
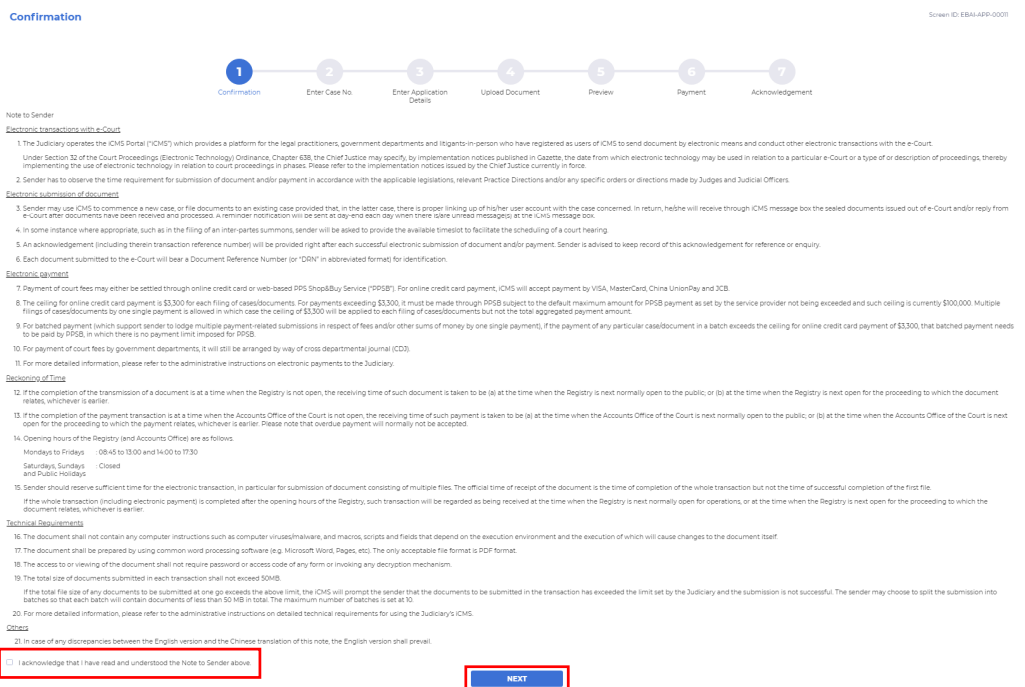
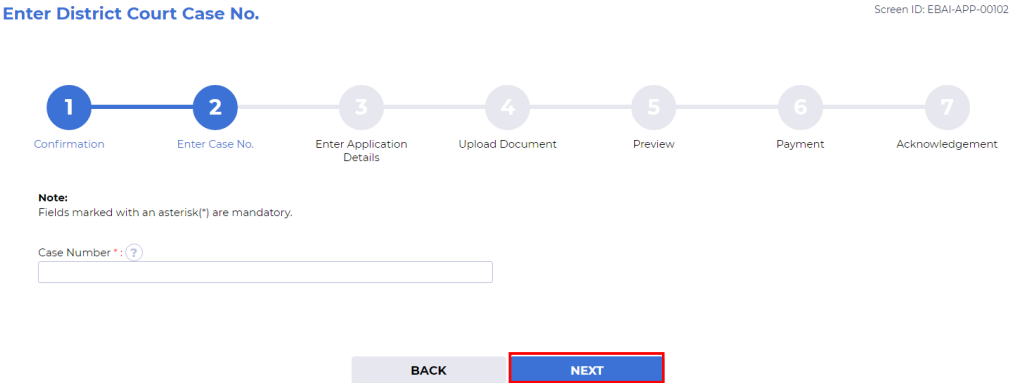


## Submit Application for Service of Documents

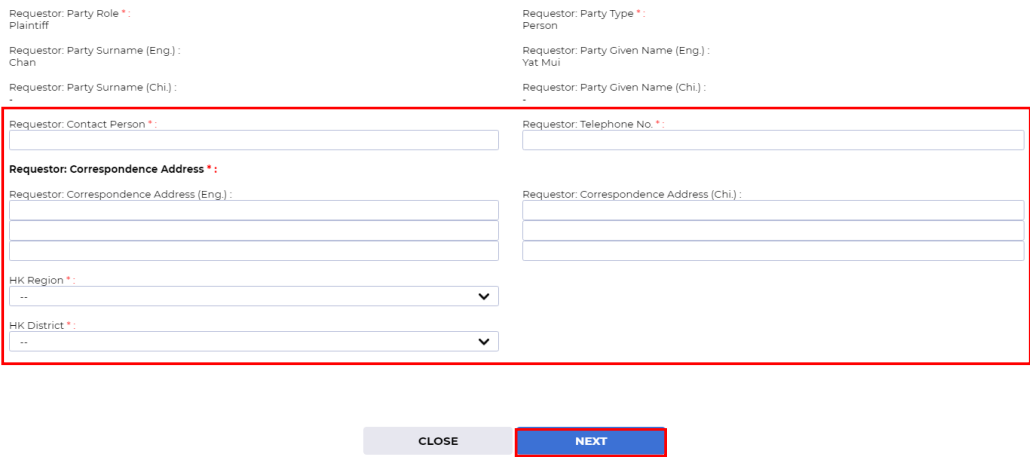
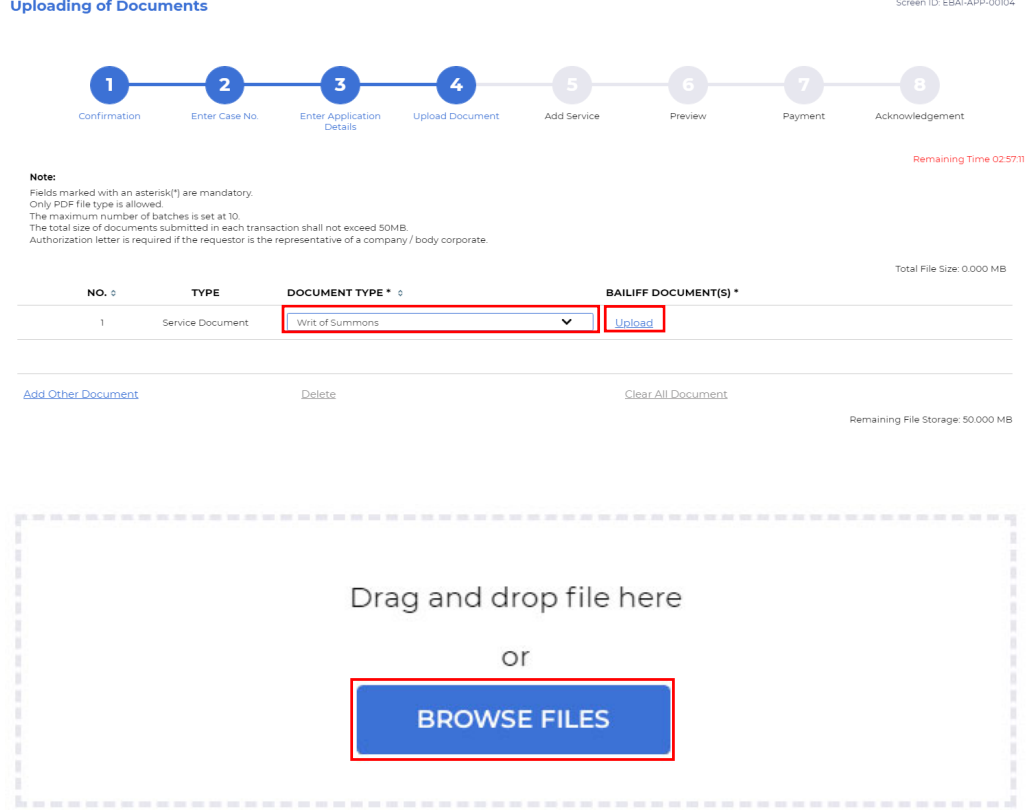
This step-by-step guide outlines the general process required to submit application for service of documents using integrated Court Case Management System (“iCMS”). It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the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

Item	Process	Relevant screenshots for reference
1.	<p><b><u>Login user account</u></b></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>Screen ID: AUTH-LGN-00001</p> <p><b>LOGIN</b></p> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type Organization</p> <p>Organization Code * Login Name *</p> <p>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> <p>Individual User</p> <p>Screen ID: AUTH-LGN-00001</p> <p><b>LOGIN</b></p> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type Individual User (“IU”)</p> <p>Organization Code * Login Name *</p> <p>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>

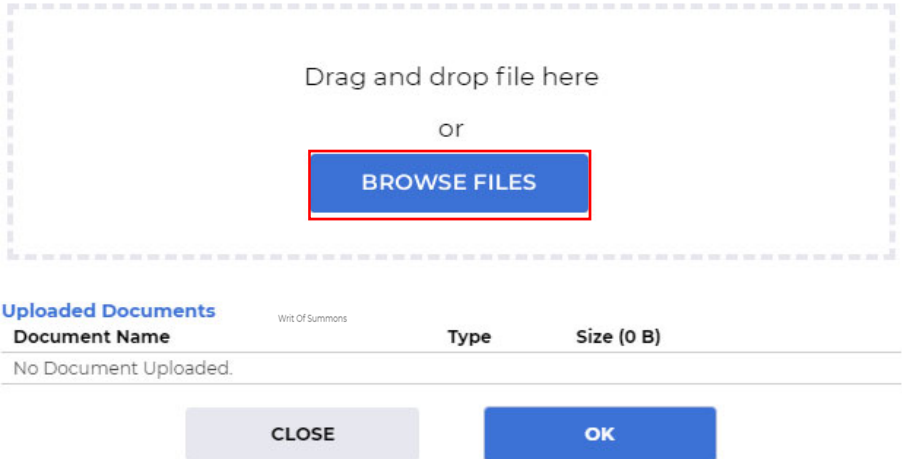
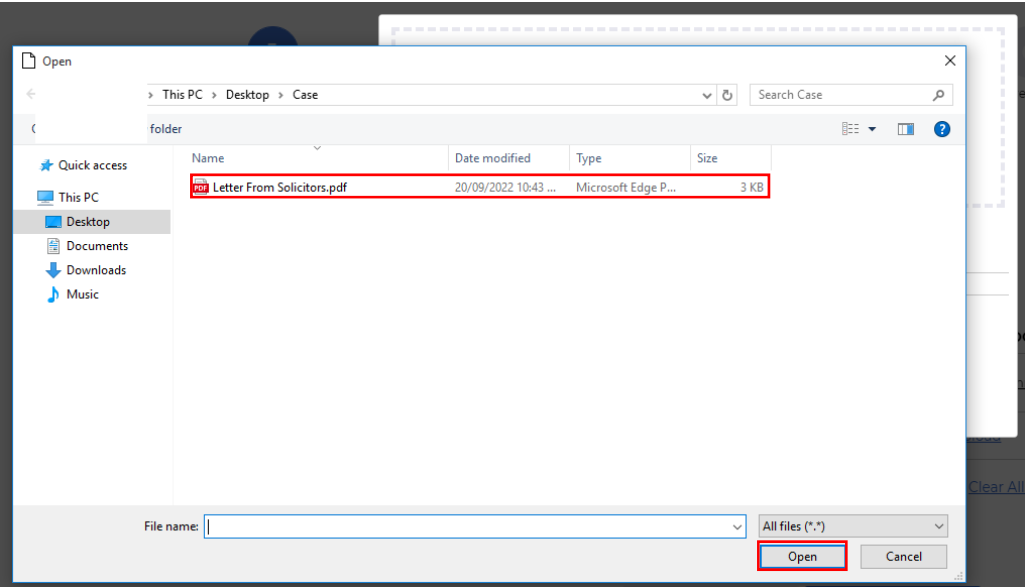

# Step-by-step guide – “Submit Application for Service of Documents (other than Government Department)”

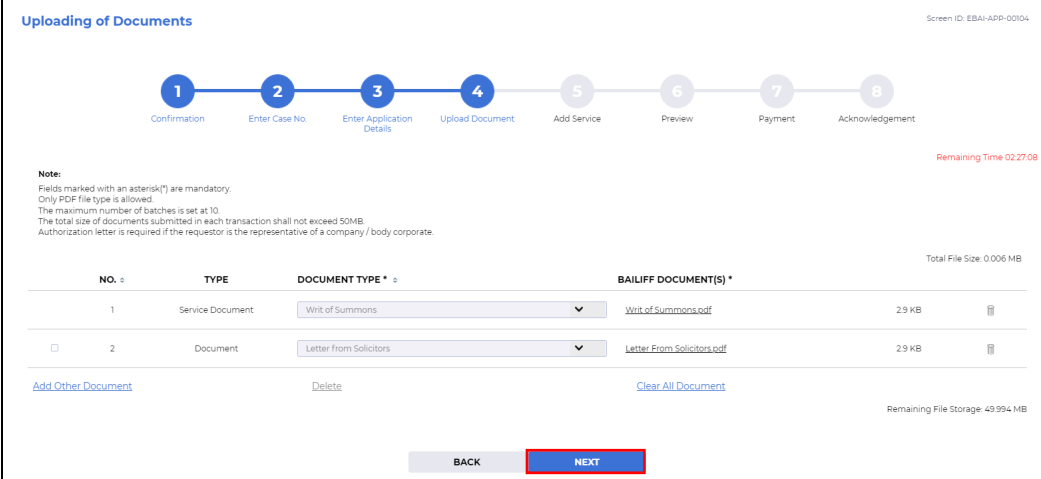
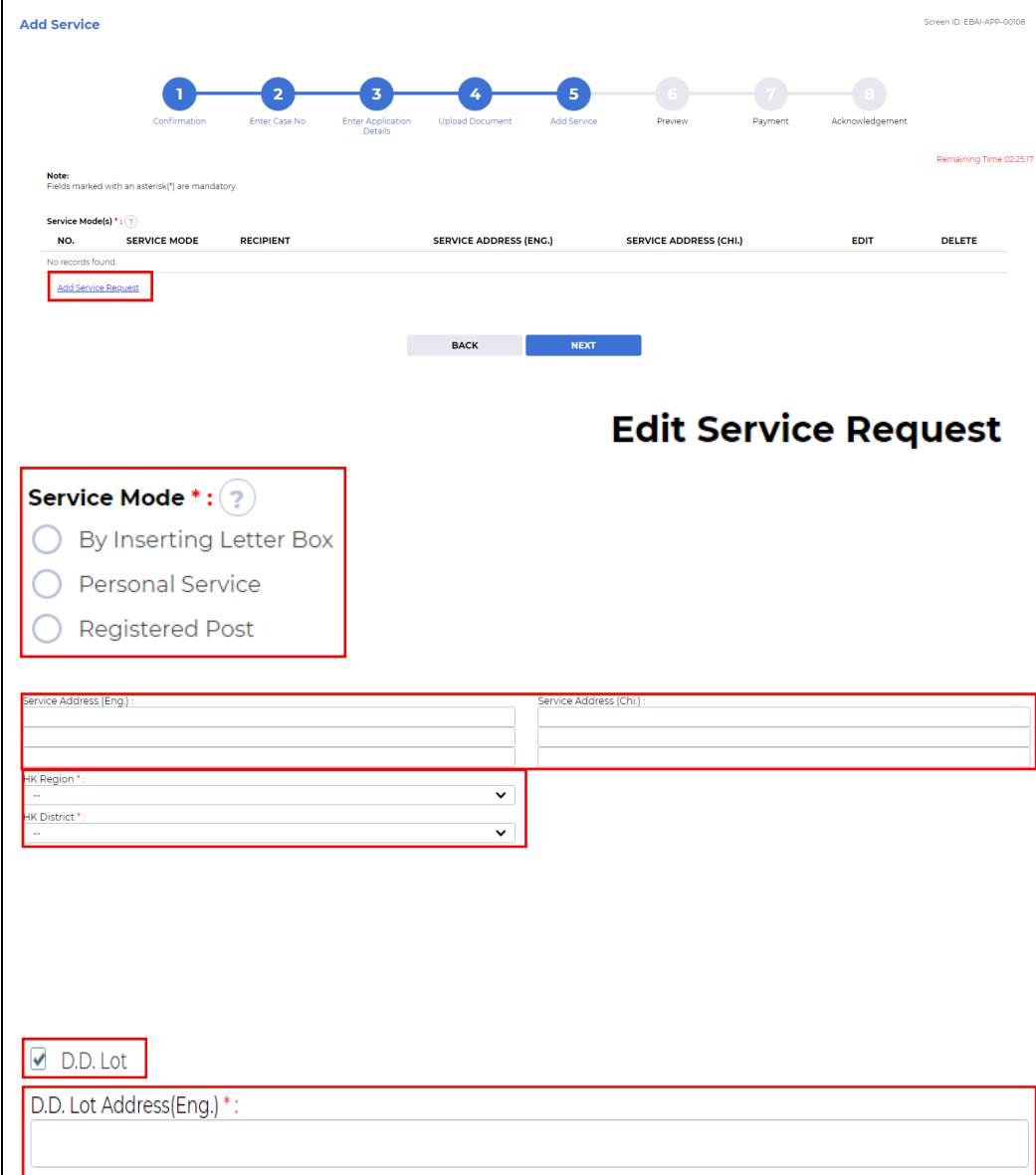
Item	Process	Relevant screenshots for reference
	<p><b><u>Access “Bailiff Related Services”</u></b></p> <p>Select “District Court”&gt;</p> <p><b><u>Click “Bailiff Related Services”&gt;</u></b></p> <p>Click “Execution and Service”&gt;</p>	 <p><b>Judiciary Web Portal!</b></p> <ul style="list-style-type: none"> <li>Home</li> <li><u>District Court</u></li> <li>Electronic Filing</li> <li>Inspection of Document</li> <li><b>Bailiff Related Services</b> <ul style="list-style-type: none"> <li>Execution and Service</li> </ul> </li> <li>Certification of Translation Service</li> <li>Other Electronic Services</li> <li>Make Electronic Payment</li> <li>Update Your Profile</li> <li>System Maintenance Information</li> </ul>
	<p><b><u>Confirmation</u></b></p> <p>Tick the checkbox “I acknowledge that I have read and understood the Note to Sender above.”&gt;</p> <p>Click “NEXT” and move on to Item 2&gt;</p>	 <p><b>Confirmation</b></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><input type="checkbox"/> I acknowledge that I have read and understood the Note to Sender above.</p> <p><b>NEXT</b></p>
2.	<p><b><u>Enter case number</u></b></p> <p>Input the case number under “Case Number*”&gt;</p> <p>Click “NEXT” and move on to Item 3&gt;</p>	 <p><b>Enter District Court Case No.</b></p> <p>Screen ID: EBAI-APP-00102</p> <p>1 Confirmation 2 Enter Case No. 3 Enter Application Details 4 Upload Document 5 Preview 6 Payment 7 Acknowledgement</p> <p><b>Note:</b> Fields marked with an asterisk(*) are mandatory.</p> <p>Case Number * (?)</p> <p><b>NEXT</b></p>

Item	Process	Relevant screenshots for reference																
