



Briefing Session on the Use of the integrated Court Case Management System (“iCMS”)

3 October 2024

Agenda

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 external functions
5. Q&A session
6. Hands-on practice session (face-to-face mode only)

1. Brief introduction of the iCMS

The iCMS

- The Court Proceedings (Electronic Technology) Ordinance (Cap. 638) came into effect on 1 October 2021
- 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
- An additional option to the existing channels for transmission of documents on court cases
- Our 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**, unless otherwise exempted in particular circumstances to safeguard the right to access in courts

Advantages of using the iCMS

- Provide flexibility of conducting electronic transactions with the Court **anytime and anywhere**
- Save cost 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
- Promote environmentally friendliness

Key electronic services under the iCMS

- 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)

Deposit Account

- Deposit Account will be introduced for iCMS Organisation Accounts upon the rollout of iCMS external functions for HC
- Organisation users can, on a voluntary basis, pay a non-interest bearing prepayment at or above a specified minimum amount to the Deposit Account for settling subsequent payments for transactions under the iCMS
- The deposit can be paid (i) online (by credit card or PPSB) or (ii) over the counters (for cheque payment)
- Details of the Deposit Account will be provided at the dedicated webpage on e-Courts nearer the time of implementation

Registration

- 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
- Who can use the iCMS
- Registration is **free of charge**

Types of iCMS User Accounts

1. Individual User Account
2. Organisation Account
 - Primary Administrator (“PA”) Account
 - Secondary Administrator (“SA”) Account
 - Organisation User (“OU”) Account

Phased implementation

- Stage 1
 - District Court civil proceedings incrementally from May 2022
 - Summons Courts of the Magistrates’ Courts (“MCs”) since December 2022
- Stage 2
 - Court of Final Appeal, HC, remaining part of MCs and Small Claims Tribunal incrementally from Q4 2024

Overview on implementation of iCMS external functions for HC

- iCMS external functions for HC are targeted for production launch by phases starting from end-2024 tentatively
- We will implement the following 11 selected case types at this stage
 - Civil Appeal (“CACV”)
 - Commercial Action (“HCCL”)
 - Intellectual Property Case (“HCIP”)
 - Construction and Arbitration Proceedings (“HCCT”)
 - Personal Injuries Action (“HCPI”)
 - Civil Action (“HCA”)

Overview on implementation of iCMS external functions for HC

- Probate Action (“HCAP”)
- Miscellaneous Proceedings (Civil Appeal) (“CAMP”)
- Magistracy Appeal (“HCMA”)
- Miscellaneous Proceedings (Criminal) (“HCCP”)
- Intended Action (“HCZZ”)

2. New filing requirement upon rollout of iCMS external functions for HC selected case types

New filing requirement at the registries

- The e-Practice Direction for HC will direct a party who files or submits a document in the **conventional 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 devices or portable hard disk with USB interface
- Parties including law firms are required to produce electronic copy for subsequent lodgings/communications with the Court, for HC case types that are already iCMS-enabled

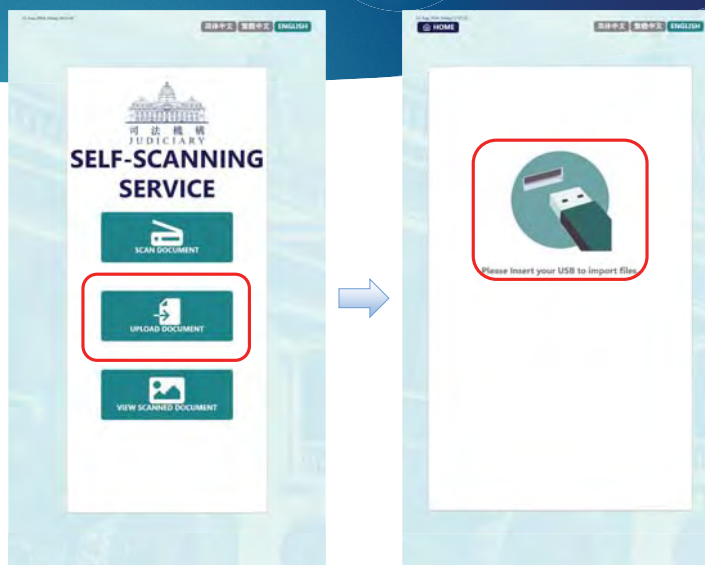
Filing under new requirement

- Legal representatives will bring USB mass storage devices or portable hard disk with USB interface containing the scanned/e-copy of the documents



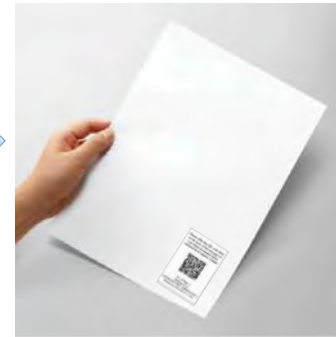
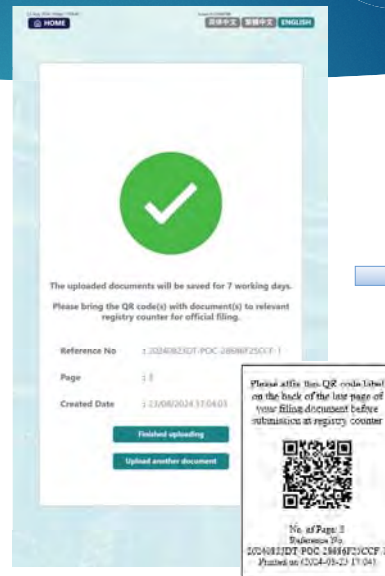
Filing under new requirement

- Upload the scanned/e-copy of the documents at the kiosks in the HC Building
- The “Scan Document” function is for litigants-in-person ONLY



Filing under new requirement

- Generate QR codes therefrom



Filing under new requirement

- File/submit both the physical and scanned/e-copy of documents at the relevant registry

Registry Counter



Filing under new requirement

Points to note:

- The scanned/e-copy of documents must be identical with the physical documents
- Filers have to visit other 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.

Filing under new requirement

Points to note:

- Legal representatives will likely have to return to their office for scanning the franked/signed originating documents and saving the images into the USB devices before uploading them via the kiosks. They have to come to HC **twice** before formal filing. Law firms are therefore **encouraged to use the iCMS** instead of the conventional mode

Appeal for support

- Appeal law firms to register for the iCMS Organisation Accounts as early as possible (if not yet done so) and make wider use of the iCMS for different electronic services, in particular following the rollout of iCMS external functions for selected case types of HC
- To familiarise with the electronic mode as soon as possible to prepare for the mandatory use of the iCMS starting from 2026

Tips on using the iCMS

Q1: The originating document should be signed by an OU Account holder who is a solicitor. How can his/her clerk assist in preparing the document via the iCMS?

A1: The 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.

Q2: If the PA is the only solicitor of the law firm, how can he/she perform electronic filing to the Court?

A2: An OU Account can be created for the PA to perform e-filing.

Tips on using the iCMS

Q3: Upon the rollout of iCMS external functions for HC selected case types, iCMS will provide the new function for generating originating document. After signing the document by the solicitor, how can he/she settle the payment for completing the electronic filing process?

A3: It is recommended that the solicitor who serves as an OU Account holder to settle the payment through the new payment option of Deposit Account which should be the most convenient means of completing the electronic filing process.

Tips on using the iCMS

Q4: When conducting e-filing to an existing case, e.g. consent summons, do all parties have to conduct joint signing via the iCMS?

A4: No. As e-filing to an existing case is to upload the document, the consent summons must be signed by all parties before the document is scanned and uploaded to the iCMS.

Q5: For Legal Aid cases, whether the payment part will be skipped?

A5: Yes.

Q6: Is sanctioned payment accepted in the iCMS?

A6: Sanctioned payment is not accepted via iCMS e-payment.

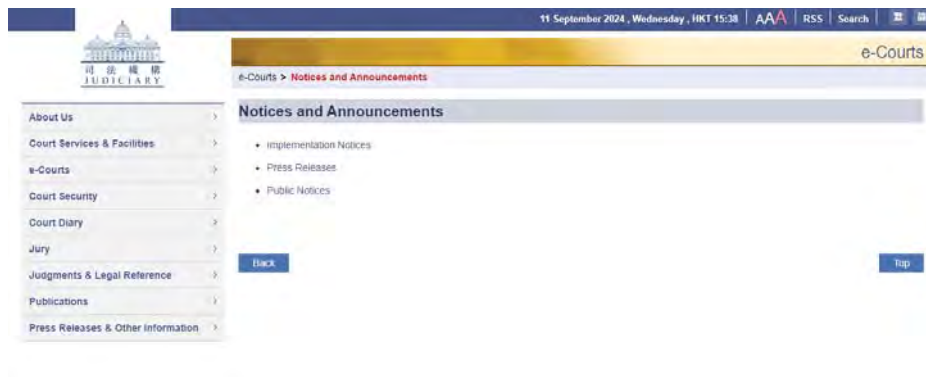
3. Brief introduction of Judiciary's dedicated webpage on e-Courts

