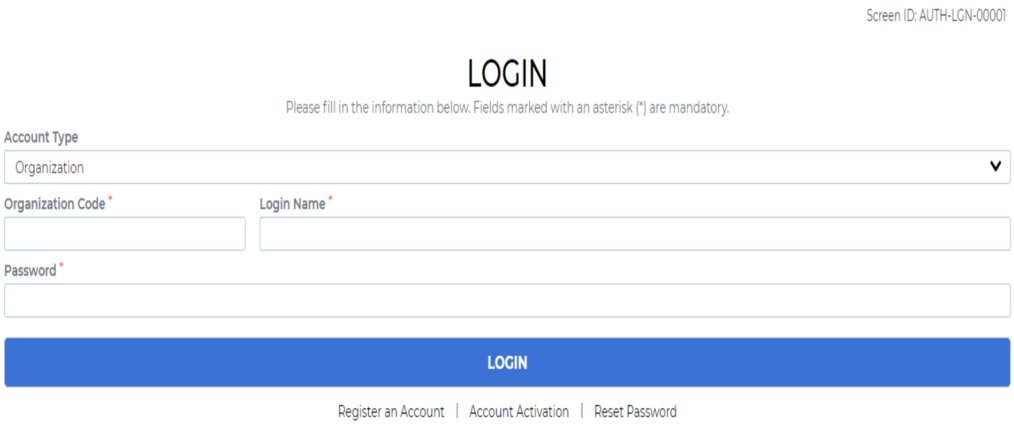
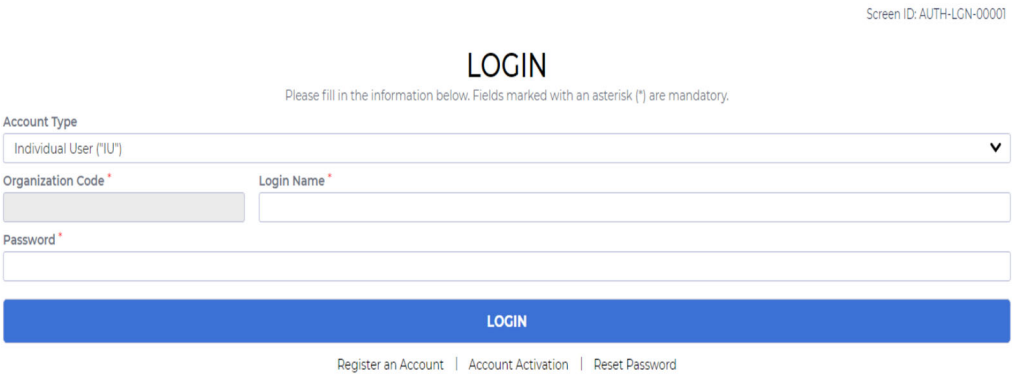
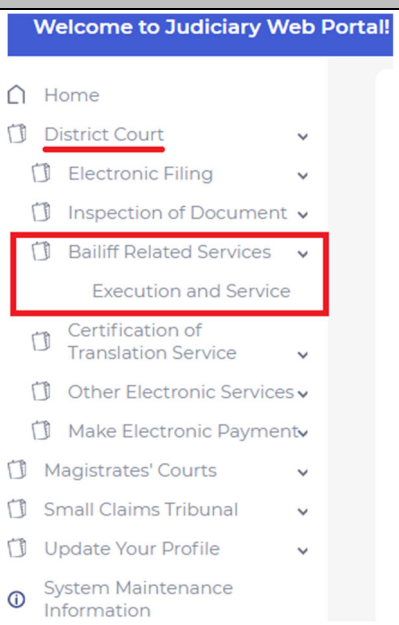
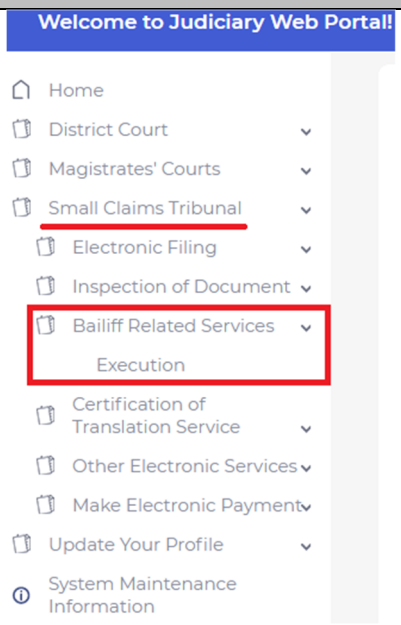
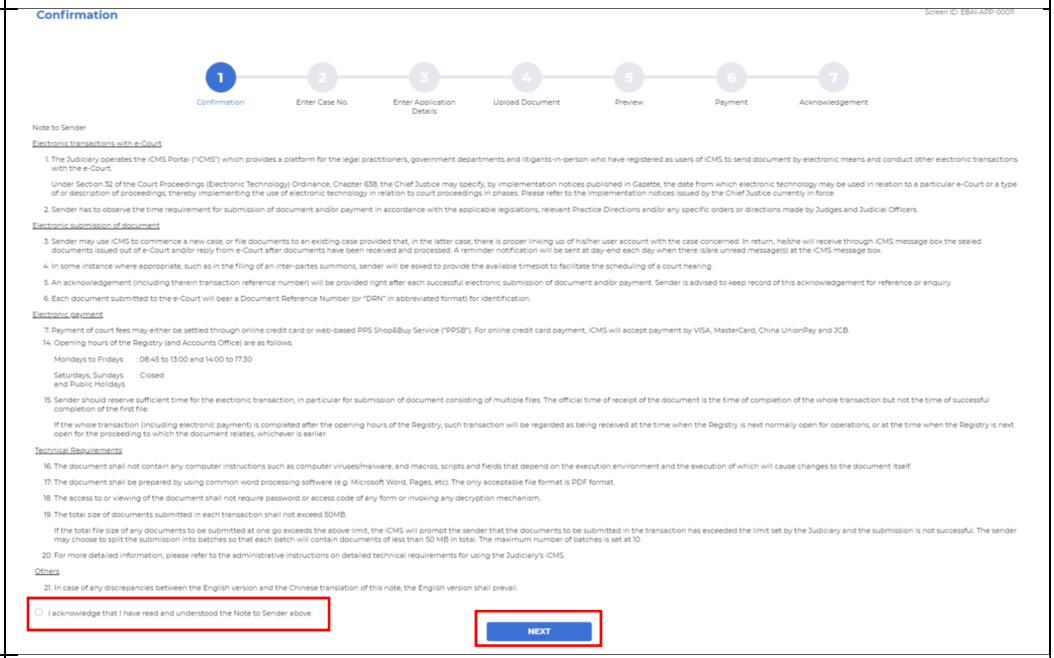
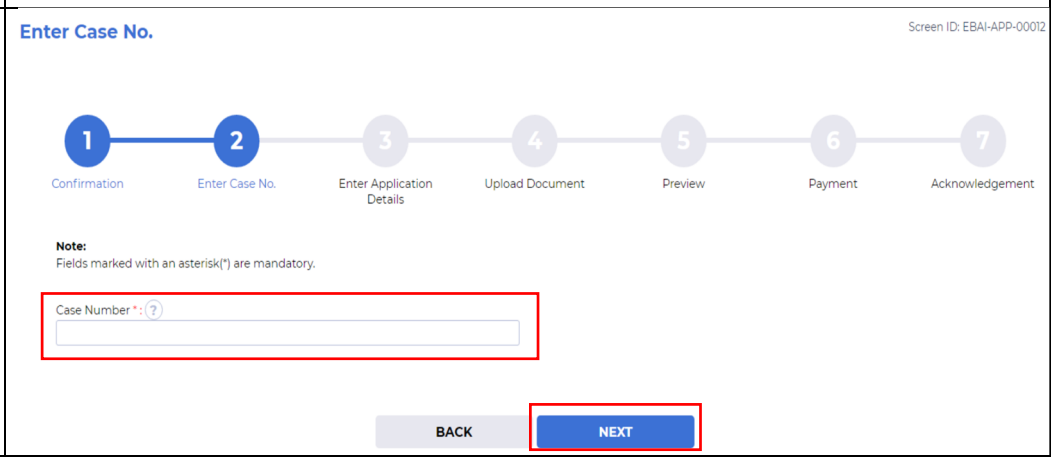
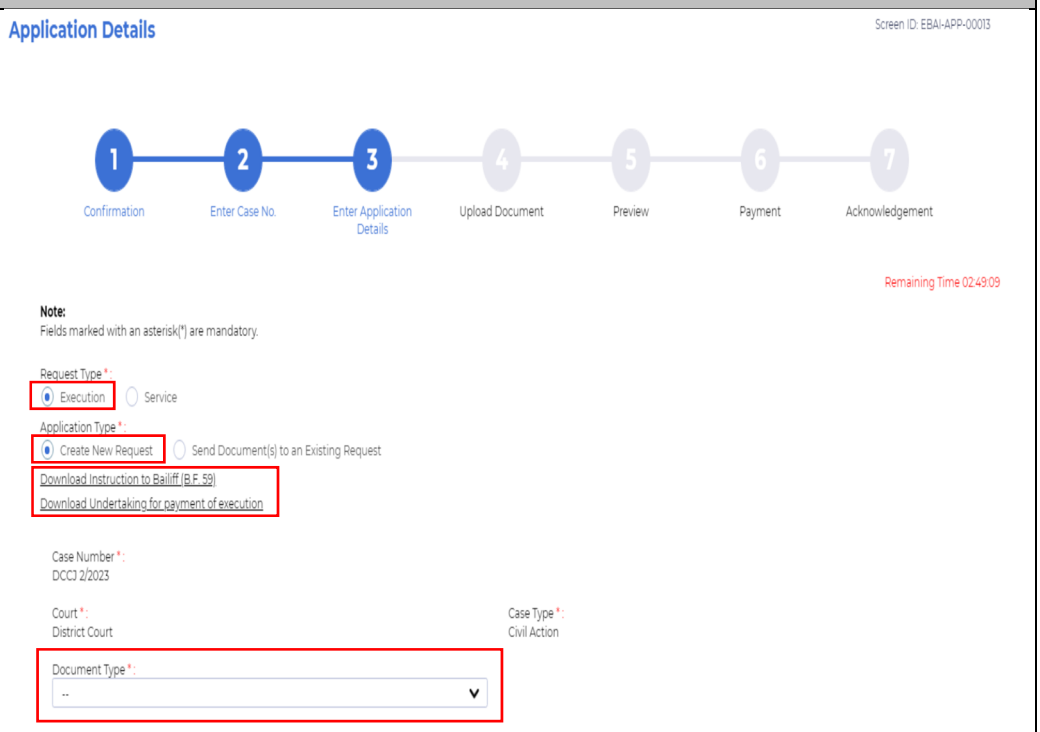
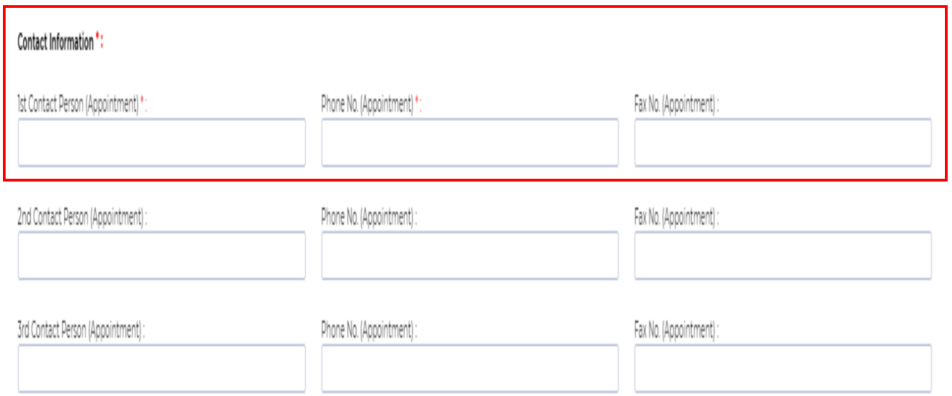
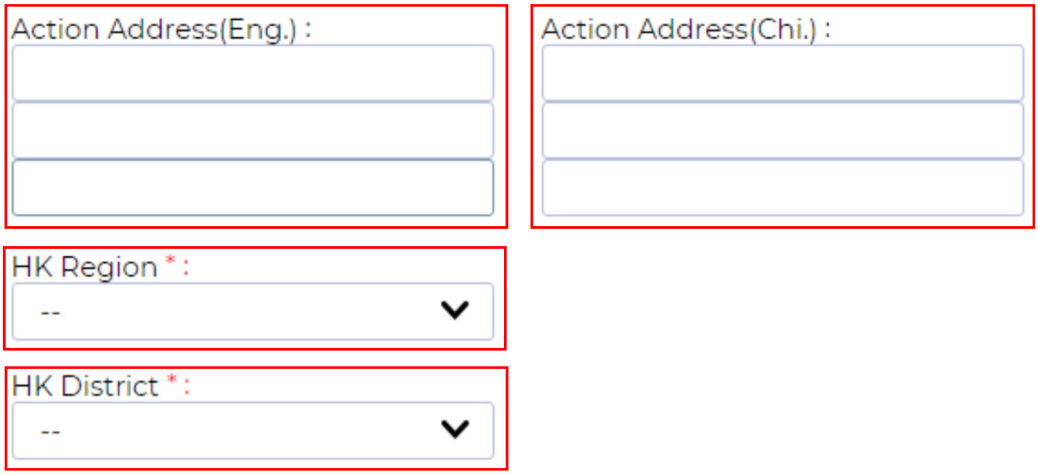
Submit Application for Execution

