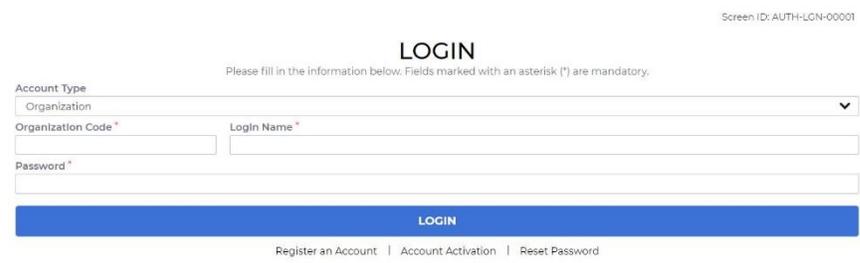
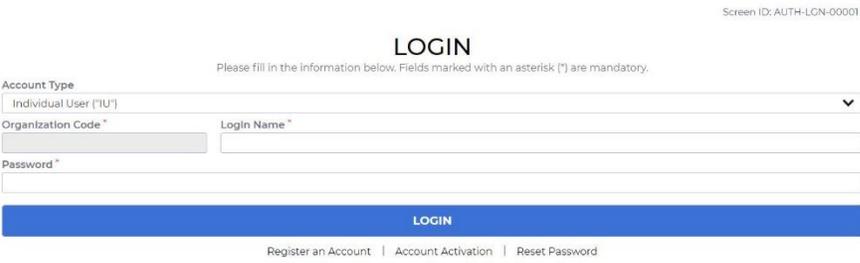
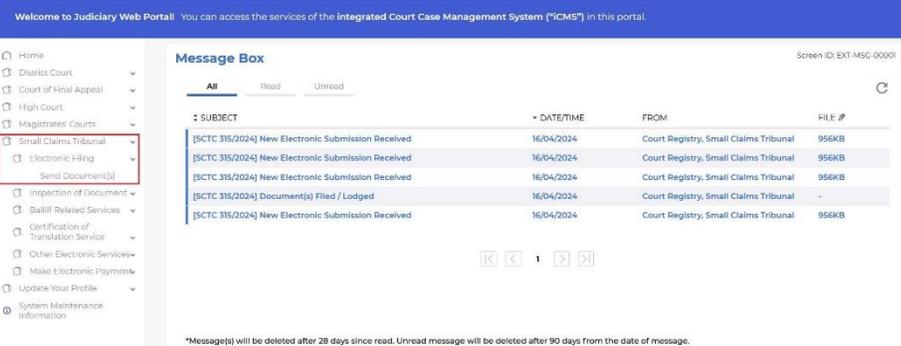


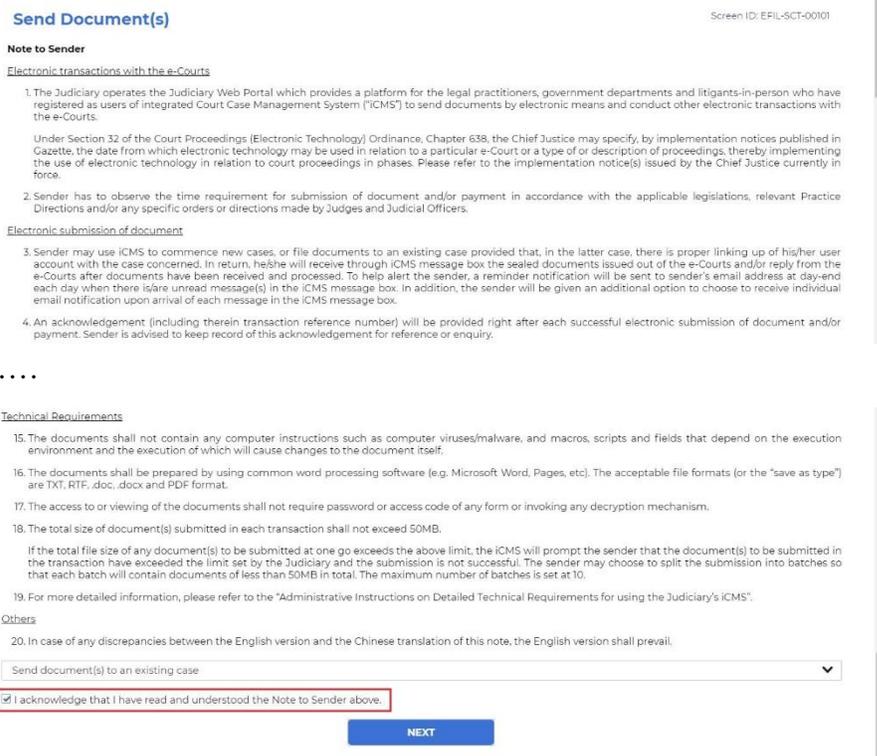
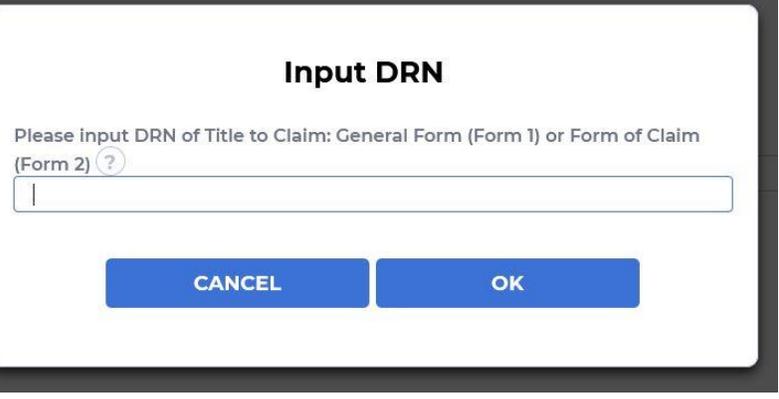
