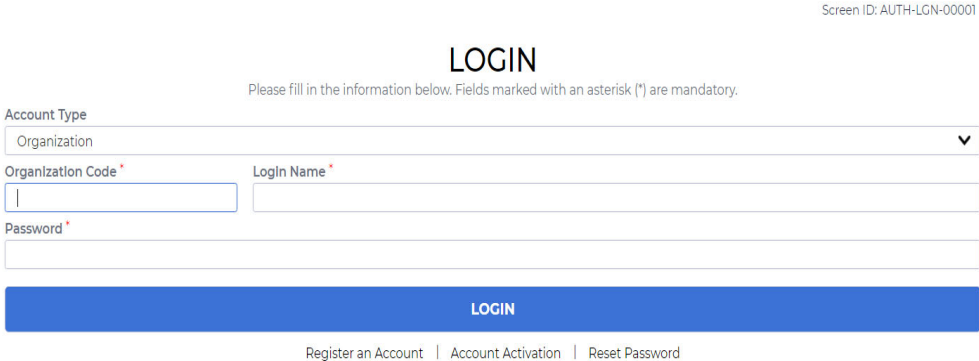
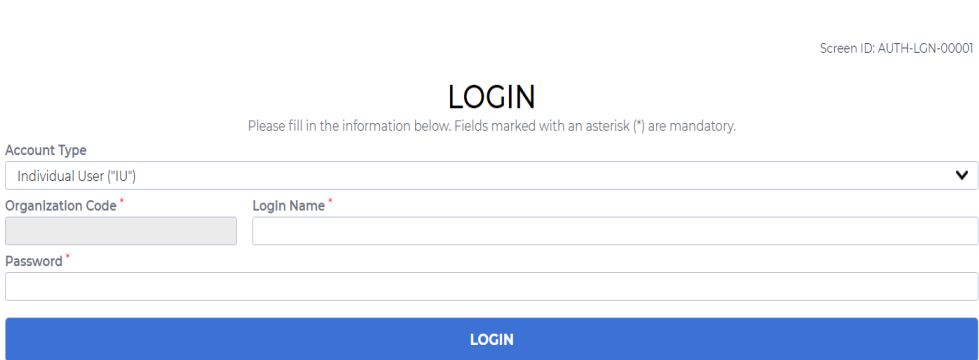
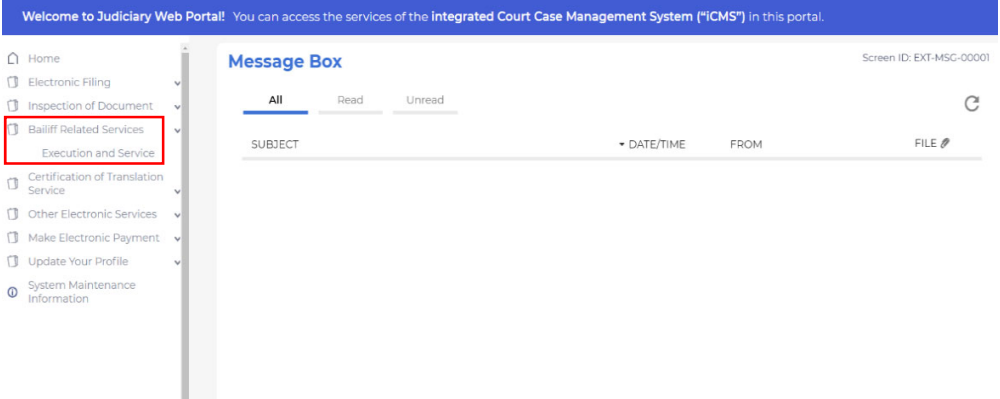
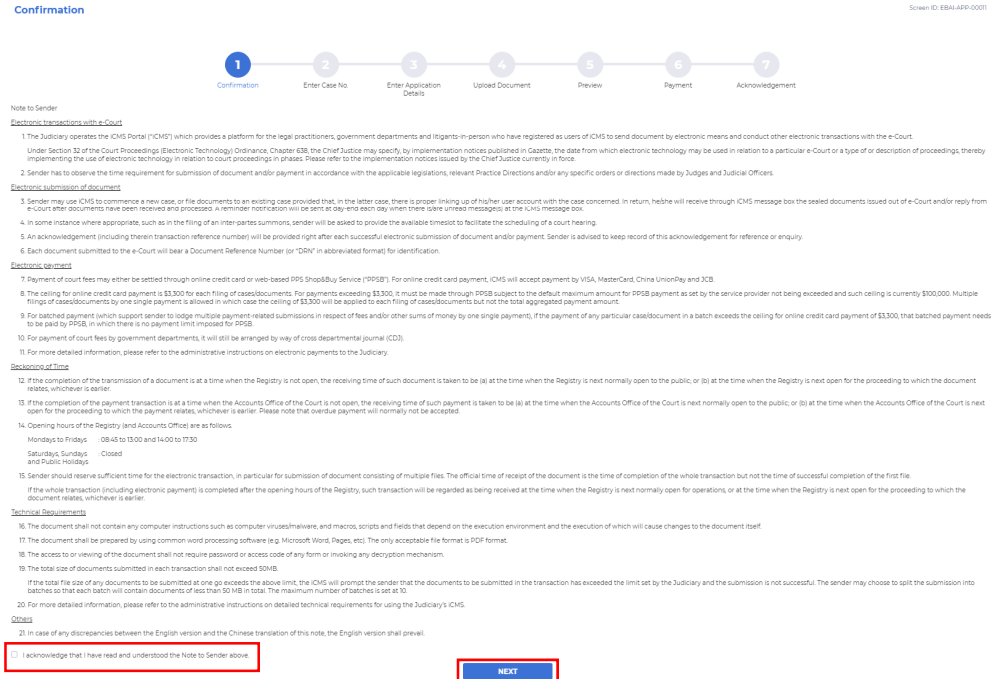
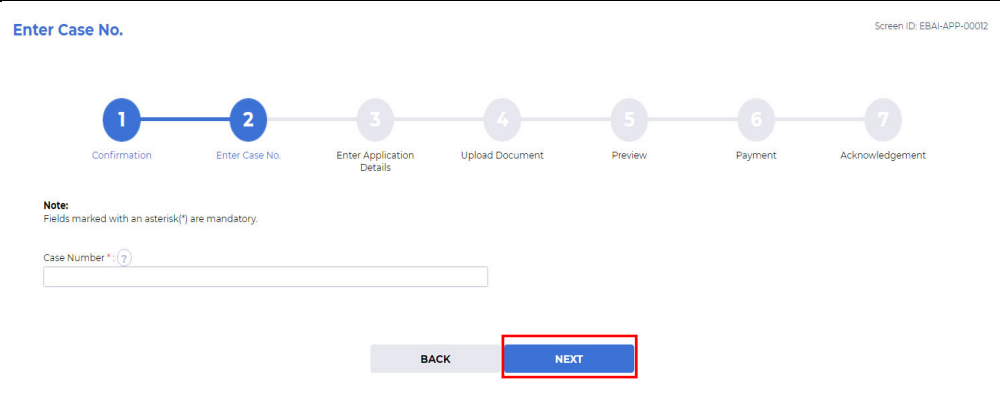