Dedicated webpage on Judiciary's website

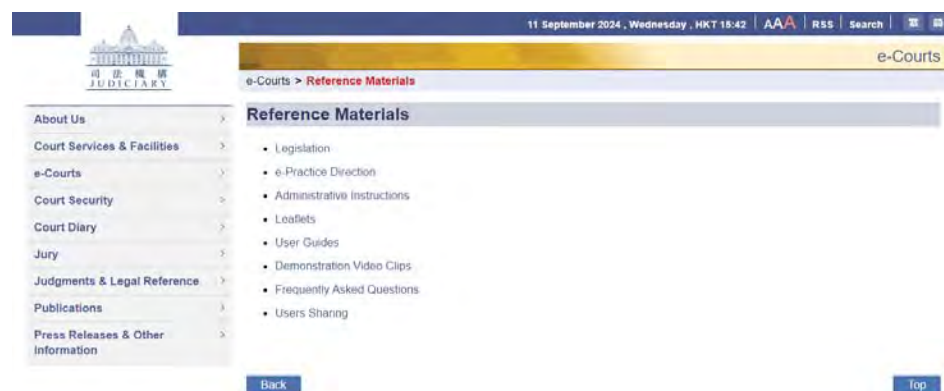
https://www.judiciary.hk/en/e_courts/index.html



Dedicated webpage on Judiciary's website



Dedicated webpage on Judiciary's website



Useful information

- Legislation, e-Practice Direction, 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

List of law firms registered for iCMS account

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

<ul style="list-style-type: none"> About Us Court Services & Facilities e-Courts Court Security Court Diary Jury Judgments & Legal Reference Publications Press Releases & Other Information 	<h3>List of law firms registered for iCMS account</h3> <p>List of law firms having registered for an organization account under the Integrated Court Case Management System ("iCMS") (as at 31 August 2024)</p> <table> <tr> <th colspan="2">Names of law firms (in alphabetical order)</th></tr> <tr> <td>ADRIAN YEUNG & CHENG</td><td>AH LAWYERS</td></tr> <tr> <td>ALAN LAM, YAM & PE, SOLICITORS</td><td>ALVAN LIU & PARTNERS</td></tr> <tr> <td>AMELIA CHEUNG & COMPANY</td><td>ANGELA HO & ASSOCIATES</td></tr> <tr> <td>ANGELA WANG & CO.</td><td>ANNIE LEUNG & CO.</td></tr> <tr> <td>ANTHONY CHIANG & PARTNERS</td><td>ANTHONY EVANS & CO.</td></tr> <tr> <td>ANTHONY SIU & CO.</td><td>ARTHUR HONG LLP</td></tr> <tr> <td>AU & ASSOCIATES, SOLICITORS</td><td>AU, THONG & TSANG</td></tr> <tr> <td>AU-YEUNG, CHAN & HO, SOLICITORS</td><td>AU-YEUNG, CHENG, HO & TIN</td></tr> </table>	Names of law firms (in alphabetical order)		ADRIAN YEUNG & CHENG	AH LAWYERS	ALAN LAM, YAM & PE, SOLICITORS	ALVAN LIU & PARTNERS	AMELIA CHEUNG & COMPANY	ANGELA HO & ASSOCIATES	ANGELA WANG & CO.	ANNIE LEUNG & CO.	ANTHONY CHIANG & PARTNERS	ANTHONY EVANS & CO.	ANTHONY SIU & CO.	ARTHUR HONG LLP	AU & ASSOCIATES, SOLICITORS	AU, THONG & TSANG	AU-YEUNG, CHAN & HO, SOLICITORS	AU-YEUNG, CHENG, HO & TIN
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4. Walkthrough on key iCMS external functions

Judiciary Web Portal

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
- System Maintenance Information
- Private Cloud



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

Important Notice

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

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

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Registered user to login iCMS



Important Notice

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



Judiciary Web Portal

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Login page

Screen ID: AUTH-LCN-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

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

Message Box

Screen ID: EXT-MSG-00001

iCMS services by court levels assigned to the registered user are shown after successful login

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
- Private Cloud

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
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Message Box

Screen ID: EXT-MSG-00001

All Read Unread			
SUBJECT	DATE/TIME	FROM	FILE
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[TRN:E2082000027] New Electronic Submission R...	10/07/2024	Court Registry, High Co...	968KB
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*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 18:19

- 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
- Private Cloud

[HCPI 5/2023] New Electronic Submission Received

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

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 and Public Holidays: Closed

1 Attachment(s)

PDF Acknowledgement - e-Filing TRN-E2017000014.pdf

Message content

Click to download the attachment

Terms and Conditions | Help and Support | Feedback on iCMS

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Deposit Account Creation by Primary Administrator ("PA")

- To be introduced for Organisation Accounts upon the rollout of iCMS external functions for the High Court
- Deposit Account can be used for electronic payment of all case types of e-Courts supported by the iCMS



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
- System Maintenance Information
- Private Cloud

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 *

gklf gklfpa

Password *

LOGIN

Login PA account

[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 11:24

Screen ID: EXT-MSG-00001

Message Box

All Read Unread

SUBJECT	DATE/TIME	FROM	FILE
Invitation for Creation of Deposit Account for Making El...	28/06/2024	Finance Section	

Maintain Deposit Account

Click "Maintain Deposit Account"

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

Maintain Deposit Account

Screen ID: EPY-DEP-00100

BRANCH CODE	BRANCH DESCRIPTION	BRANCH STATUS	DEPOSIT ACCOUNT NUMBER	DATE OF CREATION	DEPOSIT ACCOUNT STATUS	CURRENT BALANCE (HKD) (AS AT 11/07/2024 10:09:27)
HQ	Headquarters	Active	-	-	-	-
CKLFA	CK Law Firm Branch A	Active	-	-	-	-

Create Account

Click to create new Deposit Account

[Generate Deposit Account Balance Report](#)

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Create Account

Screen ID: EPY-DEP-00102

1

Application Details

Payment

Acknowledgement

Note:

The deposit can be paid by the following methods. Please select the payment method and input the deposit amount. Please note that the deposit account/sub-account balance will only be refunded upon termination of Organization Account.

- (i) Online payment
 - Online credit card payment by VISA, MasterCard, China UnionPay and JCB will be accepted. The ceiling for online credit card payment is \$3,300 for each payment transaction.
 - For payments exceeding \$3,300, it must be made through web-based PPS Shop&Buy Service ("PPSB") subject to in which the default maximum amount for PPSSB payment as set by the service provider not being exceeded and such ceiling is currently \$100,000.
- (ii) Payment over the counters
 - A payment advice will be generated by the system. The payment advice will lapse if payment is not made by the payment due date printed on the payment advice. A fresh request for creation of deposit account is required to be submitted after the payment advice has expired.
 - Please present the payment advice to any of the accounts offices. The hours of the accounts offices can be found [here](#).
 - If payment is made by cheque over the counters, please allow 5 working days for clearing.

Select payment method (i.e. online payment or payment over the counter) and input amount to be deposited:

- Online payment can be made by credit card or PPS Shop&Buy Service
- For payment over the counter, payment advice will be generated. User can bring the payment advice to perform payment at 10 account offices of the Judiciary for settling of payment

- Field with (*) is required information

Payment Method *

Online payment by credit card or PPSSB

Amount (HKD) *

(Minimum amount for initial deposit: HKD 3,000)

CANCEL

OK

Click "OK"

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Sample of the payment advice

Payment Advice No.: 1P000001/13/24/13/0001

Payment Advice Issue Date: 11/07/2024

Payment Advice Expiry Date: 10/08/2024

JUDICIARY

Payment Advice 繳款通知書

敬啟者 To whom it may concern

繳款項目 Payment Item(s):

Organization Name 機構名稱	Branch Code 分支代碼	Deposit Account/ Sub-account number 銀行存款戶/ 子賬戶代碼	Payment Code 繳款編號	Payment Description 繳款說明	Amount (HKD) 金額 (港幣)
GKLF	00	GKLF-000	001	Initial deposit 首次繳訂金	3,000.00
合銀總數 Grand Total Amount:					3,000.00

Payment details

Judiciary Administration
司法機構行政處

* If payment is made by cheque, please allow 5 working days for the cheque to be cleared by banks.
如以支票付款，請預留5個工作日讓銀行兌現支票。

- Addresses of the 10 account offices of the Judiciary for payment over the counter are shown in the payment advice
- If payment by cash/EPS, Deposit Account will be enabled immediately upon successful completion of payment
- If payment by cheque, Deposit Account will be enabled after cheque has been cleared

- JUDICIARY**
- PAYMENT METHODS**
1. By cash or cheque or EPS
 - Payment may be made personally or by an agent at the Accounts Office of the following courts/ tribunals:
 - (1) High Court (G/F), High Court Building, 35 Queenway, Hong Kong
 - (2) District Court (G/F), Mural Law Courts, Mural Tower, 12 Harbour Road, Hong Kong
 - (3) Small Claims Tribunal (2/F, Tower A, West Kowloon Law Courts Building, 501 Tung Chau Street, Sham Shui Po, Kowloon)
 - (4) Eastern Magistrates' Courts (7/F, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho, Hong Kong)
 - (5) Kowloon City Magistrates' Courts (3/F, Kowloon City Law Courts Building, 147M Argyle Street, Kowloon City, Kowloon)
 - (6) Kwan Tong Magistrates' Courts (2/F, Kwan Tong Law Courts Building, 10 Lei Yue Mun Road, Kwan Tong, Kowloon)
 - (7) West Kowloon Magistrates' Courts (3/F, Tower A, West Kowloon Law Courts Building, 501 Tung Chau Street, Sham Shui Po, Kowloon)
 - (8) Paoing Magistrates' Courts (2/F, Paoing Law Courts Building, 1 Pih Fung Road, Paoing, New Territories)
 - (9) Shatin Magistrates' Courts (2/F, Shatin Law Courts Building, 1 Yi Ching Lane, Shatin, New Territories)
 - (10) Tuen Mun Magistrates' Courts (2/F, Tuen Mun Law Courts Building, 1 Tuen Hi Road, Tuen Mun, New Territories)
- Please note: The above courts and tribunals receive payments during the opening hours as set out below:*

Monday to Fridays	9:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:00 p.m.
Saturdays, Sundays and Public	Closed

- Cheques should be made payable to "THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION" and crossed. They must not be made payable to any individual officer. Post-dated cheques will not be accepted.
- Please note the above payment cannot be made at post offices or by post.
- This payment advice will lapse if payment is not made by the payment due date specified in the payment advice. A fresh request needs to be submitted in Integrated Court Case Management System again.
- Deposit account/ sub-account balance will only be refunded upon termination of Organization Account.

