

List of Documents

(Order 24 rule 5)

DCCJ _____ / 20 ____

**IN THE DISTRICT COURT OF THE
HONG KONG SPECIAL ADMINISTRATIVE REGION
CIVIL ACTION NO. _____ OF 20 ____**

(IN THE MATTER OF _____

and

IN THE MATTER OF _____)

Between

Plaintiff

AND

Defendant

List of documents

The following is a list of the documents relating to the matters in question in this action which are or have been in the possession, custody or power of the above-named plaintiff (or defendant) _____ and which is served in compliance with Order 24, rule 2 (or the order herein dated the _____ day of _____ 20 _____).

1. The plaintiff (or defendant) has in his possession, custody or power the documents relating to the matters in question in this action enumerated in schedule 1 hereto.

2. The plaintiff (or defendant) objects to produce the documents enumerated in part 2 of the said schedule 1 on the ground that (stating the ground of objection). _____
_____.

3. The plaintiff (or defendant) has had, but has not now, in his possession, custody or power the documents relating to the matters in question in this action enumerated in schedule 2 hereto.

4. Of the documents in the said schedule 2, those numbered _____ in that schedule were last in the plaintiff's (or defendant's) possession, custody or power on (stating when) _____ and the remainder on (stating when) _____.

(Here state what has become of the said documents and in whose possession they now are.)

5. Neither the plaintiff (or defendant), nor his solicitor nor any other person on his behalf, has now, or ever had, in his possession, custody or power any document of any description whatever relating to any matter in question in this action, other than the documents enumerated in schedule 1 and 2 hereto.

SCHEDULE 1

Part 1

(Here enumerate in a convenient order the documents (or bundles of documents, if of the same nature, such as invoices) in the possession, custody or power of the party in question which he does not object to produce, with a short description of each document or bundle sufficient to identify it.)

Part 2

(Here enumerate as aforesaid the documents in the possession, custody or power of the party in question which he objects to produce.)

SCHEDULE 2

(Here enumerate as aforesaid the documents which have been, but at the date of service of the list are not, in the possession, custody or power of the party in question.)

Dated the _____ day of _____ 20 _____

Notice to Inspect

Take notice that the documents in the above list, other than those listed in part 2 of schedule 1 (and schedule 2), may be inspected at (the office of the solicitor of the above-named (plaintiff) (defendant) _____ (insert address) _____ or as may be) on the _____ day of _____ 20 _____, between the hours of _____ and _____.

To the defendant (or plaintiff) _____ and his solicitor.

Served the _____ day of _____ 20 _____ by _____ of _____ solicitors for the (plaintiff) (defendant).