3.	<p><b><u>Select type of request</u></b></p> <p>Under “Request Type*”, click the radio button “Service”&gt;</p> <p>Under “Application Type*”, click the radio button “Create New Request” to submit a new application for service of documents&gt;</p> <p><b><u>Enter application details</u></b></p> <p>Input “Hearing Date” (if any) &gt;</p> <p>Click “Select Requestor”&gt;</p> <p>Tick the checkbox against the party role of the requestor and click “SELECT”&gt;</p>	<div><p>Application Details</p><p>Screen ID: EBAI-APP-00103</p><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div><div><div>Confirmation</div><div>Enter Case No.</div><div>Enter Application Details</div><div>Upload Document</div><div>Add Service</div><div>Preview</div><div>Payment</div><div>Acknowledgement</div></div><p>Remaining Time 02:58:19</p><p><b>Note:</b> Fields marked with an asterisk(*) are mandatory.</p><div><p>Request Type *:</p><div><input type="radio"/> Execution</div><div><input checked="" type="radio"/> Service</div></div><div><p>Application Type *:</p><div><input checked="" type="radio"/> Create New Request</div><div><input type="radio"/> Send Document(s) to an Existing Request</div></div><div><p>Case Number *:</p><p>DCCJ 2/2023</p></div></div> <div><p>Application Details</p><p>Screen ID: EBAI-APP-00103</p><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div><div><div>Confirmation</div><div>Enter Case No.</div><div>Enter Application Details</div><div>Upload Document</div><div>Add Service</div><div>Preview</div><div>Payment</div><div>Acknowledgement</div></div><p>Remaining Time 02:55:16</p><p><b>Note:</b> Fields marked with an asterisk(*) are mandatory.</p><div><p>Request Type *:</p><div><input type="radio"/> Execution</div><div><input checked="" type="radio"/> Service</div></div><div><p>Application Type *:</p><div><input checked="" type="radio"/> Create New Request</div><div><input type="radio"/> Send Document(s) to an Existing Request</div></div><div><p>Case Number *:</p><p>DCCJ 2/2023</p></div></div> <div><div><p>Court *:</p><p>District Court</p></div><div><p>Login User Name *:</p><p>Chan Dai Man</p></div><div><p>Case Type *:</p><p>Civil Action</p></div><div><p>Hearing Date:</p></div><div><p>Requestor *:</p><p>Select Requestor</p></div></div> <div><p>Retrieve Case Party</p><table><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>Chan Yat Mui</td><td></td></tr><tr><td><input type="checkbox"/> D1</td><td>Person</td><td>Wu Fa man</td><td></td></tr><tr><td><input type="checkbox"/> Others</td><td></td><td></td><td></td></tr></tbody></table><div><div>CLOSE</div><div>SELECT</div></div></div>	PARTY ROLE	PARTY TYPE	PARTY NAME (ENG.)	PARTY NAME (CHI.)	<input checked="" type="checkbox"/> P1	Person	Chan Yat Mui		<input type="checkbox"/> D1	Person	Wu Fa man		<input type="checkbox"/> Others			
PARTY ROLE	PARTY TYPE	PARTY NAME (ENG.)	PARTY NAME (CHI.)															
<input checked="" type="checkbox"/> P1	Person	Chan Yat Mui																
<input type="checkbox"/> D1	Person	Wu Fa man																
<input type="checkbox"/> Others																		

Item	Process	Relevant screenshots for reference
	<p>Input information in the mandatory fields below</p> <ul style="list-style-type: none"> <li>Requestor: Contact Person*</li> <li>Requestor: "Telephone No.*"</li> <li>Requestor: Correspondence Address* (Eng.) or (Chi.)</li> <li>Select the region from the pull-down menu of “HK Region”*&gt;</li> <li>Select the district from the pull-down menu of “HK District”*</li> </ul> <p>Click “NEXT” and move on to Item 4&gt;</p>	
