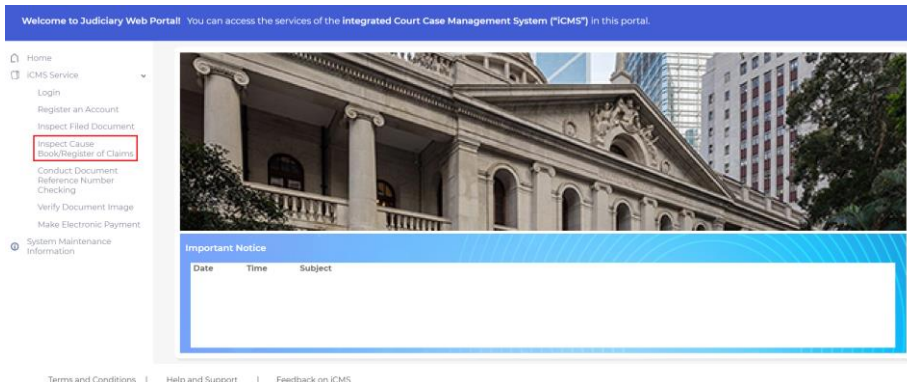
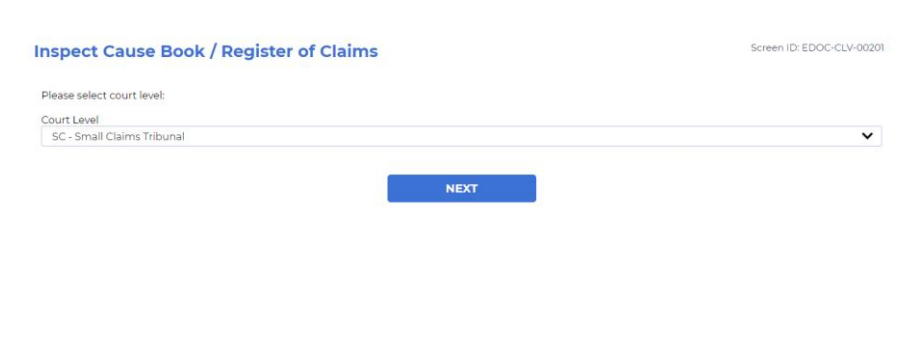
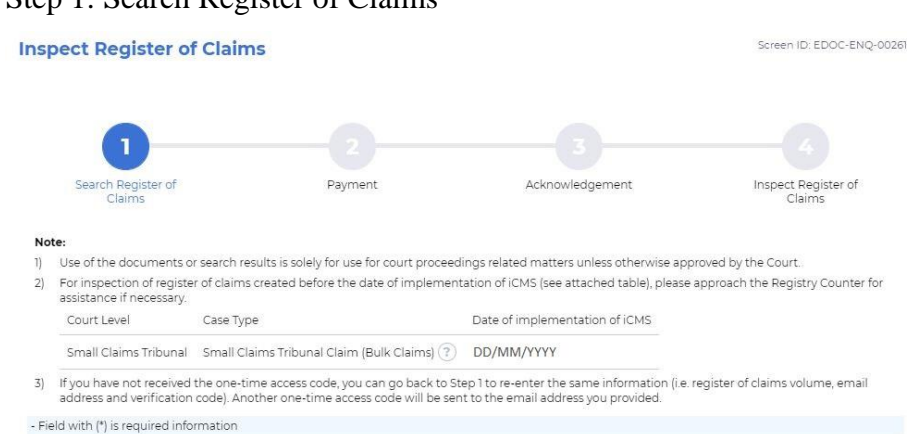


