



# **Briefing Session on Electronic Filing via the Integrated Court Case Management System**

## **Presenters:**

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The Judiciary*

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The Judiciary*

**Hong Kong Academy of Law**

**Friday, 30 May 2025  
(4:00 pm – 5:00 pm)**

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# Briefing Session on Electronic Filing via the integrated Court Case Management System (“iCMS”)

30 May 2025

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## Agenda

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1. Brief introduction of the iCMS
2. New filing requirement upon rollout of iCMS external functions for the High Court (“HC”) selected case types
3. Brief introduction of the Judiciary’s dedicated webpage on e-Courts
4. Walkthrough on key iCMS electronic filing functions
5. Q&A session
6. Hands-on practice session (face-to-face mode only)

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# 1. Brief introduction of the iCMS

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## The iCMS

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- A web-based e-system developed by the Judiciary and designated by the Chief Justice to facilitate the use of electronic technology in the e-Courts
- Judiciary's ultimate goal is to use the iCMS for **replacement of the conventional paper mode** as the primary litigation system. The Judiciary intends to **start mandating** the use of the iCMS for all legally represented litigants in respect of the relevant case types **as from 2026**



## Advantages of using the iCMS

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- Provide flexibility of conducting electronic transactions with the Court **anytime and anywhere**
- Save costs and promote efficiency such as saving the printing cost and travelling time and expenses
- Save manpower and facilitate better deployment of resources
- Enjoy **20% fee concession** on fee items which are primarily or directly related to electronic handling of court documents

## Key electronic services under the iCMS

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- Send and receive court documents
- Inspect or search filed documents
- Search cause books
- Make electronic payments – different electronic payment options:
  - (1) Online credit cards
  - (2) PPS Shop&Buy Service (“PPSB”)
  - (3) Deposit Account (new electronic payment option)

# Registration

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- Registration for iCMS accounts to use its full services
- Unregistered users may only use certain services, e.g. search electronic documents that may be inspected by the public

# Phased implementation

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- Phase 1
  - District Court (“DC”) civil proceedings incrementally from May 2022
  - Summons Courts of Magistrates’ Courts (“MCs”) since December 2022
- Phase 2
  - Bulk claims of Small Claims Tribunal since October 2024
  - Civil proceedings of HC starting from June 2025
  - Court of Final Appeal, criminal proceedings of HC and DC, and non-Summons Courts of MCs incrementally afterwards

## Implementation of iCMS external functions for HC

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- iCMS external functions for HC are targeted for production launch by phases starting from 30 June 2025
- The first case type to be rolled out is Civil Appeal (“CACV”)
- The tentative implementation timeline of another 10 selected HC case types:

August 2025	Commercial Action (“HCCL”) Intellectual Property Case (“HCIP”) Construction and Arbitration Proceedings (“HCCT”)
October 2025	Personal Injuries Action (“HCPI”)
December 2025	Civil Action (“HCA”)

## Implementation of iCMS external functions for HC

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By phases starting from 2026	Probate Action (“HCAP”) Miscellaneous Proceedings of the Court of Appeal (“CAMP”) Magistracy Appeal (“HCMA”) Miscellaneous Proceedings (Criminal) (“HCCP”) Intended Action (“HCZZ”)
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## 2. New filing requirement upon rollout of iCMS external functions for HC selected case types

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### New filing requirement at the registries

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- The e-Practice Direction for HC will require a party who files or submits a document in the **conventional paper mode** to provide to the Court at the time of making the filing or submission an electronic copy of the document in USB mass storage device(s) or portable hard disk(s) with USB interface
- Parties including law firms are required to produce electronic copy for HC case types that are already iCMS-enabled

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## New filing requirement

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Step 1: pay filing fee at HC Accounts Office to receive a franked document

Step 2: scan the franked document outside the court premises through your own means



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## New filing requirement

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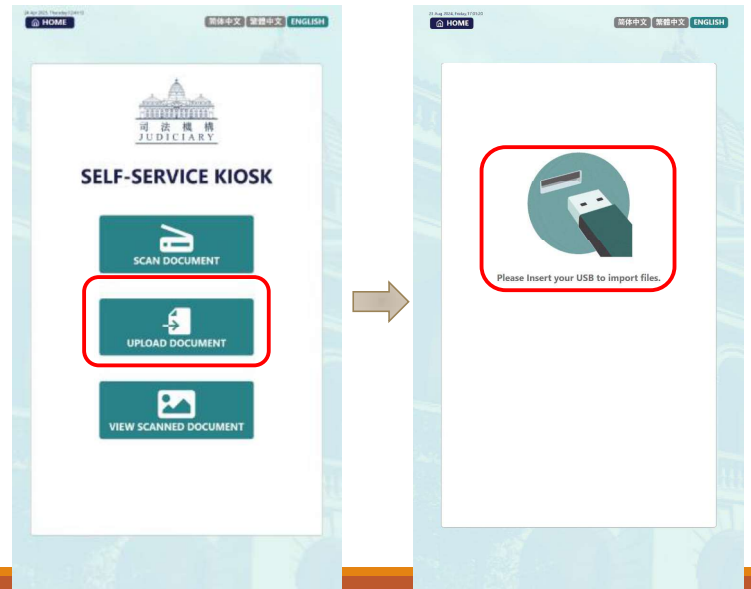
Step 3: bring along the USB device(s) containing the scanned document to the Resource Centre for Unrepresented Litigants at LG1/F of the HC Building, and use the self-service kiosks therein to upload the scanned document image



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## New filing requirement

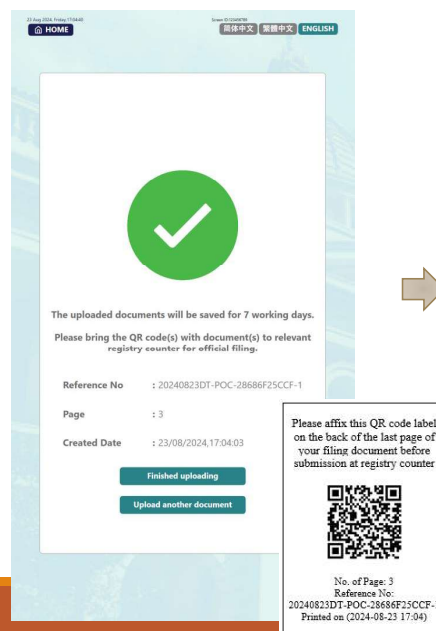
- The “Scan Document” function is for litigants-in-person ONLY



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## New filing requirement

- Generate QR code for affixing to the paper document



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## New filing requirement

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Step 4: bring the document with the affixed QR code to the relevant registry for filing/submission



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## New filing requirement

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- The scanned/e-copy of documents must be identical with the physical documents
- Filers have to visit other HC offices as appropriate before scanning the originating documents, e.g.
  - Accounts Office (franking payments)
  - Listing Office (scheduling hearings)
  - Oaths and Declarations Office (administering affidavits/affirmations), etc.

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## New filing requirement

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- Legal representatives will likely have to return to their office for scanning the franked/signed originating documents and saving the images into the USB device(s) before uploading them via the kiosks
- They have to make **two or more trips** to HC to complete the filing process
- Law firms are therefore **encouraged to use the iCMS** instead of the conventional mode

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## Appeal for support

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- To improve efficiency and enjoy the convenience of electronic filing, we appeal law firms to:
  - register for the iCMS Organisation Accounts (if not yet done so)
  - make wider use of the iCMS for different electronic servicesin particular following the rollout of iCMS external functions for selected case types of HC
- This is the last transitional step towards the mandatory use of the iCMS as from 2026

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## Appeal for support

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- In conjunction with the Law Society of Hong Kong, a new Continuing Professional Development (“CPD”) programme is implemented to encourage practitioners to learn the requisite skills in using the iCMS to conduct electronic filing and to prepare for the forthcoming mandatory use of the iCMS
- By conducting not less than 20 electronic filings from May to October 2025, practitioners will be permitted to claim two CPD points. We appeal to the legal practitioners to take part in this CPD programme

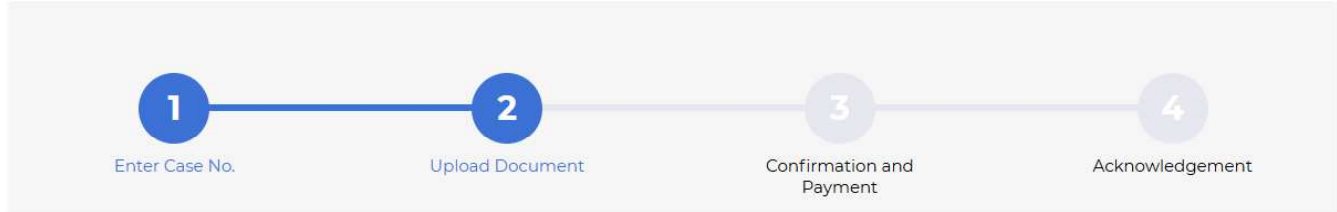
## Points to note when using the iCMS

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1. Computation of filing date/time
  - If the e-filing is submitted during office hours of the Registry, the filing date/time should be the same as the submission date/time of the e-filing. If the e-filing is submitted outside office hours, the filing date/time is counted as the next opening of the Registry
2. Handling urgent electronic filing in iCMS?
  - Take application for an appeal (CACV) to be heard urgently as an example, you may tick the “Urgent” checkbox and upload the certificate of urgency