4.	<p><b><u>Upload document(s) to be served</u></b></p> <p>Select the document to be served from the pull-down menu of “DOCUMENT TYPE”*&gt;</p> <p>Click “Upload”&gt;</p> <p>Click “BROWSE FILES” and select the document&gt;</p>	

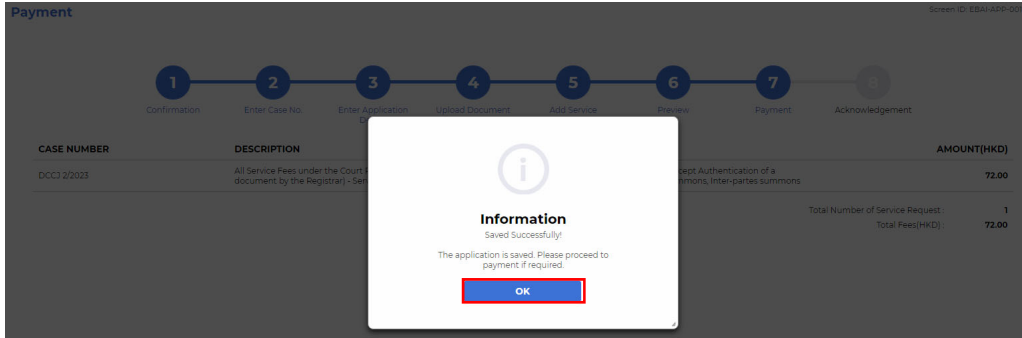
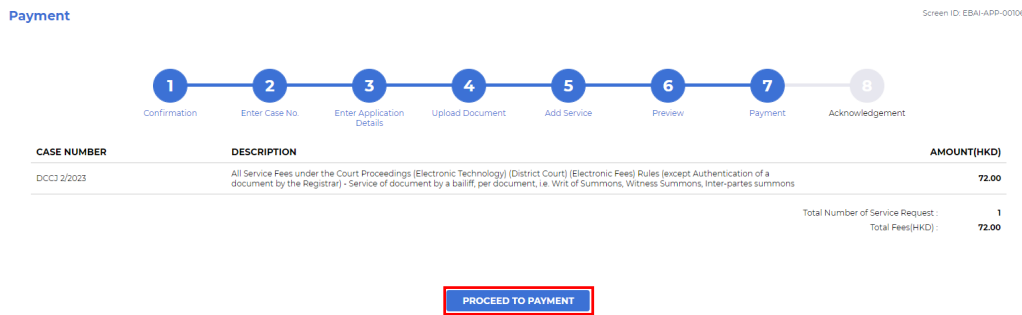

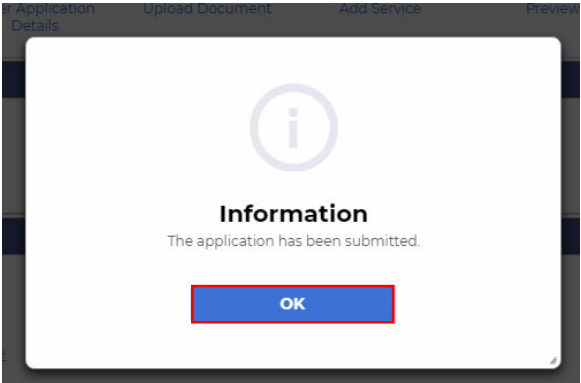
Item	Process	Relevant screenshots for reference																																
	<p>Select the file to be uploaded and click “Open”&gt;</p> <p>Click “Preview” to view the image of document&gt;</p> <p>Document Name is displayed under “Uploaded Documents”</p> <p>Click “Delete” if the uploaded document is not correct&gt;</p> <p>Or click “OK” if the uploaded document is in order&gt;</p>	<div><div><div>Open</div><div><div><div><div></div><div>This PC &gt; Desktop &gt; Case</div><div><div>Search Case</div><div></div></div></div><div>folder</div><div><table><thead><tr><th>Name</th><th>Date modified</th><th>Type</th><th>Size</th></tr></thead><tbody><tr><td> Writ of Summons.pdf</td><td>20/09/2022 10:43 ...</td><td>Microsoft Edge P...</td><td>3 KB</td></tr></tbody></table></div><div>File name: <input type="text"/> All files (*.*)</div><div><div>Open</div><div>Cancel</div></div></div></div><div><div>Uploaded Documents</div><table><thead><tr><th>Document Name</th><th>Type</th><th>Size (2.9 KB)</th><th></th></tr></thead><tbody><tr><td>Writ of Summons.pdf</td><td>pdf</td><td>2.9 KB</td><td><a href="#">Preview</a> <a href="#">Delete</a></td></tr></tbody></table><div><div>CLOSE</div><div>OK</div></div></div></div><div><p>Click “Add Other Document” for any additional documents</p><p>Select the document type from the pull-down menu of “Document Type”&gt;</p><p>Click “Upload” for the additional document&gt;</p></div></div>	Name	Date modified	Type	Size	Writ of Summons.pdf	20/09/2022 10:43 ...	Microsoft Edge P...	3 KB	Document Name	Type	Size (2.9 KB)		Writ of Summons.pdf	pdf	2.9 KB	<a href="#">Preview</a> <a href="#">Delete</a>	<div><div><div>Uploading of Documents</div><div>Screen ID: EBAI-APP-00104</div><div><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div></div><div><div>Confirmation</div><div>Enter Case No.</div><div>Enter Application Details</div><div>Upload Document</div><div>Add Service</div><div>Preview</div><div>Payment</div><div>Acknowledgement</div></div></div></div><div><div>Note:</div><div>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.</div></div><div><div>Total File Size: 0.003 MB</div><table><thead><tr><th>NO. #</th><th>TYPE</th><th>DOCUMENT TYPE * #</th><th>BAILIFF DOCUMENT(S) *</th><th></th></tr></thead><tbody><tr><td>1</td><td>Service Document</td><td>Writ of Summons</td><td>Writ of Summons.pdf</td><td>2.9 KB</td></tr><tr><td><input type="checkbox"/> 2</td><td>Document</td><td>Letter from Solicitors</td><td><div><div>Upload</div></div></td><td></td></tr></tbody></table><div><div>Add Other Document</div><div>Delete</div><div>Clear All Document</div></div><div><div>BACK</div><div>NEXT</div></div><div>Remaining File Storage: 49.997 MB</div></div></div>	NO. #	TYPE	DOCUMENT TYPE * #	BAILIFF DOCUMENT(S) *		1	Service Document	Writ of Summons	Writ of Summons.pdf	2.9 KB	<input type="checkbox"/> 2	Document	Letter from Solicitors	<div><div>Upload</div></div>	
