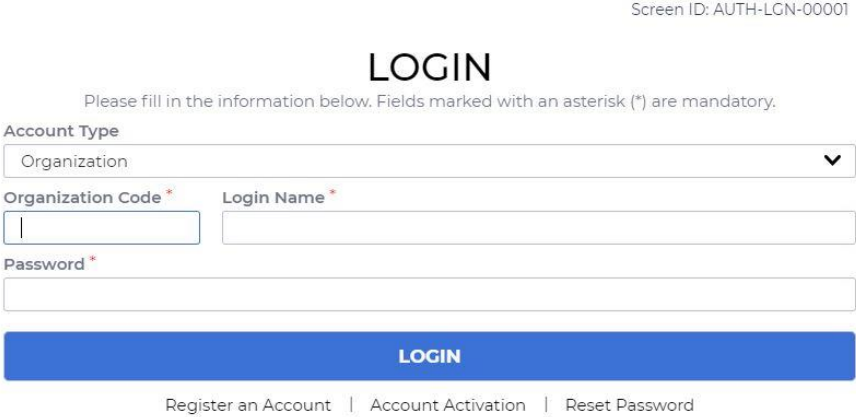
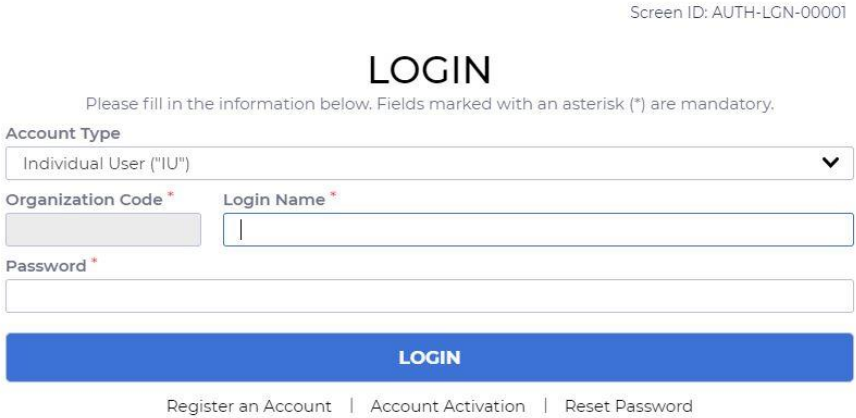
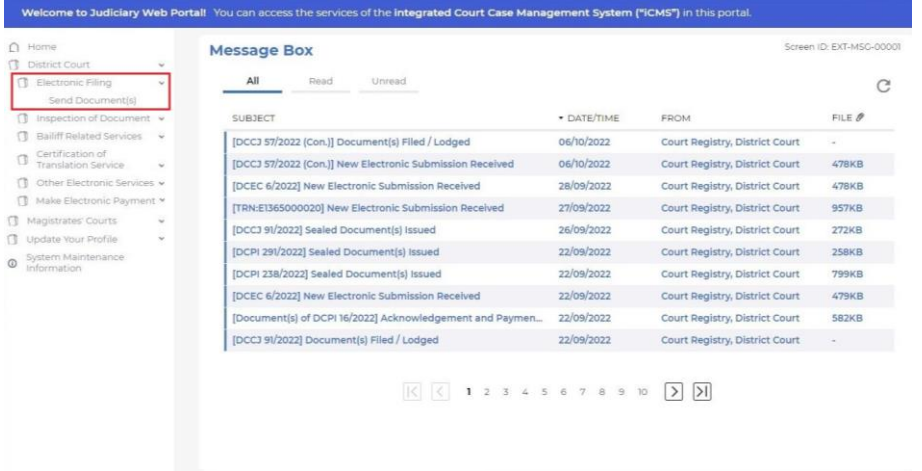
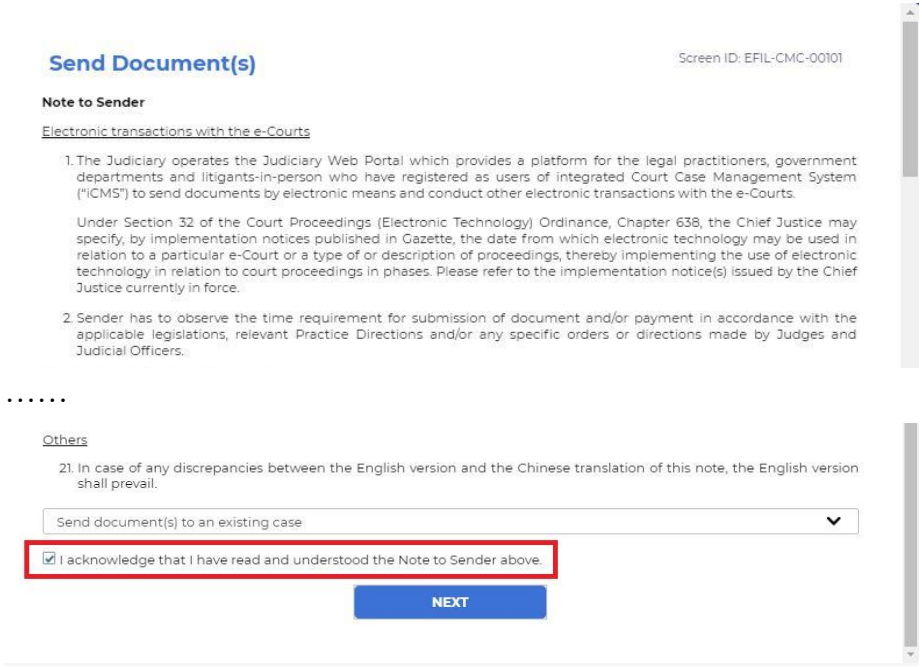
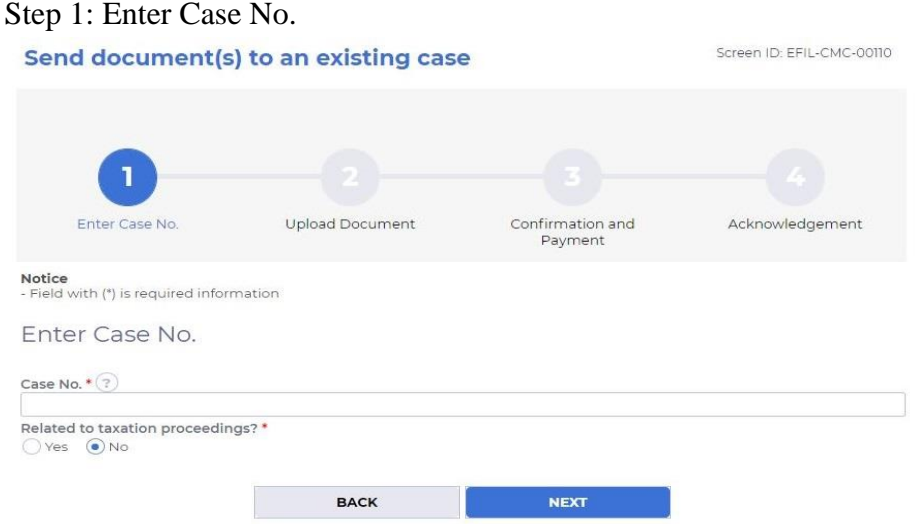