## Send document(s) to an existing case

Screen ID: UIS-FIL-HC-002-001



### Notice

- Field with (\*) is required information

## Upload Document

Case No.  
CACV 29/2025

Receiving Court Office  
Appeals Registry

Urgent

☐

## Points to note when using the iCMS

3. Do not upload your own copy of case originating document
  - In order to commence a new case via the iCMS for the selected case types in the **HC**, you have to input the relevant case data in the e-fillable forms to generate the case originating document in a standard format. You are not allowed to upload your own scanned copy
4. Preparing the originating document by the solicitor's assistant/clerk
  - The Organisation User ("OU") (clerk) can input the case details and use the save draft function. The OU (solicitor) can retrieve the document and perform the e-signing by typing his/her name for e-filing

**Enter Password**

Please note that the data saved in draft will not include the uploaded documents/ selected hearing date (for HCPI only). The draft will be retained for 5 days from the date of saving the first draft version.

Password

**CANCEL** **OK**

**BACK** **SAVE DRAFT** **NEXT**

Remaining Time 02:58:08

25

## Points to note when using the iCMS

### 5. Scheduling of hearing dates

- You can indicate your preferred hearing dates when filing a document with its “Purpose” selected as “For Listing”. The listing officer will take into account your preference when scheduling a hearing date. However, the indicated preferred hearing date is for the Listing Officer’s reference only. The Court will schedule the hearing based on the Court’s availability

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Case No.  
HCA 19/2025

Receiving Court Office  
High Court Registry

**NO. DOCUMENT**

**PURPOSE\***

1	<p>Document Name* Summons</p> <p>Document Version </p> <p>Document Language* --- Please Select ---</p> <p>For ? <input type="checkbox"/> P1 Wong Yat Yat</p> <p>Against ? <input type="checkbox"/> P1 Wong Yat Yat</p> <p>Filed By ? <input type="checkbox"/> Bennett Chan &amp; Co.</p>	<p>For Listing</p> <p>Hearing Before Before Master</p> <p>Preferred Date* <input type="radio"/> Any Date <input checked="" type="radio"/> A Date Not Before* ? DD/MM/YYYY</p>
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### 3. Brief introduction of Judiciary's dedicated webpage on e-Courts

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# Dedicated webpage on Judiciary's website

[https://www.judiciary.hk/en/e\\_courts/index.html](https://www.judiciary.hk/en/e_courts/index.html)

The screenshot shows the Judiciary's e-Courts webpage. The header includes the date "8 August 2024, Thursday, HKT 9:01" and navigation links for "AA", "RSS", "Search", and a language selector. The Judiciary logo is on the left, and a sidebar lists various sections, with "e-Courts" highlighted. The main content area, titled "e-Courts", lists several links: "Use of electronic technology in e Courts", "Terms and Conditions for using the integrated Court Case Management System ('iCMS') of the Judiciary", "Notices and Announcements", "iCMS Login via e-Courts", "Reference Materials", "Forms", "List of law firms registered for iCMS account", "System Maintenance Information", and "Help and Support". Navigation buttons for "Back" and "Top" are at the bottom.

8 August 2024, Thursday, HKT 9:01 | AA | RSS | Search | 繁體中文

司法機構  
JUDICIARY

About Us >  
Court Services & Facilities >  
**e-Courts >**  
Court Security >  
Court Diary >  
Jury >  
Judgments & Legal Reference >  
Publications >  
Press Releases & Other Information >

**e-Courts**

- Use of electronic technology in e Courts
- Terms and Conditions for using the integrated Court Case Management System ("iCMS") of the Judiciary
- Notices and Announcements
- iCMS Login via e-Courts
- Reference Materials
- Forms
- List of law firms registered for iCMS account
- System Maintenance Information
- Help and Support

Back Top

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# Dedicated webpage on Judiciary's website

The screenshot shows the Judiciary's e-Courts webpage with the "Notices and Announcements" section selected. The header displays the date "11 September 2024, Wednesday, HKT 15:38" and navigation links for "AA", "RSS", "Search", and a language selector. The sidebar remains the same, with "e-Courts" highlighted. The main content area, titled "Notices and Announcements", lists three items: "Implementation Notices", "Press Releases", and "Public Notices". Navigation buttons for "Back" and "Top" are at the bottom.

11 September 2024, Wednesday, HKT 15:38 | AA | RSS | Search | 繁體中文

司法機構  
JUDICIARY

About Us >  
Court Services & Facilities >  
**e-Courts >**  
Court Security >  
Court Diary >  
Jury >  
Judgments & Legal Reference >  
Publications >  
Press Releases & Other Information >

**e-Courts**

e-Courts > **Notices and Announcements**

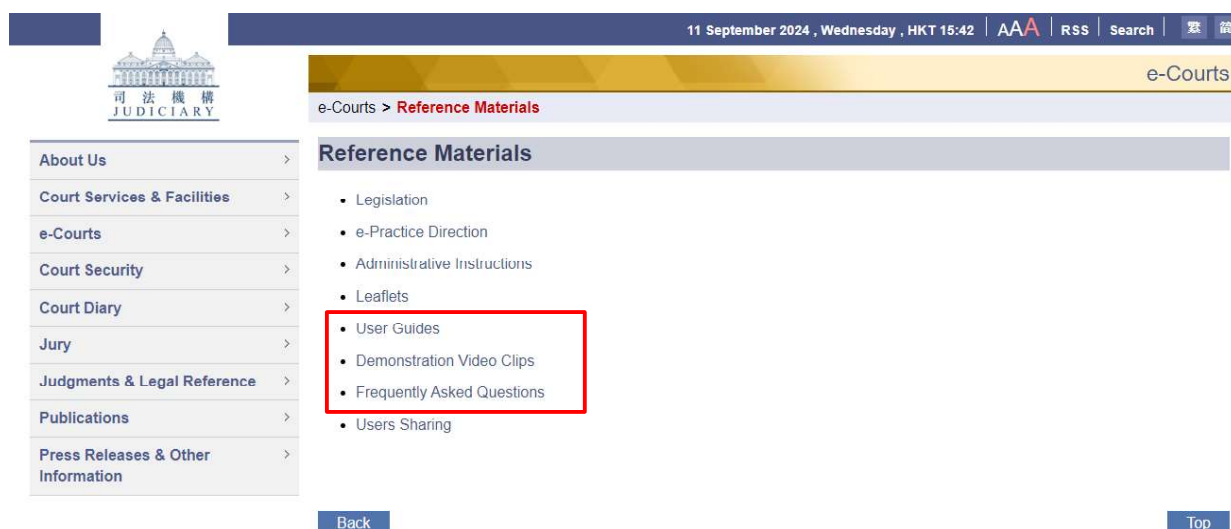
**Notices and Announcements**

- Implementation Notices
- Press Releases
- Public Notices

Back Top

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# Dedicated webpage on Judiciary's website



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## Useful information

- Legislation, e-Practice Directions, administrative instructions, implementation notices, leaflets, user guides, demonstration video clips, frequently asked questions, users sharing, list of law firms registered for iCMS account, etc.
- Help and support services, including technical and general hotlines and Help Centre

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## Useful information

- Demonstration video clips and promotional leaflets on the new filing arrangement (including the detailed workflow of using self-service kiosks) can be found at the dedicated webpage

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## List of law firms registered for iCMS account

- We have promulgated the list of registered law firms for iCMS Organisation Account since December 2023 with a view to encouraging registration from the legal profession

About Us >	List of law firms registered for iCMS account	
Court Services & Facilities >	List of law firms having registered for an organization account under the Integrated Court Case Management System ("iCMS")	
e-Courts >	(as at 30 April 2025)	
Court Security >	Names of law firms (in alphabetical order)	
Court Diary >	A LEE & PARTNERS	ADRIAN YEUNG & CHENG
Jury >	AH LAWYERS	ALAN LAM, YAM & PE, SOLICITORS
Judgments & Legal Reference >	ALVAN LIU & PARTNERS	AMELIA CHEUNG & COMPANY
Publications >	ANGELA HO & ASSOCIATES	ANGELA WANG & CO.
Press Releases & Other Information >	ANNIE LEUNG & CO.	ANTHONY CHIANG & PARTNERS
	ANTHONY EVANS & CO.	ANTHONY SIU & CO.

