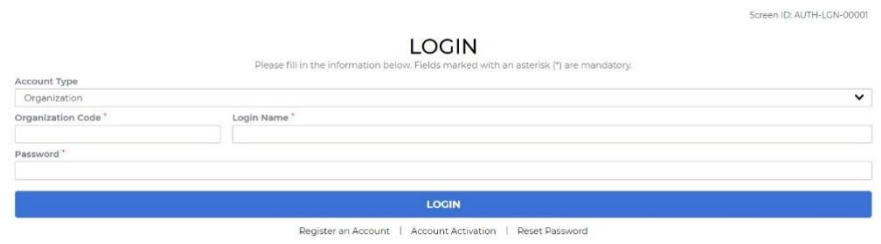
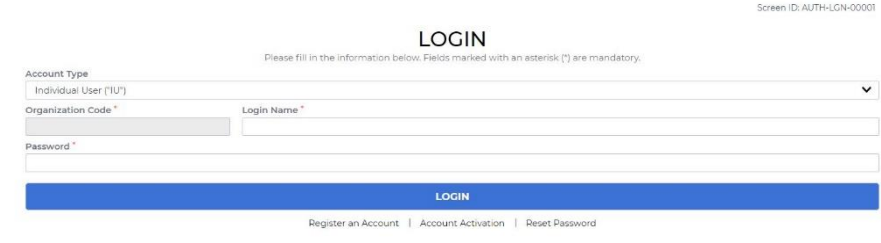
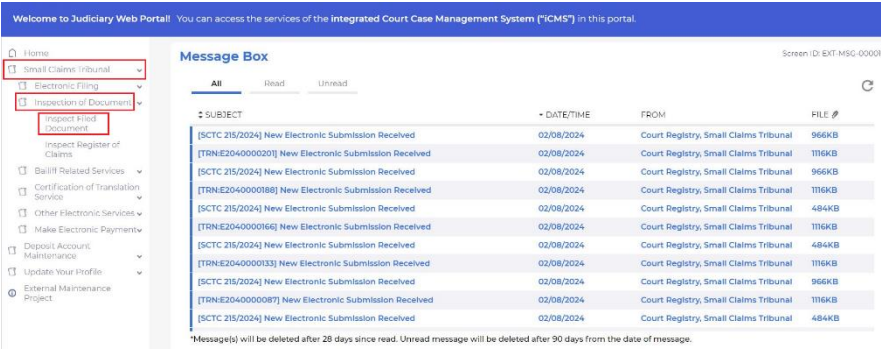


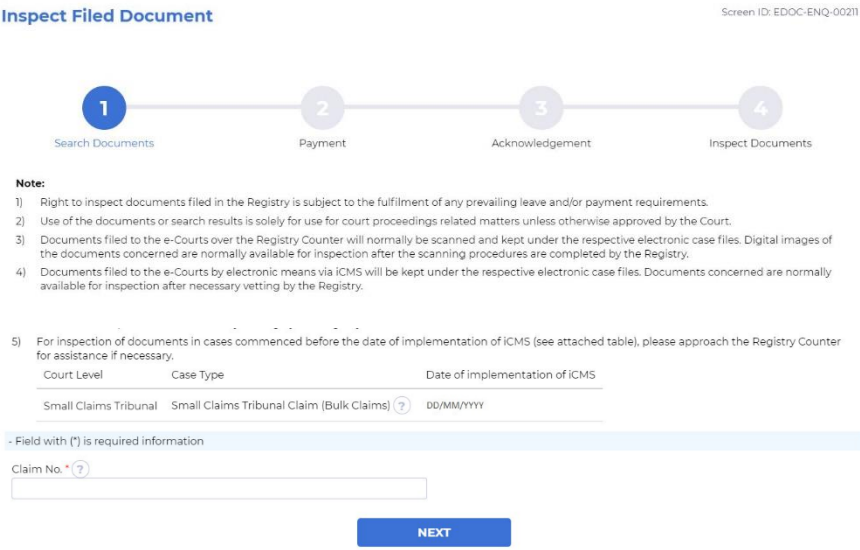
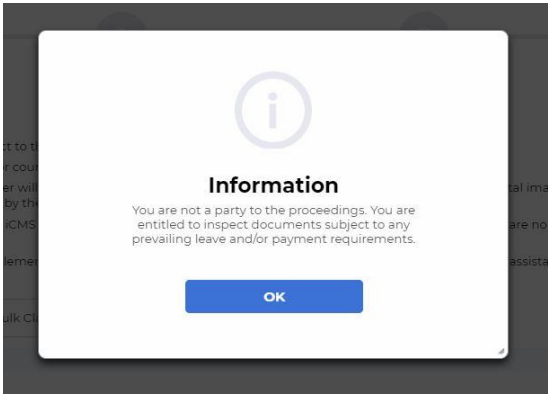
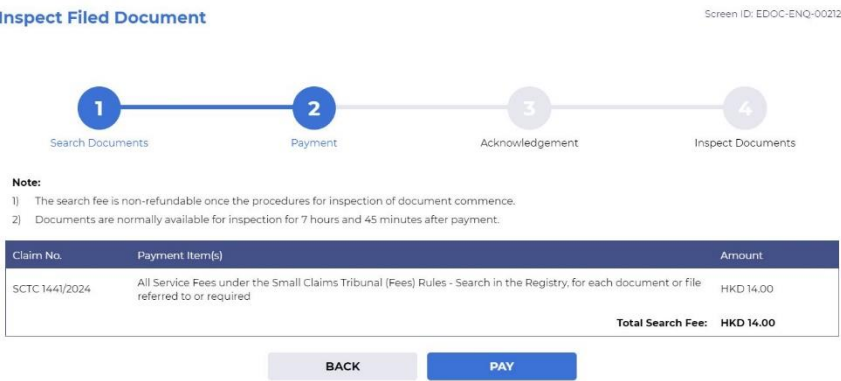
Small Claims Tribunal