Submit Application for Service of Documents

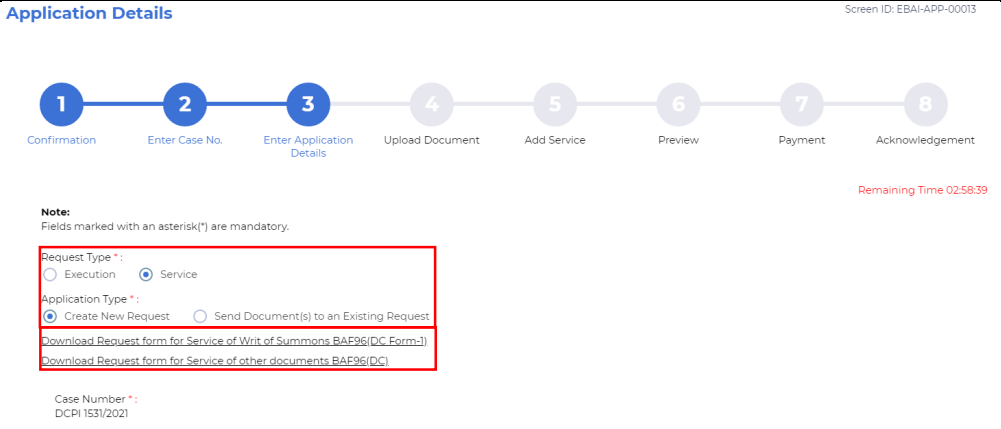
This step-by-step guide outlines the general process required to submit application for service of documents using integrated Court Case Management System (“iCMS”). It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the 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 – “Submit Application for Service of Documents (other than Government Department)”

