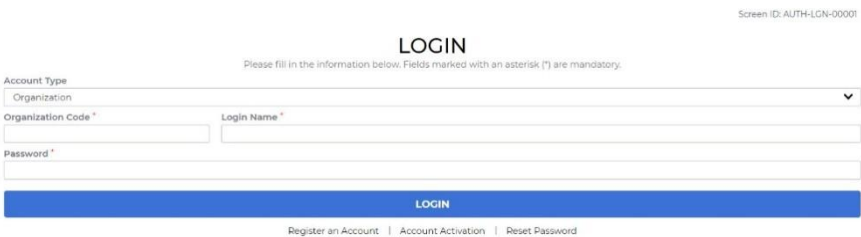




Small Claims Tribunal

Submit application for refund of payment

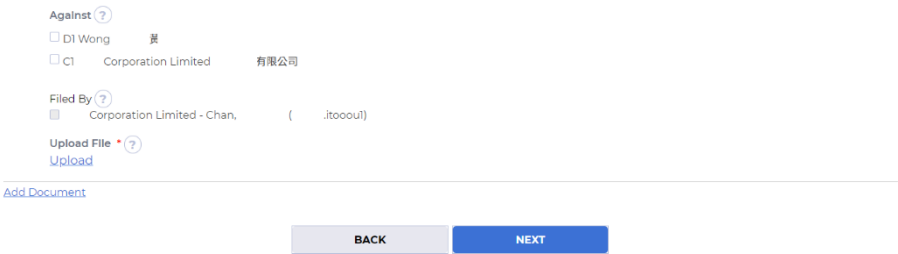
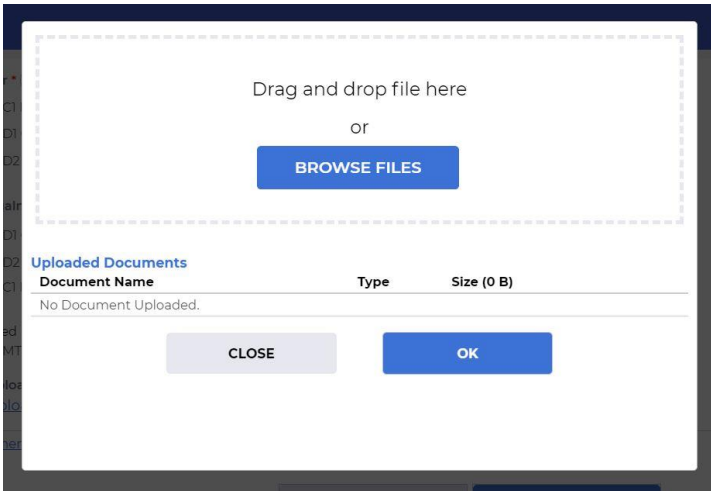
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