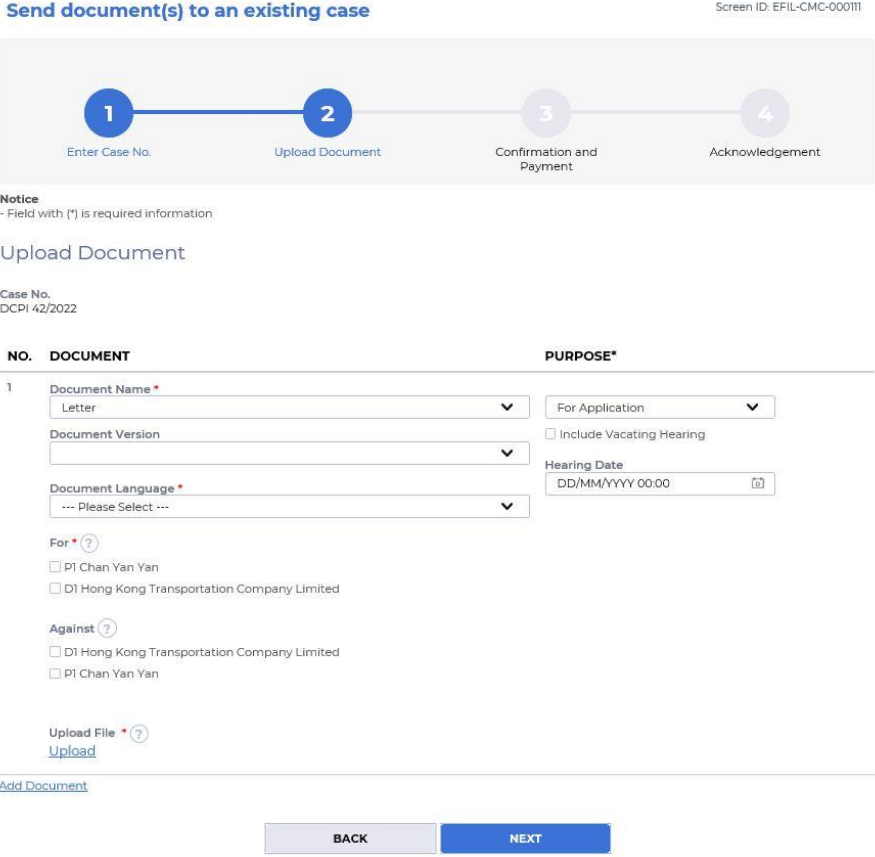
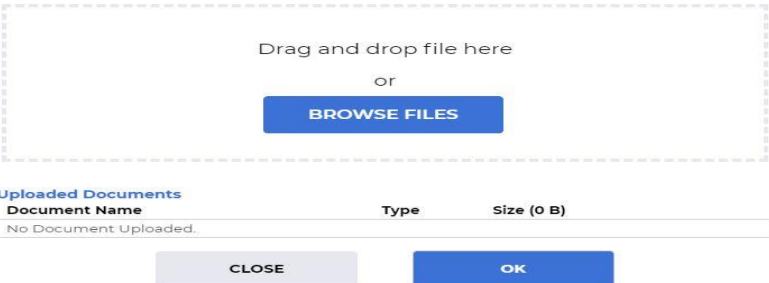
Submit application for refund of payment

