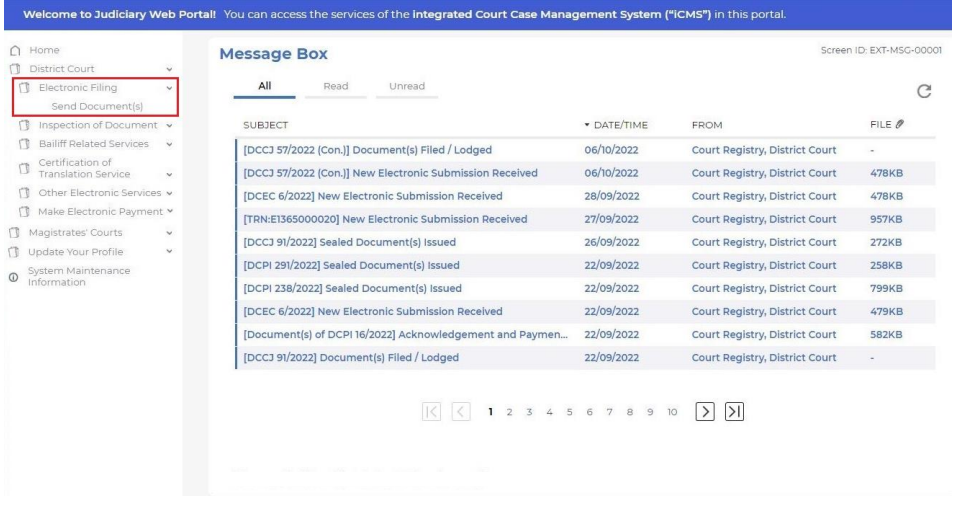
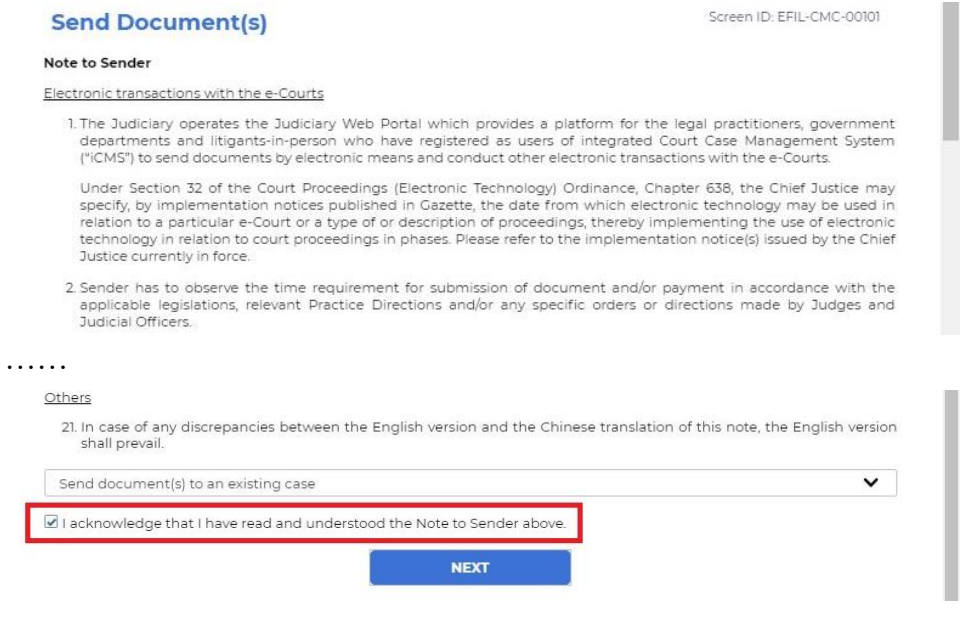
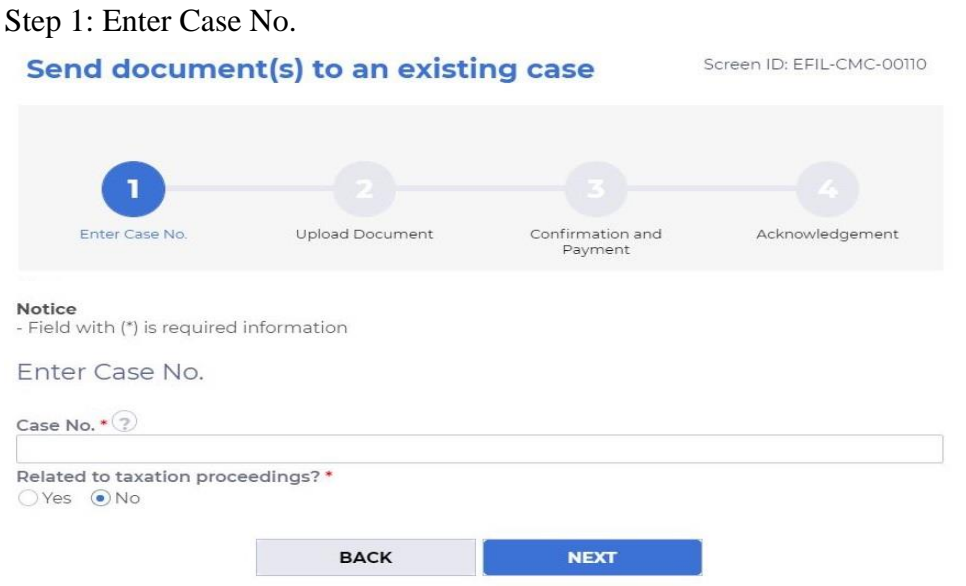