Inspect case documents by non-case party (after login by registered user)

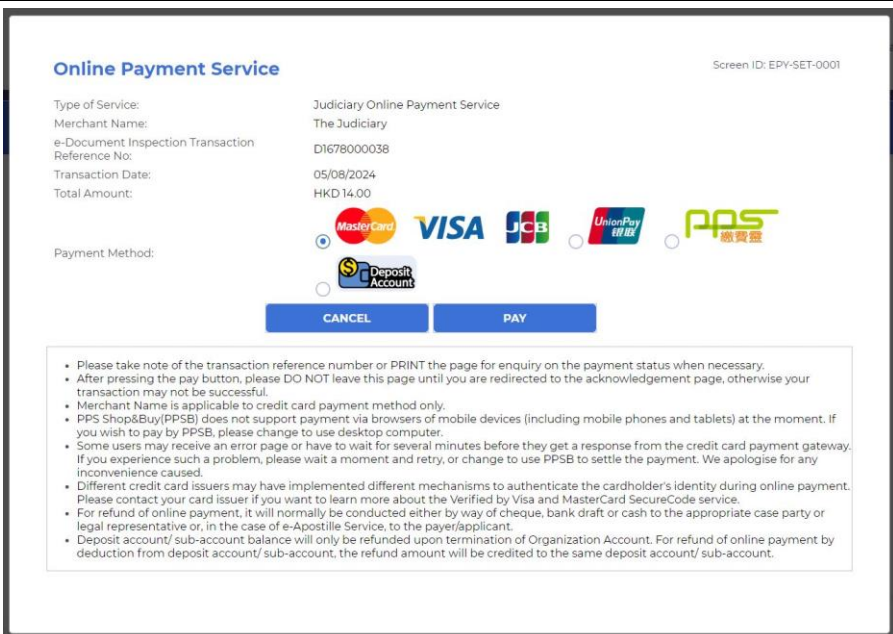
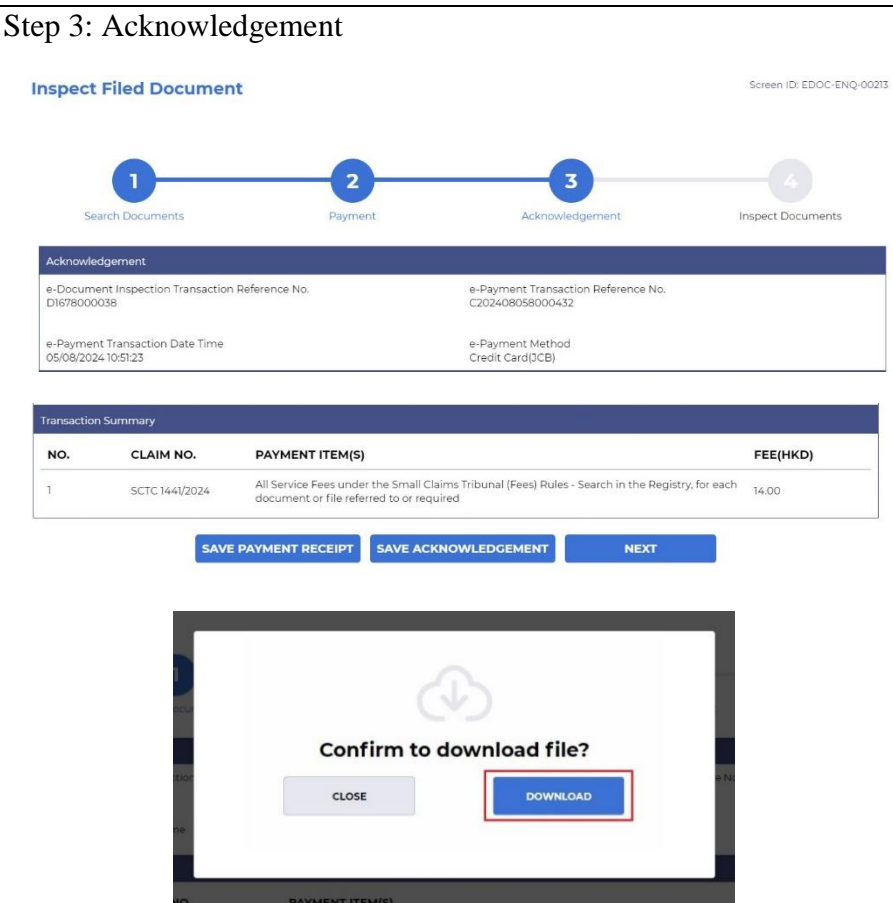
This step-by-step guide outlines the general process required to inspect documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Relevant screenshots for reference
1.	<p><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>Organization User</p>  <p>Individual User</p> 
2.	<p><u>Access Inspect Filed Document function</u></p> <p>Click “Small Claims Tribunal”></p> <p>Click “Inspection of Document” ></p> <p>Select “Inspect Filed Document”></p>	