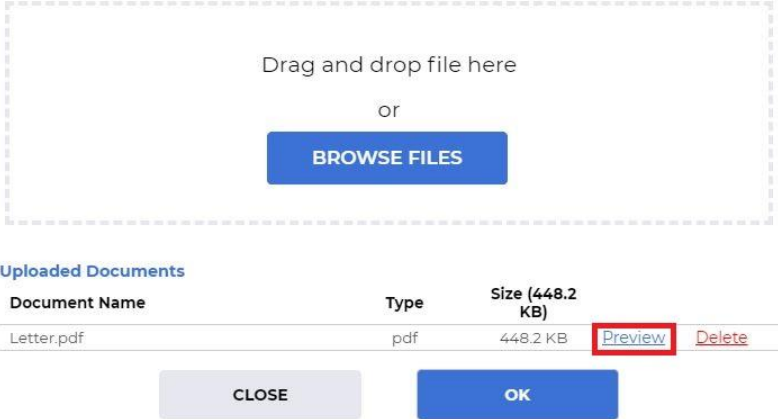
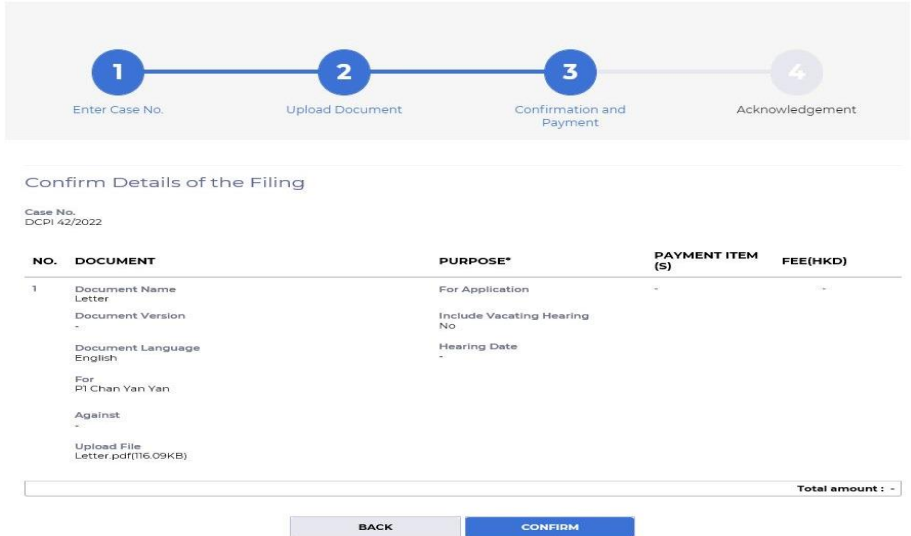
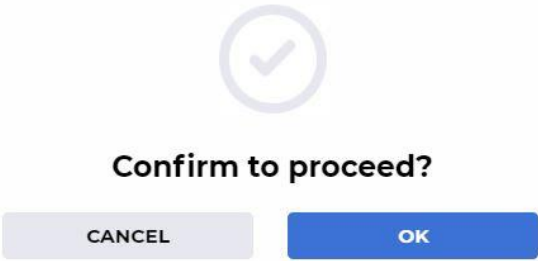
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

