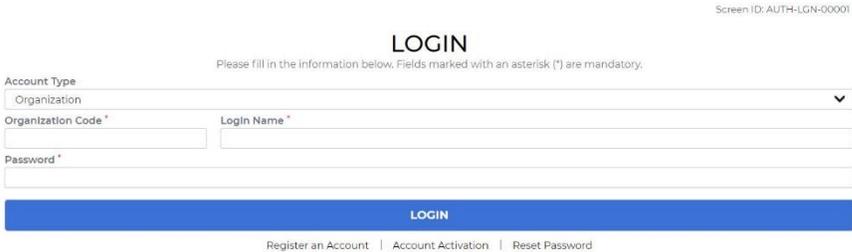
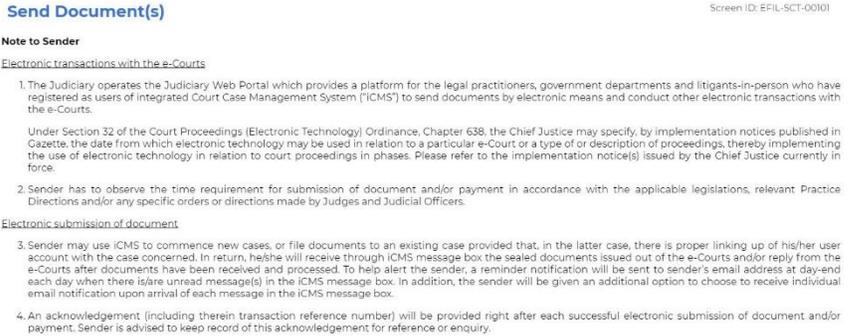


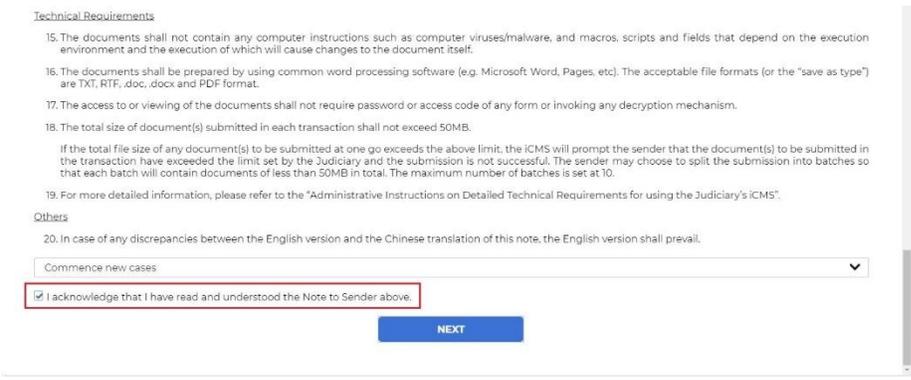
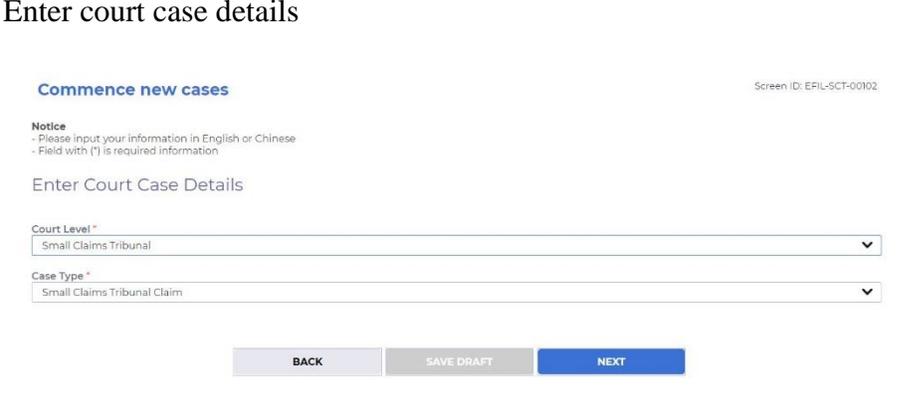
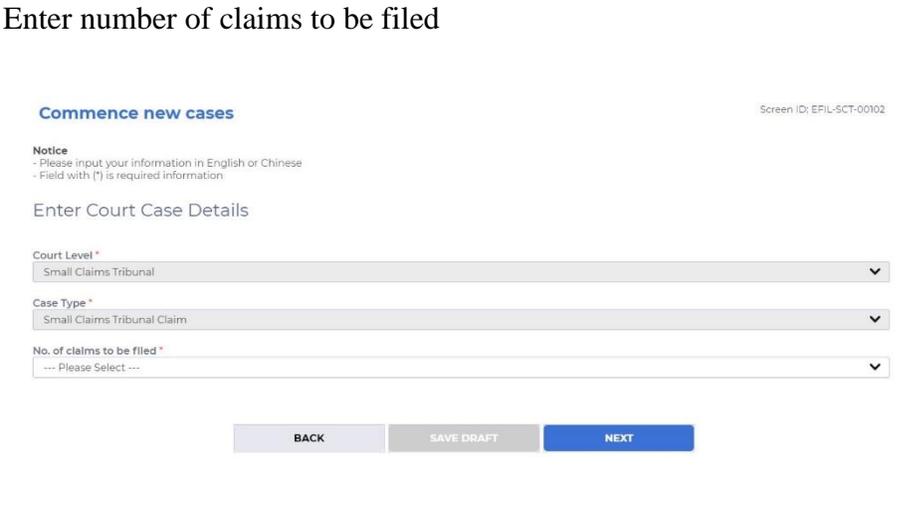