## Small Claims Tribunal

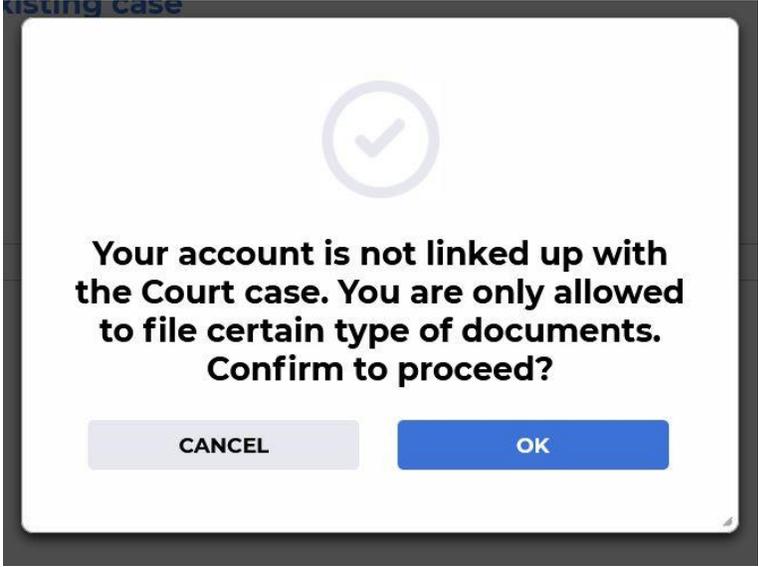
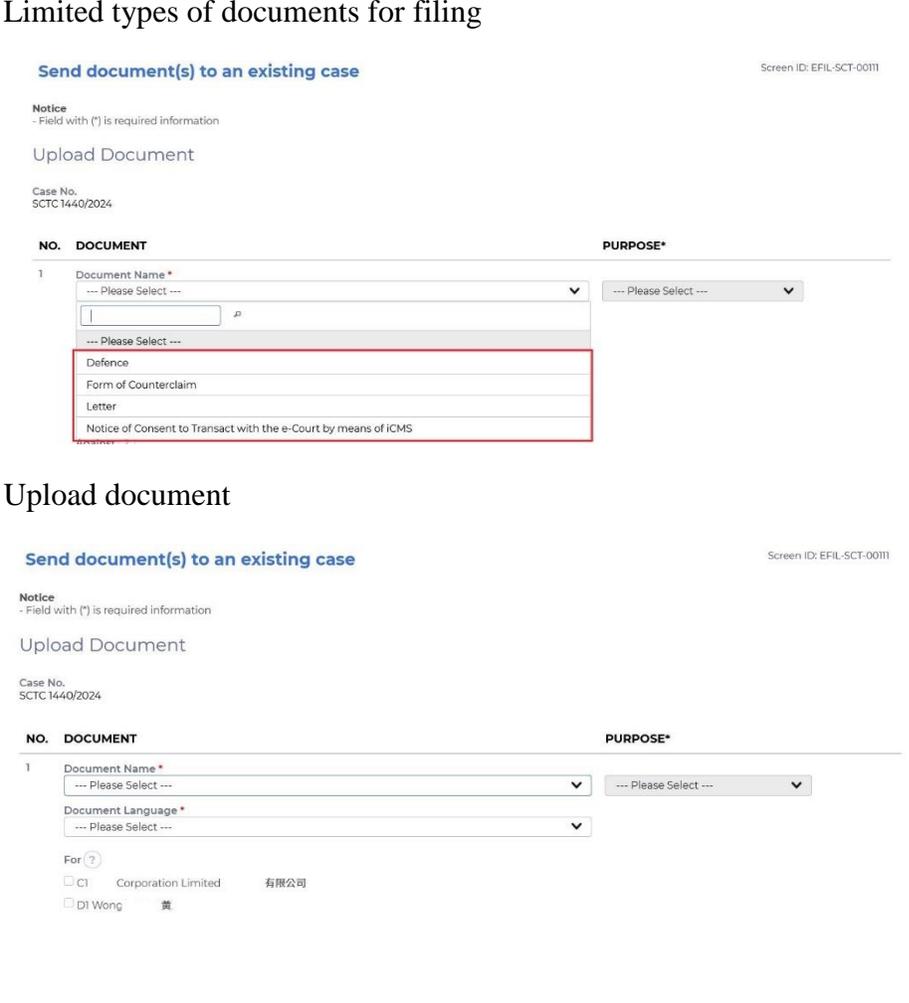
### Send document(s) to an existing case before case link-up

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.

