

Small Claims Tribunal - Level of Fees

<u>Filing of Claim/Counterclaim and Summons</u>		\$
1	Filing of Claim and Counterclaim	
	- where the claim does not exceed \$5,000	20.00
	- where the claim exceeds \$5,000 but does not exceed \$25,000	40.00
	- where the claim exceeds \$25,000 but does not exceed \$50,000	70.00
	- where the claim exceeds \$50,000 but does not exceed \$75,000	120.00
2	Summons and copy, including service, each witness	33.00
3	Application for review	61.00
4	Application to set aside an award/order	61.00
5	Application for leave to appeal	61.00
<u>Copies, Certification and Search</u>		
6	Copy of any document (including written award or order) made in the Tribunal Registry and certifying the same, per page	5.50
6a	Copy of any document (including written award or order) made in the Tribunal Registry, per page	4.00
7	Photostatic copy of document made in the Tribunal Registry and certification -	
	- for each page or portion of a page	5.50
	- for each page or portion of a page exceeding in size 210 mm x 297 mm	Such additional fee as the Registrar may fix
8	Translation of any document made in the Tribunal Registry and certificate, per page	At the discretion of the Registrar
9	Certifying translation made elsewhere, per page	20.00
10	Every search in the Tribunal Registry for each register, file or document	18.00

Bailiff Expenses

11	Transportation or conveyance expenses and overtime, according to distance and time (to be paid in cash)	Actual expenditure plus 20% being administrative charges
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Taking Evidence

12	Attendance of any Government official to produce or prove in the Tribunal any record or document called for by any party other than the HKSAR Government	61.00
13	Attendance of any Government official to give any other evidence in the Tribunal -	
	(a) when called as an expert	At the discretion of the Registrar
	(b) when not called as an expert, per hour or portion of an hour of attendance	61.00
14	Filing any affidavit or declaration (other than affidavit or declaration of a bailiff of Court) (including administering any oath or taking any declaration in the Registry)	121.00

Miscellaneous

15	Filing any notice or document in the Tribunal not hereinbefore referred to (other than a notice or document expressing an intention not to proceed with a claim or a defence)	55.00
16	Sealing any document in connection with proceedings in the Tribunal not hereinbefore referred to	55.00
17	Any other matter or proceeding not hereinbefore referred to and for which no fee has been specified herein	Such fee as the Registrar may fix
18	Amendment of claim forms, per amendment application	20.00
19	Bailiff to deliver claim documents, per address	10.00
*	Note : Travelling expenses for witness (Non-government official)	55.00