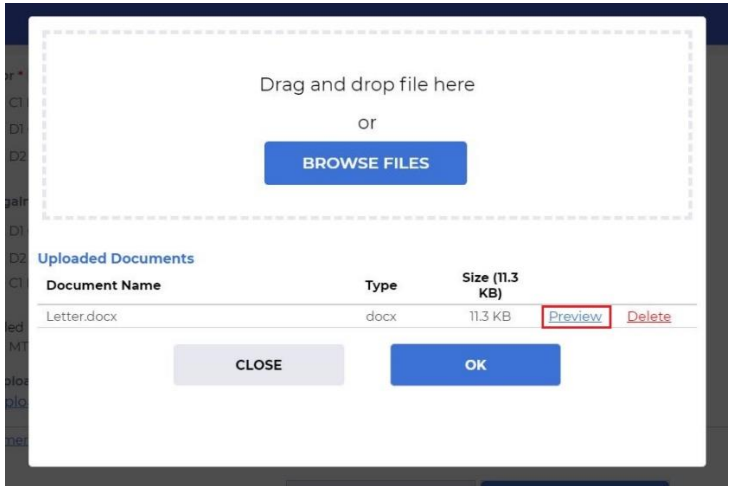
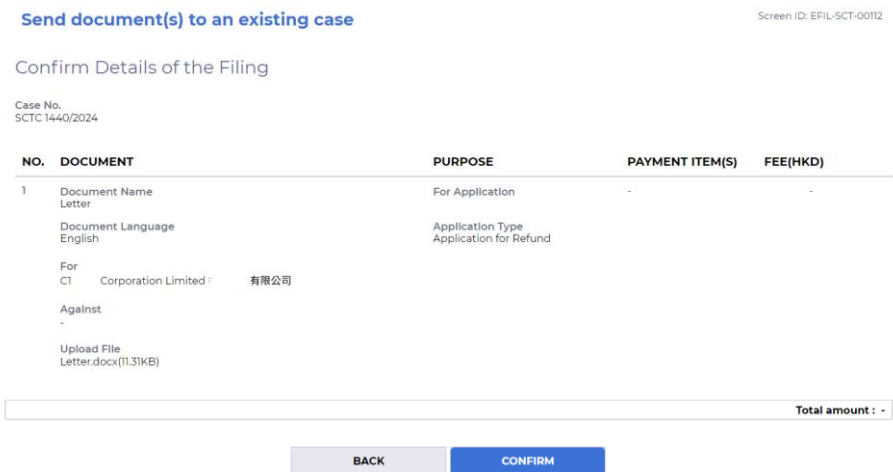
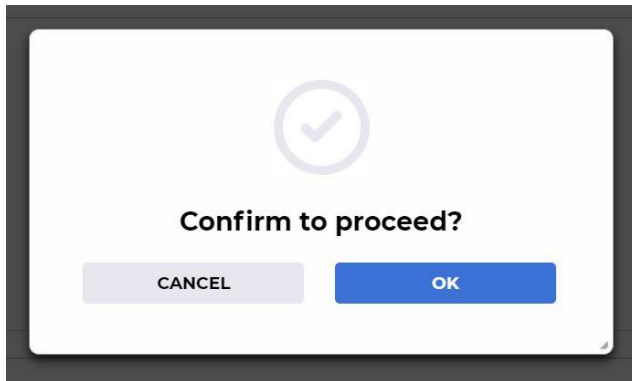
Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>Either by Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role.</p> <p><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></p>	<p>Organization User</p>  <p>Individual User</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>	

Step-by-step guide – “Submit application for refund of payment”

Item	Process	Relevant screenshots for reference
3.	<p><u>Select the required function</u></p> <p>Select “Send document(s) to an existing case” ></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> <p>Click “NEXT”></p>	
4.	<p><u>Enter case number</u></p> <p>Input “Case No.*”></p> <p>Click “NEXT”></p>	
5.	<p><u>Upload document</u></p> <p>Select “Letter” in “Document Name*”></p> <p>Select “For Application” in “PURPOSE*”></p> <p>Select “Application for Refund” in “Application Type*”></p> <p>Select language in “Document Language*” ></p>	

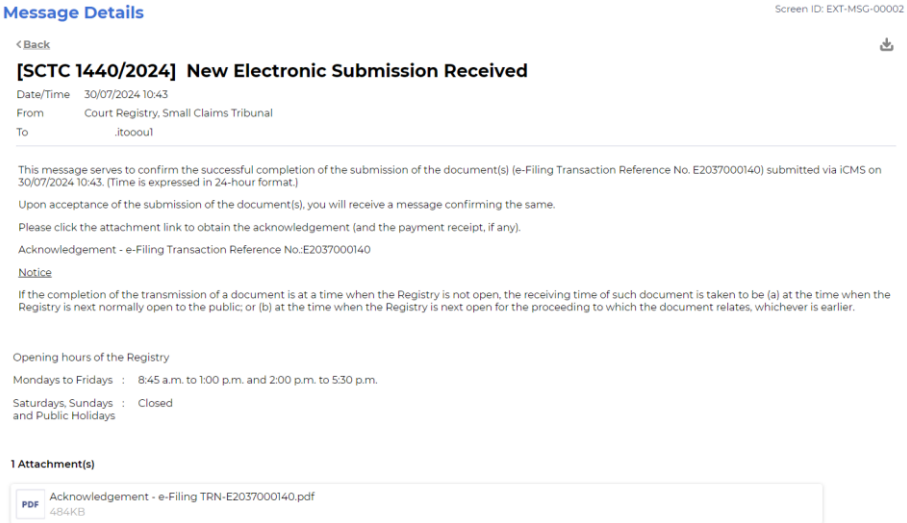
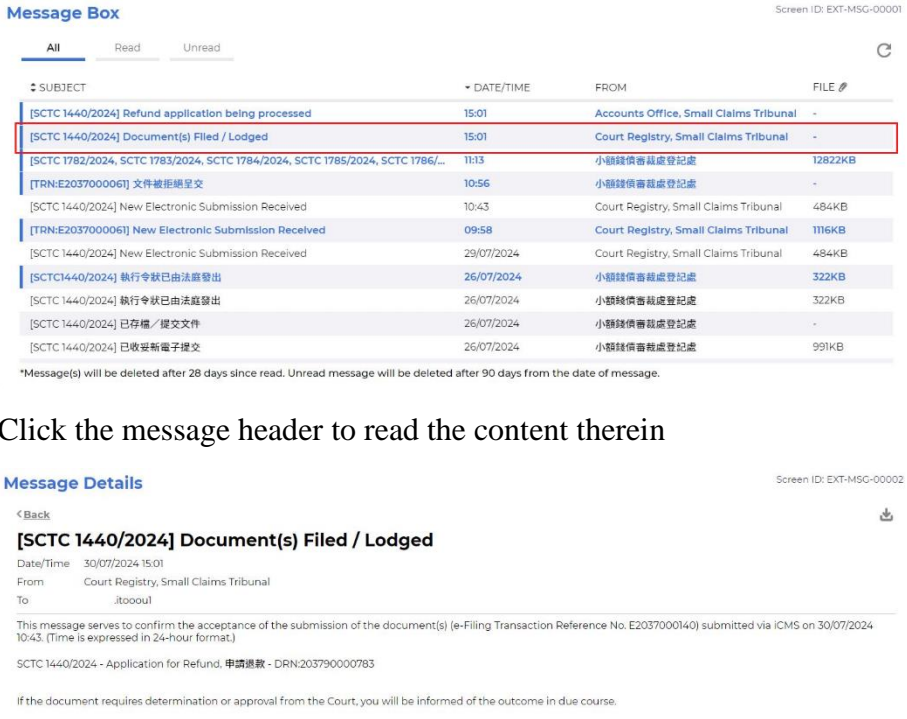
Step-by-step guide – “Submit application for refund of payment”