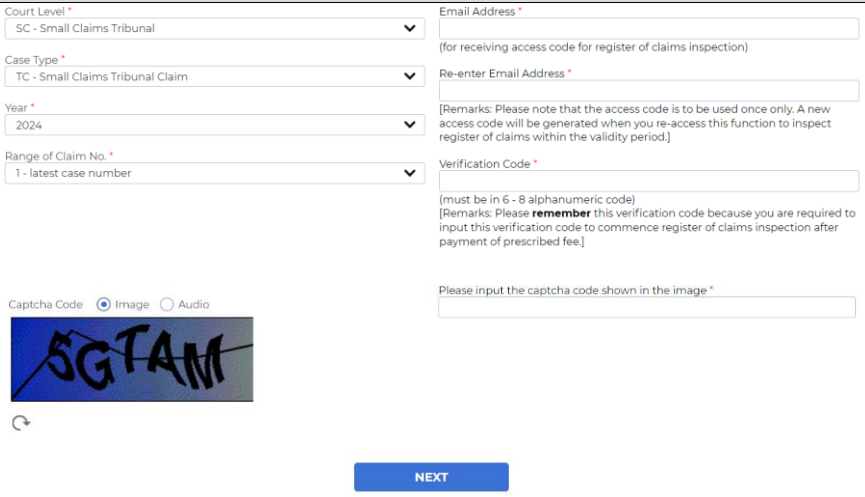
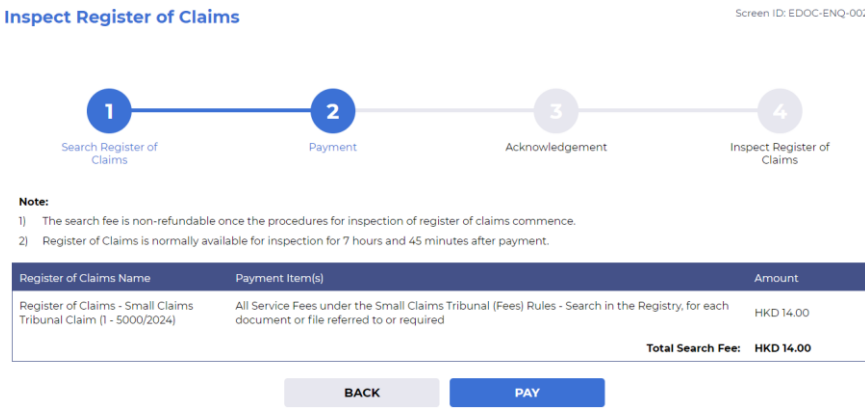
Small Claims Tribunal

Inspect register of claims via Judiciary Web Portal

This step-by-step guide outlines the general process required to inspect register of claims 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>Access Inspect Cause Book/Register of Claims function</u></p> <p>Select “Inspect Cause Book/Register of Claims”></p>	
2.	<p><u>Select court level</u></p> <p>Select “SC – Small Claims Tribunal” in “Court Level” ></p> <p>Click “NEXT”></p>	
3.	<p><u>Search Register of Claims</u></p> <p>“Court Level*” is pre-filled as “SC – Small Claims Tribunal”></p> <p>“Case Type*” is pre-filled as “TC – Small Claims Tribunal Claims”></p> <p>Select “Year*”></p> <p>Select “Range of Claim No.*”></p> <p>Input “Email Address*” for receiving access code for cause book inspection></p>	<p>Step 1: Search Register of Claims</p> 



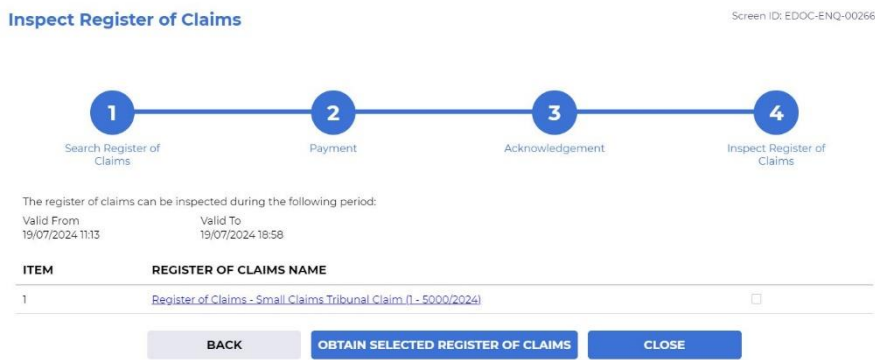
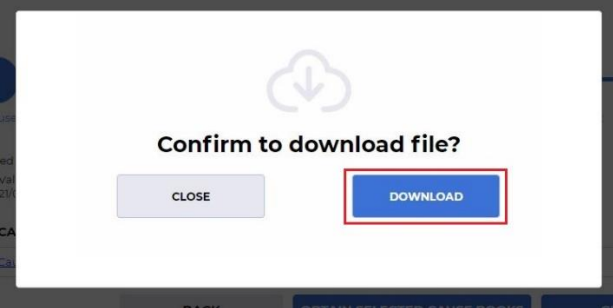
Step-by-step guide – “Inspect register of claims”

