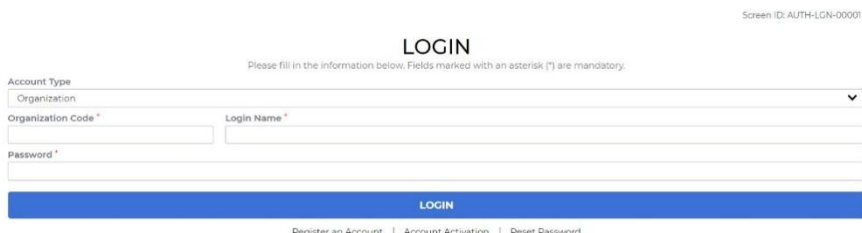
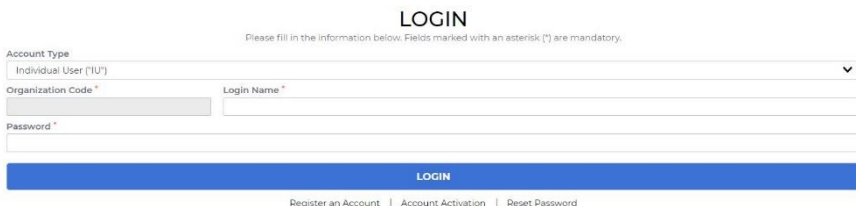
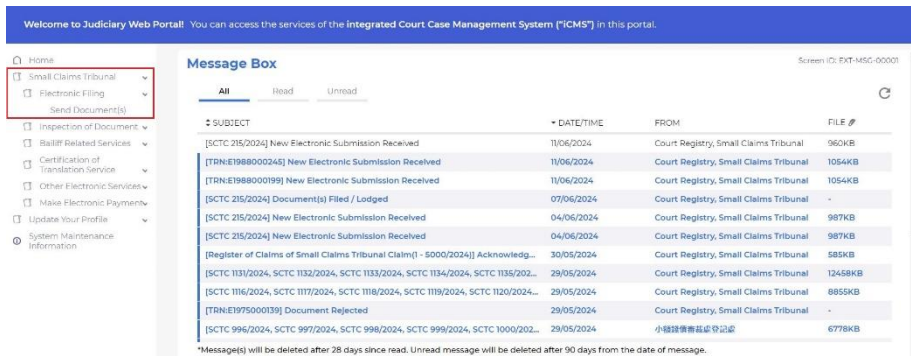


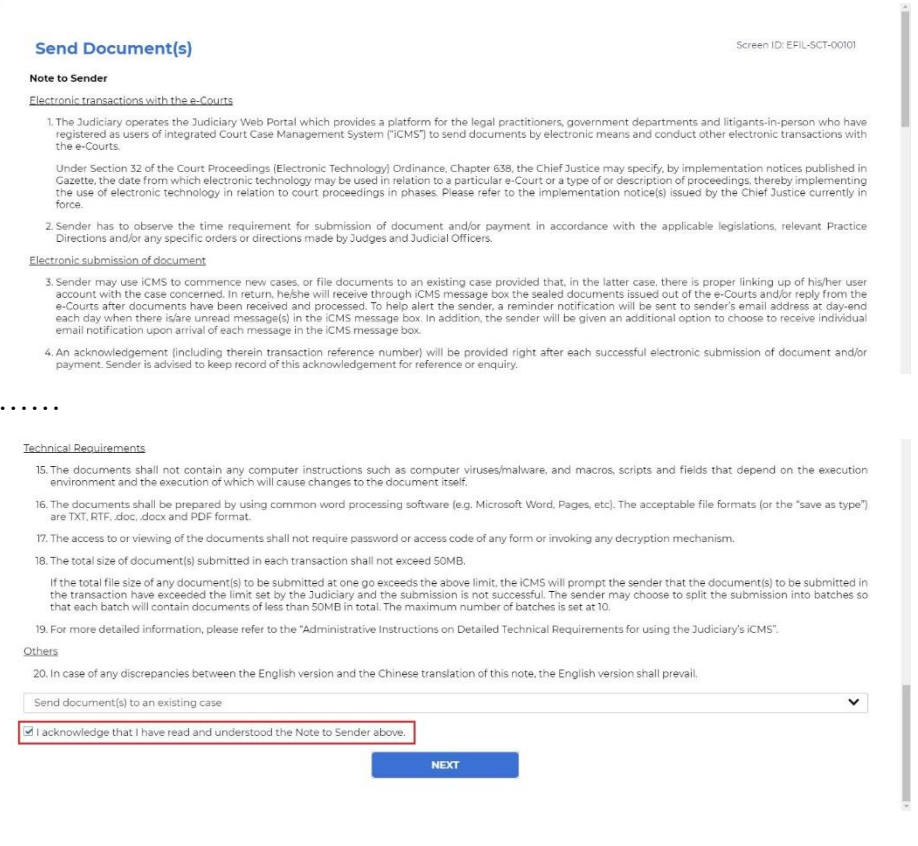

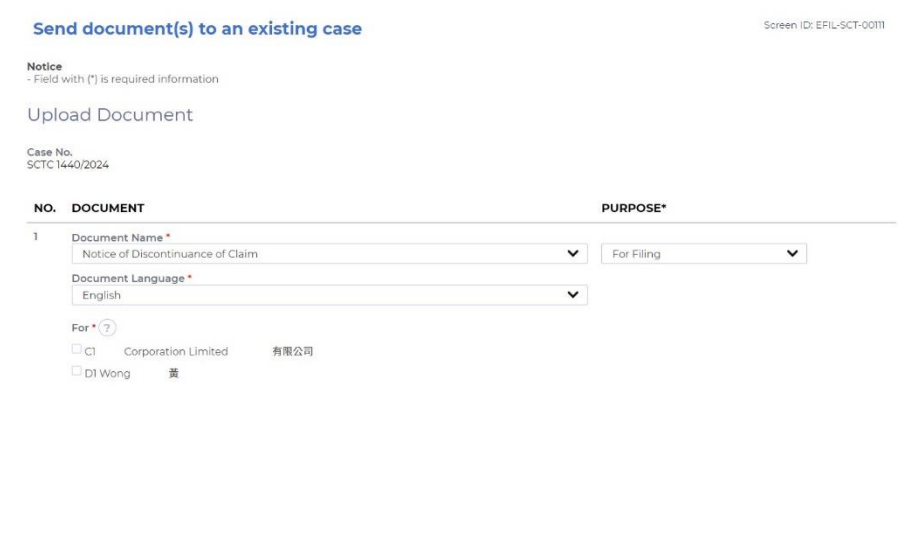
Small Claims Tribunal

File Notice of Discontinuance of Claim or Counterclaim

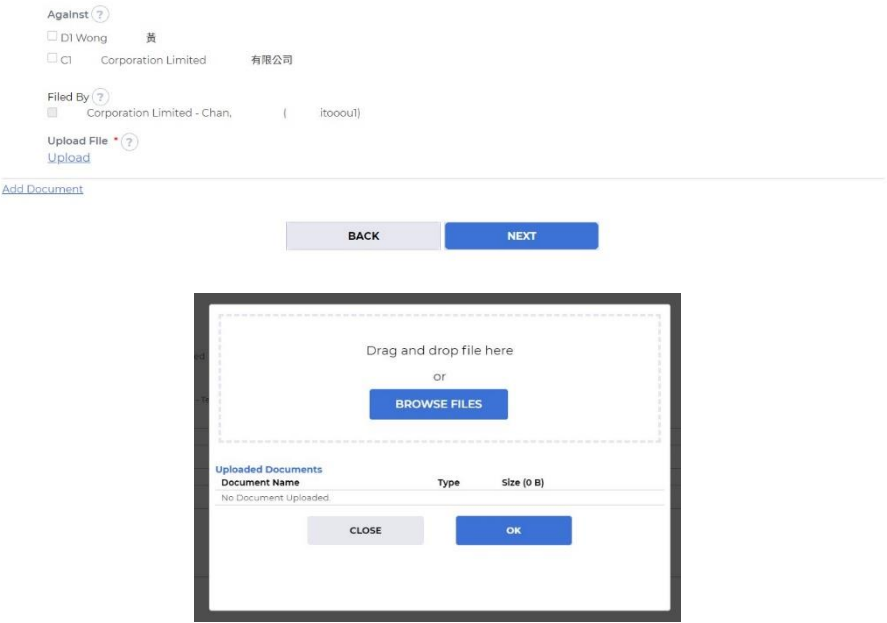
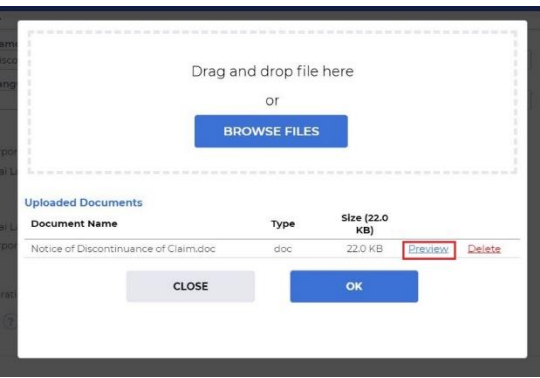
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Relevant screenshots for reference																																																
1.	<p><u>Login user account</u></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>Organization User</p>  <p>Individual User</p> 																																																
2.	<p><u>Access e-Filing function</u></p> <p>Click “Small Claims Tribunal”></p> <p>Click “Electronic Filing” ></p> <p>Select “Send Document(s)”></p>	 <table><tr><th>SUBJECT</th><th>DATE/TIME</th><th>FROM</th><th>FILE #</th></tr><tr><td>[SCTC 215/2024] New Electronic Submission Received</td><td>11/06/2024</td><td>Court Registry, Small Claims Tribunal</td><td>960KB</td></tr><tr><td>[TRNIE1988000245] New Electronic Submission Received</td><td>11/06/2024</td><td>Court Registry, Small Claims Tribunal</td><td>1054KB</td></tr><tr><td>[TRNIE1988000198] New Electronic Submission Received</td><td>11/06/2024</td><td>Court Registry, Small Claims Tribunal</td><td>1054KB</td></tr><tr><td>[SCTC 215/2024] Document(s) Filed / Lodged</td><td>07/06/2024</td><td>Court Registry, Small Claims Tribunal</td><td>-</td></tr><tr><td>[SCTC 215/2024] New Electronic Submission Received</td><td>04/06/2024</td><td>Court Registry, Small Claims Tribunal</td><td>987KB</td></tr><tr><td>[SCTC 215/2024] New Electronic Submission Received</td><td>04/06/2024</td><td>Court Registry, Small Claims Tribunal</td><td>987KB</td></tr><tr><td>(Register of Claims of Small Claims Tribunal Claim(-) - 5000/2024) Acknowledg...</td><td>30/05/2024</td><td>Court Registry, Small Claims Tribunal</td><td>585KB</td></tr><tr><td>[SCTC 1131/2024, SCTC 1132/2024, SCTC 1133/2024, SCTC 1134/2024, SCTC 1135/202...</td><td>29/05/2024</td><td>Court Registry, Small Claims Tribunal</td><td>12458KB</td></tr><tr><td>[SCTC 1116/2024, SCTC 1117/2024, SCTC 1118/2024, SCTC 1119/2024, SCTC 1120/2024...