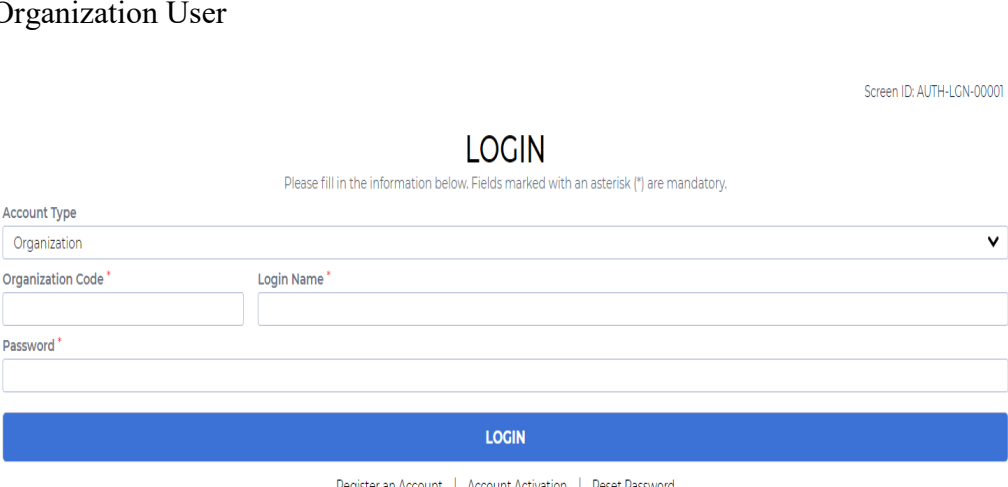
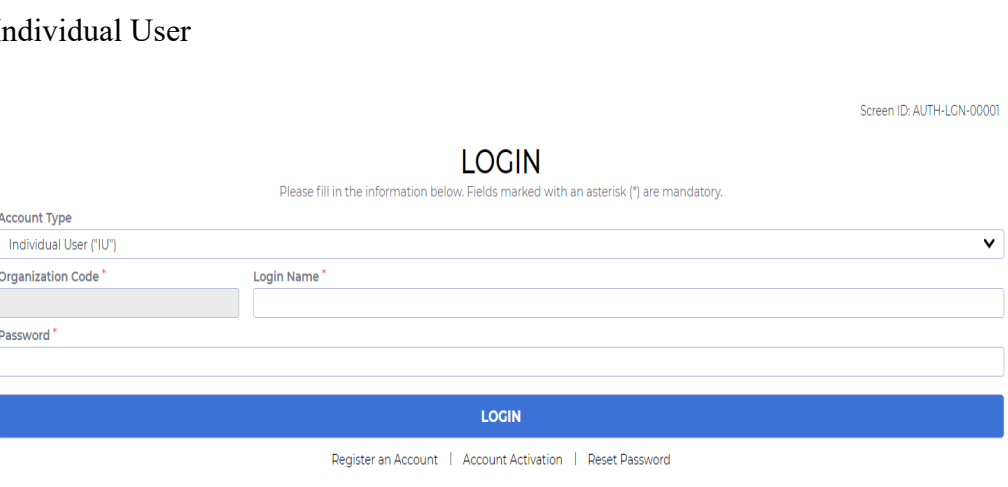
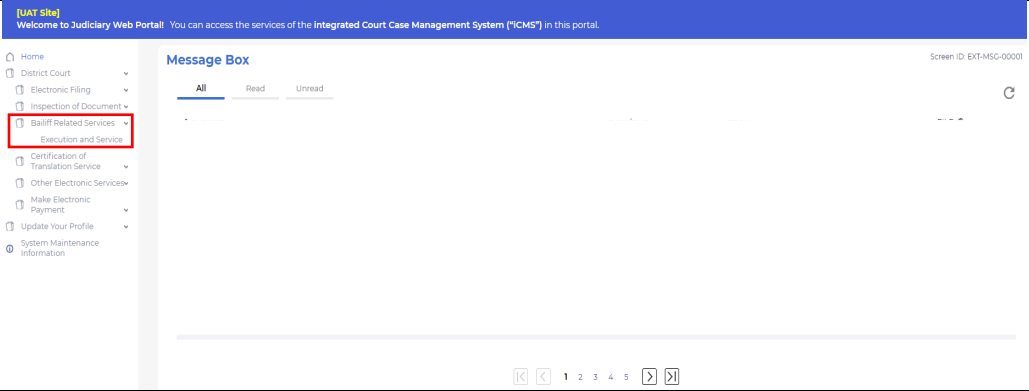
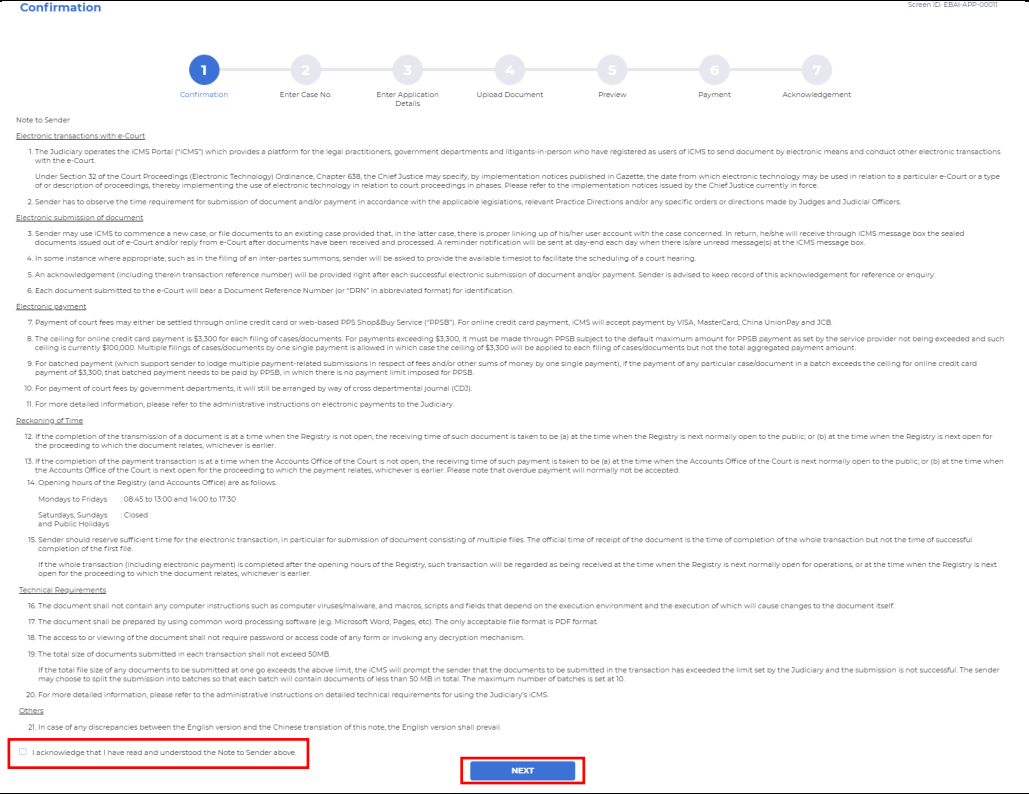
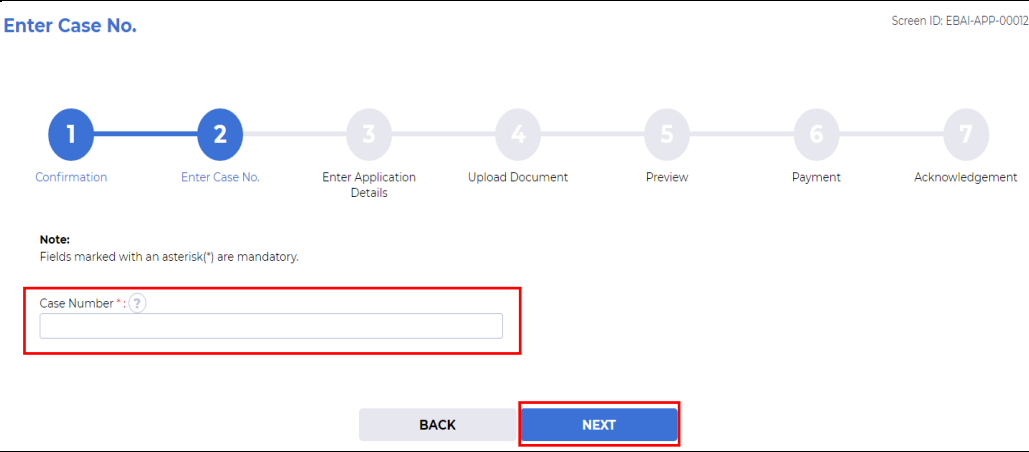


Send Document(s) to an Existing Request

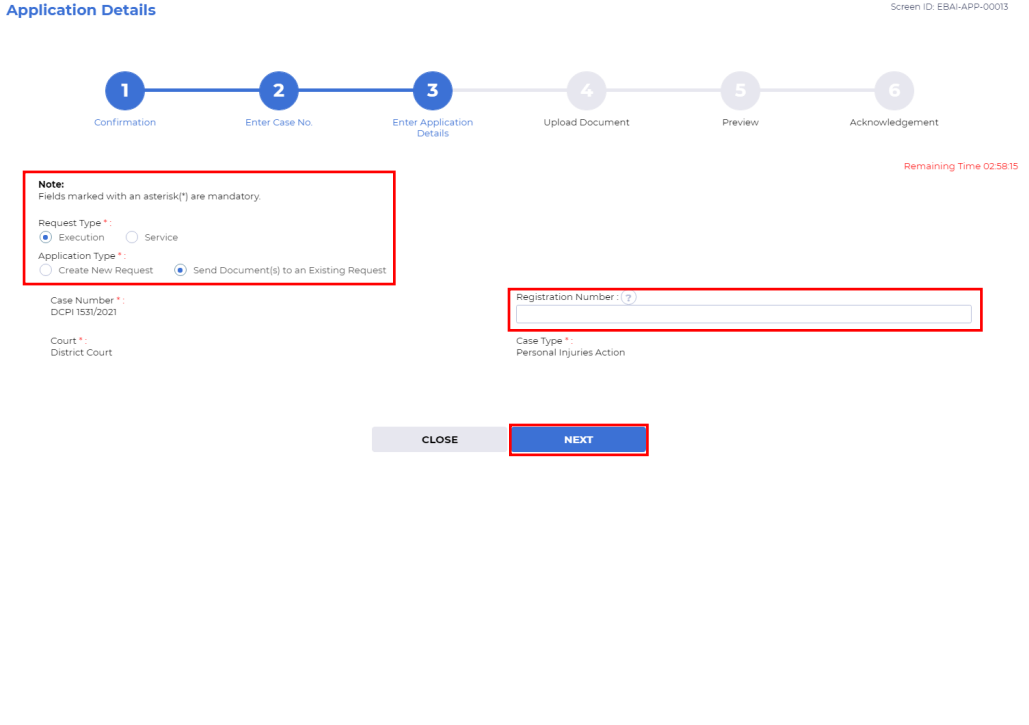
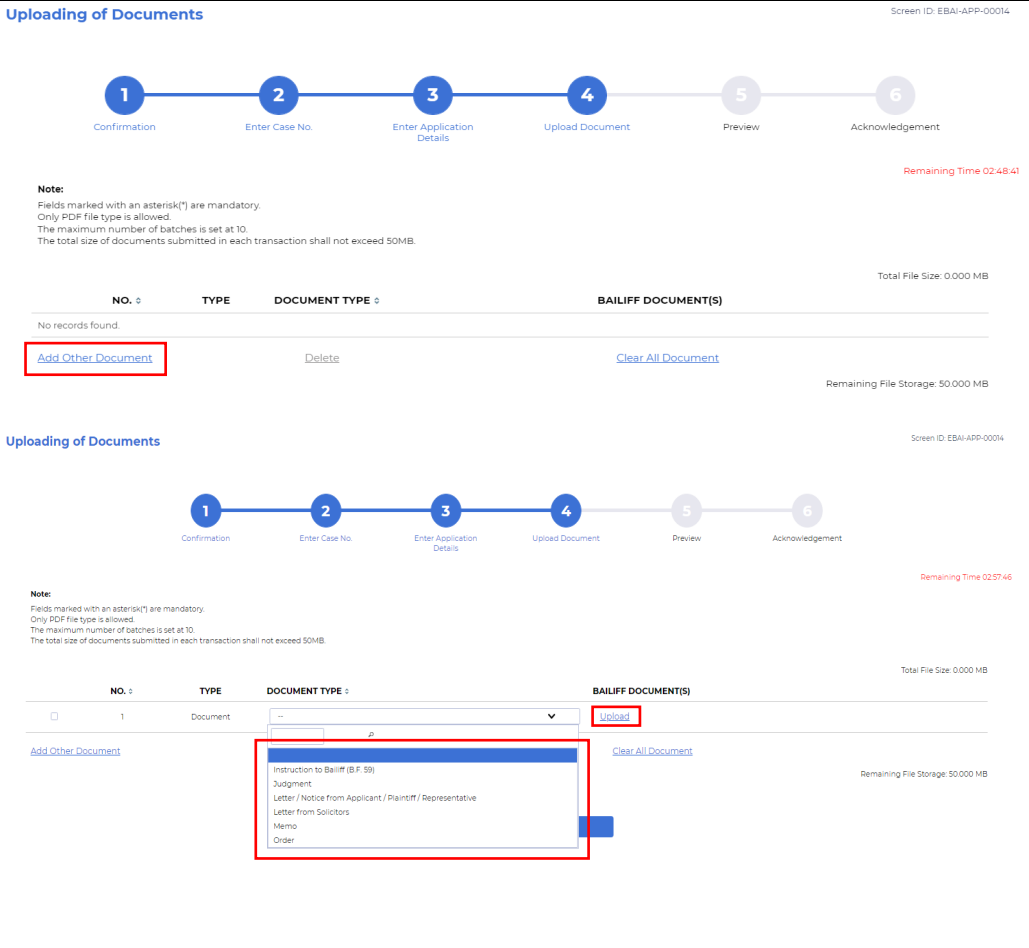
This step-by-step guide outlines the general process required to send document(s) to an existing request using integrated Court Case Management System (“iCMS”). It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></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>Organization User</p>  <p>Individual User</p> 

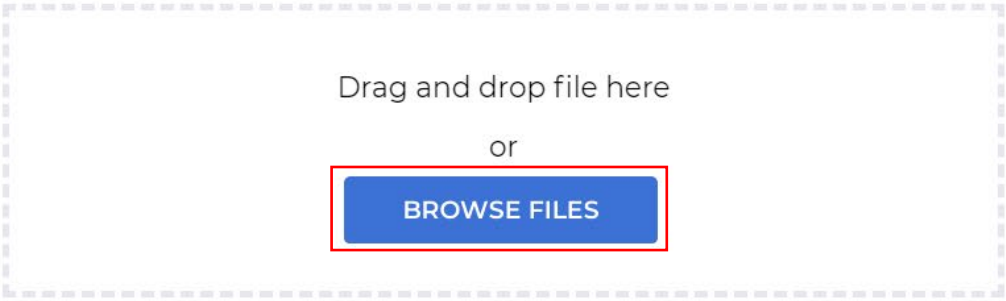
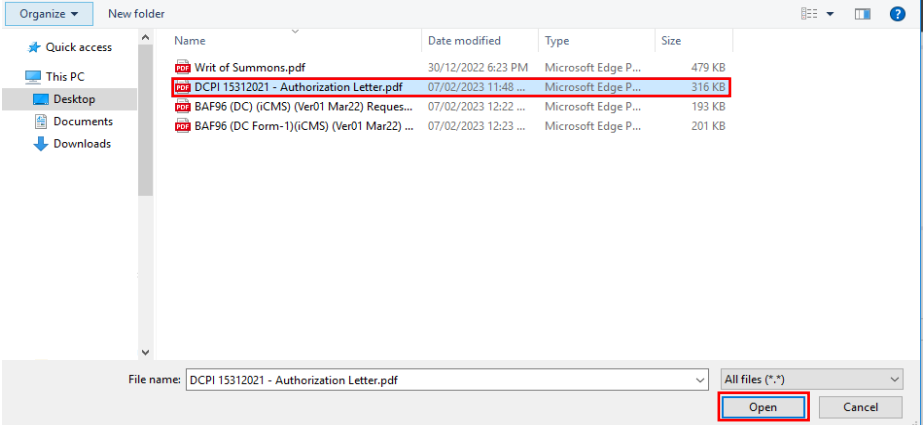
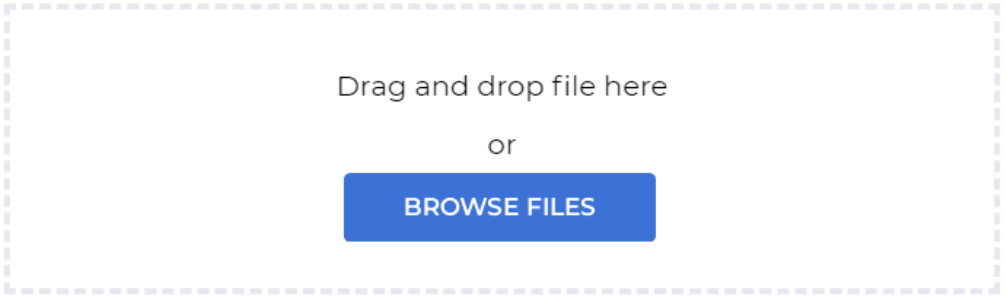
Step-by-step guide – “Send Document(s) to an Existing Request”

Item	Process	Relevant screenshots for reference
	<p>Access “Execution and Service” function</p> <p>Click “Bailiff Related Services”></p> <p>Click “Execution and Service”></p>	
	<p>Confirmation</p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.”></p> <p>Click “NEXT” and move on to Item 2></p>	
2.	<p>Enter case number</p> <p>Input the case number under “Case Number*”></p> <p>Click “NEXT” and move on to Item 3></p>	

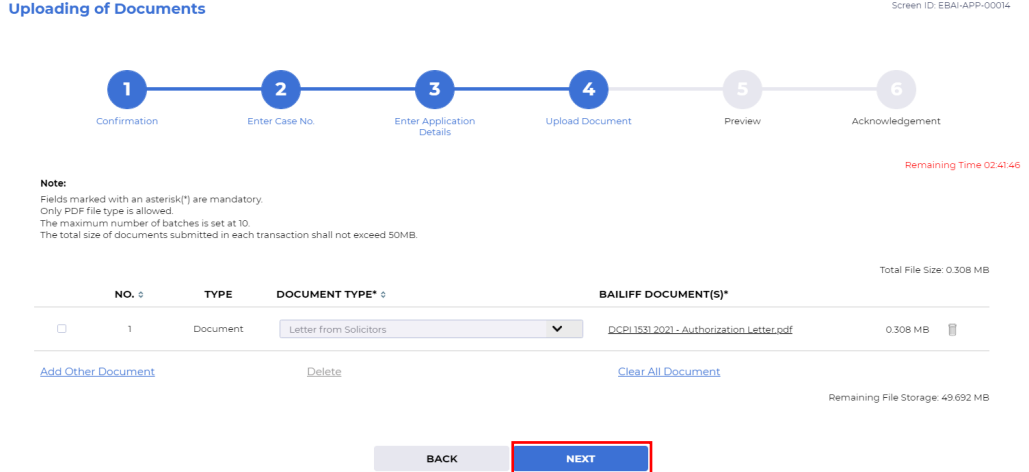
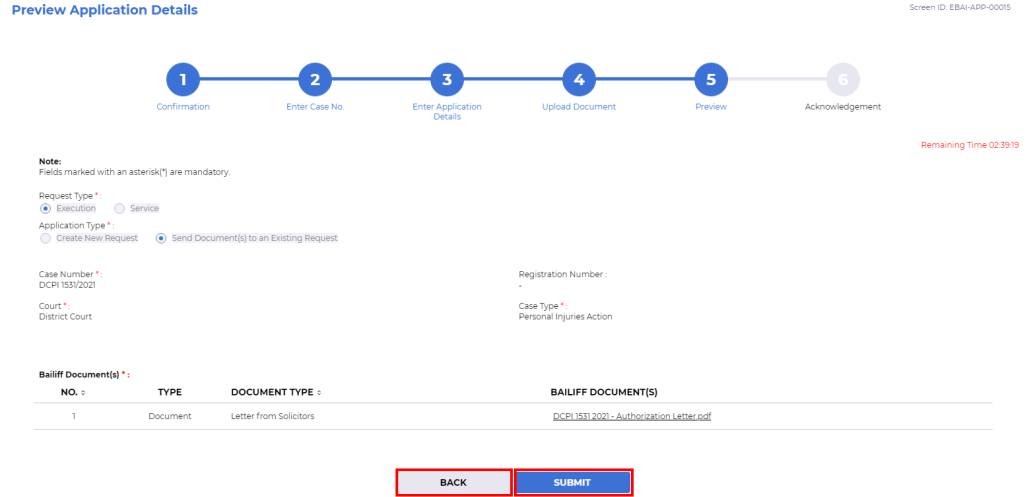
