



司法機構政務處

Judiciary Administration

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BY E-MAIL AND BY POST

26 August 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 commercial cases, construction and arbitration cases,
and intellectual property cases of the High Court**

Further to my letter dated 23 June 2025, I would like to inform you that, following the implementation of the integrated Court Case Management System (“iCMS”) for civil appeal cases [CACV] in the Court of Appeal of the High Court (“HC”) on 30 June 2025, the iCMS will soon be extended to cover the **commercial cases [HCCL], construction and arbitration cases [HCCT], and intellectual property cases [HCIP] in the Court of First Instance of the HC**. Court users may use the iCMS for electronic filing and payment for this second batch of case types in the HC with effect from **29 August 2025**.

2. The relevant Implementation Notice issued by the Chief Justice pursuant to Section 32 of the Court Proceedings (Electronic Technology) Ordinance (Cap. 638) was published in the Gazette on 22 August 2025 (<https://www.gld.gov.hk/egazette/english/gazette/file.php?year=2025&vol=29&no=34&extra=0&type=0&number=5182>). Updated 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 for the three case types in the HC under the second batch on 29 August 2025. 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. Same as the rollout of the iCMS for CACV cases in June 2025, upon extension of the iCMS to HCCL, HCCT and HCIP cases with effect from 29 August 2025, 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 for these three case types 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 using the self-service kiosks set up at the Resource Centre of the HC Building (LG1/F). Depending on the nature of the document, it may even be necessary for them 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. **To avoid the hassle of going through the above steps for conventional 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.

4. Using the iCMS obviates the need for court users to file or submit documents to the Court in paper form, providing convenience and enhancing efficiency for court users. With the iCMS, there is no need to visit the court building to upload scanned documents and make payments for paper filing. It will also prepare court users for the forthcoming incremental rollout of the iCMS for more selected case types of the HC later this year, as well as the mandatory use of the iCMS starting from 2026 for all legally represented litigants in respect of case types where electronic mode has been made available.

5. The Judiciary has been proactively offering dedicated technical support to law firms which handle a relatively high volume of CACV, HCCL, HCCT and HCIP cases. From 29 August 2025, these law firms will be invited to make an appointment with the Judiciary for technical assistance on using the iCMS, either at the HC Building or their own offices, when they are initiating a new case of an iCMS-enabled case type for the first time. This seeks to hand-hold them with using e-filing (instead of paper filing) for case initiation in preparation for mandatory e-filing in future. Other law firms are also welcome to approach the Judiciary early for assistance in this regard.

6. 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,

A handwritten signature in black ink, appearing to be 'J. Yam', with a long horizontal flourish extending to the right.

(José Yam)
for Judiciary Administrator