



司法機構政務處

Judiciary Administration

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BY E-MAIL AND BY POST

23 June 2025

Mr Roden M.L. TONG
President
The Law Society of Hong Kong
3/F, Wing On House,
71 Des Voeux Road Central,
Hong Kong

Dear President,

**Implementation of the integrated Court Case Management System
for civil appeal cases of the High Court**

Thank you for the feedback provided by your organisation on the proposed legislation and practice direction for the implementation of the integrated Court Case Management System (“iCMS”) in civil proceedings of the High Court (“HC”) in response to our letter of 30 September 2024. I would like to inform you that the iCMS will soon be extended to cover the **civil appeal cases [CACV] of the HC**. Court users may use the iCMS for electronic filing and payment for this case type with effect from **30 June 2025**.

2. The relevant Implementation Notice issued by the Chief Justice pursuant to Section 32 of the Court Proceedings (Electronic Technology) Ordinance (Cap. 638) is published in the Gazette on 20 June 2025 (https://www.judiciary.hk/en/e_courts/Ann_IN.html). User guides, demonstration video clips, and answers to frequently asked questions (“FAQs”), etc. will be available on the Judiciary’s dedicated webpage on e-

Courts (https://www.judiciary.hk/en/e_courts/index.html) upon rollout of the iCMS at HC on 30 June 2025. Feedbacks from external stakeholders in response to our consultation document issued on 30 September 2024 have been taken into account in preparing the FAQs. Court users may also make enquiries by emailing us at enquiry@judiciary.hk, or calling the general enquiry hotline and the technical helpline at 2477 1002 and 2886 6474 respectively, or visiting the Help Centre at 5/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong.

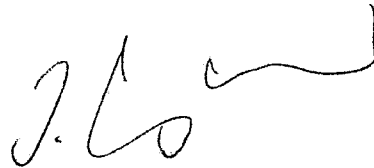
3. Upon rollout of the iCMS incrementally for the 11 selected case types of the HC, parties (including government departments, law firms, litigants-in-person, etc.) are required to provide a scanned/e-copy of the document in USB mass storage device or portable hard disk with USB interface (“USB device”) if they choose to file or submit a document in the conventional paper mode to the Court instead of using the iCMS for electronic filing. Specifically, law firms and legal representatives are required to bring along their USB device for uploading the scanned document images and generating QR codes via the self-service kiosks set up at the Resource Centre of the HC Building (LG1/F). Only litigants-in-person are eligible to use the function of scanning documents at the self-service kiosks. Please refer to the leaflet at https://www.judiciary.hk/doc/en/e_courts/L_scan_upload_doc_self_service_kiosks_lf_lr_e.pdf for the detailed workflow.

4. Should they choose to continue with the conventional paper mode, apart from paying filing fee at the HC Accounts Office, depending on the nature of the document, it may also be necessary for the law firms and legal representatives to visit other court offices before a document is ready for scanning, e.g. obtaining hearing date at the Listing Office, or making oath/affirmation at the Oaths and Declaration Office. As such, law firm staff will need to make two or more trips to the HC Building to complete the filing process. To avoid the hassle of going through the above steps for paper filing, government departments, organisations and law firms are encouraged to switch to use the iCMS as soon as possible to save cost and manpower, and to enjoy the convenience of conducting electronic filing and making electronic payment anytime, anywhere. To prepare for the forthcoming incremental rollout of the iCMS for the selected case types of the HC starting from 30 June 2025, the Judiciary strongly appeals to law

firms and other court users to register for an iCMS account (if not yet done so) as early as possible and/or make wider use of the iCMS.

5. Should you have any questions about the phased implementation of the iCMS, please do not hesitate to contact the undersigned at 2825 8412, Ms Vivian Ngan, Assistant Judiciary Administrator (Quality and Information Technology), at 2825 4438, or Mr Dicky So, Chief Judiciary Executive (Information Technology Office)1, at 2867 2661.

Yours sincerely,



(José Yam)
for Judiciary Administrator