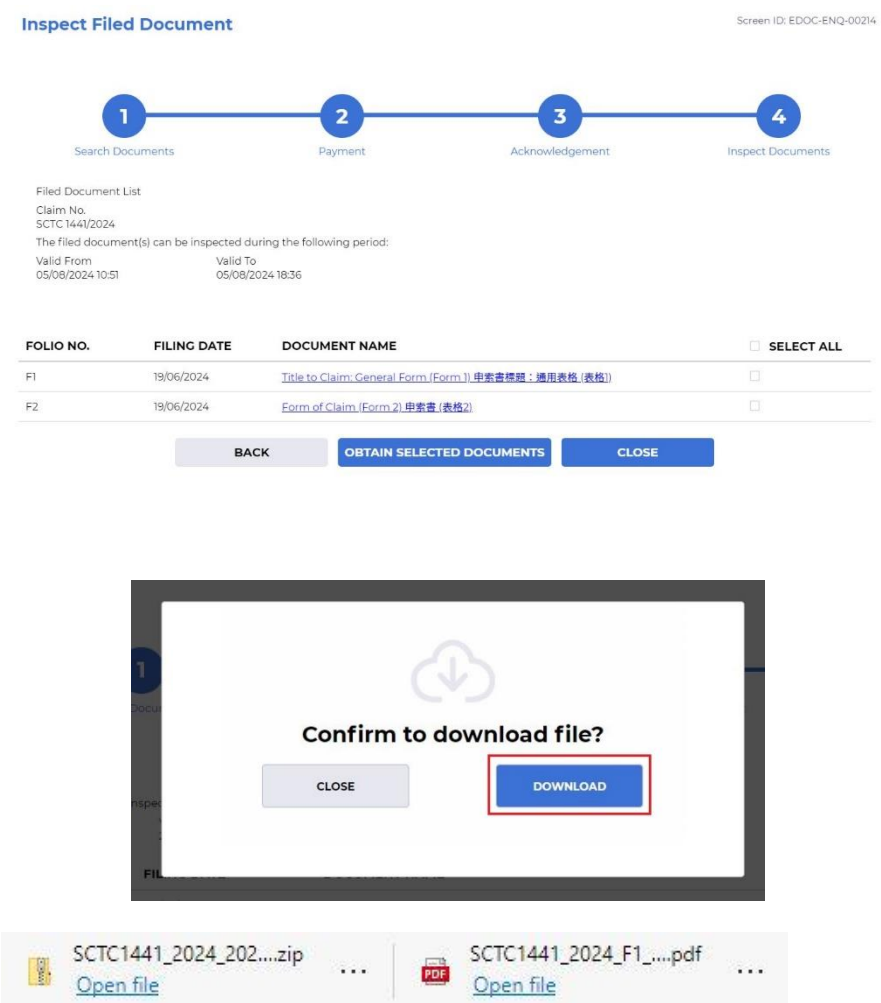
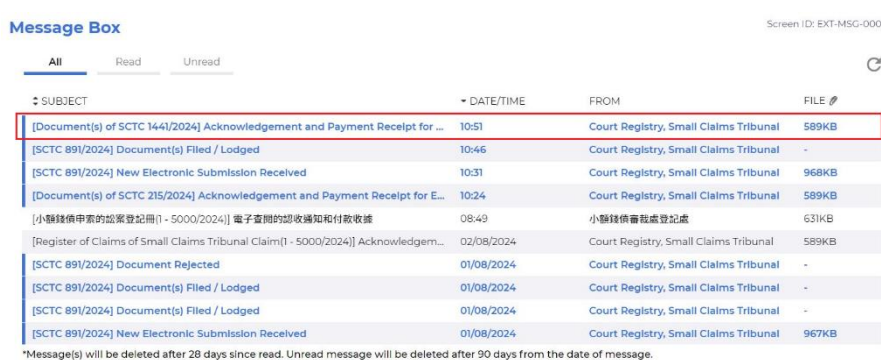
Step-by-step guide – “Inspect case documents by non-case party”