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>Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System (“ICMS”) in this portal.</p> <p>Message Box</p> <p>Screen ID: EXT-MSC-0001</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>	 <p>Confirmation</p> <p>Screen ID: EBAI-APP-0001</p> <p>1 Confirmation 2 Enter Case No. 3 Enter Application Details 4 Upload Document 5 Preview 6 Payment 7 Acknowledgement</p> <p>Note to Sender</p> <p>Electronic transactions with e-Court</p> <p>1 The Judiciary operates the ICMS Portal (“ICMS”) which provides a platform for the legal practitioners, government departments and litigants-in-person who have registered as users of ICMS to send document by electronic means and conduct other electronic transactions with the e-Court.</p> <p>Under Section 32 of the Court Proceedings (Electronic Technology) Ordinance, Chapter 63B, 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 notices 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 regulations, relevant Practice Directions and/or any specific orders or directions made by Judges and Judicial Officers.</p> <p>Electronic submission of documents</p> <p>3 Sender may use ICMS to commence a new case, or file documents to an existing case provided that, in the latter case, there is proper linking up of his/her user account with the case concerned. In return, he/she will receive through ICMS message box the sealed documents issued out of e-Court and/or reply from e-Court after documents have been received and processed. A reminder notification will be sent at day-end each day when there is/are unread message(s) at the ICMS message box.</p> <p>4 In some instance where appropriate, such as in the filing of an inter partes summons, sender will be asked to provide the available timeslot to facilitate the scheduling of a court hearing.</p> <p>5 An acknowledgement (including the transaction reference number) will be provided right after each successful electronic submission of document and/or payment. Sender is advised to keep record of this acknowledgement for reference or enquiry.</p> <p>6 Each document submitted to the e-Court will bear a Document Reference Number (or “DRN” in abbreviated format) for identification.</p> <p>Electronic payment</p> <p>7 Payment of court fees may either be settled through online credit card or web-based PPS Shop/Buy Service (“PPSB”). For online credit card payment, ICMS will accept payment by VISA, MasterCard, China UnionPay and JCB.</p> <p>8 The ceiling for online credit card payment is \$3,300 for each filing of cases/documents. For payments exceeding \$3,300, it must be made through PPSB subject to the default maximum amount for PPSB payment as set by the service provider not being exceeded and such ceiling is currently \$300,000. Multiple filings of cases/documents by one single payment is allowed in which case the ceiling of \$3,300 will be applied to each filing of cases/documents but not the total aggregated payment amount.</p> <p>9 For batched payments (which support sender to lodge multiple payment related submissions in respect of fees and/or other sums of money by one single payment), if the payment of any particular case/document in a batch exceeds the ceiling for online credit card payment of \$3,300, that batched payment needs to be paid by PPSB, in which there is no payment limit imposed for PPSB.</p> <p>10 For payment of court fees by government departments, it will still be arranged by way of cross departmental journal (CDJ).</p> <p>11 For more detailed information, please refer to the administrative instructions on electronic payments to the Judiciary.</p> <p>Reception of time</p> <p>12 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>13 If the completion of the payment transaction is at a time when the Accounts Office of the Court is not open, the receiving time of such payment is taken to be (a) at the time when the Accounts Office of the Court is next normally open to the public; or (b) at the time when the Accounts Office of the Court is next open for the proceeding to which the payment relates, whichever is earlier. Please note that overdue payment will normally not be accepted.</p> <p>14 Opening hours of the Registry (and Accounts Office) are as follows:</p> <p>Mondays to Fridays 09:45 to 13:00 and 14:00 to 17:30</p> <p>Saturdays, Sundays and Public holidays Closed</p> <p>15 Sender should reserve sufficient time for the electronic transaction, in particular for submission of document consisting of multiple files. The official time of receipt of the document is the time of completion of the whole transaction but not the time of successful completion of the first file.</p> <p>If the whole transaction (including electronic payment) is completed after the opening hours of the Registry, such transaction will be regarded as being received at the time when the Registry is next normally open for operations, or at the time when the Registry is next open for the proceeding to which the document relates, whichever is earlier.</p> <p>Technical Requirements</p> <p>16 The document shall not contain any computer instructions such as computer viruses/malware and macros, scripts and fields that depend on the execution environment and the execution of which will cause changes to the document itself.</p> <p>17 The document shall be prepared by using common word processing software (e.g. Microsoft Word, Pages, etc). The only acceptable file format is PDF format.</p> <p>18 The access to or viewing of the document shall not require passwords or access code of any form or invoking any decryption mechanism.</p> <p>19 The total size of documents submitted in each transaction shall not exceed 50MB.</p> <p>If the total file size of any documents to be submitted at one go exceeds the above limit, the ICMS will prompt the sender that the documents to be submitted in the transaction has exceeded the limit set by the Judiciary and the submission is not successful. The sender may choose to split the submission into batches so that each batch will contain documents of less than 50 MB in total. The maximum number of batches is set at 10.</p> <p>20 For more detailed information, please refer to the administrative instructions on detailed technical requirements for using the Judiciary’s ICMS.</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><input checked="" type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p>NEXT</p>
<p>2.</p>	<p>Enter case number</p> <p>Input the case number under “Case Number*”></p> <p>Click “NEXT” and move on to Item 3></p>	 <p>Enter Case No.</p> <p>Screen ID: EBAI-APP-0002</p> <p>1 Confirmation 2 Enter Case No. 3 Enter Application Details 4 Upload Document 5 Preview 6 Payment 7 Acknowledgement</p> <p>Note:</p> <p>Fields marked with an asterisk(*) are mandatory.</p> <p>Case Number * : ?</p> <p>BACK NEXT</p>

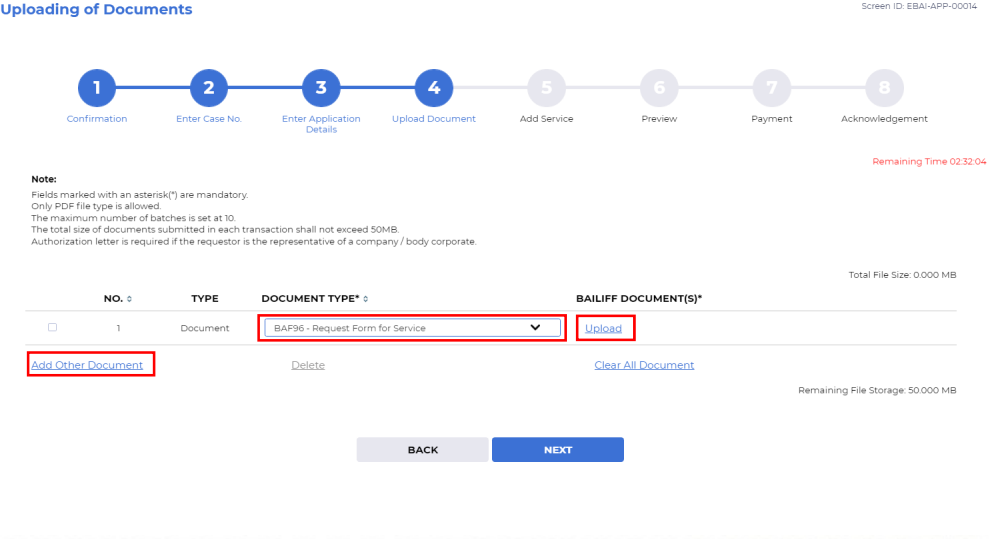
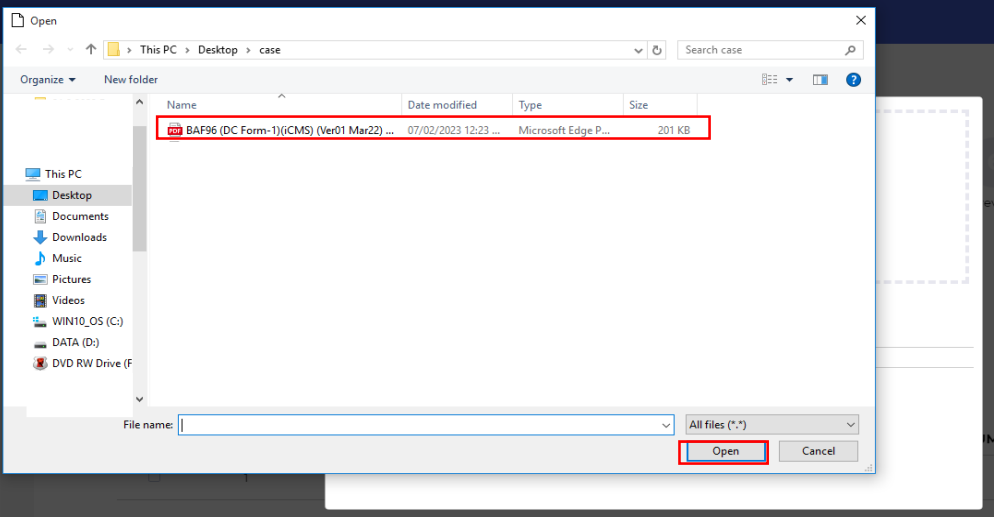
Step-by-step guide – “Submit Application for Service of Documents (other than Government Department)”