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## 4. Walkthrough on key iCMS electronic filing functions

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## 5. Q&A session

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## 6. Hands-on practice session

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THE END

# **Walkthrough on Key iCMS External Functions**

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## **Judiciary Web Portal**

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Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System ("iCMS") in this portal.

Home

iCMS Service

Login

Register an Account

Inspect Filed Document

Inspect Cause

Book/Register of Claims

Conduct Document

Reference Number

Checking

Verify Document Image

Make Electronic Payment

iCMS services for non-registered users  
(i.e. login is not required)

#### Important Notice

Date	Time	Subject
------	------	---------

Important notices (e.g. system maintenance  
notices) are shown in this table

Terms and Conditions

Help and Support

Feedback on iCMS

3

Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System ("iCMS") in this portal.

Home

iCMS Service

Login

Register an Account

Inspect Filed Document

Inspect Cause

Book/Register of Claims

Conduct Document

Reference Number

Checking

Verify Document Image

Make Electronic Payment

Registered users to login iCMS

#### Important Notice

Date	Time	Subject
------	------	---------

Terms and Conditions

Help and Support

Feedback on iCMS

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## Judiciary Web Portal

- Home
- iCMS Service
  - Login
  - Register an Account
  - Inspect Filed Document
  - Inspect Cause Book/Register of Claims
  - Conduct Document Reference Number Checking
  - Verify Document Image
  - Make Electronic Payment

Login page

Screen ID: AUTH-LGN-00001

## LOGIN

Please fill in the information below. Fields marked with an asterisk (\*) are mandatory.

Account Type  
Organization

Organization Code \* Login Name \*

Password \*

LOGIN

[Register an Account](#) | [Account Activation](#) | [Reset Password](#)

Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System ("iCMS") in this portal.

Last Login: 11 July 2024, Thursday HKT 09:28

Screen ID: EXT-MSG-00001

- Home
- District Court
- High Court
- Deposit Account Maintenance
- Update Your Profile

## Message Box

iCMS services by court levels assigned to the registered user are shown after successful login. The services for the High Court will be enabled in end June 2025

	TIME	FROM	FILE
[HCPI 14/2024] New Electronic Submission Receiv...	08:59	Appeals Registry, High ...	484KB
[TRN:E2082000027] New Electronic Submission R...	10/07/2024	Court Registry, High Co...	968KB
[HCPI 5/2024] Sealed Document(s) Issued	10/07/2024	High Court Registry	83KB
[HCPI 5/2024] Document(s) Filed/Lodged	10/07/2024	High Court Registry	-

\*Message(s) will be deleted after 90 days from the date of the message.

Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System ("iCMS") in this portal.

- Home
- District Court
- High Court
  - Electronic Filing
    - Send Document(s)
  - Inspection of Document
  - Bailiff Related Services
  - Certification of Translation Service
  - Other Electronic Services
  - Make Electronic Payment
- Deposit Account Maintenance
- Update Your Profile

## Message Box

Screen ID: EXT-MSG-00001

Expand to view the functions of the selected court level

SUBJECT	DATE/TIME	FROM	FILE
[HCPI 14/2024] New Electronic Submission Receiv...	08:59	Appeals Registry, High ...	484KB
[TRN:E2082000027] New Electronic Submission R...	10/07/2024	Court Registry, High Co...	968KB
[HCPI 5/2024] Sealed Document(s) Issued	10/07/2024	High Court Registry	83KB
[HCPI 5/2024] Document(s) Filed/Lodged	10/07/2024	High Court Registry	-

1

\*Message(s) will be deleted after 90 days from the date of the message.

Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System ("iCMS") in this portal.

- Home
- District Court
- High Court
  - Electronic Filing
    - Send Document(s)
  - Inspection of Document
  - Bailiff Related Services
  - Certification of Translation Service
  - Other Electronic Services
  - Make Electronic Payment
- Deposit Account Maintenance
- Update Your Profile

## Message Box

Screen ID: EXT-MSG-00001

All Read Unread

SUBJECT	DATE/TIME	FROM	FILE
[HCPI 14/2024] New Electronic Submission Receiv...	08:59	Appeals Registry, High ...	484KB
[TRN:E2082000027] New Electronic Submission R...	10/07/2024	Court Registry, High Co...	968KB
[HCPI 5/2024] Sealed Document(s) Issued	10/07/2024	High Court Registry	83KB
[HCPI 5/2024] Document(s) Filed/Lodged	10/07/2024	High Court Registry	-

1

\*Message(s) will be deleted after 90 days from the date of the message.

Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System ("iCMS") in this portal.

Last Login : 10 July 2024, Wednesday HKT 16:19

- Home
- District Court
- High Court
- Electronic Filing
  - Send Document(s)
- Inspection of Document
- Bailiff Related Services
- Certification of Translation Service
- Other Electronic Services
- Make Electronic Payment
- Deposit Account Maintenance
- Update Your Profile

### [HCPI 5/2023] New Electronic Submission Received

Date/Time 10/07/2024 08:55  
From High Court Registry, High Court  
To LAWFIRMA.itotou1

This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E2017000014) submitted via iCMS on 10/07/2024 08:54. (Time is expressed in 24-hour format.)

Upon acceptance of the submission of the document(s), you will receive a message confirming the same.

Please click the attachment link to obtain the acknowledgement (and the payment receipt, if any).

Acknowledgement - e-Filing Transaction Reference No. E2017000014

#### Notice

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.

#### Opening hours of the Registry

Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m.

Saturdays, Sundays : Closed  
and Public Holidays

#### 1 Attachment(s)

PDF Acknowledgement - e-Filing TRN-E2017000014.pdf  
484KB

Message content

Click to download the attachment

## Electronic Filing – How to prepare a new draft filing



Judiciary Web Portal!

Select court level

Home

High Court

Electronic Filing

Send Document(s)

Judiciary Cloud

Inspection of Document

Bailiff Related Services

Certification of Translation Service

Other Electronic Services

Make Electronic Payment

Deposit Account Maintenance

Update Your Profile

Health Check

## Send Document(s)

Screen ID: UIS-FIL-HC-001-001

### Note to Sender

Legal practitioners, government departments and other persons 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.

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.

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.

### Electronic submission of document

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 the e-Courts and/or reply from the e-Courts after documents have been received and processed. To help alert the sender, a reminder notification will be sent to sender's email address at day-end each day when there is/are unread message(s) in

Terms and Conditions | Help and Support | Feedback on iCMS

Click to send document(s) to the court by electronic filing

17. The documents shall be prepared by using common word processing software (e.g. Microsoft Word, Pages, etc). The acceptable file formats (or the "save as type") are TXT, RTF, .doc, .docx and PDF.

18. The access to or viewing of the documents shall not require a fee or any other mechanism.

19. The total size of document(s) submitted in each transaction shall not exceed

If the total file size of any document(s) to be submitted at one go exceeds the above limit, the iCMS will prompt the sender that the document(s) to be submitted in the transaction have 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 50MB in total. The maximum number of batches is set at 10.

20. For more detailed information, please refer to the "Administrative Instructions on Detailed Technical Requirements for using the Judiciary's iCMS".

### Others

21. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail.

Commence a new case



I acknowledge that I have read and understood the Note to Sender above.

NEXT

Click "NEXT"

Read the "Note to Sender",  
select "Commence a new case" from the dropdown list,  
and check the acknowledgement



**Notice**

- Please input your information in English or Chinese
- Field with (\*) is required information

Steps for commencing a new case are shown

## Enter Court Case Details

Batch No.  
01

Court Level

High Court

Case Type \*

HCPI - Personal Injuries Action

Select the available case type for commencing a new case

## Enter Court Case Details

Input the details of the case

Batch No.  
01

Court Level

High Court

Case Type \*

HCPI - Personal Injuries Action

Related Intended Action Case Number ?

Related Order Date

DD/MM/YYYY



Claim Nature \*

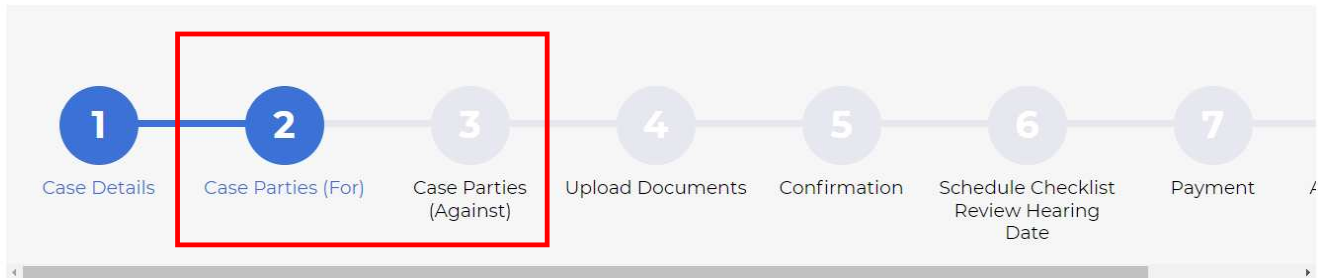
Personal Injuries Action

Nature of Relief \*



## Commence a new case

Screen ID: UIS-FIL-HC-001-002



### Notice

- The fields of surname and given name in either English or Chinese must be input
- Please input your information in English or Chinese
- Field with (\*) is required information

## Enter Court Case Details - Case Parties (For)

## Enter Court Case Details - Case Parties (For)

Batch No.  
01

Party Type \*

--- Please Select ---

Party Category \*

--- Please Select ---

Name (Eng) \*

Name (Chi)

ID Type

--- Please Select ---

ID No. ?