</td><td>29/05/2024</td><td>Court Registry, Small Claims Tribunal</td><td>8855KB</td></tr><tr><td>[TRNIE1975000139] Document Rejected</td><td>29/05/2024</td><td>Court Registry, Small Claims Tribunal</td><td>-</td></tr><tr><td>[SCTC 996/2024, SCTC 997/2024, SCTC 998/2024, SCTC 999/2024, SCTC 1000/202...</td><td>29/05/2024</td><td>小帳簿管理系統公告</td><td>6778KB</td></tr></table> <p><small>*Message(s) will be deleted after 28 days since read. Unread message will be deleted after 90 days from the date of message.</small></p>	SUBJECT	DATE/TIME	FROM	FILE #	[SCTC 215/2024] New Electronic Submission Received	11/06/2024	Court Registry, Small Claims Tribunal	960KB	[TRNIE1988000245] New Electronic Submission Received	11/06/2024	Court Registry, Small Claims Tribunal	1054KB	[TRNIE1988000198] New Electronic Submission Received	11/06/2024	Court Registry, Small Claims Tribunal	1054KB	[SCTC 215/2024] Document(s) Filed / Lodged	07/06/2024	Court Registry, Small Claims Tribunal	-	[SCTC 215/2024] New Electronic Submission Received	04/06/2024	Court Registry, Small Claims Tribunal	987KB	[SCTC 215/2024] New Electronic Submission Received	04/06/2024	Court Registry, Small Claims Tribunal	987KB	(Register of Claims of Small Claims Tribunal Claim(-) - 5000/2024) Acknowledg...	30/05/2024	Court Registry, Small Claims Tribunal	585KB	[SCTC 1131/2024, SCTC 1132/2024, SCTC 1133/2024, SCTC 1134/2024, SCTC 1135/202...	29/05/2024	Court Registry, Small Claims Tribunal	12458KB	[SCTC 1116/2024, SCTC 1117/2024, SCTC 1118/2024, SCTC 1119/2024, SCTC 1120/2024...	29/05/2024	Court Registry, Small Claims Tribunal	8855KB	[TRNIE1975000139] Document Rejected	29/05/2024	Court Registry, Small Claims Tribunal	-	[SCTC 996/2024, SCTC 997/2024, SCTC 998/2024, SCTC 999/2024, SCTC 1000/202...	29/05/2024	小帳簿管理系統公告	6778KB
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Step-by-step guide – “File Notice of Discontinuance of Claim or Counterclaim”

Item	Process	Relevant screenshots for reference						
