Small Claims Tribunal Submit application for payment into Court

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	Organization User
	By Organization User ("OU") or Individual User ("IU") account holder	Soreen (D: AUTH-LGN-00001 LOGIN Please fill in the information below. Fields marked with an asterisk (") are mandatory. Corganization
	[Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]	Organization Code * Login Name * Password * LOGIN Register an Account Activation Reset Password
	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.]	Individual User
2.	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. Children Message Box Screen ID: EXT-MSC 00001
	Click "Small Claims Tribunal">	If Small Chilms Tribunal • All Read Unread C If Extending Childs • All Read Unread C If Inspection of Document(s) • • • If Inspection of Procument setup: • • • • If Inspection of Procument setup: • • • • If Inspection setup: • • • • • If Inspection setup: • • • • <
	Click "Electronic Filing" >	Other Flacthonic Sarviset v ITINE INBRB000099 New Electronic Submission Received 1106/2024 Court Registry, Small Calims Tribunal 1054KB Make Electronic Sarviset v ISCTC 25/2024 [Document(s) Filed / Lodged 0706/2024 Court Registry, Small Calims Tribunal 1054KB Lipdate Your Profile v ISCTC 25/2024 [Document(s) Electronic Submission Received 0406/2024 Court Registry, Small Calims Tribunal 987KB
	Select "Send Document(s)">	Sydem Val zaradkos Médernátion

Item	Process	Relevant screenshots for reference
3.	Select the required function	Send Document(s) Screen ID: EFIL-SCT-00101
	Select "Send document(s) to an existing case" >	Note to Sender Electronic transactions with the e-Courts The Judiciary operates the Judiciary Web Portal which provides a platform for the legal practitioners, government departments and litigants-in-person who have
	After reading the "Note to	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. 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
	Sender", tick the checkbox "I	force. 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. <u>Electronic submission of document</u>
	acknowledge that I have read and understood the Note to	3. Sender may use ICMS to commence new cases, or file documents to an existing case provided that, in the latter case, there is proper linking up of higher user account with the case concerned. In return, he/he will receive through ICMS message tox the sealed documents issued out of the e-Courts and/or reply from the e-Courts after documents have been received and processed. To help alert the sender, a reminder notification will be send to sender sender advected advected action and/or reply from the each day when there is/are unread message() in the ICMS message box. In addition, the sender will be given an additional option to choose to receive individual email notification upon arrival of each message in the ICMS message box.
	Sender above." >	4. An acknowledgement (including therein transaction reference number) will be provided right after each successful electronic submission of document and/or payment. Sender is advised to keep record of this acknowledgement for reference or enquiry.
	Click "NEXT">	Definition Service Service
4.	Enter case number	Send document(s) to an existing case Screen ID FFIL-SCT 40000 Notice - Field wide ([] is required information
	Input "Case No.*">	Enter Case No.
	Click "NEXT">	BACK NEXT
5.	Upload document	Send document(s) to an existing case Screen ID: EFIL-SCT-00111
	Select "Application for Payment into Court" in "Document Name*">	Notice - Field with (*) is required information Upload Document Case No. SCTC 1440/2024
	Select "For Application" in "PURPOSE*">	NO. DOCUMENT PURPOSE* 1 Document Name* Application for Payment into Court For Application Document Language* Please Select
	Select language in "Document Language*" >	For • ⑦ □ C1 Corporation Limited 有限公司 □ D1 Wong 黃
	Tick the checkbox under "For*">	

Item	Process	Relevant screenshots for reference
	[Note: The checkbox under "Against" is optional.] Input "Proposed amount of payment in : \$" > Click "Upload"> Click "Upload"> Click "BROWSE FILES" and select document> [Note: You may also use "Drag and drop file have" to	Filed By (?) Corporation Limited - Chan, i .itoooul) Proposed amount of payment In: \$ Corporation attifaction of the claim/counterclaim For full & final satisfaction of the claim/counterclaim (including filing fee and costs) Corporatial satisfaction of the claim/counterclaim with the remaining portion of the claim to be dealt with at the scheduled hearing Upload File * ? Upload File * ? Upload Mdd Document BACK NEXT
	"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.]	Drag and drop file here or BROWSE FILES Uploaded Documents Document Name No Document Uploaded CLOSE OK
6.	Preview uploaded document 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" >	Drag and drop file here or BROWSE FILES Uploaded Documents Document Name Court doc CLOSE OK