Item	Process	Relevant screenshots for reference
3.	<p><u>Select type of request</u></p> <p>Under “Request Type*”, click the radio button “Service”></p> <p>Under “Application Type*”, click the radio button “Create New Request” to submit a new application for service of documents></p> <p><u>Download Document</u></p> <p>Click the link to download the appropriate form and fill it out.</p> <p>For <u>Writ of Summons</u>, please click the document link “Download Request form for Service of Writ of Summons BAF96(DC Form-1)”</p> <p>For <u>Other documents</u>, please click the document link “Download Request form for Service of other documents BAF96(DC).”</p>	

Step-by-step guide – “Submit Application for Service of Documents (other than Government Department)”

Item	Process	Relevant screenshots for reference																
	<p><u>Enter application details</u></p> <p>Input “Hearing Date” (if any) ></p> <p>Click “Select Requestor”></p> <p>Tick the checkbox against the party role of the requestor and click “SELECT”></p> <p>Input information in the mandatory fields below</p> <ul style="list-style-type: none"> Requestor: Contact Person* Requestor: "Telephone No.">* Requestor: Correspondence Address* (Eng.) or (Chi.) Select the region from the pull-down menu of “HK Region”*> Select the district from the pull-down menu of “HK District”* <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 Add Service 6 Preview 7 Payment 8 Acknowledgement</p> <p>Remaining Time 02:58:39</p> <p>Note: Fields marked with an asterisk(*) are mandatory.</p> <p>Request Type*: <input type="radio"/> Execution <input checked="" type="radio"/> Service</p> <p>Application Type*: <input checked="" type="radio"/> Create New Request <input type="radio"/> Send Document(s) to an Existing Request</p> <p>Download Request form for Service of Writ of Summons BAF96(DC Form-1) Download Request form for Service of other documents BAF96(DC)</p> <p>Case Number*: DCPI153/2021</p> <p>Court*: District Court Case Type*: Civil Action</p> <p>Login User Name*: Chan Dai Man Hearing Date: <input type="text"/></p> <p>Requestor*: <input type="text" value="Select Requestor"/></p> <p style="text-align: center;">Retrieve Case Party</p> <table border="1"> <thead> <tr> <th>PARTY ROLE</th> <th>PARTY TYPE</th> <th>PARTY NAME (ENG.)</th> <th>PARTY NAME (CHI.)</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> P1</td> <td>Person</td> <td>Siu Jane</td> <td></td> </tr> <tr> <td><input type="checkbox"/> D1</td> <td>Person</td> <td>Woo Ling Ling</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Others</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">CLOSE <input type="button" value="SELECT"/></p> <p>Requestor: Party Role*: Plaintiff Requestor: Party Type*: Person</p> <p>Requestor: Party Surname (Eng.): Siu Requestor: Party Given Name (Eng.): Jane</p> <p>Requestor: Party Surname (Chi): - Requestor: Party Given Name (Chi.): -</p> <p>Requestor: Contact Person*: <input type="text"/> Requestor: Telephone No. *: <input type="text"/></p> <p>Requestor: Correspondence Address*:</p> <p>Requestor: Correspondence Address (Eng.): <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Requestor: Correspondence Address (Chi.): <input type="text"/> <input type="text"/> <input type="text"/></p> <p>HK Region*: <input type="text" value="..."/></p> <p>HK District*: <input type="text" value="..."/></p> <p style="text-align: center;">CLOSE <input type="button" value="NEXT"/></p>	PARTY ROLE	PARTY TYPE	PARTY NAME (ENG.)	PARTY NAME (CHI.)	<input checked="" type="checkbox"/> P1	Person	Siu Jane		<input type="checkbox"/> D1	Person	Woo Ling Ling		<input type="checkbox"/> Others			
PARTY ROLE	PARTY TYPE	PARTY NAME (ENG.)	PARTY NAME (CHI.)															
<input checked="" type="checkbox"/> P1	Person	Siu Jane																
<input type="checkbox"/> D1	Person	Woo Ling Ling																
<input type="checkbox"/> Others																		