3.	<p><u>Select the required function</u></p> <p>Select “Send document(s) to an existing case” ></p> <p>After reading the “Note to Sender”, tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.” ></p> <p>Click “NEXT”></p>	 <p>Screen ID: EPIL-SCT-00101</p> <p>Send Document(s)</p> <p>Note to Sender</p> <p><u>Electronic transactions with the e-Courts</u></p> <p>1. The Judiciary operates the Judiciary Web Portal which provides a platform for the legal practitioners, government departments and litigants-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.</p> <p>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 force.</p> <p>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.</p> <p><u>Electronic submission of document</u></p> <p>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 his/her user account with the case concerned. In return, he/she will receive through ICMS message box 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 sent to sender's email address at day-end each day when there is/are unread message(s) 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.</p> <p>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.</p> <p>.....</p> <p><u>Technical Requirements</u></p> <p>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 itself.</p> <p>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, .docx and PDF format.</p> <p>17. The access to or viewing of the documents shall not require password or access code of any form or invoking any decryption mechanism.</p> <p>18. The total size of document(s) submitted in each transaction shall not exceed 50MB.</p> <p>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 set by the Judiciary and the submission is not successful. The sender may choose to split the submission into batches so that each batch will contain documents of less than 50MB in total. The maximum number of batches is set at 10.</p> <p>19. For more detailed information, please refer to the “Administrative Instructions on Detailed Technical Requirements for using the Judiciary’s ICMS”.</p> <p><u>Others</u></p> <p>20. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail.</p> <p>Send document(s) to an existing case</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p>NEXT</p>						
4.	<p><u>Enter case number</u></p> <p>Input “Case No.*”></p> <p>Click “NEXT”></p>	 <p>Screen ID: EPIL-SCT-00102</p> <p>Send document(s) to an existing case</p> <p>Notice</p> <p>* Field with (*) is required information.</p> <p>Enter Case No.</p> <p>Case No.*</p> <p>BACK NEXT</p>						
