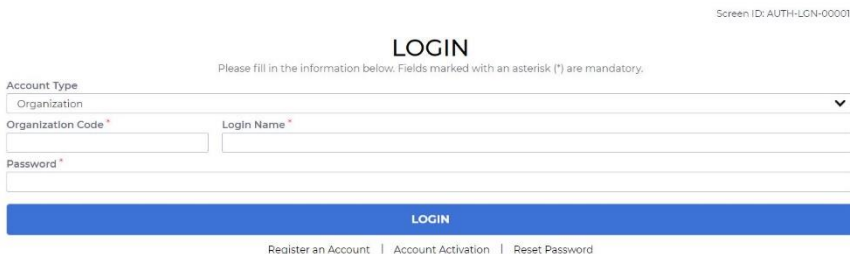
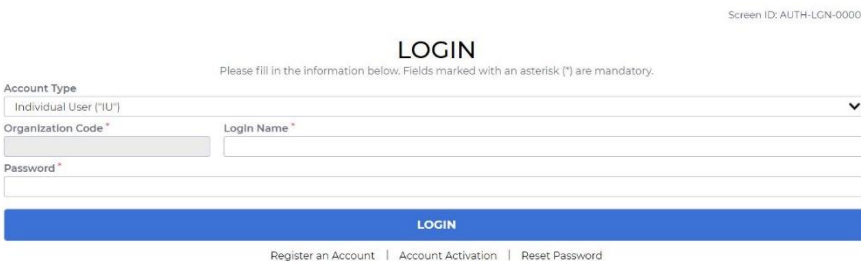
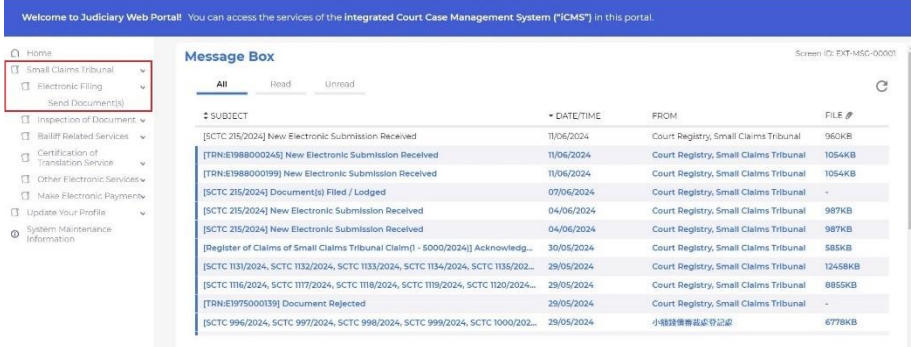


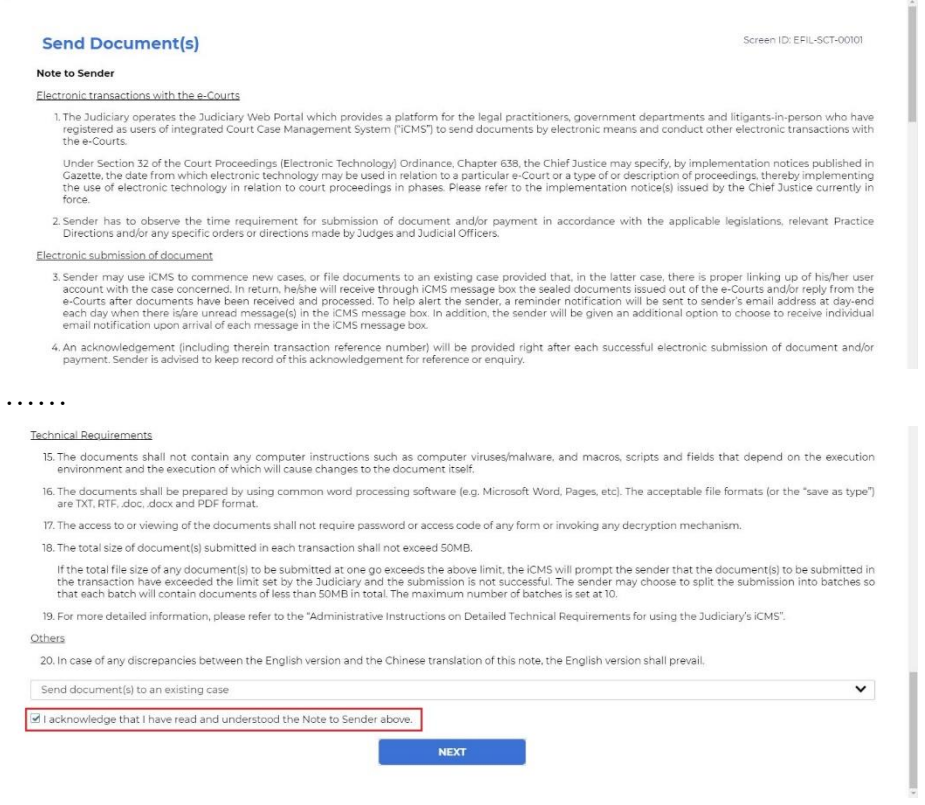
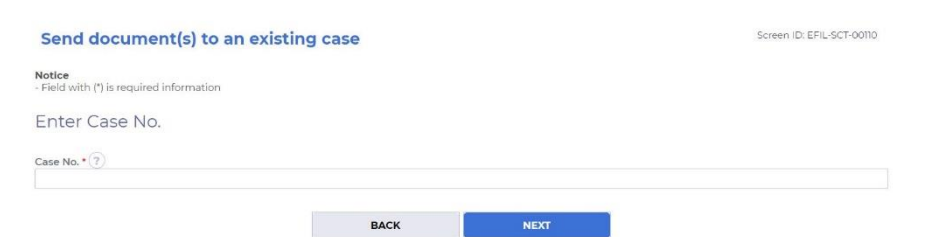
## Small Claims Tribunal