Step-by-step guide – “Submit Application for Service of Documents (other than Government Department)”

Item	Process	Relevant screenshots for reference														
<p>4.</p> <p><u>Upload document - Request Form BAF96</u></p> <p>Click “Add Other Document”</p> <p>Select “BAF96 – Request Form for Service” from the pull-down menu of “DOCUMENT TYPE*”></p> <p>Click “Upload”></p> <p>Click “BROWSE FILES” and select the 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>Uploading of Documents Screen ID: EBAl-APP-00014</p>  <p>Uploading of Documents</p> <p>Confirmation Enter Case No. Enter Application Details Upload Document Add Service Preview Payment 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. Authorization letter is required if the requestor is the representative of a company / body corporate.</p> <p>Remaining Time 02:32:04</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>BAF96 - Request Form for Service</td> <td>Upload</td> </tr> </tbody> </table> <p>Add Other Document Delete Clear All Document</p> <p>Remaining File Storage: 50.000 MB</p> <p>BACK 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 (200.6 KB)</th> </tr> </thead> <tbody> <tr> <td>BAF96 (DC Form-1)(iCMS) (Ver01 Mar22) Request form for service (2).pdf</td> <td>pdf</td> <td>200.6 KB</td> </tr> </tbody> </table> <p>Preview Delete</p> <p>CLOSE OK</p>	NO. *	TYPE	DOCUMENT TYPE* *	BAILIFF DOCUMENT(S)*	1	Document	BAF96 - Request Form for Service	Upload	Document Name	Type	Size (200.6 KB)	BAF96 (DC Form-1)(iCMS) (Ver01 Mar22) Request form for service (2).pdf	pdf	200.6 KB
NO. *	TYPE	DOCUMENT TYPE* *	BAILIFF DOCUMENT(S)*													
1	Document	BAF96 - Request Form for Service	Upload													
Document Name	Type	Size (200.6 KB)														
BAF96 (DC Form-1)(iCMS) (Ver01 Mar22) Request form for service (2).pdf	pdf	200.6 KB														

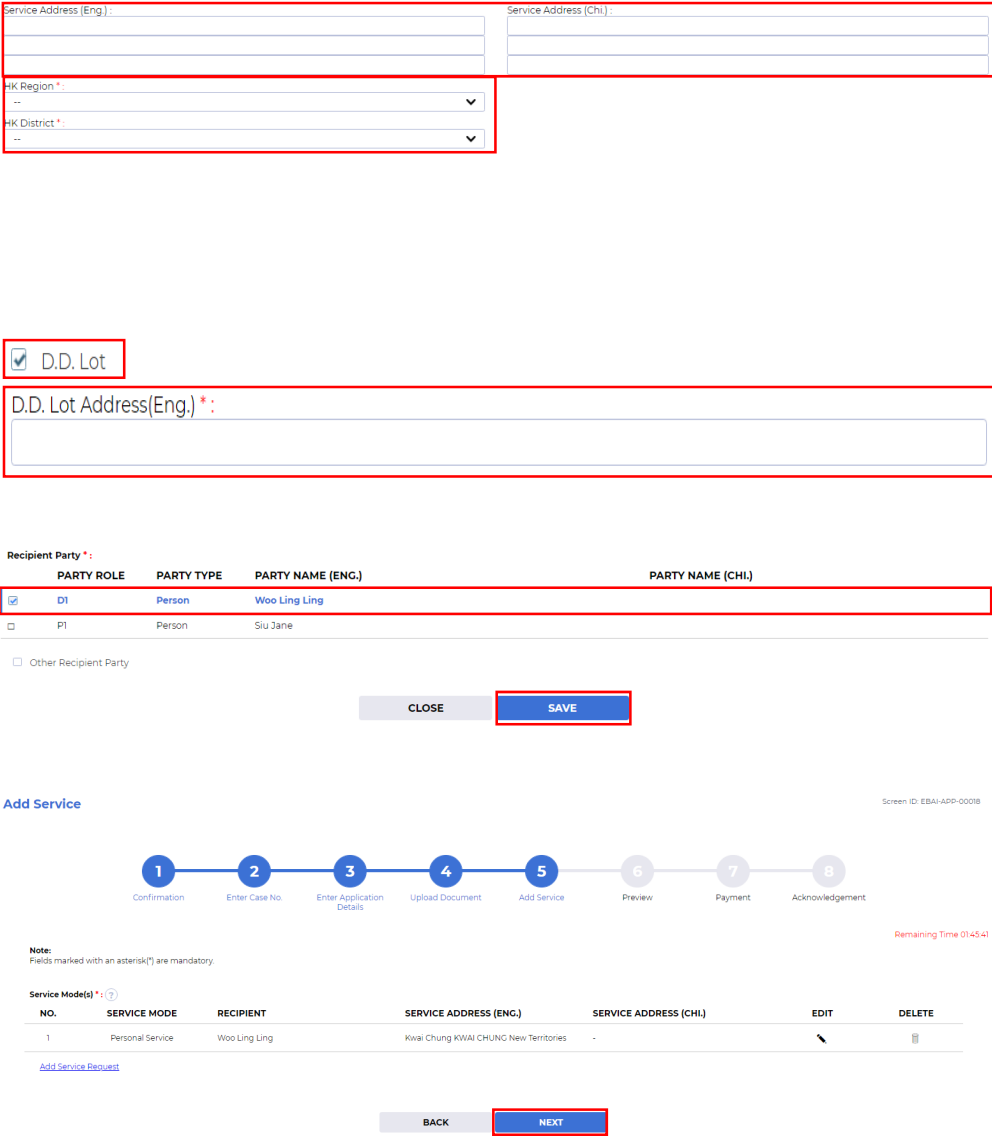

Step-by-step guide – “Submit Application for Service of Documents (other than Government Department)”