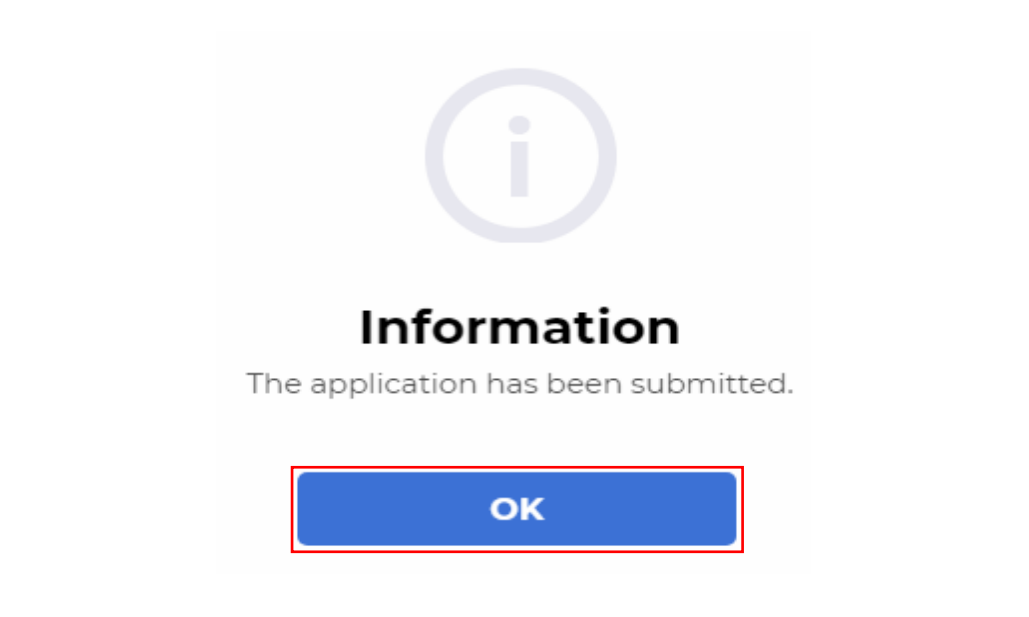
Step-by-step guide – “Send Document(s) to an Existing Request”

Item	Process	Relevant screenshots for reference																
3.	<p>Select type of request</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*” ></p> <p>Input registration number (e.g. EXE 1/2020) if available under “Registration Number”></p> <p>Click “NEXT” and move on to Item 4></p>	 <p>Application Details Screen ID: EBAI-APP-00013</p> <p>1 Confirmation — 2 Enter Case No. — 3 Enter Application Details — 4 Upload Document — 5 Preview — 6 Acknowledgement</p> <p>Note: Fields marked with an asterisk(*) are mandatory.</p> <p>Request Type * : <input checked="" type="radio"/> Execution <input type="radio"/> Service</p> <p>Application Type * : <input type="radio"/> Create New Request <input checked="" type="radio"/> Send Document(s) to an Existing Request</p> <p>Case Number * : DCPI 1531/2021</p> <p>Court * : District Court</p> <p>Registration Number : (?)</p> <p>Case Type * : Personal Injuries Action</p> <p>CLOSE NEXT</p> <p style="text-align: right;">Remaining Time 02:58:15</p>																
4.	<p>Upload supplementary document for execution</p> <p>Click “Add Other Document” for the supplementary document for the execution></p> <p>Select supplementary document type from the pull-down menu of “Document Type”></p> <p>Click “Upload”></p>	 <p>Uploading