Small Claims Tribunal

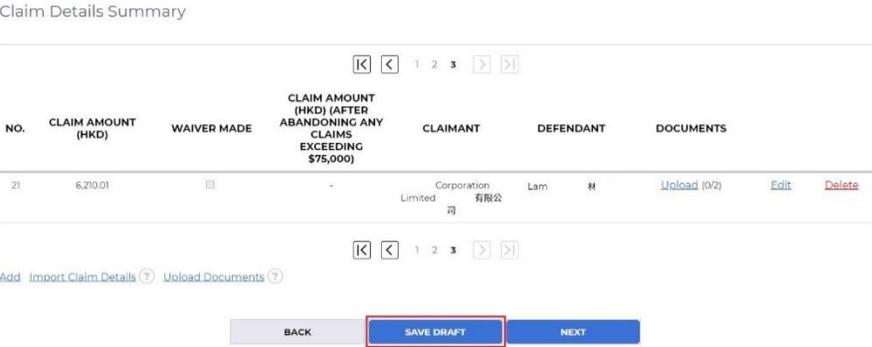
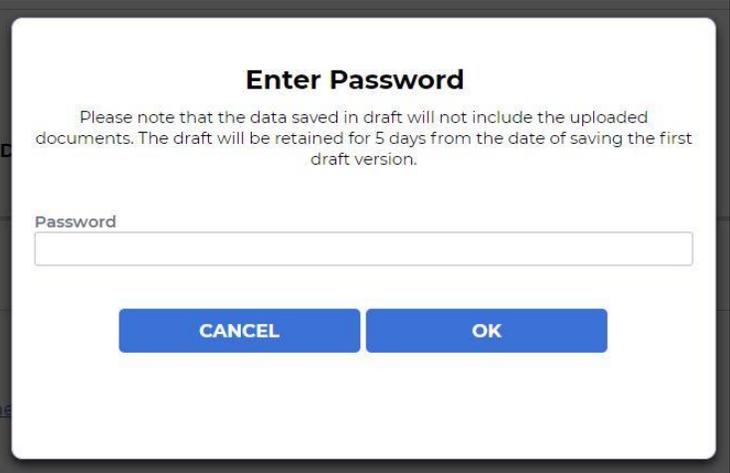
Save (and retrieve) a draft submission before commencing new claims

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.

