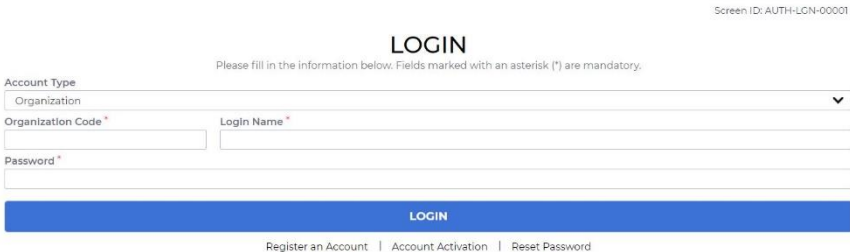
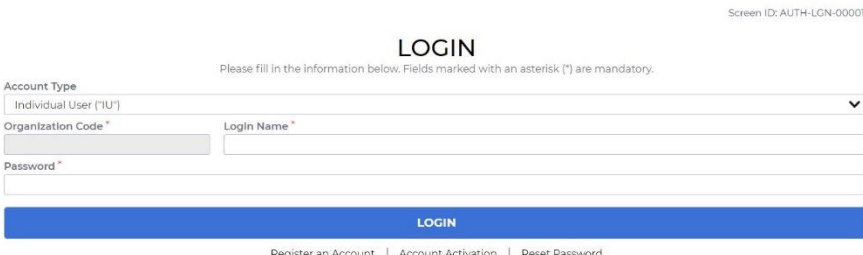


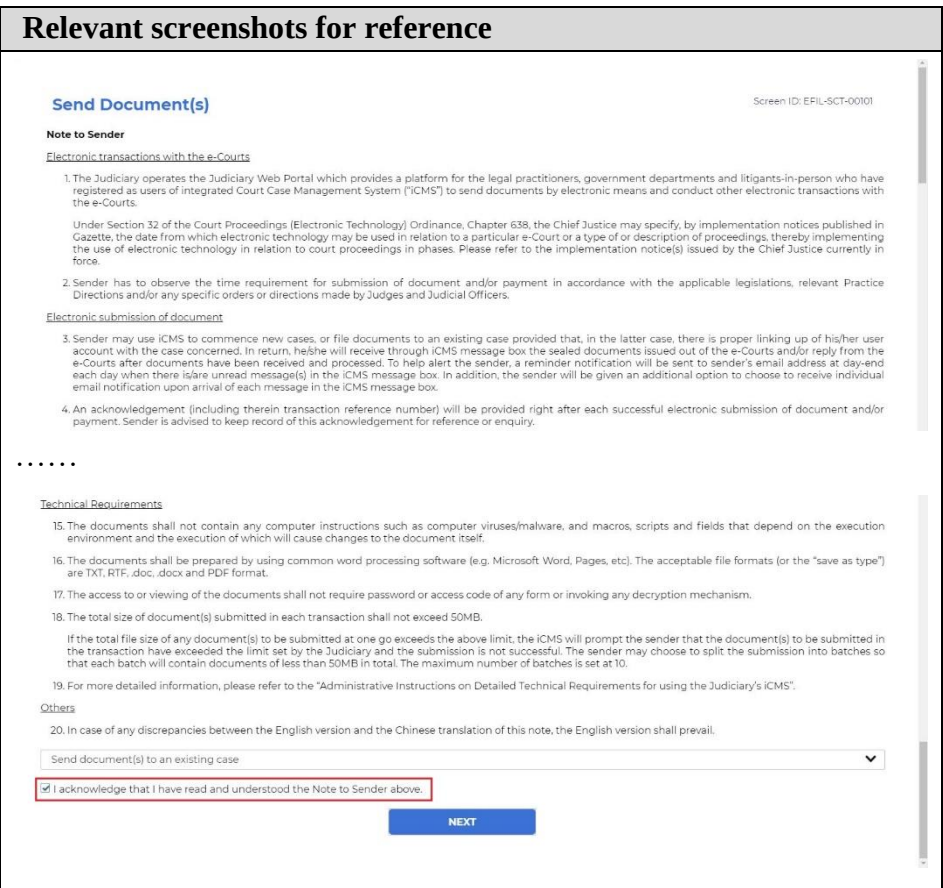
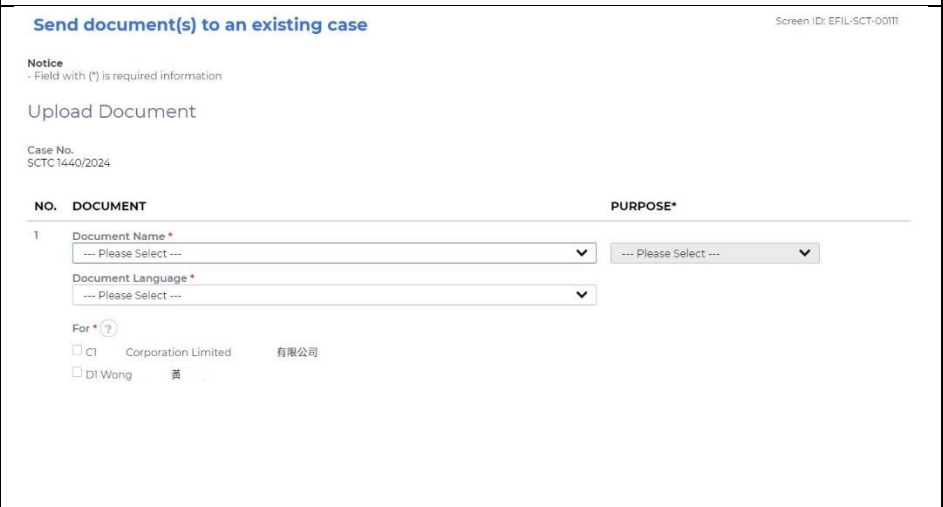
Small Claims Tribunal

