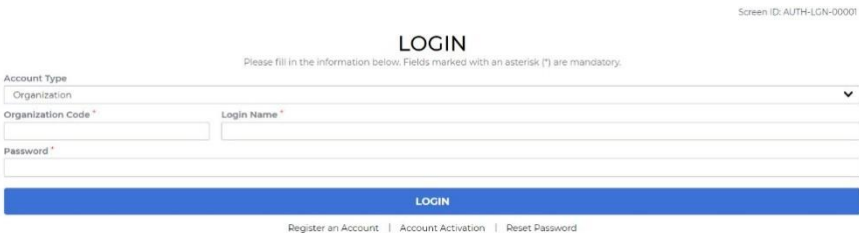
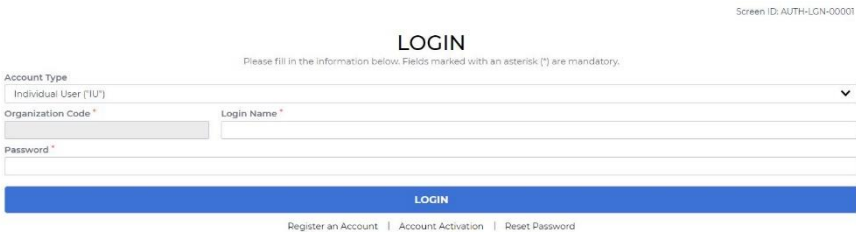


Step-by-step guide –“File Praecept for Writ of Execution of Judgment for Movable Property
and Writ of Fieri Facias”


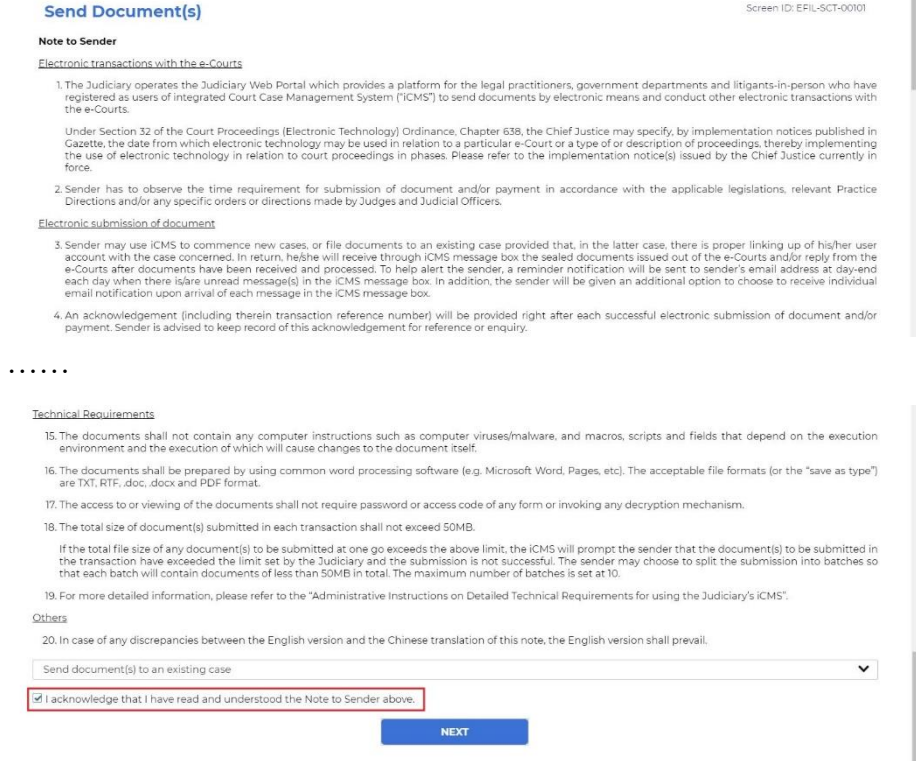

Small Claims Tribunal

File Praecept for Writ of Execution of Judgment for Movable Property and Writ of Fieri Facias