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Item	Process	Relevant screenshots for reference
	<p>Click “BROWSE FILES” and select the document&gt;</p> <p>Select the file to be uploaded and click “Open”&gt;</p> <p>Click “Preview” to view the image of document&gt;</p> <p>Document Name is displayed under “Uploaded Documents”</p> <p>Click “Delete” if the uploaded document is not correct&gt;</p> <p>Or click “OK” if the uploaded document is in order&gt;</p>	  


Item	Process	Relevant screenshots for reference
	Click “NEXT” and move on to Item 5>	
5.	<p><b>Add service request</b></p> <p>Click “Add Service Request”&gt;</p> <p>Select the mode of service by clicking the radio button under “Service Mode*&gt;</p> <p>Input “Service Address” (Eng.) or (Chi.)&gt;</p> <p>Select the region from the pull-down menu of “HK Region*&gt;</p> <p>Select the district from the pull-down menu of “HK District*&gt;</p> <p>Remarks: For addresses in Demarcation District format (D.D. Lot),</p>	

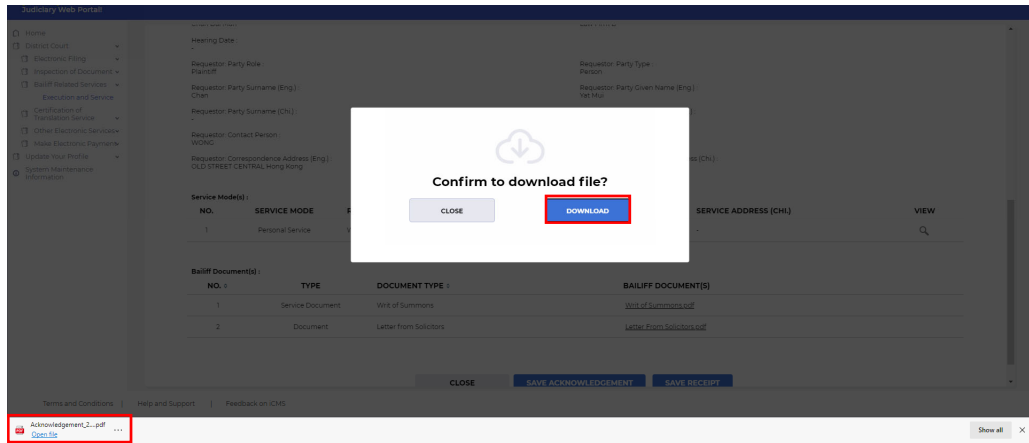

Item	Process	Relevant screenshots for reference																																																					
	<p>tick the checkbox “D.D. Lot” and input the “D.D. Lot Address(Eng.)*”</p> <p>Select from “Recipient Party*”</p> <p>Click “SAVE” if the input data under “Edit Service Request” is in order</p> <p>Click “NEXT” and move on to Item 6&gt;</p>	<div><div><div>Recipient Party *: <table><tr><th>PARTY ROLE</th><th>PARTY TYPE</th><th>PARTY NAME (ENG.)</th><th>PARTY NAME (CHI.)</th></tr><tr><td><input checked="" type="checkbox"/> D1</td><td>Person</td><td>Wu Fa man</td><td></td></tr><tr><td><input type="checkbox"/> P1</td><td>Person</td><td>Chan Yat Mui</td><td></td></tr></table></div><div><input type="checkbox"/> Other Recipient Party Recipient Contact Information : <input type="text"/></div><div><div>CLOSE</div><div>SAVE</div></div></div><div><div>Add Service</div><div>Screen ID: EBAI-APP-00108</div><div><div>1</div>Confirmation</div><div><div>2</div>Enter Case No.</div><div><div>3</div>Enter Application Details</div><div><div>4</div>Upload Document</div><div><div>5</div>Add Service</div><div><div>6</div>Preview</div><div><div>7</div>Payment</div><div><div>8</div>Acknowledgement</div></div><div>Remaining Time 02:19:07</div><div>Note: Fields marked with an asterisk(*) are mandatory.</div><div><div>Service Mode(s) *: <div></div></div><table><tr><th>NO.</th><th>SERVICE MODE</th><th>RECIPIENT</th><th>SERVICE ADDRESS (ENG.)</th><th>SERVICE ADDRESS (CHI.)</th><th>EDIT</th><th>DELETE</th></tr><tr><td>1</td><td>Personal Service</td><td>Wu Fa man</td><td>Central CENTRAL Hong Kong</td><td>-</td><td></td><td></td></tr></table><div>Add Service Request</div></div><div><div>BACK</div><div>NEXT</div></div></div> <tr><td>6.</td><td><p><b>Confirm after previewing application details</b></p><p>Click “NEXT” and move on to Item 7&gt;</p><p>Or, click “BACK” to return to the previous steps to rectify any of the input data&gt;</p></td><td><div><div><div>Preview Application Details</div><div>Screen ID: EBAI-APP-00105</div><div><div>1</div>Confirmation</div><div><div>2</div>Enter Case No.