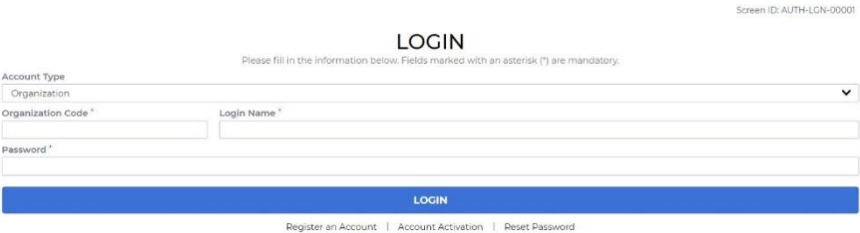
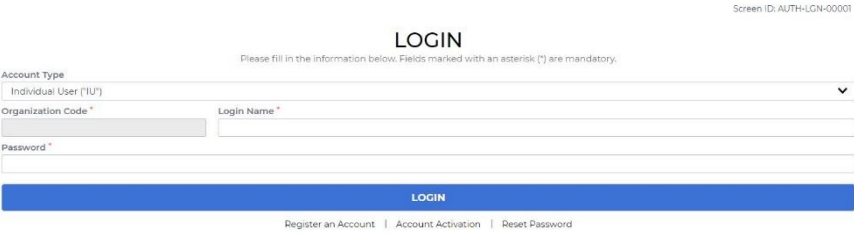



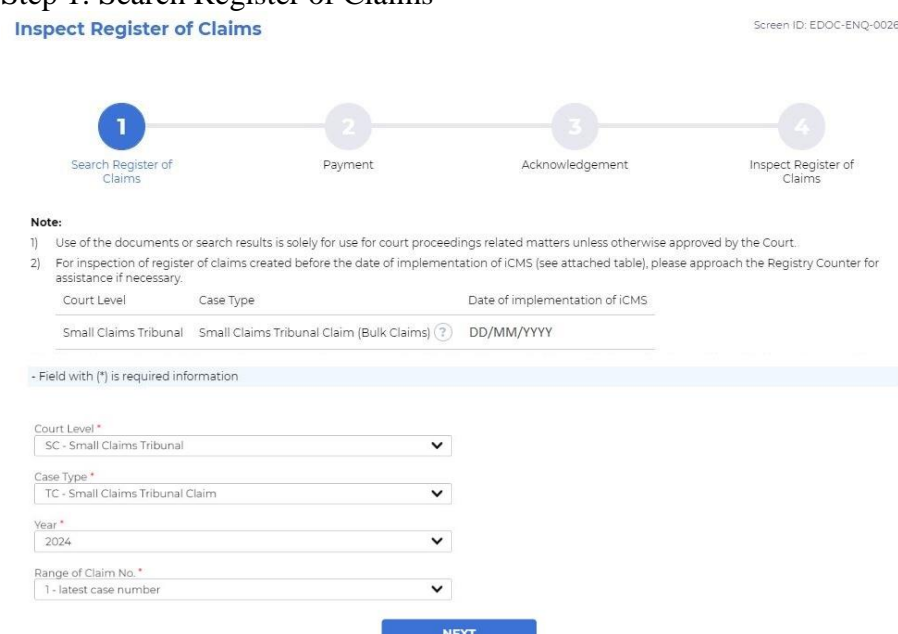
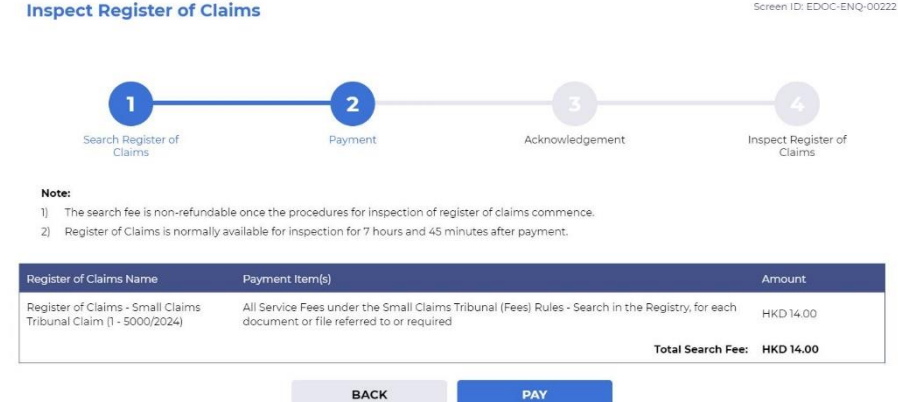
Small Claims Tribunal

