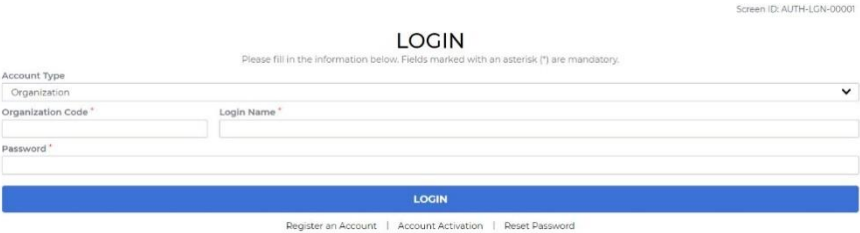
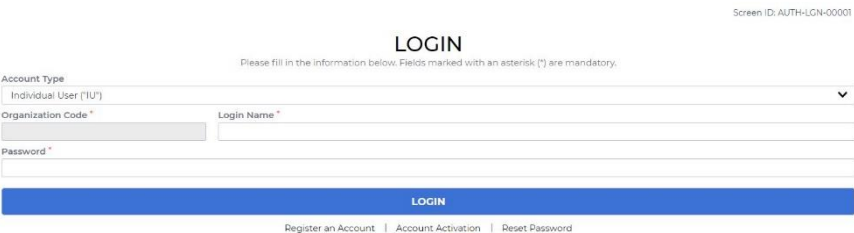


## Small Claims Tribunal

### Inspect case documents by case party (after login by registered user)

This step-by-step guide outlines the general process required to inspect 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><b><u>Login user account</u></b></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> 

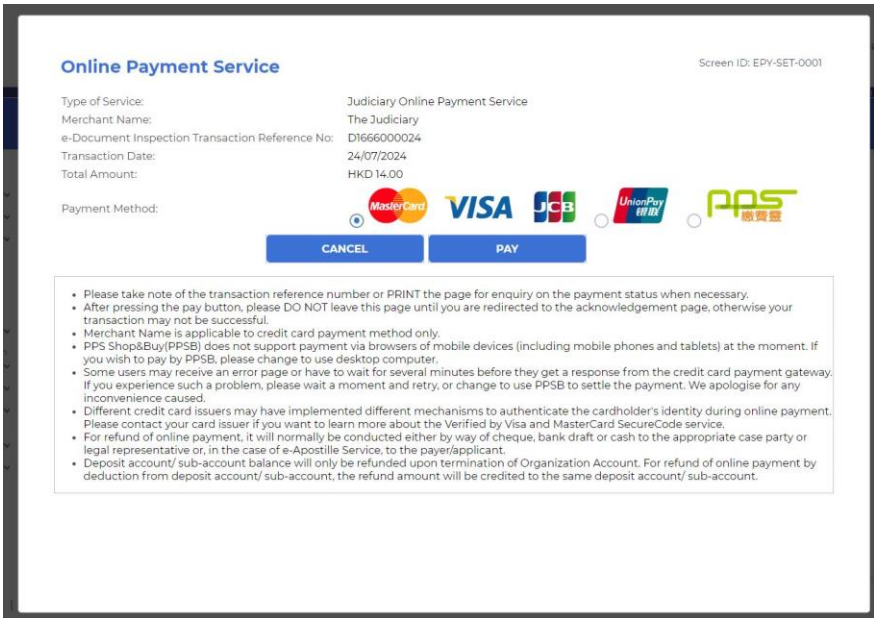
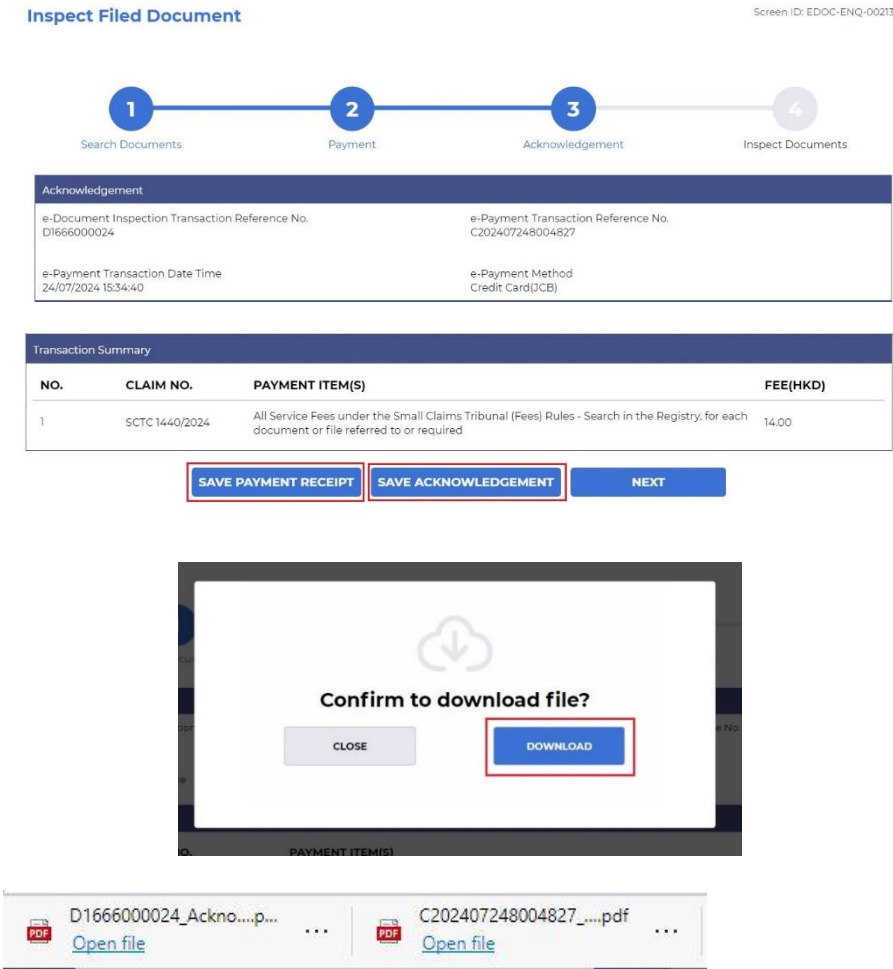
## Step-by-step guide – “Inspect case documents by case party”

