



司 法 機 構  
JUDICIARY

司法機構政務處

Judiciary Administration

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本函檔號 Our Ref.: JUD ITOO 6-25/1

來函檔號 Your Ref.:

**BY E-MAIL AND BY POST**

15 December 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 action cases of the High Court**

Further to my letter dated 20 October 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, commercial cases [HCCL], construction and arbitration cases [HCCT] and intellectual property cases [HCIP] in the Court of First Instance (“CFI”) of the HC on 29 August 2025, and personal injuries cases [HCPI] in the CFI of the HC on 30 October 2025, the iCMS will be extended to cover **civil action cases [HCA]** in the CFI of the HC with effect from **19 December 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 12 December 2025 ([https://www.judiciary.hk/en/e\\_courts/Ann\\_IN.html](https://www.judiciary.hk/en/e_courts/Ann_IN.html)). 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](https://www.judiciary.hk/en/e_courts/index.html)) upon rollout of the iCMS for HCA in the HC on 19 December 2025. Court users may also make enquiries by emailing us at [enquiry@judiciary.hk](mailto: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 the previous case types in the HC since June 2025, upon extension of the iCMS to HCA cases with effect from 19 December 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 HCA cases 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 mandatory use of the iCMS starting from the latter half of 2026 for all legally represented litigants in respect of case types where electronic mode has been made available.

5. To facilitate law firms' early migration from conventional paper mode to the iCMS in preparation for mandatory use in 2026, we appeal to all law firms 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 (including HCA upon its rollout on 19 December 2025) for the first time. Please note that this dedicated service will be provided on a first-come, first-served basis. Taking into account the law firms' response and available resources, the Judiciary may require all law firms initiating a new case through paper filing to go through this assisted e-filing process for the purpose of enhancing training on iCMS before mandatory e-filing.

6. Meanwhile, we are reaching out to all law firms which have not yet registered for iCMS accounts to help them register, open deposit accounts and provide on-site technical support where necessary to assist with e-filing procedures. The Judiciary may also consider imposing a deadline for registration as a pre-requisite for mandatory use of iCMS in 2026.

7. We would like to seek the Law Society's assistance to bring the on-site support services on case commencement for iCMS-enabled case types and iCMS registration mentioned in paragraphs 5 and 6 above to the attention of law firms. To schedule an appointment, law firms are invited to call Miss Emily Lau or Ms Swana Cheung, both of the Information Technology Office of the Judiciary at **2867 2251**. Please also remind them that sufficient time should be reserved for the appointment to be successfully scheduled so as to avoid causing any delay on commencement of the new case concerned.

8. Should you have any questions about the phased implementation of the iCMS or the support services to law firms, 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)<sup>1</sup>, at 2867 2661.

Yours sincerely,

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

( José Yam )  
for Judiciary Administrator