</div><div><div>3</div>Enter Application Details</div><div><div>4</div>Upload Document</div><div><div>5</div>Add Service</div><div><div>6</div>Preview</div><div><div>7</div>Payment</div><div><div>8</div>Acknowledgement</div></div><div>Remaining Time 02:17:05</div><div>Note: Fields marked with an asterisk(*) are mandatory.</div><div><div>Request Type *: <div><div>Execution</div><div>Service</div></div></div><div>Application Type *: <div><div>Create New Request</div><div>Send Document(s) to an Existing Request</div></div></div><div><div>Total Fees(HKD) : 72.00</div><div>Case Number *: DCCJ 2/2023</div><div>Court *: District Court</div><div>Login User Name *: Chan Dai Man</div><div>Requestor: Party Role *: Plaintiff</div><div>Requestor: Party Surname (Eng.) : Chan</div><div>Requestor: Party Surname (Chi.) : -</div><div>Total Number of Service Request : 1</div><div>Case Type *: Civil Action</div><div>Hearing Date : -</div><div>Requestor: Party Type *: Person</div><div>Requestor: Party Given Name (Eng.) : Yat Mui</div><div>Requestor: Party Given Name (Chi.) : -</div></div><div><div>Service Mode(s) *: <table><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><tr><td>1</td><td>Personal Service</td><td>Wu Fa man</td><td>Central CENTRAL Hong Kong</td><td>-</td><td></td></tr></table></div><div><div>Bailiff Document(s) *: <table><tr><th>NO. :</th><th>TYPE</th><th>DOCUMENT TYPE :</th><th>BAILIFF DOCUMENT(S)</th></tr><tr><td>1</td><td>Service Document</td><td>Writ of Summons</td><td><a href="#">Writ of Summons.pdf</a></td></tr><tr><td>2</td><td>Document</td><td>Letter from Solicitors</td><td><a href="#">Letter From Solicitors.pdf</a></td></tr></table></div></div><div><div>BACK</div><div>NEXT</div></div></div></div></div></td></tr>	PARTY ROLE	PARTY TYPE	PARTY NAME (ENG.)	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EDIT	DELETE	1	Personal Service	Wu Fa man	Central CENTRAL Hong Kong	-			6.	<p><b>Confirm after previewing application details</b></p> <p>Click “NEXT” and move on to Item 7&gt;</p> <p>Or, click “BACK” to return to the previous steps to rectify any of the input data&gt;</p>	<div><div><div>Preview Application Details</div><div>Screen ID: EBAI-APP-00105</div><div><div>1</div>Confirmation</div><div><div>2</div>Enter Case No.</div><div><div>3</div>Enter Application Details</div><div><div>4</div>Upload Document</div><div><div>5</div>Add Service</div><div><div>6</div>Preview</div><div><div>7</div>Payment</div><div><div>8</div>Acknowledgement</div></div><div>Remaining Time 02:17:05</div><div>Note: Fields marked with an asterisk(*) are mandatory.</div><div><div>Request Type *: <div><div>Execution</div><div>Service</div></div></div><div>Application Type *: <div><div>Create New Request</div><div>Send Document(s) to an Existing Request</div></div></div><div><div>Total Fees(HKD) : 72.00</div><div>Case Number *: DCCJ 2/2023</div><div>Court *: District Court</div><div>Login User Name *: Chan Dai Man</div><div>Requestor: Party Role *: Plaintiff</div><div>Requestor: Party Surname (Eng.) : Chan</div><div>Requestor: Party Surname (Chi.) : -</div><div>Total Number of Service Request : 1</div><div>Case Type *: Civil Action</div><div>Hearing Date : -</div><div>Requestor: Party Type *: Person</div><div>Requestor: Party Given Name (Eng.) : Yat Mui</div><div>Requestor: Party