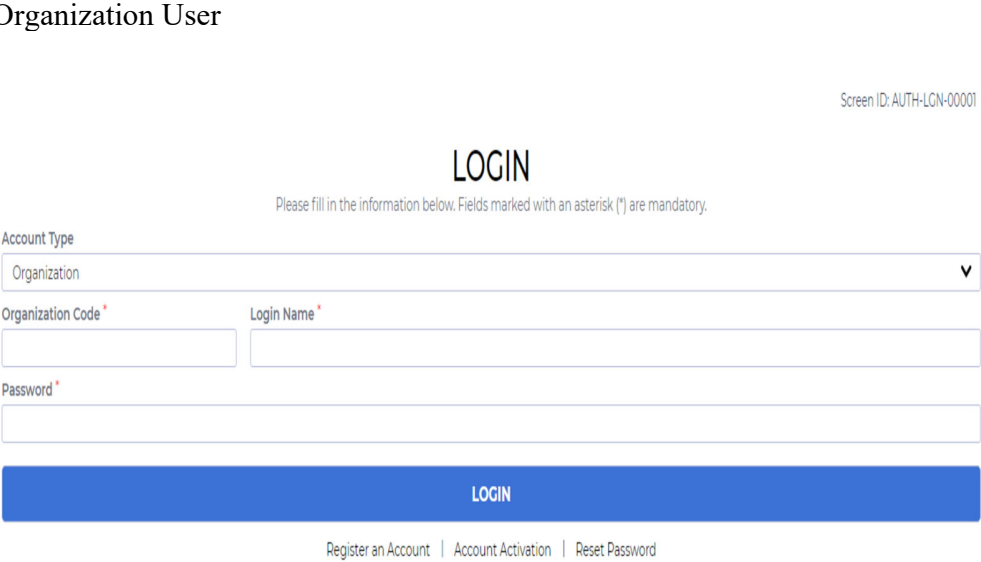
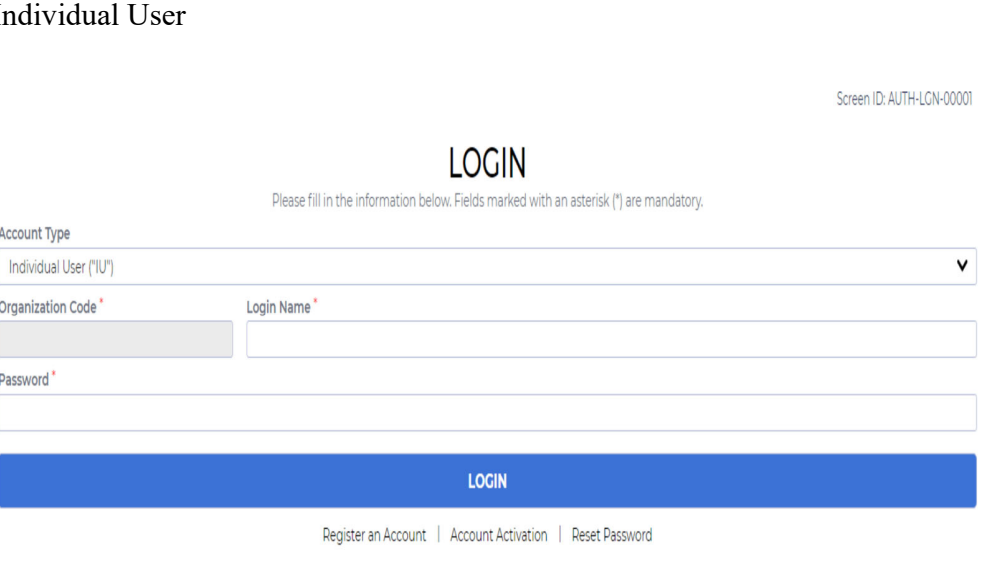