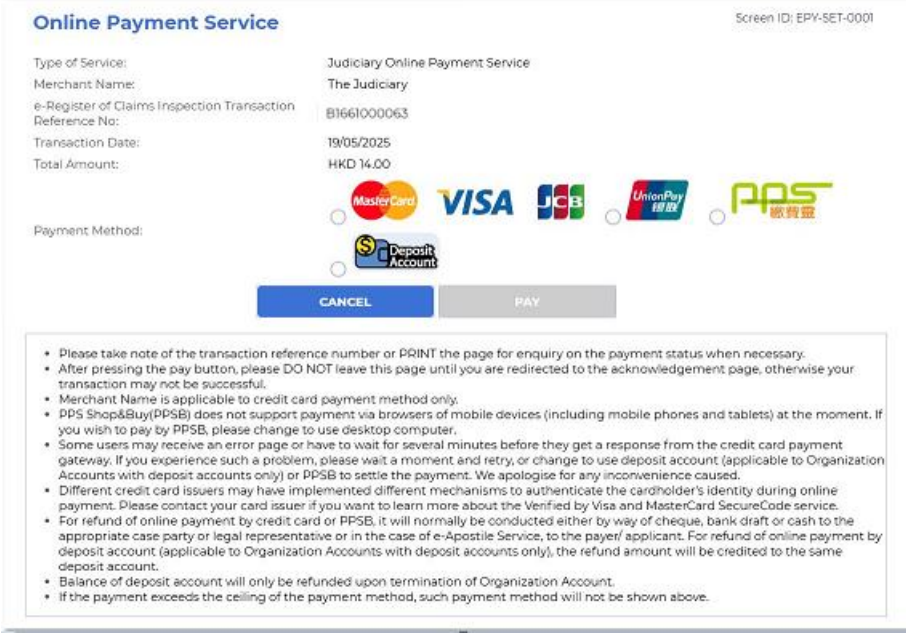
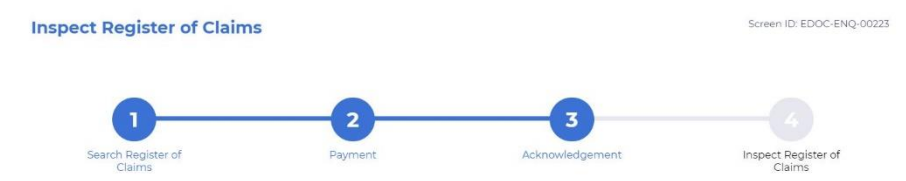
Inspect register of claims (after login by registered user)

This step-by-step guide outlines the general process required to inspect register of claims 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.