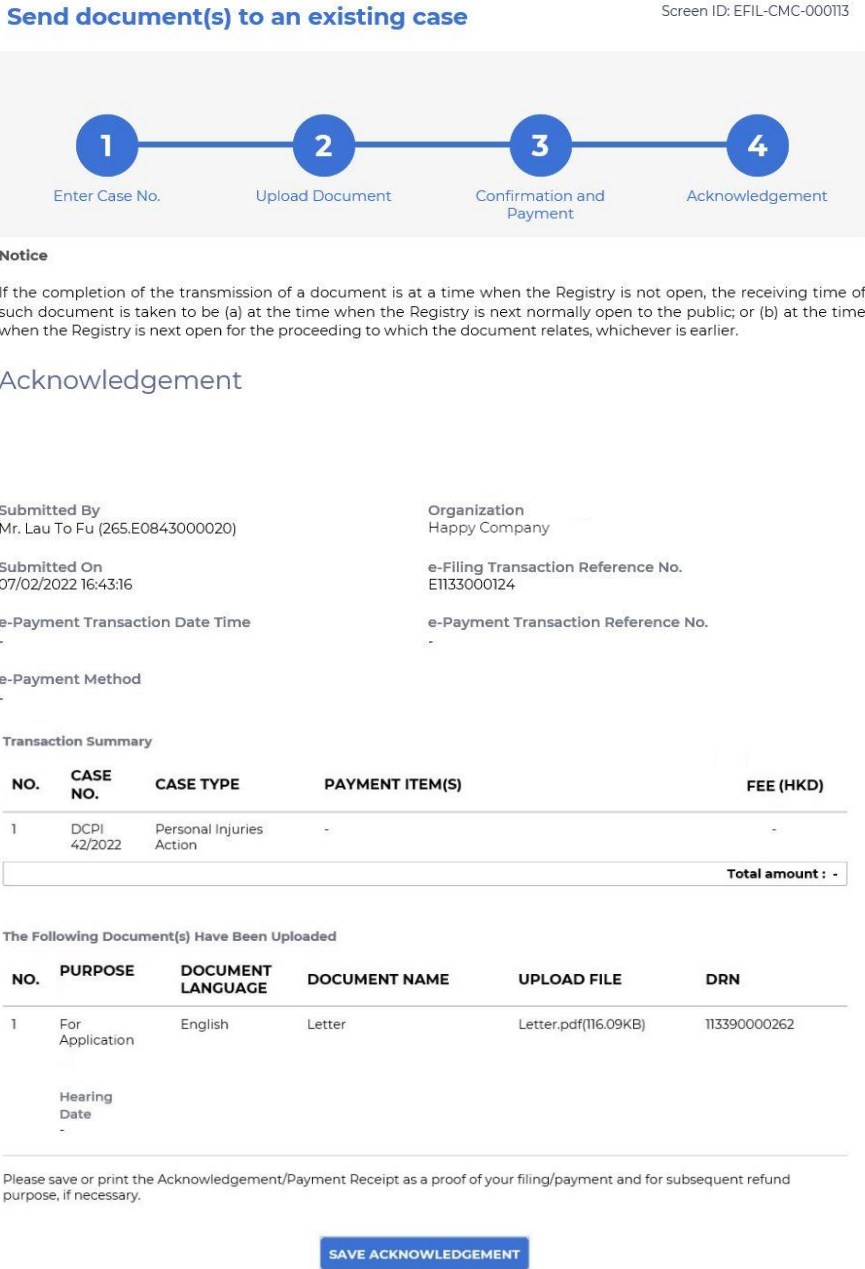
Item	Process	Relevant screenshots for reference
1.	<p><u>Login user account</u></p> <p>Either by Organization User (“OU”) or Individual User (“IU”) account holder</p> <p><i>[Note: Please refer to relevant step-by-step guide “Account Login and Logout” for more information if necessary.]</i></p> <p>For 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 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 style="text-align: right;">Screen ID: AUTH-LGN-00001</p>  <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> 