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If online payment is selected

Online Payment Service

Type of Service: Judiciary Online Payment Service

Merchant Name: The Judiciary

Deposit Account Transaction Reference No: R2010000040

Deposit Account Number: GKLF-000

Transaction Date: 09/07/2024

Total Amount: HKD 3,000.00

Payment Method:



Select payment method and click "PAY"

- Please take note of the transaction reference number or PRINT the page for enquiry on the payment status when necessary.
- After pressing the pay button, please DO NOT leave this page until you are redirected to the acknowledgement page, otherwise your transaction may not be successful.
- 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 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, 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-Apostille Service, to the payer/applicant.
- Deposit account/ sub-account balance will only be refunded upon termination of Organization Account. For refund of online payment by deduction from deposit account/ sub-account, the refund amount will be credited to the same deposit account/ sub-account.

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Create Account

Screen ID: EPY-DEP-00103

1

Application Details

2

Payment

3

Acknowledgement

Acknowledgement

Submitted By
Mr. Gary Kwok(GKLF.gklfpa)

Submitted On
03/07/2024 14:01:22

e-Payment Transaction Date Time
03/07/2024 14:05:34

e-Payment Method
Credit Card(JCB)

Organization
GK Law Firm

Deposit Account Transaction Reference No.
R2010000040

e-Payment Transaction Reference No.
C202407037000582

Deposit Account Number
GKLF-000

Please save or print the Payment Receipt as a proof of your payment.

Acknowledgment of the payment is shown

CLOSE

SAVE PAYMENT RECEIPT

17

Maintain Deposit Account

Screen ID: EPY-DEP-00100

BRANCH CODE	BRANCH DESCRIPTION	BRANCH STATUS	DEPOSIT ACCOUNT NUMBER	DATE OF CREATION	DEPOSIT ACCOUNT STATUS	CURRENT BALANCE (HKD) (AS AT 11/07/2024 10:16:06)			
HQ	Headquarters	Active	GKLF-000	03/07/2024	Active	3,000.00	Details	Top-up	Transfer-in
GKLFA	GK Law Firm Branch A	Active	GKLF-001	03/07/2024	Active	0.00	Details	Top-up	Transfer-in

[Generate Deposit Account Balance Report](#)

- Upon successful creation of the Deposit Account, Deposit Account number(s) will be assigned for the headquarters and all existing branch code(s) automatically
- For organisation with Deposit Account, new deposit sub-account will be created for each new branch code
- Deposit Account number is in the format "Organisation Code + sequential order" (000 represents the Deposit Account, 001 represents the first deposit sub-account created, 002 represents the second deposit sub-account created, and so on)
- Secondary Administrator ("SA") (s) granted with the right can assist to manage the Deposit Account/sub-account(s)

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Transfer Balance between Deposit Account/Sub-Account(s) by PA/SA

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Maintain Deposit Account Screen ID: EPY-DEP-00100

PA/SA can review balances of all Deposit Account and all sub-accounts

BRANCH CODE	BRANCH DESCRIPTION	BRANCH STATUS	DEPOSIT ACCOUNT NUMBER	DATE OF CREATION	DEPOSIT ACCOUNT STATUS	CURRENT BALANCE (HKD) (AS AT 11/07/2024 10:16:06)			
HQ	Headquarters	Active	GKLF-000	03/07/2024	Active	3,000.00	Details	Top-up	Transfer-in
GKLFA	GK Law Firm Branch A	Active	GKLF-001	03/07/2024	Active	0.00	Details	Top-up	Transfer-in

[Generate Deposit Account Balance Report](#)

PA/SA clicks to top-up or transfer deposit to the sub-account

For top-up, the procedures are similar to those of initial deposit

20

If transfer-in is selected

Transfer Screen ID: EPV-DEP-00111

- Field with (*) is required information

Receiving Deposit Account and Branch Code
GKLF-001 (GKLFA) (Current balance: \$0.00)

Transfer from Deposit Account and Branch Code *

GKLF-000 (HQ) (Current balance: \$3,000.00)

Amount (HKD) *

1,500

CANCEL OK

Amount can only be transferred between Deposit Account/sub-accounts of the same organisation

Input amount to be transferred

Click "OK"

21

Create Organisation User ("OU") Account by PA/SA

22



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
- System Maintenance Information
- Private Cloud

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 *

gklf gklfpa

Password *

LOGIN

Login PA/SA account

[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: 10 July 2024, Wednesday HKT 19:27

Screen ID: EXT-MSG-00001

- Home
- Organization Accounts Maintenance
 - Create SA Account
 - Create OU Account**
 - Maintain SA Account Profile
 - Maintain OU Account Profile
 - Request Change of Organization Configuration
 - Enquire Organization Configuration
 - Maintain Branch
 - Enquire Branch
 - Reports
- Assign default OU Account(s) and court case(s)

Message Box

All Read **Unread**

SUBJECT DATE/TIME FROM FILE

Click to create OU account

You have no unread message

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

Title *
Mr. Input the details of the OU

Surname (Eng) * Wong **Given Name (Eng) *** Siu Ming

Surname (Chi) **Given Name (Chi)**

Identification Document Type *
H.K. Identity Card

Identification Document Type (Others) (Eng) **Identification Document Type (Others) (Chi)**

Identification Document No. (First 4 Characters) *
A123

Job / Post Title (Eng) * Solicitor **Job / Post Title (Chi)**

Staff No.

Telephone No. * 21234567 **Fax No.**

Email Address * wongsiuming@icmispilot.hk **Mobile Phone No.**

25

Job / Post Title (Eng) * Solicitor **Job / Post Title (Chi)**

Staff No.

Telephone No. * 21234567 **Fax No.**

Email Address * wongsiuming@icmispilot.hk **Mobile Phone No.**

Effective Start Date (DD/MM/YYYY) **Effective End Date (DD/MM/YYYY) ***

Branch * HQ - Headquarters

Group / Role [Remarks : Please click Add to confirm the selected iCMS role.]

Court Level

Group **Role**

Notification email of OU account activation will be sent to this email address

26

Group / Role [Remarks: Please click Add to confirm the selected iCMS role.]

Court Level
High Court

Group
Law Firms

Role
Court Case Processing (Full access)

Functions: **Add**

☐ **COURT LEVEL** **ROLE**

No record found.

Delete

Preferred Language (For screen display) *

☒ English ☐ Traditional Chinese ☐ Simplified Chinese

SUBMIT

Select the court level, group and role that the OU account is assigned to

Click "Add" after the selection

Available options of "Role":

- Court Case Processing (Full access)
- Court Case Processing
- Conduct Other Electronic Services
- Make Electronic Payment

27

Assignment of iCMS functions to roles

Annexes to the Administrative Instructions on Matters relating to Registration as a User of the integrated Court Case Management System

(https://www.judiciary.hk/doc/en/e_courts/AI_RegUser_iCMS_Annex_e.pdf)

iCMS Roles	iCMS Functions	
	User management related	Court case management related
OU Account holder: Court case processing (Full access)	➤ maintain OU's personal profile (except branch information)	➤ send and receive court documents ➤ inspect filed documents ➤ conduct other electronic services such as apply for certification of translation service ➤ make electronic payment
OU Account holder: Court case processing	➤ ditto	➤ send and receive court documents ➤ inspect filed documents ➤ conduct limited electronic services such as Document Reference Number checking
OU Account holder: Conduct other electronic services	➤ ditto	➤ inspect filed documents ➤ conduct other electronic services such as apply for certification of translation service
OU Account holder: Make electronic payment only	➤ ditto	➤ make electronic payment

28

Group / Role [Remarks : Please click Add to confirm the selected iCMS role.]

Court Level

Group

Role

[Functions](#) [Add](#)

<input type="checkbox"/> COURT LEVEL	GROUP	ROLE	FUNCTIONS
<input type="checkbox"/> High Court	Law Firms	Court Case Processing (Full access)	Show

[Delete](#)

Preferred Language (For screen display) *
☒ English ☐ Traditional Chinese ☐ Simplified Chinese

[SUBMIT](#)

The selected option is added to the list

Click "SUBMIT"

29

Court Level

Group

Role

[Functions](#) [Add](#)

<input type="checkbox"/> COURT LEVEL	GROUP	ROLE	FUNCTIONS
<input type="checkbox"/> High Court	Law Firms	Court Case Processing (Full access)	Show

[Delete](#)

Preferred Language (For screen display) *
☒ English ☐ Traditional Chinese ☐ Simplified Chinese

[SUBMIT](#)

Information

Account has been created. Notification email has been sent.