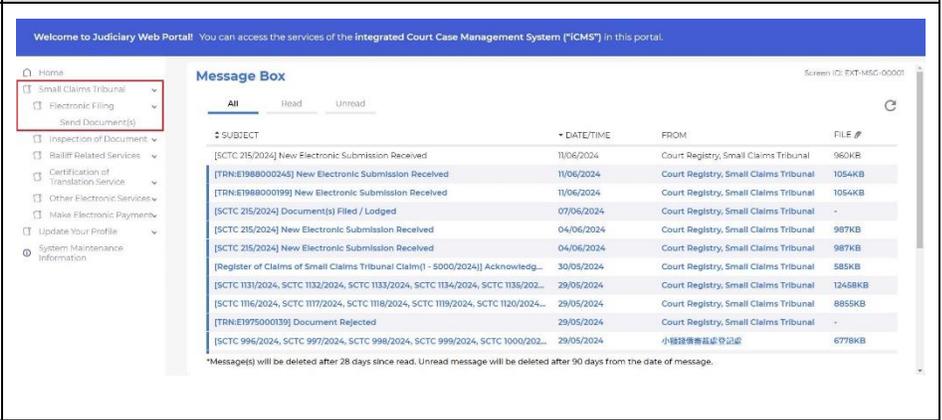
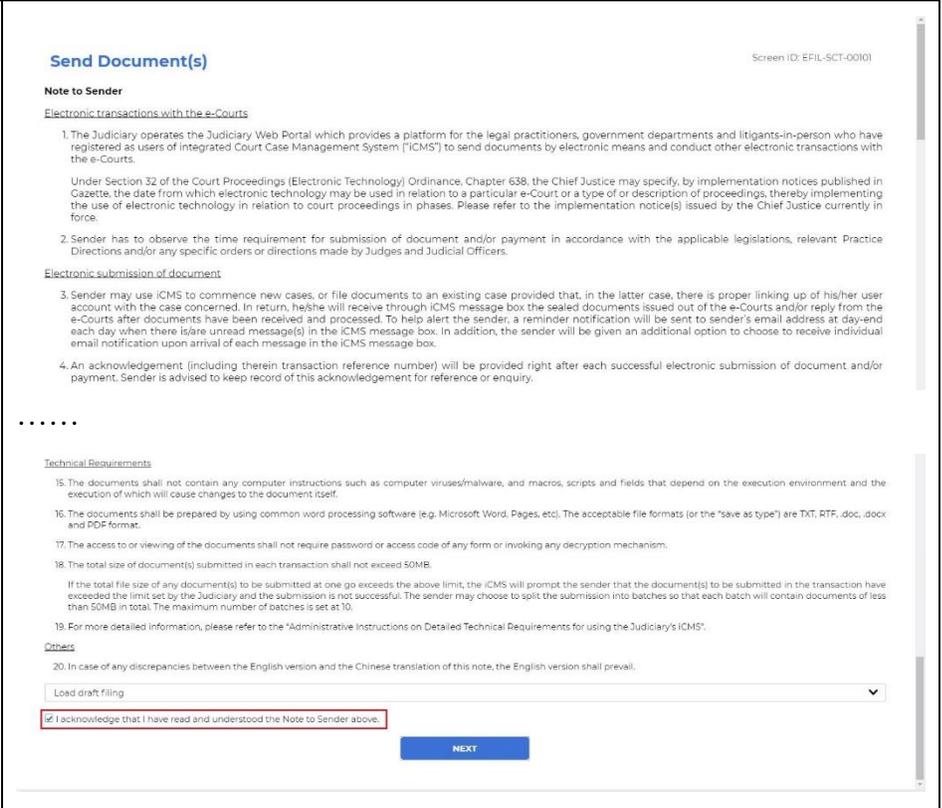
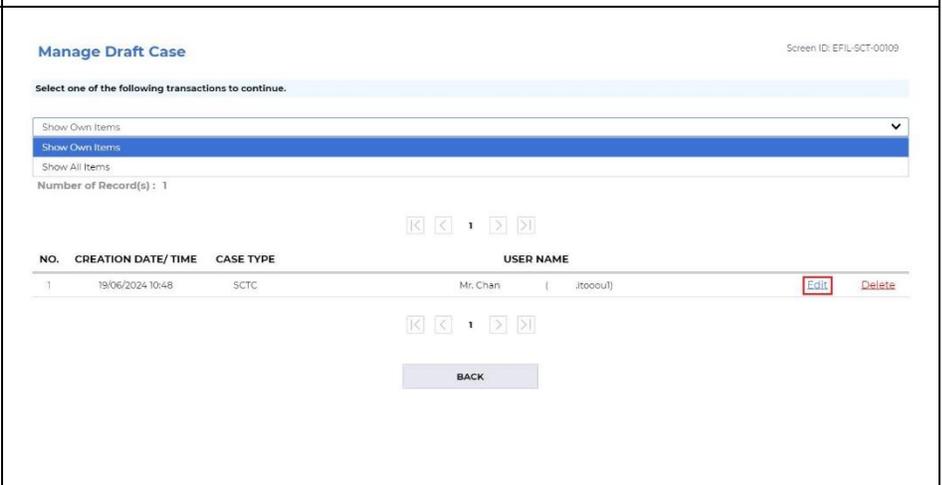
Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>Only for specific Organization User (“OU”) which is allowed to commence new bulk claims></p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p>	
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 “Commence new cases”></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>	

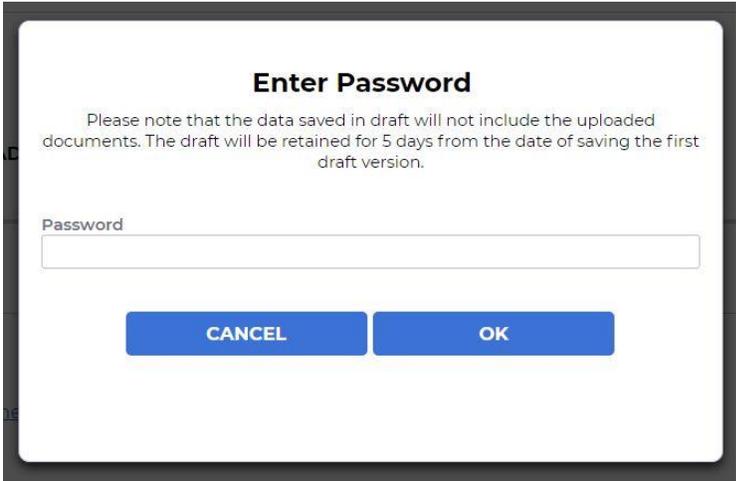
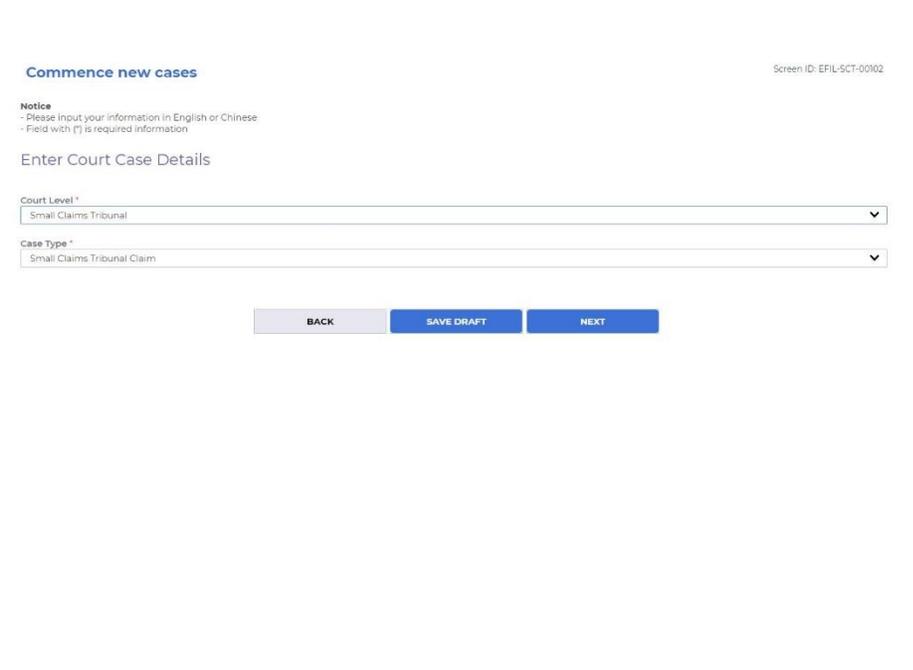
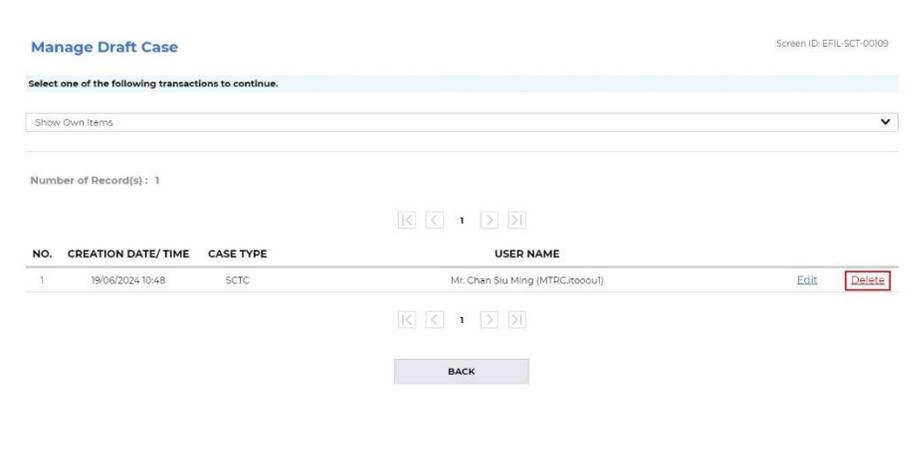
Step-by-step guide – “Save (and retrieve) a draft submission before commencing new claims”

Item	Process	Relevant screenshots for reference
	<p>Click “NEXT”></p>	 <p>Technical Requirements</p> <p>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.</p> <p>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.</p> <p>17. The access to or viewing of the documents shall not require password or access code of any form or invoking any decryption mechanism.</p> <p>18. The total size of document(s) submitted in each transaction shall not exceed 50MB.</p> <p>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.</p> <p>19. For more detailed information, please refer to the "Administrative Instructions on Detailed Technical Requirements for using the Judiciary's iCMS".</p> <p>Others</p> <p>20. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail.</p> <p>Commence new cases</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p>NEXT</p>
<p>4.</p>	<p><u>Input case details</u></p> <p>“Court Level*” is pre-filled as “Small Claims Tribunal”></p> <p>“Case Type*” is pre-filled as “Small Claims Tribunal Claim”></p> <p>Click “NEXT”></p>	<p>Enter court case details</p>  <p>Commence new cases</p> <p>Screen ID: EPIL-SCT-00102</p> <p>Notice</p> <ul style="list-style-type: none"> - Please input your information in English or Chinese - Field with (*) is required information <p>Enter Court Case Details</p> <p>Court Level *</p> <p>Small Claims Tribunal</p> <p>Case Type *</p> <p>Small Claims Tribunal Claim</p> <p>BACK SAVE DRAFT NEXT</p>