of Documents Screen ID: EBAI-APP-00014</p> <p>1 Confirmation — 2 Enter Case No. — 3 Enter Application Details — 4 Upload Document — 5 Preview — 6 Acknowledgement</p> <p>Note: 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 50MB.</p> <p>Total File Size: 0.000 MB</p> <table border="1"> <thead> <tr> <th>NO. ◊</th> <th>TYPE</th> <th>DOCUMENT TYPE ◊</th> <th>BAILIFF DOCUMENT(S)</th> </tr> </thead> <tbody> <tr> <td colspan="4">No records found.</td> </tr> </tbody> </table> <p>Add Other Document Delete Clear All Document</p> <p>Remaining File Storage: 50.000 MB</p> <p>Uploading of Documents Screen ID: EBAI-APP-00014</p> <p>1 Confirmation — 2 Enter Case No. — 3 Enter Application Details — 4 Upload Document — 5 Preview — 6 Acknowledgement</p> <p>Note: 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 50MB.</p> <p>Total File Size: 0.000 MB</p> <table border="1"> <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>Instruction to Bailiff (B.F. 59)</td> <td>Upload</td> </tr> </tbody> </table> <p>Add Other Document Clear All Document</p> <p>Remaining File Storage: 50.000 MB</p>	NO. ◊	TYPE	DOCUMENT TYPE ◊	BAILIFF DOCUMENT(S)	No records found.				NO. ◊	TYPE	DOCUMENT TYPE ◊	BAILIFF DOCUMENT(S)	1	Document	Instruction to Bailiff (B.F. 59)	Upload
NO. ◊	TYPE	DOCUMENT TYPE ◊	BAILIFF DOCUMENT(S)															
No records found.																		