Address \*

Local address must be provided

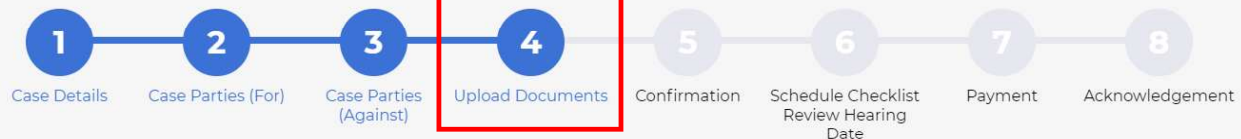
☐

NO. ADDRESS (ENG)

ADDRESS (CHI)

NON-  
LOCAL  
ADDRESS

Input the details of the  
case parties



**Notice**

- Field with (\*) is required information

## Enter Court Case Details - Documents

Batch No.  
01

NO.	DOCUMENT	PURPOSE
1	<div>Document Name * Writ of Summons</div> <div>Document Language * --- Please Select ---</div>	<div>For Filing</div>



## Enter Court Case Details - Documents

Batch No.  
01

1	<div>Document Name * Writ of Summons</div> <div>Document Language * English</div>	
---	---	--

For High Court, there is a new “Generate Originating Document” feature for the registered user to generate the originating document according to the case and party details inputted in previous steps. With such feature, the upload of scanned image of the originating document is not supported in the iCMS functions for High Court

**Generate Originating Document \***

[ The originating document generated by the system will include Form 14 and Form 16 or 16C(if applicable). Please download the originating document to your local drive for editing. You may fill in/ edit the highlighted areas in the originating document. Please also upload “Statement of Truth” if “Statement of Claim” is included. ]

[Generate Originating Document](#)

Click to generate the originating document

**Upload Generated Originating Document \***

[Please upload the originating document from your local drive after editing.]

[Upload](#) [Sign View](#)

## Enter Court Case Details - Documents

Batch No.  
01

### NO. DOCUMENT

### PURPOSE

1

Document Name \*

Writ of Summons

For Filing

Document Language \*

English

Generate Originating Document \*

[The originating document generated by the system will include Form 14 and Form 16 or 16C(if applicable). Please download the originating document to your local drive for editing. You may fill in/ edit the highlighted areas in the originating document. Please also upload "Statement of Truth" if "Statement of Claim" is included.]

WritofSummons202505202136.docx [Reset](#) [Download](#)

Upload Generated Originating Document

[Please upload the originating document from your local drive after editing]

[Upload](#) [Sign](#) [View](#)

After the document is generated, click "Download" to download the originating document for preview and further updating of the other relevant information (if required)

Design Layout References Mailings Review View Design Layout Tell me what you want to do...

WritofSummons202505202136.docx - Word

IN THE HIGH COURT OF THE  
HONG KONG SPECIAL ADMINISTRATIVE REGION  
COURT OF FIRST INSTANCE

PERSONAL INJURIES ACTION NO. \_\_\_\_\_ OF 20\_\_\_\_

Between

Wong Ling Ling Plaintiff

AND

Chan Ting Ting Defendant

TO THE defendant, Chan Ting Ting, Address A, Address B, Aberdeen, Hong Kong.

[THIS WRIT OF SUMMONS has been issued against you by the above-named Plaintiff in respect of the claim set out on the back.]

[Within (14 days) after the service of this Writ on you, counting the day of service, you must either satisfy the claim or return to the Registry of the High Court the accompanying ACKNOWLEDGMENT OF SERVICE stating therein whether you intend to contest these proceedings or to make an admission.]

[If you fail to satisfy the claim or to return the Acknowledgment within the time stated,

Case and party details are pre-filled in the generated document and cannot be modified

Table Tools WritofSummons202505202136.docx - Word

Layout References Mailings Review View Design Layout Tell me what you want to do...

Registrar

Note: — This Writ may not be served later than 12 calendar months beginning with that date unless renewed by order of the Court.

IMPORTANT

Directions for Acknowledgment of Service are given with the acknowledgment.

Indorsement of claim

[This Plaintiff's claim is for]

E-signature

Only those contents highlighted in yellow can be modified

For example, the details of the indorsement of claim can be modified in the document directly

(Where the Plaintiff's claim is for a debt or liquidated demand only: If, within the time for returning the Acknowledgment of Service, the Defendant pays the amount claimed and \$[ ] for costs, further proceedings will be stayed. The money must be paid to the Plaintiff or his Solicitor.)

## Enter Court Case Details - Documents

Batch No.  
01

### NO. DOCUMENT

### PURPOSE

1

Document Name \*

Writ of Summons

For Filing

Document Language \*

English

#### Generate Originating Document \*

[The originating document generated by the system will include Form 14 and Form 16 or 16C (if applicable). Please download the originating document to your local drive for editing. You may fill in/ edit the highlighted areas in the originating document. Please also upload "Statement of Truth" if "Statement of Claim" is included.]

WritofSummons202505202136.docx [Reset](#) [Download](#)

#### Upload Generated Originating Document \*

[Please upload the originating document from your local drive after editing.]

[Upload](#) [Sign View](#)

After preview and updating of the document, click "Upload" to upload the edited originating document

## Enter Court Case Details - Documents

Batch No.  
01

### NO. DOCUMENT

### PURPOSE

1

Document Name \*

Writ of Summons



For Filing



Document Language \*

English



#### Generate Originating Document \*

[ The originating document generated by the system will include Form 14 and Form 16 or 16C (if applicable). Please download the originating document to your local drive for editing. You may fill in/ edit the highlighted areas in the originating document. Please also upload "Statement of Truth" if "Statement of Claim" is included. ]

WritofSummons202505202136.docx [Reset](#) [Download](#)

#### Upload Generated Originating Document \*

[Please upload the originating document from your local drive after editing.]

WritofSummons202505202136.docx(75.93KB) [Reset](#) [Sign](#) [View](#)

After the upload, "Sign" option will be enabled.  
Click to sign the uploaded originating document electronically (e-Sign)

Document Language \*

--- Please Select ---



Upload File \* ?

[Upload](#) [Judiciary Cloud](#)

7

Document Name \*

Mediation Certificate



For Filing



[ pursuant to para.35 of P.D.18.1 ]

Document Language \*

--- Please Select ---



Upload File \* ?

[Upload](#) [Judiciary Cloud](#)

Total 1 file(s) (75.93KB)

[Add Document](#)

If the logged-in user is the clerk assisting in preparing the originating document, the clerk can use the "SAVE DRAFT" function. The solicitor can then retrieve the document to perform e-Sign

BACK

SAVE DRAFT

NEXT

Document Language \*  
--- Please Select ---

Upload File \* ?  
[Upload Judiciary Cloud](#)

7 Document Name \*  
Mediation Certificate  
[pursuant to para.35 of P.D.18.1]

Document Language \*  
--- Please Select ---

Upload File \* ?  
[Upload Judiciary Cloud](#)

[Add Document](#)

### Enter Password

Please note that the data saved in draft will not include the uploaded documents/ selected hearing date (for HCPI only). The draft will be retained for 5 days from the date of saving the first draft version.

Password

Input to create password

Click "OK"

BACK SAVE DRAFT NEXT

Remaining Time 02:42:48



## Judiciary Web Portal!

- Home
- High Court
  - Electronic Filing
    - Send Document(s)**
    - Judiciary Cloud
  - Inspection of Document
  - Bailiff Related Services
  - Certification of Translation Service
  - Other Electronic Services
  - Make Electronic Payment
- Deposit Account Maintenance
- Update Your Profile
- Health Check

All the documents shall be prepared by using common word processing software (e.g. Microsoft Word, Pages, etc.). The acceptable file formats (or the "save as type") are TXT, RTF, .doc, .docx and PDF format.

18. The access to or viewing of the documents shall not require password or access code of any form or invoking any decryption mechanism.

19. The total size of document(s) submitted in each transaction shall not exceed 50MB.

If the total file size of any document(s) to be submitted at one go exceeds the above limit, the iCMS will prompt the sender that the document(s) to be submitted in the transaction have 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 50MB in total. The maximum number of batches is set at 10.

