

Annex B

**Briefing-cum-hands-on-demonstration
on key functions of the integrated Court Case Management System
("iCMS") for Law Firms in August and September 2023**

Programme Rundown		
Duration	Programme	Venue
Part I		
5 minutes	Opening	Training Room on 26/F, Wanchai Tower
20 minutes	Demonstration on key functions of iCMS including user registration, case link-up, electronic filing and electronic inspection	<i>ditto</i>
20 minutes	Q & A Session	<i>ditto</i>
10 minutes	Invitation to participants to submit the application for registration of iCMS account immediately	<i>ditto</i>
Part II		
45 minutes	Hands-on practice of key functions of iCMS	Training Room on 26/F, Wanchai Tower
10 minutes	Short break and travel to the Help Centre on 5/F	-
10 minutes	Physical tour with brief introduction of the services and facilities provided at the Help Centre	Help Centre on 5/F, Wanchai Tower

Total: 2 hours [55 minutes for Part I + 65 minutes for Part II]

Judiciary Administration
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