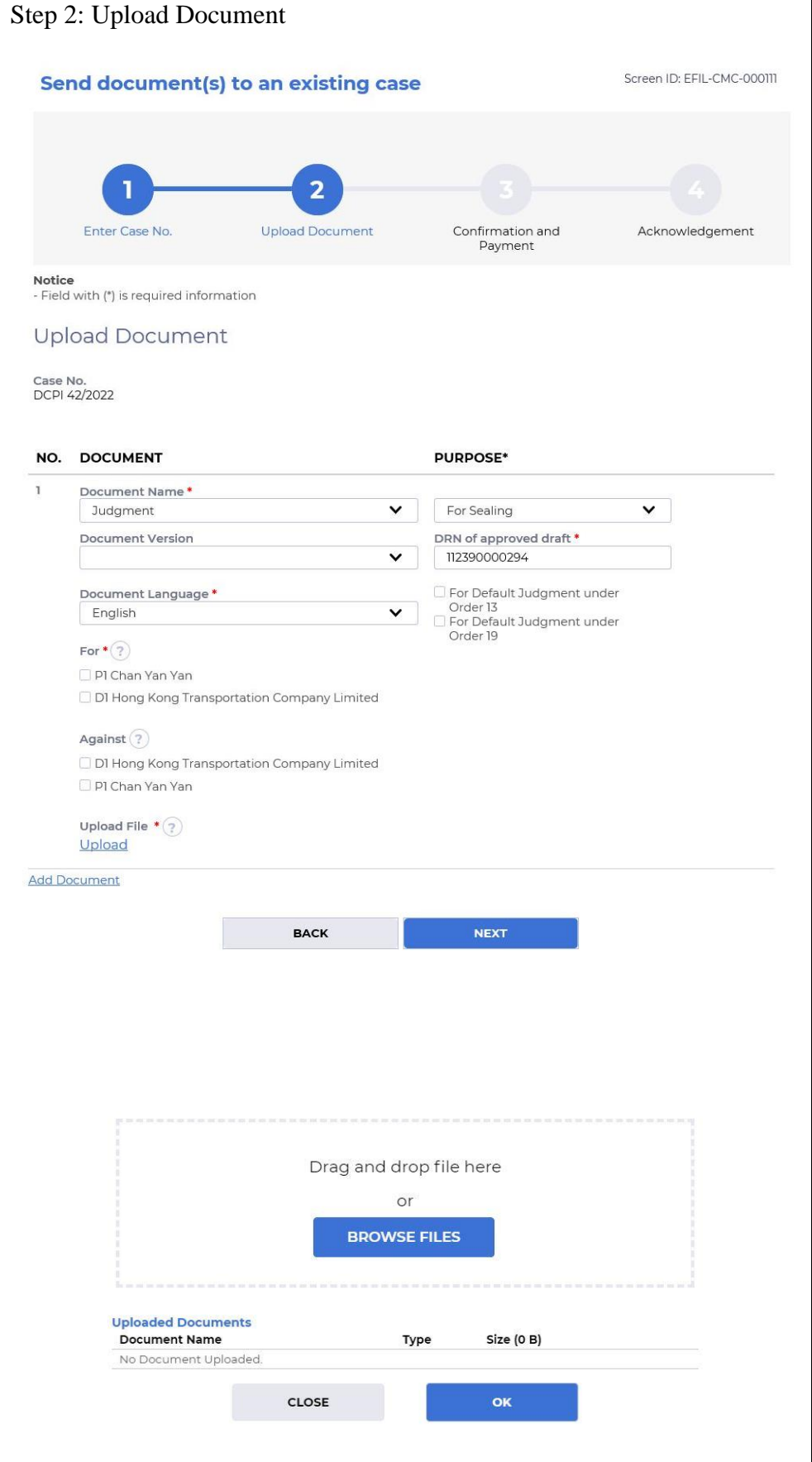


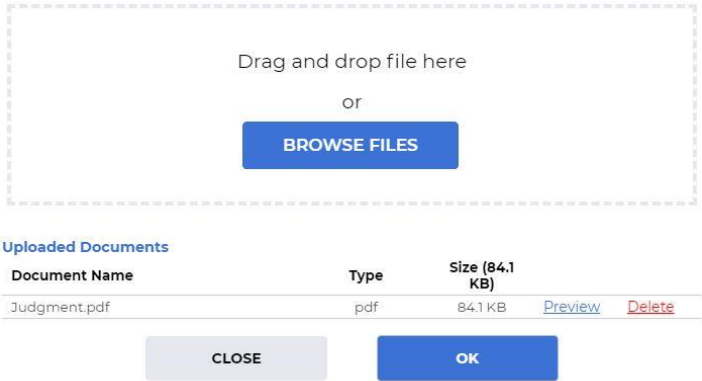
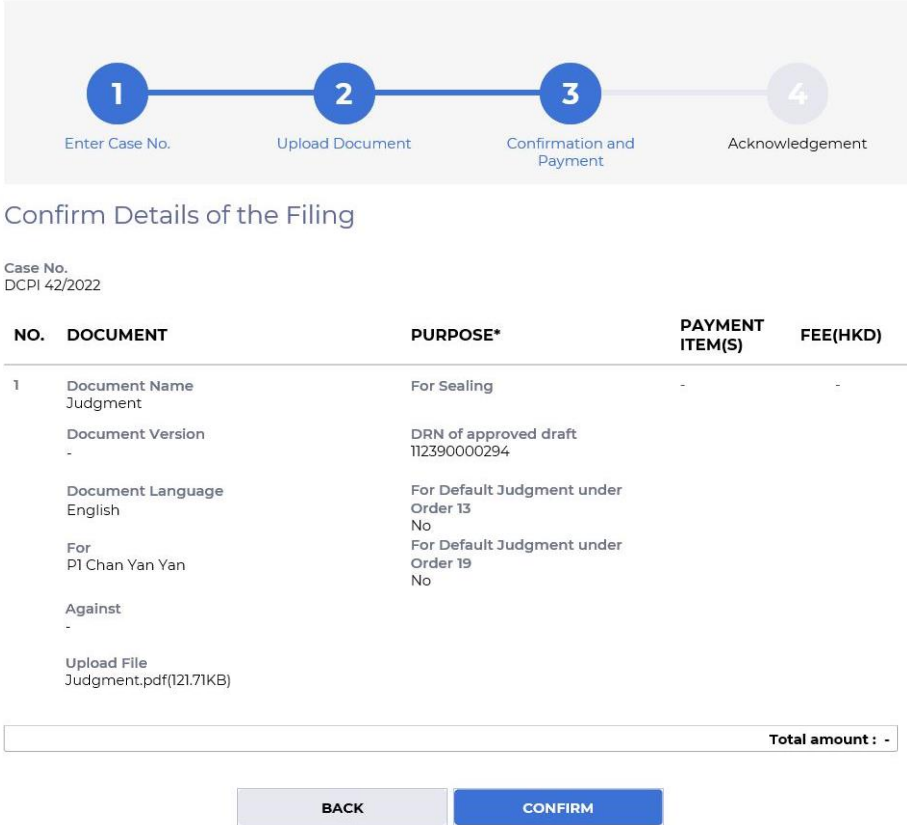
## Submit faired Judgment/ Order for sealing

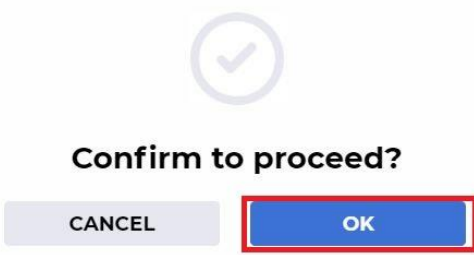
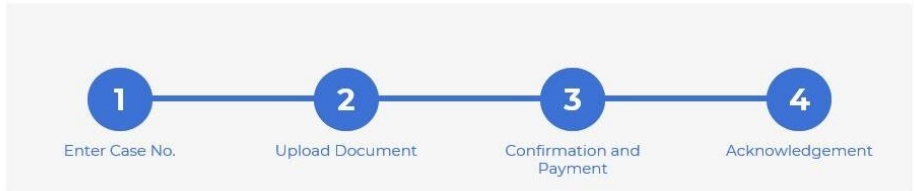
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.