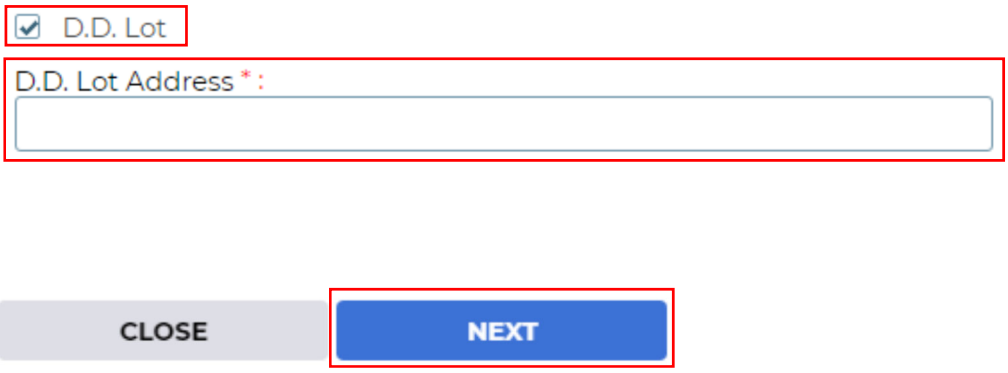
This step-by-step guide outlines the general process required to submit application for execution using integrated Court Case Management System ("iCMS"). It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Relevant screenshots for reference
1.	**<u>Login user account</u>** By Organization User ("OU") or Individual User ("IU") account holder. *[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 