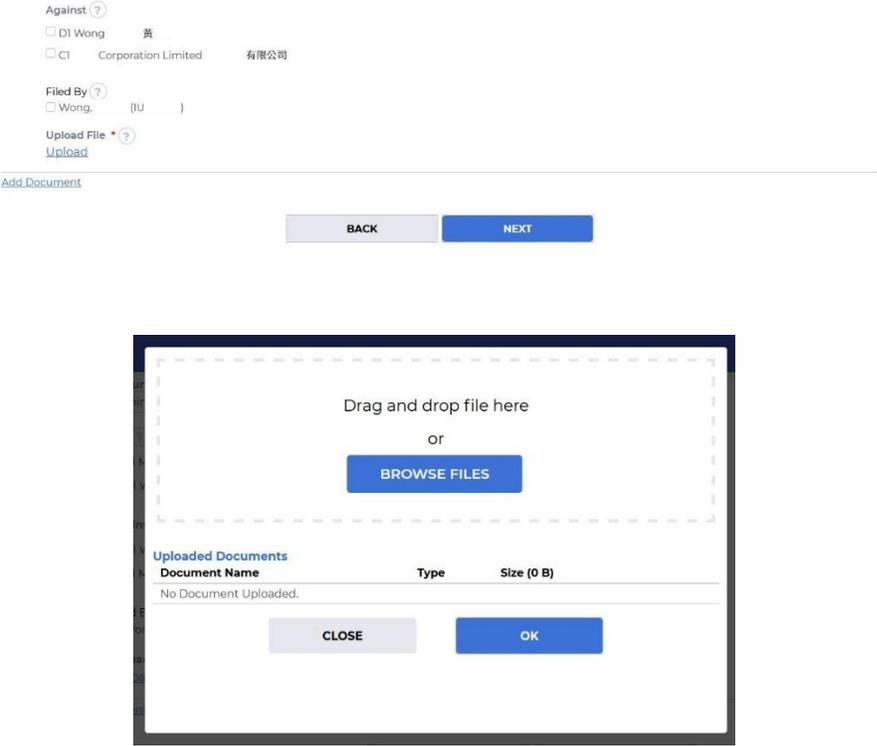
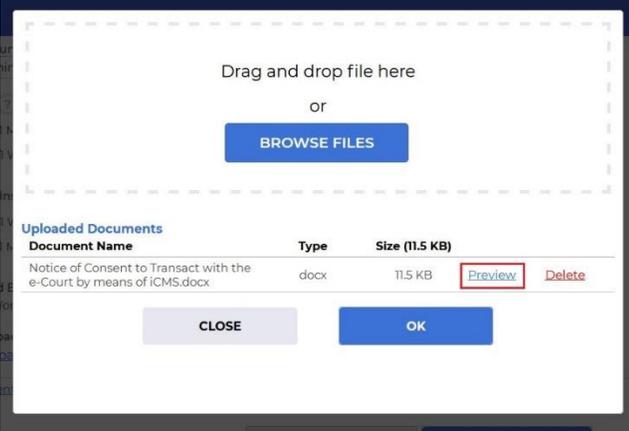
| Item   | Process  | Relevant screenshots for reference  |         |           |      |        |  |            |                                       |       |  |            |                                       |       |  |            |                                       |       |  |            |                                       |   |  |            |                                       |       |
|--|--|---|---------|-----------|------|--------|--|------------|---------------------------------------|-------|--|------------|---------------------------------------|-------|--|------------|---------------------------------------|-------|--|------------|---------------------------------------|---|--|------------|---------------------------------------|-------|
| 1.   | <p><b><u>Login user account</u></b></p> <p>Either 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><b>Organization User</b></p>  <p>Organization User LOGIN page showing Account Type dropdown set to Organization, Organization Code, Login Name, and Password fields, and a LOGIN button.</p> <p><b>Individual User</b></p>  <p>Individual User LOGIN page showing Account Type dropdown set to Individual User (“IU”), Organization Code, Login Name, and Password fields, and a LOGIN button.</p>   |         |           |      |        |  |            |                                       |       |  |            |                                       |       |  |            |                                       |       |  |            |                                       |   |  |            |                                       |       |
| 2.   | <p><b><u>Access e-Filing Function</u></b></p> <p>Click “Small Claims Tribunal”&gt;</p> <p>Select “Electronic Filing”&gt;</p> <p>Select “Send Document(s)”&gt;</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>Navigation menu includes: Home, District Court, Court of Final Appeal, High Court, Magistrates’ Courts, 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> <p><b>Message Box</b></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 315/2024] New Electronic Submission Received</td> <td>16/04/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>956KB</td> </tr> <tr> <td>[SCTC 315/2024] New Electronic Submission Received</td> <td>16/04/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>956KB</td> </tr> <tr> <td>[SCTC 315/2024] New Electronic Submission Received</td> <td>16/04/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>956KB</td> </tr> <tr> <td>[SCTC 315/2024] Document(s) Filed / Lodged</td> <td>16/04/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>-</td> </tr> <tr> <td>[SCTC 315/2024] New Electronic Submission Received</td> <td>16/04/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>956KB</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 315/2024] New Electronic Submission Received | 16/04/2024 | Court Registry, Small Claims Tribunal | 956KB | [SCTC 315/2024] New Electronic Submission Received | 16/04/2024 | Court Registry, Small Claims Tribunal | 956KB | [SCTC 315/2024] New Electronic Submission Received | 16/04/2024 | Court Registry, Small Claims Tribunal | 956KB | [SCTC 315/2024] Document(s) Filed / Lodged | 16/04/2024 | Court Registry, Small Claims Tribunal | - | [SCTC 315/2024] New Electronic Submission Received | 16/04/2024 | Court Registry, Small Claims Tribunal | 956KB |
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Step-by-step guide – “Send document(s) to an existing case before case link-up”

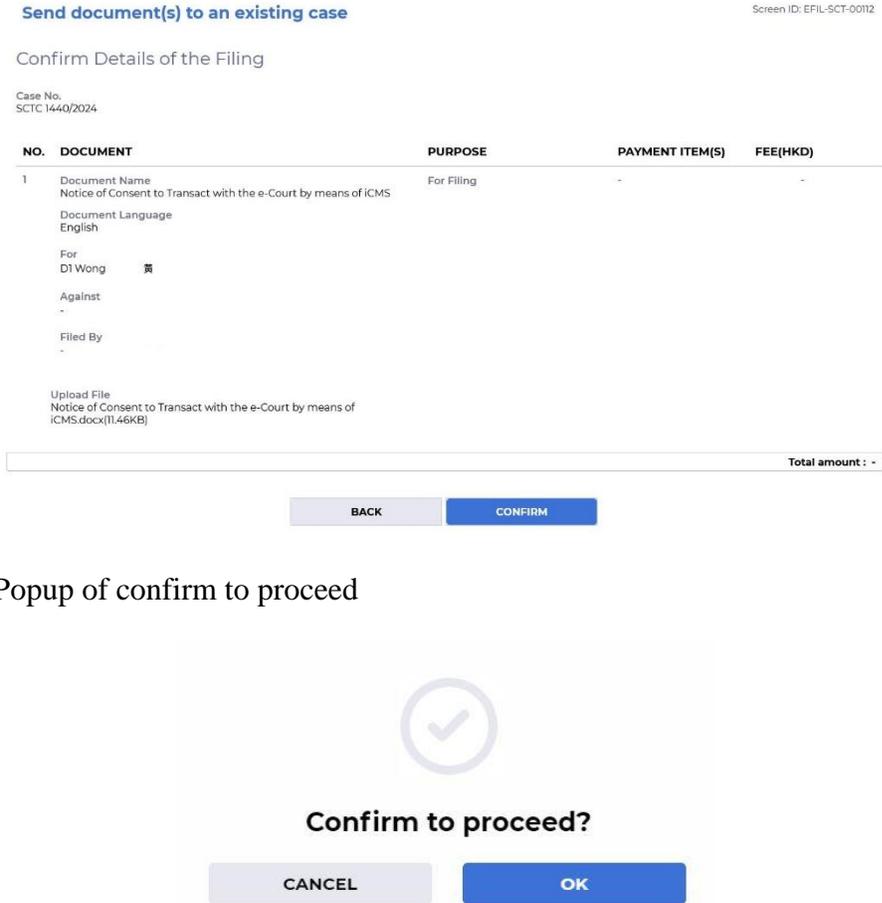
| Item | Process  | Relevant screenshots for reference   |
|------|--|--|
