## Small Claims Tribunal Submit application for re-sending of 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	Organization User
	Either by Organization User ("OU") or Individual User ("IU") account holder	Screen ID: AUTH-LGN-00001  LOGIN  Please fill in the information below. Fields marked with an asterisk (") are mandatory.  Account Type  Criganization
	[Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]	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	Screen ID: AUTH-LGN-00001
	relevant step-by-step guide under the subject of "Assign default OU Account(s) and court case(s))" for more information if necessary.]	
2.	Access e-Filing function Click "Small Claims Tribunal"> Select "Electronic Filing"> Select "Send Document(s)">	Webcome to Judiciary Web Portal! You can access the services of the integrated Court Case Management System (FiCMS*) in this portal.         Image: Sand Document():       Message Box       Court Message Box

Item	Process	Relevant screenshots for reference
3.	Select the required	Send Document(s) Screen ID: EFIL-SCT-00101
	<u>function</u>	Note to Sender Electronic transactions with the e-Courts
	Select "Send document(s)	1.The Judiciary operates the Judiciary Web Portal which provides a platform for the legal practitioners, government departments and Itigants-in-person who have 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.
	to an existing case" >	Under Section 32 of the Court Proceedings [Electronic Technology] Ordinance, Chapter 633, the hief 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 force.
	After reading the "Note to Sender", tick the checkbox	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 my specific orders or directions made by Judges and Judicial Officers. Electronic submission of document 5.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 his/her user account with the case concerned. In return, hes/her will receive through ICMS message box the sealed documents issued out of the e-Courts and/or reply from the
	"I acknowledge that I have read and understood the	e-Courts after documents have been received and processed. To help alert the sender, a reminider notification will be sent to sender's email address at day-end each day when there is fare uncased message(i) 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. 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.
	Note to Sender above." >	
	Click "NEXT">	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 invitorment and the execution of which will cause changes to the document itself.         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 IXT. RFL, doc, doc 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 decryption mechanism.         18. The total size of document(s) bubmitted 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 submission is not success(s). The submission into batches so that each batch will contain documents of less than 30ME in total. The maximum number of batches is set at 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.         Send document(s) to an existing Case
		I acknowledge that I have read and understood the Note to Sender above.  NEXT  *
4.	Enter case number	Send document(s) to an existing case Screen ID: EFIL-SCT-00110
	Input "Case No.*">	Notice - Field with (*) is required information
	Click "NEXT">	Enter Case No. Case No.*(?)
		BACK NEXT
5.	<u>Upload document</u>	Send document(s) to an existing case Screen ID: EFIL-SCT-0011
	Select "Application for resending of Form of Award/Order" in "Document Name*">	Notice - Field with (*) is required information Upload Document Case No. SCTC 1440/2024 NO. DOCUMENT PURPOSE*
	Select "For Application" in "PURPOSE*">	Document Name*     Application for resending of Form of Award/Order     Port     Document Language*     Please Select     For * ?
	Select language in "Document Language*" >	☑ CI Corporation Limited 有限公司 □ DI Wong 黃
	Tick the checkbox under "For*">	

Item	Process	Relevant screenshots for reference
	[Note: The checkbox under "Against" is optional.]	Against ⑦ □ 01 Wong   黄 □ C1 Corporation Limited   有限公司
	Select "Date of Order*" from the date picker, or input the date directly>	Filed By ? Date of Order * DD/MM/YYYY  D Upload File *? Upload Add Document
	Click "Upload">	BACK NEXT
	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.]	Drag and drop file here or BROWSE FILES Uploaded Documents Document Name Type Size (0 B) No Document Uploaded.
6.	Preview uploaded document	pr* Drag and drop file here
	Document name is displayed under "Uploaded Documents"	CI DI Or BROWSE FILES
	Click "Preview" to view the image of the uploaded document>	Image: Constraint of the second se
	Click "OK" if the uploaded document is in order>	DIO CLOSE OK
	Or, click "Delete" if the uploaded document is not in order>	
	Click "NEXT" >	

Item	Process	Relevant screenshots for reference	
7.	Confirm details of the filing	Send document(s) to an existing case Confirm Details of the Filing	Screen ID: EFIL-SCT-00112
	If filing details are in order, click "CONFIRM">	Case No. SCTC 1440/2024  No. DOCUMENT PURPOSE PAYMENT ITEM(5)  Document Name Application for resending of Form of Award/Order Document Language For C1 Corporation Limited 有限公司 Against	FEE(HKD)
	Click "OK" to "Confirm to proceed?">	Date of Order 02/01/2024 Upload File Application for resending of Form of Award_Order.docx(11.40KB) BACK CONFIRM	Total amount : -
	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 Confirm to proceed?	
8.	Acknowledgement Click "SAVE	Send document(s) to an existing case Acknowledgement	Screen ID: EFIL-SCT-00113
	ACKNOWLEDGEMENT"	Submitted Bv         Organization           Mr. Chan         (I .itoooul)         Corporation Limited           Submitted On 04/07/2024 09:20:31         e-Filing Transaction Reference No. E2011000029           e-Payment Transaction Date Time         e-Payment Transaction Reference No.	
	Click "DOWNLOAD" in the popup of "Confirm to download file?">	- e-Payment Method	
	Click "Open file" to retrieve the Acknowledgement>		