Item	Process	Relevant screenshots for reference
	<p>Tick the checkbox under “For*”></p> <p>[Note: The checkbox under “Against” is optional.]</p> <p>Click “Upload”></p> <p>Click “BROWSE FILES” and select document></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><i>[Note: Apart from giving details and reasons for the application for refund, the below information should also be contained in the uploaded document of “Letter”:</i></p> <ul style="list-style-type: none"> - <i>Payment Receipt (a documentary proof showing the subject payment amount applying for refund)</i> - <i>Acknowledgement (a documentary proof showing the subject transaction on document submission/payment)</i> - <i>e-Payment Transaction Reference No.</i> - <i>Case Number</i> - <i>Date & Time of e-Payment</i> - <i>Postal Address and Contact Telephone Number</i> 

Item	Process	Relevant screenshots for reference
6.	<p><u>Preview uploaded document</u></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the uploaded document></p> <p>Click “OK” if the uploaded document is in order></p> <p>Or, click “Delete” if the uploaded document is not in order></p> <p>Click “NEXT” ></p>	
7.	<p><u>Confirm details of the filing</u></p> <p>If filing details are in order, click “CONFIRM”></p> <p>Click “OK” to “Confirm to proceed?”></p> <p>Or, if filing details are not in order, click “BACK” to return to the previous steps to rectify the inputted data></p>	 <p>Popup of confirm to proceed</p> 