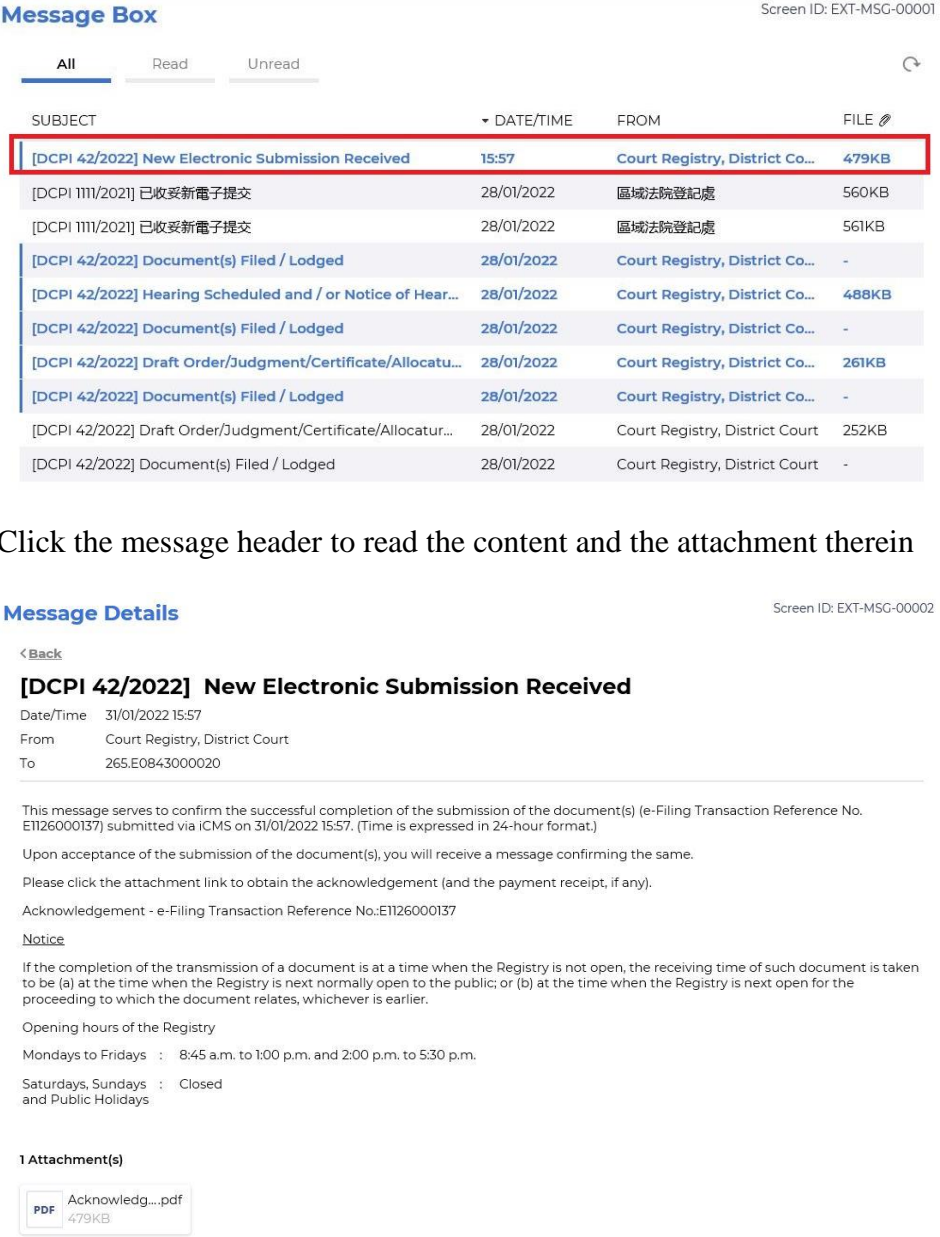
Item	Process	Relevant screenshots for reference
1.	<p><b><u>Login user account</u></b></p> <p>Either by Organization User ("OU") or Individual User ("IU") account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]</i></p> <p>For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role.</p> <p><i>[Note: Please refer to relevant step-by-step guide "Assign court case(s) to OU Account(s) by SA of the same branch, after assignment by PA (by case number)" for more information if necessary.]</i></p>	<p><b>Organization User</b></p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <div style="text-align: center;"> <h3>LOGIN</h3> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p><b>Account Type</b></p> <p>Organization <span style="float: right;">▼</span></p> <p><b>Organization Code *</b>      <b>Login Name *</b></p> <p><input type="text"/>      <input type="text"/></p> <p><b>Password *</b></p> <p><input type="password"/></p> <p><b>LOGIN</b></p> <p><a href="#">Register an Account</a>   <a href="#">Account Activation</a>   <a href="#">Reset Password</a></p> </div> <p><b>Individual User</b></p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <div style="text-align: center;"> <h3>LOGIN</h3> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p><b>Account Type</b></p> <p>Individual User ("IU") <span style="float: right;">▼</span></p> <p><b>Organization Code *</b>      <b>Login Name *</b></p> <p><input type="text"/>      <input type="text"/></p> <p><b>Password *</b></p> <p><input type="password"/></p> <p><b>LOGIN</b></p> <p><a href="#">Register an Account</a>   <a href="#">Account Activation</a>   <a href="#">Reset Password</a></p> </div>


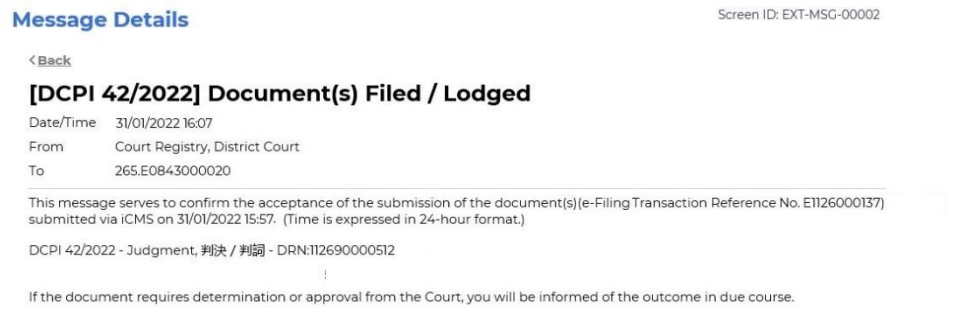
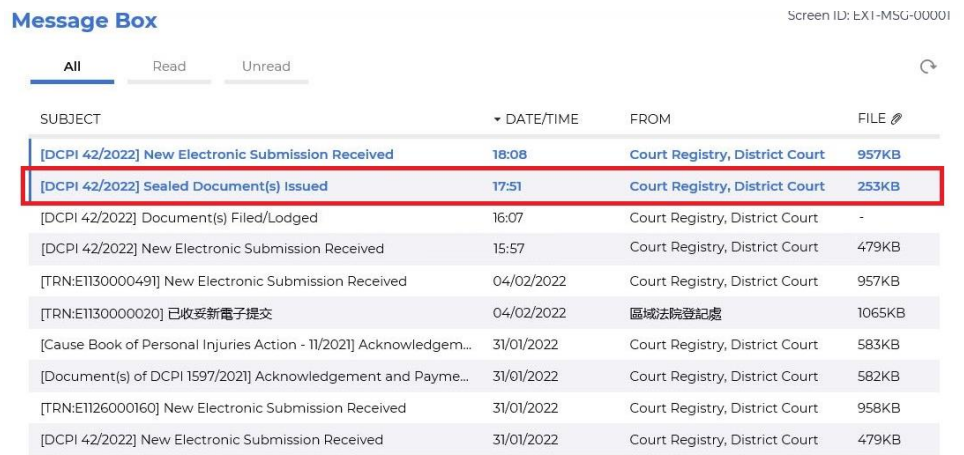
Item	Process	Relevant screenshots for reference
2.	<p><b><u>Access e-Filing function</u></b></p> <p>Select court level, e.g. “District Court”&gt;</p> <p>Click “Electronic Filing” &gt;</p> <p>Select “Send Document(s)”&gt;</p>	
3.	<p><b><u>Select the required function</u></b></p> <p>Select “Send document(s) to an existing case” &gt;</p> <p>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>Select “No” in “Related to taxation proceedings? *”&gt;</p> <p>Click “NEXT”&gt;</p>	

Item	Process	Relevant screenshots for reference
