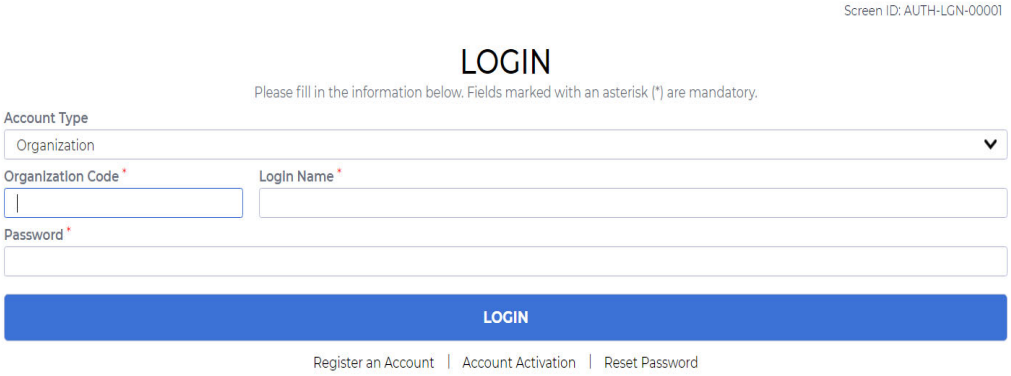
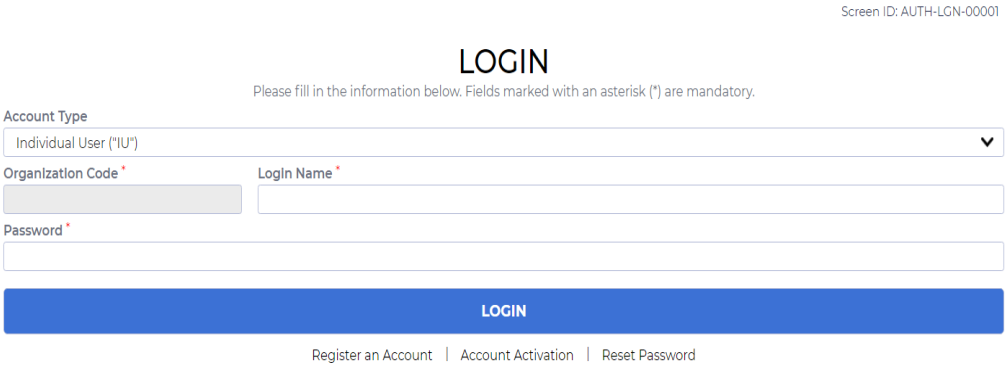
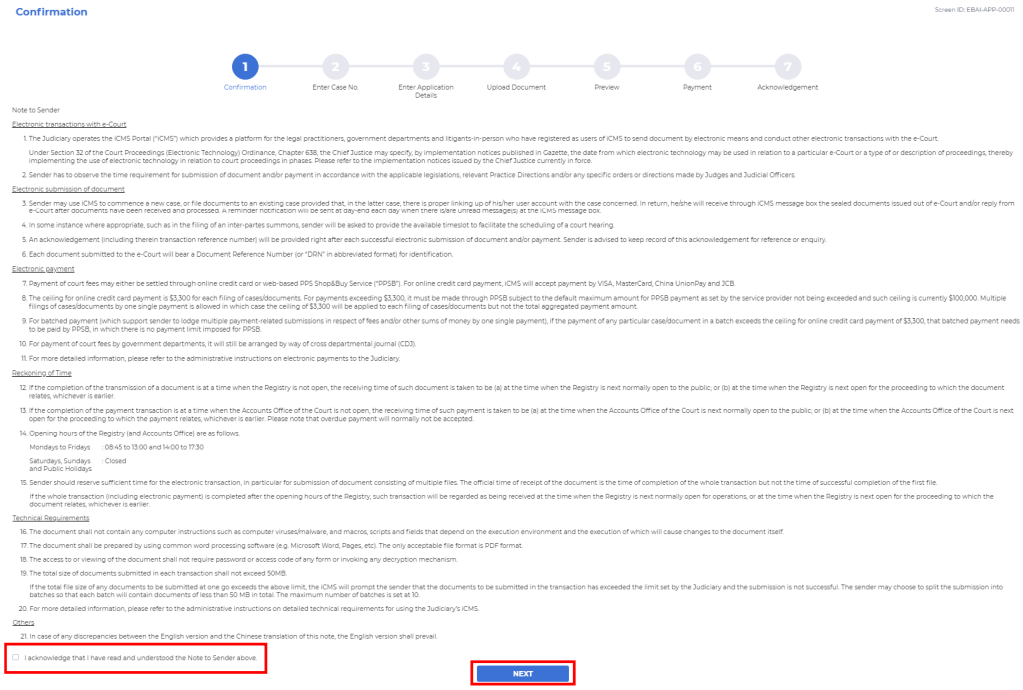
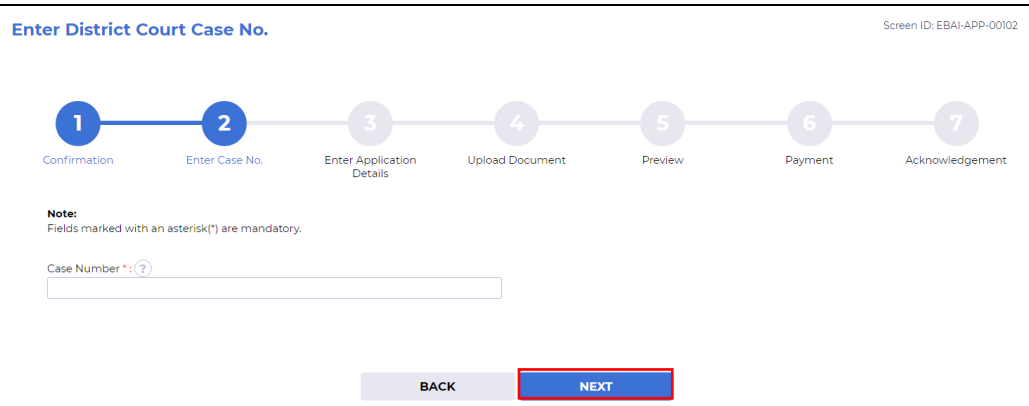
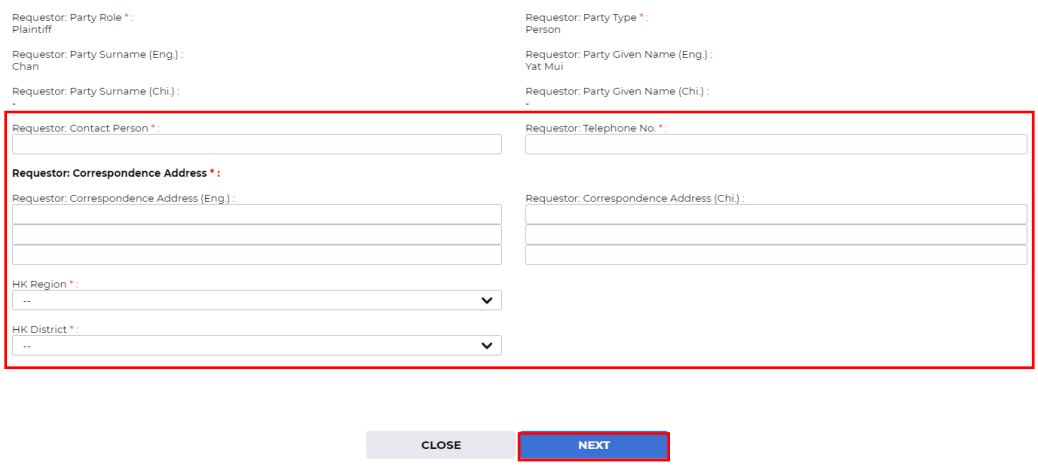
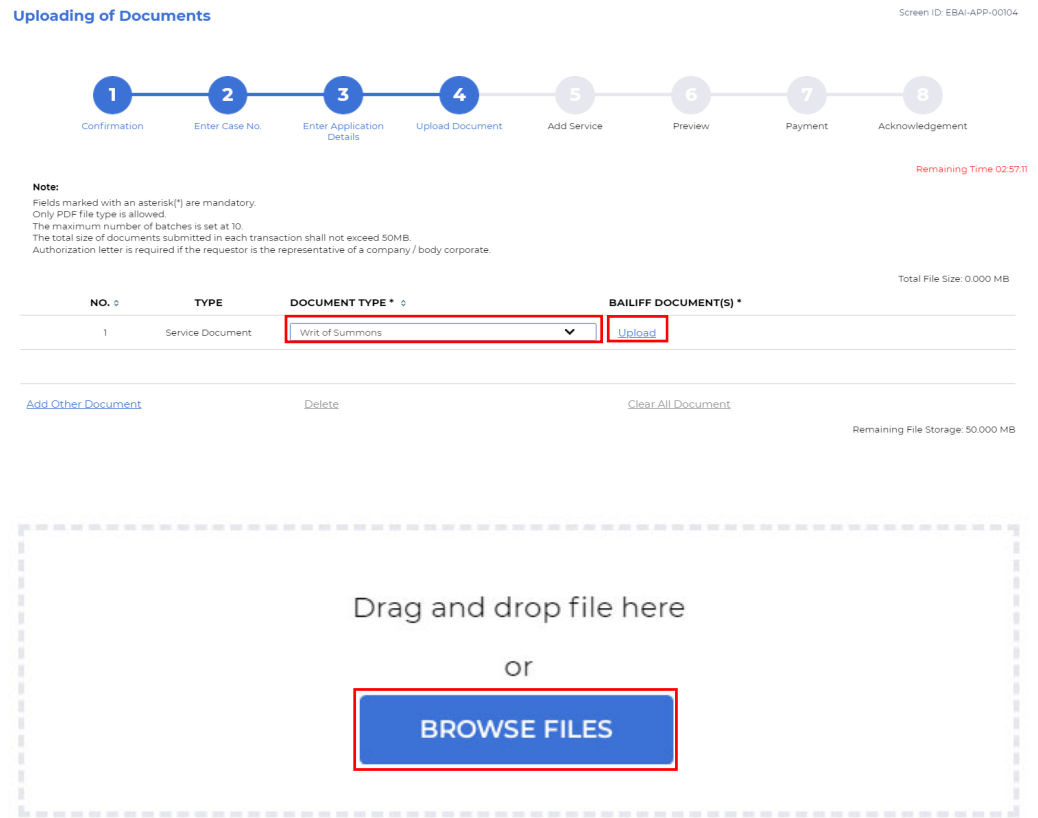
Submit Application for Service of Documents

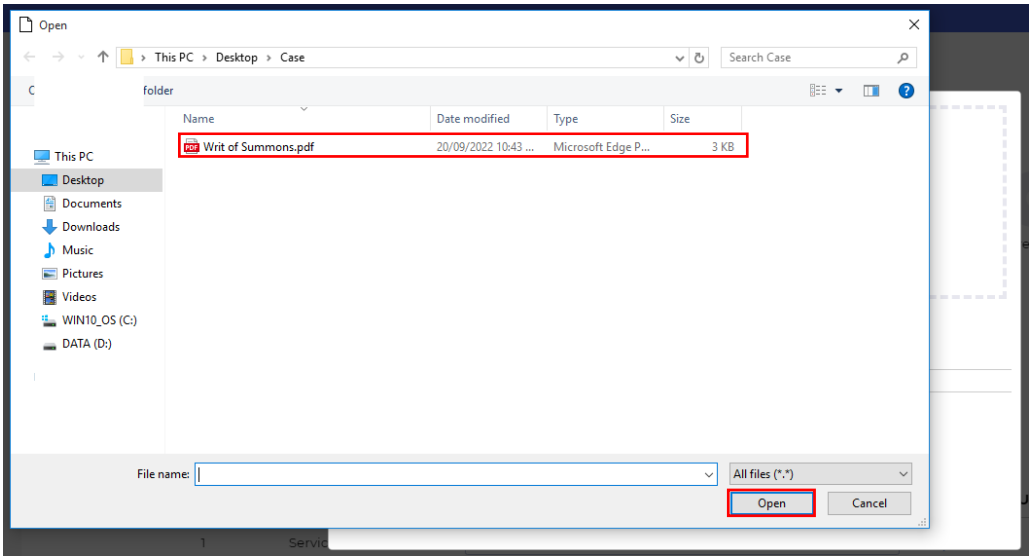
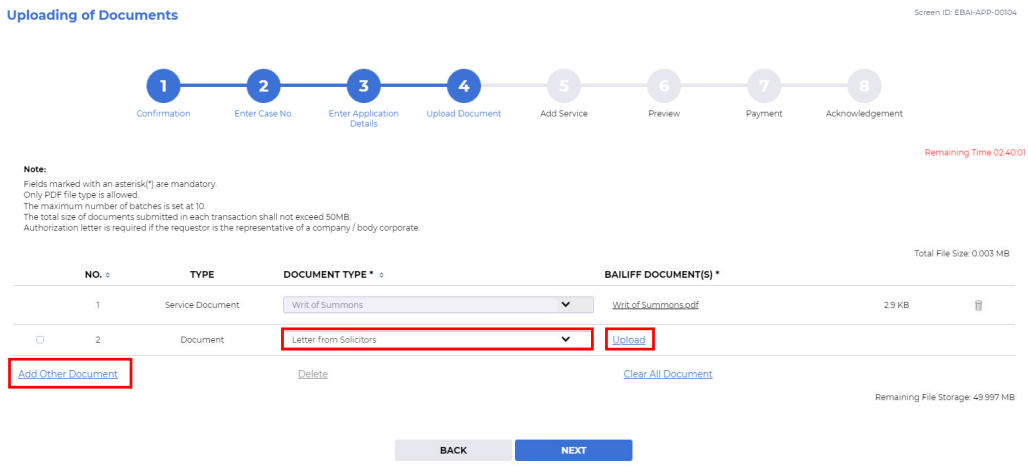
This step-by-step guide outlines the general process required to submit application for service of documents using integrated Court Case Management System ("iCMS"). It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the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

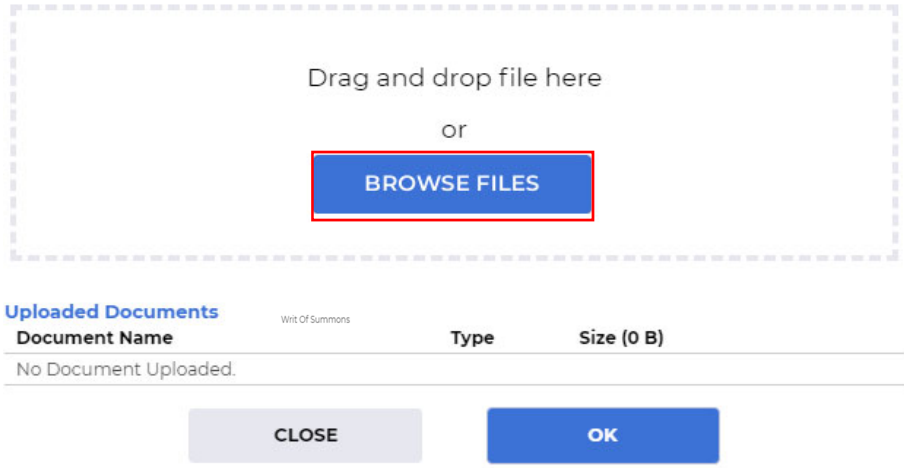
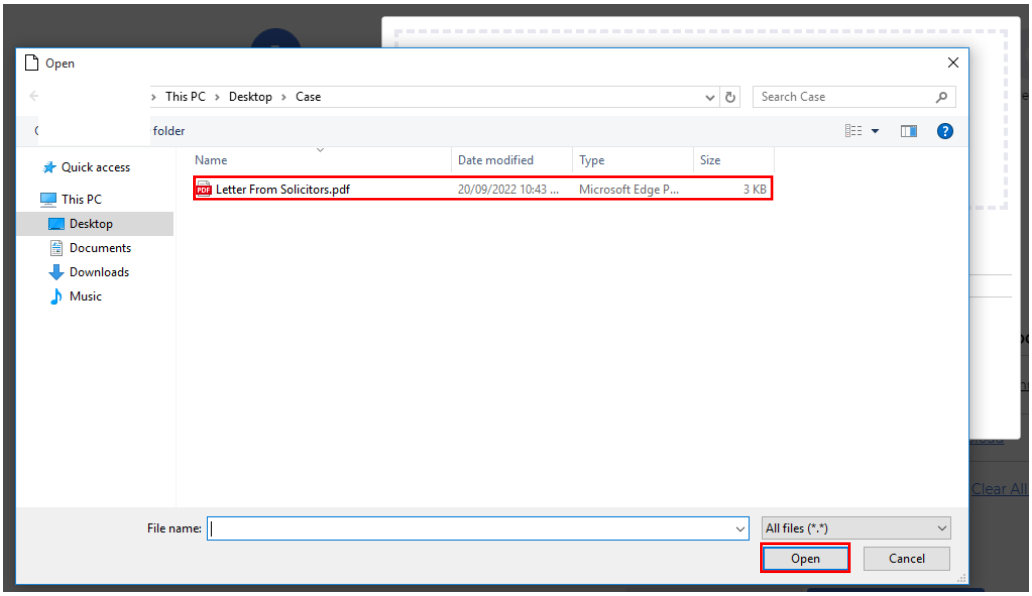
Item	Process	Relevant screenshots for reference
1.	**<u>Login user account</u>** By Organization User ("OU") or Individual User ("IU") account holder. *[Note: Please refer to the relevant step-by-step guide "Account Login and Logout" for more information if necessary.]