[OK](#)

Account is created and notification email is sent to the OU's email address

Upon receiving the email notification, the OU account owner can activate the account to start using the iCMS functions

30

Assign Case(s) to OU Account(s) by PA/SA

- OU will receive court messages for the assigned case(s)
- OU can conduct daily transactions for the assigned case(s) (e.g. Electronic Filing, Inspect Filed Document)

31

The screenshot displays the Judiciary Web Portal interface. At the top, there is a header with the Judiciary logo, the date '10 July 2024, Wednesday HKT 16:54', and user information 'gkl/pa'. Below the header, a blue banner reads 'Welcome to Judiciary Web Portal! You can access the services of the Integrated Court Case Management System ("ICMS") in this portal.' The main content area is divided into a left sidebar and a central 'Message Box'. The sidebar contains a list of navigation options, with 'Assign court case(s) to OU Account(s)' highlighted by a red box. The 'Message Box' shows tabs for 'All', 'Read', and 'Unread', with 'Unread' selected. It displays a message icon and the text 'You have no unread message'. A yellow callout box points to the red box in the sidebar with the text 'Click to assign court case(s) to OU account(s)'. At the bottom, there are links for 'Terms and Conditions', 'Help and Support', and 'Feedback on ICMS'.

10 July 2024, Wednesday HKT 16:54

gkl/pa

10 July 2024, Wednesday HKT 16:54

Screen ID: EXT-MSG-00001

Message Box

All Read Unread

SUBJECT DATE/TIME FROM FILE

You have no unread message

Click to assign court case(s) to OU account(s)

Terms and Conditions | Help and Support | Feedback on ICMS

32

ASSIGN COURT CASE(S) TO OU ACCOUNT(S)

Screen ID: EURE-GMN-00082

Organization Code
GKLF
Organization Name (Chi)
-

Organization Name (Eng)
GK Law Firm

Cases (?) [Remarks: Please click Search to start.]

☒ By Profile

☐ COURT LEVEL

COMPRISING COURT

CASE TYPE

No record found.

[Remove](#) [Search](#)

☐ By Case No.

☐ CASE NO.

PARTY / ACTED FOR PARTY

No record found.

[Remove](#) [Search](#)

Two options are provided for assigning court case(s) to OU account(s):

- By Profile (i.e. by Comprising Court + Case Type)
- By Case No.

33

ASSIGN COURT CASE

Organization Code
GKLF
Organization Name (Chi)
-

Cases (?) [Remarks: Please click Search to start.]

☒ By Profile

☐ COURT LEVEL

No record found.

[Remove](#) [Search](#)

☐ By Case No.

☐ CASE NO.

No record found.

[Remove](#) [Search](#)

Organization User (")

Search By Case Profile

Court Level *

High Court

Comprising Court *

COMPRISING COURT

Court of Appeal of the High Court

Court of First Instance of the High Court

Case Type *

☐ CASE TYPE

☐ Civil Action

☐ Commercial Action

☐ Construction and Arbitration Proceedings

☐ Intellectual Property Proceedings

☒ Personal Injuries Action

CANCEL

SUBMIT

By Profile –
Select Court Level, Comprising Court and Case Type(s) for assigning to the OU account(s)

34

ASSIGN COURT CASE(S) TO OU ACCOUNT(S)

Screen ID: EURE-CMN-00

Organization Code: CKLF
Organization Name (Eng): CK Law Firm
Organization Name (Chi):

Search By Case No.

Case No. *
HCPI 42/2024

[Clear](#) [Search](#)

[CANCEL](#) [SUBMIT](#)

By Case No. –
Input the case no. and click “Search”

Cases [Remarks](#) [Print](#)

☐ By Profile

☒ **COURT LEVEL**

No record found.

[Remove](#) [Search](#)

☒ **By Case No.**

☒ **CASE NO.**

No record found.

[Remove](#) [Search](#)

PARTY / ACTED FOR PARTY

Organization User ("OU") [Remarks](#) [Print](#) [Search](#)

35

Electronic Filing – Commence a New Case by OU

36

10 July 2024, Wednesday HKT 17:51 繁 簡

gklfwsn

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

Home

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

System Maintenance Information

Private Cloud

Message Box

All Read Unread

FROM

FILE

You have no read message

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

Terms and Conditions | Help and Support | Feedback on iCMS

37

14. Sender should reserve sufficient time for the electronic transaction, in particular for submission of document consisting of multiple files. The official time of receipt of the document is the time of completion of the whole transaction but not the time of successful completion of the first file.

If the whole transaction (including electronic payment) is completed and the document is received at the time when the Registry is next normally open for operation, the document relates, whichever is earlier.

Technical Requirements

15. The documents shall not contain any computer instructions such as computer viruses, malware, and macros, scripts and fields that depend on the execution environment and the execution of which will cause changes to the document itself.

16. 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.

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

18. 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.

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

Others

20. 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

38

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

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

BACK

SAVE DRAFT

NEXT

Click
"NEXT"

Remaining Time 02:57:09

39

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

Notice

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

Input details of the case

Enter Court Case Details

Batch No.
01

Court Level
High Court

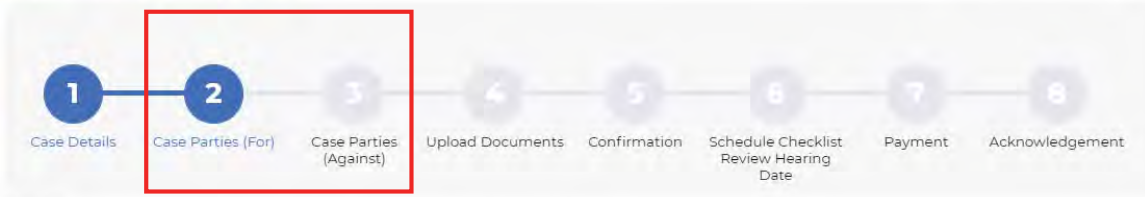
Case Type*
HCPI - Personal Injuries Action

Related Intended Action Case Number ?

40

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)

Batch No.
01

Party Type *	Party Category *
Plaintiff	Individual

41

Enter Court Case Details - Case Parties (For)

Batch No.
01

Party Type *	Party Category *
Plaintiff	Individual

Surname (Eng) *	Given Name (Eng)
Wong	Ling Ling

Surname (Chi)	Given Name (Chi)

ID Type	ID No. (?)
--- Please Select ---	

Address *
Local address must be provided

☐ NO. ADDRESS (ENG)

ADDRESS (CHI)

NON-
LOCAL
ADDRESS

<input checked="" type="radio"/> English Address	<input type="radio"/> Chinese Address
Flat 1211, Lucky Building	--- Please Select ---

Input details of the
Case Parties

42

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

1 — 2 — 3 — 4 — 5 — 6 — 7 — 8

Case Details Case Parties (For) Case Parties (Against) **Upload Documents** Confirmation Schedule Checklist Review Hearing Date Payment Acknowledgement

Notice
- Field with (*) is required information

Enter Court Case Details - Documents

Batch No.
01

NO.	DOCUMENT	PURPOSE
1	Document Name * <input type="text" value="Writ of Summons"/>	<input type="text" value="For Filing"/>
	Document Language * <input type="text" value="--- Please Select ---"/>	
Generate Originating Document *		

43

Enter Court Case Details - Documents

Batch No.
01

NO.	DOCUMENT	PURPOSE
1	Document Name * <input type="text" value="Writ of Summons"/>	
	Document Language * <input type="text" value="English"/>	
<p>Generate Originating Document * [The originating document generated by the system will include Form 14 and Form 16 of 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.]</p> <div style="border: 2px solid red; padding: 5px; display: inline-block;"> Generate Originating Document </div>		
<p>Upload Generated Originating Document * [Please upload the originating document from your local drive]</p> <p>Upload Sign</p>		
2	Document Name * <input type="text" value="Statement of Claim"/>	<input type="text" value="For Filing"/>
<p>[(with Statement of Truth) if there is no indorsement of claim on the Writ]</p>		

- 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 the High Court

- This feature will be extended to the iCMS functions for the District Court at a later stage. Details will be announced in due course

[Generate Originating Document](#)

Click to generate the originating document

44

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 T4 and Form T6 or T6C (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. If you also upload "Statement of Truth" (if "Statement of Claim" is included,]

WritofSummons202407101836.docx [Reset](#) [Download](#)

Upload Generated Originating Document *

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

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

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

2

Document Name *

Statement of Claim



For Filing



[Delete](#)

[(with Statement of Truth) if there is no indorsement of claim on the Writ]

45

Table Tools WritofSummons202407101836.docx - Word

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

2 1 1 2 3

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 1st Plaintiff

AND

Chan Ting Ting 1st Defendant

TO THE 1st defendant, Chan Ting Ting, Flat B, Aberdeen, Hong Kong.