<p>5.</p>	<p><u>Input case details (cont'd)</u></p> <p>Select “No. of claims to be filed*” from the drop-down list></p> <p><i>[Note: “No. of claims to be filed” must be between 21 and 99.]</i></p> <p>Click “NEXT”></p>	<p>Enter number of claims to be filed</p>  <p>Commence new cases</p> <p>Screen ID: EPIL-SCT-00102</p> <p>Notice</p> <ul style="list-style-type: none"> - Please input your information in English or Chinese - Field with (*) is required information <p>Enter Court Case Details</p> <p>Court Level *</p> <p>Small Claims Tribunal</p> <p>Case Type *</p> <p>Small Claims Tribunal Claim</p> <p>No. of claims to be filed *</p> <p>--- Please Select ---</p> <p>BACK SAVE DRAFT NEXT</p>

Item	Process	Relevant screenshots for reference
<p>6.</p>	<p><u>Save draft</u></p> <p>Enter court case details and claim details></p> <p><i>[Note: Please refer to “How to commence new claims (bulk claims)?” video clip, and/ or the step-by-step guide “Commence new claims (bulk claims)” for more information if necessary.]</i></p> <p>Click “SAVE DRAFT” before making a formal submission to commence new claims></p>	
<p>7.</p>	<p><u>Save draft (cont'd)</u></p> <p>Set a password for the draft submission></p> <p><i>[Note: The password should consist of 6 to 15 characters with at least one letter and one number, and should not contain any word from the dictionary.]</i></p> <p>Click “OK”></p> <p><i>[Note: The data saved in the draft will not include the uploaded documents. The draft will be retained for 5 days from the date of saving the first draft version.]</i></p>	

Step-by-step guide – “Save (and retrieve) a draft submission before commencing new claims”

Item	Process	Relevant screenshots for reference																																																
8.	<p><u>Retrieve draft</u></p> <p>To retrieve the saved draft, click “Small Claims Tribunal”></p> <p>Select “Electronic Filing”></p> <p>Select “Send Document(s)”></p>	 <p>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System (“ICMS”) in this portal.</p> <p>Home</p> <ul style="list-style-type: none"> Small Claims Tribunal Electronic Filing Send Document(s) Inspection of Document Bailiff Related Services Certification of Translation Service Other Electronic Services Make Electronic Payment Update Your Profile System Maintenance Information <p>Message Box</p> <p>All Read Unread</p> <table border="1"> <thead> <tr> <th>SUBJECT</th> <th>DATE/TIME</th> <th>FROM</th> <th>FILE #</th> </tr> </thead> <tbody> <tr> <td>[SCTC 215/2024] New Electronic Submission Received</td> <td>11/06/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>960KB</td> </tr> <tr> <td>[TRNE1988000245] New Electronic Submission Received</td> <td>11/06/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>1054KB</td> </tr> <tr> <td>[TRNE1988000199] New Electronic Submission Received</td> <td>11/06/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>1054KB</td> </tr> <tr> <td>[SCTC 215/2024] Document(s) Filed / Lodged</td> <td>07/06/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>-</td> </tr> <tr> <td>[SCTC 215/2024] New Electronic Submission Received</td> <td>04/06/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>987KB</td> </tr> <tr> <td>[SCTC 215/2024] New Electronic Submission Received</td> <td>04/06/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>987KB</td> </tr> <tr> <td>[Register of Claims of Small Claims Tribunal Claim(-) - 5000/2024]] Acknowledg...</td> <td>30/05/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>585KB</td> </tr> <tr> <td>[SCTC 1131/2024, SCTC 1132/2024, SCTC 1133/2024, SCTC 1134/2024, SCTC 1135/202...</td> <td>29/05/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>12458KB</td> </tr> <tr> <td>[SCTC 1162/2024, SCTC 1177/2024, SCTC 1188/2024, SCTC 1189/2024, SCTC 1120/2024...</td> <td>29/05/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>8855KB</td> </tr> <tr> <td>[TRNE1975000139] Document Rejected</td> <td>29/05/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>-</td> </tr> <tr> <td>[SCTC 996/2024, SCTC 997/2024, SCTC 998/2024, SCTC 999/2024, SCTC 1000/202...</td> <td>29/05/2024</td> <td>小諸律師樓註冊書記</td> <td>6778KB</td> </tr> </tbody> </table> <p>*Message(s) will be deleted after 28 days since read. Unread message will be deleted after 90 days from the date of message.</p>	SUBJECT	DATE/TIME	FROM	FILE #	[SCTC 215/2024] New Electronic Submission Received	11/06/2024	Court Registry, Small Claims Tribunal	960KB	[TRNE1988000245] New Electronic Submission Received	11/06/2024	Court Registry, Small Claims Tribunal	1054KB	[TRNE1988000199] New Electronic Submission Received	11/06/2024	Court Registry, Small Claims Tribunal	1054KB	[SCTC 215/2024] Document(s) Filed / Lodged	07/06/2024	Court Registry, Small Claims Tribunal	-	[SCTC 215/2024] New Electronic Submission Received	04/06/2024	Court Registry, Small Claims Tribunal	987KB	[SCTC 215/2024] New Electronic Submission Received	04/06/2024	Court Registry, Small Claims Tribunal	987KB	[Register of Claims of Small Claims Tribunal Claim(-) - 5000/2024]] Acknowledg...	30/05/2024	Court Registry, Small Claims Tribunal	585KB	[SCTC 1131/2024, SCTC 1132/2024, SCTC 1133/2024, SCTC 1134/2024, SCTC 1135/202...	29/05/2024	Court Registry, Small Claims Tribunal	12458KB	[SCTC 1162/2024, SCTC 1177/2024, SCTC 1188/2024, SCTC 1189/2024, SCTC 1120/2024...	29/05/2024	Court Registry, Small Claims Tribunal	8855KB	[TRNE1975000139] Document Rejected	29/05/2024	Court Registry, Small Claims Tribunal	-	[SCTC 996/2024, SCTC 997/2024, SCTC 998/2024, SCTC 999/2024, SCTC 1000/202...	29/05/2024	小諸律師樓註冊書記	6778KB
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9.	<p><u>Retrieve draft (cont’d)</u></p> <p>Select “Load draft filing”></p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.” ></p> <p>Click “NEXT”></p>	 <p>Send Document(s)</p> <p>Note to Sender</p> <p>Electronic transactions with the e-Courts</p> <ol style="list-style-type: none"> 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 the e-Courts. 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 implementing 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 force. 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. 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 and/or reply from the e-Courts after documents have been received and processed. To help alert the sender, a reminder notification will be sent to sender’s email 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. An acknowledgement (including therein transaction reference number) will be provided right after each successful electronic submission of document and/or payment. Sender is advised to keep record of this acknowledgement for reference or enquiry. <p>Technical Requirements</p> <ol style="list-style-type: none"> 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. 