Item	Process	Relevant screenshots for reference
(i) Inspection of claim forms and/or form of award/order of cases where electronic images are available		
3.	<p><u>Search documents</u></p> <p>Input “Claim No.*”></p> <p>Click “NEXT”></p>	<p>Step 1: Search Documents</p> 
4.	<p>Popup of warning message of case document inspection by non-case party</p> <p>Click “OK” to continue></p>	
5.	<p><u>Payment</u></p> <p>Click “PAY”></p>	<p>Step 2: Payment</p> 

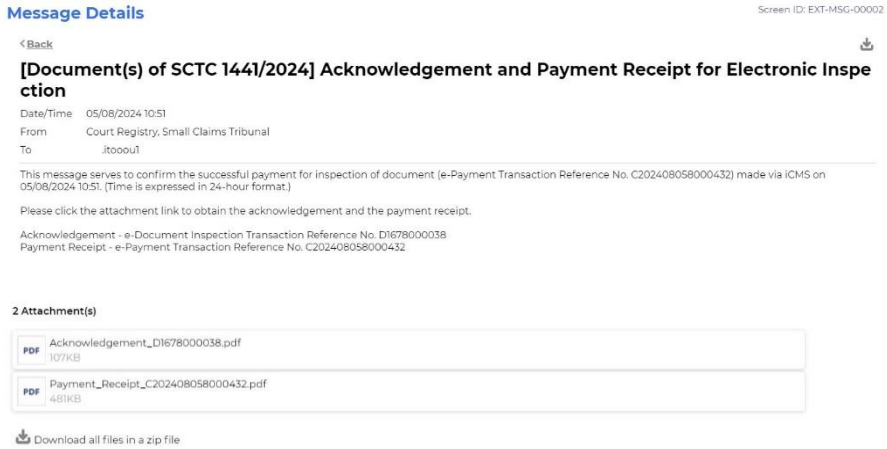
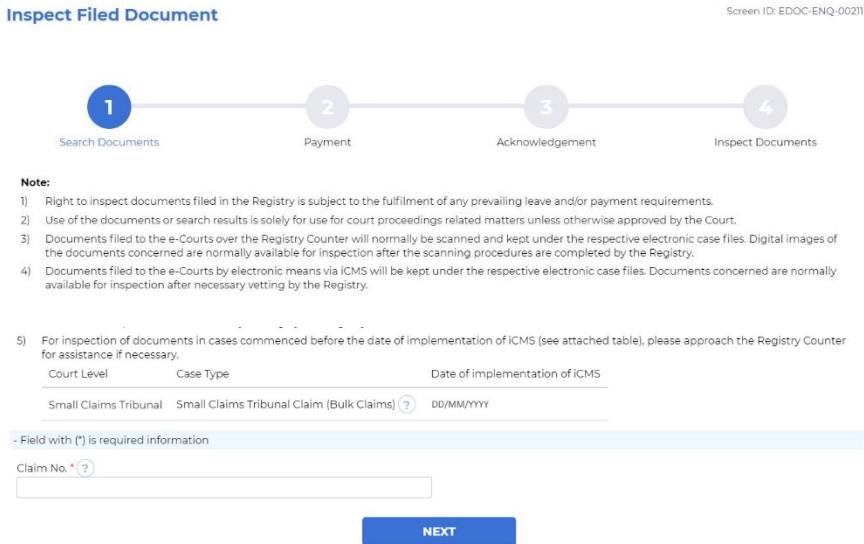
Step-by-step guide – “Inspect case documents by non-case party”