Item	Process	Relevant screenshots for reference									
	<p>Input “Re-enter Email Address*”></p> <p>Set up “Verification Code*” (must be in 6-8 alphanumeric code)></p> <p><i>[Note: Please remember the Verification Code for inspection of cause book at item 8 and re-generation of access code in item 10.]</i></p> <p>Input the captcha code*></p> <p>Click “NEXT”></p>										
4.	<p><u>Payment</u></p> <p>Click “PAY”></p>	<p>Step 2: Payment</p> <p>Inspect Register of Claims Screen ID: EDOC-ENQ-00262</p>  <p>Note:</p> <ol style="list-style-type: none"> The search fee is non-refundable once the procedures for inspection of register of claims commence. Register of Claims is normally available for inspection for 7 hours and 45 minutes after payment. <table border="1"> <thead> <tr> <th>Register of Claims Name</th><th>Payment Item(s)</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>Register of Claims - Small Claims Tribunal Claim (1 - 5000/2024)</td><td>All Service Fees under the Small Claims Tribunal (Fees) Rules - Search in the Registry, for each document or file referred to or required</td><td>HKD 14.00</td></tr> <tr> <td colspan="2">Total Search Fee:</td><td>HKD 14.00</td></tr> </tbody> </table> <p style="text-align: center;"> BACK PAY </p>	Register of Claims Name	Payment Item(s)	Amount	Register of Claims - Small Claims Tribunal Claim (1 - 5000/2024)	All Service Fees under the Small Claims Tribunal (Fees) Rules - Search in the Registry, for each document or file referred to or required	HKD 14.00	Total Search Fee:		HKD 14.00
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Total Search Fee:		HKD 14.00									

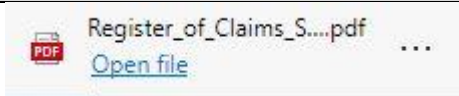
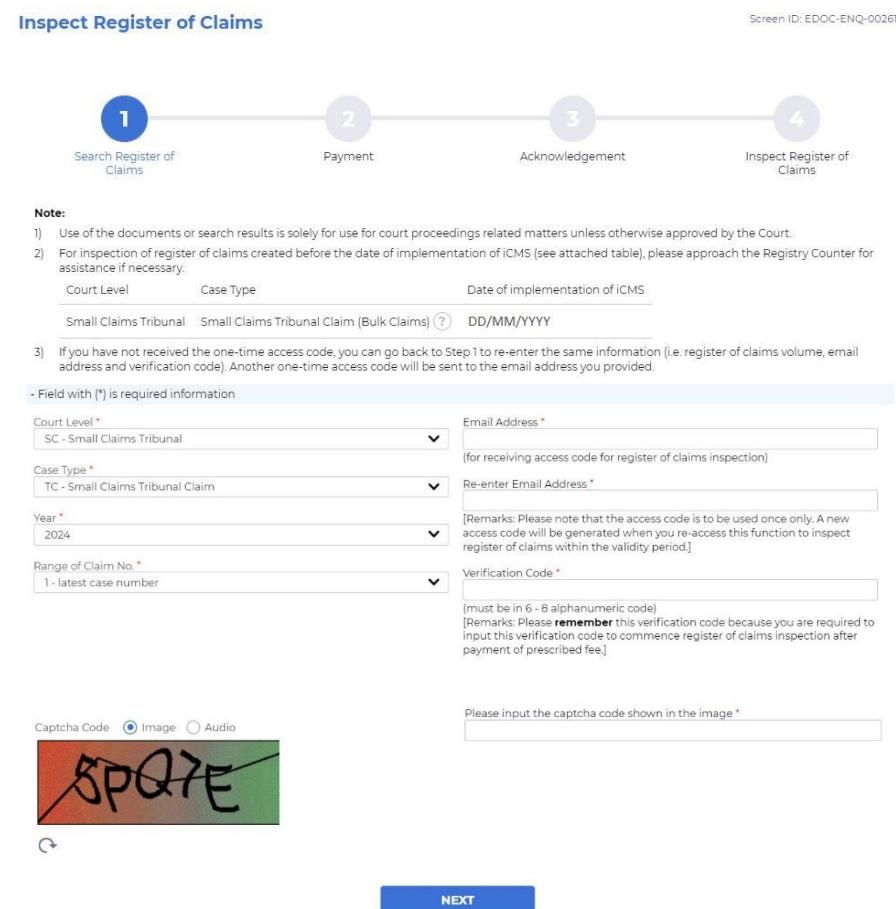

