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.	Login user account	Organization User			
	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.]	Concern ID: AUTH-LGN-00001			
	For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role. [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.]	LOCIN Individual User [III] Individual User [III] </th			
2.	Access e-Filing function	Welcome to Judiciary Web Portal! You can access the services of the integrated Court Case Management System ("ICMS") in this portal.			
	Click "Small Claims Tribunal"> Select "Electronic Filing"> Select "Send Document(s)">	Atom Atom			
	Select "Send	Other Electronic Salvibasy ITRNE19880001991 New Biectronic Submission Received 10/60/2024 Court Registry, Small Claims Tribunal 10/64/8 Make Electronic Salvibasy ISCTC 255/2024) Decument(a) Filed / Lodged 07/06/2024 Court Registry, Small Claims Tribunal 10/64/8 Update Swort ISCTC 255/2024) New Electronic Submission Received 04/06/2024 Court Registry, Small Claims Tribunal 97/88 System Matrimance Information ISCTC 255/2024) New Electronic Submission Received 04/06/2024 Court Registry, Small Claims Tribunal 97/88 Good Claims Tribunal 10/16/10/10/10/10/10/10/10/10/10/10/10/10/10/			

Item	Process	Relevant screenshots for reference
Item 3. 4.	Process Select the required function 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"> Enter case number Input "Case No.*"> Click "NEXT">	<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><form></form></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>
5.	Upload document Select "Letter" in "Document Name*">	Send document(s) to an existing case Screen ID: EFIL-SCT-0011 Notice - Field with (*) is required information Upload Document Screen ID: EFIL-SCT-0011
	"Document Name*"> Select "For Application" in "PURPOSE*"> Select "Application for Refund" in "Application Type*"	Document Case No. SCTC 1440/2024 NO. DOCUMENT PURPOSE* 1 Document Name* Letter For Application Occument Language* Application Type*
I ype*" DI Wong Select language in "Document Language*" >		

Item	Process	Relevant screenshots for reference			
	Tick the checkbox under "For*">	Against ? DI Wong 夏 C Corporation Limited 有限公司 Filed By ? Corporation Limited - Chan, (.itooout) Upload File *? Upload Add Document			
	[Note: The checkbox under "Against" is optional.]				
	Click "Upload">	BACK NEXT			
	Click "BROWSE FILES" and select document>	[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":			
	[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.]	 Payment Receipt (a documentary proof showing the subject payment amount applying for refund) Acknowledgement (a documentary proof showing the subject transaction on document submission/payment) e-Payment Transaction Reference No. Case Number Date & Time of e-Payment Postal Address and Contact Telephone Number 			
		Drag and drop file here or Drag BROWSE FILES			
		D2 Uploaded Documents Document Name Type Size (0 B) No Document Uploaded. Size (0 B)			
		No Document Uploaded.			

Item	Process	Relevant screenshots for reference			
6.	Preview uploadeddocumentDocument name isdisplayed under "UploadedDocuments"Click "Preview" to view theimage of the uploadeddocument>Click "OK" if the uploadeddocument is in order>Or, click "Delete" if theuploaded document is not in order>Click "NEXT" >	Recevant Screenshots for recevent Image: Screenshots for recevent Drag and drop file here Or BROWSE FILES Uploaded Documents Document Name Type Size (11.3) Letterdocx CLOSE OK			
7.	Confirm details of the filing If filing details are in order, click "CONFIRM">	Send document(s) to an existing case Screen ID: EFIL-SCT-00112 Confirm Details of the Filing Case No. Case No. SCTC 1440/2024 No. DOCUMENT PURPOSE PAYMENT ITEM(S) FEE(HKD) 1 Document Name Letter For Application - - Queument Language Application for Refund - - For C1 Corporation Limited : 有限公司 - - Upload File Letter.docs(1131KE) - - - BACK CONFIRM 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 Confirm to proceed?			

Click "Home"> Click "Home"> Access Message Box>		e	ots for refer	Relevant screensh	Process	Item			
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	again from the message, if necessary.]	Date/Time 30/07/2024 10:43 From Court Registry, Small Claims Tribunal To				
		30/07/2024 10:43. [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.:E2037000140 <u>Notice</u> 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 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-E2037000140.pdf 484KB				
10.	Internal process by Judiciary	Sender will receive message in iCMS message box after internal vetting by Judiciary				
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		Message Details Screen ID: EXT-MSG-00002				
		Setter Lodged Date/Time: 300/70204 Stoll From: Court Registry, Small Claims Tribunal To .itosoul				
		This message serves to confirm the acceptance of the submission of the document(s) (e-Filing Transaction Reference No. E2037000140) submitted via ICMS on 30/07/2024 10-43. (Time is expressed in 24-hour format.) SCTC 1440/2024 - Application for Refund. 中國機敢 - DRN:203790000783 If the document requires determination or approval from the Court. you will be informed of the outcome in due course.				

Item	Process	Relevant screenshots for reference				
12.	Internal process by	Sender will receive message in iCMS message box when the refund				
	Judiciary	application is being processed by Judiciary				
		[Note: Sender will receive a separate message in iCMS message box if				
		the document is found not in order.	/			
13.	Refund application being	Message box with message header(s) appears on the landing page.				
	processed message sent to					
	the message box of OU/	Message Box		Scree	en ID: EXT-MSG-00001	
		All Read Unread			C	
	<u>IU as appropriate</u>	\$ SUBJECT	- DATE/TIME	FROM	FILE Ø	
		[SCTC 1440/2024] Refund application being processed	15:08	Accounts Office, Small Claims Tribunal		
	Login and access Message	[SCTC 1440/2024] Document(s) Filed / Lodged	15:01	Court Registry, Small Claims Tribunal	-	
	0	[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	
	Box>	[TRN:E2037000061] 文件被拒絕呈交	10:56	小额錢債審裁處登記處		
		[SCTC 1440/2024] New Electronic Submission Received	10:43	Court Registry, Small Claims Tribunal	484KB	
		[TRN:E2037000061] New Electronic Submission Received	09:58	Court Registry, Small Claims Tribunal	шекв	
		[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	小額錢債畜裁處登記處	322KB	
		[SCTC 1440/2024] 已存檔/提交文件	26/07/2024	小額錢價審裁處登記處	-	
		[SCTC 1440/2024] 已收妥新電子提交	26/07/2024	小額錢債審裁處登記處	991KB	
	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. Click the message header to read the content therein					
		Message Details		Scree	Screen ID: EXT-MSG-00002	
		< Back			+	
			accod		坐	
		[SCTC 1440/2024] Refund application being processed Date/Time 30/07/2024 ISO8 From Accounts Office, Small Claims Tribunal				
	To litooul					
		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.)				
		expressed in 24-nour romat.) 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.				

Internal process by Judiciary