| 3.   | <p><b><u>Select the required function</u></b></p> <p>Select “Send document(s) to an existing case” &gt;</p> <p>After reading the “Note to Sender”, tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.” &gt;</p> <p>Click “NEXT”&gt;</p>                  |    |
| 4.   | <p><b><u>Enter case number</u></b></p> <p>Input “Case No.*”&gt;</p> <p>Click “NEXT”&gt;</p>  |  |
| 5.   | <p><b><u>Input Document Reference Number of claim forms</u></b></p> <p>For IU account, or for OU which is not a government department, if the name registered with the iCMS matches the name of a case party:</p> <p>Input Document Reference Number (“DRN”) of Title of Claim: General Form</p> |  |

| Item | Process   | Relevant screenshots for reference   |
|------|---|--|
|      | (Form 1) or Form of Claim (Form 2)>   |  |
| 6.   | <p><b><u>Limited types of documents for filing</u></b></p> <p>Click “OK” to proceed&gt;</p>   |    |
| 7.   | <p><b><u>Upload document</u></b></p> <p>Select “Document Name*”&gt;</p> <p>Select “PURPOSE*”.</p> <p>Select language in “Document Language*” &gt;</p> <p>Tick the checkboxes under either “For” or “Filed By”&gt;</p> <p><i>[Note: The checkbox under “Against” is optional.]</i></p> <p>Click “Upload”&gt;</p> | <p>Limited types of documents for filing</p>  |

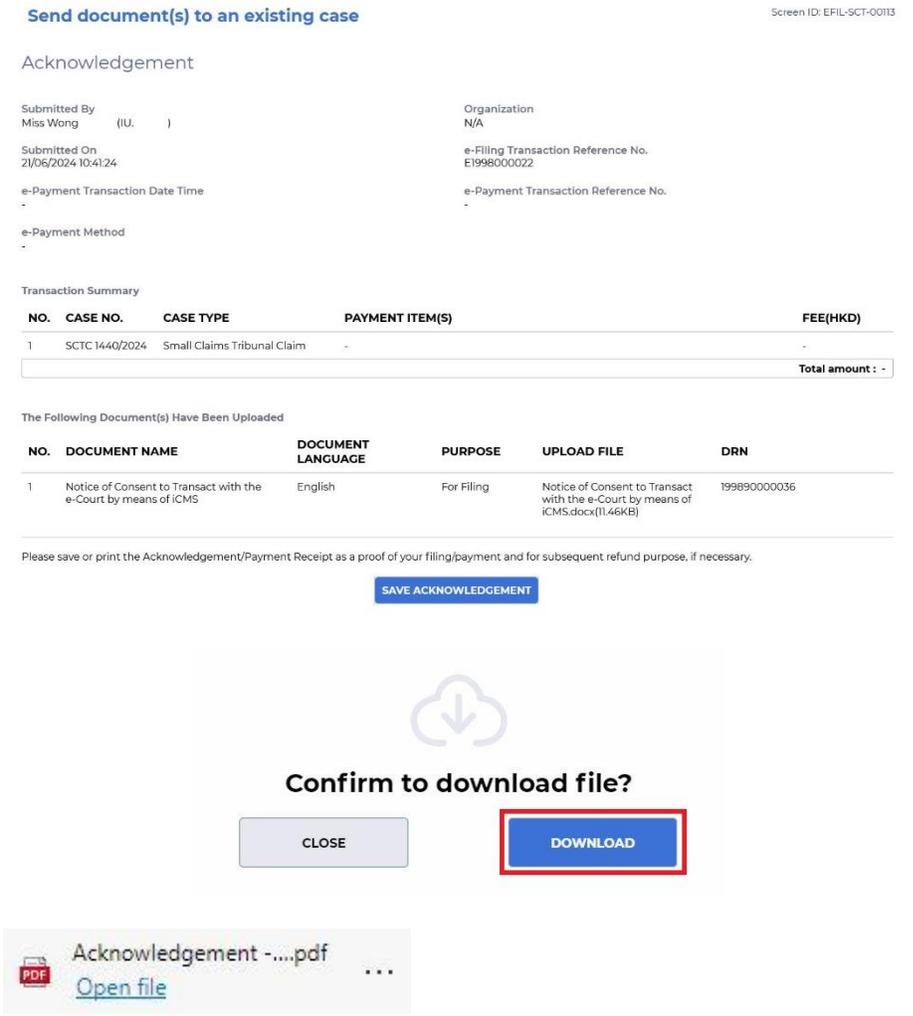
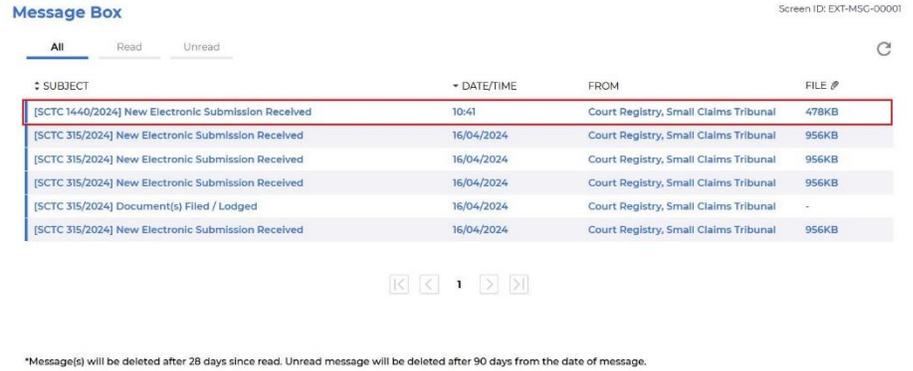
Step-by-step guide – “Send document(s) to an existing case before case link-up”

| Item   | Process  | Relevant screenshots for reference  |     |          |          |   |  |            |  |                                |  |
|--|--|---|-----|----------|----------|---|--|------------|--|--------------------------------|--|
|  | <p>Click “BROWSE FILES”&gt;</p> <p><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></p> |   |     |          |          |   |  |            |  |                                |  |
| <p>8.</p> <p><b><u>Preview uploaded document</u></b></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the uploaded document&gt;</p> <p>Click “OK” if the uploaded document is in order&gt;</p> <p>Or, click “Delete” if the uploaded document is not in order&gt;</p> <p>Click “Add Document” if other document(s) is to be filed in the same transaction&gt;</p> <p>Click “NEXT” &gt;</p> |  |  <p><b>Send document(s) to an existing case</b> <span style="float: right;">Screen ID: EFIL-SCT-0011</span></p> <p><b>Notice</b><br/>- Field with (*) is required information</p> <p>Upload Document</p> <p>Case No.<br/>SCTC 1440/2024</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DOCUMENT</th> <th>PURPOSE*</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>                     Document Name *<br/>                     Notice of Consent to Transact with the e-Court by means of ICMS                 </td> <td>For Filing</td> </tr> <tr> <td></td> <td>                     Document Language *<br/>                     English                 </td> <td></td> </tr> </tbody> </table> <p>For ?</p> <p><input type="checkbox"/> Cl Corporation Limited 有限公司</p> <p><input type="checkbox"/> D1 Wong 黃</p> | NO. | DOCUMENT | PURPOSE* | 1 | Document Name *<br>Notice of Consent to Transact with the e-Court by means of ICMS | For Filing |  | Document Language *<br>English |  |
| NO.  | DOCUMENT   | PURPOSE*  |     |          |          |   |  |            |  |                                |  |
| 1  | Document Name *<br>Notice of Consent to Transact with the e-Court by means of ICMS   | For Filing  |     |          |          |   |  |            |  |                                |  |
|  | Document Language *<br>English   |   |     |          |          |   |  |            |  |                                |  |

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