Given Name (Chi.) : -</div></div><div><div>Service Mode(s) *: <table><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><tr><td>1</td><td>Personal Service</td><td>Wu Fa man</td><td>Central CENTRAL Hong Kong</td><td>-</td><td></td></tr></table></div><div><div>Bailiff Document(s) *: <table><tr><th>NO. :</th><th>TYPE</th><th>DOCUMENT TYPE :</th><th>BAILIFF DOCUMENT(S)</th></tr><tr><td>1</td><td>Service Document</td><td>Writ of Summons</td><td><a href="#">Writ of Summons.pdf</a></td></tr><tr><td>2</td><td>Document</td><td>Letter from Solicitors</td><td><a href="#">Letter From Solicitors.pdf</a></td></tr></table></div></div><div><div>BACK</div><div>NEXT</div></div></div></div></div>	NO.	SERVICE MODE	RECIPIENT	SERVICE ADDRESS (ENG.)	SERVICE ADDRESS (CHI.)	VIEW	1	Personal Service	Wu Fa man	Central CENTRAL Hong Kong	-		NO. :	TYPE	DOCUMENT TYPE :	BAILIFF DOCUMENT(S)	1	Service Document	Writ of Summons	<a href="#">Writ of Summons.pdf</a>	2	Document	Letter from Solicitors	<a href="#">Letter From Solicitors.pdf</a>
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6.	<p><b>Confirm after previewing application details</b></p> <p>Click “NEXT” and move on to Item 7&gt;</p> <p>Or, click “BACK” to return to the previous steps to rectify any of the input data&gt;</p>	<div><div><div>Preview Application Details</div><div>Screen ID: EBAI-APP-00105</div><div><div>1</div>Confirmation</div><div><div>2</div>Enter Case No.</div><div><div>3</div>Enter Application Details</div><div><div>4</div>Upload Document</div><div><div>5</div>Add Service</div><div><div>6</div>Preview</div><div><div>7</div>Payment</div><div><div>8</div>Acknowledgement</div></div><div>Remaining Time 02:17:05</div><div>Note: Fields marked with an asterisk(*) are mandatory.</div><div><div>Request Type *: <div><div>Execution</div><div>Service</div></div></div><div>Application Type *: <div><div>Create New Request</div><div>Send Document(s) to an Existing Request</div></div></div><div><div>Total Fees(HKD) : 72.00</div><div>Case Number *: DCCJ 2/2023</div><div>Court *: District Court</div><div>Login User Name *: Chan Dai Man</div><div>Requestor: Party Role *: Plaintiff</div><div>Requestor: Party Surname (Eng.) : Chan</div><div>Requestor: Party Surname (Chi.) : -</div><div>Total Number of Service Request : 1</div><div>Case Type *: Civil Action</div><div>Hearing Date : -</div><div>Requestor: Party Type *: Person</div><div>Requestor: Party Given Name (Eng.) : Yat Mui</div><div>Requestor: Party Given Name (Chi.) : -</div></div><div><div>Service Mode(s) *: <table><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><tr><td>1</td><td>Personal Service</td><td>Wu Fa man</td><td>Central CENTRAL Hong Kong</td><td>-</td><td></td></tr></table></div><div><div>Bailiff Document(s) *: <table><tr><th>NO. :</th><th>TYPE</th><th>DOCUMENT TYPE :</th><th>BAILIFF DOCUMENT(S)</th></tr><tr><td>1</td><td>Service Document</td><td>Writ of Summons</td><td><a href="#">Writ of Summons.pdf</a></td></tr><tr><td>2</td><td>Document</td><td>Letter from Solicitors</td><td><a href="#">Letter From Solicitors.pdf</a></td></tr></table></div></div><div><div>BACK</div><div>NEXT</div></div></div></div></div>	NO.	SERVICE MODE	RECIPIENT	SERVICE ADDRESS (ENG.)	SERVICE ADDRESS (CHI.)	VIEW	1	Personal Service	Wu Fa man	Central CENTRAL Hong Kong	-		NO. :	TYPE	DOCUMENT TYPE :	BAILIFF DOCUMENT(S)	1	Service Document	Writ of Summons	<a href="#">Writ of Summons.pdf</a>	2	Document	Letter from Solicitors	<a href="#">Letter From Solicitors.pdf</a>																													