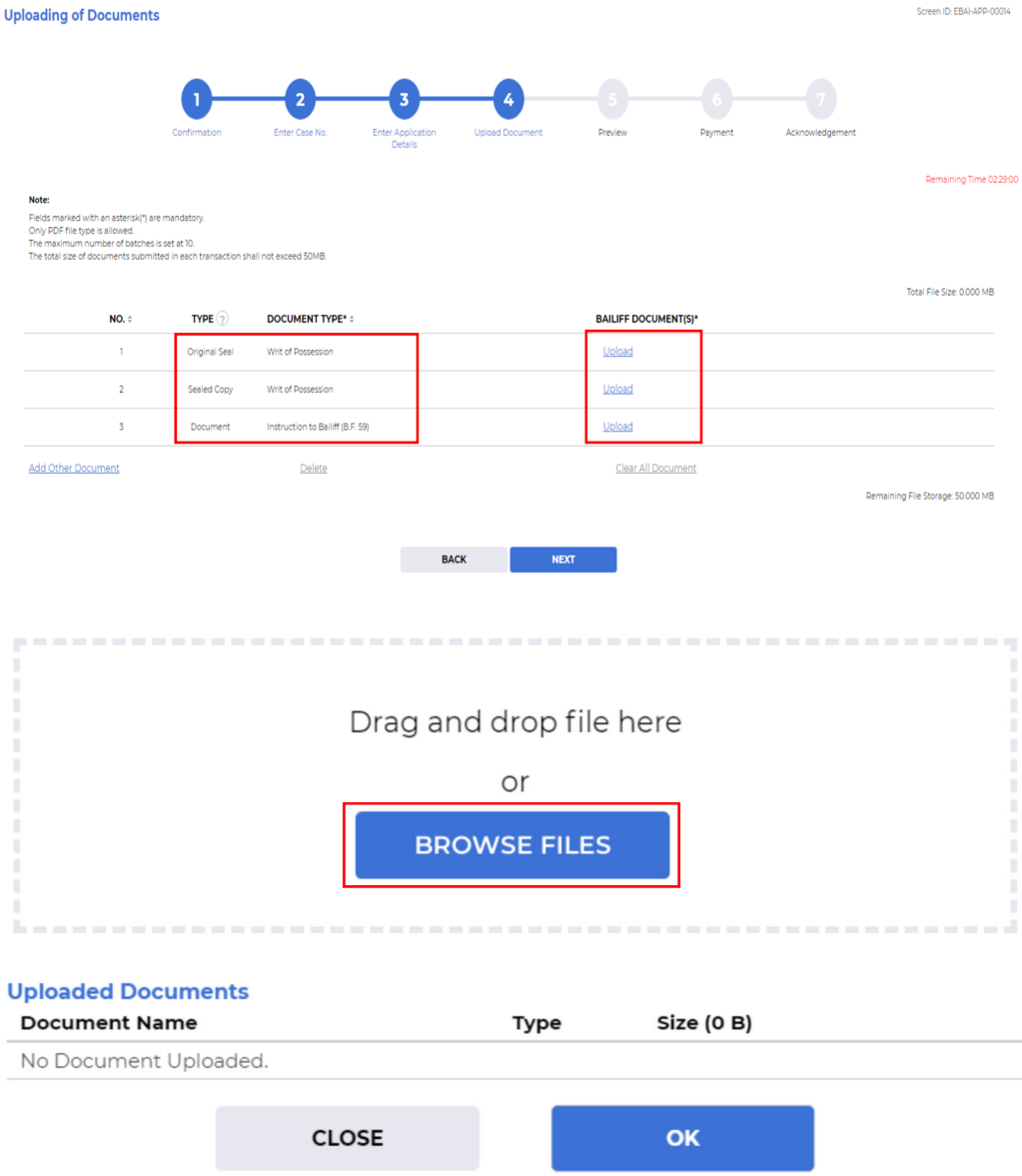
Item	Process	Relevant screenshots for reference
	<u>Access "Bailiff Related Services"</u> Select Court/Tribunal > **<u>Click "Bailiff Related Services"></u>** For District Court cases, click "Execution and Service">> For Small Claims Tribunal Cases, click "Execution">>	 
	<u>Confirmation</u> Tick the checkbox "I acknowledge that I have read and understood the Note to Sender above.">> Click "NEXT" and move on to Item 2>	
2.	**<u>Enter case number</u>** Input the case number under "Case Number*">> Click "NEXT" and move on to Item 3>	