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|------|---|--|-----------------|----------|---------|-----------------|----------|---|---|------------|---|---|
|      |   |    |                 |          |         |                 |          |   |   |            |   |   |
| 9.   | <p><b><u>Confirm details of the filing</u></b></p> <p>If filing details are in order, click “CONFIRM”&gt;</p> <p>Click “OK” to “Confirm to proceed?”&gt;</p> <p>Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify the inputted data&gt;</p> |  <p><b>Send document(s) to an existing case</b> <span style="float: right;">Screen ID: EFIL-SCT-0012</span></p> <p>Confirm Details of the Filing</p> <p>Case No.<br/>SCTC 1440/2024</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DOCUMENT</th> <th>PURPOSE</th> <th>PAYMENT ITEM(S)</th> <th>FEE(HKD)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Document Name<br/>Notice of Consent to Transact with the e-Court by means of iCMS<br/>Document Language<br/>English<br/>For<br/>D1 Wong 黃<br/>Against<br/>-<br/>Filed By<br/>-</td> <td>For Filing</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p>Upload File<br/>Notice of Consent to Transact with the e-Court by means of iCMS.docx(11.46KB)</p> <p style="text-align: right;">Total amount : -</p> <p style="text-align: center;"><b>CONFIRM</b></p> <p>Popup of confirm to proceed</p> <p style="text-align: center;"><b>Confirm to proceed?</b></p> <p style="text-align: center;"><b>OK</b></p> | NO.             | DOCUMENT | PURPOSE | PAYMENT ITEM(S) | FEE(HKD) | 1 | Document Name<br>Notice of Consent to Transact with the e-Court by means of iCMS<br>Document Language<br>English<br>For<br>D1 Wong 黃<br>Against<br>-<br>Filed By<br>- | For Filing | - | - |
| NO.  | DOCUMENT  | PURPOSE  | PAYMENT ITEM(S) | FEE(HKD) |         |                 |          |   |   |            |   |   |
| 1    | Document Name<br>Notice of Consent to Transact with the e-Court by means of iCMS<br>Document Language<br>English<br>For<br>D1 Wong 黃<br>Against<br>-<br>Filed By<br>-   | For Filing   | -               | -        |         |                 |          |   |   |            |   |   |

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|---|---|---|-----------------|---|--------------|-----------------|---|-------|---------------------------------------|-----------------------------|--|------------|---------------------------------------|---------------|--|------------|---------------------------------------|-------|--|---|---------------------------------------|------------|---|--------------|---------------------------------------|---|--|------------|---------------------------------------|-------|
| 10.   | <p><b><u>Acknowledgement</u></b></p> <p>Click “SAVE ACKNOWLEDGEMENT” &gt;</p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”&gt;</p> <p>Click “Open file” to retrieve the Acknowledgement&gt;</p>  |  <p><b>Send document(s) to an existing case</b> <span style="float: right;">Screen ID: EPIL-SCT-0013</span></p> <p>Acknowledgement</p> <p>Submitted By: Miss Wong (IU. )      Organization: N/A</p> <p>Submitted On: 21/06/2024 10:41:24      e-Filing Transaction Reference No.: E1998000022</p> <p>e-Payment Transaction Date Time: -      e-Payment Transaction Reference No.: -</p> <p>e-Payment Method: -</p> <p>Transaction Summary</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>CASE NO.