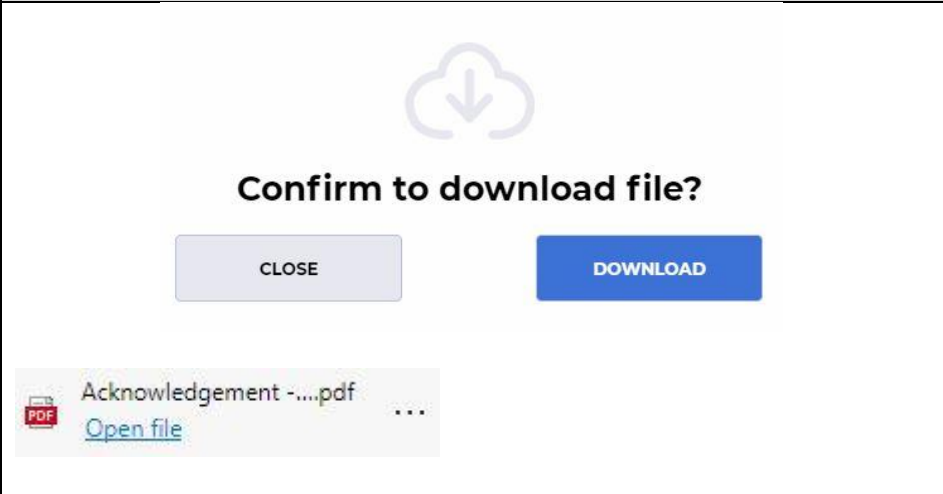
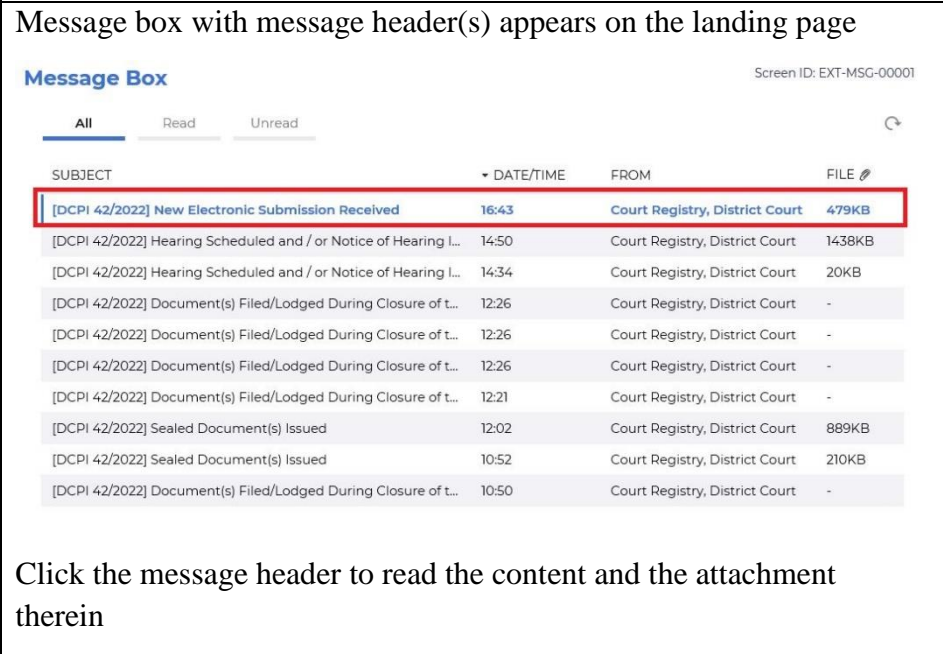

Step-by-step guide – “Submit application for refund of payment”