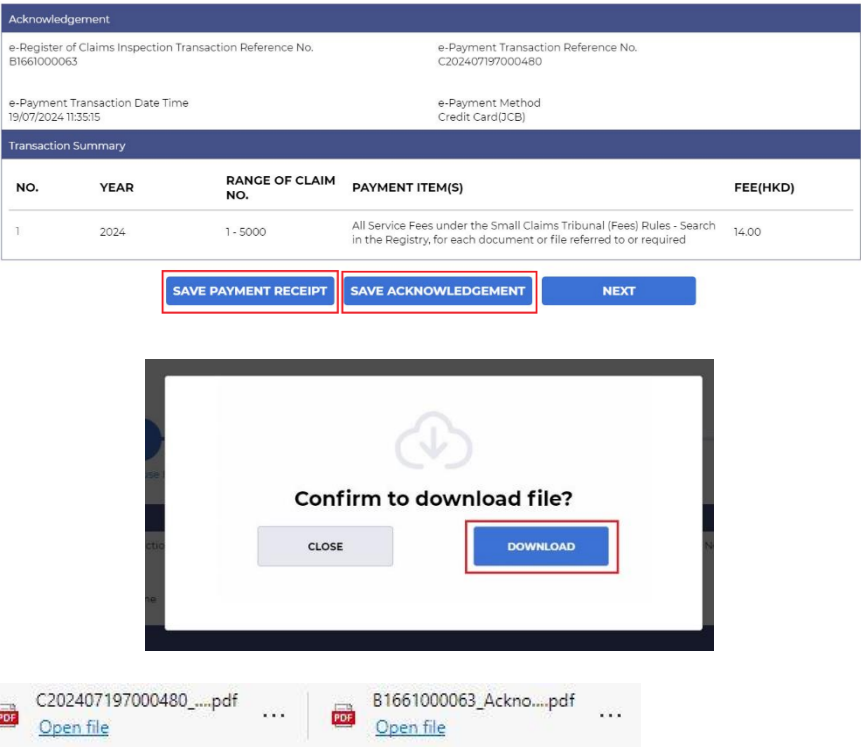
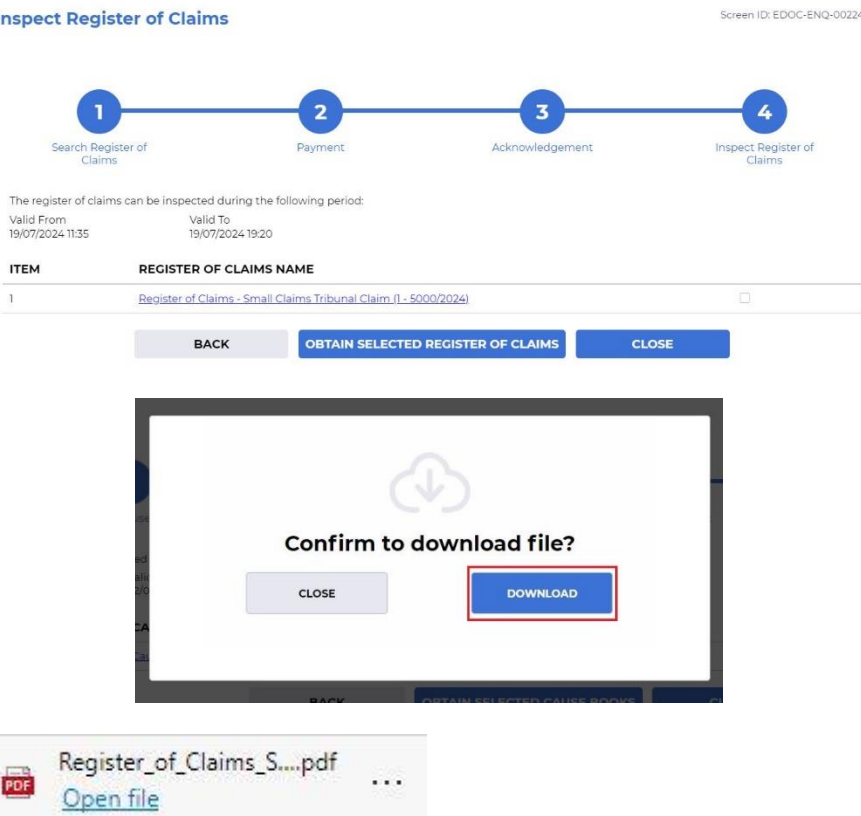
Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>By Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p>	<p>Organization User</p>  <p>Individual User</p> 
2.	<p><u>Access Inspect Register of Claims function</u></p> <p>Click “Small Claims Tribunal”></p> <p>Click “Inspection of Document”></p> <p>Select “Inspect Register of Claims”></p>	

Step-by-step guide – “Inspect register of claims”