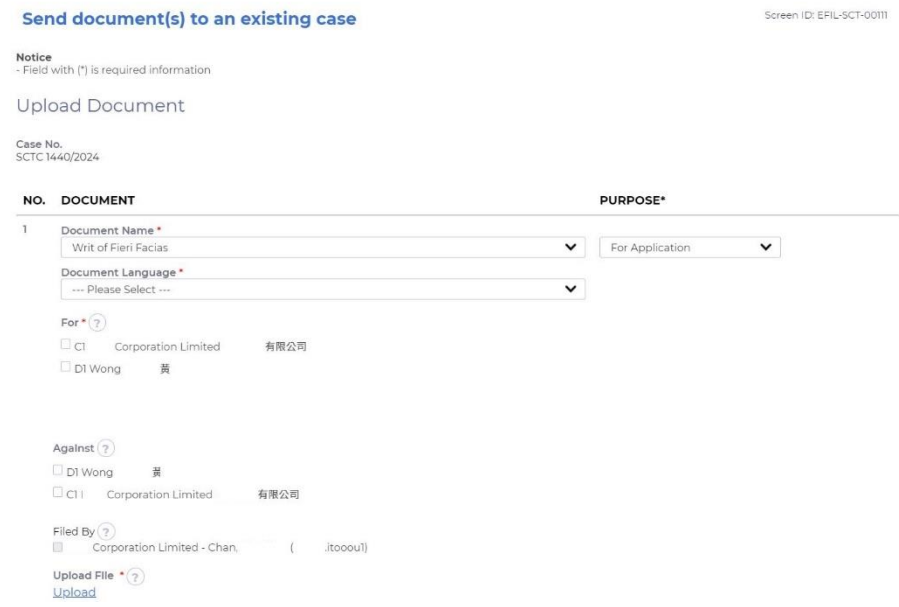
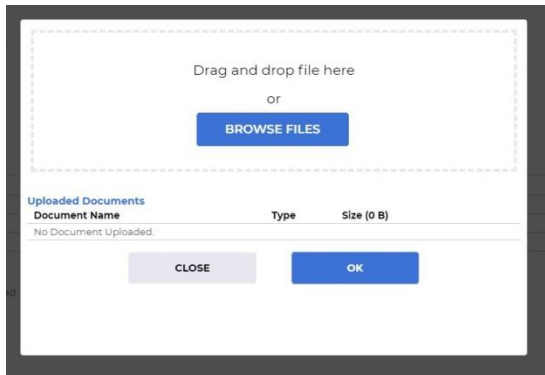
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Relevant screenshots for reference
1.	<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> 

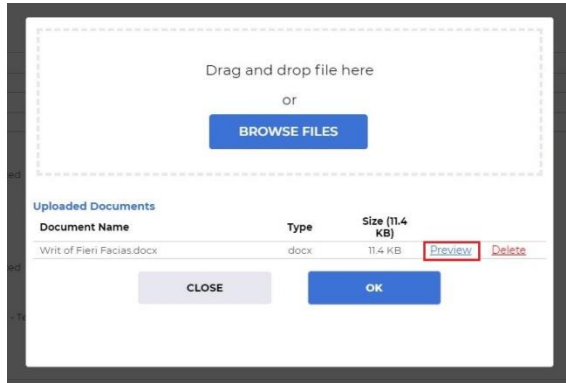
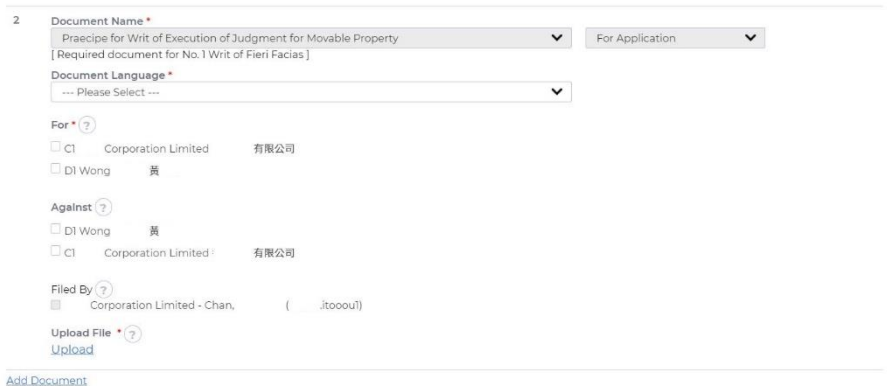
Step-by-step guide –“File Praecept for Writ of Execution of Judgment for Movable Property and Writ of Fieri Facias”