20. For more detailed information, please refer to the "Administrative Instructions on Detailed Technical Requirements for using the Judiciary's iCMS".

### Others

21. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail.

☒ I acknowledge that I have read and understood the Note to Sender above.

Select "Load draft filing" to retrieve the draft filing for further processing

# Electronic Filing – How to upload documents to Judiciary Cloud for electronic filing

27

The screenshot displays the Judiciary Web Portal interface. At the top left is the Judiciary logo with the text '司法機構 JUDICIARY'. The top right shows the date '13 May 2025, Tuesday, HKT 20:58' and language options '繁' (Traditional Chinese) and '簡' (Simplified Chinese). A blue banner at the top reads 'Judiciary Web Portal!'. Below this is a sidebar menu with options: Home, High Court, Electronic Filing (highlighted with a red box), Inspection of Document, Bailiff Related Services, Certification of Translation Service, Other Electronic Services, Make Electronic Payment, Deposit Account Maintenance, Update Your Profile, and Health Check. The 'Send Document(s)' option under 'Electronic Filing' is highlighted with a red box, and a callout box points to it with the text 'Click to access the Judiciary Cloud'. The main content area is titled 'Send Document(s)' and includes a 'Note to Sender' section. The note explains that the platform provides a platform for legal practitioners, government departments and others of integrated Court Case Management System ("iCMS") to send documents by electronic means and conduct other electronic transactions with the e-Courts. It also mentions that 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. The note also states that the 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. The 'Electronic submission of document' section states that the 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 the e-Courts and/or reply from the e-Courts after documents have been received and processed. To help alert the sender, a reminder notification will be sent to sender's email address at day-end each day when there is/are unread message(s) in

Screen ID: UIS-FIL-HC-001-001

Terms and Conditions | Help and Support | Feedback on iCMS





Judiciary Cloud  
HONG KONG JUDICIARY

繁 | 簡

## Login

Please fill in the information below. Fields marked with an asterisk(\*) are mandatory

Organization Code\*

Login Name\*

Password\*

Login

To support the submission of documents exceeding the file size limit (i.e. 50MB), the Judiciary will progressively enable the organisation users of the iCMS with the Judiciary Cloud (a temporary storage area), starting from 20GB of storage area per organisation in the implementation of the iCMS for High Court

Login the Judiciary Cloud with your registered user account

29

### Storage Access Code for the Judiciary Cloud of your organization

Storage Access Code \*

Enter the Storage Access Code

Confirm

Enter storage access code  
(note: one storage access code will be defined for accessing the Judiciary Cloud of each organization, by PA or designated SA)

30



Home

Bin

Folder List

My Drive

Share With Me

Storage (1.92% ) Full





392.58 MB of 20.00 GB used

● Used by me  
 ● Used by Others

Home

Upload

Find what you need faster. The home page is your new landing page and shows ten recently uploaded files.

	Name	Location	Upload Date	Size	
<input type="checkbox"/>	doc1	My Drive	13/05/2025 16:39	136.08 KB	   

1-6 of 6 |< < > >|

20GB space will be assigned for each organisation, which will be shared by all OU accounts

31

Home

Bin

Folder List

My Drive

Share With Me

Storage (1.92% ) Full

392.58 MB of 20.00 GB used

● Used by me  
 ● Used by Others

My Drive



Delete



Download



Move

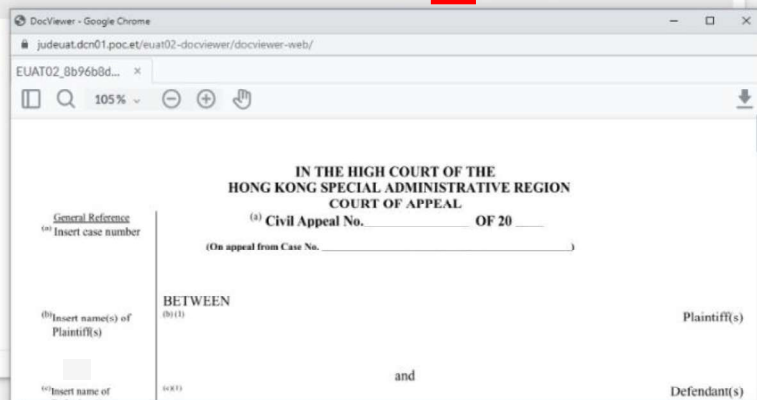


Share

Selected: 1

<input checked="" type="checkbox"/>	doc1.pdf	13/05/2025 16:39	136.08 KB	   
-------------------------------------	----------	------------------	-----------	---

Click the eye icon to view the document



32

Home

Bin

Folder List

My Drive

Share With Me

Storage (1.92% ) Full

392.58 MB of 20.00 GB used

Used by me  
Used by Others

My Drive

+ Create Folder

Upload

Click to create a new folder



Name

Size



doc1.pdf

13/05/2025 16:39

136.08 KB



1-7 of 7 |< < > >|

33

+ Create Folder



Upload

Create New Folder

Folder Name \*

Input the folder name

Remarks:

Folder name length limit : 20 characters

Folder name can only contain the following characters:

- Chinese, English, Numbers
- Underscore ( \_ ), Hyphen ( . ), Space ( ), Apostrophe ( ' ), Parentheses ( )

Cancel

Create Folder

Click "Create Folder"

34

Home

Bin

Folder List

My Drive

Share With Me

Storage (1.92% ) Full

392.58 MB of 20.00 GB used

Used by me


Used by Others

My Drive

+ Create Folder

Upload

Click to upload document to the current folder

<input type="checkbox"/>	Name	Upload Date	Size	
<input type="checkbox"/>	 doc1.pdf	13/05/2025 16:39	136.08 KB	   

1-7 of 7 |< < > >|

35

Home

Bin

Folder List

My Drive

Share With Me

Storage (1.92% ) Full

392.58 MB of 20.00 GB used











Used by me

Used by Others

My Drive

+ Create Folder

Upload

<input type="checkbox"/>	Name	Upload Date	Size	
<input type="checkbox"/>	 doc1	13/05/2025 16:39	136.08 KB	   
<input type="checkbox"/>	 test.pdf	13/05/2025 21:10	2.91 KB	   

Document is shown after the upload

1-2 of 2 |< < > >|

36



Home

Bin

Folder List

My Drive

Share With Me

Storage (1.92% ) Full

392.58 MB of 20.00 GB used

Used by me  
Used by Others

My Drive



Delete



Download



Move



Share

Selected: 1

	Name	Upload Date	Size	
--	------	-------------	------	--

☐ doc1 13/05/2025 16:39 136.08 KB

☒ test.pdf

Documents can be:

- deleted (i.e. move the file to “Bin” folder)
  - files in the “Bin” folder will be permanently deleted after 11:59 pm of the same day
- downloaded to your PC
- moved to other folder
- shared to other users within the same organisation

1-2 of 2



Home

Bin

Folder List

My Drive

Share With Me

Storage (1.92% ) Full

392.58 MB of 20.00 GB used

Used by me  
Used by Others

Share With Me

Shared By:

Clear

	Name	Shared By	Shared Date	Size	Remarks
<input type="checkbox"/>	1_CF1.pdf	LAWFIRMA.hcou01	2025-05-09 15:00:55	17.85 KB	

Click to view the documents which are shared by other users with me

1-1 of 1

# Electronic Filing – How to load a draft filing and complete the submission for case commencement

39



itotoul

20 May 2025, Tuesday, HKT 21:47 繁 简

Last Login: 20 May 2025, Tuesday, HKT 14:03

## Judiciary Web Portal!

- Home
- High Court
- Electronic Filing
  - Send Document(s)
- Judiciary Cloud
- Inspection of Document
- Bailiff Related Services
- Certification of Translation Service
- Other Electronic Services
- Make Electronic Payment
- Deposit Account Maintenance
- Update Your Profile
- Health Check

All the documents shall be prepared by using common word processing software (e.g. Microsoft Word, Pages, etc.). The documents shall be saved in the following formats (or the "save as type") are TXT, RTF, .doc, .docx and PDF format.

18. The access to or viewing of the documents shall not require password or access code of any form or invoking any decryption mechanism.

19. The total size of document(s) submitted in each transaction shall not exceed 50MB.

If the total file size of any document(s) to be submitted at one go exceeds the above limit, the iCMS will prompt the sender that the document(s) to be submitted in the transaction have 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 50MB in total. The maximum number of batches is set at 10.

20. For more detailed information, please refer to the "Administrative Instructions on Detailed Technical Requirements for using the Judiciary's iCMS".

### Others

21. In case of any discrepancy between the Chinese and English versions of this note, the English version shall prevail.

Load draft filing

☒ I acknowledge that I have read and understood the Note to Sender above.

NEXT

## Manage Draft Case

Screen ID: UIS-FIL-HC-003-001

Select one of the following transactions to continue.