Step-by-step guide – “Inspect register of claims”

Item	Process	Relevant screenshots for reference
5.	<p>Select one “Payment Method” and the “PAY” will be activated></p> <p>Click “PAY”></p> <p><i>[Note: You will be redirected to the website of External Payment Service Provider for payment. Upon successful payment, you will be redirected back to iCMS to proceed to Step 3 at item 6.]</i></p>	
6.	<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> <p>Click “SAVE PAYMENT RECEIPT”></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Payment Receipt></p> <p>Click “NEXT”></p>	<p>Step 3: Acknowledgement</p>

Step-by-step guide – “Inspect register of claims”

Item	Process	Relevant screenshots for reference						
7.	<p><u>Input one-time access code</u></p> <p>Input the one-time access code sent via the email provided in item 3 above></p> <p>Click “SUBMIT”></p>	 <p>Inspect Register of Claims</p> <p>One-Time Access Code</p> <p>Access code:</p> <p>BACK SUBMIT</p> <p>Screen ID: EDOC-ENQ-00264</p>						
8.	<p><u>Input verification code</u></p> <p>Input the verification code set up in item 3 above></p> <p>Click “INSPECT REGISTER OF CLAIMS”></p>	 <p>Inspect Register of Claims</p> <p>Please input your Verification Code below to inspect register of claims</p> <p>Verification Code</p> <p>INSPECT REGISTER OF CLAIMS</p> <p>Screen ID: EDOC-ENQ-00264</p>						
9.	<p><u>Inspect Register of Claims</u></p> <p>Click the hyper link under the column of “REGISTER OF CLAIMS NAME” to view the register of claims></p> <p>OR</p> <p>Tick the checkbox in the right column next to the hyper link, then click “OBTAIN SELECTED REGISTER OF CLAIMS” to download the register of claims ></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?” ></p> <p>Click “Open file” at the bottom to retrieve the file></p>	<p>Step 4: Inspect Register of Claims</p>  <p>Inspect Register of Claims</p> <p>Screen ID: EDOC-ENQ-00266</p> <p>1 2 3 4</p> <p>Search Register of Claims Payment Acknowledgement Inspect Register of Claims</p> <p>The register of claims can be inspected during the following period:</p> <p>Valid From: 19/07/2024 11:13 Valid To: 19/07/2024 18:58</p> <table border="1"> <thead> <tr> <th>ITEM</th><th>REGISTER OF CLAIMS NAME</th><th></th></tr> </thead> <tbody> <tr> <td>1</td><td>Register of Claims - Small Claims Tribunal Claim (1 - 5000/2024)</td><td><input type="checkbox"/></td></tr> </tbody> </table> <p>BACK OBTAIN SELECTED REGISTER OF CLAIMS CLOSE</p>  <p>Confirm to download file?</p> <p>CLOSE DOWNLOAD</p>	ITEM	REGISTER OF CLAIMS NAME		1	Register of Claims - Small Claims Tribunal Claim (1 - 5000/2024)	<input type="checkbox"/>
ITEM	REGISTER OF CLAIMS NAME							
1	Register of Claims - Small Claims Tribunal Claim (1 - 5000/2024)	<input type="checkbox"/>						