Item	Process	Relevant screenshots for reference																																												
2.	<p><u>Access e-Filing function</u></p> <p>Select court level, e.g. “District Court”></p> <p>Click “Electronic Filing” ></p> <p>Select “Send Document(s)”></p>	 <p>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System (“ICMS”) in this portal.</p> <p>Home District Court Electronic Filing Send Document(s) Inspection of Documents Bailiff Related Services Certification of Translation Service Other Electronic Services Make Electronic Payment Magistrates' Courts Update Your Profile System Maintenance Information</p> <p>Message Box All Read Unread</p> <table border="1"> <thead> <tr> <th>SUBJECT</th> <th>DATE/TIME</th> <th>FROM</th> <th>FILE #</th> </tr> </thead> <tbody> <tr> <td>[DCCJ 57/2022 (Con.)] Document(s) Filed / Lodged</td> <td>06/10/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> <tr> <td>[DCCJ 57/2022 (Con.)] New Electronic Submission Received</td> <td>06/10/2022</td> <td>Court Registry, District Court</td> <td>478KB</td> </tr> <tr> <td>[DCEC 6/2022] New Electronic Submission Received</td> <td>28/09/2022</td> <td>Court Registry, District Court</td> <td>478KB</td> </tr> <tr> <td>[TRN:EI365000020] New Electronic Submission Received</td> <td>27/09/2022</td> <td>Court Registry, District Court</td> <td>957KB</td> </tr> <tr> <td>[DCCJ 9/2022] Sealed Document(s) issued</td> <td>26/09/2022</td> <td>Court Registry, District Court</td> <td>272KB</td> </tr> <tr> <td>[DCPI 29/2022] Sealed Document(s) issued</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>258KB</td> </tr> <tr> <td>[DCPI 238/2022] Sealed Document(s) issued</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>799KB</td> </tr> <tr> <td>[DCEC 6/2022] New Electronic Submission Received</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>479KB</td> </tr> <tr> <td>[Document(s) of DCPI 16/2022] Acknowledgement and Paymen...</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>582KB</td> </tr> <tr> <td>[DCCJ 9/2022] Document(s) Filed / Lodged</td> <td>22/09/2022</td> <td>Court Registry, District Court</td> <td>-</td> </tr> </tbody> </table>	SUBJECT	DATE/TIME	FROM	FILE #	[DCCJ 57/2022 (Con.)] Document(s) Filed / Lodged	06/10/2022	Court Registry, District Court	-	[DCCJ 57/2022 (Con.)] New Electronic Submission Received	06/10/2022	Court Registry, District Court	478KB	[DCEC 6/2022] New Electronic Submission Received	28/09/2022	Court Registry, District Court	478KB	[TRN:EI365000020] New Electronic Submission Received	27/09/2022	Court Registry, District Court	957KB	[DCCJ 9/2022] Sealed Document(s) issued	26/09/2022	Court Registry, District Court	272KB	[DCPI 29/2022] Sealed Document(s) issued	22/09/2022	Court Registry, District Court	258KB	[DCPI 238/2022] Sealed Document(s) issued	22/09/2022	Court Registry, District Court	799KB	[DCEC 6/2022] New Electronic Submission Received	22/09/2022	Court Registry, District Court	479KB	[Document(s) of DCPI 16/2022] Acknowledgement and Paymen...	22/09/2022	Court Registry, District Court	582KB	[DCCJ 9/2022] Document(s) Filed / Lodged	22/09/2022	Court Registry, District Court	-
SUBJECT	DATE/TIME	FROM	FILE #																																											
[DCCJ 57/2022 (Con.)] Document(s) Filed / Lodged	06/10/2022	Court Registry, District Court	-																																											
[DCCJ 57/2022 (Con.)] New Electronic Submission Received	06/10/2022	Court Registry, District Court	478KB																																											
[DCEC 6/2022] New Electronic Submission Received	28/09/2022	Court Registry, District Court	478KB																																											
[TRN:EI365000020] New Electronic Submission Received	27/09/2022	Court Registry, District Court	957KB																																											
[DCCJ 9/2022] Sealed Document(s) issued	26/09/2022	Court Registry, District Court	272KB																																											
[DCPI 29/2022] Sealed Document(s) issued	22/09/2022	Court Registry, District Court	258KB																																											
[DCPI 238/2022] Sealed Document(s) issued	22/09/2022	Court Registry, District Court	799KB																																											
[DCEC 6/2022] New Electronic Submission Received	22/09/2022	Court Registry, District Court	479KB																																											
[Document(s) of DCPI 16/2022] Acknowledgement and Paymen...	22/09/2022	Court Registry, District Court	582KB																																											
[DCCJ 9/2022] Document(s) Filed / Lodged	22/09/2022	Court Registry, District Court	-																																											
3.	<p><u>Select the required function</u></p> <p>Select “Send document(s) to an existing case” ></p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.” ></p> <p>Click “NEXT”></p>	 <p>Send Document(s) Screen ID: EFIL-CMC-00101</p> <p>Note to Sender</p> <p>Electronic transactions with the e-Courts</p> <p>1. The Judiciary operates the Judiciary Web Portal which provides a platform for the legal practitioners, government departments and litigants-in-person who have registered as users of Integrated Court Case Management System (“ICMS”) to send documents by electronic means and conduct other electronic transactions with the e-Courts.</p> <p>Under Section 32 of the Court Proceedings (Electronic Technology) Ordinance, Chapter 638, the Chief Justice may specify, by implementation notices published in Gazette, the date from which electronic technology may be used in relation to a particular e-Court or a type of or description of proceedings, thereby implementing the use of electronic technology in relation to court proceedings in phases. Please refer to the implementation notice(s) issued by the Chief Justice currently in force.</p> <p>2. Sender has to observe the time requirement for submission of document and/or payment in accordance with the applicable legislations, relevant Practice Directions and/or any specific orders or directions made by Judges and Judicial Officers.</p> <p>.....</p> <p>Others</p> <p>21. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail.</p> <p>Send document(s) to an existing case</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p>NEXT</p>																																												
4.	<p><u>Enter case number</u></p> <p>Input “Case No.*”></p> <p>Select “No” in “Related to taxation proceedings? *”></p> <p>Click “NEXT”></p>	 <p>Send document(s) to an existing case Screen ID: EFIL-CMC-00110</p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p>Notice - Field with (*) is required information</p> <p>Enter Case No.</p> <p>Case No.* (?)</p> <p>Related to taxation proceedings? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>BACK NEXT</p>																																												