* For OU account holders, they need 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 

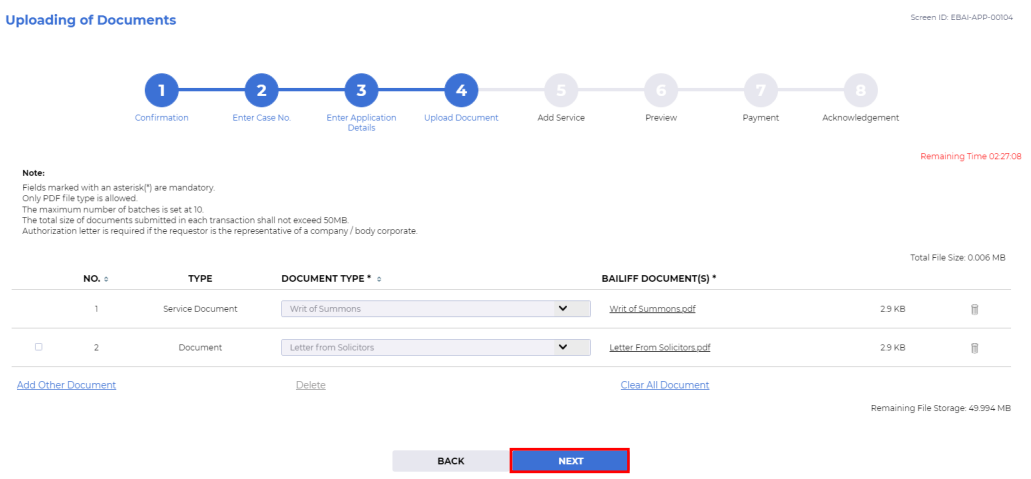
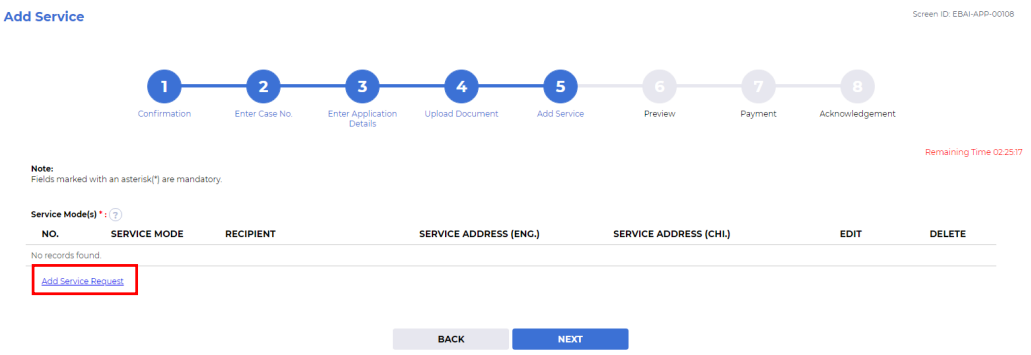
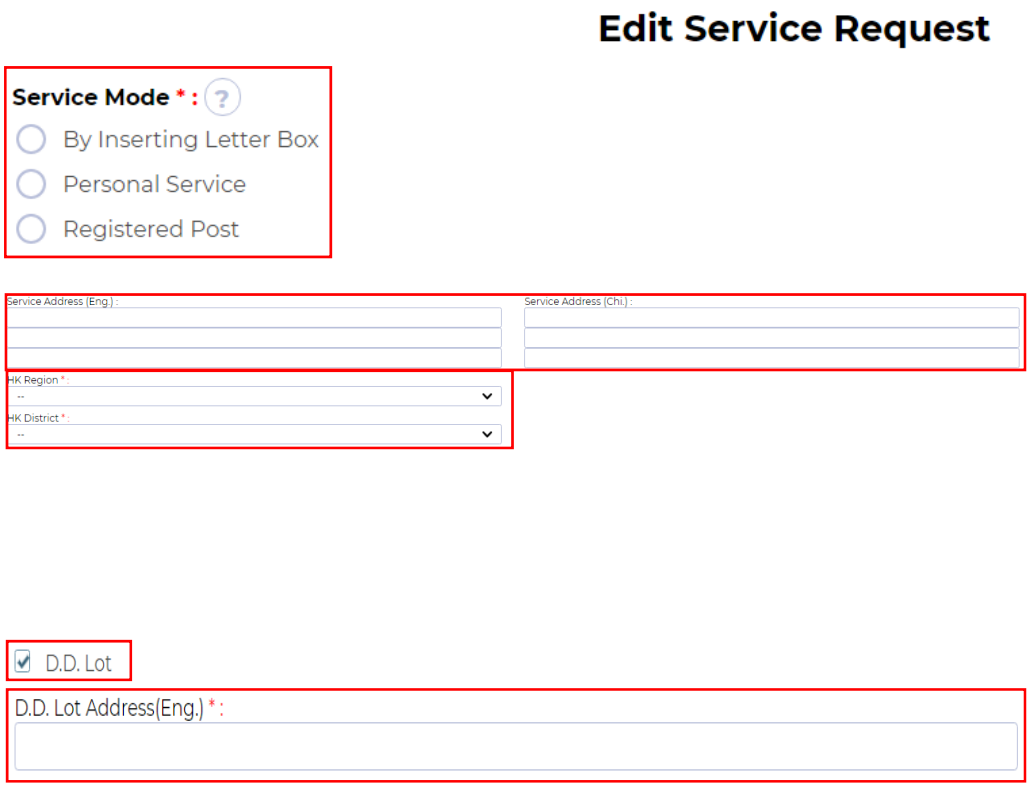
Item	Process	Relevant screenshots for reference
	<u>Access "Bailiff Related Services"</u> Select "District Court">> **<u>Click "Bailiff Related Services">></u>** Click "Execution and Service">>	
	<u>Confirmation</u> Tick the checkbox "I acknowledge that I have read and understood the Note to Sender above.">> 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>	

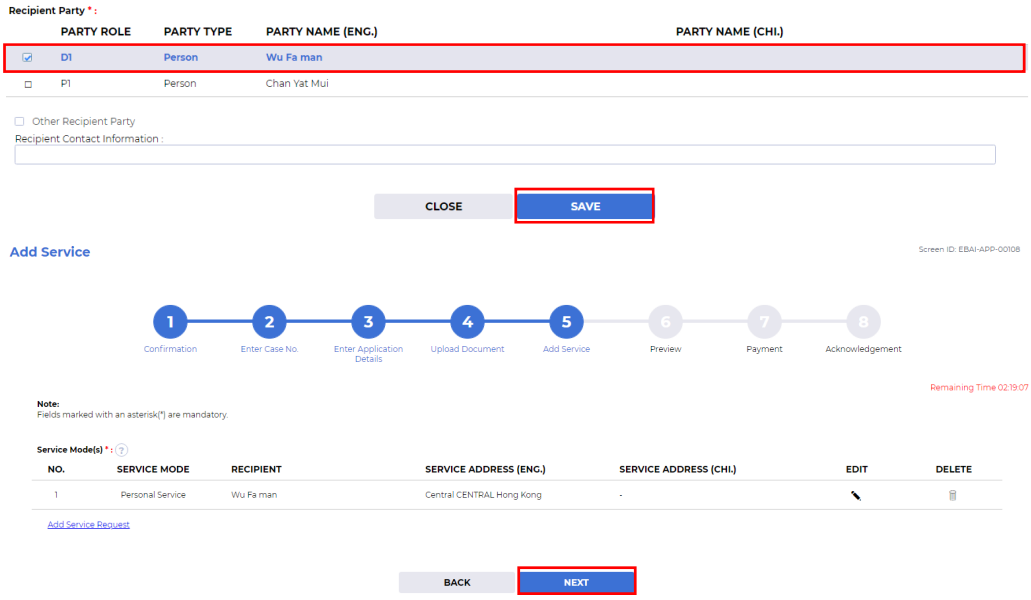
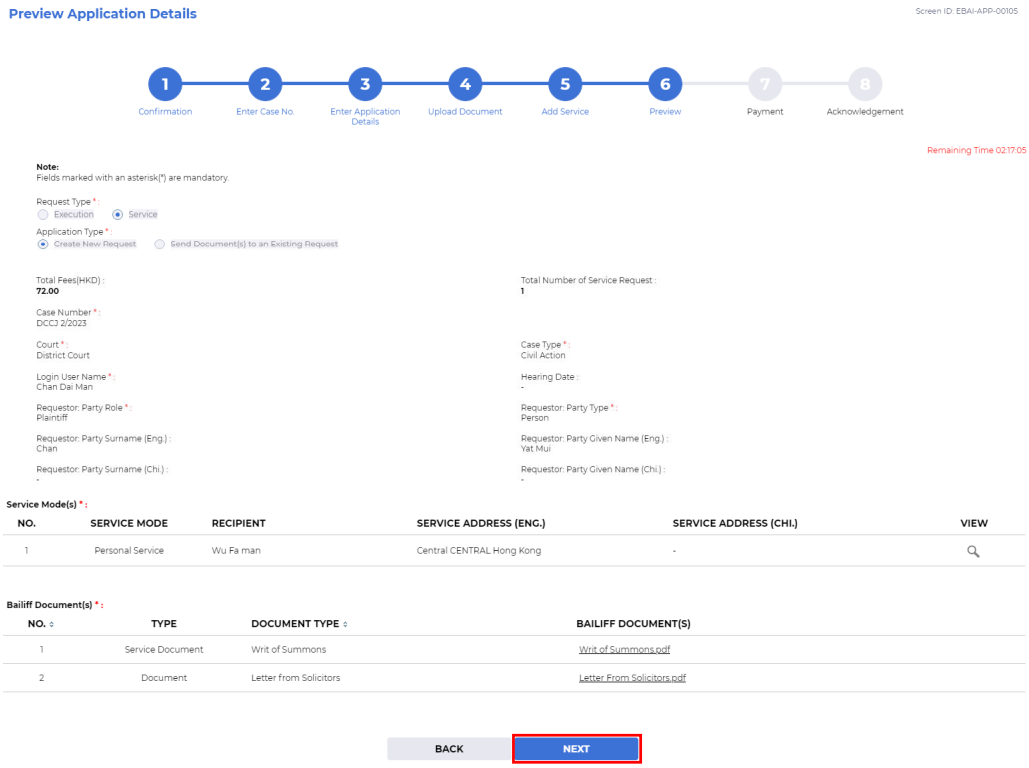
Item	Process	Relevant screenshots for reference
3.	**<u>Select type of request</u>** Under "Request Type*", click the radio button "Service">>>>

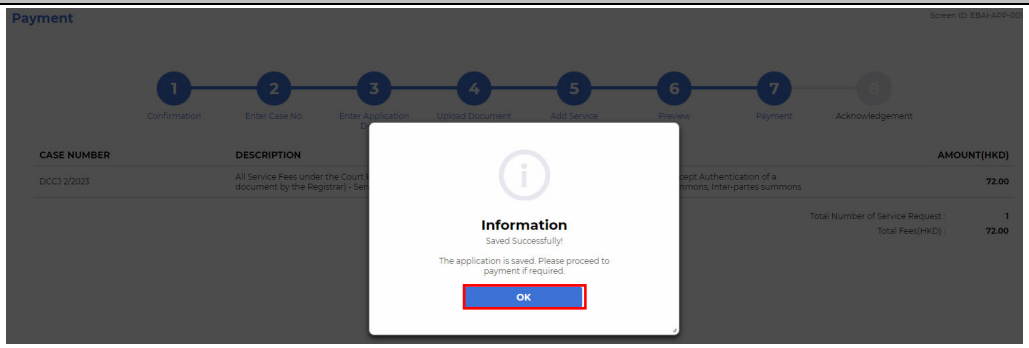
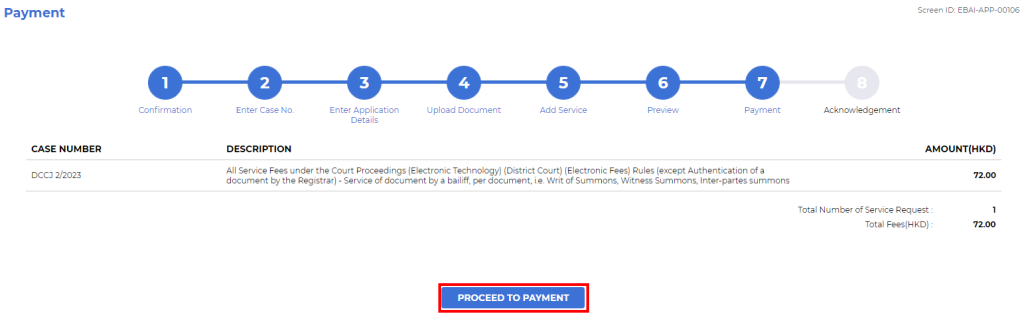
