

## Notes

1. The Judiciary will extend the integrated Court Case Management System (iCMS) to selected case types of the High Court by phases.

Please refer to the implementation notices issued by the Chief Justice that are currently in force for details of the case types to which iCMS has been extended ([https://www.judiciary.hk/en/e\\_courts/index.html](https://www.judiciary.hk/en/e_courts/index.html)).

This leaflet is intended for court users involved in case types of the High Court to which the iCMS has been extended, and who are not legally represented.

2. A party who files or submits a document in the **conventional paper mode**, instead of using the iCMS, is required to provide to the Court at the time of making the filing or submission an electronic copy of the document in a USB storage device or portable hard disk.
3. Depending on the nature of the document, a litigant may need to visit other court offices before scanning and/or uploading the document, e.g. making payment at the Accounts Office, obtaining hearing date at the Listing Office, or making oath/ affirmation at the Oaths and Declaration Office.
4. A litigant who is not legally represented may make use of the self-service kiosks to scan and make an electronic copy of the document to be filed or submitted to the Court.
5. Points to note when using the scanning and uploading function of the self-service kiosks:
  - 5.1. Use a photocopy of the original document for scanning to avoid potential risk of damage to the original paper document during the scanning process.
  - 5.2. Use the flatbed feature to scan document in odd size or document with fragile paper quality.
  - 5.3. Mark the page number on each page of the document to be scanned and filed.
  - 5.4. Upon the completion of the scanning and/or uploading process, a QR code label will be generated. Affix the QR code label to the back of the last page of the document.
  - 5.5. If a document is written on both sides, affix the QR code label to an available space on the back of the last sheet of the document.
  - 5.6. If there are more than one set of documents, scan and/or upload them one by one to obtain a QR code label for each set of document, and affix the QR code label to the back of the last page of the set of document before scanning the next set of document.

## For litigants-in-person

# How to scan and upload documents using self-service kiosks



# Using self-service kiosks at High Court Building for scanning and uploading documents

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## IF APPLICABLE:

- Pay filing fee at the High Court Accounts Office (LG2/F) and receive a franked document
- Obtain hearing date at the Listing Office
- Make oath/ affirmation at the Oaths and Declaration Office

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Go to self-service kiosks at the Resource Centre for Unrepresented Litigants (LG1/F)

3

- Inform the staff the service required:
  - Uploading of document (if you have prepared and brought the electronic copy of the document for filing/ submission to the Court)
  - Scanning and uploading of document (if you do not have an electronic copy of the document) and the total number of pages to be scanned
- Get a ticket at the ticketing kiosk

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Declare you are an unrepresented litigant

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Approach the available self-service kiosk when your ticket number is called

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- ⌚ Use the self-service kiosks via the **regular** track if the number of pages to be scanned **exceeds** the specified amount
- ⚡ Use the self-service kiosks via the **fast** track for uploading of document only or if the number of pages to be scanned **does not exceed** the specified amount

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