5.	<p><u>Upload document</u></p> <p>Select “Notice of Discontinuance of Claim” (or “Notice of Discontinuance of Counterclaim”, as the case may be) in “Document Name*”></p> <p>Select “For Filing” in “PURPOSE*”></p> <p>Select language in “Document Language*” ></p>	 <p>Screen ID: EPIL-SCT-00101</p> <p>Send document(s) to an existing case</p> <p>Notice</p> <p>* Field with (*) is required information</p> <p>Upload Document</p> <p>Case No. SCTC1440/2024</p> <table border="1"> <thead> <tr> <th>NO.</th><th>DOCUMENT</th><th>PURPOSE*</th></tr> </thead> <tbody> <tr> <td>1</td> <td> <p>Document Name *</p> <p>Notice of Discontinuance of Claim</p> <p>Document Language *</p> <p>English</p> <p>For *</p> <p><input type="checkbox"/> CI Corporation Limited 有限公司</p> <p><input checked="" type="checkbox"/> DI Wong 黃</p> </td> <td> <p>For Filing</p> </td> </tr> </tbody> </table>	NO.	DOCUMENT	PURPOSE*	1	<p>Document Name *</p> <p>Notice of Discontinuance of Claim</p> <p>Document Language *</p> <p>English</p> <p>For *</p> <p><input type="checkbox"/> CI Corporation Limited 有限公司</p> <p><input checked="" type="checkbox"/> DI Wong 黃</p>	<p>For Filing</p>
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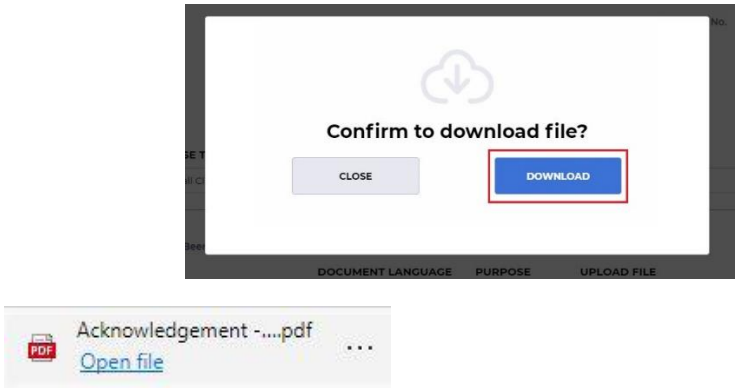

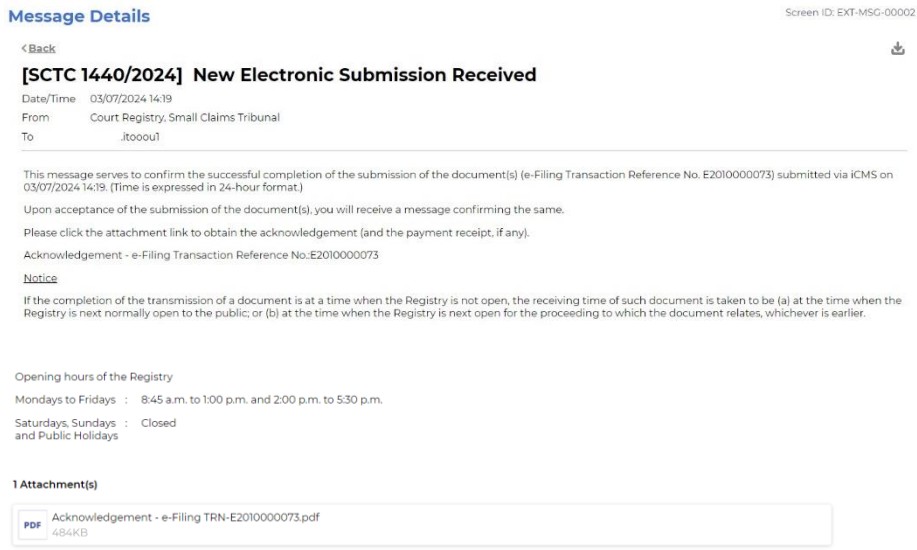
Step-by-step guide – “File Notice of Discontinuance of Claim or Counterclaim”

Item	Process	Relevant screenshots for reference
	<p>Tick the checkboxes under “For*” /and “Against”></p> <p>Click “Upload”></p> <p>Click “BROWSE FILES” and select document></p> <p><i>[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.]</i></p>	
6.	<p><u>Preview uploaded document</u></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the uploaded document></p> <p>Click “OK” if the uploaded document is in order></p> <p>Or, click “Delete” if the uploaded document is not in order></p> <p>Click “NEXT” ></p>	

Step-by-step guide – “File Notice of Discontinuance of Claim or Counterclaim”

Item	Process	Relevant screenshots for reference																						
