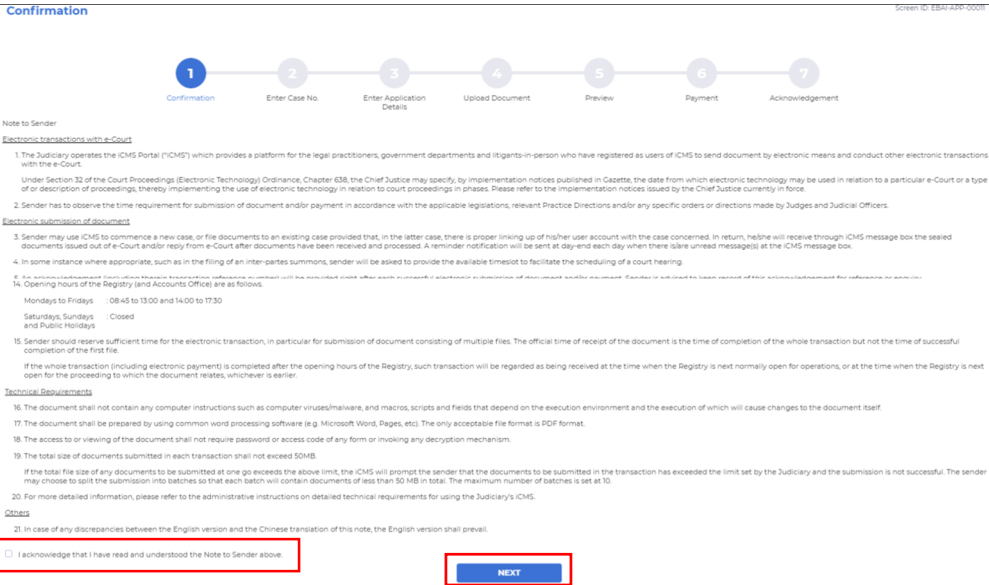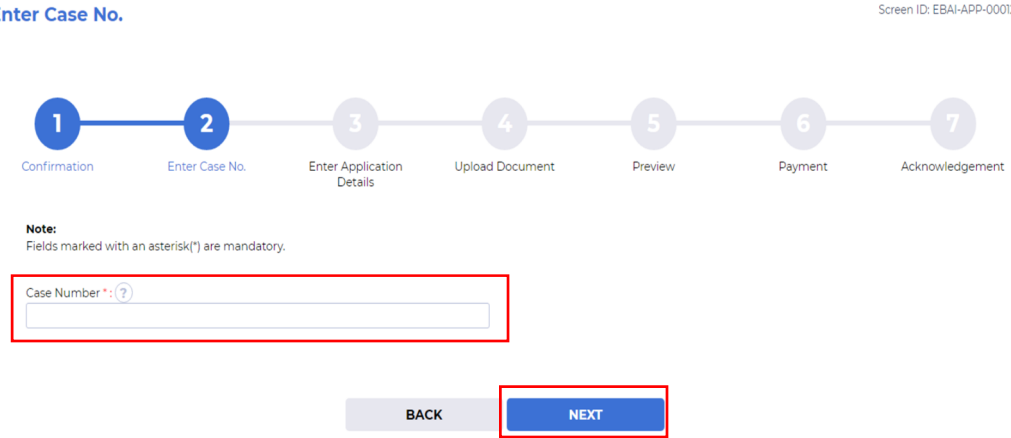# Submit Application for Execution

This step-by-step guide outlines the general process required to submit application for execution 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.	**<u>Login user account</u>** By Organization User ("OU") of Government Department. *[Note: Please refer to the relevant step-by-step guide "Account Login and Logout" for more information if necessary.]* For OU account holders, they need to be duly assigned to handle the case concerned with proper user role. *[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.]*	Organization User Individual User

Item	Process	Relevant screenshots for reference
	Access "Bailiff Related Services" Select Court/Tribunal > **Click "Bailiff Related Services">** For District Court cases, click "Execution and Service"> For Small Claims Tribunal Cases, click "Execution">	
	Confirmation Tick the checkbox "I acknowledge that I have read and understood the Note to Sender above."> Click "NEXT" and move on to Item 2>	
2.	**Enter case number** Input the case number under "Case Number*"> Click "NEXT" and move on to Item 3>	
