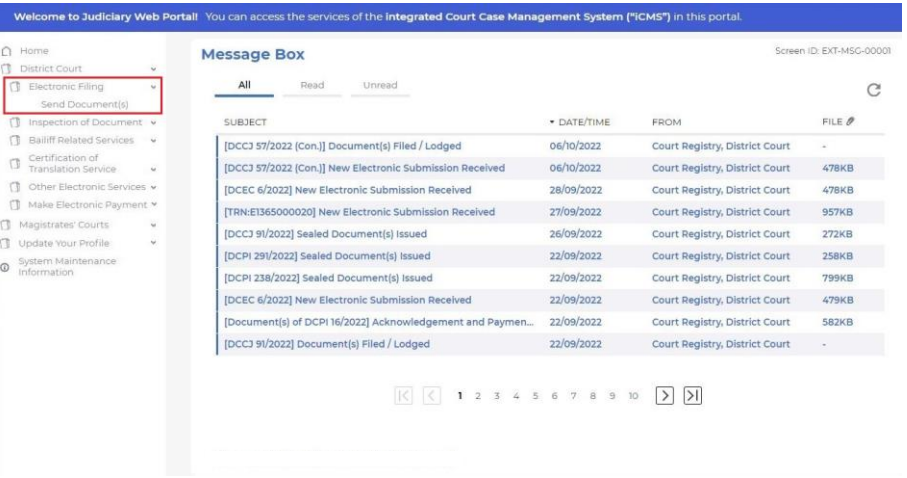
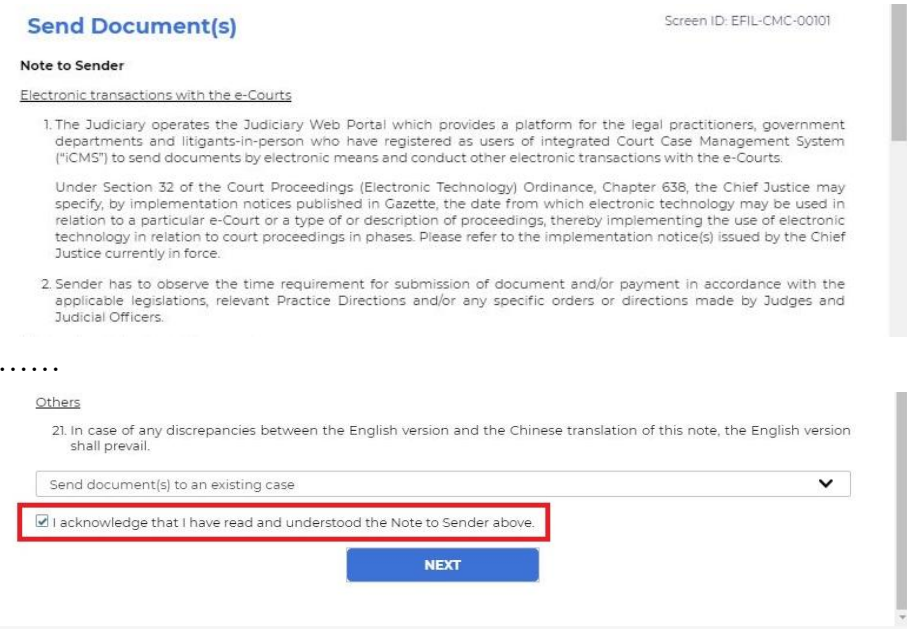
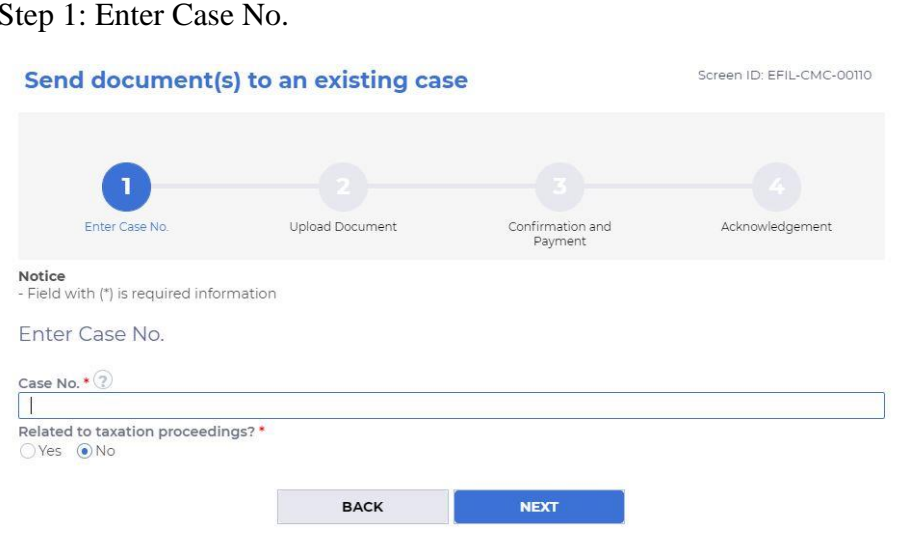


## Upload document using "drag and drop" feature

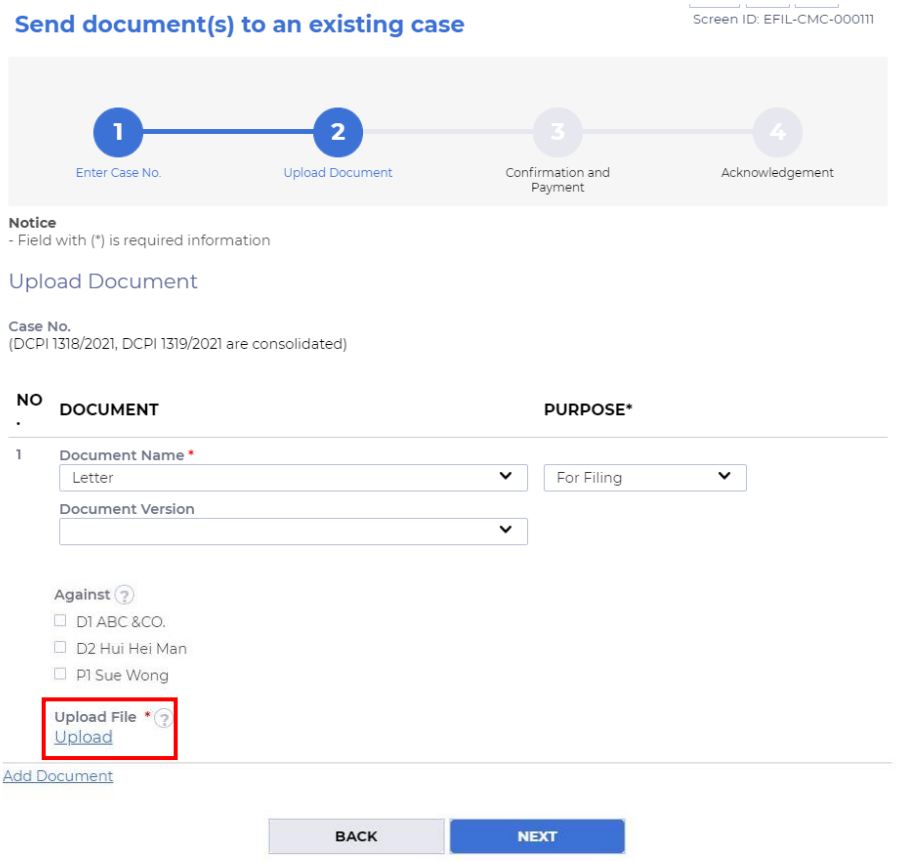
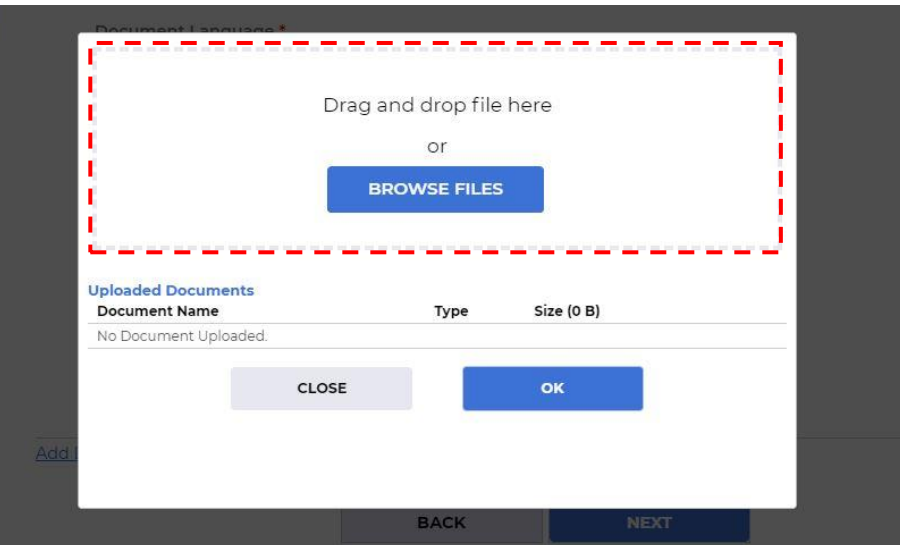
This step-by-step guide outlines the general process required to send documents using iCMS. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Relevant screenshots for reference
1.	<p><b><u>Login user account</u></b></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 "Assign court case(s) to OU Account(s) by SA of the same branch, after assignment by PA (by case number)" for more information if necessary.]</i></p>	<p>Organization User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <div style="text-align: center;"> <h3>LOGIN</h3> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type  <input type="text" value="Organization"/></p> <p>Organization Code *    Login Name *  <input type="text"/>    <input type="text"/></p> <p>Password *  <input type="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> </div> <p>Individual User</p> <p style="text-align: right;">Screen ID: AUTH-LGN-00001</p> <div style="text-align: center;"> <h3>LOGIN</h3> <p>Please fill in the information below. Fields marked with an asterisk (*) are mandatory.