7.	<p><u>Confirm details of the filing</u></p> <p>If filing details are in order, click “CONFIRM”></p> <p>Click “OK” to “Confirm to proceed?”></p> <p>Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify the inputted data></p>	<div><div>Send document(s) to an existing case<div>Screen ID: EFIL-SCT-00112</div></div><div>Confirm Details of the Filing<div>Case No. SCTC1440/2024</div><table><thead><tr><th>NO.</th><th>DOCUMENT</th><th>PURPOSE</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr></thead><tbody><tr><td>1</td><td>Document Name Notice of Discontinuance of Claim Document Language English For C1 Corporation Limited 有限公司 Against Upload File Notice of Discontinuance of Claims.doc(26.00KB)</td><td>For Filing</td><td>-</td><td>-</td></tr></tbody></table><div>Total amount : -</div><div>BACKCONFIRM</div></div><div>Popup of confirm to proceed<div><div>Request for Records of</div><div><div>Confirm to proceed?</div><div>CANCELOK</div></div></div></div></div>	NO.	DOCUMENT	PURPOSE	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Notice of Discontinuance of Claim Document Language English For C1 Corporation Limited 有限公司 Against Upload File Notice of Discontinuance of Claims.doc(26.00KB)	For Filing	-	-												
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8.	<p><u>Acknowledgement</u></p> <p>Click “SAVE ACKNOWLEDGEMENT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgement></p>	<div><div>Send document(s) to an existing case<div>Screen ID: EFIL-SCT-00113</div></div><div>Acknowledgement<div>Submitted By Mr. Chan (itooou) Submitted On 03/07/2024 14:39:03 e-Payment Transaction Date Time - e-Payment Method - Organization Corporation Limited e-Filing Transaction Reference No. E2010000073 e-Payment Transaction Reference No. - Transaction Summary<table><thead><tr><th>NO.</th><th>CASE NO.</th><th>CASE TYPE</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr></thead><tbody><tr><td>1</td><td>SCTC 1440/2024</td><td>Small Claims Tribunal Claim</td><td>-</td><td>-</td></tr></tbody></table>Total amount : - The Following Document(s) Have Been Uploaded<table><thead><tr><th>NO.