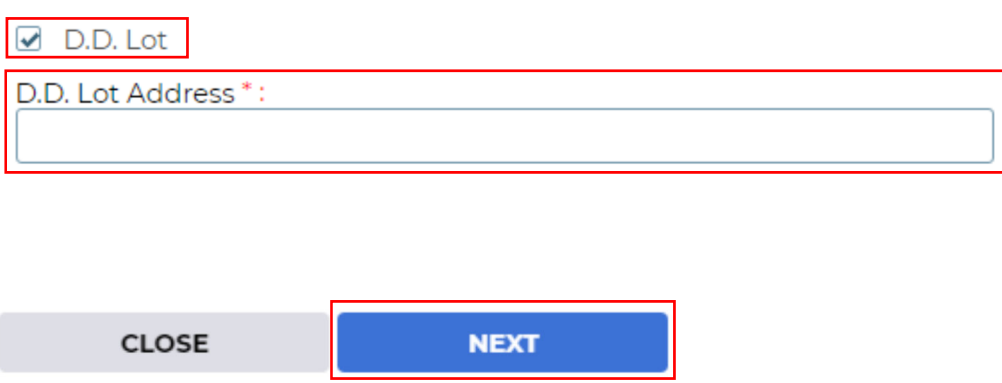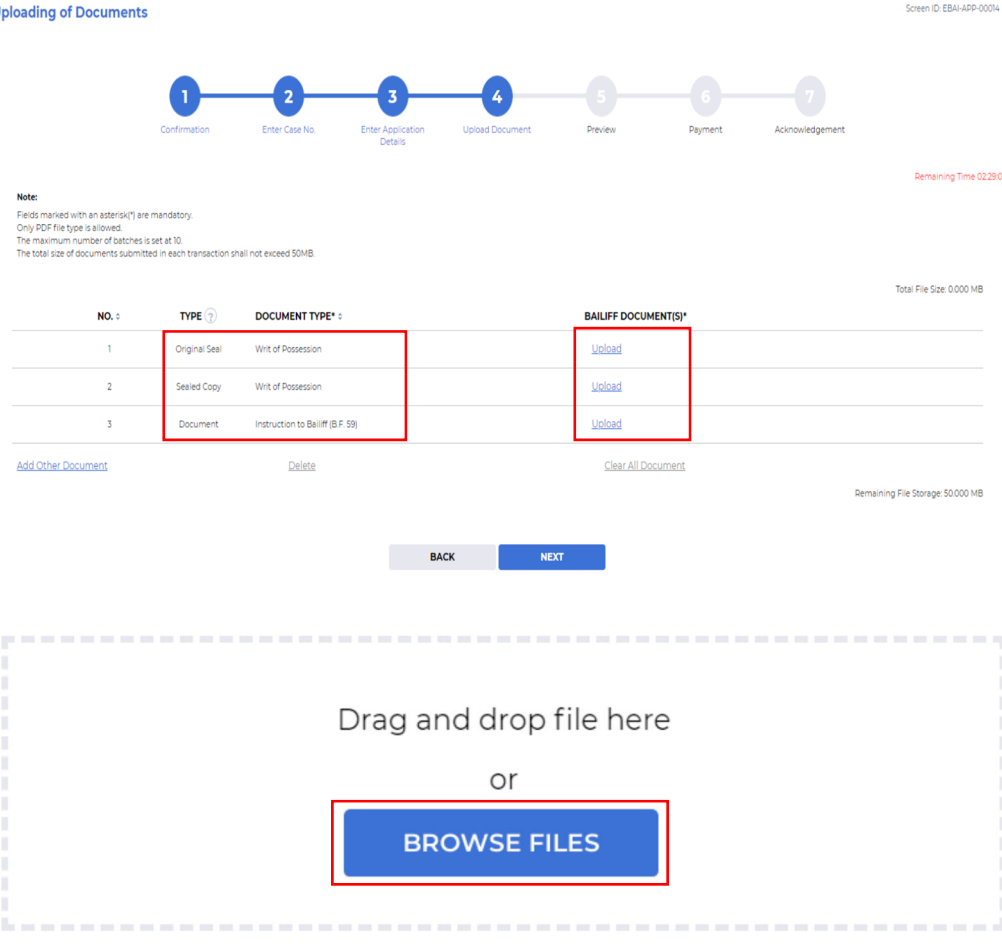
Item	Process	Relevant screenshots for reference
3.	**Select type of request** Under "Request Type*", click the radio button "Execution"> Under "Application Type*", click the radio button "Create New Request" to submit a new application for execution> **Download document(s)** Click the link to download and fill in the form of "Instruction to Bailiff (B.F.59)" Click the link to download and fill in the form of "Undertaking for payment of execution" if the execution type requires security guard service **Select the type of document for execution** Select the type of document to be executed from the pull-down menu of "Document Type*">	**Application Details** Screen ID: EBAI-APP-00013 ① Confirmation — ② Enter Case No. — ③ Enter Application Details — ④ Upload Document — ⑤ Preview — ⑥ Payment — ⑦ Acknowledgement Remaining Time 02:59:19 Note: Fields marked with an asterisk(*) are mandatory. Request Type *: ◉ Execution ○ Service Application Type *: ◉ Create New Request ○ Send Document(s) to an Existing Request