Item	Process	Relevant screenshots for reference
2.	<p><u>Access e-Filing function</u></p> <p>Click “Small Claims Tribunal”></p> <p>Select “Electronic Filing”></p> <p>Select “Send Document(s)”></p>	
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>	
4.	<p><u>Enter case number</u></p> <p>Input “Case No.*”></p> <p>Click “NEXT”></p>	
5.	<p><u>Upload document</u></p>	<p>To upload two types of documents as follows.</p> <p>a) Writ of Fieri Facias</p>

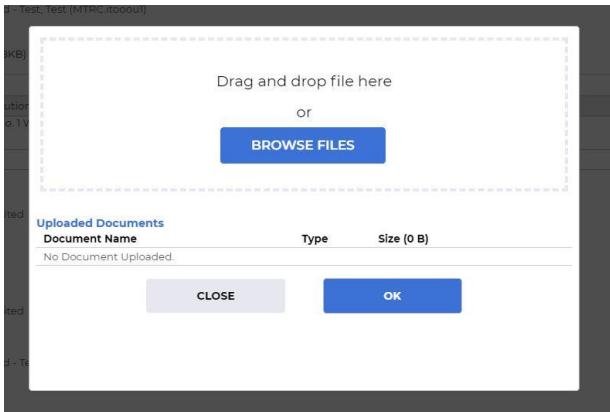
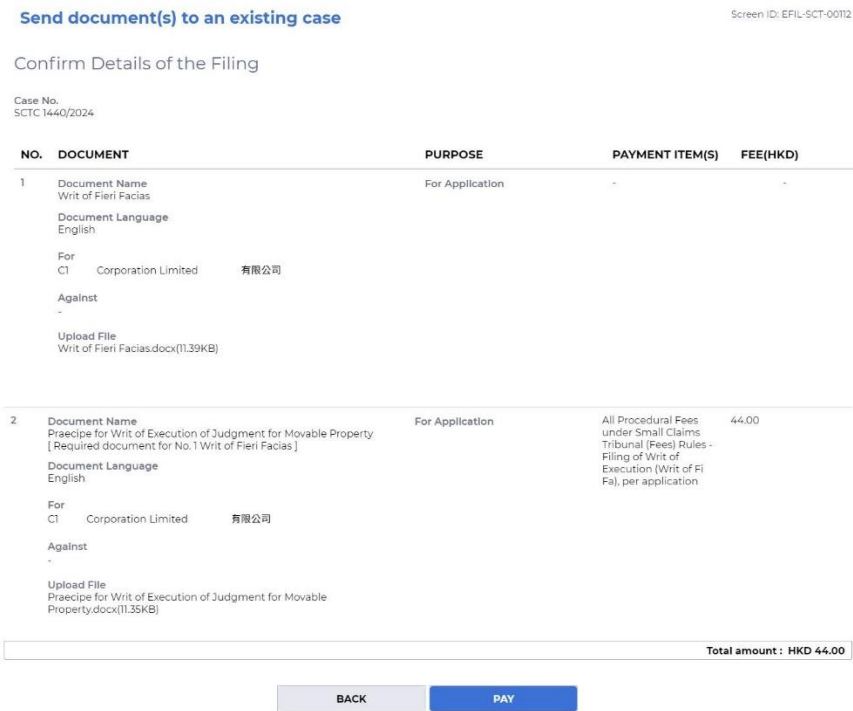
Step-by-step guide –“File Praeipce for Writ of Execution of Judgment for Movable Property
and Writ of Fieri Facias”

