

Small Claims Tribunal - Level of Fees

Claims and Summonses etc., and Applications

	\$
1 Filing of a claim or counterclaim where the amount claimed -	
(a) does not exceed \$5,000	20
(b) exceeds \$5,000 but does not exceed \$25,000	40
(c) exceeds \$25,000 but does not exceed \$50,000	70
(d) exceeds \$50,000 but does not exceed \$75,000	120
1A Inter-partes summons and copy including service, each summons	55
2 Summons and copy including service, each witness	33
2A Filing of an amended document	20
2B Filing of a writ of execution	55
2C Application to set aside an award or order	61
3 Application for review	61
4 Application for leave to appeal	61

Copies, Translation, Transcription, Authentication and Searches

5 Copy of a document made in the registry of the tribunal, per page	4
6 Copy of a document made in the registry of the tribunal and certification -	
(a) for each page or portion of a page	5.5
(b) for each page or portion of a page exceeding in size 210 mm x 297 mm	such additional fee as the registrar may fix
7 Translation of any document made in the registry of the tribunal and certificate, per page	in the discretion of the registrar
8 Certifying translation made elsewhere, per page	20
8A Transcription made in the registry of the tribunal -	
(a) per English word	0.14
(b) per Chinese character	0.1
8B Authentication of documents by the Registrar (as defined by section 2 of the District Court Ordinance (Cap. 336))	125
9 Every search in the registry of the tribunal for each register, file or document	18

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Bailiff's Expenses

10	Watchman's fee per day	83
10A	Delivery of documents relating to a claim or counterclaim, each address	10
11	Transportation or conveyance expenses and overtime, according to distance and time	actual expenditure plus 20% being administrative charges

Taking Evidence

12	Attendance of any Government official to produce or prove in the tribunal any record or document called by any party other than the Government	61
13	Attendance of any Government official to give any other evidence in the tribunal -	
	(a) when called as an expert	in the discretion of the registrar
	(b) when not called as an expert, per hour or portion of an hour of attendance	61
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 of the tribunal)	121
14A	Travelling expenses for each witness summoned by a party	55

Miscellaneous

15A	Each audiotape that has a capacity of 60 minutes and contains an audio recording of proceedings in the tribunal	80
15B	Each compact disc that has a capacity of at least 700 megabytes and contains an audio recording of proceedings in the tribunal	170
15C	Each digital versatile disc that has a capacity of at least 4.7 gigabytes and contains an audio recording of proceedings in the tribunal	210
16	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, counterclaim or defence)	55
17	Sealing any document in connection with proceedings in the tribunal not hereinbefore referred to	55
18	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