</p> <p>Account Type  <input iu")"="" type="text" value="Individual User ("/></p> <p>Organization Code *    Login Name *  <input type="text"/>    <input type="text"/></p> <p>Password *  <input type="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> </div>

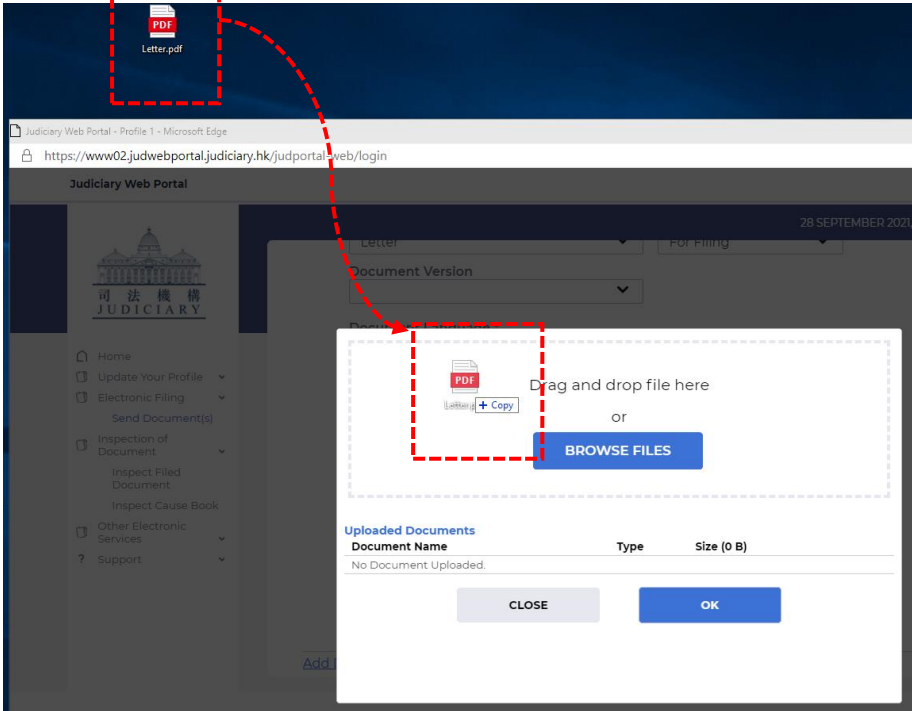
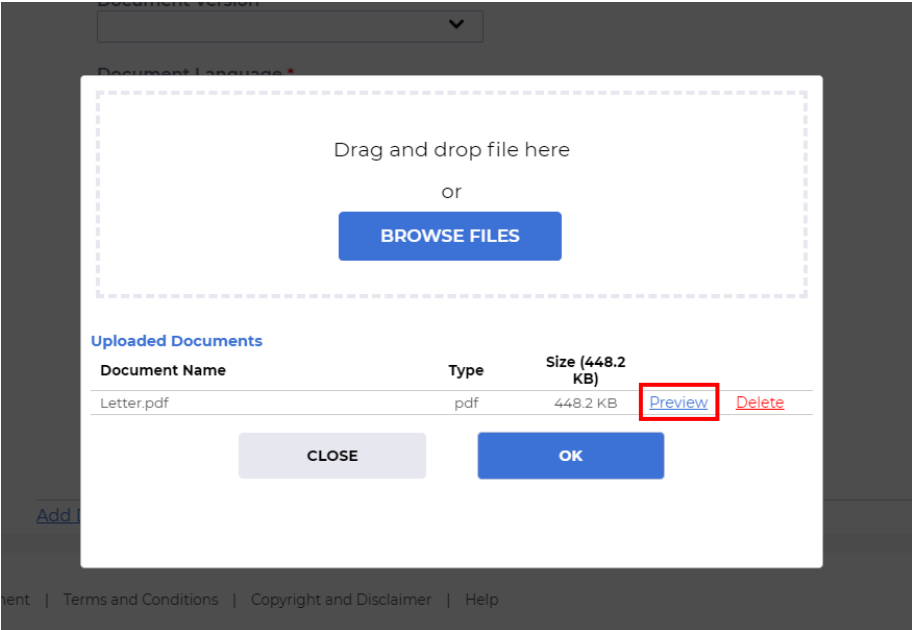
Step-by-step guide - "Upload document using 'drag and drop' feature"

Item	Process	Relevant screenshots for reference																																												
2.	<p><b><u>Access e-Filing function</u></b></p> <p>Select court level, e.g. "District Court"&gt;</p> <p>Click "Electronic Filing" &gt;</p> <p>Select "Send Document(s)"&gt;</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 <b>Electronic Filing</b> Send Document(s) Inspection of Document 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 Screen ID: EXT-MSC-00001</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 91/2022] Sealed Document(s) Issued</td> <td>26/09/2022</td> <td>Court Registry, District Court</td> <td>272KB</td> </tr> <tr> <td>[DCPI 291/2022] 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 91/2022] 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 91/2022] Sealed Document(s) Issued	26/09/2022	Court Registry, District Court	272KB	[DCPI 291/2022] 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 91/2022] Document(s) Filed / Lodged	22/09/2022	Court Registry, District Court	-