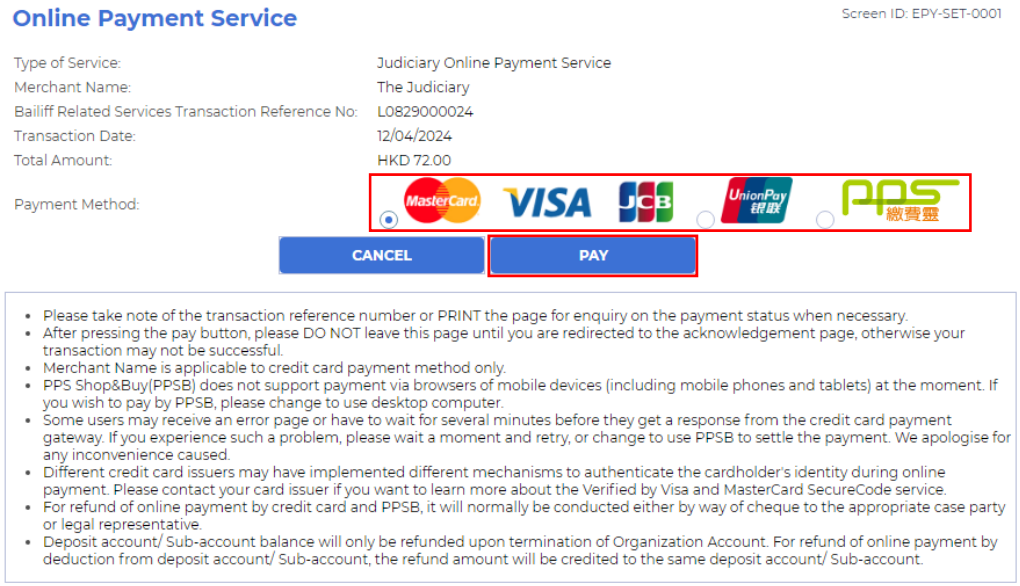
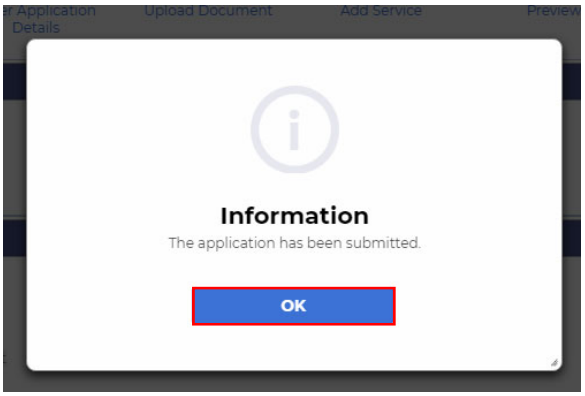
Item	Process	Relevant screenshots for reference
	Input information in the mandatory fields below • Requestor: Contact Person* • Requestor: "Telephone No.* • Requestor: Correspondence Address* (Eng.) or (Chi.) • Select the region from the pull-down menu of "HK Region"*> • Select the district from the pull-down menu of "HK District*" Click "NEXT" and move on to Item 4>	
4.	**<u>Upload document(s) to be served</u>** Select the document to be served from the pull-down menu of "DOCUMENT TYPE*"> Click "Upload">> Click "BROWSE FILES" and select the document>	

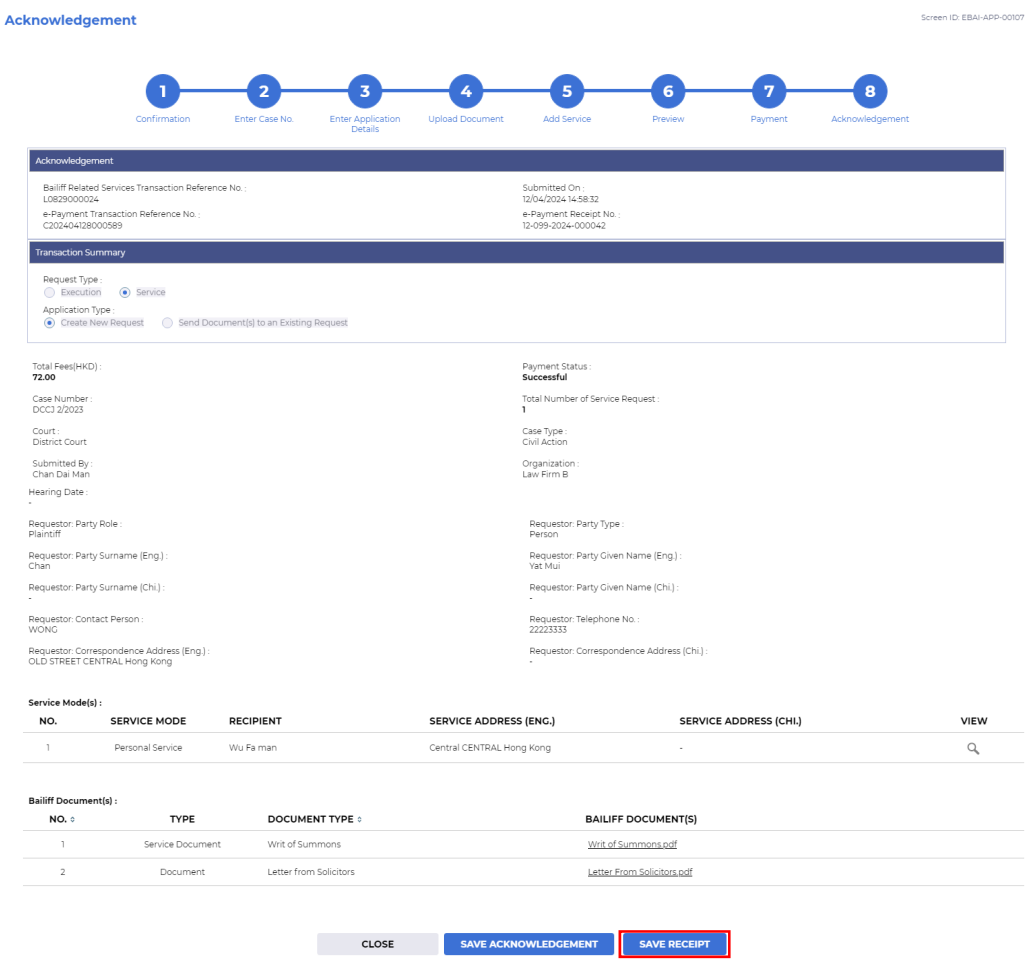
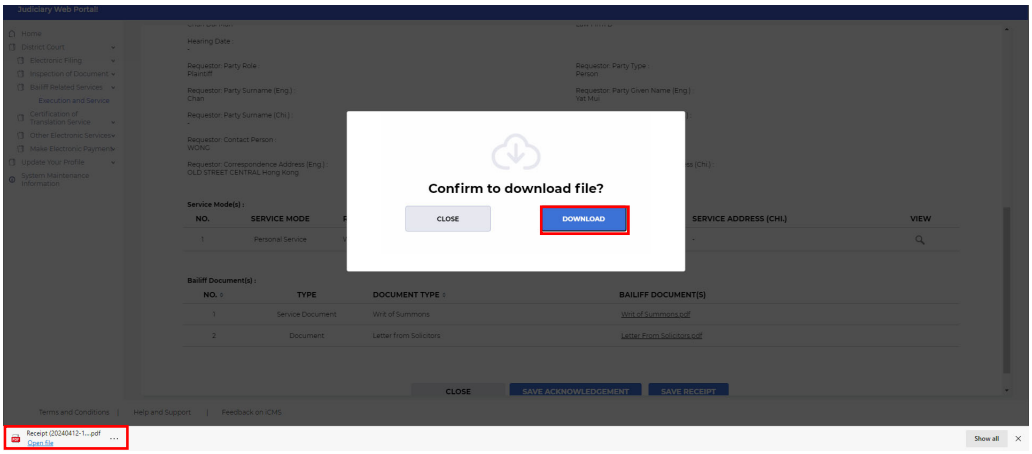
Item	Process	Relevant screenshots for reference
	Select the file to be uploaded and click “Open”> Click “Preview” to view the image of document> Document Name is displayed under “Uploaded Documents” Click “Delete” if the uploaded document is not correct> Or click “OK” if the uploaded document is in order>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