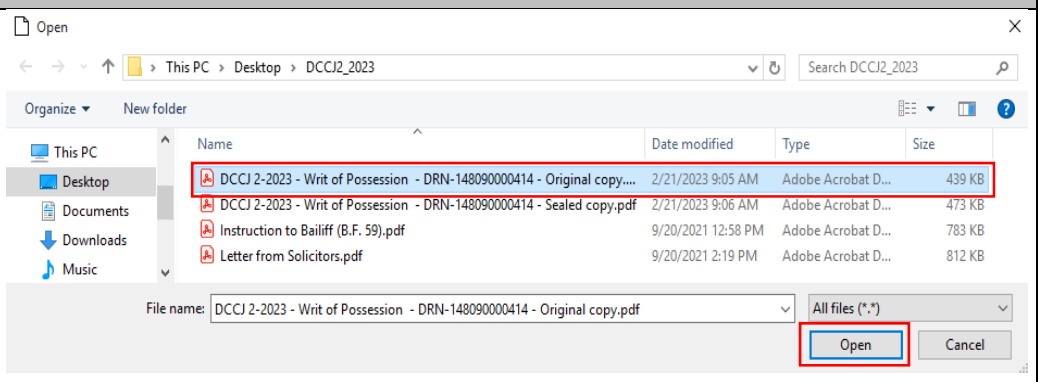
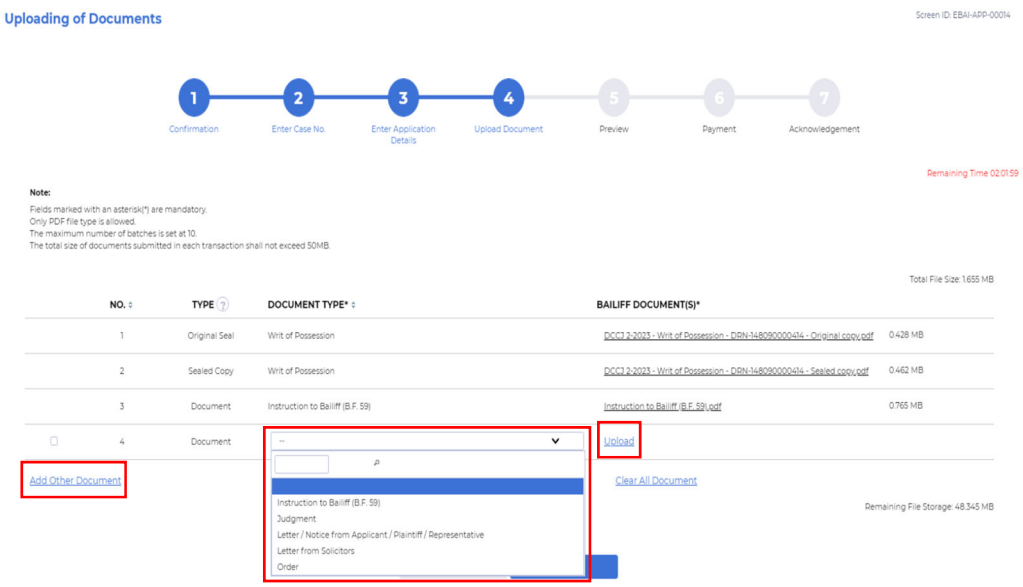
Item	Process	Relevant screenshots for reference
3.	**<u>Select type of request</u>** Under "Request Type*", click the radio button "Execution">> Under "Application Type*", click the radio button "Create New Request" to submit a new application for execution> **<u>Download document(s)</u>** Click the 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 **<u>Select the type of document for execution</u>** Select the type of document to be executed from the pull-down menu of "Document Type*">>	

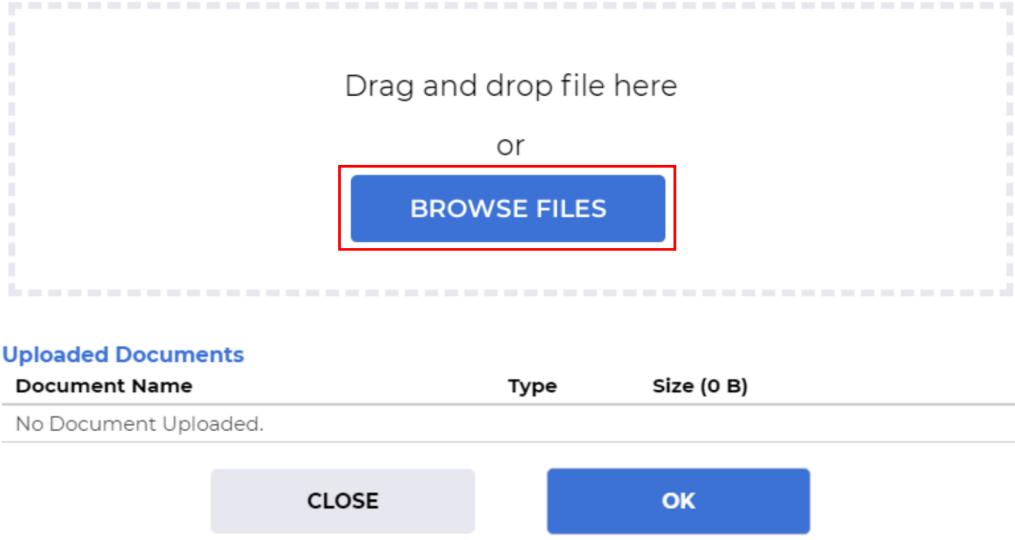
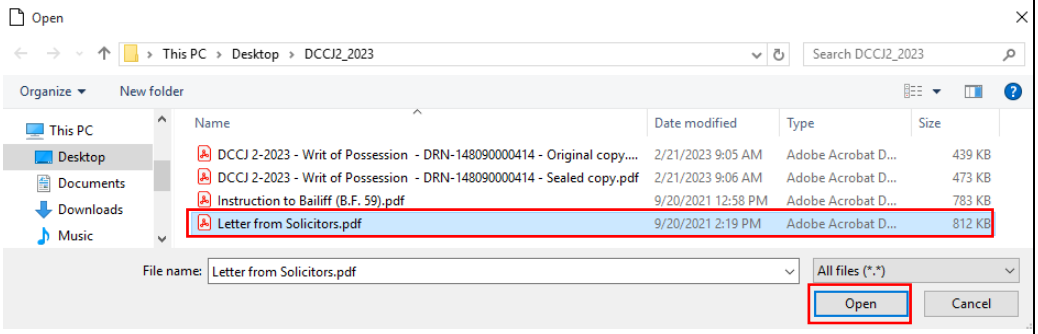
Item	Process	Relevant screenshots for reference
	<u>Input contact information</u> Input information in the mandatory fields below • "1st Contact Person (Appointment)*" • "Phone No. (Appointment)*" Remarks: May input up to three contact persons, if necessary. **<u>Input address where execution is to be carried out</u>** 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*"	 

