



**Appeals Registry**  
**Guidance Notes for e-Appointment System for**  
**Civil Appeals**

1. This e-Appointment System is for booking an appointment for filing the notice of appeal to the Court of Appeal or the summons for leave to appeal/extension of time to appeal in civil matters at the Appeals Registry by unrepresented litigants. Registered users of “iAM Smart” may use the auto form-filling function of “iAM Smart” to provide relevant personal data when making online appointment.
2. Each time slot is reserved for the filing of one notice of appeal or summons for leave to appeal/extension of time to appeal only.
3. Before making an appointment, an unrepresented litigant is advised to read the leaflet 10 - How to appeal through the following link:

[https://rcul.judiciary.hk/rc/download.jsp?FN=documents/eng/Leaflet\\_10\\_Eng.pdf](https://rcul.judiciary.hk/rc/download.jsp?FN=documents/eng/Leaflet_10_Eng.pdf)

4. To facilitate filing of the notice of appeal or summons, appellant/applicant may download the application forms and complete them before the appointment. Forms can be downloaded from the link provided below, or obtained in person at the Resource Centre for Unrepresented Litigants, Room LG105, Lower Ground Floor 1, High Court Building, 38 Queensway, Hong Kong. For further information, please call 2825 4338.

[https://www.judiciary.hk/en/court\\_services\\_facilities/hcf\\_ca.html](https://www.judiciary.hk/en/court_services_facilities/hcf_ca.html)

5. When attending appointment, the appellant/applicant should bring along the completed application form, i.e. either three copies of notice of appeal or two copies of summons accompanied by two sets of application bundle containing the draft grounds of appeal and where appropriate, two copies of affidavit explaining the reasons for any delay in support of an application for extension of time, as well as two sets of written statement (which should not be more than 5 pages on A4 paper (single side only) legibly printed in no less than 14 font size and 1.5 line spacing) as to why leave to appeal should be granted, along with documents as set out below:

- (i) identity card/document; and
- (ii) for filing notice of appeal, a copy of sealed judgment or order and a written reasons for judgment or decision which is appealed/intended to appeal against; or
- (iii) for filing summons for leave to appeal/extension of time to appeal, a written decision for granting/refusing the leave/extension of time to appeal application (if any).

6. The appellant/applicant must attend the Appeals Registry personally at the specified time and date of the appointment, and approach to Counter No.2 of the Appeals Registry and present his/her appointment letter at the counter.
7. If the appellant/applicant is late for the appointment for 15 minutes or more, he/she will be regarded as "absent". The appellant/applicant has to make another on-line appointment for another day, unless there are remaining quotas for walk-in users on the same day.
8. Please be reminded that an advance appointment does not necessarily guarantee a successful submission of the intended appeal or application. An appeal or application for leave to appeal/extension of time to appeal will only be accepted if all the required forms and documents are ready.
9. If the appellant/applicant chooses to receive an appointment reminder for a successful appointment, he/she has to provide a valid email address. A reminder will then be sent to his/her email address 3 working days before the appointment date. The appellant/applicant should ensure that there is no email blocking policy where emails generated by the e-Appointment System would be blocked or misplaced and that the email account has not reached the storage limit.
10. Appellants/applicants who have repeated records of being absent may be restricted from making further on-line bookings for a certain period of time.
11. The Appeals Registry reserves the right to revise the arrangements as set out above and to take proper measures, without further notice, to prevent, stop or otherwise remedy any abusive use of the system.

#### **Personal Information Collection Statement**

1. The personal information provided will only be used for the processing of the appointment application in e-Appointment System and other related purposes. If the appellant/applicant does not provide sufficient information, it will not be possible to process the booking.
2. Personal data in the booking will not be disclosed or transferred to other parties unless relevant and necessary for the purposes as stated in note 1 of this Statement.
3. According to the Personal Data (Privacy) Ordinance (Cap. 486) ("PD(P)O"), appellant/applicant for e-Appointment has the right to request access to and correction of personal data provided in the appointment booking. The Judiciary Administration has designated Senior Judiciary Executive (Complaints), Access to Information Officer to handle requests for access to or correction of personal data under the PD(P)O. The contact address is High Court Building, 38 Queensway, Hong Kong.

version as at 30 December 2025