5.	<p><b><u>Upload document</u></b></p> <p>Select “Judgment”/ “Order” in “Document Name*”&gt;</p> <p>Select “For Sealing” in “PURPOSE*”&gt;</p> <p>Input “DRN of approved draft*”&gt;</p> <p><i>[Note: DRN of approved draft can be found at the draft approved by court.]</i></p> <p>Select language in “Document Language*” &gt;</p> <p>Tick the checkboxes under “For*” /and “Against”&gt;</p> <p>Click “Upload”&gt;</p> <p>Click “BROWSE FILES” and select document&gt;</p> <p><i>[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.]</i></p>	<p>Step 2: Upload Document</p> 


Item	Process	Relevant screenshots for reference																																			
6.	<p><b><u>Preview uploaded document</u></b></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the document&gt;</p> <p>Click “OK” if the uploaded document is in order&gt;</p> <p>Or, click “Delete” if the uploaded document is not in order&gt;</p> <p>Click “NEXT” &gt;</p>	 <p>Drag and drop file here or <b>BROWSE FILES</b></p> <p><b>Uploaded Documents</b></p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (84.1 KB)</th> <th></th> </tr> </thead> <tbody> <tr> <td>Judgment.pdf</td> <td>pdf</td> <td>84.1 KB</td> <td><a href="#">Preview</a> <a href="#">Delete</a></td> </tr> </tbody> </table> <p><b>CLOSE</b> <b>OK</b></p>	Document Name	Type	Size (84.1 KB)		Judgment.pdf	pdf	84.1 KB	<a href="#">Preview</a> <a href="#">Delete</a>																											
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Judgment.pdf	pdf	84.1 KB	<a href="#">Preview</a> <a href="#">Delete</a>																																		
7.	<p><b><u>Confirm details of the filing</u></b></p> <p>If filing details are in order, click “CONFIRM”&gt;</p>	<p>Step 3: Confirm Details of the Filing</p> <p><b>Send document(s) to an existing case</b> <span style="float: right;">Screen ID: EFIL-CMC-000112</span></p>  <p>Confirm Details of the Filing</p> <p>Case No. DCPI 42/2022</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DOCUMENT</th> <th>PURPOSE*</th> <th>PAYMENT ITEM(S)</th> <th>FEE(HKD)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Document Name Judgment</td> <td>For Sealing</td> <td>-</td> <td>-</td> </tr> <tr> <td></td> <td>Document Version -</td> <td>DRN of approved draft 112390000294</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Document Language English</td> <td>For Default Judgment under Order 13 No</td> <td></td> <td></td> </tr> <tr> <td></td> <td>For PI Chan Yan Yan</td> <td>For Default Judgment under Order 19 No</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Against -</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Upload File Judgment.pdf(121.71KB)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;"><b>Total amount: -</b></p> <p><b>BACK</b> <b>CONFIRM</b></p>	NO.	DOCUMENT	PURPOSE*	PAYMENT ITEM(S)	FEE(HKD)	1	Document Name Judgment	For Sealing	-	-		Document Version -	DRN of approved draft 112390000294				Document Language English	For Default Judgment under Order 13 No				For PI Chan Yan Yan	For Default Judgment under Order 19 No				Against -					Upload File Judgment.pdf(121.71KB)			