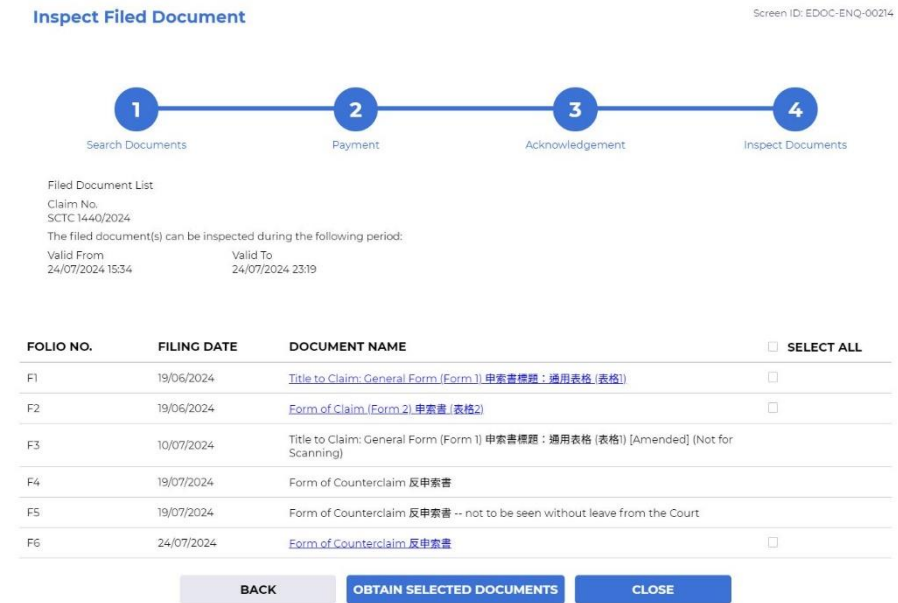
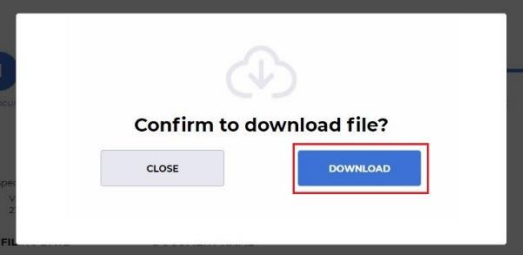