Download Instruction to Bailiff (B.F.59) Download Undertaking for payment of execution Case Number *: DCTC 1004/2022 Court *: Case Type *: District Court Tax Claim Document Type *: -- ∨
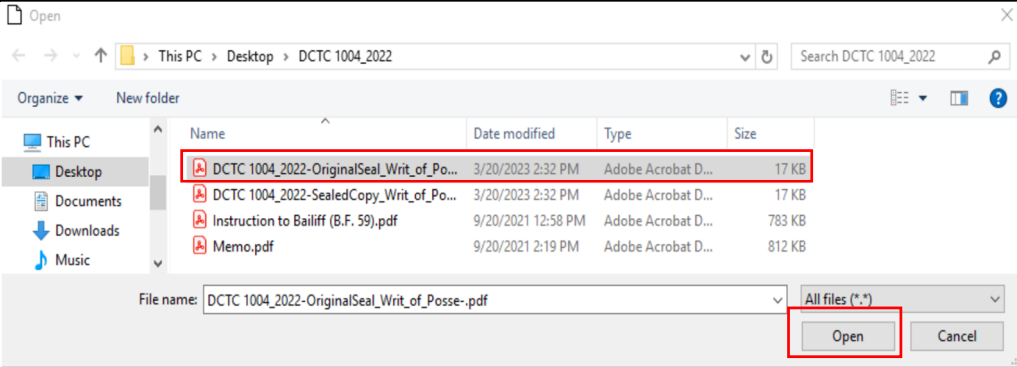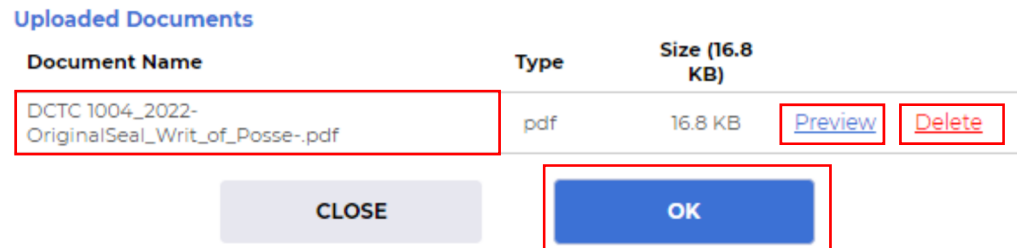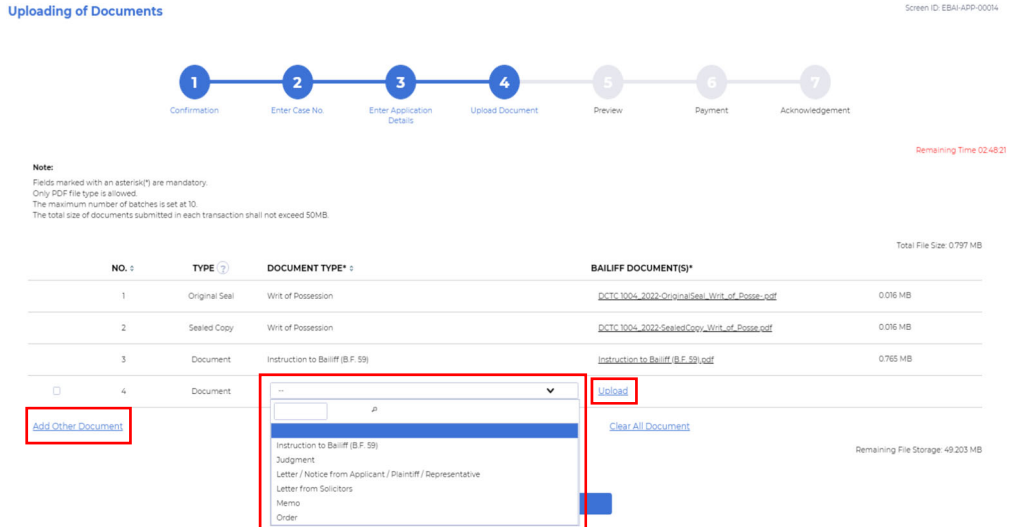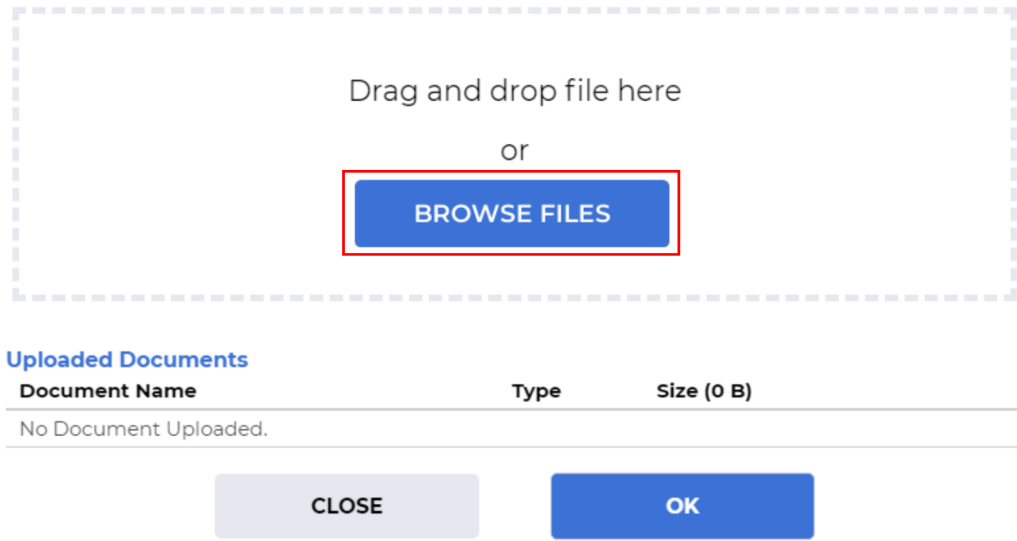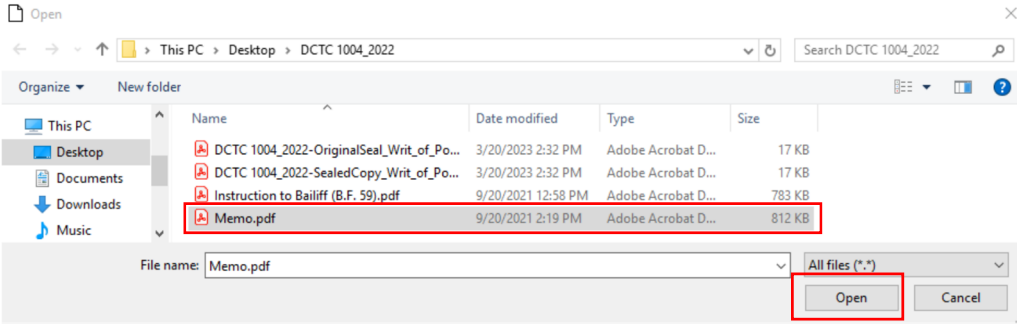
Item	Process	Relevant screenshots for reference
	Input contact information Input information in the mandatory fields below • "1st Contact Person (Appointment)*" • "Phone No. (Appointment)*" Remarks: May input up to three contact persons, if necessary. **Input address where execution is to be carried out** Click "Add Action Address"> Input the "Action Address(Eng.)" or "Action Address(Chi.)"> Select the region from the pull-down menu of "HK Region*"> Select the district from the pull-down menu of "HK District*">	

Item	Process	Relevant screenshots for reference
	Remarks: For addresses in Demarcation District format (D.D. Lot), tick the checkbox "D.D. Lot" and input the "D.D. Lot Address*"	
	Click "NEXT" and move on to Item 4>	
