

Notes

1. The Judiciary will extend the integrated Court Case Management System (iCMS) to selected case types of the High Court by phases.

Please refer to the implementation notices issued by the Chief Justice that are currently in force for details of the case types to which iCMS has been extended (https://www.judiciary.hk/en/e_courts/index.html).

This leaflet is intended for law firms and legal representatives involved in case types of the High Court to which the iCMS has been extended.

2. Law firms and legal representatives are encouraged to register for the use of the iCMS to save cost and manpower, and to enjoy the convenience of conducting e-filing and making e-payment anytime and anywhere.

Application for online registration of iCMS Organisation Accounts can be submitted via <https://www.judwebportal.judiciary.hk>.

3. Reminders for law firms and legal representatives:

- 3.1. A party who files or submits a document in the **conventional paper mode**, instead of using the iCMS, is required to provide to the Court at the time of making the filing or submission an electronic copy of the document in a USB storage device or portable hard disk.
- 3.2. The “scan document” function of the self-service kiosks is only for the use of unrepresented litigants. Law firms and legal representatives may only use the self-service kiosks for uploading scanned document(s).
- 3.3. Depending on the nature of the document, it may be necessary to visit other court offices before a document is ready for scanning and uploading, e.g. making payment at the Accounts Office, obtaining hearing date at the Listing Office, or making oath/affirmation at the Oaths and Declaration Office.
- 3.4. In the above situation, a legal representative who chooses to use the self-service kiosks to upload the document will have to make two or more trips to the High Court to complete the filing process.
- 3.5. Affix the QR code label generated upon the completion of the uploading to the back of the last page of the document to be filed/ submitted.
- 3.6. If there are more than one set of documents, upload them one by one to obtain a QR code label for each set of document, and affix the QR code label to the back of the last page of the set of document before uploading the next set of document.

For law firms and legal representatives

How to upload scanned documents using self-service kiosks



Using self-service kiosks at High Court Building for uploading scanned documents

1

Bring both the hardcopy and scanned copy of the document to the self-service kiosks at the Resource Centre for Unrepresented Litigants (LG1/F)

2

Inform the staff that you are a representative of a law firm

3

Get a ticket at the ticketing kiosk



4

Approach the available self-service kiosk when your ticket number is called

5

Declare you are a representative of a law firm



9

Affix the printed QR code label to the back of the last page of the document

8

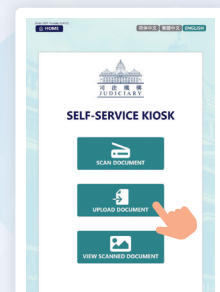
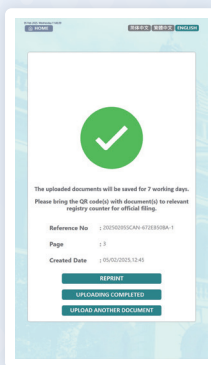
Press **"CONFIRM AND PRINT QR CODE"** if the image is in order

7

- Insert the USB storage device or portable hard disk containing the scanned document
- Select the file to be uploaded
- Press **"PREVIEW"**

6

Select **"UPLOAD DOCUMENT"** icon



Press
"UPLOAD DOCUMENT"

10

Retrieve the USB storage device or portable hard disk



11

Bring the document with the affixed QR code to the relevant registry/ court office for official filing/ submission

Complete the filing/ submission process at the registry counter/ court office