Item	Process	Relevant screensho	ts for refer	ence			
		Transaction Summary No. CASE NO. CASE TYPE 1 SCTC:1440/2024 Small Claims Tribuna	PAYMENT I	rem(S)			FEE(HKD) - Total amount : -
		The Following Document(s) Have Been Upload					
		NO. DOCUMENT NAME Application for resending of Form of	English	PURPOSE For Application	UPLOAD FILE Application for resending of	DRN 201190000022	
		Award/Order			Form of Award_Order.docx(11.40KB)		
		Please save or print the Acknowledgement/Payn		ACKNOWLEDGEMENT	or subsequent refund purpose, if	necessary.	
		Si ro					
			Confirm to	o download	d file?		
		c	CLOSE		DOWNLOAD		
		Acknowledgemen Open file	tpdf				
9.	Acknowledgement	Message box with me	essage head	er(s) appe	ears on the lan	ding pa	age
	message sent to the	Message Box	-				een ID: EXT-MSG-00001
	message box of OU/IU as	All Read Unread					C
	<u>appropriate</u>	SUBJECT [SCTC 1440/2024] New Electronic Submission	Peceived	✓ DATE/TIME 09:20	FROM Court Registry, Small C	laims Tribunal	FILE Ø
	Click "Home">	[SCTC 1440/2024] Document(s) Filed / Lodged	Received	03/07/2024	Court Registry, Small Cl		-
	Click Home >	[SCTC 1440/2024] New Electronic Submission R [SCTC 1343/2024] 已收妥新電子提交	eceived	03/07/2024 03/07/2024	Court Registry, Small Cl 小額錢價審裁處登記處	aims Tribunal	484KB
	A Manage Darry	[SCTC 1344/2024] Document(s) Filed / Lodged		02/07/2024	Court Registry, Small C	laims Tribunal	-
	Access Message Box>	[SCTC 1344/2024] 已存檔/提交文件		02/07/2024	小額錢債審裁處登記處		-
		[SCTC 1344/2024] New Electronic Submission [SCTC 1343/2024] Writ of Execution issued by th		02/07/2024 28/06/2024	Court Registry, Small C Court Registry, Small Cl		485KB 466KB
		[SCTC 1343/2024] Document(s) Filed / Lodged		28/06/2024	Court Registry, Small Cl		
		[SCTC 1343/2024] Document(s) Filed / Lodged		28/06/2024	Court Registry, Small C	laims Tribunai	
		*Message(s) will be deleted after 28 days since re					
		Click the message he	ader to read	l the conte	ent and the att	achmei	nt
		therein					
	Click the message header to read the content						
	[Note: Acknowledgement can also be downloaded again from the message, if						
	necessary.]						

