## Small Claims Tribunal Send document(s) to an existing case before case link-up

This step-by-step guide outlines the general process required to send documents using iCMS before 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.	Login user account	Organization User
	Login user account Either by Organization User ("OU") or Individual User ("IU") account holder [Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]	Sereen ID: AUTH-LCH-00001  ECCIN  Pesser III in the information below. Faids marked with an asterisk (*) are mandatory.  Grganization  CociN  Register an Account   Account Activation   Beset Password  COCIN  Screen ID: AUTH-LCH-00001  Screen ID: AUTH-LCH-00001  COCIN  Screen ID: AUTH-LCH-00001  Screen ID: AUTH-LCH-00001  COCIN  Screen ID: AUTH-LCH-00001  Screen ID: AUTH-LCH-0001  Screen ID:
2.	Access e-Filing Function Click "Small Claims Tribunal"> Select "Electronic Filing"> Select "Send Document(s)">	LOGIN         Register an Account       Account Activation       Reset Password         Wetcome to Judiciary Web Portal!       You can access the services of the Integrated Court Case Management System ("ICMD") in this portal         Image: Service Court of Hail Appent       Serven ICE EXT MSIG         Image: Service Court of Hail Appent       Serven ICE EXT MSIG         Image: Service Court of Hail Appent       Serven ICE EXT MSIG         Image: Service Court of Hail Appent       Serven ICE EXT MSIG         Image: Service Court of Hail Appent       Serven ICE EXT MSIG         Image: Service Court of Hail Appent       Serven ICE EXT MSIG         Image: Service Court of Hail Appent       Serven ICE EXT MSIG Court         Image: Service Court of Hail Appent       Serven ICE EXT MSIG Court         Image: Service Court of Hail Appent       Serven ICE EXT MSIG Court         Image: Service Court of Hail Appent       Service Internotic Submission Received       Nod/4024       Court Registry, Small Claims Tribunal       Secked         Image: Service Court of Hail Appent       Service Internotic Submission Received       Nod/4024       Court Registry, Small Claims Tribunal       Secked         Image: Service Court Registry, Small Claims Tribunal       Secked       Sec/4024       Court Registry, Small Claims Tribunal       Secked         Image: Service Court Registry, Small Claims Tribunal

Item	Process	Relevant screenshots for reference		
3.	Select the required			
	function	Send Document(s) Screen ID: EFIL-SCT-00101		
		Note to Sender Electronic transactions with the e-Courts		
	Select "Send document(s)	<ol> <li>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.</li> </ol>		
	to an existing case" >	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 + Court or a type of or description of proceedings, thereby implementing the use of electronic technology in relation to court proceedings in phases. Please relet to the implementation notice(s) issued by the Chief Justice currently in		
	After reading the "Note to	<ol> <li>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.</li> </ol>		
	Sender", tick the checkbox	<u>Institute submission to to contern</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		
	"I acknowledge that I have	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 idare unnead message(i) in the CMS 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.		
	read and understood the	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.		
	Note to Sender above." >			
		Technical Requirements		
	Click "NEXT">	Is, the documents shall not contain any computer instructions such as computer vituses/maiware, and macros, scripts and herds that depend on the execution of which will cause changes to the document itself. 16. The document 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 sets 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.		
		Others		
		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.	Enter case number			
		Send document(s) to an existing case Screen ID: EFIL:SCT-00110		
	Input "Case No.*">	Notice - Field with (*) is required information		
	Click "NEXT">	Enter Case No.		
		Case No. * 7		
		BACK NEXT		
5	Input Document			
	Reference Number of			
	claim forms	Input DRN		
	For IU account, or for OU	Please input DRN of Title to Claim: General Form (Form 1) or Form of Claim		
	which is not a government			
	department, if the name			
	registered with the iCMS	CANCEL OK		
	matches the name of a case			
	party:			
	Level.			
	Input Document Reference			
	Number ("DRN") of Title			
	of Claim: General Form			

Item	Process	Relevant screenshots for reference		
	(Form 1) or Form of Claim (Form 2)>			
6.	Limited types of documents for filing Click "OK" to proceed>	Your account is not linked up with the Court case. You are only allowed to file certain type of documents. Confirm to proceed?		
7.	Upload documentSelect "DocumentName*">Select "PURPOSE*".Select language in"Document Language*" >Tick the checkboxes undereither "For" or "Filed By">[Note: The checkbox under"Against" is optional.]Click "Upload">	Limited types of documents for filing Send document(s) to an existing case Notice - Field with (*) is required information Upload Document Case No. SCTC 1440/2024 No. DOCUMENT  Dofence Form of Counterclaim Letter Notice of Consent to Transact with the e-Court by means of iCMS Upload document(s) to an existing case Notice - Field with (*) is required information Upload Document Case No. SCTC 1440/2024	Screen ID: EFIL-SCT-0011	
		NO. DOCUMENT  1 Document Name*	PURPOSE*	

Item	Process	Relevant screenshots for reference
		Against ?? D Wong 英 C Corporation Limited 有限公司 Filed By ?? Wong. [U ] Upload File *?? Upload I i e *?? Add Document BACK NEXT
	Click "BROWSE FILES"> [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.]	Drag and drop file here or BROWSE FILES Uploaded Documents Document Name Type Size (0 B) No Document Uploaded.
8.	Preview uploaded documentDocument 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	Drag and drop file here         Or         BROWSE FILES         Uploaded Documents         Document Name       Type         Size (II.5 KB)         Notice of Consent to Transact with the       docx         e-Court by means of iCMS.docx         CLOSE       OK    Sected cocument(s) to an existing case Previous Previous
	order> Click "Add Document" if other document(s) is to be filed in the same transaction> Click "NEXT" >	Upload Document Case No. SCTC 1440/2024  NO. DOCUMENT PURPOSE*  Document Name*  Notice of Consent to Transact with the e-Court by means of ICMS  For Filing  Document Language* English For ?  CT Corporation Limited 有限公司 DI Wong 業