## Send Document(s) to an Existing Request

This step-by-step guide outlines the general process required to send document(s) to an existing request using integrated Court Case Management System (“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>By Organization User (“OU”) or Individual User (“IU”) account holder.</p> <p><i>[Note: Please refer to the relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For OU account holders, they need to be duly assigned to handle the case concerned with proper user role.</p> <p><i>[Note: Please refer to the relevant step-by-step guides under the subject of “Assign default OU Account(s) and court case(s)” for more information if necessary.]</i></p>	<p><b>Organization User</b></p> <p>Screen ID: AUTH-LGN-00001</p>  <p><b>Individual User</b></p> <p>Screen ID: AUTH-LGN-00001</p> 

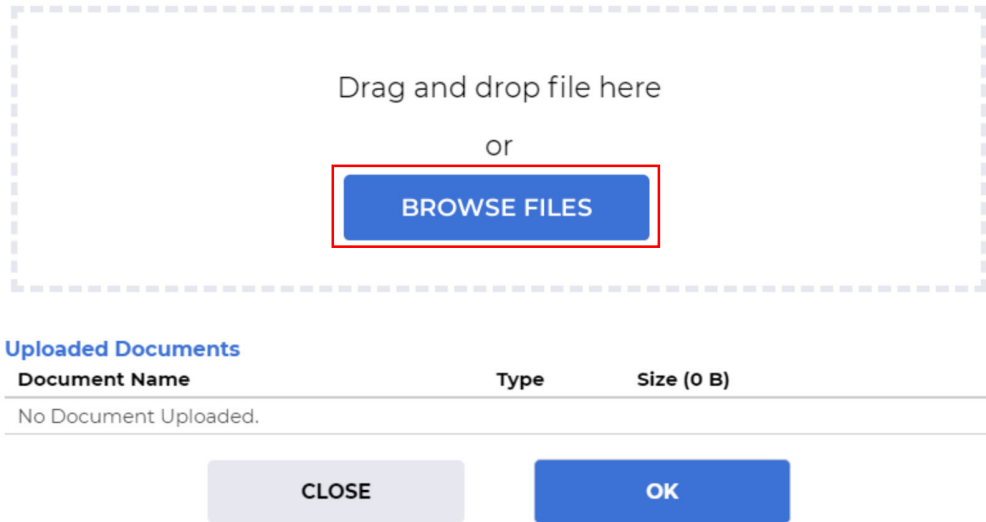
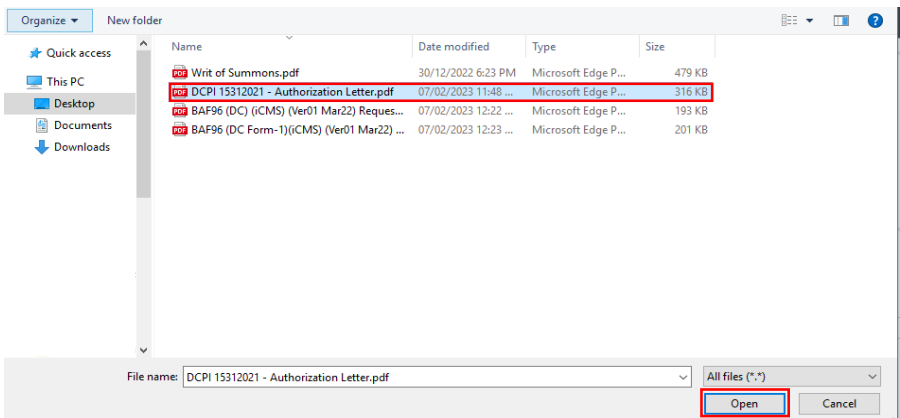
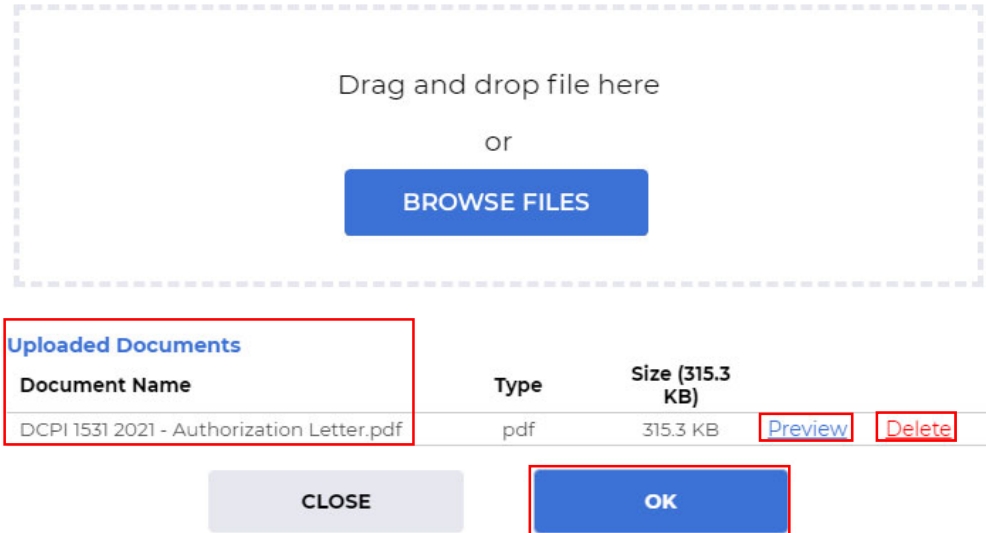
## Step-by-step guide – “Send Document(s) to an Existing Request”