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Item	Process	Relevant screenshots for reference
	Click “OK” to close the pop-up message under “Information”>	
7.	<p><b><u>Make electronic payment</u></b></p> <p>Click “PROCEED TO PAYMENT” and move on to make electronic payment&gt;</p> <p>Select from among those against “Payment Method” and the button “PAY” will be activated&gt;</p> <p>Click “PAY”&gt;</p> <p>Click “OK” to close the pop-up message under “Information”&gt;</p>	 <p><b>Online Payment Service</b></p> <p>Screen ID: EPY-SET-0001</p> <p>Type of Service: Judiciary Online Payment Service  Merchant Name: The Judiciary  Bailiff Related Services Transaction Reference No: L0829000024  Transaction Date: 12/04/2024  Total Amount: HKD 72.00</p> <p>Payment Method:</p>  <p>CANCEL PAY</p> <ul style="list-style-type: none"> <li>Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary.</li> <li>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.</li> <li>Merchant Name is applicable to credit card payment method only.</li> <li>PPS Shop&amp;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.</li> <li>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.</li> <li>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.</li> <li>For refund of online payment by credit card and PPSB, it will normally be conducted either by way of cheque to the appropriate case party or legal representative.</li> <li>Deposit account/ Sub-account balance will only be refunded upon termination of Organization Account. For refund of online payment by deduction from deposit account/ Sub-account, the refund amount will be credited to the same deposit account/ Sub-account.</li> </ul> 

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8.	<div>Acknowledgement</div> <div>Click “SAVE RECEIPT”</div> <div>“SAVE RECEIPT”</div> <div>Click “DOWNLOAD” &gt;</div> <div>Open the attachment to view and/or save it &gt;</div>	<div><div>Acknowledgement</div><div><div>Screen ID: EBAI-APP-00107</div><div><div>1 Confirmation2 Enter Case No.3 Enter Application Details4 Upload Document5 Add Service6 Preview7 Payment8 Acknowledgement</div><div><div>Acknowledgement</div><div><div>Bailiff Related Services Transaction Reference No.: L0829000024e-Payment Transaction Reference No.: C202404128000589</div><div><div>Submitted On: 12/04/2024 14:58:32e-Payment Receipt No.: 12-099-2024-000042</div></div></div><div><div>Transaction Summary</div><div><div>Request Type:<div><div>Execution</div><div>Service</div></div></div><div><div>Application Type</div><div><div>Create New Request</div><div>Send Document(s) to an Existing Request</div></div></div></div></div><div><div>Total Fees(HKD): 72.00</div><div>Case Number: DCCJ 2/2023</div><div>Court: District Court</div><div>Submitted By: Chan Dai Man</div><div>Hearing Date: -</div><div>Requestor: Party Role: Plaintiff</div><div>Requestor: Party Surname (Eng.): Chan</div><div>Requestor: Party Surname (Chi.): -</div><div>Requestor: Contact