Item	Process	Relevant screenshots for reference
	<p><u>Upload document(s) to be served</u></p> <p>Click “Add Other Document”></p> <p>Select the document to be served from the pull-down menu of “DOCUMENT TYPE*”></p> <p>Click “Upload”></p> <p>Click “BROWSE FILES” and select the document></p> <p>Select the file to be uploaded and click “Open”></p>	

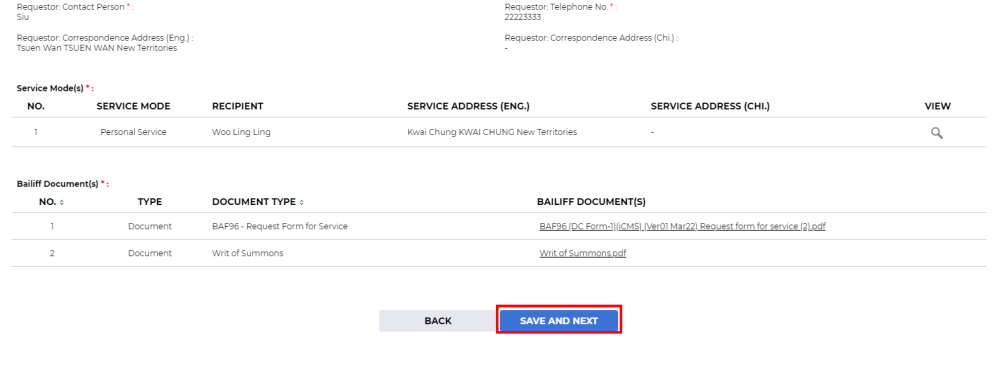
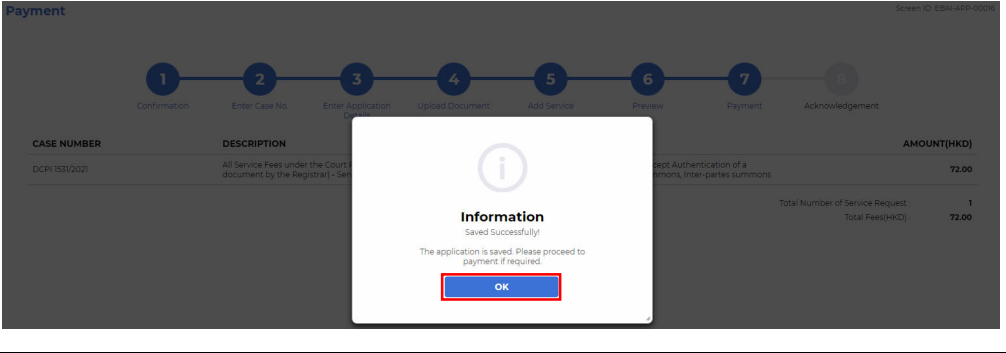
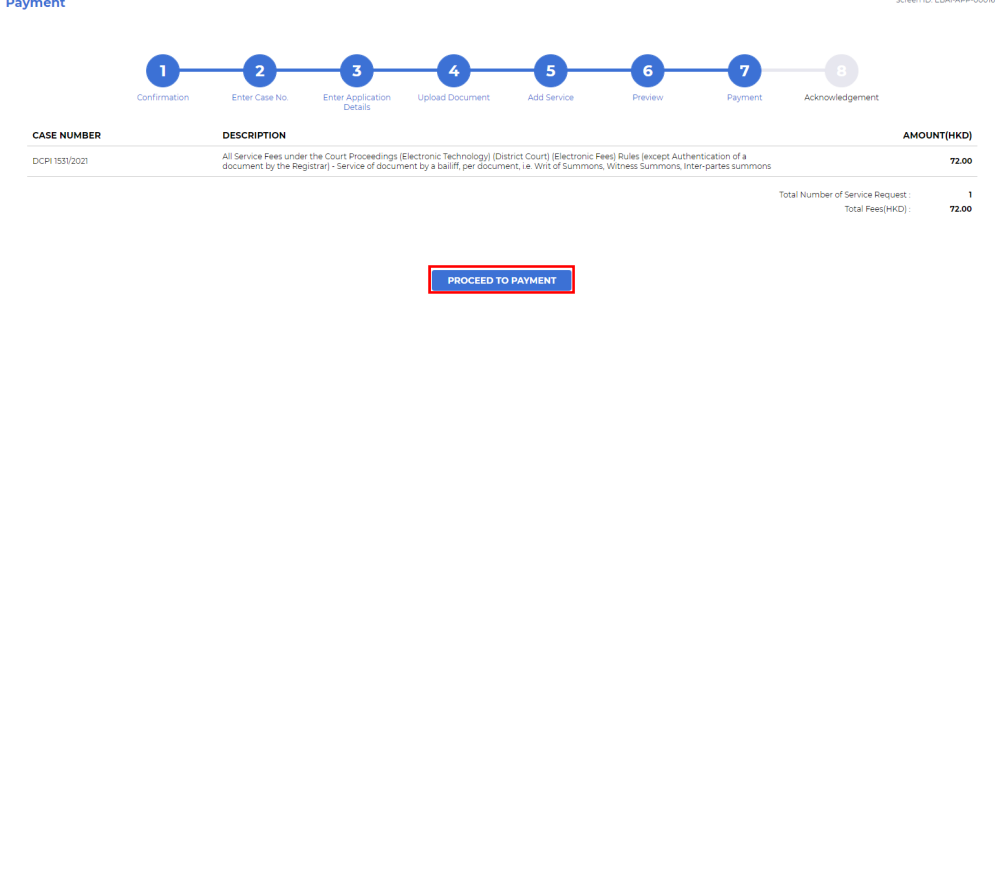
Step-by-step guide – “Submit Application for Service of Documents (other than Government Department)”