Show All Items

Select "Show All Items" to show all the drafts within the same organisation

Number of Record(s) : 1

⏪ ⏩ 1 ⏪ ⏩

Click "Edit" to load the draft

NO.	CREATION DATE/ TIME	CASE TYPE	USER NAME		
1	20/05/2025 21:44	HCPI	itot ou (LAWFIRMA.itotou1)	<a href="#">Edit</a>	<a href="#">Delete</a>

## Manage Draft Case

Screen ID: UIS-FIL-HC-003-001

Select one of the following transactions to continue.

Show Own Items

Number of Record(s) : 1

NO. CREATION DATE/ TIME

1	20/05/2025 21:44	HCPI	itot ou (LAWFIRMA.itotou1)	<a href="#">Edit</a>	<a href="#">Delete</a>
---	------------------	------	----------------------------	----------------------	------------------------

### Enter Password

Please note that the data saved in draft will not include the uploaded documents/ selected hearing date (for HCPI only). The draft will be retained for 5 days from the date of saving the first draft version.

Password

Input the password that your clerk created before

CANCEL

OK

Click "OK"

## Enter Court Case Details - Documents

Batch No.  
01

The draft will be loaded

### NO. DOCUMENT

### PURPOSE

1

Document Name \*

Writ of Summons



For Filing



Document Language \*

English



#### Generate Originating Document \*

[The originating document generated by the system will include Form 14 and Form 16 or 16C(if applicable). Please download the originating document to your local drive for editing. You may fill in/edit the highlighted areas in the originating document. Please also upload "Statement of Truth" if "Statement of Claim" is included.]

WritofSummons202505202136.docx [Reset](#) [Download](#)

#### Upload Generated Originating Document \*

[Please upload the originating document from your local drive after editing.]

WritofSummons202505202136.docx(75.93KB) [Reset](#) [Sign View](#)

Click "View" to review the originating document prepared by the clerk

WritofSummons202505202136.docx(75.93KB)

View

1 of 26

No. 1  
Writ of Summons  
(O. 6 r. 1)

HCPI \_\_\_\_\_/20

IN THE HIGH COURT OF THE  
HONG KONG SPECIAL ADMINISTRATIVE REGION  
COURT OF FIRST INSTANCE

PERSONAL INJURIES ACTION NO. \_\_\_\_\_ OF 20\_\_\_\_

Between

Wong Ling Ling Plaintiff

AND

Chan Ting Ting Defendant

TO THE defendant, Chan Ting Ting, Address A, Address B, Aberdeen, Hong Kong.

THIS WRIT OF SUMMONS has been issued against you by the above-named Plaintiff in respect of the claim set out on the back.

Within (14 days) after the service of this Writ on you, counting the day of service, you must either satisfy the claim or return to the Registry of the High Court the accompanying ACKNOWLEDGMENT OF SERVICE stating therein whether you intend to contest these proceedings or to make an admission.

If you fail to satisfy the claim or to return the Acknowledgment within the time stated, or if you return the Acknowledgment without stating therein an intention to contest the

I 100%

The document image will be displayed for review

## Enter Court Case Details - Documents

Batch No.  
01

### NO. DOCUMENT

### PURPOSE

1

Document Name \*

Writ of Summons



For Filing



Document Language \*

English



#### Generate Originating Document \*

[The originating document generated by the system will include Form 14 and Form 16 or 16C(if applicable). Please download the originating document to your local drive for editing. You may fill in/edit the highlighted areas in the originating document. Please also upload "Statement of Truth" if "Statement of Claim" is included.]

WritofSummons202505202136.docx [Reset](#) [Download](#)

#### Upload Generated Originating Document \*

[Please upload the originating document from your local drive after editing.]

WritofSummons202505202136.docx(75.93KB) [Reset](#) [Sign](#) [View](#)

Click "Sign" to e-Sign the originating document

## Enter Court Case Details - Documents

Batch No.  
01

### NO. DOCUMENT

1

Document Name \*

Writ of Summons

Document Language \*

English

#### Generate Originating Document

[The originating document generated by the system will include Form 14 and Form 16 or 16C(if applicable). Please download the originating document to your local drive for editing. You may fill in/edit the highlighted areas in the originating document. Please also upload "Statement of Truth" if "Statement of Claim" is included.]

WritofSummons202505202136.docx [Reset](#) [Download](#)

#### Upload Generated Originating Document \*

[Please upload the originating document from your local drive after editing.]

WritofSummons202505202136.docx(75.93KB) [Reset](#) [Sign](#) [View](#)

### Sign

Signature \*

[Please input your full name, which should match the registered name in iCMS, as your electronic signature.]

Wong Siu Ming

Post Title \*

Solicitor

CANCEL

CONFIRM

Input the full name which must match the name of the OU captured in the user profile and input the post title

Click "CONFIRM" to e-Sign the document



## Enter Court Case Details - Documents

Batch No.  
01

### NO. DOCUMENT

### PURPOSE

1

Document Name \*

Writ of Summons

For Filing

Document Language \*

English

#### Generate Originating Document \*

[The originating document generated by the system will include Form 14 and Form 16 or 16C(if applicable). Please download the originating document to your local drive for editing. You may fill in/edit the highlighted areas in the originating document. Please also upload "Statement of Truth" if "Statement of Claim" is included.]

WritofSummons202505202136.docx [Reset](#) [Download](#)


#### Upload Generated Originating Document \*

[Please upload the originating document from your local drive after editing.]

WritofSummons202505202136\_signed.docx [Reset](#) [Sign](#) [View](#)

Click "View" to view the e-Signed document

**WritofSummons202505202136\_signed.docx**

 View

2 of 26

Directions for Acknowledgment of Service are given with the accompanying form.

Indorsement of claim

This Plaintiff's claim is for

E-signed by Wong Siu Ming  
Benneth Chan & Co.  
Solicitor for Plaintiff(s)

(Where the Plaintiff's claim is for a debt or liquidated demand only: If, within the time for returning the Acknowledgment of Service, the Defendant pays the amount and \$ \_\_\_\_ for costs, further proceedings will be stayed. The money must be paid to the Plaintiff or his Solicitor.)

This writ was taken out by Bennett Chan & Co. of Unit 2, 5th Floor, Yue Xiu Building, Nos. 160-174 Lockhart Road, Wanchai solicitors for the said plaintiff whose address is Address 1, Address 2, Aberdeen, Hong Kong.

E-signed by Wong Siu Ming  
Benneth Chan & Co.  
Solicitor for Plaintiff(s)

After e-Signing, information of the signer will be filled into the originating document

I 100%

2 Document Name \*  
Statement of Claim  
[ (with Statement of Truth) if there is no indorsement of claim on the Writ ]

Document Language \*  
--- Please Select ---

Upload File \* ?  
[Upload Judiciary Cloud](#)

3 Document Name \*  
Statement of Truth

Document Language \*  
--- Please Select ---

Upload File \* ?  
[Upload Judiciary Cloud](#)

4 Document Name \*  
Statement of Damages  
[ (with Statement of Truth) if there is no indorsement of claim on the Writ ]

For Filing Delete

For documents other than originating document, click "Upload" to upload them

2 Document Name \*  
Statement of Claim  
[ (with Statement of Truth) if there is no indorsement of claim on the Writ ]

Document Language \*  
English

Upload File \* ?  
document1.pdf(191.10KB) [Reset](#)

3 Document Name \*  
Statement of Truth

Document Language \*  
--- Please Select ---

Upload File \* ?  
[Upload Judiciary Cloud](#)

4 Document Name \*  
Statement of Damages  
[ (with Statement of Truth) if there is no indorsement of claim on the Writ ]

For Filing Delete

To support the submission of documents exceeding the file size limit (i.e. 50MB), the Judiciary will progressively enable the organisation users of the iCMS with the Judiciary Cloud (a temporary storage area), starting from 20GB of storage area per organisation in the implementation of the iCMS for High Court

For documents exceeding the file size limit (i.e. 50MB), the "Judiciary Cloud" option can be used. Click to access the "Judiciary Cloud"

Judiciary Cloud Screen ID: FCU-FIL-00001

① Please select the appropriate folder or file below for further action.

[Home](#) > [My Drive](#)

NAME	TYPE	SIZE
<input checked="" type="radio"/> document.pdf	PDF	70 MB

Select the document already uploaded to the Judiciary Cloud

☐ Move the document to the Bin folder of the Judiciary Cloud of my organization after successful submission to iCMS.