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3.	<p><b><u>Select the required function</u></b></p> <p>Select "Send document(s) to an existing case" &gt;</p> <p>Tick the checkbox "I acknowledge that I have read and understood the Note to Sender above." &gt;</p> <p>Click "NEXT"&gt;</p>	 <p>Send Document(s) Screen ID: EFIL-CMC-00101</p> <p>Note to Sender 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><b><u>Enter case number</u></b></p> <p>Input "Case No. *"&gt;</p> <p>Select "No" in "Related to taxation proceedings? *"&gt;</p> <p>Click "NEXT"&gt;</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? * <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>BACK NEXT</p>																																												

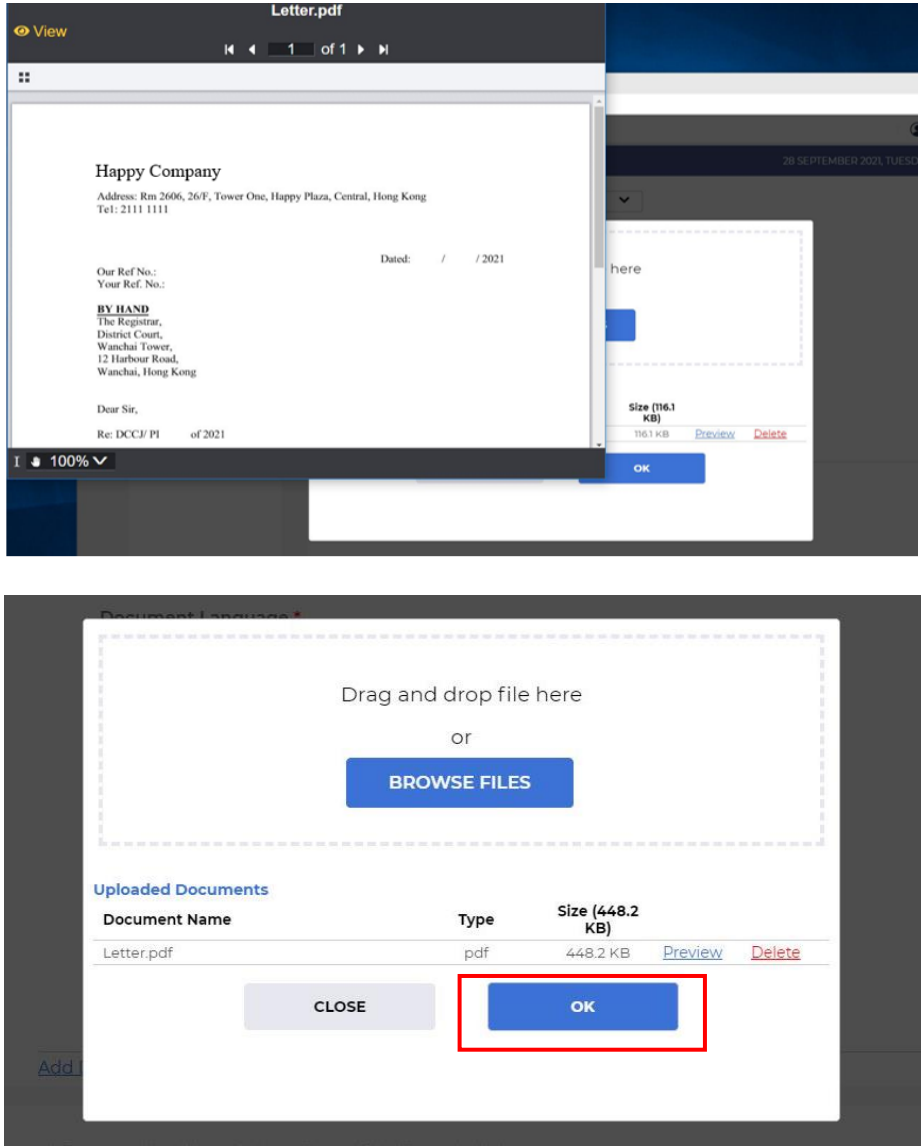
Step-by-step guide - “Upload document using ‘drag and drop’ feature”

Item	Process	Relevant screenshots for reference
<p>5.</p> <p><b><u>Upload document in case commencement and filing to existing case</u></b></p> <p>After filling in necessary information of a document and clicking “Upload”, an upload box pops up</p> <p><i>[Note: Please refer to “How to commence a new case?” video clip, step-by-step guide “Commence a new case”, and/ or “How to send documents to an existing case” video clip for more information if necessary.]</i></p>		
