims Tribunal 970KB			
	Note: A almousledgement and	Message(s) will be deleted after 90 days since read. Unread message will be deleted after 90 days from the date of message.			
	[Note: Acknowledgement and				
	Payment Receipt can also be	Click the message header to read the content and the attachment			
	downloaded again from the	therein			
	message, if necessary.]				
		Message Details Screen ID: EXT-MSG-00002			
		CBack Isocret 1443/2024] New Electronic Submission Received Date/Time 06/09/202414:36 From Court Registry, Small Claims Tribunal To .itcocoul			
		This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E207500004) submitted via iCMS on 06/09/2024 14:36. (Time is expressed in 24-hour format.) 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 Reference No.E2075000041 Payment receipt - e-Payment Transaction Reference No.C202409067000465.			
		Notice 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. Opening hours of the Registry Mondays to Fridays : 8:45 a.m. to 100 p.m. and 200 p.m. to 5:30 p.m. Saturdays, Stundays : Closed and Public Holidays 2 Attachment(g)			
		Ppp Acknowledgement - e-Filing TRN-E2075000041.pdf 485KB 485KB			
		Ppp Payment Receipt - e-Payment TRN-C202409067000465.pdf 482KB			
		🖄 Download all files in a zip file			

Item	Process	Relevant screenshots for reference				
12.	Internal process by Judiciary	Sender will receive message in iCMS message box after internal vetting by Judiciary				
13.	Confirmation message sent to the message box of OU/IU as appropriate Login and access Message Box> Click the message header to read the content	Message box with message head Message box All Read Unread SUBJECT SUBJECT SUBJECT SUBJECT SUBJECT SUBJECT SUBJECT SUBJECT SUBJECT SUBJECT	- DATE/TIME 14:51 14:36 05/09/2024 05/09/2024 05/09/2024 05/09/2024 05/09/2024 05/09/2024 05/09/2024 05/09/2024 05/09/2024 dedleted after 90 days from th d the content ged ument(s) (e-Filing Transaction Re 0011	Scree FROM Court Registry, Small Claims Tribunal Court	en ID: EXT-MSC-00001	

Internal process by Judiciary