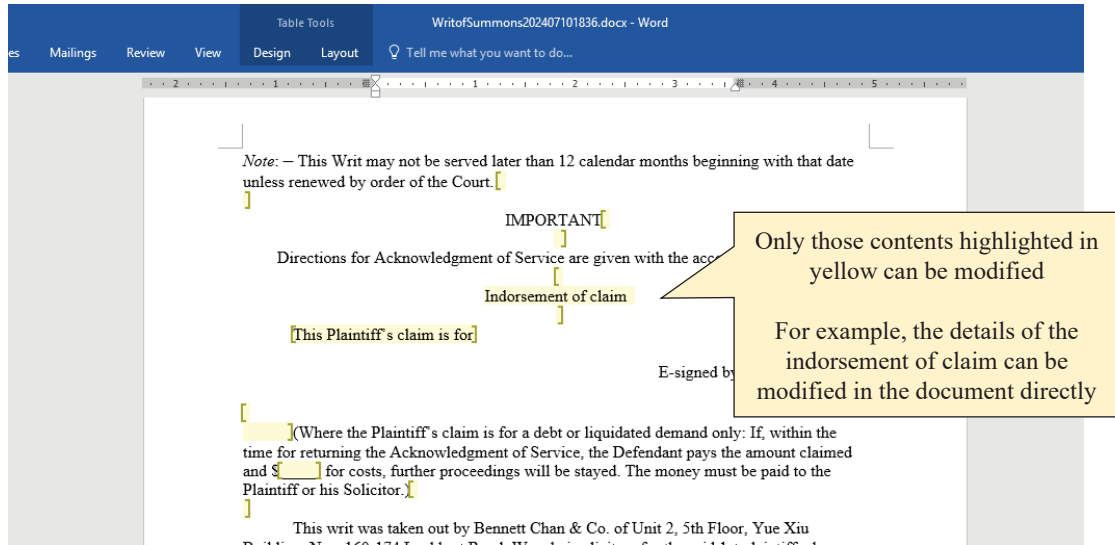
[THIS WRIT OF SUMMONS has been issued against you by the above-named Plaintiff in respect of the claim set out on the back]

[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

46



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Enter Court Case Details - Documents

Batch No.
01

NO.	DOCUMENT	PURPOSE
1	<div>Document Name * Writ of Summons</div> <div>Document Language * English</div> <div>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.] WritofSummons202407101836.docx Reset Download Upload Generated Originating Document * [Please upload the originating document from your local drive after editing.] Upload Sign</div>	<div>For Filing</div>
2	<div>Document Name * Statement of Claim</div> <div>[(with Statement of Truth, if there is no indorsement of claim on the writ.)</div>	<div>For Filing</div> <div>Delete</div>

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

48

Enter Court Case Details - Documents

Batch No.
01

NO.	DOCUMENT	PURPOSE
1	<p>Document Name *</p> <p>Writ of Summons</p> <p>Document Language *</p> <p>English</p> <p>Generate Originating Document *</p> <p>[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.]</p> <p>WritofSummons202407101836.docx Reset Download</p> <p>Upload Generated Originating Document *</p> <p>[Please upload the originating document from your local drive after editing.]</p> <p>WritofSummons202407101836.docx(74.52KB) Reset Sign</p>	<p>For Filing</p>
2	<p>Document Name *</p> <p>Statement of Claim</p> <p>[(with Statement of Truth) if there is no indorsement of claim on the Writ]</p>	<p>For Filing</p> <p>Delete</p>

After the upload, "Sign" option will be available.
Click to e-Sign the uploaded originating document

49

WritofSummons202407111114.docx [Reset](#) [Download](#)

Upload Generated Originating Document *

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

WritofSummons202407111114.docx(74.51KB) [Reset](#) [Sign](#)

2	<p>Document Name *</p> <p>Statement of Claim</p> <p>[(with Statement of Truth) if there is no indorsement of claim on the Writ]</p> <p>Document Language *</p> <p>--- Please Select ---</p> <p>Upload File *</p> <p>Upload</p>
3	<p>Document Name *</p> <p>Statement of Truth</p> <p>Document Language *</p> <p>--- Please Select ---</p> <p>Upload File *</p> <p>Upload</p>

Sign

Signature *

[Please input your full name 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

50

Enter Court Case Details - Documents

Batch No.
01

NO.	DOCUMENT	PURPOSE
1	<p>Document Name * Writ of Summons</p> <p>Document Language * English</p> <p>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.]</p> <p>WritofSummons202407101836.docx Reset Download</p> <p>Upload Generated Originating Document * [Please upload the originating document from your local drive after editing.]</p> <p>WritofSummons202407101836_signed.docx Reset Sign View</p>	<p>For Filing</p>
2	<p>Document Name * Statement of Claim</p> <p>[(with Statement of Truth) if there is no indorsement of claim on the Writ]</p>	<p>For Filing</p> <p>Delete</p>

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WritofSummons202407111246_signed.docx

View

2 of 26

Indorsement of claim

This Plaintiff's claim is for

(Where the Plaintiff's claim is for a debt or liquidated demand only: If, within 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 1st plaintiff whose address is Flat B, Beacon Hill, Kowloon.

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

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

100%

52

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

Document Language *
--- Please Select ---

Upload File * ?
Upload Private Cloud

3 Document Name *
Statement of Truth
For Filing Delete

Document Language *
--- Please Select ---

Upload File * ?
Upload Private Cloud

4 Document Name *
Statement of Damages
[pursuant to para 53 of P.D.18.1]
For Filing Delete

Document Language *
--- Please Select ---

53

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 * ?
Statement of Claim.pdf(3.00KB) Reset

3 Document Name *
Statement of Truth
Document Language *
--- Please Select ---

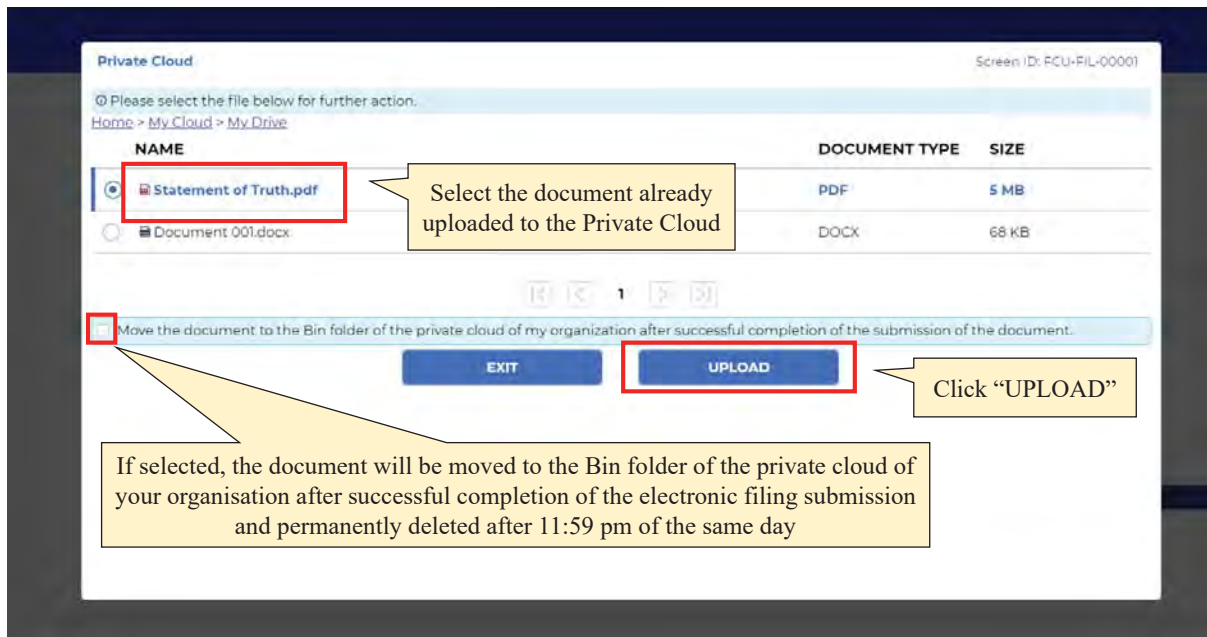
Upload File * ?
Upload Private Cloud

4 Document Name *
Statement of Damages
[pursuant to para 53 of P.D.18.1]
Document Language *
--- Please Select ---

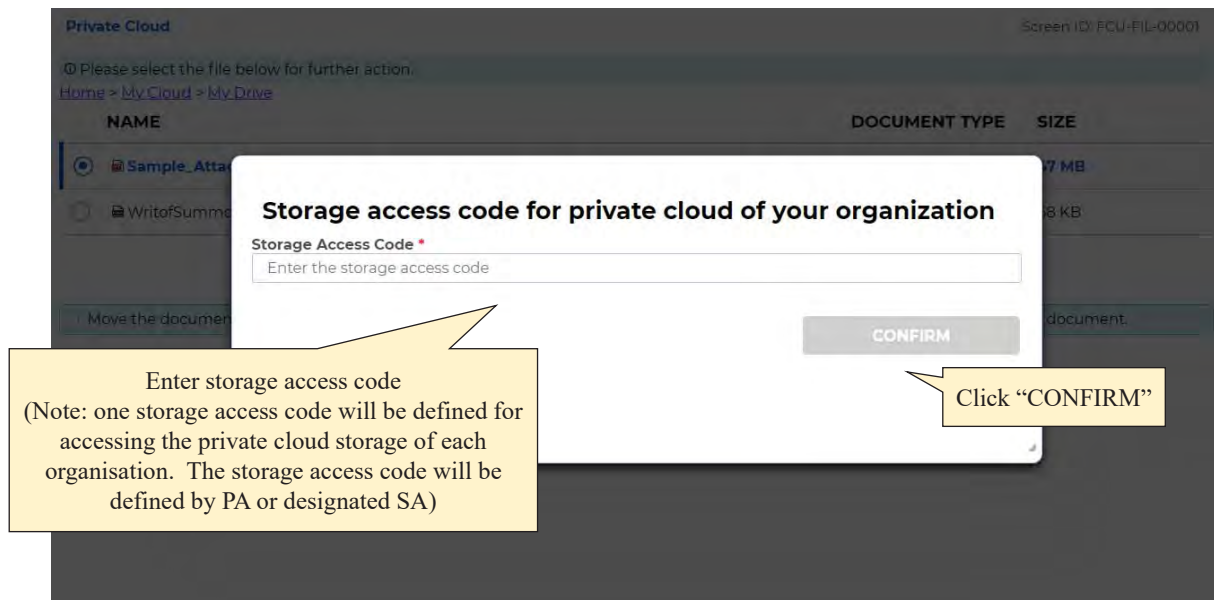
For documents exceeding the file size limit (i.e. 50MB), the "Private Cloud" option can be used. Click to access the "Private Cloud"