<p>6.</p> <p><b><u>Upload document by drag and drop</u></b></p> <p>Other than clicking “BROWSE FILES”, you may upload the file at your local drive by dragging the file to the box marked as “Drag and drop file here”&gt;</p>		

Step-by-step guide - “Upload document using ‘drag and drop’ feature”

Item	Process	Relevant screenshots for reference						
7.	<p><b><u>Upload document by drag and drop (cont’d)</u></b></p> <p>“Drag” the file you wish to upload at your local drive and “drop” it inside the “Drag and drop file here” box&gt;</p>	 <p>The screenshot shows the Judiciary Web Portal interface. A file upload dialog is open, displaying a 'Drag and drop file here' area. A red dashed box highlights a 'Letter.pdf' file being dragged from the local drive into this area. Below the drop area is a 'BROWSE FILES' button. Underneath, there is a table titled 'Uploaded Documents' with columns for 'Document Name', 'Type', and 'Size (0 B)'. The table currently shows 'No Document Uploaded.' and 'CLOSE' and 'OK' buttons are visible at the bottom of the dialog.</p>						
8.	<p><b><u>Preview document</u></b></p> <p>Document name is displayed under “Uploaded Documents”</p> <p>Click “Preview” to view the image of the uploaded document and check whether the correct file has been uploaded</p>	 <p>This screenshot shows the 'Uploaded Documents' table after a document has been successfully uploaded. The table has columns for 'Document Name', 'Type', and 'Size (448.2 KB)'. The row for 'Letter.pdf' is highlighted, and a red box highlights the 'Preview' button next to the document name. The 'Delete' button is also visible. 'CLOSE' and 'OK' buttons are at the bottom of the dialog.</p> <table border="1" data-bbox="690 1438 1412 1522"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (448.2 KB)</th> </tr> </thead> <tbody> <tr> <td>Letter.pdf</td> <td>pdf</td> <td>448.2 KB</td> </tr> </tbody> </table>	Document Name	Type	Size (448.2 KB)	Letter.pdf	pdf	448.2 KB
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Letter.pdf	pdf	448.2 KB						

Step-by-step guide - “Upload document using ‘drag and drop’ feature”

Item	Process	Relevant screenshots for reference						
9.	<p><b><u>Preview document (cont’d)</u></b></p> <p>Uploaded document image pops up</p> <p>If the uploaded document is incorrect, click “Delete” and follow the same procedure above to upload a correct file.