4.	**Upload documents required for the application for execution** Click "Upload" for uploading the documents required for the application for execution > • Original Seal of Writ • Sealed Copy of Writ • Instruction to Bailiff (B.F.59) • Undertaking Letter for Security Guard (if necessary) Click "BROWSE FILES" and select the document>	
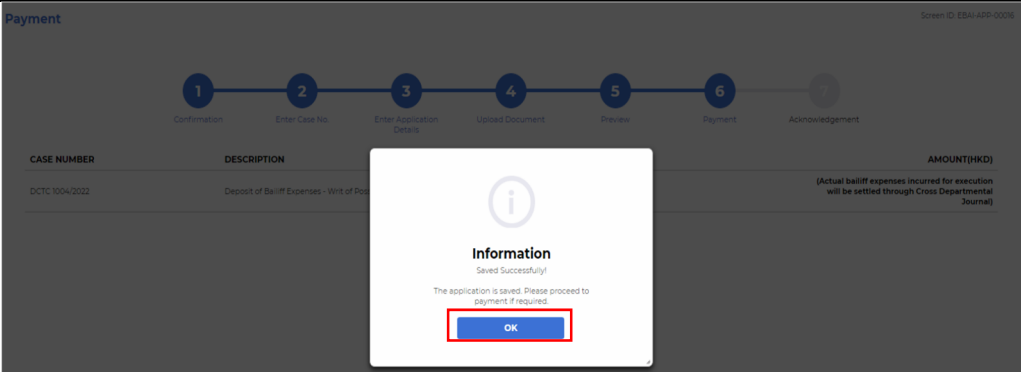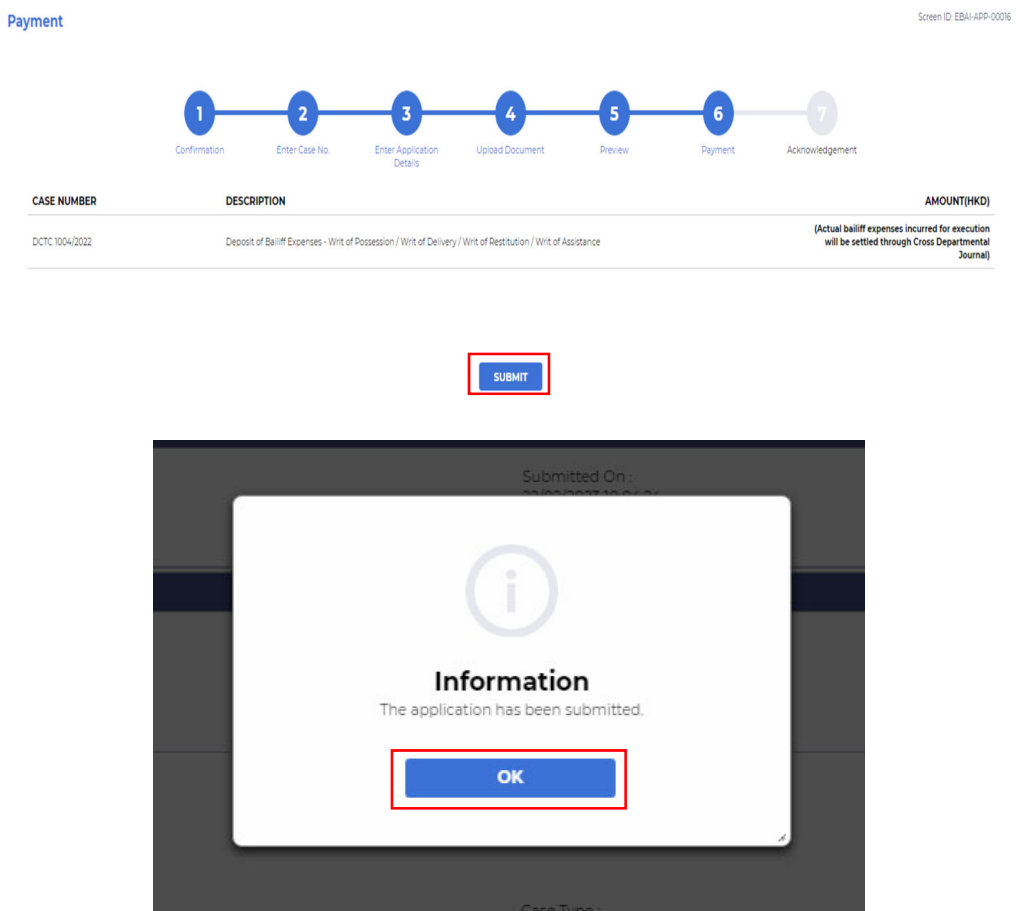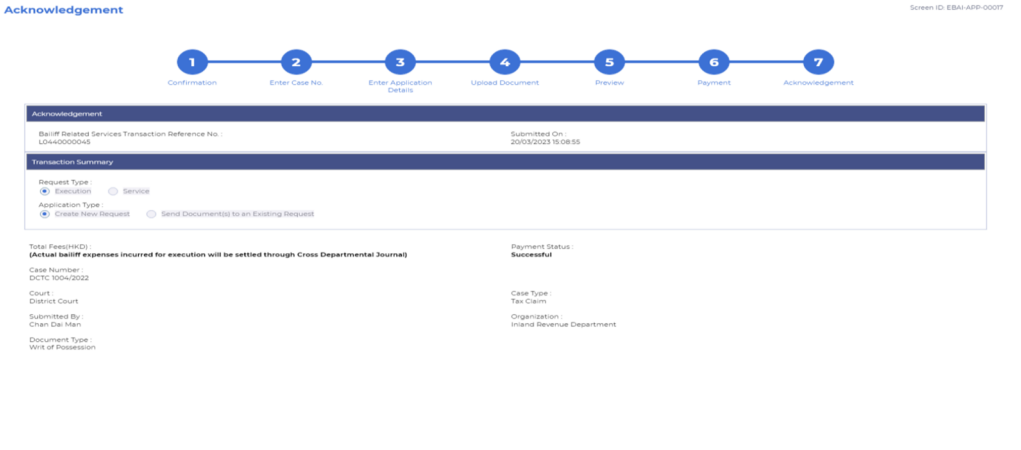
Item	Process	Relevant screenshots for reference
	Select the file to be uploaded and click "Open">	
	Click "Preview" to view the image of the document> Document name is displayed under "Uploaded Documents" Click "Delete" if the uploaded document is not correct> Or click "OK" if the uploaded document is in order>	
	Click "Add Other Document" for any additional documents Select the document type from the pull-down menu of "Document Type"> Click "Upload" for uploading the additional document>	

Item	Process	Relevant screenshots for reference
	Click "BROWSE FILES" and select the document>	Drag and drop file here or **BROWSE FILES** **Uploaded Documents** Document Name — Type — Size (0 B) No Document Uploaded. **CLOSE** **OK**