- 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 private cloud storage (which is a temporary storage area for uploading the documents exceeding the file size limit), starting from 20GB of storage area per organisation in the implementation of the iCMS for the High Court
- This feature will be extended to the iCMS functions for the District Court at a later stage. Details will be announced in due course

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55



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6 Document Name *
Solicitor's Certificate [pursuant to para.55 of P.D.181] For Filing

Document Language *
English

Upload File * (7)
Solicitor's Certificate.pdf(3.00KB) [Reset](#)

7 Document Name *
Mediation Certificate [pursuant to para.35 of P.D.181] For Filing

total 6 file(s) (89.34KB)

[Add Document](#)

BACK SAVE DRAFT NEXT

Click "SAVE DRAFT" to save if needed

Please note only the inputted data and the generated originating document will be saved, but not the document(s) uploaded from the PC and/or from the private cloud

After all the required documents are uploaded, click "NEXT"

57

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

1 2 3 4 5 6 7 8

Case Details Case Parties (For) Case Parties (Against) Upload Documents Confirmation Schedule Checklist Review Hearing Date Payment Acknowledgement

Confirm Details of the Filing

Batch No.
01

Court Level
High Court

Case Type
Personal Injuries Action

Intended Action
-

Related Order Date
-

Confirmation page to display all the inputted information

58

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

Schedule Checklist Review Hearing Date

Batch No.
01

Hearing Nature
PI Checklist Review

Schedule Date and Time
13/12/2024 09:50

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 02:31:13

59

Notice

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.
E2018000059

BATCH NO.	CASE NO.	CASE TYPE	HEARING NATURE	SCHEDULE DATE AND TIME	PAYMENT ITEM(S)	FEE(HKD)	
01	-	Personal Injuries Action	PI Checklist Review	13/12/2024 09:50	All Procedural Fees under the Court Proceedings (Electronic)	1,045.00	Edit Delete

Details of payment item is displayed

Click "NEXT" to confirm to proceed with payment

SAVE DRAFT

NEXT

Amount : HKD 1,045.00

Remaining Time 02:44:13

[Filing for Other Court Case](#)

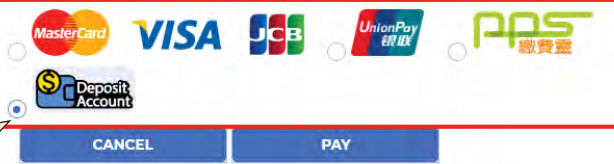
60

Online Payment Service

Type of Service: Judiciary Online Payment Service
Merchant Name: The Judiciary
e-Filing Transaction Reference No: E2017000115
Transaction Date: 10/07/2024
Total Amount: HKD 1,045.00

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. On, please DO NOT leave this page until you are redirected to the acknowledgement page, otherwise your transaction 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 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, 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-Apostille Service, to the payer/applicant.
 - Deposit account/ sub-account balance will only be refunded upon termination of Organization Account. For refund of online payment by deduction from deposit account/ sub-account, the refund amount will be credited to the same deposit account/ sub-account.

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Online Payment Service

Screen ID: EPY-SET-0003

Payment by Deposit Account

e-Filing Transaction Reference No: E2017000115
Deposit Account Number: GKLF-000
Current Available Balance (as at 10/07/2024 13:00:43): HKD 30,302.00
Payment Amount: HKD 1,045.00

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



Click "PAY"

62

[TRN:E2017000115] New Electronic Submission Received

Date/Time 10/07/2024 19:11
From Court Registry, High Court
To LAWFIRMA.estou1

This message serves to confirm the successful completion of the submission of the document(s) (e-Filing Transaction Reference No. E2017000115) submitted via iCMS on 10/07/2024 19:10. (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.:E2017000115

Payment receipt - e-Payment Transaction Reference No.:T202407100001393

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
and Public Holidays: Closed

2 Attachment(s)

 Acknowledgement - e-Filing TRN-E2017000115.pdf
433KB

 Payment Receipt - e-Payment TRN-T202407100001393.pdf
423KB

Acknowledgement of receipt
and payment receipt are
attached in the message

Click to download the
attachment

65

Upload Documents to Private Cloud for Electronic Filing

- A temporary storage area for uploading the documents which will be selected for electronic filing
- To be enabled progressively starting from the iCMS implementation for the High Court

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Private Cloud
HONG KONG JUDICIARY

Login

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

Organization Code* Login Name*

Password*

Login

Login the private cloud with your registered user account

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Storage access code for private cloud of your organization

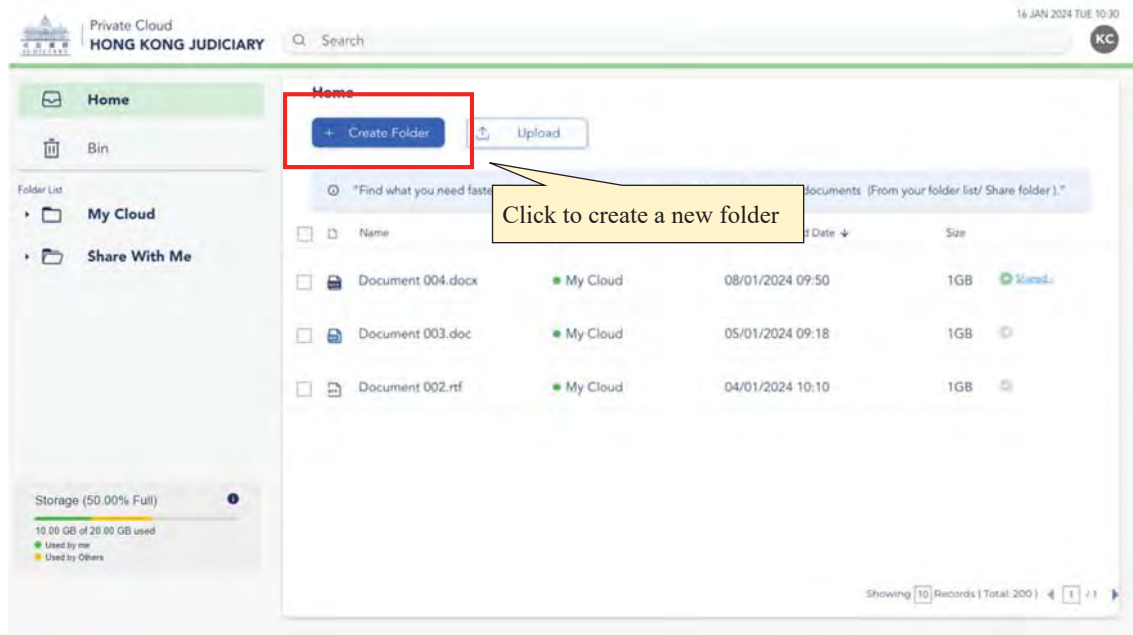
Storage Access Code *

Enter the storage access code

Confirm

Enter storage access code
(Note: one storage access code will be defined for accessing the private cloud storage of each organisation. The storage access code will be defined by PA or designated SA)