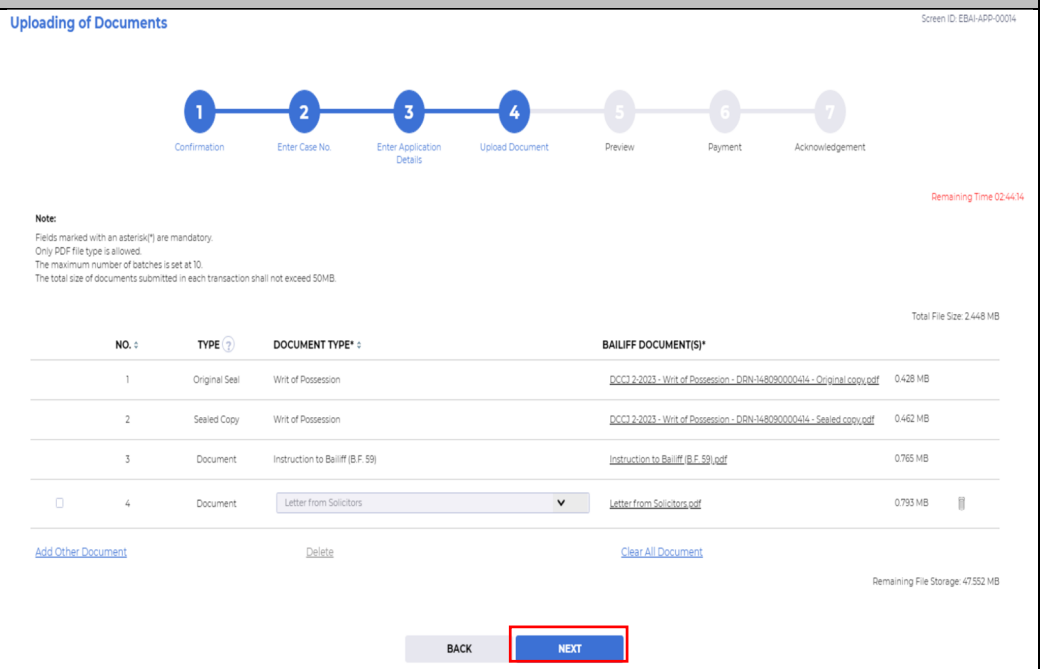
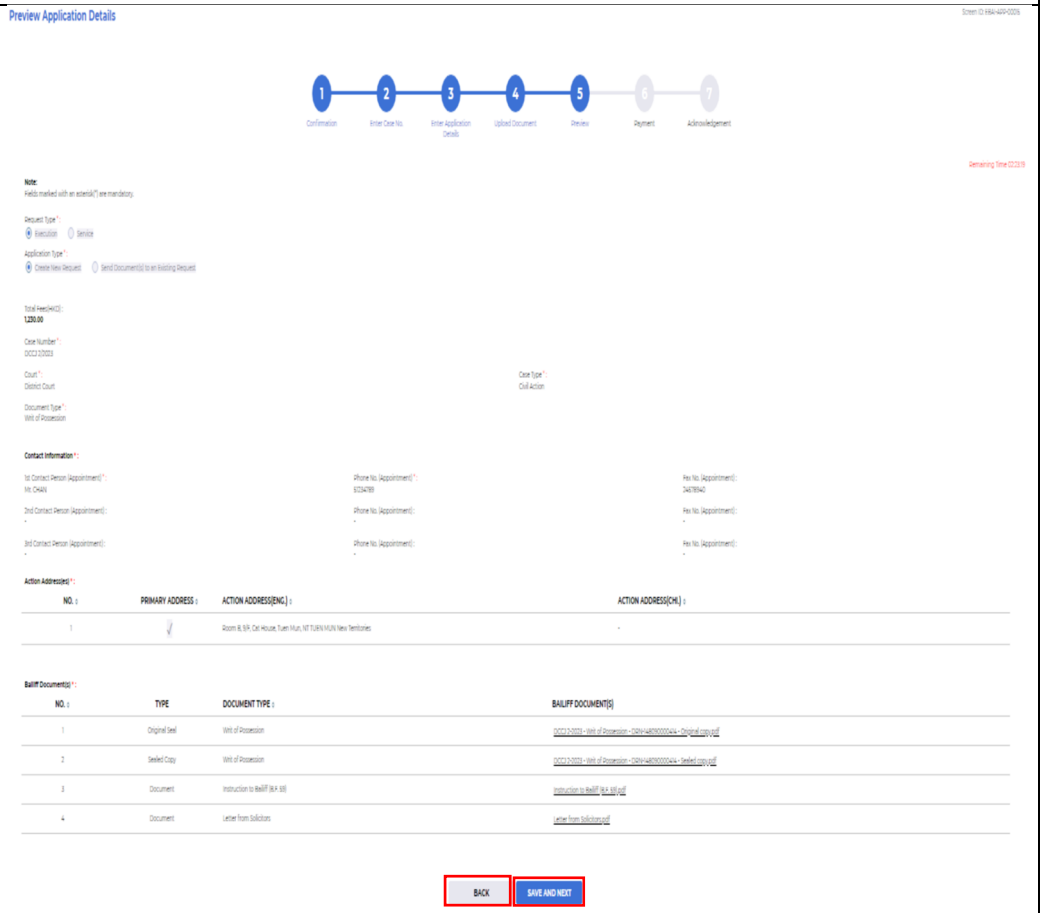
Item	Process	Relevant screenshots for reference
	Remarks: For addresses in Demarcation District format (D.D. Lot), tick the checkbox "D.D. Lot" and input the "D.D. Lot Address*" Click "NEXT" and move on to Item 4>	
4.	**<u>Upload documents required for the application for execution</u>** Click "Upload" for uploading the documents required for the application for execution >