EXIT **UPLOAD**

Click "UPLOAD"

If selected, the document will be moved to the Bin folder of the Judiciary Cloud of your organisation after successful completion of the electronic filing submission and permanently deleted after 11:59 pm of the same day

**Storage Access Code for the Judiciary Cloud of your organization**

Storage Access Code \*

Enter the storage access code

Enter storage access code  
(note: one storage access code will be defined for accessing the Judiciary Cloud of each organisation, by PA or designated SA)

CLOSE **CONFIRM**

Click "CONFIRM"

Document Language \*  
English

Upload File \* ?  
document4.pdf(191.10KB) [Reset](#)

---

7 Document Name \*  
Mediation Certificate  
[ pursuant to para.35 of P.D.18.1 ]

For Filing

Document Language \*  
English

Upload File \* ?  
document5.pdf(191.10KB) [Reset](#)

Total 6 file(s) (1.01M)

[Add Document](#)

BACK SAVE DRAFT NEXT

After uploading all the required documents, click "NEXT"

Commence a new case Screen ID: UIS-FIL-HC-001-002

1 Case Details 2 Case Parties (For) 3 Case Parties (Against) 4 Upload Documents 5 Confirmation 6 Schedule Checklist Review Hearing Date 7 Payment 8 Acknowledgement

Confirm Details of the Filing

Batch No.  
01

Court Level  
High Court

Case Type  
Personal Injuries Action

Intended Action  
-

Confirmation page to display all the inputted information



## Schedule Checklist Review Hearing Date

Batch No.  
01

Hearing Nature  
PI Checklist Review

Schedule Date and Time  
24/10/2025 09:30

For PI case, checklist review hearing date will be displayed

Click "ACCEPT SCHEDULE" to accept the schedule and proceed to next step

DO NOT ACCEPT SCHEDULE

SAVE DRAFT

ACCEPT SCHEDULE

Remaining Time 02:40:03

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.

## Payment of Filing Fees

e-Filing Transaction Reference No.  
E2331000563

BATCH NO.	CASE NO.	CASE TYPE	HEARING NATURE	SCHEDULE DATE AND TIME	PAYMENT ITEM(S)	AMOUNT(HKD)	
01	-	Personal Injuries Action	PI Checklist Review	24/10/2025 09:30	All Procedural Fees under the Court Proceedings (Electronic Technology) (High Court) (Electronic Fees) Rules - Writ of Habeas Corpus (For)	835.00	<a href="#">Edit</a> <a href="#">Delete</a>

Details of payment item are displayed

Click "NEXT" to confirm to proceed with payment

Amount: HKD 835.00

[Filing for Other Court Case](#)

SAVE DRAFT

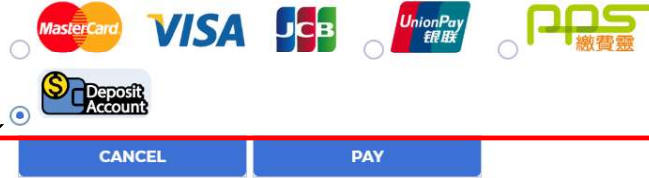
NEXT

## Online Payment Service

Type of Service: Judiciary Online Payment Service  
Merchant Name: The Judiciary  
e-Filing Transaction Reference No: E2331000563  
Transaction Date: 20/05/2025  
Total Amount: HKD 835.00

Select payment method  
(note: the new payment method “Deposit Account” will only be available for Organisation Account which has created deposit account with the Judiciary)

Payment Method:



If “Deposit Account” is selected, the payment amount will be deducted from the available deposit

- Transaction reference number or PRINT the page for enquiry on the payment status when necessary. When you click the button, please DO NOT leave this page until you are redirected to the acknowledgement page, otherwise your payment will be unsuccessful.
- 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 deposit account (applicable to Organization Accounts with deposit accounts only) or 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 by credit card or PPSB, it will normally be conducted either by way of cheque, bank draft or cash to the appropriate case party or legal representative or in the case of e-Apostile Service, to the payer/ applicant. For refund of online payment by deposit account (applicable to Organization Accounts with deposit accounts only), the refund amount will be credited to the same deposit account.
  - Balance of deposit account will only be refunded upon termination of Organization Account.
  - If the payment exceeds the ceiling of the payment method, such payment method will not be shown above.

## Online Payment Service

Screen ID: EPY-SET-0003

### Payment by Deposit Account

e-Filing Transaction Reference No: E2331000563  
Deposit Account Number: LAWFIRMA-000  
Current Available Balance (as at 20/05/2025 22:15:23): HKD 30,437.00  
Payment Amount: HKD 835.00

Available balance and payment amount to be deducted are displayed for verification

CANCEL

PAY

Click “PAY”

## Commence a new case

Screen ID: UIS-FIL-HC-001-002



### Notice

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.

## Acknowledgement

Submitted By  
itot ou (LAWFIRMA,itotou)

Submitted On  
20/05/2025 22:15:50

e-Payment Transaction Date Time

Organization  
Bennett Chan & Co.

e-Filing Transaction Reference No.  
E2331000563

e-Payment Transaction Reference No.

Acknowledgement page is displayed to confirm the payment and document submission



@ itotou!

20 May 2025, Tuesday, HKT 22:19 繁 簡

Last Login : 20 May 2025, Tuesday, HKT 14:03

Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System ("iCMS") in this portal.

- Home
- High Court
  - Electronic Filing
    - Send Document(s)
    - Judiciary Cloud
  - Inspection of Document
  - Bailiff Related Services
  - Certification of Translation Service
  - Other Electronic Services
  - Make Electronic Payment
- Deposit Account Maintenance
- Update Your Profile
- Health Check

### Message Box

Screen ID: EXT-MSG-00001

All Read Unread			
SUBJECT	DATE/TIME	FROM	FILE
[TRN:E2331000563] New Electronic Submission Received	22:16	Court Registry, High Court	975KB

New message will be received after the submission

\*Message(s) will be deleted after 90 days from the date of the message.



This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E2331000563) submitted via iCMS on 20/05/2025 22:15. (Time is expressed in 24-hour format.)

Upon acceptance of the submission of the document(s), you will receive a message confirming the same.

Please click the attachment link to obtain the acknowledgement (and the payment receipt, if any).

Acknowledgement - e-Filing Transaction Reference No.:E2331000563  
Payment receipt - e-Payment Transaction Reference No.:T202505200003930

#### Notice

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.

Opening hours of the Registry


Mondays to Fridays : 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m.

Saturdays, Sundays : Closed  
and Public Holidays

#### 2 Attachment(s)

 Acknowledgement - e-Filing TRN-E2331000563.pdf  
493KB

Acknowledgement of receipt  
and payment receipt are  
attached in the message

 Payment Receipt - e-Payment TRN-T202505200003930.pdf  
481KB

Click to download the  
attachments

[< Back](#)

### [HCPI 17/2025] New Case Created

Date/Time 22/05/2025 12:59  
From High Court Registry  
To LAWFIRMA.itotoul

Assigned case number

After Judiciary's internal process for  
case commencement, new message  
will be received

This message serves to confirm the issue of the originating document (e-Filing Transaction Reference No. E2331000563) submitted via iCMS on 20/05/2025 22:15. (Time is expressed in 24-hour format.)

Please click the attachment link to obtain the sealed document(s).

HCPI 17/2025 Writ of Summons 傳訊令狀 DRN:233190001411

HCPI 17/2025 - Checklist Review Notice (Hearing dated: 24/10/2025 09:30 Checklist Review Hearing) 核對表評檢通知書 (follow PD 18.1) - DRN:233190001455

#### 2 Attachment(s)

 HCPI 17-2025 - Checklist Review Notice (Hearing dated 24/10/2025 0930 Checklist Review Hearing) (follow PD 18.1) - DRN-233190001455.pdf  
237KB

 HCPI 17-2025 Writ of Summons DRN 233190001411.pdf  
485KB

e-Seal is affixed on the  
originating document



Issued from the Registry of the High Court this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_



Sample of the Writ of Summons with the image of e-Seal

*Note:* – This Writ may not be served later than 12 calendar months beginning with that date unless renewed by order of the Court.

**IMPORTANT**

Directions for Acknowledgment of Service are given with the accompanying form.

Indorsement of claim

This Plaintiff's claim is for

E-signed by Wong Siu Ming  
Benneth Chan & Co.  
Solicitor for Plaintiff(s)

(Where the Plaintiff's claim is for a debt or liquidated demand only: If, within the time for returning the Acknowledgment of Service, the Defendant pays the amount claimed and \$ \_\_\_\_\_ for costs, further proceedings will be stayed. The money must be paid to the Plaintiff or his Solicitor.)

This writ was taken out by Bennett Chan & Co. of Unit 2, 5th Floor, Yue Xiu Building, Nos. 160-174 Lockhart Road, Wanchai solicitors for the said plaintiff whose address is Address 1, Address 2, Aberdeen, Hong Kong.