Item	Process	Relevant screenshots for reference
2.	<p><b><u>Access Inspect Filed Document function</u></b></p> <p>Click “Small Claims Tribunal”&gt;</p> <p>Click “Inspection of Document”&gt;</p> <p>Select “Inspect Filed Document”&gt;</p>	<div><div><div>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System (“ICMS”) in this portal.</div><div><div><div>Home</div><div>Small Claims Tribunal</div><div>Electronic Filing</div><div>Inspection of Document</div><div>Inspect Filed Document</div><div>Inspect Register of Claims</div><div>Bailiff Related Services</div><div>Certification of Translation Service</div><div>Other Electronic Services</div><div>Make Electronic Payment</div><div>Deposit Account Maintenance</div><div>Update Your Profile</div><div>System Maintenance Information</div></div><div><div>Message Box</div><div><div>AllReadUnread</div><div><div>SUBJECT</div><div>DATE/TIME</div><div>FROM</div><div>FILE #</div></div><div><div>[Register of Claims of Small Claims Tribunal Claim(1 - 5000/2024)] Acknowledgement...</div><div>11:35</div><div>Court Registry, Small Claims Tribunal</div><div>589KB</div></div><div><div>[SCTC 1440/2024] Document(s) Filed / Lodged</div><div>11:11</div><div>Court Registry, Small Claims Tribunal</div><div>-</div></div><div><div>[SCTC 1440/2024] New Electronic Submission Received</div><div>10:27</div><div>Court Registry, Small Claims Tribunal</div><div>484KB</div></div><div><div>[TRNE2026000104] 已收到新電子提交</div><div>10:24</div><div>小額錢債審裁處登記處</div><div>1123KB</div></div><div><div>[TRNE2026000058] New Electronic Submission Received</div><div>09:26</div><div>Court Registry, Small Claims Tribunal</div><div>116KB</div></div><div><div>[SCTC 987/2024] 已在登記處開辦開存檔 / 提交文件</div><div>18/07/2024</div><div>小額錢債審裁處登記處</div><div>-</div></div><div><div>[小額錢債審裁處的訟費登記冊(1 - 5000/2024)] 電子表格的接收通知和付款收據</div><div>15/07/2024</div><div>小額錢債審裁處登記處</div><div>633KB</div></div><div><div>[SCTC 1740/2024] 提交文件 / 電子表格的接收通知和付款收據</div><div>15/07/2024</div><div>小額錢債審裁處登記處</div><div>632KB</div></div><div><div>[SCTC 1474/2024] New Electronic Submission Received</div><div>15/07/2024</div><div>Court Registry, Small Claims Tribunal</div><div>966KB</div></div><div><div>[SCTC 1756/2024, SCTC 1757/2024, SCTC 1758/2024, SCTC 1759/2024, SCTC 1760/2...</div><div>15/07/2024</div><div>Court Registry, Small Claims Tribunal</div><div>10912KB</div></div></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></div></div>
3.	<p><b><u>Search documents</u></b></p> <p>Input “Claim No.*”&gt;</p> <p>Click “NEXT”&gt;</p>	<div><div>Step 1: Search Documents</div><div><div>Inspect Filed Document</div><div>Screen ID: EDOC-ENQ-00211</div></div><div><div><div>1234</div><div>Search DocumentsPaymentAcknowledgementInspect Documents</div></div><div><div>Note:</div><div><div>1) Right to inspect documents filed in the Registry is subject to the fulfilment of any prevailing leave and/or payment requirements.</div><div>2) Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court.</div><div>3) Documents filed to the e-Courts over the Registry Counter will normally be scanned and kept under the respective electronic case files. Digital images of the documents concerned are normally available for inspection after the scanning procedures are completed by the Registry.</div><div>4) Documents filed to the e-Courts by electronic means via ICMS will be kept under the respective electronic case files. Documents concerned are normally available for inspection after necessary vetting by the Registry.</div><div>5) For inspection of documents in cases commenced before the date of implementation of ICMS (see attached table), please approach the Registry Counter for assistance if necessary.</div></div></div><div><div><div>Court LevelCase TypeDate of implementation of ICMS</div><div>Small Claims TribunalSmall Claims Tribunal Claim (Bulk Claims) ?DD/MM/YYYY</div></div><div><div>- Field with (*) is required information</div><div><div>Claim No.* ?</div><div></div></div><div><div>NEXT</div></div></div></div></div></div>