Item	Process	Relevant screenshots for reference
	<p>Click “Preview” to view the image of 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>Click “NEXT” and move on to Item 5></p>	
5.	<p><u>Add service request</u></p> <p>Click “Add Service Request”></p> <p>Select the mode of service by clicking the radio button under “Service Mode*”></p>	<p>Edit Service Request</p> <div style="border: 1px solid red; padding: 5px;"> <p>Service Mode * : ?</p> <p><input type="radio"/> By Inserting Letter Box</p> <p><input type="radio"/> Personal Service</p> <p><input type="radio"/> Registered Post</p> </div>


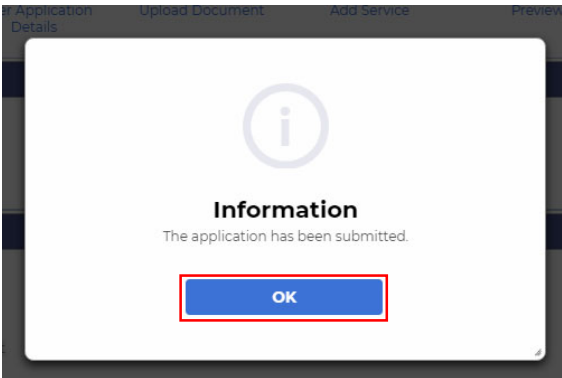
Step-by-step guide – “Submit Application for Service of Documents (other than Government Department)”

Item	Process	Relevant screenshots for reference
	<p>Input “Service Address” (Eng.) or (Chi.)></p> <p>Select the region from the pull-down menu of “HK Region*”></p> <p>Select the district from the pull-down menu of “HK District*”></p> <p>Remarks: For addresses in Demarcation District format (D.D. Lot), tick the checkbox “D.D. Lot” and input the “D.D. Lot Address(Eng.)*”</p> <p>Select from “Recipient Party*”</p> <p>Click “SAVE” if the input data under “Edit Service Request” is in order</p> <p>Click “NEXT” and move on to Item 6></p>	
6.	<p>Confirm after previewing application details</p>	

Step-by-step guide – “Submit Application for Service of Documents (other than Government Department)”

Item	Process	Relevant screenshots for reference
	<p>Click “SAVE AND NEXT” and move on to Item 7></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 pop-up message under “Information”></p>	 
7.	<p><u>Make electronic payment</u></p> <p>Click “PROCEED TO PAYMENT” and move on to make electronic payment></p>	

Step-by-step guide – “Submit Application for Service of Documents (other than Government Department)”

Item	Process	Relevant screenshots for reference
	<p>Select from among those against “Payment Method” and the button “PAY” will be activated></p> <p>Click “PAY”></p> <p>Click “OK” to close the pop-up message under “Information”></p>	<p>Online Payment Service Screen ID: EPY-SET-0001</p> <p>Type of Service: Judiciary Online Payment Service Merchant Name: The Judiciary Bailiff Related Services Transaction Reference No: L0450000024 Transaction Date: 30/03/2023 Total Amount: HKD 72.00</p> <p>Payment Method:</p>  <p style="text-align: center;"> <input type="button" value="CANCEL"/> <input type="button" value="PAY"/> </p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> • Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary. • After pressing the pay button, please DO NOT leave this page until you are redirected to the acknowledgement page, otherwise your transaction may not be successful. • Merchant Name is applicable to credit card payment method only. • PPS Shop&Buy(PPSB) does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PPSB, please change to use desktop computer. • Some users may receive an error page or have to wait for several minutes before they get a response from the credit card payment gateway. If you experience such a problem, please wait a moment and retry, or change to use PPSB to settle the payment. We apologise for any inconvenience caused. • Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please contact your card issuer if you want to learn more about the Verified by Visa and MasterCard SecureCode service. • For refund of online payment, it will normally be conducted either by way of cheque, bank draft or cash to the appropriate case party or legal representative. </div> 

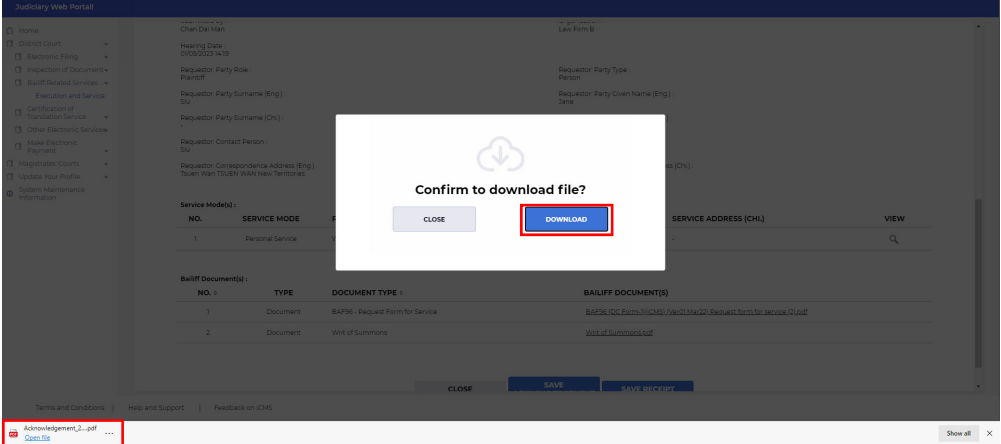

Step-by-step guide – “Submit Application for Service of Documents (other than Government Department)”