Item	Process	Relevant screenshots for reference																						
8.	<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>	<div><div>Send document(s) to an existing case<div>Screen ID: EFIL-SCT-00113</div></div><div><div>Acknowledgement</div><div><div><div>Submitted By Mr. Chan (itooou)</div><div>Submitted On 30/07/2024 10:43:24</div><div>e-Payment Transaction Date Time -</div><div>e-Payment Method -</div></div><div><div>Organization Corporation Limited</div><div>e-Filing Transaction Reference No. E2037000140</div><div>e-Payment Transaction Reference No. -</div></div></div><div><div>Transaction Summary</div><table><tr><th>NO.</th><th>CASE NO.</th><th>CASE TYPE</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr><tr><td>1</td><td>SCTC 1440/2024</td><td>Small Claims Tribunal Claim</td><td>-</td><td>-</td></tr></table><div>Total amount : -</div></div><div><div>The Following Document(s) Have Been Uploaded</div><table><tr><th>NO.</th><th>DOCUMENT NAME</th><th>DOCUMENT LANGUAGE</th><th>PURPOSE</th><th>UPLOAD FILE</th><th>DRN</th></tr><tr><td>1</td><td>Letter - Application for Refund</td><td>English</td><td>For Application</td><td>Letter.docx(11.31KB)</td><td>203790000783</td></tr></table><div>Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.</div><div>SAVE ACKNOWLEDGEMENT</div></div><div><div>Confirm to download file?</div><div><div>CLOSE</div><div>DOWNLOAD</div></div></div><div><div>Acknowledgement -pdf</div><div>Open file</div></div></div></div>	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	Letter - Application for Refund	English	For Application	Letter.docx(11.31KB)	203790000783
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	Letter - Application for Refund	English	For Application	Letter.docx(11.31KB)	203790000783																			
9.	<p><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></p> <p>Click “Home”></p> <p>Access Message Box></p>	<div><div>Message box with message header(s) appears on the landing page<div>Screen ID: EXT-MSG-00001</div></div><div><div>Message Box</div><div><div>AllReadUnread</div><div><div>SUBJECTDATE/TIMEFROMFILE</div><div><div>[SCTC 1440/2024] New Electronic Submission Received10:43Court Registry, Small Claims Tribunal484KB</div><div>[TRN:E203700006] New Electronic Submission Received09:58Court Registry, Small Claims Tribunal1116KB</div><div>[SCTC 1440/2024] New Electronic Submission Received29/07/2024Court Registry, Small Claims Tribunal484KB</div><div>[SCTC1440/2024] 執行令狀已由法庭發出26/07/2024小額錢債審裁處登記處322KB</div><div>[SCTC 1440/2024] 執行令狀已由法庭發出26/07/2024小額錢債審裁處登記處322KB</div><div>[SCTC 1440/2024] 已存檔 / 提交文件26/07/2024小額錢債審裁處登記處-</div><div>[SCTC 1440/2024] 已收受新電子提交26/07/2024小額錢債審裁處登記處991KB</div><div>[SCTC 1440/2024] 電子查閱的認收通知和付款收據26/07/2024小額錢債審裁處登記處633KB</div><div>[SCTC 1440/2024] Writ of Execution issued by the Court24/07/2024Court Registry, Small Claims Tribunal280KB</div><div>[SCTC 1440/2024] Document(s) Filed / Lodged24/07/2024Court Registry, Small Claims Tribunal-</div><div>[SCTC 1440/2024] New Electronic Submission Received24/07/2024Court Registrv, Small Claims Tribunal967KB</div></div></div><div><div>*Message(s) will be deleted after 28 days since read. Unread message will be deleted after 90 days from the date of message.</div></div></div></div></div>																						

Step-by-step guide – “Submit application for refund of payment”

Item	Process	Relevant screenshots for reference
	<p>Click the message header to read the content</p> <p><i>[Note: Acknowledgement can also be downloaded again from the message, if necessary.]</i></p>	<p>Click the message header to read the content and the attachment therein</p> 
10.	Internal process by Judiciary	Sender will receive message in iCMS message box after internal vetting by Judiciary
11.	<p><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></p> <p>Login and 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> 