	Select the file to be uploaded and click "Open">	Open dialog — This PC › Desktop › DCTC 1004_2022 Name / Date modified / Type / Size: DCTC 1004_2022-OriginalSeal_Writ_of_Po... 3/20/2023 2:32 PM Adobe Acrobat D... 17 KB DCTC 1004_2022-SealedCopy_Writ_of_Po... 3/20/2023 2:32 PM Adobe Acrobat D... 17 KB Instruction to Bailiff (B.F. 59).pdf 9/20/2021 12:58 PM Adobe Acrobat D... 783 KB Memo.pdf 9/20/2021 2:19 PM Adobe Acrobat D... 812 KB File name: Memo.pdf All files (*.*) **Open** Cancel
	Click "Preview" to view the image of the document> Document name is displayed under "Uploaded Documents" Click "Delete" if the uploaded document is not correct> Or click "OK" if the uploaded document is in order>	**Uploaded Documents** Document Name — Type — Size (811.9 KB) Memo.pdf — pdf — 811.9 KB — Preview — Delete **CLOSE** **OK**

Item	Process	Relevant screenshots for reference
	Click "NEXT" and move on to Item 5>	
5.	**Confirm after previewing application details** Click "SAVE AND NEXT" > Or, click "BACK" to return to the previous steps to rectify any of the input data>	

Item	Process	Relevant screenshots for reference
