and Writ of Fieri Facias"

Small Claims Tribunal File Praecipe for Writ of Execution of Judgment for Movable Property and Writ of Fieri Facias

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.

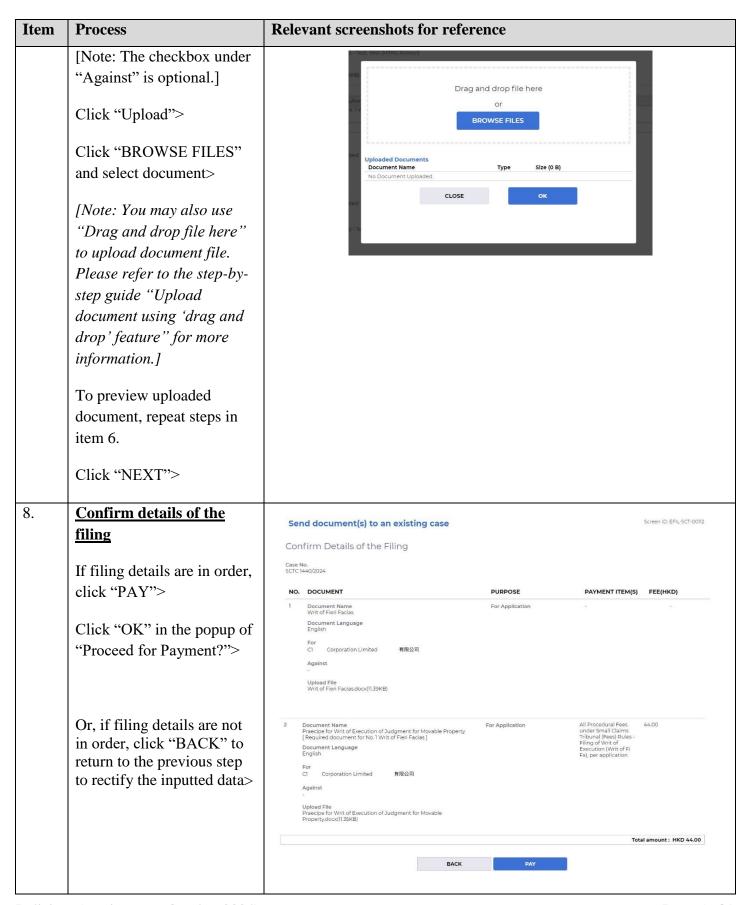
Item	Process	Relevant screenshots for reference
1.	Login user account	Organization User
	By Organization User ("OU") or Individual User ("IU") account holder	Screen ID: AUTH-LGN-00001 LOGIN Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Account Type Organization
	[Note: Please refer to relevant step-by-step guide "Account Login and	Organization Code * Login Name * Password * LOGIN Register an Account Account Activation Reset Password
	Logout" for more information if necessary.]	Individual User
	For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role.	LOGIN Please fill in the information below. Pietos marked with an asterisk (*) are mandatory. Account Type Individual User (*IU*) Organization Code * Login Name * Login Register an Account Account Activation Reset Password
	[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.]	

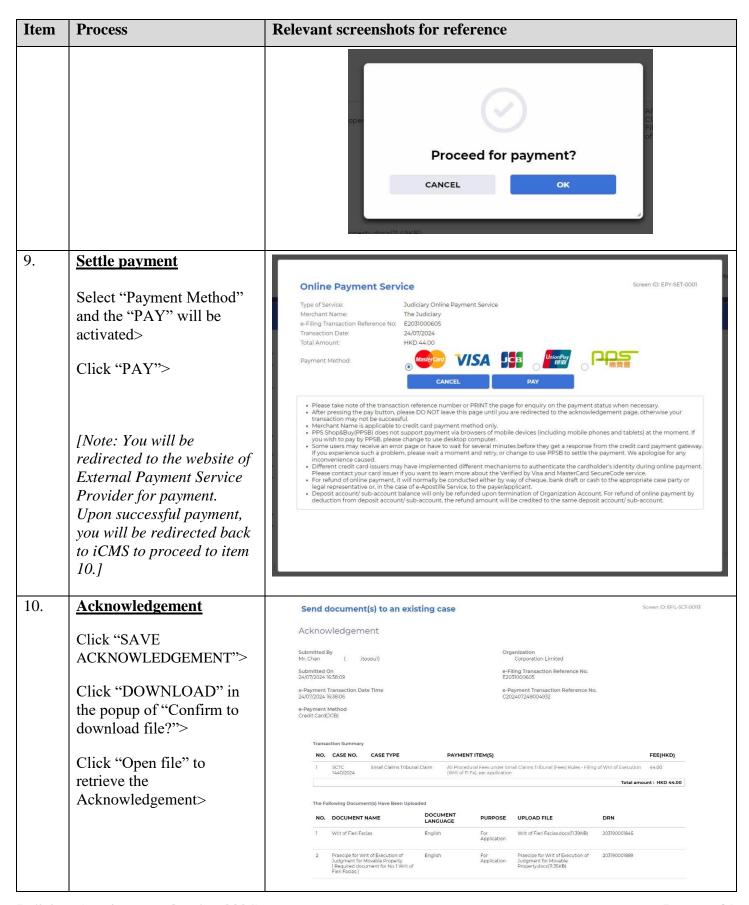
and Writ of Fieri Facias"