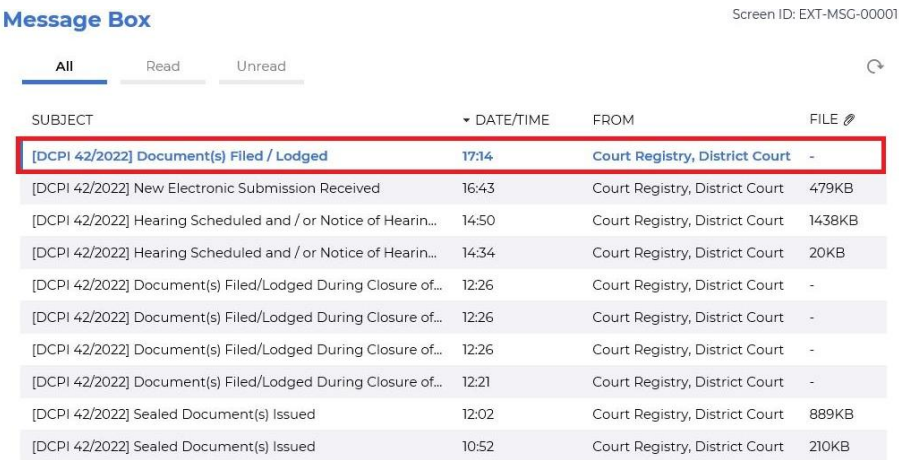


Item	Process	Relevant screenshots for reference
<p>5.</p> <p><u>Upload Document</u></p> <p>Select “Letter” in “Document Name*”></p> <p>Select “For Application” in “PURPOSE*”></p> <p>Select language in “Document Language*” ></p> <p>Tick the checkboxes under “For*” /and “Against”></p> <p>Click “Upload”></p> <p>Click “BROWSE FILES” and select document></p> <p>[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide “To upload document using ‘drag and drop’ feature” for more information.]</p>		<p>Step 2: Upload Document</p>  <p>[Note: The below information should be contained in the uploaded document of “Letter”:</p> <ul style="list-style-type: none"> - <i>Payment Receipt (a documentary proof showing the subject payment amount applying for refund)</i> - <i>Acknowledgement (a documentary proof showing the subject transaction on document submission/payment)</i> - <i>e-Payment Transaction Reference No.</i> - <i>Case Number</i> - <i>Date & Time of e-Payment</i> - <i>Postal Address and Contact Telephone Number</i> 

Item	Process	Relevant screenshots for reference																																			
<p>6.</p> <p><u>Preview uploaded document</u></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the document></p> <p>Click “OK” if the uploaded document is in order></p> <p>Or, click “Delete” if the uploaded document is not in order></p> <p>Click “NEXT” ></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 (448.2 KB)</th> <th></th> </tr> </thead> <tbody> <tr> <td>Letter.pdf</td> <td>pdf</td> <td>448.2 KB</td> <td>Preview Delete</td> </tr> </tbody> </table> <p>CLOSE OK</p>	Document Name	Type	Size (448.2 KB)		Letter.pdf	pdf	448.2 KB	Preview Delete																											
Document Name	Type	Size (448.2 KB)																																			
Letter.pdf	pdf	448.2 KB	Preview Delete																																		
<p>7.</p> <p><u>Confirm details of the filing</u></p> <p>If filing details are in order, click “CONFIRM”></p> <p>Click “OK” to “Confirm to proceed?”></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></p>		<p>Step 3: Confirm Details of the Filing</p> <p>Send document(s) to an existing case Screen ID: EFIL-CMC-00012</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 Letter</td> <td>For Application</td> <td>-</td> <td>-</td> </tr> <tr> <td></td> <td>Document Version -</td> <td>Include Vacating Hearing No</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Document Language English</td> <td>Hearing Date -</td> <td></td> <td></td> </tr> <tr> <td></td> <td>For PI Chan Yan Yan</td> <td></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 Letter.pdf(116.09KB)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Total amount : -</p> <p>BACK CONFIRM</p> <p>Popup of confirm to proceed</p>  <p>Confirm to proceed?</p> <p>CANCEL OK</p>	NO.	DOCUMENT	PURPOSE*	PAYMENT ITEM (S)	FEE(HKD)	1	Document Name Letter	For Application	-	-		Document Version -	Include Vacating Hearing No				Document Language English	Hearing Date -				For PI Chan Yan Yan					Against -					Upload File Letter.pdf(116.09KB)			
NO.	DOCUMENT	PURPOSE*	PAYMENT ITEM (S)	FEE(HKD)																																	
1	Document Name Letter	For Application	-	-																																	
	Document Version -	Include Vacating Hearing No																																			
	Document Language English	Hearing Date -																																			
	For PI Chan Yan Yan																																				
	Against -																																				
	Upload File Letter.pdf(116.09KB)																																				