Item	Process	Relevant screenshots for reference
	<p>a) Writ of Fieri Facias</p> <p>Select “Writ of Fieri Facias” in “Document Name*” ></p> <p>Select “For Application” in “PURPOSE*”></p> <p>Select language in “Document Language*”></p> <p>Tick the checkbox under “For*”></p> <p>[Note: The checkbox under “Against” is optional.]</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>	<p>b) Praeipce for Writ of Execution of Judgment for Movable Property</p> <p><u>The 1st document to be uploaded - Writ of Fieri Facias</u></p>  

Step-by-step guide –“File Praeipce for Writ of Execution of Judgment for Movable Property
and Writ of Fieri Facias”

Item	Process	Relevant screenshots for reference
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>	
7.	<p><u>Upload document</u></p> <p>b) Praeipce for Writ of Execution of Judgment for Movable Property</p> <p>“Praeipce for Writ of Execution of Judgment for Movable Property” in “Document Name*” is prefilled and cannot be changed></p> <p>“For Application” in “PURPOSE*” is prefilled and cannot be changed></p> <p>Select language in “Document Language*” ></p> <p>Tick the checkboxes under “For*”></p>	<p>The 2nd document to be uploaded – Praeipce for Writ of Execution of Judgment for Movable Property</p> 

Step-by-step guide –“File Praecipe for Writ of Execution of Judgment for Movable Property
and Writ of Fieri Facias”

Item	Process	Relevant screenshots for reference
	<p>[Note: The checkbox under “Against” is optional.]</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> <p>To preview uploaded document, repeat steps in item 6.</p> <p>Click “NEXT”></p>	
8.	<p><u>Confirm details of the filing</u></p> <p>If filing details are in order, click “PAY”></p> <p>Click “OK” in the popup of “Proceed for Payment?”></p> <p>Or, if filing details are not in order, click “BACK” to return to the previous step to rectify the inputted data></p>	

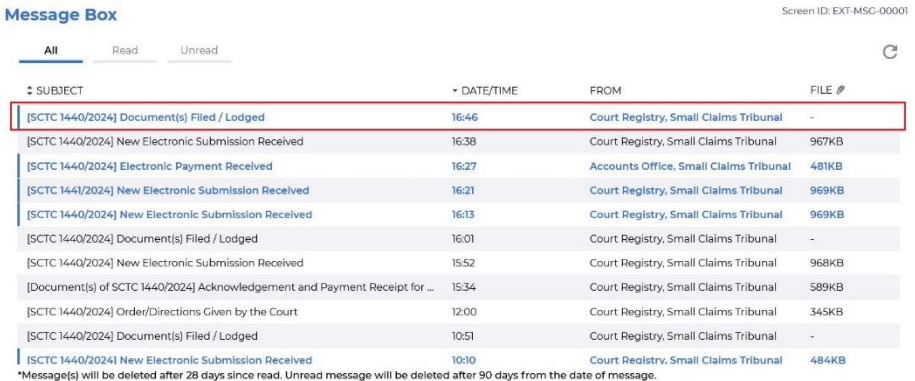

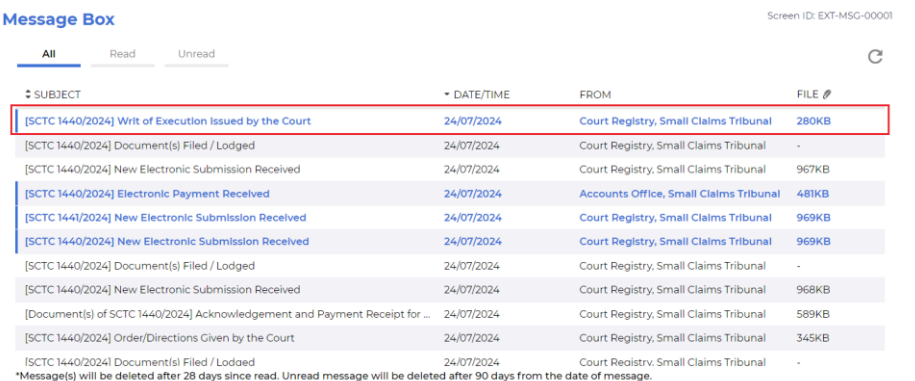
Step-by-step guide –“File Praecept for Writ of Execution of Judgment for Movable Property
and Writ of Fieri Facias”