Item	Process	Relevant screenshots for reference				
7.	Confirm details of the filing	Send document(s) to an existing case Screen ID: EFIL-SCT-00112				
	If filing details are in order, click "CONFIRM">	Confirm Details of the Filing Case No. SCTC 1440/2024				
		NO. DOCUMENT PURPOSE PAYMENT ITEM(S) FEE(HKD)				
		1 Document Name For Application Application Application Court Document Language English For CI Corporation Limited 有限公司 AgaInst				
		- Proposed amount of payment In : \$				
		Send document(i) to an existing case Development for a provide the filing Send document(i) to an existing case PARAMENT TREME, FEE(PAD) Model Document manual and the filing Fer Againstation Send document(i) to an existing case PARAMENT TREME, FEE(PAD) Image: Send document(i) to an existing case PARAMENT TREME, FEE(PAD) Image: Send document(i) to an existing case Text amount Image: Send document(i) to an existing case Text amount Image: Send document(i) to an existing case Development in Sender Control Image: Send document(i) to an existing case Development in Sender Control Image: Send document(i) to an existing case Development Image: Send document(i) to an existing case				
		Send document(s) to an existing case Decement(s) to an existing case Continue Details of the Filling Puenose				
	Click "OK" to "Confirm to proceed?">	BACK CONFIRM				
	1	Popup of confirm to proceed				
	Or, if filing details are not in					
	order, click "BACK" to	Request for Records of				
	return to the previous steps to rectify the inputted data>	\bigcirc				
8.	Acknowledgement	Send document(s) to an existing case Screen ID: EFIL-SCT-00113				
	Click "SAVE	Acknowledgement				
	ACKNOWLEDGEMENT">					
		Submitted On e-Filing Transaction Reference No. 19/07/2024 10:27:25 E2026000081				
	Click "DOWNLOAD" in the	e-Payment Transaction Date Time e-Payment Transaction Reference No. 				
	popup of "Confirm to download file?">	e-Payment Method				
	Click "Open file" to retrieve	1 SCTC 1440/2024 Small Claims Tribunal Claim -				
	the Acknowledgement>					
NO. DOCUMENT NAME DOCUMENT LANGUAGE PURPOSE UPLOAD FILE D 1 Application for Payment into Court English For Application for Payment into 20		1 Application for Payment into Court English For Application Application for Payment into 202690000691				

Item	Process	Relevant screenshots for reference			
		Confirm to download file?			
9.	Acknowledgement message	Message box with message header	(s) appears	s on the landing p	age
2.	sent to the message box of		(b) uppour	p on the faileing p	~ <u>~</u>
		Message Box		Scr	een ID: EXT-MSG-00001
	<u>OU/IU as appropriate</u>	All Read Unread			G
		\$ SUBJECT	- DATE/TIME	FROM	FILE Ø
	Click "Home">	[SCTC 1440/2024] New Electronic Submission Received	10:27	Court Registry, Small Claims Tribunal	484KB
		[TRN:E2026000104] 已收妥新電子提交	10:24	小額錢債審裁處登記處	1123KB
	Access Message Box>	[TRN:E2026000058] New Electronic Submission Received	09:26	Court Registry, Small Claims Tribunal	1116КВ
	6	[SCTC 987/2024] 已在登記處開閉開商存檔/提交文件 [小額錄值申素的認案登記冊[1 - 5000/2024]] 電子查問的認收通知和付款收據	18/07/2024 15/07/2024	小額錢債審裁處登記處	- 633KB
		[SCTC 1741/2024的文件] 電子查問的認收通知和付款收據	15/07/2024	小額錢債審裁處登記處	632KB
	Click the message header to	[SCTC 1474/2024] New Electronic Submission Received	15/07/2024	Court Registry, Small Claims Tribunal	966KB
	read the content	[SCTC 1756/2024, SCTC 1757/2024, SCTC 1758/2024, SCTC 1759/2024, SCTC 176	15/07/2024	Court Registry, Small Claims Tribunal	10912KB
		[TRN:E2019000139] New Electronic Submission Received	12/07/2024	Court Registry, Small Claims Tribunal	1116КВ
		[SCTC 1734/2024, SCTC 1735/2024, SCTC 1736/2024, SCTC 1737/2024, SCTC 173 ITRN:E20180000371 New Electronic Submission Received	11/07/2024 11/07/2024	小額錢債審裁處登記處 Court Registry, Small Claims Tribunal	6952KB
	[Note: Acknowledgement can	*Message(s) will be deleted after 28 days since read. Unread message will be deleted			moreb
	also be downloaded again				
		Click the message header to read th	ne content	and the attachme	nt
	from the message, if	therein			iii t
	necessary.]	liereni			
		Message Details		Scre	en ID: EXT-MSG-00002
		<back< th=""><th></th><th></th><th></th></back<>			
		[SCTC 1440/2024] New Electronic Submission	Received		_
		Date/Time 19/07/202410:27			
		From Court Registry, Small Claims Tribunal To iitooou1			
		This message serves to confirm the successful completion of the submission of the 19/07/2024 10:27. (Time is expressed in 24-hour format.)	document(s) (e-Filing Tra	ansaction Reference No. E2026000081) subm	nitted via iCMS on
		Upon acceptance of the submission of the document(s), you will receive a message			
		Please click the attachment link to obtain the acknowledgement (and the payment Acknowledgement - e-Filing Transaction Reference No.:E2026000081	t receipt, if anyj.		
		Notice			
		If the completion of the transmission of a document is at a time when the Registry Registry is next normally open to the public; or (b) at the time when the Registry is in			
		Opening hours of the Registry			
		Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m.			
		Saturdays, Sundays : Closed and Public Holidays			
		1 Attachment(s)			
		PDF Acknowledgement - e-Filing TRN-E2026000081.pdf 484KB			
10.	Internal process by	Sender will receive message in iCM	AS massa	te hox after intern	al
10.		_	and messag	se oux after intern	al
	Judiciary	vetting by Judiciary			