NO. ◊	TYPE	DOCUMENT TYPE ◊	BAILIFF DOCUMENT(S)															
1	Document	Instruction to Bailiff (B.F. 59)	Upload															

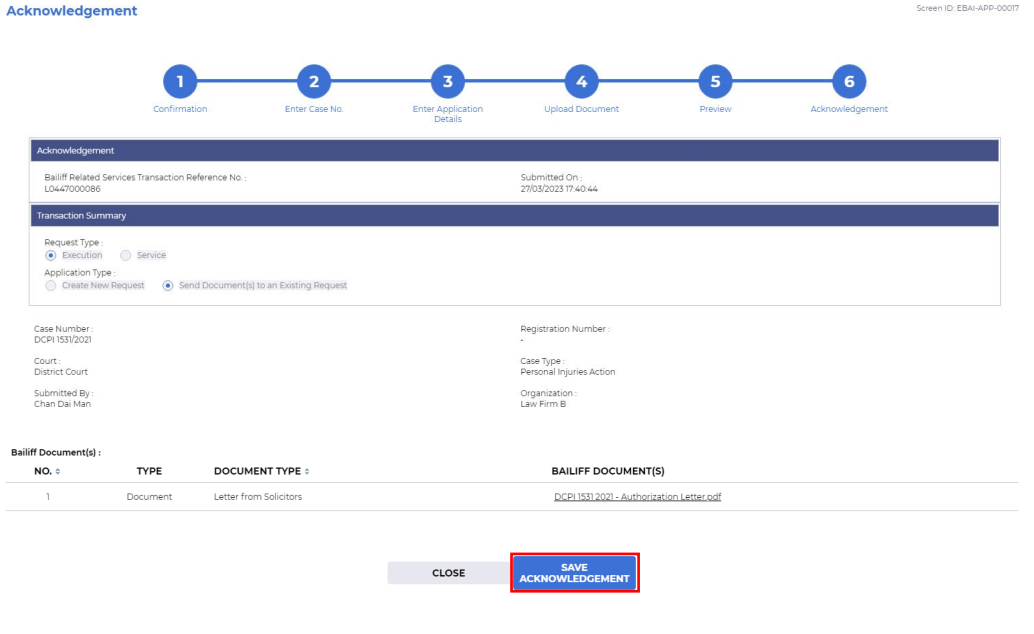
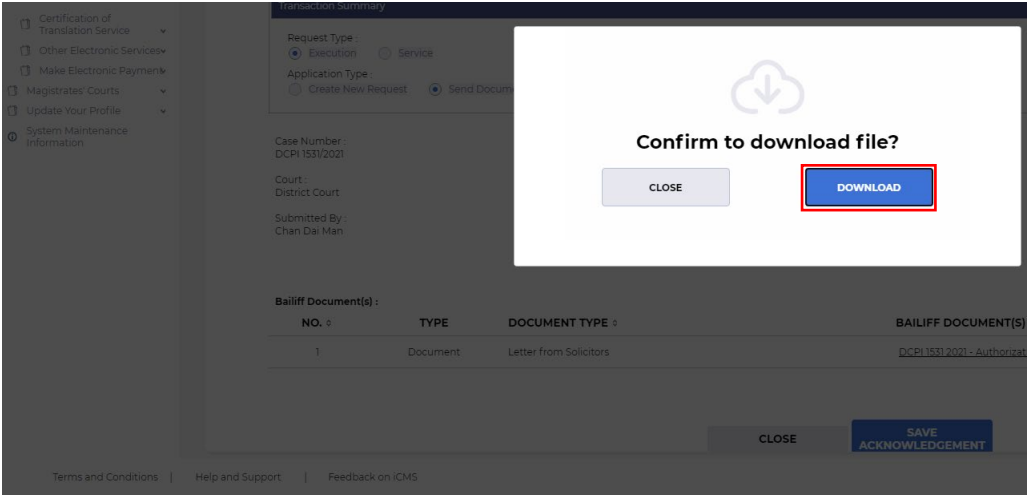
Step-by-step guide – “Send Document(s) to an Existing Request”

Item	Process	Relevant screenshots for reference																
	<p>Click “BROWSE FILES” and select document></p> <p>Select the file to be uploaded and click “Open”></p> <p>Click “Preview” to view the image of the document></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Delete” if the uploaded document is not correct ></p> <p>Or click “OK” if the uploaded document is in order></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>File name: DCPI 15312021 - Authorization Letter.pdf</p> <p>All files (*.*)</p> <p>Open Cancel</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 (315.3 KB)</th> <th>Preview</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>DCPI 1531 2021 - Authorization Letter.pdf</td> <td>pdf</td> <td>315.3 KB</td> <td>Preview</td> <td>Delete</td> </tr> </tbody> </table> <p>CLOSE OK</p>	Document Name	Type	Size (0 B)	No Document Uploaded.			Document Name	Type	Size (315.3 KB)	Preview	Delete	DCPI 1531 2021 - Authorization Letter.pdf	pdf	315.3 KB	Preview	Delete
Document Name	Type	Size (0 B)																
No Document Uploaded.																		