Item	Process	Relevant screenshots for reference
9.	<p><u>Settle payment</u></p> <p>Select “Payment Method” and the “PAY” will be activated></p> <p>Click “PAY”></p> <p><i>[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.]</i></p>	
10.	<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>	

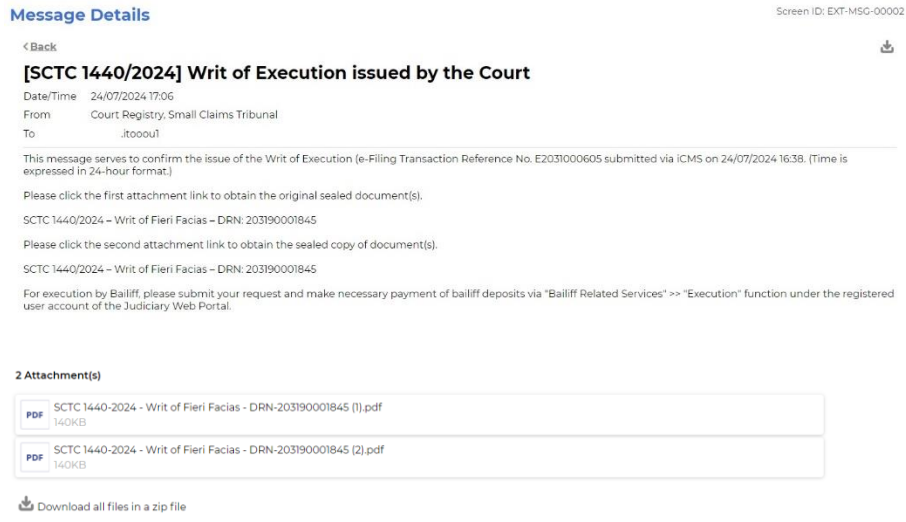
Step-by-step guide –“File Praecept for Writ of Execution of Judgment for Movable Property
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Item	Process	Relevant screenshots for reference																																												
	<p>Click “SAVE PAYMENT RECEIPT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Payment Receipt></p>	<div><p>Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.</p><div><div>SAVE PAYMENT RECEIPT</div><div>SAVE ACKNOWLEDGEMENT</div></div><div><div><div>Confirm to download file?</div><div><div>CLOSE</div><div>DOWNLOAD</div></div></div></div><div><div><div>Acknowledgement -pdf</div><div>Open file</div></div><div><div>Payment Receipt - e-....pdf</div><div>Open file</div></div></div></div>																																												
11.	<p><u>Acknowledgement message sent to the message box of OU/ITU 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 and Payment Receipt 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> <div><div>Message Box</div><div>Screen ID: EXT-MSG-00001</div><div><div>AllReadUnread</div><div><table><thead><tr><th>SUBJECT</th><th>DATE/TIME</th><th>FROM</th><th>FILE #</th></tr></thead><tbody><tr><td>[SCTC 1440/2024] New Electronic Submission Received</td><td>16:38</td><td>Court Registry, Small Claims Tribunal</td><td>967KB</td></tr><tr><td>[SCTC 1440/2024] Electronic Payment Received</td><td>16:27</td><td>Accounts Office, Small Claims Tribunal</td><td>481KB</td></tr><tr><td>[SCTC 1440/2024] New Electronic Submission Received</td><td>16:21</td><td>Court Registry, Small Claims Tribunal</td><td>969KB</td></tr><tr><td>[SCTC 1440/2024] New Electronic Submission Received</td><td>16:13</td><td>Court Registry, Small Claims Tribunal</td><td>969KB</td></tr><tr><td>[SCTC 1440/2024] Document(s) Filed / Lodged</td><td>16:01</td><td>Court Registry, Small Claims Tribunal</td><td>-</td></tr><tr><td>[SCTC 1440/2024] New Electronic Submission Received</td><td>15:52</td><td>Court Registry, Small Claims Tribunal</td><td>968KB</td></tr><tr><td>[Document(s) of SCTC 1440/2024] Acknowledgement and Payment Receipt for EL...</td><td>15:34</td><td>Court Registry, Small Claims Tribunal</td><td>589KB</td></tr><tr><td>[SCTC 1440/2024] Order/Directions Given by the Court</td><td>12:00</td><td>Court Registry, Small Claims Tribunal</td><td>345KB</td></tr><tr><td>[SCTC 1440/2024] Document(s) Filed / Lodged</td><td>10:51</td><td>Court Registry, Small Claims Tribunal</td><td>-</td></tr><tr><td>[SCTC 1440/2024] New Electronic Submission Received</td><td>10:10</td><td>Court Registry, Small Claims Tribunal</td><td>484KB</td></tr></tbody></table></div><div><div>*Message(s) will be deleted after 28 days since read. Unread message will be deleted after 90 days from the date of message.