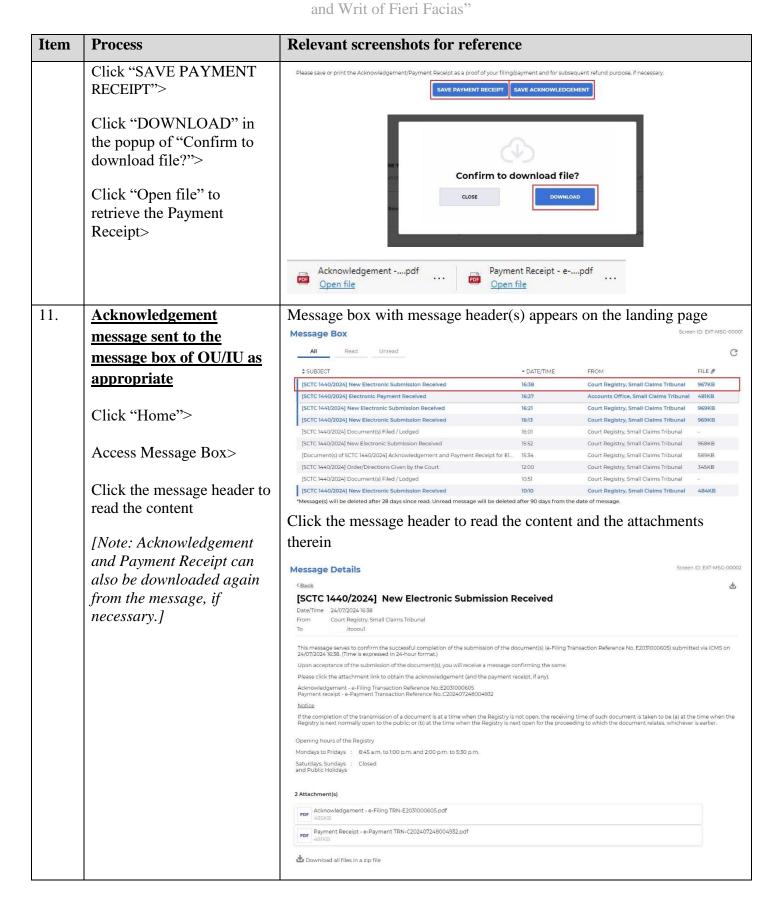
Process Relevant screenshots for reference **Item** 2. **Access e-Filing function** Message Box Click "Small Claims All Read Unread C Tribunal"> \$ SUBJECT + DATE/TIME FILE # ☐ Bailiff Related Services ▼ [SCTC 215/2024] New Electronic Submission Received Court Registry, Small Claims Tribunal Certification of Translation Service [TRN:E1988000245] New Electronic Submission Received 11/06/2024 Court Registry, Small Claims Tribunal 1054KB Select "Electronic Filing"> Court Registry, Small Claims Tribunal ☐ Other Electronic Services ▼ [SCTC 215/2024] Document(s) Filed / Lodged 07/06/2024 Court Registry, Small Claims Tribunal -Court Registry, Small Claims Tribunal ☐ Update Your Profile [SCTC 215/2024] New Electronic Submission Received 04/06/2024 Court Registry, Small Claims Tribunal 987KB Select "Send [Register of Claims of Small Claims Tribunal Claim(1 - 5000/2024)] Acknowledg... 30/05/2024 Court Registry, Small Claims Tribunal [SCTC 1131/2024, SCTC 1132/2024, SCTC 1133/2024, SCTC 1134/2024, SCTC 1135/202... 29/05/2024 Court Registry, Small Claims Tribunal 12458KB Document(s)"> [SCTC 1116/2024, SCTC 1117/2024, SCTC 1118/2024, SCTC 1119/2024, SCTC 1120/2024... 29/05/2024 Court Registry, Small Claims Tribunal Court Registry, Small Claims Tribunal • [TRN:E1975000139] Document Rejected age(s) will be deleted after 28 days since read. Unread message will be deleted after 90 days from the date of message 3. **Select the required function** Send Document(s) Note to Sender Select "Send document(s) 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 to an existing case"> 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 implementating 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 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. After reading the "Note to Electronic submission of document Sender", tick the checkbox 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 after been received and processed. To help alert the sender, a reminder notification will be sent to sender's semilal 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. "I acknowledge that I have read and understood the Note to Sender above."> Click "NEXT"> 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. 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. 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) submitted in each transaction shall not exceed 50MB. 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. 19. For more detailed information, please refer to the "Administrative Instructions on Detailed Technical Requirements for using the Judiciary's iCMS" 20. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail. ☑ I acknowledge that I have read and understood the Note to Sender above. 4. **Enter case number** Send document(s) to an existing case Input "Case No.*"> Enter Case No. Case No. * ? Click "NEXT"> BACK NEXT **Upload document** To upload two types of documents as follows. 5. Writ of Fieri Facias