Item	Process	Relevant screenshots for reference
	<p><b><u>Access “Bailiff Related Services”</u></b></p> <p>Select Court/Tribunal &gt;</p> <p><b><u>Click “Bailiff Related Services”&gt;</u></b></p> <p>For District Court cases, click “Execution and Service”&gt;</p> <p>For Small Claims Tribunal Cases, click “Execution”&gt;</p>	<p>Two screenshots of the Judiciary Web Portal. The left screenshot shows the 'Bailiff Related Services' menu with 'Execution and Service' highlighted. The right screenshot shows the 'Bailiff Related Services' menu with 'Execution' highlighted.</p>
	<p><b><u>Confirmation</u></b></p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.”&gt;</p> <p>Click “NEXT” and move on to Item 2&gt;</p>	<p>A screenshot of the Confirmation page. It shows a progress bar with 7 steps: Confirmation, Enter Case No., Enter Application Details, Upload Document, Preview, Payment, and Acknowledgement. Below the progress bar is a 'Note to Sender' section with detailed instructions. At the bottom, there is a checkbox labeled 'I acknowledge that I have read and understood the Note to Sender above.' and a 'NEXT' button.</p>
2.	<p><b><u>Enter case number</u></b></p> <p>Input the case number under “Case Number*”&gt;</p> <p>Click “NEXT” and move on to Item 3&gt;</p>	<p>A screenshot of the 'Enter Case No.' page. It shows a progress bar with 7 steps: Confirmation, Enter Case No., Enter Application Details, Upload Document, Preview, Payment, and Acknowledgement. Below the progress bar is a 'Note' section stating 'Fields marked with an asterisk(*) are mandatory.' There is a text input field for 'Case Number* (?)' and a 'NEXT' button.</p>

## Step-by-step guide – “Send Document(s) to an Existing Request”

Item	Process	Relevant screenshots for reference
3.	<p><b>Select type of request</b></p> <p>Select request type by clicking the radio button</p> <p>Click the radio button “Send Document(s) to an Existing Request” under “Application Type*” &gt;</p> <p>Input registration number (e.g. EXE 1/2020) if available under “Registration Number”&gt;</p> <p>Click “NEXT” and move on to Item 4&gt;</p>	<p>Application Details</p> <p>Screen ID: EBAl-APP-00013</p> <p>Remaining Time 02:58:15</p>
4.	<p><b>Upload supplementary document for execution</b></p> <p>Click “Add Other Document” for the supplementary document for the execution&gt;</p> <p>Select supplementary document type from the pull-down menu of “Document Type”&gt;</p> <p>Click “Upload”&gt;</p>	<p>Uploading of Documents</p> <p>Screen ID: EBAl-APP-00014</p> <p>Remaining Time 02:48:41</p> <p>Total File Size: 0.000 MB</p> <p>Remaining File Storage: 50.000 MB</p> <p>Uploading of Documents</p> <p>Screen ID: EBAl-APP-00014</p> <p>Remaining Time 02:37:48</p> <p>Total File Size: 0.000 MB</p> <p>Remaining File Storage: 50.000 MB</p>