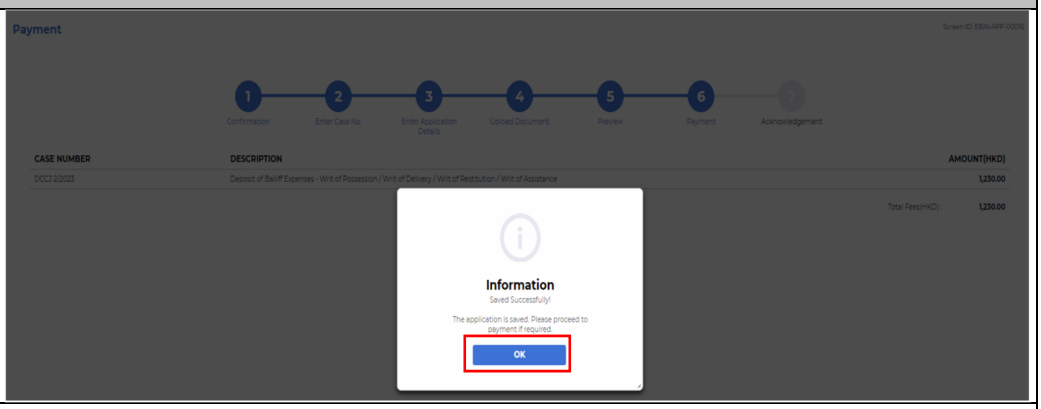
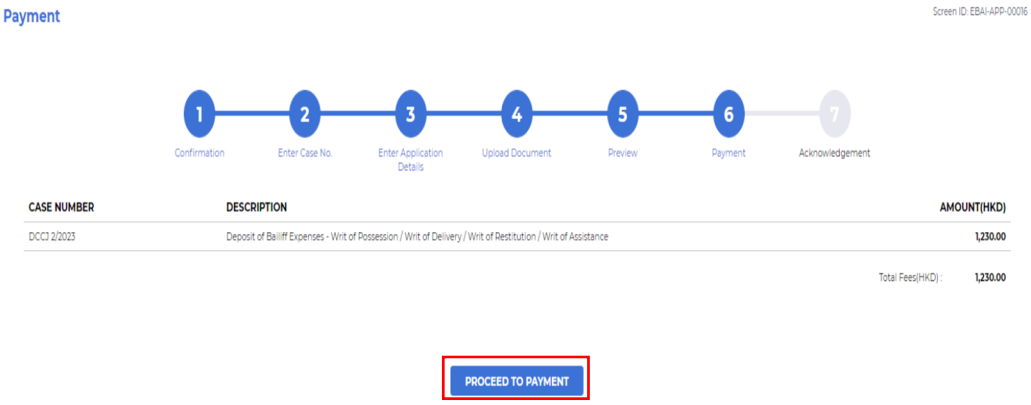
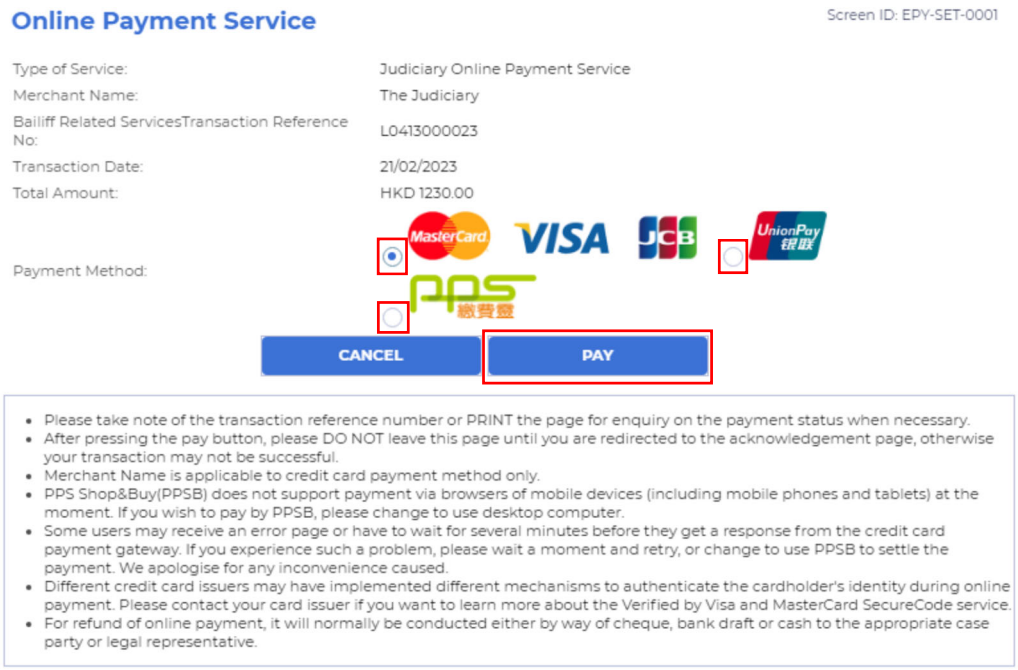
- Original Seal of Writ
- Sealed Copy of Writ
- Instruction to Bailiff (B.F.59)
- Undertaking Letter for Security Guard (if necessary)