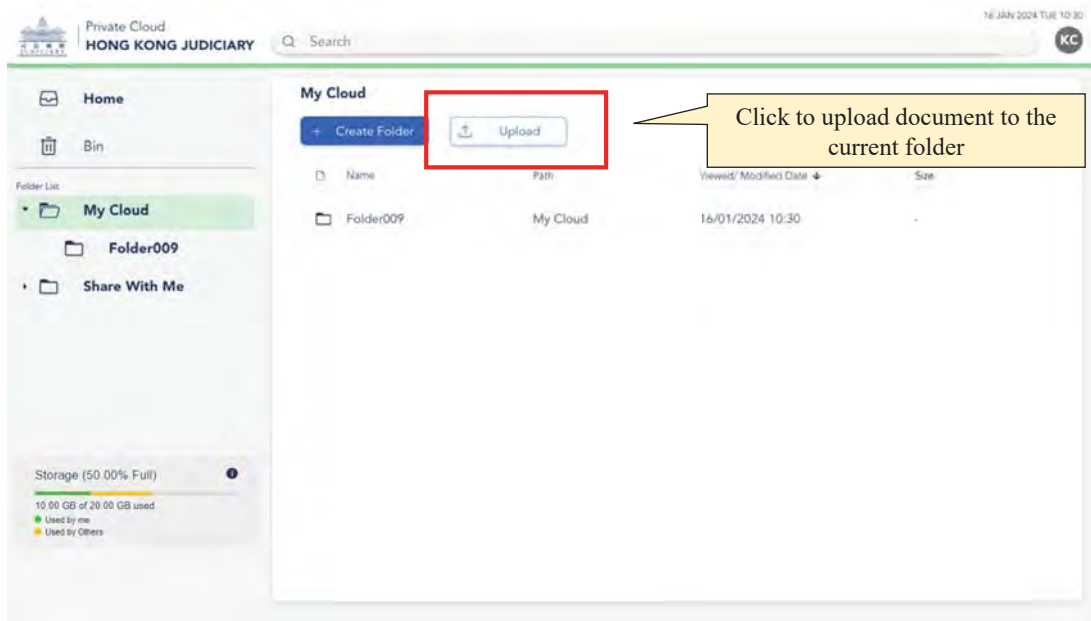
68



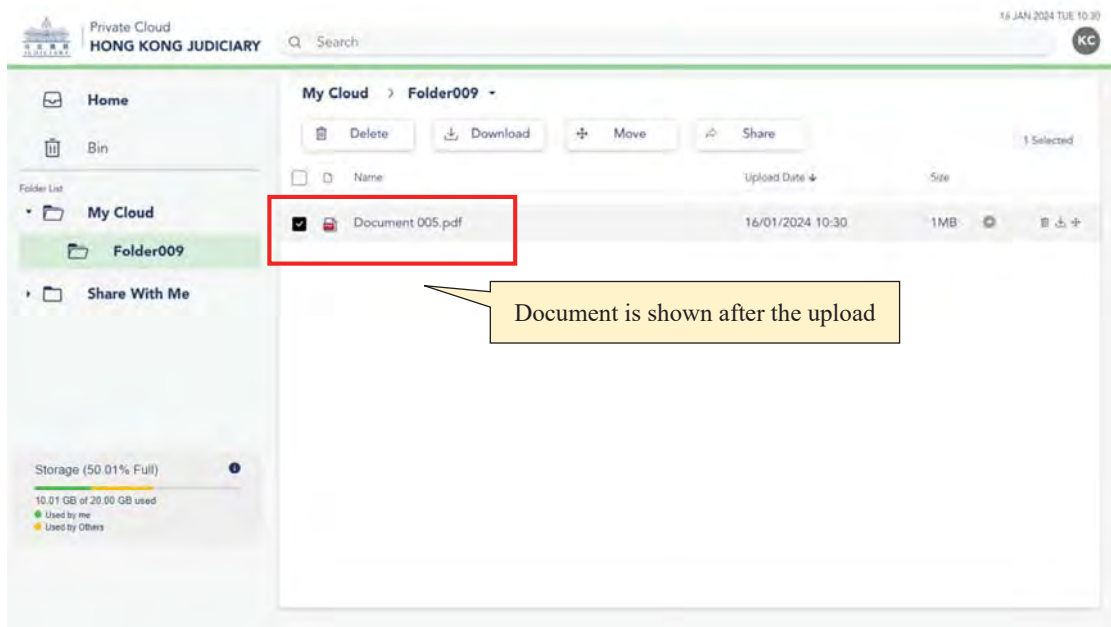
71



72



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Private Cloud
HONG KONG JUDICIARY

16 JAN 2024 TUE 10:30

Home

Bin

My Cloud

Folder009

Share With Me

Storage (50.01% Full)

10.01 GB of 20.00 GB used

Used by me

Used by Others

My Cloud > Folder009

Delete Download Move Share

1 Selected

Name	Upload Date	Size
Document 005.pdf	16/01/2024 10:30	1MB

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

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Private Cloud
HONG KONG JUDICIARY

16 JAN 2024 TUE 10:30

Home

Bin

My Cloud

Share With Me

Storage (50.01% Full)

10.01 GB of 20.00 GB used

Used by me

Used by Others

Share With Me

Download

1 Selected

Name	Shared By	Shared Date	Size
Statement C.pdf	TIM LEE	27/06/2024 09:50	500MB
Statement B.pdf	KEN YIN	08/01/2024 09:50	1GB
Statement B.docx	KEN YIN	05/01/2024 09:18	1GB
Document D.doc	KEN YIN	04/01/2024 10:10	1GB
Invoice A.pdf	TIM LEE	03/01/2024 20:10	1GB
Invoice B.pdf	TIM LEE	01/01/2024 09:10	500MB

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

Showing 10 Records | Total: 200 | 1 / 1

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Inspect Filed Document

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The screenshot displays the Judiciary Web Portal interface. On the left sidebar, the 'Inspect Filed Document' option is highlighted with a red box. A yellow callout box points to this option with the text 'Click to inspect filed document'. The main content area shows a 'Message Box' with a table of messages. The table has columns for SUBJECT, DATE/TIME, FROM, and FILE. A single message is listed with the subject 'Inspect Cause Book', dated 03/07/2024, from the Finance Section, and a file size of 482KB. Below the table, a note states: '*Message(s) will be deleted after 90 days from the date of the message.' The footer contains links for Terms and Conditions, Help and Support, and Feedback on ICMS.

11 July 2024, Thursday HKT 10:04

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

Message Box

SUBJECT	DATE/TIME	FROM	FILE
Inspect Cause Book	03/07/2024	Finance Section	482KB

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

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Inspect Filed Document

Screen ID: EDOC-HC-00031



Note:

- 1) Right to inspect documents filed in the Registry is governed by Order 63, rule 4 of the Rules of the High Court.
- 2) Use of the documents or search results is solely for use for court proceedings related matters unless otherwise approved by the Court.
- 3) Documents filed to the e-Courts over the Registry Counter will normally be scanned and kept under the respective electronic case files. Digital images of the documents concerned are normally available for inspection after the scanning procedures are completed by the Registry.
- 4) Documents filed to the e-Courts by electronic means via iCMS will be kept under the respective electronic case files. Documents concerned are normally available for inspection after necessary vetting by the Registry.
- 5) For inspection of documents filed before the date of implementation of iCMS (see attached table), please approach the Registry Counter for assistance if necessary.

Steps for inspecting filed document are shown

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Court Level	Case Type	Date of implementation of iCMS
Court of Appeal of the High Court	Civil Appeal (CACV)	14/02/2024
Court of Appeal of the High Court	Miscellaneous Proceedings (CAMP)	14/02/2024
Court of First Instance of the High Court	Civil Action (HCA)	14/02/2024
Court of First Instance of the High Court	Commercial Action (HCCL)	14/02/2024
Court of First Instance of the High Court	Construction and Arbitration Proceedings (HCCT)	14/02/2024
Court of First Instance of the High Court	Intellectual Property Proceedings (HCIP)	14/02/2024
Court of First Instance of the High Court	Personal Injuries Action (HCPI)	14/02/2024
Court of First Instance of the High Court	Probate Action (HCAP)	14/02/2024

* Field with (*) is required information

Case No. (*) ?

HCPI 42/2024

NEXT

Input the case number and click "NEXT"

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Inspect Filed Document

Screen ID: EDOC-HC-00032



Note:

- 1) The search fee is non-refundable once the procedures for inspection of document commence.
- 2) Documents are normally available for inspection for 7 hours and 45 minutes after payment.

Details of payment item are displayed

Case No.	Payment Item(s)	Amount
HCPI 42/2024	All Service Fees under the Court Proceedings (Electronic Technology) (High Court) (Electronic Fees) Rules (except Authentication of a document by the Registrar) - Search in the Registry for each document or file referred to or required	HKD 14.00
Total Search Fee:		HKD 14.00

BACK

PAY

Click "PAY"

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Online Payment Service

Screen ID: EPY-SET-0001

Type of Service: Judiciary Online Payment Service
Merchant Name: The Judiciary
e-Document Inspection Transaction Reference No: D1653000019
Transaction Date: 11/07/2024
Total Amount: HKD 14.00

Payment Method:



Select payment method and click "PAY"

- Please take note of the transaction reference number or PRINT the page for enquiry on the payment status. After pressing the pay button, please DO NOT leave this page until you are redirected to the acknowledgement page, otherwise the transaction may not be successful.
- 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 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, 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-Apostille Service, to the payer/applicant.
- Deposit account/ sub-account balance will only be refunded upon termination of Organization Account. For refund of online payment by deduction from deposit account/ sub-account, the refund amount will be credited to the same deposit account/ sub-account.

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Inspect Filed Document

Screen ID: EDOC-HC-00033

1

Search Documents

2

Payment

3

Acknowledgement

4

Inspect Documents

Acknowledgement

e-Document Inspection Transaction Reference No.
D1653000019

e-Payment Transaction Reference No.
C202407117000307

e-Payment Transaction Date Time
11/07/2024 09:38:28

e-Payment Method
Credit Card(JCB)

Acknowledgment of the payment is shown

Transaction Summary

NO.	CASE NO.	PAYMENT ITEM(S)	FEE(HKD)
1	HCPI 42/2024	All Service Fees under the Court Proceedings (Electronic Technology) (High Court) (Electronic Fees) Rules (except Authentication of a document by the Registrar) - Search in the Registry, for each document or file referred to or required	14.00

SAVE PAYMENT RECEIPT

SAVE ACKNOWLEDGEMENT

NEXT

Click "NEXT"

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Inspect Filed Document

Screen ID: EDOC-HC-00034

1

Search Documents

2

Payment

3

Acknowledgement

4

Inspect Documents

Filed Document List

Case No.
HCPI 42/2024

The filed document(s) can be inspected during the following period:

Valid From
11/07/2024 09:38

Valid To
11/07/2024 17:23

Click to view the document

FOLIO NO.	FILING DATE	DOCUMENT NAME	SELECT ALL
F1	01/07/2024	Writ of Summons 傳訊令狀	<input type="checkbox"/>
F2	01/07/2024	Statement of Claim (Pl v D) 申索陳述書	<input type="checkbox"/>
F3	01/07/2024	Affidavit/Affirmation 宗數式誓章/非宗數式誓詞	

BACK

OBTAIN INDEX

OBTAIN SELECTED DOCUMENTS

CLOSE

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View

Writ of Summons 傳訊令狀

1 of 2

申索性質:
A. * 金錢申索/非金錢申索/混合申索
B.