Document Name	Type	Size (315.3 KB)	Preview	Delete														
DCPI 1531 2021 - Authorization Letter.pdf	pdf	315.3 KB	Preview	Delete														


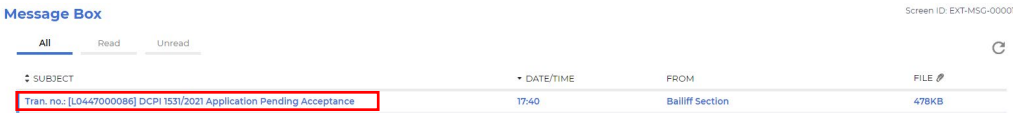
Step-by-step guide – “Send Document(s) to an Existing Request”

Item	Process	Relevant screenshots for reference										
	<p>Click “NEXT” and move on to Item 5></p>	 <p>Uploading of Documents</p> <p>Screen ID: EBAI-APP-0004</p> <p>1 Confirmation 2 Enter Case No. 3 Enter Application Details 4 Upload Document 5 Preview 6 Acknowledgement</p> <p>Note: 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 50MB.</p> <table border="1"> <thead> <tr> <th>NO. ◊</th> <th>TYPE</th> <th>DOCUMENT TYPE* ◊</th> <th>BAILIFF DOCUMENT(S)*</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Document</td> <td>Letter from Solicitors</td> <td>DCPI 1531-2021 - Authorization Letter.pdf</td> <td>0.308 MB</td> </tr> </tbody> </table> <p>BACK NEXT</p>	NO. ◊	TYPE	DOCUMENT TYPE* ◊	BAILIFF DOCUMENT(S)*		1	Document	Letter from Solicitors	DCPI 1531-2021 - Authorization Letter.pdf	0.308 MB
NO. ◊	TYPE	DOCUMENT TYPE* ◊	BAILIFF DOCUMENT(S)*									
1	Document	Letter from Solicitors	DCPI 1531-2021 - Authorization Letter.pdf	0.308 MB								