Send document(s) to an existing case after case link-up

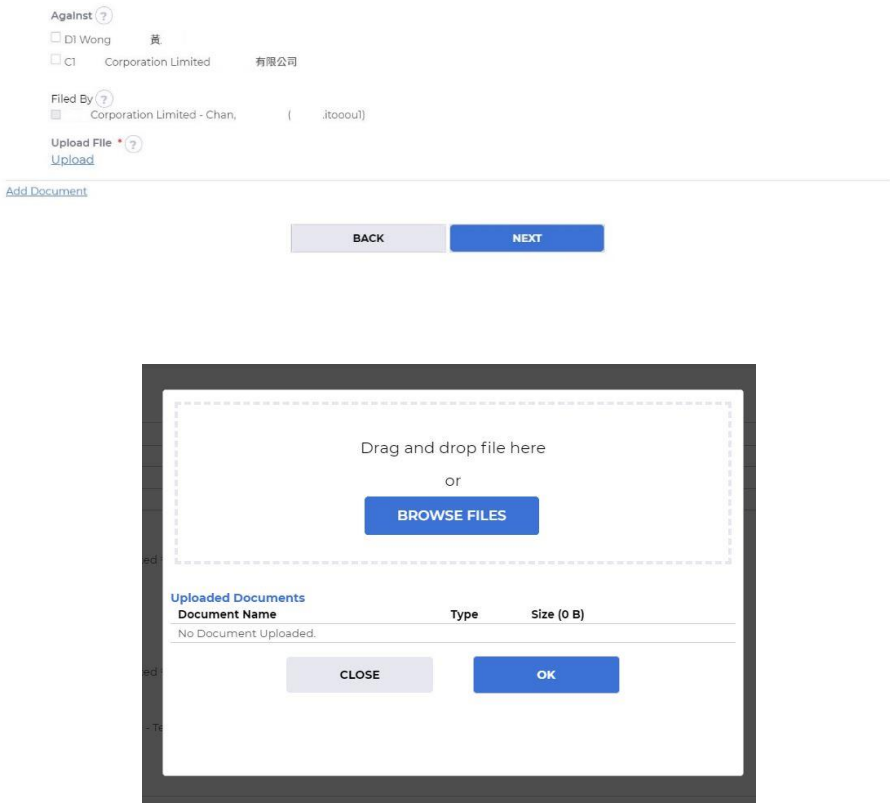
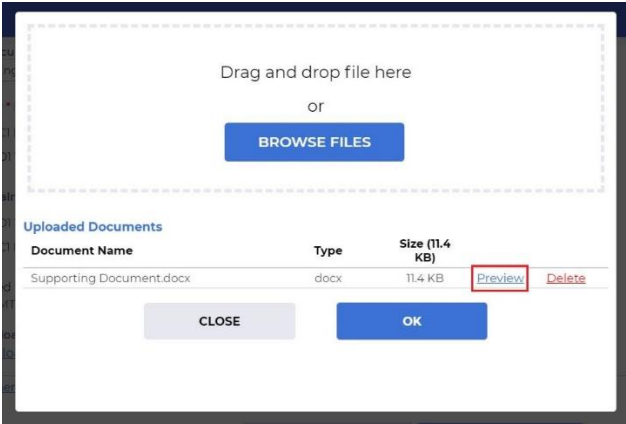
This step-by-step guide outlines the general process required to send documents using iCMS after the account is linked up with the Court case. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Relevant screenshots for reference
1.	<u>Login user account</u> Either by Organization User (“OU”) or Individual User (“IU”) account holder <i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i> For OU account holder, he/she should be duly assigned to handle the case concerned with proper user role. <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>	Organization User  Individual User 
2.	<u>Access e-Filing Function</u> Click “Small Claims Tribunal”> Select “Electronic Filing”> Select “Send Document(s)”>	