Item	Process	Relevant screenshots for reference																																	
8.	<p><u>Acknowledgement</u></p> <p>Click “SAVE ACKNOWLEDGEMENT” ></p> <p>Click “DOWNLOAD” in the popup of “Confirm to download file?”></p> <p>Click “Open file” to retrieve the Acknowledgement></p>	<p>Step 4: Acknowledgement</p>  <p>Screen ID: EFIL-CMC-000113</p> <p>Send document(s) to an existing case</p> <p>1 Enter Case No. 2 Upload Document 3 Confirmation and Payment 4 Acknowledgement</p> <p>Notice</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>Acknowledgement</p> <p>Submitted By: Mr. Lau To Fu (265.E0843000020) Organization: Happy Company</p> <p>Submitted On: 07/02/2022 16:43:16 e-Filing Transaction Reference No. E1133000124</p> <p>e-Payment Transaction Date Time: - e-Payment Transaction Reference No. -</p> <p>e-Payment Method: -</p> <p>Transaction Summary</p> <table border="1"> <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> <tr> <td colspan="4"></td> <td>Total amount : -</td> </tr> </tbody> </table> <p>The Following Document(s) Have Been Uploaded</p> <table border="1"> <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 Application</td> <td>English</td> <td>Letter</td> <td>Letter.pdf(116.09KB)</td> <td>113390000262</td> </tr> <tr> <td colspan="6">Hearing Date: -</td> </tr> </tbody> </table> <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>SAVE ACKNOWLEDGEMENT</p>	NO.	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE (HKD)	1	DCPI 42/2022	Personal Injuries Action	-	-					Total amount : -	NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN	1	For Application	English	Letter	Letter.pdf(116.09KB)	113390000262	Hearing Date: -					
NO.	CASE NO.	CASE TYPE	PAYMENT ITEM(S)	FEE (HKD)																															
1	DCPI 42/2022	Personal Injuries Action	-	-																															
				Total amount : -																															
NO.	PURPOSE	DOCUMENT LANGUAGE	DOCUMENT NAME	UPLOAD FILE	DRN																														
1	For Application	English	Letter	Letter.pdf(116.09KB)	113390000262																														
Hearing Date: -																																			

Item	Process	Relevant screenshots for reference
		
<p>9.</p> <p><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></p> <p>Click “Home”></p> <p>Access Message Box></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> 

Step-by-step guide – “Submit application for refund of payment”

Item	Process	Relevant screenshots for reference
10.	Internal process by Judiciary	Sender will receive message in iCMS message box after internal vetting by Judiciary
11.	<p><u>Confirmation message sent to the message box of OU/ IU as appropriate</u></p> <p>Login and access Message Box></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.	Internal process by Judiciary	<p>Sender will receive message in iCMS message box after internal vetting by Judiciary</p> <p><i>[Note: Sender will receive a separate message in iCMS message box if the document is found not in order.]</i></p>
13.	<p><u>Refund application being processed message sent to the message box of OU/ IU as appropriate</u></p> <p>Login and access Message Box></p>	<p>Message box with message header(s) appears on the landing page.</p> 

Step-by-step guide – “Submit application for refund of payment”

Item	Process	Relevant screenshots for reference
	Click the message header to read the content	<p>Click the message header to read the content therein</p>  <p>The screenshot shows an email interface. At the top right, it says 'Screen ID: EXT-MSG-00002'. Below that is a blue header 'Message Details' with a '< Back' link. The main subject is '[DCPI 42/2022] Refund application being processed'. The header includes: Date/Time: 09/02/2022 12:11; From: Accounts Office, District Court; To: 265.E0843000020. A horizontal line separates the header from the body text. The body text states: 'This message serves to convey the result on your application of refund (e-Filing Transaction Reference No. E1133000124) submitted via iCMS on 07/02/2022 16:43. (Time is expressed in 24-hour format.) Your refund application is being processed. It normally takes 4 weeks for processing. When the refund cheque is ready, it will be posted to you by mail. For enquiries, please contact High Court Finance Section at 2825 4275.'</p>

Internal process by Judiciary