</p> <p>Click “OK” to proceed&gt;</p>	 <p>The first screenshot shows a PDF viewer titled 'Letter.pdf' displaying a document from 'Happy Company'. The document content includes: 'Address: Rm 2606, 26/F, Tower One, Happy Plaza, Central, Hong Kong Tel: 2111 1111', 'Our Ref No.: / / 2021', 'Your Ref. No.: / / 2021', 'BY HAND The Registrar, District Court, Wanchai Tower, 12 Harbour Road, Wanchai, Hong Kong', and 'Dear Sir, Re: DCC/ PI of 2021'. A 'Preview' window is overlaid on the document, showing a 'Size (116.1 KB)' and '116.1 KB' with 'Preview' and 'Delete' buttons. An 'OK' button is visible at the bottom of the preview window.</p> <p>The second screenshot shows a 'Document Upload' dialog box. It contains a dashed box with the text 'Drag and drop file here' and 'or' above a blue 'BROWSE FILES' button. Below this is a table titled 'Uploaded Documents':</p> <table border="1" data-bbox="682 1071 1429 1176"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Size (448.2 KB)</th> </tr> </thead> <tbody> <tr> <td>Letter.pdf</td> <td>pdf</td> <td>448.2 KB</td> </tr> </tbody> </table> <p>At the bottom of the dialog box, there are 'CLOSE' and 'OK' buttons. The 'OK' button is highlighted with a red rectangle.</p>	Document Name	Type	Size (448.2 KB)	Letter.pdf	pdf	448.2 KB
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