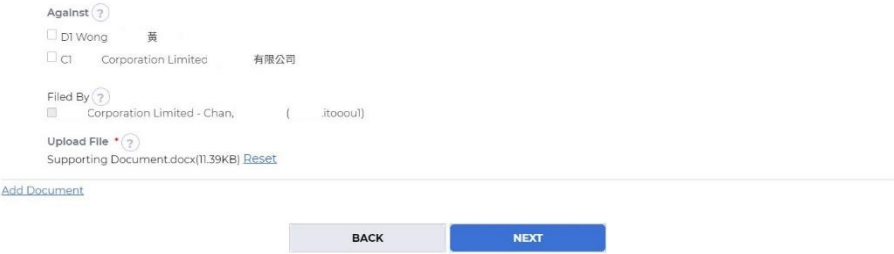
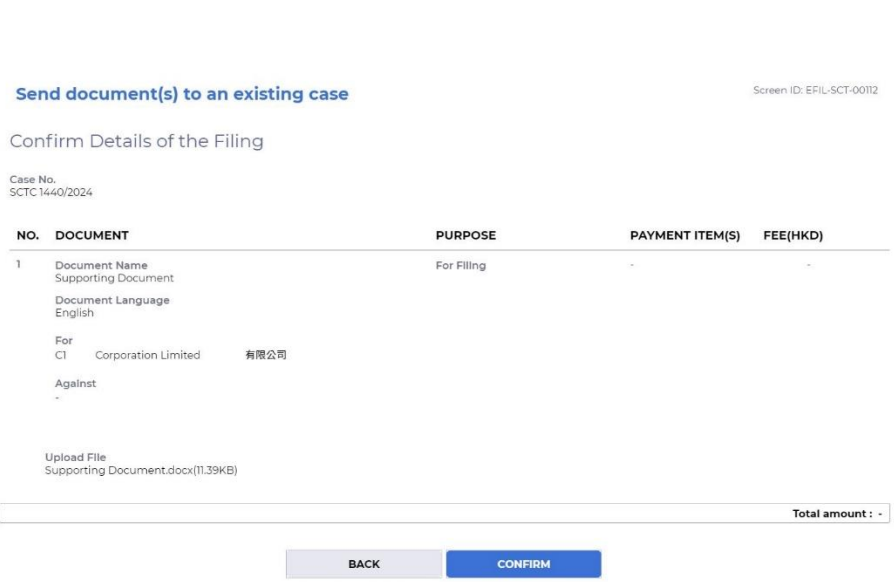
Step-by-step guide – “Send document(s) to an existing case after case link-up”