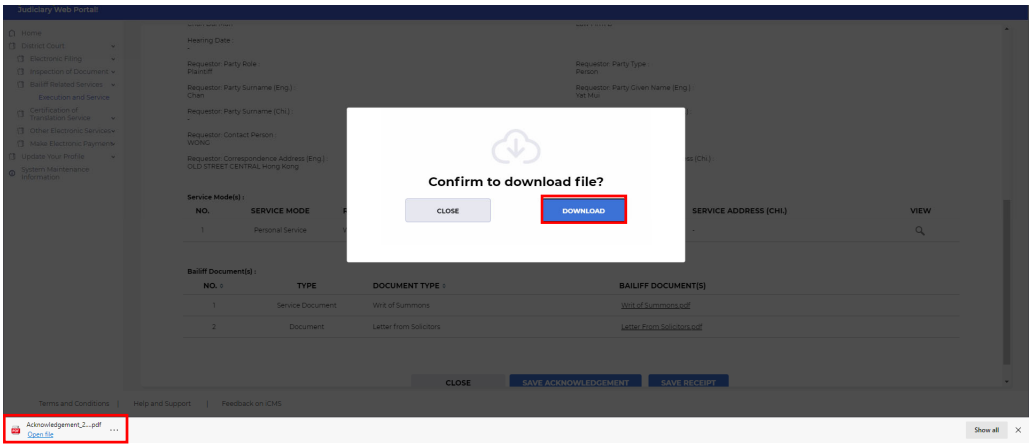
Item	Process	Relevant screenshots for reference
	Click "NEXT" and move on to Item 5>	
5.	**<u>Add service request</u>** Click "Add Service Request"> Select the mode of service by clicking the radio button under "Service Mode*"> Input "Service Address" (Eng.) or (Chi.)> Select the region from the pull-down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

Item	Process	Relevant screenshots for reference
	tick the checkbox “D.D. Lot” and input the “D.D. Lot Address(Eng.)*” Select from “Recipient Party*” Click “SAVE” if the input data under “Edit Service Request” is in order Click “NEXT” and move on to Item 6>	
6.	**<u>Confirm after previewing application details</u>** Click “NEXT” and move on to Item 7> 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”>	