	Click "OK" to close the pop-up message under "Information" and move on to Item 6>	
6.	**Make electronic payment** Click "SUBMIT"> Click "OK" to close the pop-up message under "Information" and move on to Item 7">	
7.	**Acknowledgement**	

Item	Process	Relevant screenshots for reference
	Click "SAVE ACKNOWLEDGEMENT">	
	Click "DOWNLOAD" > Open the attachment to view and/or save it>	

Item	Process	Relevant screenshots for reference
	Click "CLOSE" to end the submission.	**Bailiff Document(s)** | NO.	TYPE	DOCUMENT TYPE	BAILIFF DOCUMENT(S) | | 1 | Original Seal | Writ of Possession | DCTC 1004_2022-OriginalSeal_Writ_of_Posse-.pdf | | 2 | Sealed Copy | Writ of Possession | DCTC 1004_2022-SealedCopy_Writ_of_Posse.pdf | | 3 | Document | Instruction to Bailiff (B.F. 59) | Instruction to Bailiff (B.F. 59).pdf | | 4 | Document | Memo | Memo.pdf | Bailiff Document(s): | NO.	TYPE	DOCUMENT TYPE	BAILIFF DOCUMENT(S) | | 1 | Original Seal | Writ of Possession | DCTC 1004_2022-OriginalSeal_Writ_of_Posse-.pdf | | 2 | Sealed Copy | Writ of Possession | DCTC 1004_2022-SealedCopy_Writ_of_Posse.pdf | | 3 | Document | Instruction to Bailiff (B.F. 59) | Instruction to Bailiff (B.F. 59).pdf | | 4 | Document | Memo | Memo.pdf | [CLOSE] [SAVE ACKNOWLEDGEMENT]
8.	**Acknowledgement message sent to the message box of OU/IU as appropriate** Log in and access Message Box> Click the relevant message header to read the content.	Message box with message header(s) appearing on the landing page **Message Box** Screen ID: EXT-MSG-00001 All Read Unread 	‡ SUBJECT	▼ DATE/TIME	FROM	FILE 📎	 | Tran. no.: [L0440000045] DCTC 1004/2022 Application Pending Acceptance | 15:09 | Bailiff Section | 480KB | **Message Details** Screen ID: EXT-MSG-00002 ‹ Back **Tran. no.: [L0440000045] DCTC 1004/2022 Application Pending Acceptance** Date/Time 20/03/2023 15:09 From Bailiff Section To IRD.irdbaou8 Your submission (Bailiff Related Services Transaction Reference No.: L0440000045, e-Payment Transaction Reference No.: -, e-Payment Receipt No.: -) DCTC 1004/2022 was received on 20/03/2023. We will inform you of the application result after this reviewing process. 1 Attachment(s) PDF Acknowledg...pdf 480KB Remarks: Bailiff Section may send you request-related correspondence via the system.