表格 1
傳訊令狀
(第 6 號命令第 1 條規則)

HCA _____ / 20 ____

香港特別行政區
高等法院
原訟法庭

高院民事訴訟 20 ____ 年第 ____ 號

原告人

及

被告人

政務處 (姓名及名稱)

100%

Export

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Inspect Filed Document

1 Search Documents 2 Payment 3 Acknowledge

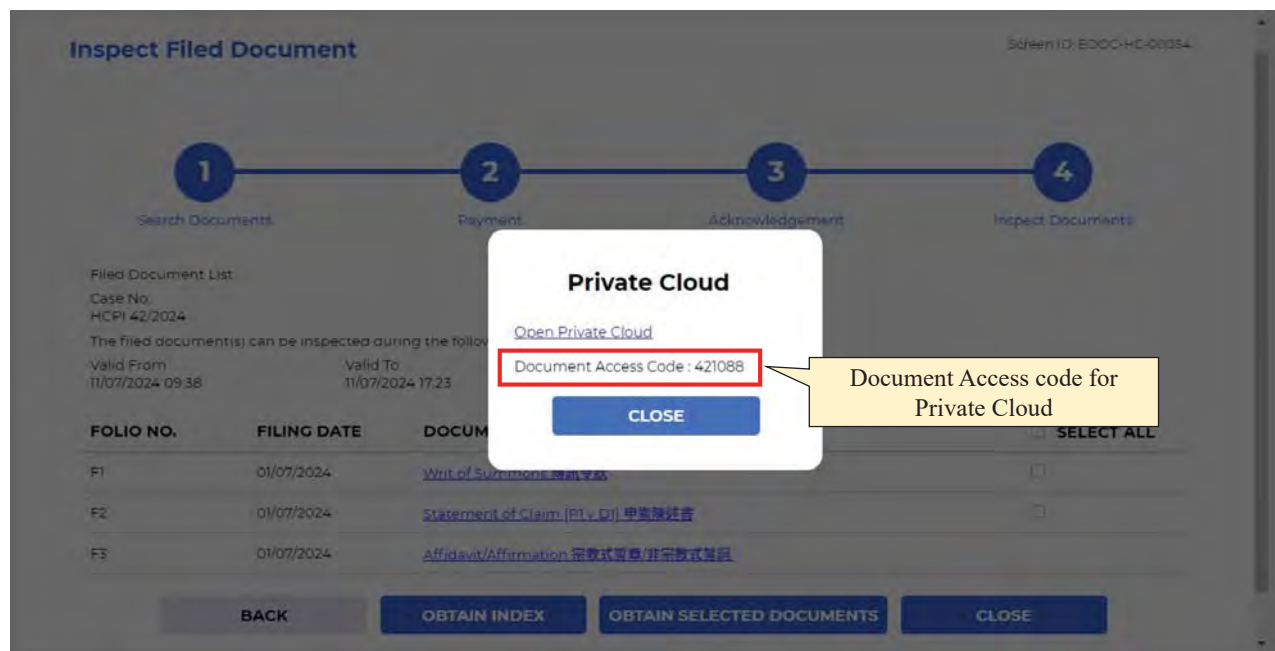
Filed Document List
Case No.
HCPI 42/2024
The filed document(s) can be inspected during the following period:
Valid From 11/07/2024 09:38 Valid To 11/07/2024 17:23

FOLIO NO.	FILING DATE	DOCUMENT NAME	<input type="checkbox"/> SELECT ALL
F1	01/07/2024	Writ of Summons 傳訊令狀	<input type="checkbox"/>
F2	01/07/2024	Statement of Claim [Pl v D] 申索陳述書	<input type="checkbox"/>
F3	01/07/2024	Affidavit/Affirmation 宗教式誓詞/非宗教式誓詞	<input type="checkbox"/>

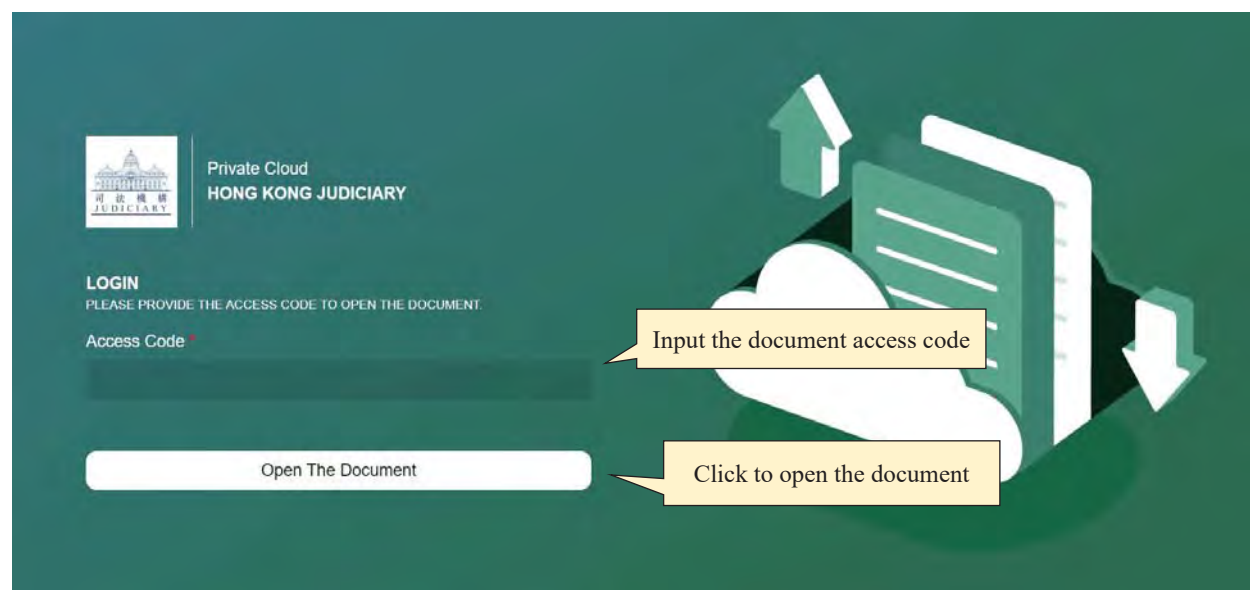
BACK OBTAIN INDEX OBTAIN SELECTED DOCUMENTS CLOSE

- For document with file size exceeding the limit (i.e. 50MB), the Judiciary will support the viewing of the document in private cloud (which will not be counted in the 20GB storage of the organisation) starting from the implementation of the iCMS for the High Court
- This feature will be extended to the iCMS functions for the District Court at a later stage. Details will be announced in due course

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Name	Effective End Date	Size	
 Affidavit/Affirmation 宗教式誓章/非宗教式誓詞	17/09/2024 19:39	1 GB	 

Click to view the document

The file size for document inspection will not be counted towards the used space of the organisation's private cloud

1-1 of 1 |< < > >|

89

Enquire Deposit Account by PA/SA

- PA/SA can enquire transactions paid by Deposit Account
- PA/SA can enquire history of deposit/transfer/top-up

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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
- Organization Accounts Maintenance
- Assign default OU Account(s) and court case(s)
- Deposit Account Maintenance
- Maintain Deposit Account
- Enquire Deposit Account**
- Update your Profile
- System Maintenance Information
- Private Cloud

Message Box

Screen ID: EXT-MSG-00001

All Read **Unread**

SUBJECT	DATE/TIME	FROM	FILE
---------	-----------	------	------



You have no unread message

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

Terms and Conditions | Help and Support | Feedback on ICMS

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Enquiry function of Deposit Account

Screen ID: EPY-DEP-00200

Deposit Account Number and Branch Code	Date From	Date To
GKLF-000 (HQ)	11/07/2024	11/07/2024

Transactions in the deposit account/ sub-account for the recent 12 months are available for enquiry. The maximum search duration for each enquiry is 31 calendar days.

Search [Download Transaction Detail Report](#)

Deposit Account/Sub-account Summary

Organization Name
GK Law Firm
Branch Description (Branch Code)
Headquarters (HQ)
Deposit Account Number
GKLF-000
Status of Deposit Account
Active
Current Balance (as at 11/07/2024 12:08:58)
HKD 0.00

Select account and the period to be enquired, and click "Search"

Transaction Details

PAYMENT

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Transaction Details

DATE	TRANSACTION TYPE	PARTICULARS	REQUEST BY	DEPOSIT ACCOUNT TRN	PAYMENT RECEIPT NO. / PAYMENT TRANSACTION REF. NO.	CASE NO.	DEPOSIT (HKD)	WITHDRAWAL (HKD)	BALANCE (HKD)
03/07/2024	-	Balance brought forward	-	-	-	-	-	-	0.00
03/07/2024	Initial Deposit	Initial Deposit by Online Credit Card	Mr. Gary Kwok (GKLFgklfpa)	R2010000040	01-099-2024-001008 / C202407037000582	-	3,000.00	-	3,000.00
03/07/2024	Transfer-out	Transfer to Deposit Sub-account (GKLF-001)	Mr. Gary Kwok (GKLFgklfpa)	R2010000084	-	-	-	1,500.00	1,500.00

Note:

If initial deposit and top-up payment is made by cheque, please allow 5 working days for the cheque to be cleared by banks.

Deposit/Transfer/Top-up Request

Status

REQUEST DATE	REQUEST BY	DEPOSIT ACCOUNT TRN	TRANSACTION TYPE	AMOUNT (HKD)	PAYMENT METHOD	EXPIRY DATE OF PAYMENT ADVICE	REQUEST STATUS
03/07/2024	Mr. Gary Kwok (GKLFgklfpa)	R2010000040	Initial Deposit	3,000.00	Online Payment	-	Successful
03/07/2024	Mr. Gary Kwok (GKLFgklfpa)	R2010000084	Transfer	1,500.00	N/A	-	Successful

History of transaction details is displayed

History of Deposit/Transfer/Top-up request is displayed

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5. Q&A session

THE END