Item	Process	Relevant screenshots for reference																								
8.	<p>Acknowledgement</p> <p>Click “SAVE RECEIPT”</p> <p>Click “DOWNLOAD” ></p> <p>Open the attachment to view and/or save it ></p>	<p>Acknowledgement</p> <p>Confirmation Enter Case No Enter Application Details Upload Document Add Service Preview Payment Acknowledgement</p> <p>Acknowledgement</p> <p>Bailiff Related Services Transaction Reference No.: L045000024 Submitted On: 30/03/2023 15:40:00 e-Payment Transaction Reference No.: C20230330000769 e-Payment Receipt No.: 12-059-2023-000667</p> <p>Transaction Summary</p> <p>Request Type: <input type="radio"/> Execution <input checked="" type="radio"/> Service Application Type: <input checked="" type="radio"/> Create New Request <input type="radio"/> Send Document(s) to an Existing Request</p> <p>Total Fees(HKD): 72.00 Case Number: DCPL1531/2021 Court: District Court Submitted By: Chan Dai Man Hearing Date: 01/05/2023 14:19 Requestor Party Role: Plaintiff Requestor Party Surname (Eng): Siu Requestor Party Surname (Chi): Requestor Contact Person: Siu Requestor Correspondence Address (Eng): Tsuen Wan TSUEN WAN New Territories</p> <p>Payment Status: Successful Total Number of Service Request: 1 Case Type: Personal Injuries Action Organization: Law Firm B Requestor Party Type: Person Requestor Party Given Name (Eng): Jane Requestor Party Given Name (Chi): Requestor Telephone No.: 22223333 Requestor Correspondence Address (Chi):</p> <p>Service Mode(s):</p> <table border="1"><thead><tr><th>NO.</th><th>SERVICE MODE</th><th>RECIPIENT</th><th>SERVICE ADDRESS (ENG.)</th><th>SERVICE ADDRESS (CHI.)</th><th>VIEW</th></tr></thead><tbody><tr><td>1</td><td>Personal Service</td><td>Woo Ling Ling</td><td>Kwai Chung KWAI CHUNG New Territories</td><td>-</td><td>View</td></tr></tbody></table> <p>Bailiff Document(s):</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>BAF96 - Request Form for Service</td><td>BAF96 (DC Form-1)(CMS) (Ver01 Mar'22) Request form for service (1).pdf</td></tr><tr><td>2</td><td>Document</td><td>Writ of Summons</td><td>Writ of Summons.pdf</td></tr></tbody></table> <p>CLOSE SAVE ACKNOWLEDGEMENT SAVE RECEIPT</p> <p>Confirm to download file?</p> <p>CLOSE DOWNLOAD</p> <p>Receipt (20230330-1).pdf Download</p>	NO.	SERVICE MODE	RECIPIENT	SERVICE ADDRESS (ENG.)	SERVICE ADDRESS (CHI.)	VIEW	1	Personal Service	Woo Ling Ling	Kwai Chung KWAI CHUNG New Territories	-	View	NO.	TYPE	DOCUMENT TYPE	BAILIFF DOCUMENT(S)	1	Document	BAF96 - Request Form for Service	BAF96 (DC Form-1)(CMS) (Ver01 Mar'22) Request form for service (1).pdf	2	Document	Writ of Summons	Writ of Summons.pdf
NO.	SERVICE MODE	RECIPIENT	SERVICE ADDRESS (ENG.)	SERVICE ADDRESS (CHI.)	VIEW																					
1	Personal Service	Woo Ling Ling	Kwai Chung KWAI CHUNG New Territories	-	View																					
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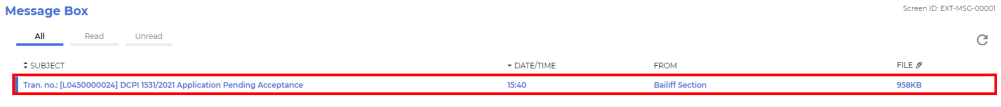
Step-by-step guide – “Submit Application for Service of Documents (other than Government Department)”

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9.	<p><u>Acknowledgement message sent to the message box of OU/IU as appropriate</u></p> <p>Log in 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 Details</p> <p>< Back</p> <p>Tran. no.: [L0450000024] DCPI 1531/2021 Application Pending Acceptance</p> <p>Date/Time 30/03/2023 15:40 From Bailiff Section To LAWFRMB(fbou)</p> <p>Your submission [Bailiff Related Services Transaction Reference No.: L0450000024, e-Payment Transaction Reference No.: C202303300001069, e-Payment Receipt No.: 12-099-2023-000667] DCPI 1531/2021 was received on 30/03/2023. We will inform you of the application result after this reviewing process.</p> <p>2 Attachment(s)</p> <p>Acknowledg_.pdf 280KB Receipt [202_].pdf 477KB</p> <p>Remarks: Bailiff Section may send you request-related correspondence via the system.</p>																			