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. The access to or viewing of the documents shall not require password or access code of any form or invoking any decryption mechanism. The total size of document(s) submitted in each transaction shall not exceed 50MB. <p>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.</p> <p>For more detailed information, please refer to the “Administrative Instructions on Detailed Technical Requirements for using the Judiciary’s ICMS”.</p> <p>Others</p> <p>In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail.</p> <p>Load draft filing</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p>NEXT</p>																																																
10.	<p><u>Retrieve draft (cont’d)</u></p> <p>The OU may select “Show Own Items” to retrieve the draft submission of the same OU Account or “Show All Items” to retrieve the draft submissions saved under the whole Organization Account></p>	 <p>Manage Draft Case</p> <p>Select one of the following transactions to continue.</p> <p>Show Own Items</p> <p>Show Own Items</p> <p>Show All Items</p> <p>Number of Record(s) : 1</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>CREATION DATE/ TIME</th> <th>CASE TYPE</th> <th>USER NAME</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>19/06/2024 10:48</td> <td>SCTC</td> <td>Mr. Chan (j00001)</td> </tr> </tbody> </table> <p>Edit Delete</p> <p>BACK</p>	NO.	CREATION DATE/ TIME	CASE TYPE	USER NAME	1	19/06/2024 10:48	SCTC	Mr. Chan (j00001)																																								
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	<p><u>To edit draft</u></p> <p>Click “Edit” of a saved draft></p> <p>Input the password that you set for the saved draft></p> <p>Click “OK”></p>	
11.	<p><u>Retrieve draft (cont’d)</u></p> <p>Draft submission is retrieved. You may continue to work on the draft and complete the submission></p> <p><i>[Note: Please refer to “How to commence new claims (bulk claims)?” video clip, and/ or the step-by-step guide “Commence new claims (bulk claims)” for more information if necessary.]</i></p>	
12.	<p><u>Retrieve draft (cont’d)</u></p> <p><u>To delete draft</u></p> <p>Click “Delete” of a saved draft ></p>	

Step-by-step guide – “Save (and retrieve) a draft submission before commencing new claims”

Item	Process	Relevant screenshots for reference
	<p>Input the password that you set for the saved draft></p> <p>Click “OK”></p>	