Item	Process	Relevant screenshots for reference					
	a) Writ of Fieri Facias Select "Writ of Fieri	b) Praecipe for Writ of Execution of Judgment for Movable Property					
	Facias" in "Document Name*" >	The 1 st document to be uploaded - Writ of Fieri Facias					
	Select "For Application" in "PURPOSE*">	Send document(s) to an existing case Notice - Field with (*) is required information Upload Document					
	Select language in "Document Language*">	Case No. SCTC 1440/2024 NO. DOCUMENT 1 Document Name *					
	Tick the checkbox under "For*">	Writ of Fieri Facias Document Language *					
	[Note: The checkbox under "Against" is optional.]	Against (?)					
	Click "Upload">	C1 Corporation Limited 有限公司 Filed By (?) Corporation Limited - Chan. (Jitoooul)					
	Click "BROWSE FILES" and select document>	Upload File *(?) Upload					
	[Note: You may also use "Drag and drop file here" to upload document file. Please refer to the step-bystep guide "Upload document using 'drag and drop' feature" for more information.]	Uploaded Documents Document Name No Document Uploaded. CLOSE OK					

Item	Process	Relevant screenshots for reference			
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>	Uploaded Documents Document Name Type Writ of Fieri Facias docx CLOSE Drag and drop file here or BROWSE FILES Size (11.4 KB) Preview Delete CLOSE OK			
7.	Upload document b) Praecipe for Writ of Execution of Judgment for Movable Property "Praecipe for Writ of Execution of Judgment for Movable Property" in "Document Name*" is prefilled and cannot be changed> "For Application" in "PURPOSE*" is prefilled and cannot be changed> Select language in "Document Language*" > Tick the checkboxes under "For*">	The 2 nd document to be uploaded — Praecipe for Writ of Execution of Judgment for Movable Property Document Name *			