# Step-by-step guide – “Send Document(s) to an Existing Request”

Item	Process	Relevant screenshots for reference
	<p>Click “BROWSE FILES” and select document&gt;</p> <p>Select the file to be uploaded and click “Open”&gt;</p> <p>Click “Preview” to view the image of the document&gt;</p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Delete” if the uploaded document is not correct &gt;</p> <p>Or click “OK” if the uploaded document is in order&gt;</p>	  


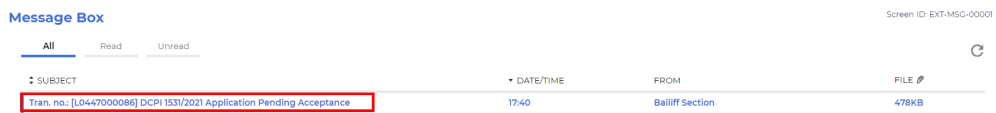
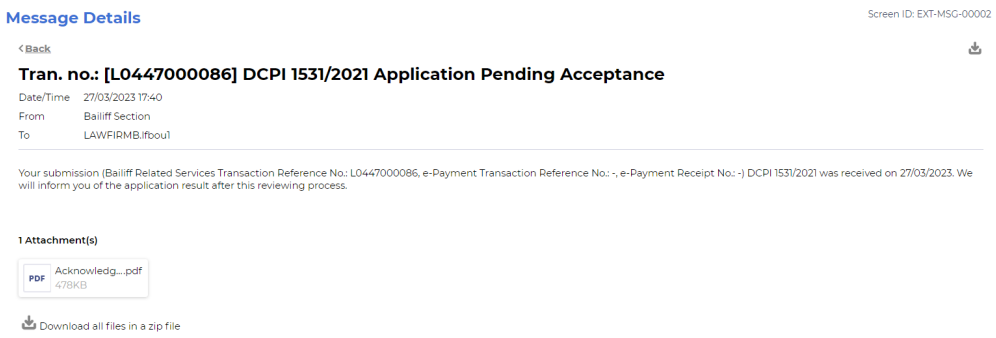
## Step-by-step guide – “Send Document(s) to an Existing Request”