Item	Process	Relevant screenshots for reference																																																
12.	Internal process by Judiciary	Sender will receive message in iCMS message box when the refund application is being processed by Judiciary <i>[Note: Sender will receive a separate message in iCMS message box if the document is found not in order.]</i>																																																
13.	<p><u>Refund application being processed message sent to the message box of OU/ IU as appropriate</u></p> <p>Login and 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> <div><p>Message Box</p><p>Screen ID: EXT-MSG-00001</p><p>All Read Unread</p><table><tr><th>SUBJECT</th><th>DATE/TIME</th><th>FROM</th><th>FILE</th></tr><tr><td>[SCTC 1440/2024] Refund application being processed</td><td>15:08</td><td>Accounts Office, Small Claims Tribunal</td><td>-</td></tr><tr><td>[SCTC 1440/2024] Document(s) Filed / Lodged</td><td>15:01</td><td>Court Registry, Small Claims Tribunal</td><td>-</td></tr><tr><td>[SCTC 1782/2024, SCTC 1783/2024, SCTC 1784/2024, SCTC 1785/2024, SCTC 1786/...</td><td>11:13</td><td>小額錢債審裁處登記處</td><td>12822KB</td></tr><tr><td>[TRN:E203700006] 文件被拒絕呈交</td><td>10:56</td><td>小額錢債審裁處登記處</td><td>-</td></tr><tr><td>[SCTC 1440/2024] New Electronic Submission Received</td><td>10:43</td><td>Court Registry, Small Claims Tribunal</td><td>484KB</td></tr><tr><td>[TRN:E203700006] New Electronic Submission Received</td><td>09:58</td><td>Court Registry, Small Claims Tribunal</td><td>1116KB</td></tr><tr><td>[SCTC 1440/2024] New Electronic Submission Received</td><td>29/07/2024</td><td>Court Registry, Small Claims Tribunal</td><td>484KB</td></tr><tr><td>[SCTC1440/2024] 執行令狀已由法庭發出</td><td>26/07/2024</td><td>小額錢債審裁處登記處</td><td>322KB</td></tr><tr><td>[SCTC 1440/2024] 執行令狀已由法庭發出</td><td>26/07/2024</td><td>小額錢債審裁處登記處</td><td>322KB</td></tr><tr><td>[SCTC 1440/2024] 已存檔 / 提交文件</td><td>26/07/2024</td><td>小額錢債審裁處登記處</td><td>-</td></tr><tr><td>[SCTC 1440/2024] 已收受新電子提交</td><td>26/07/2024</td><td>小額錢債審裁處登記處</td><td>991KB</td></tr></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></div> <p>Click the message header to read the content therein</p> <div><p>Message Details</p><p>Screen ID: EXT-MSG-00002</p><p>< Back</p><p>[SCTC 1440/2024] Refund application being processed</p><p>Date/Time 30/07/2024 15:08</p><p>From Accounts Office, Small Claims Tribunal</p><p>To :t000u1</p><p>This message serves to convey the result on your application of refund (e-Filing Transaction Reference No. E2037000140) submitted via iCMS on 30/07/2024 10:43. (Time is expressed in 24-hour format.)</p><p>Your refund application is being processed. It normally takes 4 weeks for processing. When the refund cheque is ready, it will be posted to you by mail. For enquiries, please contact High Court Finance Section at 2825 4275.</p></div>	SUBJECT	DATE/TIME	FROM	FILE	[SCTC 1440/2024] Refund application being processed	15:08	Accounts Office, Small Claims Tribunal	-	[SCTC 1440/2024] Document(s) Filed / Lodged	15:01	Court Registry, Small Claims Tribunal	-	[SCTC 1782/2024, SCTC 1783/2024, SCTC 1784/2024, SCTC 1785/2024, SCTC 1786/...	11:13	小額錢債審裁處登記處	12822KB	[TRN:E203700006] 文件被拒絕呈交	10:56	小額錢債審裁處登記處	-	[SCTC 1440/2024] New Electronic Submission Received	10:43	Court Registry, Small Claims Tribunal	484KB	[TRN:E203700006] New Electronic Submission Received	09:58	Court Registry, Small Claims Tribunal	1116KB	[SCTC 1440/2024] New Electronic Submission Received	29/07/2024	Court Registry, Small Claims Tribunal	484KB	[SCTC1440/2024] 執行令狀已由法庭發出	26/07/2024	小額錢債審裁處登記處	322KB	[SCTC 1440/2024] 執行令狀已由法庭發出	26/07/2024	小額錢債審裁處登記處	322KB	[SCTC 1440/2024] 已存檔 / 提交文件	26/07/2024	小額錢債審裁處登記處	-	[SCTC 1440/2024] 已收受新電子提交	26/07/2024	小額錢債審裁處登記處	991KB
SUBJECT	DATE/TIME	FROM	FILE																																															
[SCTC 1440/2024] Refund application being processed	15:08	Accounts Office, Small Claims Tribunal	-																																															
[SCTC 1440/2024] Document(s) Filed / Lodged	15:01	Court Registry, Small Claims Tribunal	-																																															
[SCTC 1782/2024, SCTC 1783/2024, SCTC 1784/2024, SCTC 1785/2024, SCTC 1786/...	11:13	小額錢債審裁處登記處	12822KB																																															
[TRN:E203700006] 文件被拒絕呈交	10:56	小額錢債審裁處登記處	-																																															
[SCTC 1440/2024] New Electronic Submission Received	10:43	Court Registry, Small Claims Tribunal	484KB																																															
[TRN:E203700006] New Electronic Submission Received	09:58	Court Registry, Small Claims Tribunal	1116KB																																															
[SCTC 1440/2024] New Electronic Submission Received	29/07/2024	Court Registry, Small Claims Tribunal	484KB																																															
[SCTC1440/2024] 執行令狀已由法庭發出	26/07/2024	小額錢債審裁處登記處	322KB																																															
[SCTC 1440/2024] 執行令狀已由法庭發出	26/07/2024	小額錢債審裁處登記處	322KB																																															
[SCTC 1440/2024] 已存檔 / 提交文件	26/07/2024	小額錢債審裁處登記處	-																																															
[SCTC 1440/2024] 已收受新電子提交	26/07/2024	小額錢債審裁處登記處	991KB																																															

Internal process by Judiciary