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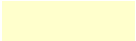
Item	Process	Relevant screenshots for reference																						
	<p>Click "OK" to "Confirm to proceed?"&gt;</p> <p>Or, if filing details are not in order, click "BACK" to return to the previous steps to rectify any of the inputted data&gt;</p>	<p>Popup of confirm to proceed</p> 																						
8.	<p><b><u>Acknowledgement</u></b></p> <p>Click "SAVE ACKNOWLEDGEMENT"&gt;</p>	<p>Step 4: Acknowledgement</p> <p>Send document(s) to an existing case <span style="float: right;">Screen ID: EFIL-CMC-000113</span></p>  <p><b>Notice</b></p> <p>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 normally open to the public; or (b) at the time when the Registry is next open for the proceeding to which the document relates, whichever is earlier.</p> <p><b>Acknowledgement</b></p> <p>Submitted By: Mr. Lau To Fu (265.E0843000020)      Organization: Happy Company</p> <p>Submitted On: 31/01/2022 15:57:32      e-Filing Transaction Reference No.: E1126000137</p> <p>e-Payment Transaction Date Time: -      e-Payment Transaction Reference No.: -</p> <p>e-Payment Method: -</p> <p><b>Transaction Summary</b></p> <table border="1" data-bbox="584 1302 1445 1407"> <thead> <tr> <th>NO.</th> <th>CASE NO.</th> <th>CASE TYPE</th> <th>PAYMENT ITEM(S)</th> <th>FEE (HKD)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>DCPI 42/2022</td> <td>Personal Injuries Action</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p style="text-align: right;"><b>Total amount : -</b></p> <p><b>The Following Document(s) Have Been Uploaded</b></p> <table border="1" data-bbox="584 1512 1445 1743"> <thead> <tr> <th>NO.</th> <th>PURPOSE</th> <th>DOCUMENT LANGUAGE</th> <th>DOCUMENT NAME</th> <th>UPLOAD FILE</th> <th>DRN</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>For Sealing</td> <td>English</td> <td>Judgment</td> <td>Judgment.pdf(121.71KB)</td> <td>112690000512</td> </tr> </tbody> </table> <p>DRN of approved draft: 112390000294</p> <p>Please save or print the Acknowledgement/Payment Receipt as a proof of your filing/payment and for subsequent refund purpose, if necessary.</p> <p style="text-align: center;"><b>SAVE ACKNOWLEDGEMENT</b></p>	NO.	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE (HKD)	1	DCPI 42/2022	Personal Injuries Action	-	-	NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	1	For Sealing	English	Judgment	Judgment.pdf(121.71KB)	112690000512