Item	Process	Relevant screenshots for referen	ce			
11.	Confirmation message sent	Message box with message header(s) appears on the landing page				
	<u>to the message box of</u>					
	OU/IU as appropriate	Message Box		Scree	en ID: EXT-MSG-00001	
		All Read Unread			G	
	Login and access Message	\$ SUBJECT	- DATE/TIME	FROM	FILE Ø	
	•	[SCTC 1440/2024] Document(s) Filed / Lodged [SCTC 1440/2024] New Electronic Submission Received	11:11	Court Registry, Small Claims Tribunal Court Registry, Small Claims Tribunal	- 484KB	
	Box>	[TRN:E2026000104] 已收妥新電子提交	10:24	小额錢債審裁處登記處	1123KB	
		[TRN:E2026000058] New Electronic Submission Received [SCTC 987/2024] 已在登記處關問期間存檔/提交文件	09:26 18/07/2024	Court Registry, Small Claims Tribunal 小额錄債審裁處登記處	1116КВ	
	Click the message header to	[小額錢值申素的訟案登記冊[1 - 5000/2024)] 電子查閱的認收通知和付款收據	15/07/2024	小額錢債審裁處登記處	633KB	
	read the content	[SCTC 1741/2024的文件] 電子查問的認收過知和付款收據	15/07/2024	小額錢債審裁處登記處	632KB	
		[SCTC 1474/2024] New Electronic Submission Received [SCTC 1756/2024, SCTC 1757/2024, SCTC 1758/2024, SCTC 1759/2024, SCTC 1760/2	15/07/2024 15/07/2024	Court Registry, Small Claims Tribunal Court Registry, Small Claims Tribunal	966KB 10912KB	
		[TRN:E20190000139] New Electronic Submission Received *Message(s) will be deleted after 28 days since read. Unread message will be deleter	12/07/2024 d after 90 days from th	Court Registry, Small Claims Tribunal e date of message.	тыкв	
		Click the message header to read th Message Details <back [SCTC 1440/2024] Document(s) Filed / Lodged Date/Time 19/07/20241131</back 		Screen ID: EXT-MSG-00002		
		From Court Registry, Small Claims Tribunal				
		This message serves to confirm the acceptance of the submission of the document(s) 10:27. (Time is expressed in 24-hour format.)	(e-Filing Transaction Re	eference No. E2026000081) submitted via iCMS	on 19/07/2024	
		SCTC 1440/2024 - Application for Payment into Court, 藏存款項於法庭申請書 - DRN:2026	90000691			
		If the document requires determination or approval from the Court, you will be inform	ned of the outcome in d	ue course.		
12.	Internal process by Judiciary	Sender will receive message in iCM order/directions are given by the Co		ge box after the		
13.	Order/Directions given by	Message box with message header(s) appear	s on the landing pa	ıge	
	the Court sent to the					
	message box of OU/IU as	Message Box		Scree	n ID: EXT-MSG-00001	
	appropriate	All Read Unread			G	
	appropriate	\$ SUBJECT	- DATE/TIME	FROM	FILE Ø	
	Login and second M	[SCTC 1440/2024] Order/Directions Given by the Court [SCTC 1440/2024] New Electronic Submission Received	11:41 10:27	Court Registry, Small Claims Tribunal Court Registry, Small Claims Tribunal	315KB 484KB	
	Login and access Message	[TRN:E2026000104] 已收妥新電子提交	10:27	小額錢債審裁處登記處	1123KB	
	Box>	[TRN:E2026000058] New Electronic Submission Received	09:26	Court Registry, Small Claims Tribunal	шекв	
		[SCTC 987/2024] 已在登記處關閉期間存檔/提交文件 [小額錄慎申素的說案登記冊[1 - 5000/2024]] 電子查閱的認收通知和付款收據	18/07/2024 15/07/2024	小額錢債審裁處登記處	- 633KB	
		[SCTC 1741/2024的文件] 電子查問的認收過知和付款收據	15/07/2024	小链錢債審裁處登記處	632KB	
		[SCTC 1474/2024] New Electronic Submission Received [SCTC 1756/2024, SCTC 1757/2024, SCTC 1758/2024, SCTC 1759/2024, SCTC 1760/2	15/07/2024 15/07/2024	Court Registry, Small Claims Tribunal Court Registry, Small Claims Tribunal	966KB	
		[TRN:E2019000139] New Electronic Submission Received	12/07/2024	Court Registry, Small Claims Tribunal	1116КВ	
	Click the message header to read the content>	*Message(s) will be deleted after 28 days since read. Unread message will be delete Click the message header to read th therein			ıt	

Item	Process	Relevant screenshots for reference	
		Message Details Screen ID: DI VBack ESCTIC 1440/2024101 Order/Directions Given by the Court Details De	кт.нысоооо2 &

Internal process by Judiciary