## Step-by-step guide – “Inspect case documents by case party”

Item	Process	Relevant screenshots for reference																		
4.	<p><b><u>Availability of electronic record</u></b></p> <p>Alert for document(s) not available for electronic inspection&gt;</p> <p>Click “OK” to continue, or click “CANCEL” to search documents with a different claim number at item 3 above&gt;</p> <p>Click “OK” to close the information window on the availability of the Electronic Bundle(s) and continue, or click “CANCEL” to search documents with a different claim number at item 3 above &gt;</p>	<div><p>Document(s) below is/are not available for electronic inspection.</p><table><thead><tr><th>FOLIO NO.</th><th>FILING DATE</th><th>DOCUMENT NAME</th></tr></thead><tbody><tr><td>F3</td><td>10/07/2024</td><td>Title to Claim: General Form (Form 1) 申 索書標題：通用表格 (表格1) [Amended] (Not for Scanning)</td></tr><tr><td>F4</td><td>19/07/2024</td><td>Form of Counterclaim 反申索書</td></tr><tr><td>F5</td><td>19/07/2024</td><td>Form of Counterclaim 反申索書 -- not to be seen without leave from the Court</td></tr></tbody></table><p>Do you want to proceed?</p><div><div>CANCEL</div><div>OK</div></div><p>Color Legend:</p><table><tbody><tr><td>Grey (Text in normal font)</td><td>Electronic record is not available.</td></tr><tr><td>Blue (Text in bold font)</td><td>Electronic record will be available at a later time when the processing work is completed.</td></tr><tr><td>Brown (Text in bold and italic font)</td><td>Document record is not allowed for inspection pursuant to a Court order.</td></tr></tbody></table><p>If you need to approach the Registry Counter for inspection of physical document(s), please produce the Payment Receipt which can be downloaded after payment. Please be aware that leave from the Court may be required before the inspection at the Registry.</p></div> <p>Information window on the availability of the Electronic Bundle(s)</p> <div><div><div><div></div></div><div>The updated version of the Electronic Bundle(s) is not available for electronic inspection. Confirm to proceed?</div><div><div>CANCEL</div><div>OK</div></div></div></div>	FOLIO NO.	FILING DATE	DOCUMENT NAME	F3	10/07/2024	Title to Claim: General Form (Form 1) 申 索書標題：通用表格 (表格1) [Amended] (Not for Scanning)	F4	19/07/2024	Form of Counterclaim 反申索書	F5	19/07/2024	Form of Counterclaim 反申索書 -- not to be seen without leave from the Court	Grey (Text in normal font)	Electronic record is not available.	Blue (Text in bold font)	Electronic record will be available at a later time when the processing work is completed.	Brown (Text in bold and italic font)	Document record is not allowed for inspection pursuant to a Court order.
FOLIO NO.	FILING DATE	DOCUMENT NAME																		
F3	10/07/2024	Title to Claim: General Form (Form 1) 申 索書標題：通用表格 (表格1) [Amended] (Not for Scanning)																		
F4	19/07/2024	Form of Counterclaim 反申索書																		
F5	19/07/2024	Form of Counterclaim 反申索書 -- not to be seen without leave from the Court																		
Grey (Text in normal font)	Electronic record is not available.																			
Blue (Text in bold font)	Electronic record will be available at a later time when the processing work is completed.																			
Brown (Text in bold and italic font)	Document record is not allowed for inspection pursuant to a Court order.																			
5.	<p><b><u>Payment</u></b></p> <p>Click “PAY”&gt;</p>	<p>Step 2: Payment</p> <div><div><div>Inspect Filed Document</div><div>Screen ID: EDOC-ENQ-00212</div><div><div><div>1</div><div>2</div><div>3</div><div>4</div></div><div><div>Search Documents</div><div>Payment</div><div>Acknowledgement</div><div>Inspect Documents</div></div></div><div><p>Note:</p><p>1) The search fee is non-refundable once the procedures for inspection of document commence.</p><p>2) Documents are normally available for inspection for 7 hours and 45 minutes after payment.</p><table><thead><tr><th>Claim No.</th><th>Payment Item(s)</th><th>Amount</th></tr></thead><tbody><tr><td>SCTC1440/2024</td><td>All Service Fees under the Small Claims Tribunal (Fees) Rules - Search in the Registry, for each document or file referred to or required</td><td>HKD 14.00</td></tr><tr><td colspan="2">Total Search Fee:</td><td>HKD 14.00</td></tr></tbody></table><div><div>BACK</div><div>PAY</div></div></div></div></div>	Claim No.	Payment Item(s)	Amount	SCTC1440/2024	All Service Fees under the Small Claims Tribunal (Fees) Rules - Search in the Registry, for each document or file referred to or required	HKD 14.00	Total Search Fee:		HKD 14.00									
Claim No.	Payment Item(s)	Amount																		
SCTC1440/2024	All Service Fees under the Small Claims Tribunal (Fees) Rules - Search in the Registry, for each document or file referred to or required	HKD 14.00																		
Total Search Fee:		HKD 14.00																		