Item	Process	Relevant screenshots for reference						
3.	<u>Select the required function</u> Select “Send document(s) to an existing case” > After reading the “Note to Sender”, tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.” > Click “NEXT”>	 Send Document(s) Screen ID: EFIL-SCT-00101 Note to Sender <u>Electronic transactions with the e-Courts</u> 1. 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. 2. 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. <u>Electronic submission of document</u> 3. 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. 4. 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. <u>Technical Requirements</u> 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. 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. 17. The access to or viewing of the documents shall not require password or access code of any form or invoking any decryption mechanism. 18. The total size of document(s) submitted in each transaction shall not exceed 50MB. 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. 19. For more detailed information, please refer to the “Administrative Instructions on Detailed Technical Requirements for using the Judiciary’s ICMS”. <u>Others</u> 20. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail. Send document(s) to an existing case ☒ I acknowledge that I have read and understood the Note to Sender above. NEXT						
4.	<u>Enter case number</u> Input “Case No.*”> Click “NEXT”>	 Send document(s) to an existing case Screen ID: EFIL-SCT-00110 Notice - Field with (*) is required information Enter Case No. Case No.* ? BACK NEXT						
5.	<u>Upload document</u> Select “Document Name*”> Select “For Filing” in “PURPOSE*”. Select language in “Document Language*”> Tick the checkboxes under “For*”>	 Send document(s) to an existing case Screen ID: EFIL-SCT-00111 Notice - Field with (*) is required information Upload Document Case No. SCTC1440/2024 <table border="1"> <thead> <tr> <th>NO.</th> <th>DOCUMENT</th> <th>PURPOSE*</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> Document Name* --- Please Select --- Document Language* --- Please Select --- </td> <td> --- Please Select --- </td> </tr> </tbody> </table> For* ? ☐ C1 Corporation Limited 有限公司 ☐ D1 Wong 黃	NO.	DOCUMENT	PURPOSE*	1	Document Name* --- Please Select --- Document Language* --- Please Select ---	--- Please Select ---
NO.	DOCUMENT	PURPOSE*						
1	Document Name* --- Please Select --- Document Language* --- Please Select ---	--- Please Select ---						

Step-by-step guide – “Send document(s) to an existing case after case link-up”

Item	Process	Relevant screenshots for reference						
	<i>[Note: The checkbox under “Against” is optional.]</i> Click “Upload”> Click “BROWSE FILES”> <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>							
6.	<u>Preview uploaded document</u> Document name is displayed under “Uploaded Documents” Click “Preview” to view the image of the uploaded document> Click “OK” if the uploaded document is in order> Or, click “Delete” if the uploaded document is not in order> Click “Add Document” if other document(s) is to be filed in the same transaction> Click “NEXT” >	 Send document(s) to an existing case Screen ID: EFIL-SCT-0011 Notice - Field with (*) is required information Upload Document Case No. SCTC 1440/2024 <table border="1"> <thead> <tr> <th>NO.</th> <th>DOCUMENT</th> <th>PURPOSE*</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> Document Name * Supporting Document Document Language * English </td> <td>For Filing</td> </tr> </tbody> </table> For * ? ☒ C1 Corporation Limited 有限公司 ☐ D1 Wong 黃	NO.	DOCUMENT	PURPOSE*	1	Document Name * Supporting Document Document Language * English	For Filing
NO.	DOCUMENT	PURPOSE*						
1	Document Name * Supporting Document Document Language * English	For Filing						

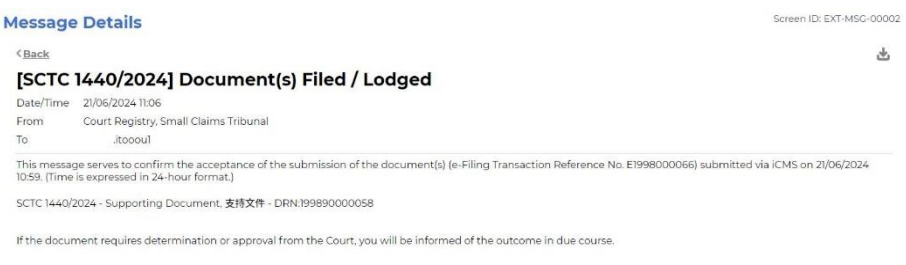
Step-by-step guide – “Send document(s) to an existing case after case link-up”