### Upload document using “drag and drop” feature

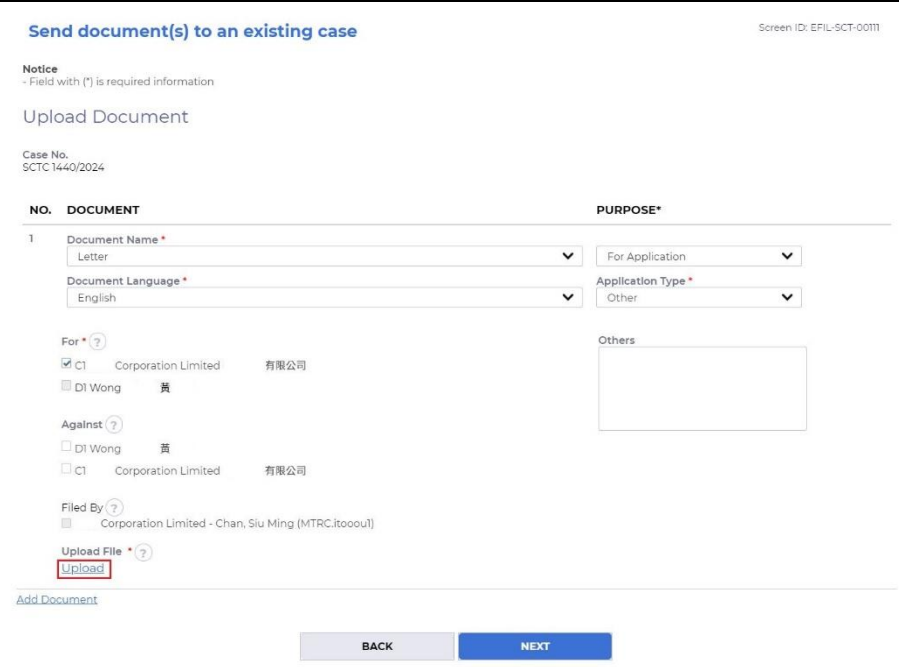
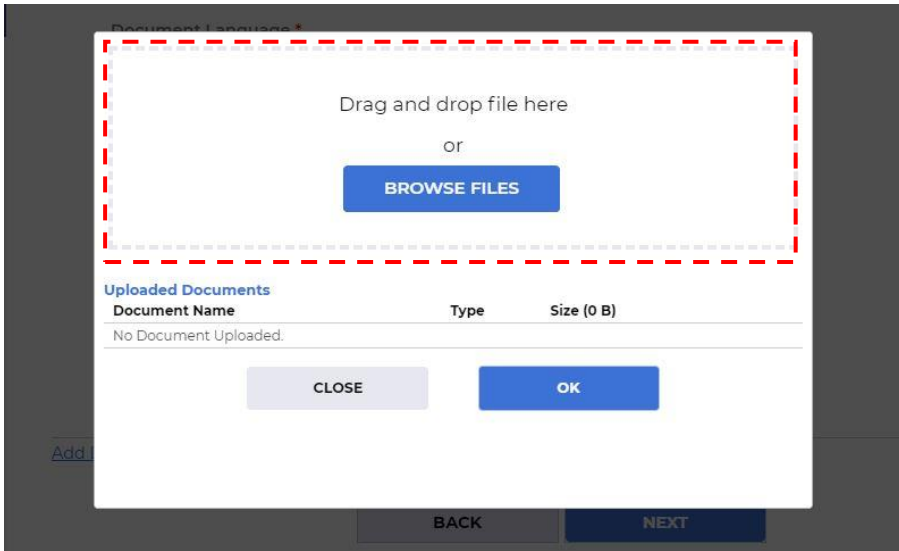
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Relevant screenshots for reference
1.	<p><b><u>Login user account</u></b></p> <p>Either by Organization User (“OU”) or Individual User (“IU”) account holder&gt;</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&gt;</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><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>Select “Electronic Filing”&gt;</p> <p>Select “Send Document(s)”&gt;</p>	