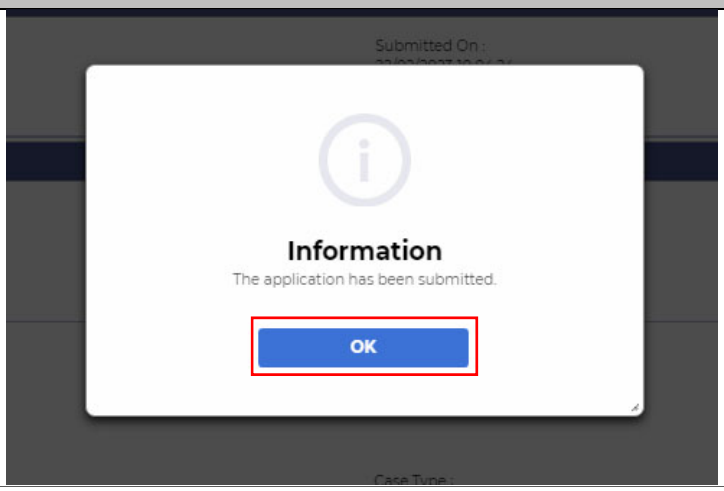
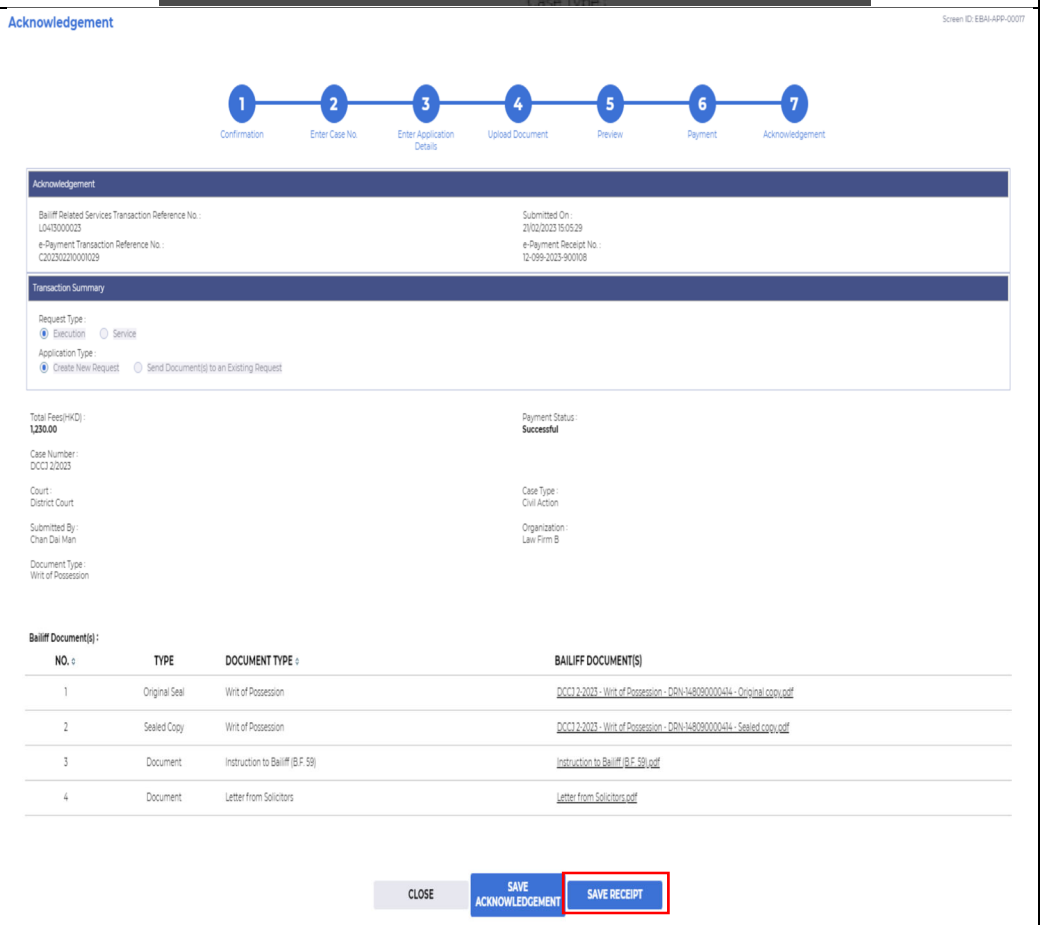
Click "BROWSE FILES" and select the document> |  |

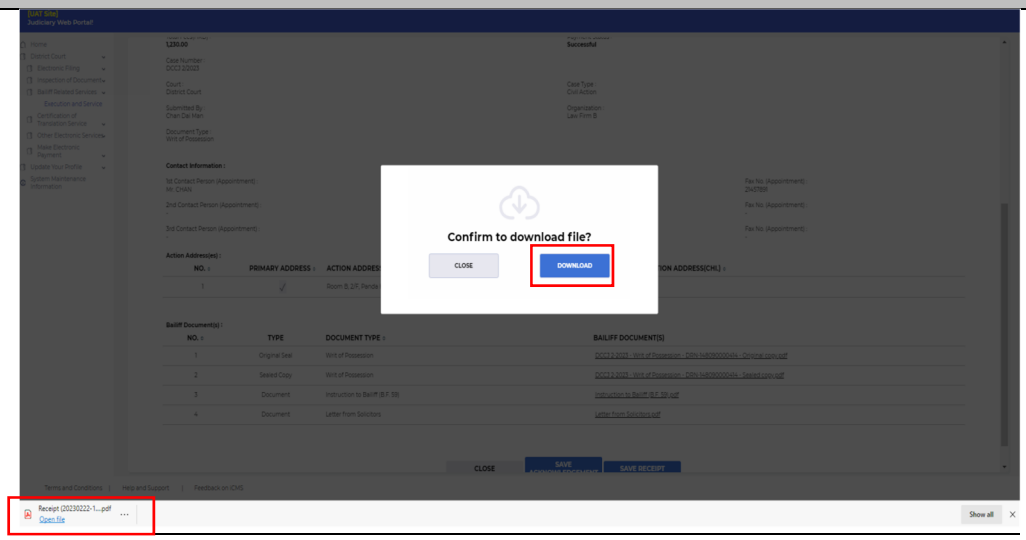
Item	Process	Relevant screenshots for reference
	Select the file to be uploaded and click “Open”>	
	Click “Preview” to view the image of the document> Document name is displayed under “Uploaded Documents” Click “Delete” if the uploaded document is not correct> Or click “OK” if the uploaded document is 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>	