</th> <th>CASE TYPE</th> <th>PAYMENT ITEM(S)</th> <th>FEE(HKD)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SCTC 1440/2024</td> <td>Small Claims Tribunal Claim</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p style="text-align: right;">Total amount: -</p> <p>The Following Document(s) Have Been Uploaded</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DOCUMENT NAME</th> <th>DOCUMENT LANGUAGE</th> <th>PURPOSE</th> <th>UPLOAD FILE</th> <th>DRN</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Notice of Consent to Transact with the e-Court by means of iCMS</td> <td>English</td> <td>For Filing</td> <td>Notice of Consent to Transact with the e-Court by means of iCMS.docx(11.46KB)</td> <td>199890000036</td> </tr> </tbody> </table> <p>Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.</p> <p style="text-align: center;"><a href="#">SAVE ACKNOWLEDGEMENT</a></p> <div style="text-align: center;">  <p><b>Confirm to download file?</b></p> <p><a href="#">CLOSE</a>      <a href="#">DOWNLOAD</a></p> </div> <p>Acknowledgement - ....pdf <a href="#">Open file</a></p> | NO.             | CASE NO.  | CASE TYPE    | PAYMENT ITEM(S) | FEE(HKD)  | 1     | SCTC 1440/2024                        | Small Claims Tribunal Claim | -  | -          | NO.                                   | DOCUMENT NAME | DOCUMENT LANGUAGE                                  | PURPOSE    | UPLOAD FILE                           | DRN   | 1  | Notice of Consent to Transact with the e-Court by means of iCMS | English                               | For Filing | Notice of Consent to Transact with the e-Court by means of iCMS.docx(11.46KB) | 199890000036 |                                       |   |  |            |                                       |       |
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| 1   | SCTC 1440/2024  | Small Claims Tribunal Claim   | -               | -   |              |                 |   |       |                                       |                             |  |            |                                       |               |  |            |                                       |       |  |   |                                       |            |   |              |                                       |   |  |            |                                       |       |
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| 11.   | <p><b><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></b></p> <p>Click “Home”&gt;</p> <p>Access Message Box&gt;</p> <p>Click the message header to read the content&gt;</p> <p><i>[Note: Acknowledgement can also be downloaded again from the message, if necessary.]</i></p> |  <p><b>Message Box</b> <span style="float: right;">Screen ID: EXT-MSG-00001</span></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 style="border: 2px solid red;"> <td>[SCTC 1440/2024] New Electronic Submission Received</td> <td>10:41</td> <td>Court Registry, Small Claims Tribunal</td> <td>478KB</td> </tr> <tr> <td>[SCTC 315/2024] New Electronic Submission Received</td> <td>16/04/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>956KB</td> </tr> <tr> <td>[SCTC 315/2024] New Electronic Submission Received</td> <td>16/04/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>956KB</td> </tr> <tr> <td>[SCTC 315/2024] New Electronic Submission Received</td> <td>16/04/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>956KB</td> </tr> <tr> <td>[SCTC 315/2024] Document(s) Filed / Lodged</td> <td>16/04/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>-</td> </tr> <tr> <td>[SCTC 315/2024] New Electronic Submission Received</td> <td>16/04/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>956KB</td> </tr> </tbody> </table> <p style="text-align: center;">*Message(s) will be deleted after 28 days since read. Unread message will be deleted after 90 days from the date of message.