



iCMS in High Court
Commencing a new case and
filing to an existing case

Case commencement via iCMS

- ❖ Login iCMS and choose “Commence a new case”

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 *

Password *

LOGIN

[Register an Account](#) | [Account Activation](#) | [Reset Password](#)

Others

21. 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

- ❖ Select “Court Level” and “Case Type”, and follow the instructions on the user interface to fill in the basic information required for case commencement

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

Enter Court Case Details

Batch No.
01

Court Level
High Court

Case Type *
HCPI - Personal Injuries Action

BACK SAVE DRAFT NEXT

❖ Download the draft case commencement generated by the system (with basic information pre-filled)

| NO. | DOCUMENT | PURPOSE |
|-----|---|---------------------|
| 1 | <p>Document Name *</p> <p>Writ of Summons ▼</p> <p>Document Language *</p> <p>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>WritofSummons202508251658.docx Reset Download</p> <p>Upload Generated Originating Document * [Please upload the originating document from your local drive after editing.]</p> <p>Upload Sign View</p> | <p>For Filing ▼</p> |

❖ After editing, upload the completed case commencement document to the system

1

Document Name *
Writ of Summons ▼

Document Language *
English ▼

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.]

WritofSummons202508251658.docx [Reset](#) [Download](#)

Upload Generated Originating Document *
[Please upload the originating document from your local drive after editing.]

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

❖ Follow the user interface to e-sign and pay the filing fees

The screenshot displays three overlapping windows from an e-filing system:

- Document Generation Window:** Shows 'Document Name' as 'Writ of Summons' and 'Document Language' as 'English'. It includes instructions to generate an originating document and upload it. A 'Sign' button is highlighted with a red box.
- Sign Window:** Prompts for a 'Signature' and 'Post Title'. It includes a warning: '[Your filing is not yet completed. After signing, please complete the filing of the document as early as possible.]' and 'CANCEL' and 'CONFIRM' buttons.
- Payment of Filing Fees Window:** Shows a table of fees and a total amount of HKD 835.00.

| BATCH NO. | CASE NO. | CASE TYPE | HEARING NATURE | SCHEDULE DATE AND TIME | PAYMENT ITEM(S) | AMOUNT(HKD) | |
|-----------|----------|--------------------------|---------------------|------------------------|---|--------------|---|
| 01 | - | Personal Injuries Action | PI Checklist Review | 30/01/2026 09:30 | All Procedural Fees under the Court Proceedings (Electronic Technology) (High Court) (Electronic Fees) Rules - Writ of Summons (Form No. 1) | 835.00 | Edit Delete |

Total amount : HKD 835.00

Buttons: SAVE DRAFT, NEXT

❖ The case commencement document is transmitted to the High Court Registry for processing

Filing to an existing case via iCMS

- ❖ Login iCMS and choose “Send document to an existing case”

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 *

Password *

LOGIN

[Register an Account](#) | [Account Activation](#) | [Reset Password](#)

Others

21. In case of any discrepancies between the English version and the Chinese translation of this note, the English version shall prevail.

Send document(s) to an existing case

I acknowledge that I have read and understood the Note to Sender above.

NEXT

- ❖ Input “Case No.” of the existing case, and follow the instructions on the user interface to select the basic information of the document

Send document(s) to an existing case Screen ID: UIS-FIL-HC-002-001

1 — 2 — 3 — 4

Enter Case No. Upload Document Confirmation and Payment (if applicable) Acknowledgement

Notice
- Field with (*) is required information

Enter Case No.

Case No. * (?)

Related to taxation proceedings? *

Yes No

Related to Application before Judge? *

Yes No

Receiving Court Office *

--- Please Select ---

BACK **NEXT**

❖ Upload the document for filing to the system

| NO. | DOCUMENT | PURPOSE* |
|-----|---|--------------------------------|
| 1 | <p>Document Name *</p> <p>Notice of Setting Down Case for Trial ▼</p> <p>Document Version</p> <p>▼</p> <p>Document Language *</p> <p>--- Please Select --- ▼</p> <p>For ?</p> <p><input type="checkbox"/> P1 Ma Ka Ka</p> <p><input type="checkbox"/> D1 Lee Ying Ying</p> <p>Against ?</p> <p><input type="checkbox"/> D1 Lee Ying Ying</p> <p><input type="checkbox"/> P1 Ma Ka Ka</p> <p>Filed By ?</p> <p><input type="checkbox"/> Chan Chan Chan & Co.</p> <p>Upload File * ?</p> <p>Upload Judiciary Cloud</p> | <p>--- Please Select --- ▼</p> |

[Add Document](#)


[BACK](#) [NEXT](#)

❖ If applicable, pay the filing fees

| NO. | DOCUMENT | PURPOSE | PAYMENT ITEM(S) | AMOUNT(HKD) |
|-----|---|------------|---|-------------|
| 1 | Document Name Application to set a case down for trial Document Version - Document Language English For | For Filing | All Procedural Fees under the Court Proceedings (Electronic Technology) (High Court) (Electronic Fees) Rules - Application to set down case for trial | 835.00 |

Upload File
Set down bundle.doc(22.00KB)

Total amount : HKD 835.00



Proceed for payment?

❖ The document for filing is transmitted to the High Court Registry for processing

End