Item	Process	Relevant screenshots for reference
		
7.	<u>Confirm details of the filing</u> If filing details are in order, click “CONFIRM”> Click “OK” to “Confirm to proceed?”> Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify the inputted data>	 Popup of confirm to proceed 
8.	<u>Acknowledgement</u> Click “SAVE ACKNOWLEDGEMENT”> Click “DOWNLOAD” in the popup of “Confirm to download file?”>	

Step-by-step guide – “Send document(s) to an existing case after case link-up”

Item	Process	Relevant screenshots for reference
	Click “Open file” to retrieve the Acknowledgement>	Opening hours of the Registry Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m. Saturdays, Sundays : Closed and Public Holidays 1 Attachment(s) PDF Acknowledgement - e-Filing TRN-E1998000066.pdf 478KB Confirm to download file? CLOSE DOWNLOAD Acknowledgement - pdf Open file
9.	<u>Acknowledgement message sent to the message box of OU/IU as appropriate</u> Click “Home”> Access Message Box> Click the message header to read the content> <i>[Note: Acknowledgement can also be downloaded again from the message, if necessary.]</i>	Message box with message header(s) appears on the landing page Message Box Screen ID: EXT-MSG-00001 All Read Unread ↓ SUBJECT • DATE/TIME FROM FILE # [SCTC 1440/2024] New Electronic Submission Received 11:00 Court Registry, Small Claims Tribunal 478KB [SCTC 1340/2024] New Electronic Submission Received 20/06/2024 Court Registry, Small Claims Tribunal 962KB [SCTC 1460/2024, SCTC 1461/2024, SCTC 1462/2024, SCTC 1463/2024, SCTC 1464/... 20/06/2024 Court Registry, Small Claims Tribunal 11057KB [SCTC 1440/2024, SCTC 1441/2024, SCTC 1442/2024, SCTC 1443/2024, SCTC 1444/20... 20/06/2024 Court Registry, Small Claims Tribunal 10530KB [TRN:E1996000020] Document Rejected 20/06/2024 Court Registry, Small Claims Tribunal - [TRN:E1997000043] New Electronic Submission Received 20/06/2024 Court Registry, Small Claims Tribunal 1054KB [SCTC 1340/2024] Document(s) Filed / Lodged 19/06/2024 Court Registry, Small Claims Tribunal - [SCTC 1340/2024] Document(s) Filed / Lodged 19/06/2024 Court Registry, Small Claims Tribunal - [SCTC 1340/2024] Document(s) Filed / Lodged 19/06/2024 Court Registry, Small Claims Tribunal - [SCTC 1340/2024] Document(s) Filed / Lodged 19/06/2024 Court Registry, Small Claims Tribunal - [SCTC 1340/2024] Document(s) Filed / Lodged 19/06/2024 Court Registry, Small Claims Tribunal - Click the message header to read the content and the attachment therein Message Details Screen ID: EXT-MSG-00002 < Back [SCTC 1440/2024] New Electronic Submission Received Date/Time 21/06/2024 11:00 From Court Registry, Small Claims Tribunal To .itoooo! This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E1998000066) submitted via iCMS on 21/06/2024 10:59. (Time is expressed in 24-hour format.) Upon acceptance of the submission of the document(s), you will receive a message confirming the same. Please click the attachment link to obtain the acknowledgement (and the payment receipt, if any). Acknowledgement - e-Filing Transaction Reference No. E1998000066 Notice 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. Opening hours of the Registry Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m. Saturdays, Sundays : Closed and Public Holidays 1 Attachment(s) PDF Acknowledgement - e-Filing TRN-E1998000066.pdf 478KB

Step-by-step guide – “Send document(s) to an existing case after case link-up”

Item	Process	Relevant screenshots for reference
10.	Internal process by Judiciary	Sender will receive message in iCMS message box after internal vetting by Judiciary
11.	<u>Confirmation message sent to the message box of OU/ IU as appropriate</u> Login and access Message Box> Click the message header to read the content>	Message box with message header(s) appears on the landing page  Click the message header to read the content therein 

Internal process by Judiciary