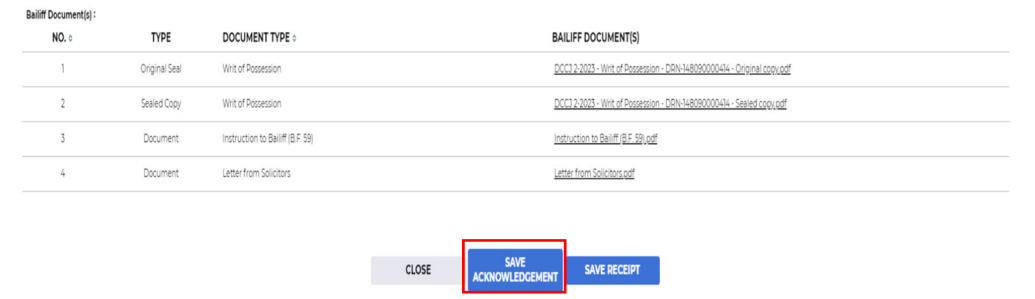
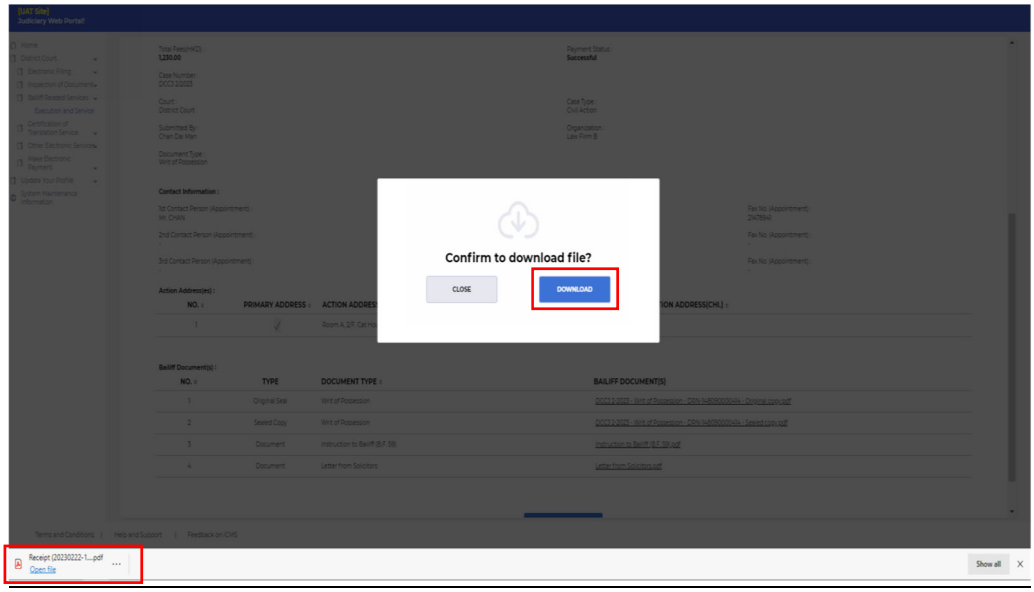
Item	Process	Relevant screenshots for reference
	Click “BROWSE FILES” and select the document>	
	Select the file to be uploaded and click “Open”>	
	Click “Preview” to view the image of the document> Document name is displayed under “Uploaded Documents” Click “Delete” if the uploaded document is not correct>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

Item	Process	Relevant screenshots for reference
	Click "NEXT" and move on to Item 5>	
5.	**<u>Confirm after previewing application details</u>** 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.	**<u>Make electronic payment</u>** Click "PROCEED TO PAYMENT" and move on to make electronic payment> Select from among those against "Payment Method" and the button "PAY" will be activated> Click "PAY">	 

Item	Process	Relevant screenshots for reference
	Click "OK" to close the pop-up message under "Information" and move on to Item 7">	
7.	**<u>Acknowledgement</u>** Click "SAVE RECEIPT">	

Item	Process	Relevant screenshots for reference
	Click "DOWNLOAD" > Open the attachment to view and/or save it>	 1 / 2 香港區域法院 District Court, Hong Kong 收據編號 e-Payment Receipt No. 12-099-2023-900108 日期 Date 21/02/2023 15:05:24 案件編號 Case No. DCCJ 2/2023 付款人 Payer Law Firm B 金額 Amount HKD 1,230.00 付款代號 Payment Code: SF06B 付款方式 e-Payment Method: Credit Card 金額 e-Payment Amount: 1,230.00

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.	

司 法 機 構
JUDICIARY

Acknowledgement

Bailiff Related Service Transaction Reference No.:
L0413000023

Submitted On:
21/02/2023 15:05:29

Request Type:
Execution

Application Type:
Create New Request

Submitted By:
Chan Dai Man

Organization:
Law Firm B

Total Fees(HKD):
1230

Payment Status:
Successful

e-Payment Transaction Reference No:
C202302210001029

e-Payment Receipt No:
12-099-2023-900108

Case Number:
DCCJ 2/2023

Court:
District Court

Case Type:
Civil Action

Document Type:
Writ of Possession

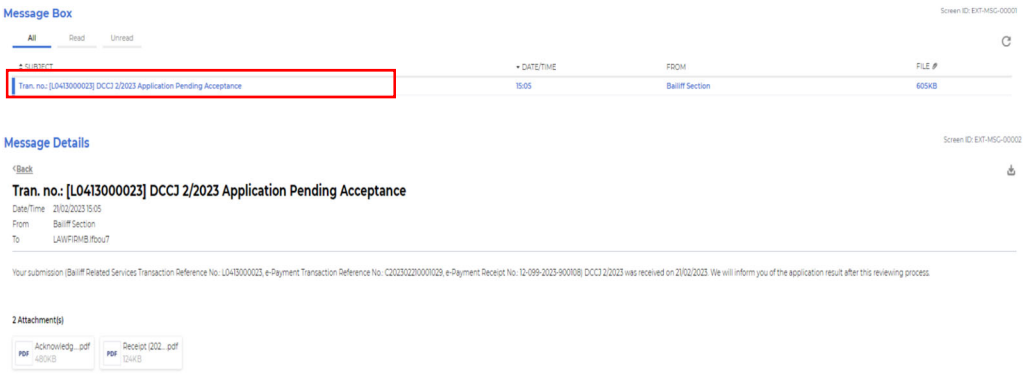
Bailiff Document(s)

NO.	TYPE	DOCUMENT TYPE	BAILIFF DOCUMENT(S)
1	Original Seal	Writ of Possession	DCCJ 2-2023 - Writ of Possession - DRN-148090000414 - Original copy.pdf
2	Sealed Copy	Writ of Possession	DCCJ 2-2023 - Writ of Possession - DRN-148090000414 - Sealed copy.pdf
3	Document	Instruction to Bailiff (B.F. 59)	Instruction to Bailiff (B.F. 59).pdf
4	Document	Letter from Solicitors	Letter from Solicitors.pdf

Bailiff Document(s) :

NO.	TYPE	DOCUMENT TYPE	BAILIFF DOCUMENT(S)
1	Original Seal	Writ of Possession	DCCJ 2-2023 - Writ of Possession - DRN-148090000414 - Original copy.pdf
2	Sealed Copy	Writ of Possession	DCCJ 2-2023 - Writ of Possession - DRN-148090000414 - Sealed copy.pdf
3	Document	Instruction to Bailiff (B.F. 59)	Instruction to Bailiff (B.F. 59).pdf
4	Document	Letter from Solicitors	Letter from Solicitors.pdf

CLOSE | SAVE ACKNOWLEDGEMENT | SAVE RECEIPT

Item	Process	Relevant screenshots for reference
8.	**<u>Acknowledgement message sent to the message box of OU/IU as appropriate</u>** Log in and access Message Box> Click the relevant message header to read the content.	<u>Message box with message header(s) appearing on the landing page</u>  Remarks: Bailiff Section may send you request-related correspondence via the system.