Person: WONG</div><div>Requestor: Correspondence Address (Eng.): OLD STREET CENTRAL Hong Kong</div><div>Payment Status: Successful</div><div>Total Number of Service Request: 1</div><div>Case Type: Civil Action</div><div>Organization: Law Firm B</div><div>Requestor: Party Type: Person</div><div>Requestor: Party Given Name (Eng.): Yat Mui</div><div>Requestor: Party Given Name (Chi.): -</div><div>Requestor: Telephone No.: 22223333</div><div>Requestor: Correspondence Address (Chi.): -</div></div><div><div>Service Mode(s)</div><table><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>Wu Fa man</td><td>Central CENTRAL Hong Kong</td><td>-</td><td></td></tr></tbody></table></div><div><div>Bailiff Document(s)</div><table><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>Service Document</td><td>Writ of Summons</td><td><a href="#">Writ of Summons.pdf</a></td></tr><tr><td>2</td><td>Document</td><td>Letter from Solicitors</td><td><a href="#">Letter from Solicitors.pdf</a></td></tr></tbody></table></div><div><div>CLOSE</div><div>SAVE ACKNOWLEDGEMENT</div><div>SAVE RECEIPT</div></div></div></div></div><div><div>Judiciary Web Portal</div><div><div>Home</div><div>District Court</div><div>Electronic Filing</div><div>Inspection of Document</div><div>Bailiff Related Services</div><div>Execution and Service</div><div>Certification of Translation Service</div><div>Order Electronic Signature</div><div>Make Electronic Payments</div><div>Update Your Profile</div><div>System Maintenance Information</div></div><div><div>Hearing Date</div><div>Requestor: Party Role: Plaintiff</div><div>Requestor: Party Surname (Eng.): Chan</div><div>Requestor: Party Surname (Chi.): -</div><div>Requestor: Contact Person: WONG</div><div>Requestor: Correspondence Address (Eng.): OLD STREET CENTRAL Hong Kong</div><div>Service Mode(s)</div><table><thead><tr><th>NO.</th><th>SERVICE MODE</th></tr></thead><tbody><tr><td>1</td><td>Personal Service</td></tr></tbody></table><div>Bailiff Document(s)</div><table><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>Service Document</td><td>Writ of Summons</td><td><a href="#">Writ of Summons.pdf</a></td></tr><tr><td>2</td><td>Document</td><td>Letter from Solicitors</td><td><a href="#">Letter from Solicitors.pdf</a></td></tr></tbody></table><div><div>CLOSE</div><div>SAVE ACKNOWLEDGEMENT</div><div>SAVE RECEIPT</div></div></div><div><div>Receipt (0340412-1).pdf</div><div>Open file</div></div><div><div>Confirm to download file?</div><div>CLOSE</div><div>DOWNLOAD</div></div><div><div>Terms and Conditions</div><div>Help and Support</div><div>Feedback on ICMS</div><div>Show all</div></div></div></div>	NO.	SERVICE MODE	RECIPIENT	SERVICE ADDRESS (ENG.)	SERVICE ADDRESS (CHI.)	VIEW	1	Personal Service	Wu Fa man	Central CENTRAL Hong Kong	-		NO.	TYPE	DOCUMENT TYPE	BAILIFF DOCUMENT(S)	1	Service Document	Writ of Summons	<a href="#">Writ of Summons.pdf</a>	2	Document	Letter from Solicitors	<a href="#">Letter from Solicitors.pdf</a>	NO.	SERVICE MODE	1	Personal Service	NO.	TYPE	DOCUMENT TYPE	BAILIFF DOCUMENT(S)	1	Service Document	Writ of Summons	<a href="#">Writ of Summons.pdf</a>	2	Document	Letter from Solicitors	<a href="#">Letter from Solicitors.pdf</a>
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