

司法機構政務處

Judiciary Administration

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**BY E-MAIL AND BY POST**

20 May 2026

Mr. Roden M.L. Tong  
President  
The Law Society of Hong Kong  
26/F, The Center  
99 Queen's Road Central  
Central, Hong Kong

Dear President,

**Practice Note on use of the integrated Court Case Management System  
for case commencement in the High Court**

With the ultimate aim of making the integrated Court Case Management System (“iCMS”) the primary litigation system, the Judiciary is planning to mandate the use of the iCMS for all legal representatives in respect of case types where the electronic mode has been made available by phases starting from the last quarter of 2026. To facilitate a smooth transition to the mandatory use of the iCMS later this year, the Judiciary will introduce a new requirement for all law firms to register under the iCMS and familiarise themselves with the system, especially in commencing new cases.

2. Starting from 1 June 2026, unless prior permission has been granted by the Court, **a law firm that has not previously commenced a case**

**using the iCMS in any one of the proceedings as set out in paragraph 3 below (“Applicable Law Firm”) will be required to do so when it next commences a new case in any iCMS-enabled case type in the High Court.** Once a firm has commenced a case using the iCMS, this requirement will no longer apply; however, firms are strongly encouraged to continue using the iCMS during the lead-in to its mandatory implementation later in 2026.

3. Specifically, the requirement applies to the **commencement of new cases** in the following types of proceedings in the High Court (collectively “**Specified Proceedings**”):

- (a) Civil Appeal Cases (CACV) in the Court of Appeal;
- (b) Commercial Cases (HCCL), Construction and Arbitration Cases (HCCT), Intellectual Property Cases (HCIP), Personal Injuries Cases (HCPI), and Civil Action Cases (HCA) in the Court of First Instance; and
- (c) a proceeding to which the Rules of the High Court (Cap. 4A) apply and for which the use of electronic technology has been implemented under a notice published under section 32(2) of the Court Proceedings (Electronic Technology) Ordinance (Cap. 638).

4. To give effect to this arrangement, the Registrar, High Court has issued a **Practice Note**, a copy of which is enclosed for your reference. Pursuant to the Practice Note, which will take effect on **1 June 2026**, the High Court Accounts Office will not accept or process payment of fee tendered on behalf of an Applicable Law Firm for the purpose of commencing a new case in any of the Specified Proceedings by conventional mode. Furthermore, the High Court Registry (including, for the avoidance of doubt, the appeals registry of the Clerk of Court’s Office) will not accept or process an originating document presented on behalf of an Applicable Law Firm for issuance or filing in any of the Specified Proceedings by conventional mode, even if, for any reason, the prescribed court fee has already been paid. An

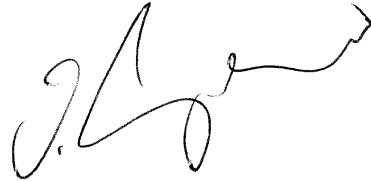
Applicable Law Firm wishing to commence a new case in one of the Specified Proceedings by conventional mode must apply to a Practice Master of the High Court for permission.

5. As part of the Judiciary's ongoing efforts to facilitate court users in handling court businesses electronically, we will continue to provide support to law firms in using the iCMS. In addition to the prevailing technical/enquiry hotlines and regular briefing-cum-demonstration sessions, on-site guidance will be available at the High Court Building's Training Centre (Room LG101) during office hours starting from June 2026. Alternatively, law firms may schedule appointments with the Judiciary's outreach teams for support at their own offices. For law firms that have not yet registered for iCMS accounts, the outreach teams will process their registration on the spot, enabling them to proceed with the electronic case commencement without delay.

6. We would like to seek the Law Society's assistance in bringing the Practice Note and the new requirement to the attention of law firms. A press release regarding this arrangement has also been issued and is accessible at [https://www.judiciary.hk/en/e\\_courts/Ann\\_PR.html](https://www.judiciary.hk/en/e_courts/Ann_PR.html). To schedule an appointment for on-site support, law firms are invited to call the Information Technology Office of the Judiciary at 2867 2251 or email to [enquiry@judiciary.hk](mailto:enquiry@judiciary.hk).

7. Should you have any questions about the Practice Note or the support services to law firms, please do not hesitate to contact the undersigned at 2825 8412, Ms Christine Yip, 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 'José Yam', written in a cursive style.

( José Yam )  
for Judiciary Administrator

Encl.