Item	Process	Relevant screenshots for reference								
6.	<p>Select one “Payment Method” and the “PAY” button 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 Step 3 at item 7.]</i></p>									
7.	<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> <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> <p>Click “NEXT”></p>	<p>Step 3: Acknowledgement</p>  <table><tr><th>NO.</th><th>CLAIM NO.</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr><tr><td>1</td><td>SCTC 1441/2024</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>14.00</td></tr></table>	NO.	CLAIM NO.	PAYMENT ITEM(S)	FEE(HKD)	1	SCTC 1441/2024	All Service Fees under the Small Claims Tribunal (Fees) Rules - Search in the Registry, for each document or file referred to or required	14.00
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1	SCTC 1441/2024	All Service Fees under the Small Claims Tribunal (Fees) Rules - Search in the Registry, for each document or file referred to or required	14.00							

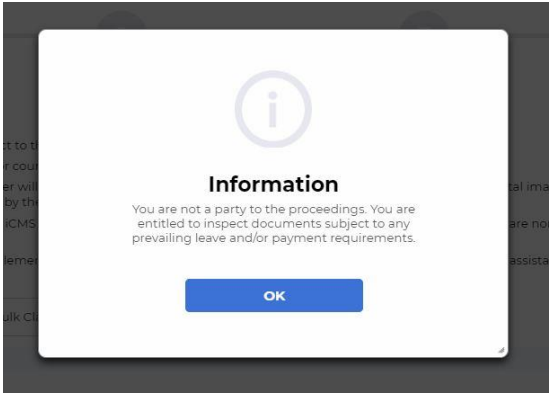
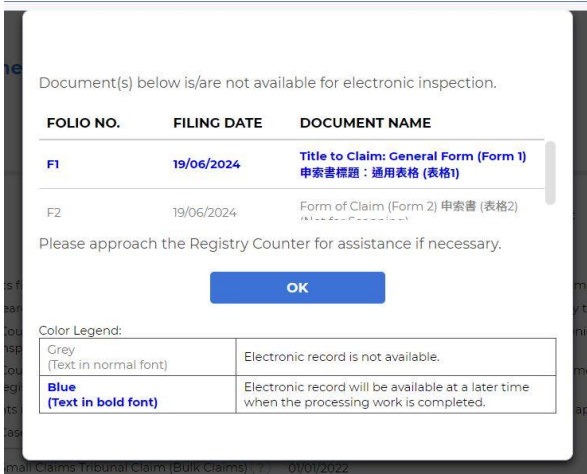
Step-by-step guide – “Inspect case documents by non-case party”

Item	Process	Relevant screenshots for reference
		
8.	<p><u>Inspect documents</u></p> <p>Click the hyper link under the column of “DOCUMENT NAME” to view the document image></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)></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” at the bottom to retrieve the file></p>	<p>Step 4: Inspect Documents</p> 
9.	<p><u>Acknowledgement and payment receipt message sent to the message box of OU/IU as appropriate</u></p> <p>Click “Home”></p> <p>Access Message Box></p>	<p>Message box with message header(s) appears on the landing page</p> 

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

Item	Process	Relevant screenshots for reference
	Click the message header to read the content	<p>Click the message header to read the content and the attachment therein</p> 
(ii) Inspection of claim forms and/or form of award/order of cases where electronic images are not available		
10.	<p><u>Search documents</u></p> <p>Input “Claim No.*”></p> <p>Click “NEXT”></p>	<p>Step 1: Search Documents</p> 

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

Item	Process	Relevant screenshots for reference
11.	<p>Popup of warning message of case document inspection by non-case party</p> <p>Click “OK” to continue></p>	
12.	<p><u>Availability of electronic record</u></p> <p>Scenario (a):</p> <p>Alert for document(s) not available for electronic inspection</p> <p>Click “OK”></p> <p>Scenario (b):</p> <p>Alert for document(s) not available for electronic inspection</p> <p>Click “OK” to proceed to payment and inspection of documents as items 5 to 9 above, or click “CANCEL” to search documents with a different claim number as item 10 above></p>	<p>Scenario (a): When electronic document(s) not available for the case</p>  <p>Scenario (b): When certain electronic document(s) not available for the case</p> 