</th><th>DOCUMENT NAME</th><th>DOCUMENT LANGUAGE</th><th>PURPOSE</th><th>UPLOAD FILE</th><th>DRN</th></tr></thead><tbody><tr><td>1</td><td>Notice of Discontinuance of Claim</td><td>English</td><td>For Filing</td><td>Notice of Discontinuance of Claims.doc(26.00KB)</td><td>201090000278</td></tr></tbody></table>Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.<div>SAVE ACKNOWLEDGEMENT</div></div></div></div>	NO.	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE(HKD)	1	SCTC 1440/2024	Small Claims Tribunal Claim	-	-	NO.	DOCUMENT NAME	DOCUMENT LANGUAGE	PURPOSE	UPLOAD FILE	DRN	1	Notice of Discontinuance of Claim	English	For Filing	Notice of Discontinuance of Claims.doc(26.00KB)	201090000278
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Step-by-step guide – “File Notice of Discontinuance of Claim or Counterclaim”

Item	Process	Relevant screenshots for reference
		
9.	<p><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></p> <p>Click “Home”></p> <p>Access Message Box></p> <p>Click the message header to read the content</p> <p><i>[Note: Acknowledgement 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> 
10.	Internal process by Judiciary	Sender will receive message in iCMS message box after internal vetting by Judiciary

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11.	<p><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></p> <p>Login and access Message Box></p> <p>Click the message header to read the content</p>	<p>Message box with message header(s) appears on the landing page</p> <div><p>Message Box</p><p>Screen ID: EXT-MSG-00001</p><p>All Read Unread</p><table><tr><th>SUBJECT</th><th>DATE/TIME</th><th>FROM</th><th>FILE</th></tr><tr><td>[SCTC 1440/2024] Document(s) Filed / Lodged</td><td>14:26</td><td>Court Registry, Small Claims Tribunal</td><td>-</td></tr><tr><td>[SCTC 1440/2024] New Electronic Submission Received</td><td>14:19</td><td>Court Registry, Small Claims Tribunal</td><td>484KB</td></tr><tr><td>[SCTC 1343/2024] 已收妥新電子提交</td><td>14:12</td><td>小額錢債審裁處登記處</td><td>993KB</td></tr><tr><td>[SCTC 1344/2024] Document(s) Filed / Lodged</td><td>02/07/2024</td><td>Court Registry, Small Claims Tribunal</td><td>-</td></tr><tr><td>[SCTC 1344/2024] 已存檔 / 提交文件</td><td>02/07/2024</td><td>小額錢債審裁處登記處</td><td>-</td></tr><tr><td>[SCTC 1344/2024] New Electronic Submission Received</td><td>02/07/2024</td><td>Court