## Step-by-step guide - “Upload document using ‘drag and drop’ feature”

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>	

## Step-by-step guide - “Upload document using ‘drag and drop’ feature”

Item	Process	Relevant screenshots for reference						
5.	<p><b><u>Upload document in case commencement and filing to existing case</u></b></p> <p>After filling in necessary information of a document and clicking “Upload”, an upload box pops up&gt;</p> <p><i>[Note: Please refer to “How to commence new claims (bulk claims)?” video clip, step-by-step guide “Commence new claims (bulk claims)”, and/ or “How to send document(s) to an existing case (before/after case link-up)” video clips for more information if necessary.]</i></p>	 <p>Send document(s) to an existing case</p> <p>Screen ID: EFIL-SCT-0011</p> <p>Notice - Field with (*) is required information</p> <p>Upload Document</p> <p>Case No. SCTC1440/2024</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 * Letter  Document Language * English  For * (?)  <input checked="" type="checkbox"/> C1 Corporation Limited 有限公司  <input type="checkbox"/> DI Wong 黃  Against (?)  <input type="checkbox"/> DI Wong 黃  <input type="checkbox"/> C1 Corporation Limited 有限公司  Filed By (?)  <input type="checkbox"/> Corporation Limited - Chan, Siu Ming (MTRC, itooou)  Upload File * (?)  Upload </td> <td> For Application  Application Type *  Other  Others </td> </tr> </tbody> </table> <p>Add Document</p> <p>BACK NEXT</p>	NO.	DOCUMENT	PURPOSE*	1	Document Name * Letter Document Language * English For * (?) <input checked="" type="checkbox"/> C1 Corporation Limited 有限公司 <input type="checkbox"/> DI Wong 黃 Against (?) <input type="checkbox"/> DI Wong 黃 <input type="checkbox"/> C1 Corporation Limited 有限公司 Filed By (?) <input type="checkbox"/> Corporation Limited - Chan, Siu Ming (MTRC, itooou) Upload File * (?) Upload	For Application Application Type * Other Others
NO.	DOCUMENT	PURPOSE*						
1	Document Name * Letter Document Language * English For * (?) <input checked="" type="checkbox"/> C1 Corporation Limited 有限公司 <input type="checkbox"/> DI Wong 黃 Against (?) <input type="checkbox"/> DI Wong 黃 <input type="checkbox"/> C1 Corporation Limited 有限公司 Filed By (?) <input type="checkbox"/> Corporation Limited - Chan, Siu Ming (MTRC, itooou) Upload File * (?) Upload	For Application Application Type * Other Others						
6.	<p><b><u>Upload document by drag and drop</u></b></p> <p>Other than clicking “BROWSE FILES”, you may upload the file at your local drive by dragging the file to the box marked as “Drag and drop file here”&gt;</p>	 <p>Drag and drop file here</p> <p>or</p> <p>BROWSE FILES</p> <p>Uploaded Documents</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (0 B)</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Document Uploaded.</td> </tr> </tbody> </table> <p>CLOSE OK</p> <p>BACK NEXT</p>	Document Name	Type	Size (0 B)	No Document Uploaded.		
Document Name	Type	Size (0 B)						
No Document Uploaded.								

## Step-by-step guide - “Upload document using ‘drag and drop’ feature”

Item	Process	Relevant screenshots for reference
7.	<p><b><u>Upload document by drag and drop (cont’d)</u></b></p> <p>“Drag” the file you wish to upload at your local drive and “drop” it inside the “Drag and drop file here” box&gt;</p>	<p>The screenshot shows the Judiciary Web Portal interface. A file named 'Letter.pdf' is being dragged from the local drive into the 'Drag and drop file here' box. The box also contains a 'BROWSE FILES' button. Below the box is a table titled 'Uploaded Documents' showing 'No Document Uploaded.'</p>
8.	<p><b><u>Preview document</u></b></p> <p>Document name is displayed under “Uploaded Documents”&gt;</p> <p>Click “Preview” to view the image of the uploaded document and check whether the correct file has been uploaded&gt;</p>	<p>The screenshot shows the Judiciary Web Portal interface. The 'Uploaded Documents' table now shows 'Letter.docx' with a size of 11.4 KB. A 'Preview' button is highlighted next to the document name.</p>

Item	Process	Relevant screenshots for reference
9.	<p><b><u>Preview document (cont’d)</u></b></p> <p>Uploaded document image pops up&gt;</p> <p>If the uploaded document is incorrect, click “Delete” and follow the same procedure above to upload a correct file&gt;</p> <p>Click “OK” to proceed&gt;</p>	