Item	Process	Relevant screenshots for reference									
3.	<p><u>Search Register of Claims</u></p> <p>“Court Level*” is pre-filled as “SC – Small Claims Tribunal”></p> <p>“Case Type*” is pre-filled as “TC – Small Claims Tribunal Claims”></p> <p>Select “Year*”></p> <p>Select “Range of Claim No.*”></p> <p>Click “NEXT”></p>	<p>Step 1: Search Register of Claims</p> <p style="text-align: right;">Screen ID: EDOC-ENQ-00261</p>  <p>Note:</p> <ol style="list-style-type: none"> 1) Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court. 2) For inspection of register of claims created before the date of implementation of iCMS (see attached table), please approach the Registry Counter for assistance if necessary. <p>Court Level * Case Type * Date of implementation of iCMS</p> <p>Small Claims Tribunal Small Claims Tribunal Claim (Bulk Claims) (?) DD/MM/YYYY</p> <p>- Field with (*) is required information</p> <p>Court Level * SC - Small Claims Tribunal</p> <p>Case Type * TC - Small Claims Tribunal Claim</p> <p>Year * 2024</p> <p>Range of Claim No. * 1 - latest case number</p> <p style="text-align: right;">NEXT</p>									
4.	<p><u>Payment</u></p> <p>Click “PAY”></p>	<p>Step 2: Payment</p> <p style="text-align: right;">Screen ID: EDOC-ENQ-00222</p>  <p>Note:</p> <ol style="list-style-type: none"> 1) The search fee is non-refundable once the procedures for inspection of register of claims commence. 2) Register of Claims is normally available for inspection for 7 hours and 45 minutes after payment. <table border="1"> <thead> <tr> <th>Register of Claims Name</th><th>Payment Item(s)</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>Register of Claims - Small Claims Tribunal Claim (1 - 5000/2024)</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" style="text-align: right;">Total Search Fee:</td><td>HKD 14.00</td></tr> </tbody> </table> <p style="text-align: center;">BACK PAY</p>	Register of Claims Name	Payment Item(s)	Amount	Register of Claims - Small Claims Tribunal Claim (1 - 5000/2024)	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
Register of Claims Name	Payment Item(s)	Amount									
Register of Claims - Small Claims Tribunal Claim (1 - 5000/2024)	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									

Item	Process	Relevant screenshots for reference
5.	<p>Select one “Payment Method” and the “PAY” will be activated></p> <p>Click “PAY”></p> <p><i>[Note:</i></p> <p><i>(i) If credit card or web-based PPS Shop&Buy Service is selected, you will be redirected to the website of External Payment Service Provider for payment.</i></p> <p><i>(ii) If deposit account (applicable to Organization Accounts with deposit accounts only) is selected, the payment details will be displayed for confirmation. Click “PAY” to proceed.</i></p> <p><i>Upon successful payment, you will be redirected back to iCMS to proceed to Step 3 at item 6.]</i></p>	 <p>Online Payment Service Screen ID: EPV-SET-0001</p> <p>Type of Service: Judiciary Online Payment Service Merchant Name: The Judiciary e-Register of Claims Inspection Transaction Reference No: B1661000063 Transaction Date: 19/05/2025 Total Amount: HKD 14.00</p> <p>Payment Method:</p> <p><input type="radio"/> MasterCard <input type="radio"/> VISA <input type="radio"/> JCB <input type="radio"/> UnionPay <input type="radio"/> PPS 微信支付</p> <p><input type="radio"/> Deposit Account</p> <p><input type="button" value="CANCEL"/> <input type="button" value="PAY"/></p> <ul style="list-style-type: none"> • Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary. • After pressing the pay button, please DO NOT leave this page until you are redirected to the acknowledgement page, otherwise your transaction may not be successful. • Merchant Name is applicable to credit card payment method only. • PPS Shop&Buy(PPSB) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PPSB, please change to use desktop computer. • Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use deposit account (applicable to Organization Accounts with deposit accounts only) or PPSB to settle the payment. We apologise for any inconvenience caused. • Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the Verified by Visa and MasterCard SecureCode service. • For refund of online payment by credit card or PPSB, it will normally be conducted either by way of cheque, bank draft or cash to the appropriate case party or legal representative or in the case of e-Apostile Service, to the payer/ applicant. For refund of online payment by deposit account (applicable to Organization Accounts with deposit accounts only), the refund amount will be credited to the same deposit account. • Balance of deposit account will only be refunded upon termination of Organization Account. • If the payment exceeds the ceiling of the payment method, such payment method will not be shown above.
6.	<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>Step 3: Acknowledgement</p>  <p>Inspect Register of Claims Screen ID: EDOC-ENQ-00223</p> <p>1 Search Register of Claims 2 Payment 3 Acknowledge 4 Inspect Register of Claims</p>

Step-by-step guide – “Inspect register of claims”

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> <p>Click “NEXT”></p>	
7.	<p><u>Inspect Register of Claims</u></p> <p>Click the hyper link under the column of “REGISTER OF CLAIMS NAME” to view the register of claims></p> <p>OR</p> <p>Tick the checkbox in the right column next to the hyper link, then click “OBTAIN SELECTED REGISTER OF CLAIMS” to download the register of claims ></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 Register of Claims</p> 

Step-by-step guide – “Inspect register of claims”

Item	Process	Relevant screenshots for reference
8.	<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>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 attachments therein</p> 