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1	For Sealing	English	Judgment	Judgment.pdf(121.71KB)	112690000512																			

Item	Process	Relevant screenshots for reference
	<p>Click "DOWNLOAD" in the popup of "Confirm to download file?"&gt;</p> <p>Click "Open file" to retrieve the Acknowledgement&gt;</p>	
<p>9.</p> <p><b><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></b></p> <p>Click "Home"&gt;</p> <p>Access Message Box&gt;</p> <p>Click the message header to read the content</p>		<p>Message box with message header(s) appears on the landing page</p>  <p>Click the message header to read the content and the attachment therein</p>

Item	Process	Relevant screenshots for reference
10.	<b>Internal process by Judiciary</b>	Sender will receive message in iCMS message box after internal vetting by Judiciary
11.	<p><b><u>Confirmation 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 message header to read the content</p>	<p>Message box with message header(s) appears on the landing page</p>  <p>Click the message header to read the content therein</p> 
12.	<b>Internal process by Judiciary</b>	<p>Sender will receive message in iCMS message box with sealed document issued</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the draft is found not in order.]</i></p>
13.	<p><b><u>Sealed document(s) issued 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 message header to read the content</p>	<p>Message box with message header(s) appears on the landing page</p> 

Step-by-step guide - “Submit faired Judgment/ Order for sealing”

Item	Process	Relevant screenshots for reference
		<p>Click the message header to read the content and the attachment therein</p> <p><b>Message Details</b> <span style="float: right;">Screen ID: EXT-MSG-00002</span></p> <p><a href="#">&lt; Back</a></p> <p><b>[DCPI 42/2022] Sealed Document(s) Issued</b></p> <p>Date/Time 31/01/2022 17:51 From Court Registry, District Court To 265.E0843000020</p> <hr/> <p>This message serves to confirm the issue of the document(s) (e-Filing Transaction Reference No. E1126000137) submitted via iCMS on 31/01/2022 15:57. (Time is expressed in 24-hour format.)</p> <p>Please click the attachment link to obtain the sealed document(s).</p> <p>DCPI 42/2022 - Judgment, 判決 / 判詞 - DRN:112690000512 .</p> <p><b>1 Attachment(s)</b></p> <p> DCPI 42-202...pdf 253KB</p>

 Internal process by Judiciary