



**District Court Registry**  
**Guidance Notes for e-Appointment System for**  
**applications for warrant of distress**

1. This e-Appointment System is for booking an appointment for attending the District Court Registry to file new applications for warrant of distress. 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. Any applicant who intends to file application(s) for warrant of distress is required to make an appointment through the e-Appointment System.
3. Each applicant may make appointment(s) for the filing of up to 10 applications for warrant of distress on a selected date. Applicant has to make an appointment on another day for filing additional application(s).
4. Subject to the availability of appointment quotas, the request for appointment on the next working day must be made not later than 12:00 noon on the preceding working day.
5. After an appointment has successfully been made through the e-Appointment System, the applicant can check, cancel, reschedule or change the particulars of his/her appointment through this system.
6. The applicant should ensure that a valid email address is provided when making the appointment so that subsequent communications could be made by emails. The applicant should also 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.
7. Please be reminded that the applicant must bring along the originals of all relevant documents and attend the District Court Registry personally to file the

relevant application(s) for warrant of distress at the specified time and date of the appointment.

8. Please ensure that the case details provided when making the appointment are consistent with the intended affidavit/affirmation in support of the application(s) for warrant of distress, otherwise, the processing of application(s) may be delayed.
9. Applications for warrant of distress where information of which was not provided when making the appointment would not be entertained.
10. If the applicant is unable to attend the scheduled appointment or no longer requires such appointment, he/she should reschedule or cancel the appointment through the e-Appointment System as appropriate at least one day in advance so that the vacated appointment slot can be made available to other applicants. Applicants who have repeated records of being absent from scheduled appointments may be restricted from making further on-line bookings for a certain period of time.
11. Please note that upon successful cancellation of an appointment, all case details for the application(s) for warrant of distress so entered will be removed from the e-Appointment System, hence applicant will need to re-enter all the relevant case details when making a fresh appointment.
12. The District Court 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 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”), 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.

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