<p>5.</p> <p><u>Confirm after previewing application details</u></p> <p>Click “SUBMIT”></p> <p>Or, click “BACK” to return to the previous steps to rectify any of the input data></p> <p>Click “OK” to close the popup message and move on to Item 6></p>		 <p>Preview Application Details</p> <p>Screen ID: EBAI-APP-0005</p> <p>1 Confirmation 2 Enter Case No. 3 Enter Application Details 4 Upload Document 5 Preview 6 Acknowledgement</p> <p>Note: Fields marked with an asterisk(*) are mandatory.</p> <p>Request Type* <input checked="" type="radio"/> Execution <input type="radio"/> Service</p> <p>Application Type* <input type="radio"/> Create New Request <input checked="" type="radio"/> Send Document(s) to an Existing Request</p> <p>Case Number* DCPI 1531/2021</p> <p>Court* District Court</p> <p>Registration Number: .</p> <p>Case Type* Personal Injuries Action</p> <table border="1"> <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 1531-2021 - Authorization Letter.pdf</td> </tr> </tbody> </table> <p>BACK SUBMIT</p>	NO. ◊	TYPE	DOCUMENT TYPE ◊	BAILIFF DOCUMENT(S)	1	Document	Letter from Solicitors	DCPI 1531-2021 - Authorization Letter.pdf		
NO. ◊	TYPE	DOCUMENT TYPE ◊	BAILIFF DOCUMENT(S)									
1	Document	Letter from Solicitors	DCPI 1531-2021 - Authorization Letter.pdf									
		 <p>Information</p> <p>The application has been submitted.</p> <p>OK</p>										

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

Item	Process	Relevant screenshots for reference