Step-by-step guide – “Inspect register of claims”

Item	Process	Relevant screenshots for reference
		
10.	<p><u>Re-access the register of claims concerned</u></p> <p>Within the validity period of inspection, i.e. normally 7 hours and 45 minutes after payment, if you wish to re-access the register of claims concerned, repeat items 1 to 3.</p> <p>Input the same set of information in the respective fields of “Year*”, “Range of Claim No.*”, “Email Address*”, “Re-enter Email Address*” and “Verification Code*” provided in item 3 above for re-generating and receiving a new one-time access code></p> <p>Input the captcha code*></p> <p>Click “NEXT”></p>	<p>Repeat items 1 to 3 above to access Inspect Register of Claims function and repeat <u>Step 1: Search Register of Claims</u></p> 
11.	<p><u>Input one-time access code</u></p> <p>Input the re-generated one-time access code sent via the email provided in item 10 above></p> <p>Click “SUBMIT”></p>	

Step-by-step guide – “Inspect register of claims”

Item	Process	Relevant screenshots for reference										
12.	<p><u>Acknowledgement</u></p> <p>You may opt to save the “ACKNOWLEDGEMENT” and/or “PAYMENT RECEIPT” as in item 6 above.</p> <p>Click “NEXT”></p>	<div><div>Acknowledgement</div><div><div>e-Register of Claims Inspection Transaction Reference No. B1661000052</div><div>e-Payment Transaction Reference No. C202407198000470</div><div>e-Payment Transaction Date Time 19/07/2024 11:13:55</div><div>e-Payment Method Credit Card(JCB)</div><div>Email Address @</div><div>Verification Code</div></div><div>Transaction Summary</div><table><thead><tr><th>NO.</th><th>YEAR</th><th>RANGE OF CLAIM NO.</th><th>PAYMENT ITEM(S)</th><th>FEE(HKD)</th></tr></thead><tbody><tr><td>1</td><td>2024</td><td>1 - 5000</td><td>All Service Fees under the Small Claims Tribunal (Fees) Rules - Search in the Registry, for each document or file referred to or required</td><td>14.00</td></tr></tbody></table><div><div>SAVE PAYMENT RECEIPT</div><div>SAVE ACKNOWLEDGEMENT</div><div>NEXT</div></div></div>	NO.	YEAR	RANGE OF CLAIM NO.	PAYMENT ITEM(S)	FEE(HKD)	1	2024	1 - 5000	All Service Fees under the Small Claims Tribunal (Fees) Rules - Search in the Registry, for each document or file referred to or required	14.00
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1	2024	1 - 5000	All Service Fees under the Small Claims Tribunal (Fees) Rules - Search in the Registry, for each document or file referred to or required	14.00								
13.	<p><u>Inspect Register of Claims</u></p> <p>Continue with the inspection of register of claims as in item 9 above.</p>	<p>Continue with the inspection of register of claims concerned within the validity period</p> <div><div>Inspect Register of Claims</div><div>Screen ID: EDOC-ENQ-00266</div><div><div>1</div><div>2</div><div>3</div><div>4</div></div><div><div>Search Register of Claims</div><div>Payment</div><div>Acknowledgement</div><div>Inspect Register of Claims</div></div><div>The register of claims can be inspected during the following period: Valid From 19/07/2024 11:13 Valid To 19/07/2024 18:58</div><table><thead><tr><th>ITEM</th><th>REGISTER OF CLAIMS NAME</th></tr></thead><tbody><tr><td>1</td><td>Register of Claims - Small Claims Tribunal Claim (1 - 5000/2024)</td></tr></tbody></table><div><div>BACK</div><div>OBTAIN SELECTED REGISTER OF CLAIMS</div><div>CLOSE</div></div></div>	ITEM	REGISTER OF CLAIMS NAME	1	Register of Claims - Small Claims Tribunal Claim (1 - 5000/2024)						
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