



## **Family Court**

### **Guidance Notes for e-Appointment System**

1. This e-Appointment System is for booking an appointment for submitting an intended petition for divorce or joint application at the Family Court 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 submission of one intended petition or joint application only.
3. Before making an appointment, an applicant is advised to read the booklet *How to Apply for a Divorce* through the following link:

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

4. To facilitate submission of the intended petition or joint application, applicants 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 Family Court Registry. For further information, please call 2840 1218.

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

5. When attending the appointment, an applicant must bring along the completed application form, i.e. either a petition or joint application and where appropriate, a Form 2B or Form 2D and other documents as set out below:
  - (i) identity card/document; and
  - (ii) original marriage certificate or a certified true copy.
6. If the applicant is late for the appointment for 10 minutes or more, he/she will be regarded as “absent”. The applicant has to make another on-line appointment for another day, unless there are remaining quotas for walk-in users on the same day.
7. An applicant with an advanced booking must attend the Family Court Registry personally at the specified time and date of the appointment, and approach to Counter 3 of the Family Court Registry and present his/her appointment letter at the counter.
8. Please be reminded that an advance appointment does not necessarily guarantee a successful submission of the intended application. A petition for divorce or joint application will only be accepted if all the required forms and documents are ready.
9. If the 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 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. 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. The Family 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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