

**Briefing-cum-hands-on-demonstration  
on key functions of the integrated Court Case Management System  
("iCMS") for Law Firms in January and February 2025**

<b>Programme Rundown</b>		
<b>Duration</b>	<b>Programme</b>	<b>Venue</b>
<b>Part I</b>		
5 minutes	Opening	Training Room on 26/F, Wanchai Tower
30 minutes	Demonstration on key functions of iCMS including user registration, case link-up, electronic filing and electronic inspection	<i>ditto</i>
35 minutes	Q & A Session	<i>ditto</i>
5 minutes	Video Playing – "User Sharing" on the use of iCMS from the legal profession	<i>ditto</i>
5 minutes	Invitation to participants to submit the application for registration of iCMS account immediately	<i>ditto</i>
<b>Part II</b>		
35 minutes	Hands-on practice of key functions of iCMS	Training Room on 26/F, Wanchai Tower
5 minutes	Physical tour with brief introduction of the services and facilities provided at the Help Centre	Help Centre on 5/F, Wanchai Tower

Total: 2 hours [80 minutes for Part I + 40 minutes for Part II]