7.	**<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”> Click “OK” to close the pop-up message under “Information”>	  

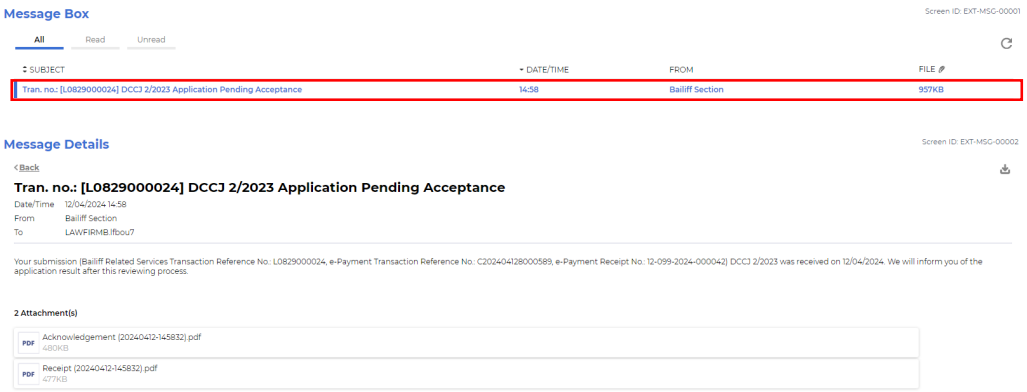
Item	Process	Relevant screenshots for reference
8.	**Acknowledgement** Click "SAVE RECEIPT" Click "DOWNLOAD" > Open the attachment to view and/or save it >	 

Item	Process	Relevant screenshots for reference
	Click “SAVE ACKNOWLEDGEMENT”>	1 / 1 司法機構 JUDICIARY **Payment Receipt** e-Payment Transaction Reference No: C202404128000589 Court Level: District Court Submitted By: Dr. Chan Dai Man(LAWFIRMB.1fbou7) Payer: Law Firm B e-Payment Transaction Date Time: 12/04/2024 14:58:26 e-Payment Method: Credit Card(JCB) Total(HKD): 72.00 **Transaction Summary:** No. | e-Payment Receipt No. | Case No(s). | Case Type(s) | DRN(s) | Payment Item(s) | Fee(HKD) 1 | 12-099-2024-000042 | DCCJ 2/2023 | Civil Action | N/A | All Service Fees under the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules (except Authentication of a document by the Registrar) - Service of document by a bailiff, per document, i.e. Writ of Summons, Witness Summons, Inter-partes summons | 72.00 Hearing Date : - Requestor: Party Role : Plaintiff Requestor: Party Type : Person Requestor: Party Surname (Eng.) : Chan Requestor: Party Given Name (Eng.) : Yat Mui Requestor: Party Surname (Chi.) : - Requestor: Party Given Name (Chi.) : - Requestor: Contact Person : WONG Requestor: Telephone No. : 22223333 Requestor: Correspondence Address (Eng.) : OLD STREET CENTRAL Hong Kong Requestor: Correspondence Address (Chi.) : - **Service Mode(s) :** NO. | SERVICE MODE | RECIPIENT | SERVICE ADDRESS (ENG.) | SERVICE ADDRESS (CHI.) | VIEW 1 | Personal Service | Wu Fa man | Central CENTRAL Hong Kong | - **Bailiff Document(s) :** NO. | TYPE | DOCUMENT TYPE | BAILIFF DOCUMENT(S) 1 | Service Document | Writ of Summons | Writ of Summons.pdf 2 | Document | Letter from Solicitors | Letter From Solicitors.pdf CLOSE | SAVE ACKNOWLEDGEMENT | SAVE RECEIPT