Registry, Small Claims Tribunal</td><td>485KB</td></tr><tr><td>[SCTC 1343/2024] Writ of Execution Issued by the Court</td><td>28/06/2024</td><td>Court Registry, Small Claims Tribunal</td><td>466KB</td></tr><tr><td>[SCTC 1343/2024] Document(s) Filed / Lodged</td><td>28/06/2024</td><td>Court Registry, Small Claims Tribunal</td><td>-</td></tr><tr><td>[SCTC 1343/2024] Document(s) Filed / Lodged</td><td>28/06/2024</td><td>Court Registry, Small Claims Tribunal</td><td>-</td></tr><tr><td>[SCTC 1343/2024] Document(s) Filed / Lodged</td><td>28/06/2024</td><td>Court Registry, Small Claims Tribunal</td><td>-</td></tr></table><p>*Message(s) will be deleted after 28 days since read. Unread message will be deleted after 90 days from the date of message.</p></div> <p>Click the message header to read the content therein</p> <div><p>Message Details</p><p>Screen ID: EXT-MSG-00002</p><p>< Back</p><p>[SCTC 1440/2024] Document(s) Filed / Lodged</p><p>Date/Time 03/07/2024 14:26</p><p>From Court Registry, Small Claims Tribunal</p><p>To .itocou1</p><p>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2010000073) submitted via iCMS on 03/07/2024 14:19. (Time is expressed in 24-hour format.)</p><p>SCTC 1440/2024 - Notice of Discontinuance of Claim, 中止申索通知書 - DRN201090000278</p><p>If the document requires determination or approval from the Court, you will be informed of the outcome in due course.</p></div>	SUBJECT	DATE/TIME	FROM	FILE	[SCTC 1440/2024] Document(s) Filed / Lodged	14:26	Court Registry, Small Claims Tribunal	-	[SCTC 1440/2024] New Electronic Submission Received	14:19	Court Registry, Small Claims Tribunal	484KB	[SCTC 1343/2024] 已收妥新電子提交	14:12	小額錢債審裁處登記處	993KB	[SCTC 1344/2024] Document(s) Filed / Lodged	02/07/2024	Court Registry, Small Claims Tribunal	-	[SCTC 1344/2024] 已存檔 / 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	[SCTC 1343/2024] Document(s) Filed / Lodged	28/06/2024	Court Registry, Small Claims Tribunal	-	[SCTC 1343/2024] Document(s) Filed / Lodged	28/06/2024	Court Registry, Small Claims Tribunal	-	[SCTC 1343/2024] Document(s) Filed / Lodged	28/06/2024	Court Registry, Small Claims Tribunal	-
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Internal process by Judiciary