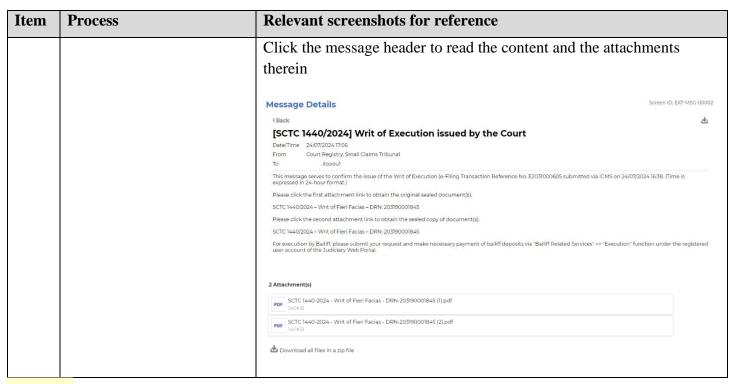






Item	Process	Relevant screenshots for reference					
12.	Internal process by	Sender will receive message in iCl	MS messa	age box after intern	ıal		
	Judiciary	vetting by Judiciary					
		Totalis of Judicial y					
13.	Confirmation message	Message box with message header(s) appears on the landing page					
13.	rs on the landing p	age					
	sent to the message box of	OÍ Message Box					
	OU/IU as appropriate	All Read Unread				C	
		\$ SUBJECT	- DATE/TIME	FROM	FILE Ø		
	Login and access Message	[SCTC 1440/2024] Document(s) Filed / Lodged	16:46	Court Registry, Small Claims Tribunal	-		
	Box>	[SCTC 1440/2024] New Electronic Submission Received [SCTC 1440/2024] Electronic Payment Received	16:38	Court Registry, Small Claims Tribunal Accounts Office, Small Claims Tribunal	967KB 481KB		
		[SCTC 1441/2024] Electronic Payment Received	16:27	Court Registry, Small Claims Tribunal	969KB		
	Click the massage hander to	[SCTC 1440/2024] New Electronic Submission Received	16:13	Court Registry, Small Claims Tribunal	969KB		
	Click the message header to	[SCTC 1440/2024] Document(s) Filed / Lodged	16:01	Court Registry, Small Claims Tribunal	ē.		
	read the content	[SCTC 1440/2024] New Electronic Submission Received	15:52	Court Registry, Small Claims Tribunal	968KB 589KB		
		[Document(s) of SCTC 1440/2024] Acknowledgement and Payment Receipt for [SCTC 1440/2024] Order/Directions Given by the Court	12:00	Court Registry, Small Claims Tribunal Court Registry, Small Claims Tribunal	345KB		
		[SCTC 1440/2024] Document(s) Filed / Lodged	10:51	Court Registry, Small Claims Tribunal			
		(SCTC 1440/2024) New Electronic Submission Received "Message(s) will be deleted after 28 days since read. Unread message will be deleted."	10:10 ted after 90 days from th	Court Registry, Small Claims Tribunal ne date of message.	484KB		
			_				
		Click the message header to read t	he conten	t therein			
		Message Details		Scre	en ID: EXT-MS	G-00002	
		<back< th=""><th></th><th></th><th></th><th>d</th></back<>				d	
		[SCTC 1440/2024] Document(s) Filed / Lodged				_	
		Date/Time 24/07/202416:46					
		From Court Registry, Small Claims Tribunal To itooou1					
		This message serves to confirm the acceptance of the submission of the document(s (Time is expressed in 24-hour format.)	s) (e-Filing Transaction Re	eference No. E2031000605) submitted via iCMS of	on 24/07/2024	16:38.	
		SCTC 1440/2024 - Writ of Fieri Facias, 扣押判定債務人財產令狀 - DRN:203190001845					
		SCTC 1440/2024 - Praecipe for Writ of Execution of Judgment for Movable Property, #	口押判定債務人財産令款 [便	條) - DRN:203190001889			
		If the document requires determination or approval from the Court, you will be information or approval from the Court, you will be information or approval from the Court, you will be information or approval from the Court, you will be information or approval from the Court, you will be information or approval from the Court, you will be information or approval from the Court, you will be information or approval from the Court, you will be information or approval from the Court, you will be information or approval from the Court, you will be information or approval from the Court, you will be information or approval from the Court, you will be information or approval from the Court, you will be information or approval from the Court, you will be information or approval from the Court, you will be information or approval from the Court, you will be information or approval from the Court, you will be information or approval from the Court, you will be information or approval from the Court of t	med of the outcome in d	lue course.			
4.4				1 11 1 17	T		
14.	Internal process by	Sender will receive message in iCl	MS messa	age box with the W	rit of	-	
	Judiciary	Execution issued					
	January 3	[Note: Sender will receive a separ	ata massa	aga in iCMS massa	aa ba	v if	
		*		ige in iCMS messa,	ge oo	хij	
		the documents are found not in ord	der.]				
15.	Writ of Execution issued	Message box with message header	(s) appea	rs on the landing p	age		
10.		Transcage con war message nearest	(s) uppou	15 511 4115 141161115 P			
	message sent to the	Massage Bay		Scree	n ID: EXT-MSG	-00001	
	message box of OU/IU as	Message Box					
	appropriate	All Read Unread				G	
	appropriate	‡ SUBJECT	▼ DATE/TIME	FROM	FILE Ø	_	
		[SCTC 1440/2024] Writ of Execution issued by the Court	24/07/2024		280KB		
	Login and access Message	[SCTC 1440/2024] Document(s) Filed / Lodged [SCTC 1440/2024] New Electronic Submission Received	24/07/2024 24/07/2024	Court Registry, Small Claims Tribunal Court Registry, Small Claims Tribunal	967KB		
	Box>	[SCTC 1440/2024] New Electronic Submission Received	24/07/2024	Accounts Office, Small Claims Tribunal	481KB		
		[SCTC 1441/2024] New Electronic Submission Received	24/07/2024	Court Registry, Small Claims Tribunal	969KB		
	Click the message header to	[SCTC 1440/2024] New Electronic Submission Received	24/07/2024	Court Registry, Small Claims Tribunal	969KB		
		[SCTC 1440/2024] Document(s) Filed / Lodged	24/07/2024	Court Registry, Small Claims Tribunal	968KB		
	read the content	[SCTC 1440/2024] New Electronic Submission Received [Document(s) of SCTC 1440/2024] Acknowledgement and Payment Receipt for	24/07/2024 24/07/2024	Court Registry, Small Claims Tribunal Court Registry, Small Claims Tribunal	968KB 589KB		
		[SCTC 1440/2024] Order/Directions Given by the Court	24/07/2024	Court Registry, Small Claims Tribunal	345KB		
		(SCTC 1440/2024) Document(s) Filed / Lodged *Message(s) will be deleted after 28 days since read. Unread message will be delete	24/07/2024 ed after 90 days from the	Court Registry, Small Claims Tribunal e date of message.			
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Step-by-step guide –"File Praecipe for Writ of Execution of Judgment for Movable Property and Writ of Fieri Facias"



Internal process by Judiciary