E-signed by Wong Siu Ming  
Benneth Chan & Co.  
Solicitor for Plaintiff(s)

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## Electronic Filing – How to send application for an appeal (CACV) to be heard urgently

64

## Judiciary Web Portal!

- Home
- High Court
  - Electronic Filing
    - Send Document(s)**
  - Judiciary Cloud
- Inspection of Document
- Bailiff Related Services
- Certification of Translation Service
- Other Electronic Services
- Make Electronic Payment
- Deposit Account Maintenance
- Update Your Profile
- Health Check

Click to send document(s) to the court by electronic filing

17. The documents shall be prepared by using common word processing software (e.g. Microsoft Word, Pages, etc.). The acceptable file formats (or the "save as type") are TXT, RTF, .doc, .docx and PDF format.

18. The documents shall not contain any encryption code of any form or invoking any decryption

If the total file size of any document(s) to be submitted at one go exceeds the above limit, the iCMS will prompt the sender that the document(s) to be submitted in the transaction have 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 50MB in total. The maximum number of batches is set at 10.

20. For more detailed information, please refer to the "Administrative Instructions on Detailed Technical Requirements for using the Judiciary's iCMS".

### Others

21. In case of any discrepancies between the English

Select "Send document(s) to an existing case"

Send document(s) to an existing case

☒ I acknowledge that I have read and understood the Note to Sender above.

NEXT

Click "NEXT"

## Send document(s) to an existing case

Screen ID: UIS-FIL-HC-002-001

1

Enter Case No.

2

Upload Document

3

Confirmation and  
Payment

4

Acknowledgement

### Notice

- Field with (\*) is required information

Enter Case No.

Steps for sending document to an existing case are shown

Case No. \* (?)

CACV 12/2025

Related to taxation proceedings? \*

☐ Yes ☒ No

Related to Application before Judge? \*

☐ Yes ☒ No

Input the Case No. and related information

Receiving Court Office \*

Appeals Registry

## Send document(s) to an existing case

Screen ID: UIS-FIL-HC-002-001

1

Enter Case No.

2

Upload Document

3

Confirmation and  
Payment

4

Acknowledgement

### Notice

- Field with (\*) is required information

## Upload Document

Case No.  
CACV 12/2025

Receiving Court Office  
Appeals Registry

Urgent

☐

For urgent application, check "Urgent"

## Attention

For lodging Urgent Appeals or Urgent Interlocutory Applications, your attention is drawn to **Part D of Practice Direction 4.1 - Civil Appeals to the Court of Appeal**. Please click the following hyperlink for details:

<https://legalref.judiciary.hk/lrs/common/pd/pdcontent.jsp?pdn=PD4.1.htm&lang=EN>

Please note that a Certificate of Urgency signed by counsel setting out the grounds of urgency must be lodged together with a core bundle containing all the essential documents.

OK

Certificate of Urgency signed by counsel setting out the grounds of urgency must be lodged together with a core bundle for urgent application

1

Document Name \*

Certificate of Urgency

▼

Document Version

▼

Document Language \*

English

▼

For ?

☒ APP1 Chan Tai Ming

☐ RPT1 Wong Ka Chun

Against ?

☐ RPT1 Wong Ka Chun

☐ APP1 Chan Tai Ming

Filed By ?

☒ Bennett Chan & Co.

Required document(s) \*

No.2 Bundle

Upload "Certificate of Urgency"

Bundle must be submitted with the Certificate of Urgency

2

Document Name \*

Bundle

▼

Document Version

▼

Document Language \*

--- Please Select ---

▼

For ?

☐ APP1 Chan Tai Ming

☐ RPT1 Wong Ka Chun

Against ?

☐ RPT1 Wong Ka Chun

☐ APP1 Chan Tai Ming

Filed By ?

☐ Bennett Chan & Co.

Upload File \* ?

[Upload Judiciary Cloud](#)

System will pre-fill "Bundle" as the second document

3 Document Name \*  
Summons

Document Version  
---

Document Language \*  
--- Please Select ---

For ?  
☐ APP1 Chan Tai Ming  
☐ RPT1 Wong Ka Chun

Against ?  
☐ RPT1 Wong Ka Chun  
☐ APP1 Chan Tai Ming

Filed By ?  
☐ Bennett Chan & Co.

Upload File \* ?  
[Upload Judiciary Cloud](#)

For Listing

Preferred Date \*  
☐ Any Date  
☒ A Date Not Before \* ?  
05/06/2025

Proposed Dates  
06/06/2025  
07/06/2025  
10/06/2025

Special Request

Delete

For the document with "Purpose" selected as "For Listing", you can indicate your preferred hearing dates

The listing officer will take into account your preference when scheduling a hearing date. However, the indicated preferred hearing date is for the Listing Officer's reference only. The court will schedule the hearing based on the court's availability

Document Language \*  
English

For ?  
☒ APP1 Chan Tai Ming  
☐ RPT1 Wong Ka Chun

Against ?  
☐ RPT1 Wong Ka Chun  
☐ APP1 Chan Tai Ming

Filed By ?  
☒ Bennett Chan & Co.

Upload File \* ?  
document5.pdf(191.10KB) [Reset](#)

05/06/2025

Proposed Dates  
06/06/2025  
07/06/2025  
10/06/2025

Special Request

[Add Document](#)

BACK NEXT

Click "NEXT" after all document information is inputted

ent(s) to an existing case

Notice

If the document(s) electronically submitted for e-filing is/ are required to be handled by the listing office, it/ they will be handled only during their opening hours or on the next working day, whichever is earlier.

The opening hours of the listing offices are as follows:

Section	Listing office opening hours (Monday to Friday)
High Court Registry	10:15 a.m. to 1:00 p.m. & 2:00 p.m. to 3:00 p.m.
Clerk of Court's Office	10:00 a.m. to 12:30 p.m. & 2:45 p.m. to 4:15 p.m.

Confirm to proceed?

CANCEL

OK

Notice will be displayed to inform the opening hours of listing offices

Send document(s) to an existing case

Screen ID: UIS-FIL-HC-002-001

1

2

3

4

Enter Case No.

Upload Document

Confirmation and Payment

Acknowledgement

Confirm Details of the Filing

Case No.  
CACV 12/2025

Receiving Court Office  
Appeals Registry

Urgent  
Yes

Confirmation page to display all the inputted information

NO.	DOCUMENT	PURPOSE	PAYMENT ITEM(S)	AMOUNT(HKD)
1	Document Name	For Filing		

## Send document(s) to an existing case

Screen ID: UIS-FIL-HC-002-001



### Notice

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### Acknowledgement

Submitted By  
itot ou (LAWFIRMA.itotou1)

Submitted On  
20/05/2025 22:39:53

e-Payment Transaction Date Time  
-

Organization  
Bennett Chan & Co.

e-Filing Transaction Reference No.  
E2331000574

e-Payment Transaction Reference No.  
-

Acknowledgement page is displayed to confirm the document submission

After Judiciary's internal process for scheduling a hearing, new message will be received

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### [CACV 12/2025] Hearing Scheduled and/or Notice of Hearing Issued

Date/Time 22/05/2025 13:29

From Appeals Registry (Clerk of Court's Office), High Court

To LAWFIRMA.itotou1

This message serves to inform you that a hearing has been scheduled / a Notice of Hearing has been issued by the Court in response to your lodgment/ filing of document(s) (e-Filing Transaction Reference No. E2331000574) submitted via iCMS on 20/05/2025 22:39. (Time is expressed in 24-hour format.)

Please click the attachment link to obtain the notice of hearing.

CACV 12/2025 - Notice of Hearing - DRN:233300000053

#### 1 Attachment(s)

PDF

CACV 12-2025 - Notice of Hearing - DRN-233300000053.pdf  
109KB

Notice of Hearing is attached



CACV 12/2025  
DRN: 233300000053  
Folio / Serial No: CO3

香港特別行政區  
高等法院  
上訴法庭  
民事上訴 年第 CACV 號

IN THE HIGH COURT OF THE  
HONG KONG SPECIAL ADMINISTRATIVE REGION  
COURT OF APPEAL  
CIVIL APPEAL NO. CACV OF

To: Party xxx  
致: Address xxxxx

Party xxx  
Address xxxxx

**初級指示聆訊通知書 (案由民事上訴司法常務官聆訊)**  
**NOTICE OF PRELIMINARY DIRECTIONS HEARING**  
**BEFORE REGISTRAR OF CIVIL APPEALS**

啟者：上述上訴案之初級指示聆訊將由民事上訴司法常務官 xxx 在  
TAKE NOTICE that the above-mentioned appeal will be listed for a Preliminary  
內庭聆訊，日期為 200x 年 xx 月 xx 日星期 x 上 / 下午 x 時 xx 分。  
Hearing before Master xxx, Registrar of Civil Appeals in Chambers on xxx day, the xx day of xxxx,  
200x at xxx o'clock in the fore / after noon.

日期： 2025年05月22日  
Dated the

民事上訴司法常務官  
(xxx 代行)  
(xxxxxxx)  
for Registrar, Civil Appeals

聆訊地點：香港高等法院 \*  
Place of Hearing: High Court, Hong Kong \*

Sample of the Notice  
of Hearing