Item	Process	Relevant screenshots for rel	ference		
		Message Details		Scr	een ID: EXT-MSG-00002
		< Back			生
		[SCTC 1440/2024] New Electronic Subm	nission Received		
		Date/Time 04/07/2024 09:20 From Court Registry, Small Claims Tribunal To .itooou1			
		This message serves to confirm the successful completion of the submi	ission of the document(s) (e-Filing T	ransaction Reference No. E2011000029) subm	nitted via iCMS on
		04/07/2024 09:20. (Time is expressed in 24-hour format.) Upon acceptance of the submission of the document(s), you will receive			
		Please click the attachment link to obtain the acknowledgement (and t			
		Acknowledgement - e-Filing Transaction Reference No.:E2011000029			
		Notice If the completion of the transmission of a document is at a time when t	he Registry is not open, the receivin	ig 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 proce	eding to which the document relates, whiche	ver is earlier.
		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 (p Findays ) = 845 a.m. (p 100 p.m. and 200 p.m. (p 5:50 p.m. Saturdays, Sundays ) = Closed and Public Holidays			
		1 Attachment(s)			
		Acknowledgement - e-Filing TRN-E2011000029.pdf 484KB			
10.	Internal process by	Sender will receive message in	n iCMS messa	ge box after interr	nal
	Judiciary	vetting by Judiciary			
			1 ( )		
11.	Confirmation message	Message box with message he	eader(s) appear	rs on the landing p	age
	sent to the message box of	Message Box		Scr	een ID: EXT-MSG-00001
	<u>OU/ IU as appropriate</u>	All Read Unread			G
		\$ SUBJECT	✓ DATE/TIME	FROM	FILE Ø
	Login and access Message	[SCTC 1440/2024] Document(s) Filed / Lodged	09:31	Court Registry, Small Claims Tribunal	
	Box>	[SCTC 1440/2024] New Electronic Submission Received [SCTC 1440/2024] Document(s) Filed / Lodged	09:20 03/07/2024	Court Registry, Small Claims Tribunal Court Registry, Small Claims Tribunal	484KB
		[SCTC 1440/2024] New Electronic Submission Received	03/07/2024	Court Registry, Small Claims Tribunal	484KB
	Click the message header to	[SCTC 1343/2024] 已收妥新電子提交	03/07/2024	小額錢價審裁處登記處	993KB
	Ũ	[SCTC 1344/2024] Document(s) Filed / Lodged	02/07/2024	Court Registry, Small Claims Tribunal	*
	read the content	[SCTC 1344/2024] 已存檔/提交文件 [SCTC 1344/2024] New Electronic Submission Received	02/07/2024 02/07/2024	小額錢債審裁處登記處 Court Registry, Small Claims Tribunal	- 485KB
		[SCTC 1343/2024] Writ of Execution issued by the Court	28/06/2024	Court Registry, Small Claims Tribunal	466KB
		[SCTC 1343/2024] Document(s) Filed / Lodged	28/06/2024	Court Registry, Small Claims Tribunal	-
		"Message(s) will be deleted after 28 days since read. Unread message v Click the message header to re			
		6			
		Message Details		Scre	en ID: EXT-MSG-00002
		<back< th=""><th></th><th></th><th>*</th></back<>			*
		[SCTC 1440/2024] Document(s) Filed / Lo Date/Time 04/07/2024 09:31 From Court Registry, Small Claims Tribunal	agea		
		To .itooou1			
		This message serves to confirm the acceptance of the submission of the 09:20. (Time is expressed in 24-hour format.)	document(s) (e-Filing Transaction Re	terence No. E2011000029) submitted via iCMS	on 04/07/2024
		SCTC 1440/2024 - Application for resending of Form of Award/Order,要求	重新發出裁斷/命令表格申請書(表格) - [	DRN:201190000022	
		If the document requires determination or approval from the Court, you v	will be informed of the outcome in de	ue course.	
10					
12.	Internal process by	Sender will receive message in		ge box after the de	ocument
	Judiciary	requested is prepared by Judic	ciary		
		[Note: Sender will receive a set	-	ge in iCMS messa	ge box if
10		the document is found not in o			
13.	Provide Document(s)	Message box with message he	eader(s) appear	rs on the landing p	age.
	<u>upon Your Request</u>				

m	Process	Relevant screenshots for ref	erence		
	message sent to the	Message Box		Scr	een ID: EXT-MSG-00001
	message box of OU/ IU as	All Read Unread			G
	<u>appropriate</u>	\$ SUBJECT	▼ DATE/TIME	FROM	FILE Ø
		[SCTC 1440/2024] Provide Document(s) Upon Your Request	16:21	Court Registry, Small Claims Tribunal	219KB
		[SCTC 1440/2024] New Electronic Submission Received	09:20	Court Registry, Small Claims Tribunal	484KB
	Login and access Message	[SCTC 1440/2024] Document(s) Filed / Lodged	03/07/2024	Court Registry, Small Claims Tribunal	-
	Box>	[SCTC 1440/2024] New Electronic Submission Received	03/07/2024	Court Registry, Small Claims Tribunal	484KB
l		[SCTC 1343/2024] 已收妥新電子提交	03/07/2024	小額錢債畜裁處登記處	993KB
		[SCTC 1344/2024] Document(s) Filed / Lodged	02/07/2024	Court Registry, Small Claims Tribunal	
		[SCTC 1344/2024] 已存檯/提交文件	02/07/2024	小額錢債審裁處登記處	-
		[SCTC 1344/2024] New Electronic Submission Received	02/07/2024	Court Registry, Small Claims Tribunal	485KB
		[SCTC 1343/2024] Writ of Execution issued by the Court	28/06/2024	Court Registry, Small Claims Tribunal	466KB
		[SCIC 1343/2024] Witt of Execution issued by the court	20/00/2024	Court Registry, smail claims mounar	
	Click the message header to	[SCTC 1343/2024] Document(s) Filed / Lodged *Message(s) will be deleted after 28 days since read. Unread message wi	28/06/2024 Ill be deleted after 90 days from	Court Registry, Small Claims Tribunal the date of message.	
	Click the message header to read the content	[SCTC 1343/2024] Document(s) Filed / Lodged *Message(s) will be deleted after 28 days since read. Unread message will Click the message header to re	28/06/2024 Ill be deleted after 90 days from	Court Registry, Small Claims Tribunal the date of message.	een ID: EXT-MSG-000
	•	[SCTC 1343/2024] Document(s) Filed / Lodged "Message(s) will be deleted after 28 days since read. Unread message wi	28/06/2024 Ill be deleted after 90 days from	Court Registry, Small Claims Tribunal the date of message.	een ID: EXT-MSG-0000

Internal process by Judiciary