Item	Process	Relevant screenshots for reference										
	Click “NEXT” and move on to Item 5>	<div><div>Uploading of Documents</div><div><div>Screen ID: EBAI-APP-00014</div><div><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div></div><div><div>Confirmation</div><div>Enter Case No.</div><div>Enter Application Details</div><div>Upload Document</div><div>Preview</div><div>Acknowledgement</div></div></div><div><div>Note:</div><div>Fields marked with an asterisk(*) are mandatory. Only PDF file type is allowed. The maximum number of batches is set at 10. The total size of documents submitted in each transaction shall not exceed 80MB.</div></div><div><div>Total File Size: 0.308 MB</div><div><table><tr><th>NO. :</th><th>TYPE</th><th>DOCUMENT TYPE* :</th><th>BAILIFF DOCUMENT(S)*</th><th></th></tr><tr><td><input type="checkbox"/> 1</td><td>Document</td><td>Letter from Solicitors</td><td>DCP11531 2021 - Authorization Letter.pdf</td><td>0.308 MB</td></tr></table></div><div><div>Add Other Document</div><div>Delete</div><div>Clear All Document</div></div><div><div>Remaining File Storage: 49.692 MB</div><div><div>BACK</div><div>NEXT</div></div></div></div></div></div>	NO. :	TYPE	DOCUMENT TYPE* :	BAILIFF DOCUMENT(S)*		<input type="checkbox"/> 1	Document	Letter from Solicitors	DCP11531 2021 - Authorization Letter.pdf	0.308 MB
NO. :	TYPE	DOCUMENT TYPE* :	BAILIFF DOCUMENT(S)*									
<input type="checkbox"/> 1	Document	Letter from Solicitors	DCP11531 2021 - Authorization Letter.pdf	0.308 MB								
5.	<div>Confirm after previewing application details</div> <div>Click “SUBMIT”&gt;</div> <div>Or, click “BACK” to return to the previous steps to rectify any of the input data&gt;</div> <div>Click “OK” to close the popup message and move on to Item 6&gt;</div>	<div><div>Preview Application Details</div><div><div>Screen ID: EBAI-APP-00015</div><div><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div></div><div><div>Confirmation</div><div>Enter Case No.</div><div>Enter Application Details</div><div>Upload Document</div><div>Preview</div><div>Acknowledgement</div></div></div><div><div>Note:</div><div>Fields marked with an asterisk(*) are mandatory.</div></div><div><div>Request Type* :</div><div><input checked="" type="radio"/> Execution<input type="radio"/> Service</div></div><div><div>Application Type* :</div><div><input type="radio"/> Create New Request<input checked="" type="radio"/> Send Document(s) to an Existing Request</div></div><div><div>Case Number* :</div><div>DCP11531/2021</div></div><div><div>Court* :</div><div>District Court</div></div><div><div>Registration Number :</div><div>.</div></div><div><div>Case Type* :</div><div>Personal Injuries Action</div></div><div><div>Bailiff Document(s)* :</div><div><table><tr><th>NO. :</th><th>TYPE</th><th>DOCUMENT TYPE :</th><th>BAILIFF DOCUMENT(S)</th></tr><tr><td>1</td><td>Document</td><td>Letter from Solicitors</td><td>DCP11531 2021 - Authorization Letter.pdf</td></tr></table></div></div><div><div>BACK</div><div>SUBMIT</div></div></div></div> <div><div><div><div>i</div></div><div>Information</div><div>The application has been submitted.</div><div>OK</div></div></div>	NO. :	TYPE	DOCUMENT TYPE :	BAILIFF DOCUMENT(S)	1	Document	Letter from Solicitors	DCP11531 2021 - Authorization Letter.pdf		
NO. :	TYPE	DOCUMENT TYPE :	BAILIFF DOCUMENT(S)									
1	Document	Letter from Solicitors	DCP11531 2021 - Authorization Letter.pdf									