Item	Process	Relevant screenshots for reference			
		Against ⑦ DI Wong 黄 CI Corporation Limited 有限公司 Filed By ⑦ Wong, (IU ) Upload File *⑦ Notice of Consent to Transact with the e-Court by means of iCM5.docx(II.46KB) <u>Reset</u> Add Document BACK NEXT			
9.	<b>Confirm details of the</b>	Send document(s) to an existing case Screen ID: EFIL-SCT-00112			
	filing	Confirm Details of the Filing			
	If filing details are in order	Case No. SCTC 1440/2024			
	click "CONFIRM">	NO. DOCUMENT PURPOSE PAYMENT ITEM(S) FEE(HKD)			
	Click "OK" to "Confirm to	Notice of Consent to Transact with the e-Court by means of iCMS Document Language English For DI Wong  Against - Filed By - Upload File Notice of Consent to Transact with the e-Court by means of ICMS.docx(II.46KB)			
	proceed?">	Total amount : -			
	Or, if filing details are not in order, click "BACK" to return to the previous steps to rectify the inputted data>	BACK CONFIRM Popup of confirm to proceed Confirm to proceed? CANCEL OK			

Item	Process	Relevant screenshots for reference				
10.	Acknowledgement	Relevant screensnots for reference				
10.		Send document(s) to an existing case Screen ID: EFIL-SCT-0013				
	Click "SAVE	Acknowledgement				
	ACKNOWLEDGEMENT"	Submitted By Organization				
	>	Submitted On e-Filing Transaction Reference No.				
		e-Payment Transaction Date Time e-Payment Transaction Reference No.				
	Click "DOWNLOAD" in	e-Payment Method				
	the popup of "Confirm to					
	download me? >	Transaction Summary NO. CASE NO. CASE TYPE PAYMENT ITEM(S) FEE(HKD)				
	Click "Open file" to	1 SCTC 1440/2024 Small Claims Tribunal Claim -				
	retrieve the	Total amount : -				
	Acknowledgement>	The Following Document(s) Have Been Uploaded				
		NO. DOCUMENT NAME DOCUMENT PURPOSE UPLOAD FILE DRN				
		1 Notice of Consent to Transact with the English For Filing Notice of Consent to Transact 199890000036 e-Court by means of iCMS with the e-Court by means of iCMSdocx(11.46KB)				
		Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.				
		SAVE ACKNOWLEDGEMENT				
		(J)				
		Confirm to download file?				
		CLOSE DOWNLOAD				
		Acknowledgementpdf				
		Open file				
11.	Acknowledgement	Message box with message header(s) appears on the landing page				
	message sent to the	Message Box Screen ID: EXT-MSG-00001				
	message box of OU/IU as	All Read Unread C				
	<u>appropriate</u>	SUBJECT - DATE/TIME FROM FILE ∅				
	Clicity "Home"	[SCTC 1440/2024] New Electronic Submission Received 10:41 Court Registry, Small Claims Tribunal 478KB				
	Click Home >	ISCC 515/2024) New Electronic Submission Received 16/04/2024 Court Registry, Small Claims Tribunal 956KB				
	Access Message Box>	[SCTC 3I5/2024] New Electronic Submission Received         16/04/2024         Court Registry, Small Claims Tribunal         956KB           [SCTC 3I5/2024] Document(s) Filed / Lodged         16/04/2024         Court Registry, Small Claims Tribunal         9				
		[SCTC 315/2024] New Electronic Submission Received 16/04/2024 Court Registry, Small Claims Tribunal 956KB				
	Click the message header to					
	read the content>	*Message(s) will be deleted after 28 days since read. Unread message will be deleted after 90 days from the date of message.				
	[Note: Acknowledgement	<i>ent</i> <i>ed</i> Click the message header to read the content and the attachment				
	can also be downloaded					
	again from the message. if	therein				
	necessary.1					

Item	Process	Relevant screenshots for reference			
		Message Details Screen ID: EXT-MSG-00002			
		Message Details Screen ID: EXT-MSC-0002  Mack Screen ID: EXT-MSC-000  Mach Screen ID: EXT-MSC-000  Ma			
		478KB			
12.	Internal process by Judiciary	Sender will receive message in iCMS message box after internal vetting by Judiciary			
13.	Confirmation message sent to the message box of OU/ IU as appropriateLogin and access Message Box>Click the message header to 	Message box with message hea Message Box All Read Unread SUBJECT SUBJECT SCTC 1440/2024  Document(s) Filed / Lodged SCTC 1440/2024  New Electronic Submission Received SCTC 315/2024  New Electronic Submission Received SCTC 1440/2024  New Electronic Submission of the do SCTC 1440/2024- Notice of Consent to Transact with the e-Court by means If the document requires determination or approval from the Court, you will SCTC 1440/2024- Notice of Consent to Transact with the e-Court by means If the document requires determination or approval from the Court, you will	- DATE/TIME المعادر (s) appear - DATE/TIME المعادر المعادر	rs on the landing p rs on	age reen ID: EXT-MSC-00001 C FILE # - 478KB 956KB 956KB 956KB 956KB 956KB 956KB 956KB 0012106/202410:41.

## Internal process by Judiciary