Item	Process	Relevant screenshots for reference
	Click “DOWNLOAD” > Open the attachment to view and/or save it >	 司 法 機 構 JUDICIARY Acknowledgement **Bailiff Related Service Transaction Reference No.:** L0829000024 **Submitted On:** 12/04/2024 14:58:32 **Request Type:** Service **Application Type:** Create New Request **Submitted By:** Chan Dai Man **Organization:** Law Firm B **Total Fees(HKD):** 72 **Payment Status:** Successful **e-Payment Transaction Reference No:** C202404128000589 **e-Payment Receipt No:** 12-099-2024-000042 **Case Number:** DCCJ 2/2023 **Court:** District Court **Case Type:** Civil Action **Hearing Date:** - **Requestor: Party Role:** Plaintiff **Requestor: Party Type:** Person **Requestor: Party Name(Eng):** Chan Yat Mui **Requestor: Party Name(Chi):** - **Requestor: Contact Person:** WONG **Requestor: Telephone No.:** 22223333 **Requestor: Correspondence Address (Eng):** OLD STREET CENTRAL Hong Kong **Requestor: Correspondence Address (Chi):** -

<table>
<tr><th>Item</th><th>Process</th><th>Relevant screenshots for reference</th></tr>
<tr><td></td><td></td><td>
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></tr>
<tr><td>1</td><td>Personal Service</td><td>Wu Fa man</td><td>Central CENTRAL Hong Kong</td><td>-</td></tr>
</table>
Bailiff Document(s)
<table>
<tr><th>NO.</th><th>DOCUMENT TYPE</th><th>BAILIFF DOCUMENT(S)</th></tr>
<tr><td>1</td><td>Writ of Summons</td><td>Writ of Summons.pdf</td></tr>
<tr><td>2</td><td>Letter from Solicitors</td><td>Letter From Solicitors.pdf</td></tr>
</table>
</td></tr>
<tr><td>9.</td><td><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.</td><td>Message box with message header(s) appearing on the landing page
 

Remarks: Bailiff Section may send you request-related correspondence via the system.</td></tr>
</table>