6.	<p>Acknowledgement</p> <p>Click “SAVE ACKNOWLEDGEMENT”</p> <p>Click “DOWNLOAD” ></p> <p>Open the attachment to view and/or save it ></p>	  <p>Acknowledgement_2...pdf Open file</p>

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

Item	Process	Relevant screenshots for reference								
		<div style="text-align: center;">  <p>司法機構 JUDICIARY</p> </div> <h3 style="text-align: center;">Acknowledgement</h3> <p>Bailiff Related Service Transaction Reference No.: L0447000086 Submitted On: 27/03/2023 17:40:44</p> <p>Request Type: Execution Application Type: Send Document(s) to an Existing Request</p> <p>Submitted By: Chan Dai Man Organization: Law Firm B</p> <p>Case Number: DCPI 1531/2021 Registration Number: -</p> <p>Court: District Court Case Type: Personal Injuries Action</p> <p>Bailiff Document(s)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">NO.</th> <th style="width: 40%;">DOCUMENT TYPE</th> <th style="width: 50%;">BAILIFF DOCUMENT(S)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">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><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></p> <p>Login and access Message Box></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>Message Box Screen ID: EXT-MSG-00001</p> <p>All Read Unread</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">SUBJECT</th> <th style="width: 10%;">DATE/TIME</th> <th style="width: 15%;">FROM</th> <th style="width: 15%;">FILE</th> </tr> </thead> <tbody> <tr> <td>Tran. no.: [L0447000086] DCPI 1531/2021 Application Pending Acceptance</td> <td style="text-align: center;">17:40</td> <td style="text-align: center;">Bailiff Section</td> <td style="text-align: center;">478KB</td> </tr> </tbody> </table> <p>Message Details Screen ID: EXT-MSG-00002</p> <p>< Back</p> <p>Tran. no.: [L0447000086] DCPI 1531/2021 Application Pending Acceptance</p> <p>Date/Time 27/03/2023 17:40 From Bailiff Section To LAWFIRMB.if@ou.gov.hk</p> <p>Your submission (Bailiff Related Services Transaction Reference No.: L0447000086, e-Payment Transaction Reference No.: -, e-Payment Receipt No.: -) DCPI 1531/2021 was received on 27/03/2023. We will inform you of the application result after this reviewing process.</p> <p>1 Attachment(s)</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <p>PDF Acknowledg...pdf 478KB</p> </div> <p>Download all files in a zip file</p> <p>Remarks: Bailiff Section may send you request-related correspondence via the system.</p>	SUBJECT	DATE/TIME	FROM	FILE	Tran. no.: [L0447000086] DCPI 1531/2021 Application Pending Acceptance	17:40	Bailiff Section	478KB
SUBJECT	DATE/TIME	FROM	FILE							
Tran. no.: [L0447000086] DCPI 1531/2021 Application Pending Acceptance	17:40	Bailiff Section	478KB							