</p> <p>Click the message header to read the content and the attachment therein</p>  | SUBJECT         | DATE/TIME   | FROM         | FILE            | [SCTC 1440/2024] New Electronic Submission Received | 10:41 | Court Registry, Small Claims Tribunal | 478KB                       | [SCTC 315/2024] New Electronic Submission Received | 16/04/2024 | Court Registry, Small Claims Tribunal | 956KB         | [SCTC 315/2024] New Electronic Submission Received | 16/04/2024 | Court Registry, Small Claims Tribunal | 956KB | [SCTC 315/2024] New Electronic Submission Received | 16/04/2024  | Court Registry, Small Claims Tribunal | 956KB      | [SCTC 315/2024] Document(s) Filed / Lodged                                    | 16/04/2024   | Court Registry, Small Claims Tribunal | - | [SCTC 315/2024] New Electronic Submission Received | 16/04/2024 | Court Registry, Small Claims Tribunal | 956KB |
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| Item  | Process  | Relevant screenshots for reference   |         |           |      |      |   |       |                                       |   |   |       |                                       |       |  |            |                                       |       |  |            |                                       |       |  |            |                                       |       |  |            |                                       |   |  |            |                                       |       |
|---|--|--|---------|-----------|------|------|---|-------|---------------------------------------|---|---|-------|---------------------------------------|-------|--|------------|---------------------------------------|-------|--|------------|---------------------------------------|-------|--|------------|---------------------------------------|-------|--|------------|---------------------------------------|---|--|------------|---------------------------------------|-------|
|   |  | <p><b>Message Details</b> <span style="float: right;">Screen ID: EXT-MSG-00002</span></p> <p><a href="#">Back</a> <span style="float: right;">📄</span></p> <p><b>[SCTC 1440/2024] New Electronic Submission Received</b></p> <p>Date/Time 21/06/2024 10:41<br/>           From Court Registry, Small Claims Tribunal<br/>           To IU</p> <hr/> <p>This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E1998000022) submitted via iCMS on 21/06/2024 10:41. (Time is expressed in 24-hour format.)</p> <p>Upon acceptance of the submission of the document(s), you will receive a message confirming the same.</p> <p>Please click the attachment link to obtain the acknowledgement (and the payment receipt, if any).</p> <p>Acknowledgement - e-Filing Transaction Reference No:E1998000022</p> <p><b>Notice</b></p> <p>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.</p> <p>Opening hours of the Registry</p> <p>Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m.<br/>           Saturdays, Sundays : Closed<br/>           and Public Holidays</p> <p><b>1 Attachment(s)</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>PDF Acknowledgement - e-Filing TRN-E1998000022.pdf<br/>478KB</p> </div>  |         |           |      |      |   |       |                                       |   |   |       |                                       |       |  |            |                                       |       |  |            |                                       |       |  |            |                                       |       |  |            |                                       |   |  |            |                                       |       |
| 12.   | <b>Internal process by Judiciary</b>   | Sender will receive message in iCMS message box after internal vetting by Judiciary  |         |           |      |      |   |       |                                       |   |   |       |                                       |       |  |            |                                       |       |  |            |                                       |       |  |            |                                       |       |  |            |                                       |   |  |            |                                       |       |