## Step-by-step guide – “Inspect case documents by case party”

Item	Process	Relevant screenshots for reference
6.	<p>Select one “Payment Method” and the “PAY” will be activated&gt;</p> <p>Click “PAY”&gt;</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 Step 3 at item 7.]</i></p>	
7.	<p><b><u>Acknowledgement</u></b></p> <p>Click “SAVE ACKNOWLEDGEMENT”&gt;</p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”&gt;</p> <p>Click “Open file” to retrieve the Acknowledgement&gt;</p> <p>Click “SAVE PAYMENT RECEIPT”&gt;</p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”&gt;</p> <p>Click “Open file” to retrieve the Payment Receipt&gt;</p> <p>Click “NEXT”&gt;</p>	<p><b>Step 3: Acknowledgement</b></p> 

Item	Process	Relevant screenshots for reference
8.	<p><b><u>Inspect documents</u></b></p> <p>Click the hyper link under the column of “DOCUMENT NAME” to view the document image&gt;</p> <p>Or</p> <p>Tick the checkbox in the right column next to the hyper link, then click “OBTAIN SELECTED DOCUMENTS” to download the document(s) (you may select multiple documents for downloading)&gt;</p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”&gt;</p> <p>Click “Open file” to retrieve the file &gt;</p>	<p>Step 4: Inspect Documents</p>  <p>Confirm to download file?</p>  <p>SCTC1440_2024_202....zip ... SCTC1440_2024_F1_....pdf</p> <p>Open file ... Open file</p>
9.	<p><b><u>Acknowledgement and payment receipt message sent to the message box of OU/IU as appropriate</u></b></p> <p>Click “Home”&gt;</p> <p>Access Message Box&gt;</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 and the attachment therein</p>

## Step-by-step guide – “Inspect case documents by case party”

Item	Process	Relevant screenshots for reference
		<div><div>Message Details</div><div>Screen ID: EXT-MSG-00002</div><div><a href="#">← Back</a></div><div><div>Download</div></div><div><b>[Document(s) of SCTC 1440/2024] Acknowledgement and Payment Receipt for Electronic Inspection</b></div><div>Date/Time: 24/07/2024 15:34</div><div>From: Court Registry, Small Claims Tribunal</div><div>To: [redacted]</div><div>This message serves to confirm the successful payment for inspection of document (e-Payment Transaction Reference No. C202407248004827) made via iCMS on 24/07/2024 15:34. (Time is expressed in 24-hour format.)</div><div>Please click the attachment link to obtain the acknowledgement and the payment receipt.</div><div>Acknowledgement - e-Document Inspection Transaction Reference No. D1666000024</div><div>Payment Receipt - e-Payment Transaction Reference No. C202407248004827</div><div>2 Attachment(s)</div><div><div>PDF Acknowledgement_D1666000024.pdf 107KB</div><div>PDF Payment_Receipt_C202407248004827.pdf 481KB</div></div><div><div>Download</div> Download all files in a zip file</div></div>