</div></div></div></div> <p>Click the message header to read the content and the attachments therein</p> <div><div>Message Details</div><div>Screen ID: EXT-MSG-00002</div><div><div>< Back</div><div>[SCTC 1440/2024] New Electronic Submission Received</div><div><div>Date/Time24/07/2024 16:38</div><div><div>FromCourt Registry, Small Claims Tribunal</div><div>To:itooou1</div></div></div><div><div>This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E2031000605) submitted via iCMS on 24/07/2024 16:38. (Time is expressed in 24-hour format.)</div><div>Upon acceptance of the submission of the document(s), you will receive a message confirming the same.</div><div>Please click the attachment link to obtain the acknowledgement (and the payment receipt, if any).</div><div>Acknowledgement - e-Filing Transaction Reference No.:E2031000605</div><div>Payment receipt - e-Payment Transaction Reference No.:C202407248004932</div><div>Notice</div><div>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.</div><div>Opening hours of the Registry</div><div>Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m.</div><div>Saturdays, Sundays : Closed</div><div>and Public Holidays</div></div><div><div>2 Attachment(s)</div><div><div><div>PDF</div><div>Acknowledgement - e-Filing TRN-E2031000605.pdf</div><div>485KB</div></div><div><div>PDF</div><div>Payment Receipt - e-Payment TRN-C202407248004932.pdf</div><div>481KB</div></div></div><div><div>Download all files in a zip file</div></div></div></div></div>	SUBJECT	DATE/TIME	FROM	FILE #	[SCTC 1440/2024] New Electronic Submission Received	16:38	Court Registry, Small Claims Tribunal	967KB	[SCTC 1440/2024] Electronic Payment Received	16:27	Accounts Office, Small Claims Tribunal	481KB	[SCTC 1440/2024] New Electronic Submission Received	16:21	Court Registry, Small Claims Tribunal	969KB	[SCTC 1440/2024] New Electronic Submission Received	16:13	Court Registry, Small Claims Tribunal	969KB	[SCTC 1440/2024] Document(s) Filed / Lodged	16:01	Court Registry, Small Claims Tribunal	-	[SCTC 1440/2024] New Electronic Submission Received	15:52	Court Registry, Small Claims Tribunal	968KB	[Document(s) of SCTC 1440/2024] Acknowledgement and Payment Receipt for EL...	15:34	Court Registry, Small Claims Tribunal	589KB	[SCTC 1440/2024] Order/Directions Given by the Court	12:00	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	10:10	Court Registry, Small Claims Tribunal	484KB
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Step-by-step guide –“File Praecipe for Writ of Execution of Judgment for Movable Property
and Writ of Fieri Facias”

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.	<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>  <p>Click the message header to read the content therein</p> 
14.	Internal process by Judiciary	<p>Sender will receive message in iCMS message box with the Writ of Execution issued</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the documents are found not in order.]</i></p>
15.	<p><u>Writ of Execution issued 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> 

Step-by-step guide –“File Praecipe for Writ of Execution of Judgment for Movable Property
and Writ of Fieri Facias”

Item	Process	Relevant screenshots for reference
		<p>Click the message header to read the content and the attachments therein</p> 

Internal process by Judiciary