## Step-by-step guide – “Send Document(s) to an Existing Request”

Item	Process	Relevant screenshots for reference																
6.	<p><b><u>Acknowledgement</u></b></p> <p>Click “SAVE ACKNOWLEDGEMENT”</p> <p>Click “DOWNLOAD” &gt;</p> <p>Open the attachment to view and/or save it &gt;</p>	<div><p><b>Acknowledgement</b> <span>Screen ID: EBAI-APP-0007</span></p><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div></div><div>ConfirmationEnter Case No.Enter Application DetailsUpload DocumentPreviewAcknowledgement</div><div><div><b>Acknowledgement</b></div><div>Bailiff Related Services Transaction Reference No.: L0447000086Submitted On: 27/03/2023 17:40:44</div><div><b>Transaction Summary</b></div><div>Request Type: <input checked="" type="radio"/> Execution <input type="radio"/> Service</div><div>Application Type: <input type="radio"/> Create New Request <input checked="" type="radio"/> Send Document(s) to an Existing Request</div><div>Case Number: DCPI 153/2021Registration Number: -</div><div>Court: District CourtCase Type: Personal Injuries Action</div><div>Submitted By: Chan Dai ManOrganization: Law Firm B</div></div><div><b>Bailiff Document(s):</b></div><table><thead><tr><th>NO. #</th><th>TYPE</th><th>DOCUMENT TYPE #</th><th>BAILIFF DOCUMENT(S)</th></tr></thead><tbody><tr><td>1</td><td>Document</td><td>Letter from Solicitors</td><td>DCPI 153/2021 - Authorization Letter.pdf</td></tr></tbody></table><div><div>CLOSE</div><div>SAVE ACKNOWLEDGEMENT</div></div></div> <div><div><div><div>Certification of Translation Service</div><div>Other Electronic Services</div><div>Make Electronic Payments</div><div>Magistrates' Courts</div><div>Update Your Profile</div><div>System Maintenance Information</div></div><div><div>Transaction Summary</div><div>Request Type: <input checked="" type="radio"/> Execution <input type="radio"/> Service</div><div>Application Type: <input type="radio"/> Create New Request <input checked="" type="radio"/> Send Document(s) to an Existing Request</div><div>Case Number: DCPI 153/2021</div><div>Court: District Court</div><div>Submitted By: Chan Dai Man</div></div><div><div><b>Bailiff Document(s):</b></div><table><thead><tr><th>NO. #</th><th>TYPE</th><th>DOCUMENT TYPE #</th><th>BAILIFF DOCUMENT(S)</th></tr></thead><tbody><tr><td>1</td><td>Document</td><td>Letter from Solicitors</td><td>DCPI 153/2021 - Authorization Letter.pdf</td></tr></tbody></table><div><div>CLOSE</div><div>SAVE ACKNOWLEDGEMENT</div></div></div></div><div><div>Acknowledgement_2...pdf</div><div>Open file</div></div></div>	NO. #	TYPE	DOCUMENT TYPE #	BAILIFF DOCUMENT(S)	1	Document	Letter from Solicitors	DCPI 153/2021 - Authorization Letter.pdf	NO. #	TYPE	DOCUMENT TYPE #	BAILIFF DOCUMENT(S)	1	Document	Letter from Solicitors	DCPI 153/2021 - Authorization Letter.pdf
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Step-by-step guide – “Send Document(s) to an Existing Request”

Item	Process	Relevant screenshots for reference						
		 <p><b>Acknowledgement</b></p> <p><b>Bailiff Related Service Transaction Reference No.:</b> L0447000086  <b>Submitted On:</b> 27/03/2023 17:40:44</p> <p><b>Request Type:</b> Execution  <b>Application Type:</b> Send Document(s) to an Existing Request</p> <p><b>Submitted By:</b> Chan Dai Man  <b>Organization:</b> Law Firm B</p> <p><b>Case Number:</b> DCPI 1531/2021  <b>Registration Number:</b> -</p> <p><b>Court:</b> District Court  <b>Case Type:</b> Personal Injuries Action</p> <p><b>Bailiff Document(s)</b></p> <table border="1"> <thead> <tr> <th>NO.</th><th>DOCUMENT TYPE</th><th>BAILIFF DOCUMENT(S)</th></tr> </thead> <tbody> <tr> <td>1</td><td>Letter from Solicitors</td><td>DCPI 1531 2021 - Authorization Letter.pdf</td></tr> </tbody> </table>	NO.	DOCUMENT TYPE	BAILIFF DOCUMENT(S)	1	Letter from Solicitors	DCPI 1531 2021 - Authorization Letter.pdf
NO.	DOCUMENT TYPE	BAILIFF DOCUMENT(S)						
1	Letter from Solicitors	DCPI 1531 2021 - Authorization Letter.pdf						
	<p><b><u>Acknowledgement 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 relevant message header to read the content.</p>	<p>Message box with message header(s) appearing on the landing page</p>  <p>Screen ID: EXT-MSG-00001</p> <p><b>Message Details</b></p>  <p>Screen ID: EXT-MSG-00002</p> <p>Remarks: Bailiff Section may send you request-related correspondence via the system.</p>						