| 13.   | <p><b><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></b></p> <p>Login and access Message Box&gt;</p> <p>Click the message header to read the content&gt;</p> | <p><b>Message Box</b> <span style="float: right;">Screen ID: EXT-MSG-00001</span></p> <p><a href="#">All</a> <a href="#">Read</a> <a href="#">Unread</a> <span style="float: right;">🔄</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">SUBJECT</th> <th style="text-align: left;">DATE/TIME</th> <th style="text-align: left;">FROM</th> <th style="text-align: left;">FILE</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>[SCTC 1440/2024] Document(s) Filed / Lodged</td> <td>10:51</td> <td>Court Registry, Small Claims Tribunal</td> <td>-</td> </tr> <tr> <td>[SCTC 1440/2024] New Electronic Submission Received</td> <td>10:41</td> <td>Court Registry, Small Claims Tribunal</td> <td>478KB</td> </tr> <tr> <td>[SCTC 315/2024] New Electronic Submission Received</td> <td>16/04/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>956KB</td> </tr> <tr> <td>[SCTC 315/2024] New Electronic Submission Received</td> <td>16/04/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>956KB</td> </tr> <tr> <td>[SCTC 315/2024] New Electronic Submission Received</td> <td>16/04/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>956KB</td> </tr> <tr> <td>[SCTC 315/2024] Document(s) Filed / Lodged</td> <td>16/04/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>-</td> </tr> <tr> <td>[SCTC 315/2024] New Electronic Submission Received</td> <td>16/04/2024</td> <td>Court Registry, Small Claims Tribunal</td> <td>956KB</td> </tr> </tbody> </table> <p style="text-align: center;">⏪ ⏩ 1 ⏪ ⏩</p> <p><small>*Message(s) will be deleted after 28 days since read. Unread message will be deleted after 90 days from the date of message.</small></p> <p>Click the message header to read the content therein</p> <p><b>Message Details</b> <span style="float: right;">Screen ID: EXT-MSG-00002</span></p> <p><a href="#">Back</a> <span style="float: right;">📄</span></p> <p><b>[SCTC 1440/2024] Document(s) Filed / Lodged</b></p> <p>Date/Time 21/06/2024 10:51<br/>           From Court Registry, Small Claims Tribunal<br/>           To IU</p> <hr/> <p>This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E1998000022) submitted via iCMS on 21/06/2024 10:41. (Time is expressed in 24-hour format.)</p> <p>SCTC 1440/2024 - Notice of Consent to Transact with the e-Court by means of iCMS. 同意通知書轉綜合法院案件管理系統與電子法院處理相關事宜 - DRN199890000036</p> <p>If the document requires determination or approval from the Court, you will be informed of the outcome in due course.</p> | SUBJECT | DATE/TIME | FROM | FILE | [SCTC 1440/2024] Document(s) Filed / Lodged | 10:51 | Court Registry, Small Claims Tribunal | - | [SCTC 1440/2024] New Electronic Submission Received | 10:41 | Court Registry, Small Claims Tribunal | 478KB | [SCTC 315/2024] New Electronic Submission Received | 16/04/2024 | Court Registry, Small Claims Tribunal | 956KB | [SCTC 315/2024] New Electronic Submission Received | 16/04/2024 | Court Registry, Small Claims Tribunal | 956KB | [SCTC 315/2024] New Electronic Submission Received | 16/04/2024 | Court Registry, Small Claims Tribunal | 956KB | [SCTC 315/2024] Document(s) Filed / Lodged | 16/04/2024 | Court Registry, Small Claims Tribunal | - | [SCTC 315/2024] New Electronic Submission Received | 16/04/2024 | Court Registry, Small Claims Tribunal | 956KB |
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Internal process by Judiciary