

General Reference for Application to the Court of First Instance for Appeal

(from Award / Order of the Small Claims Tribunal / Labour Tribunal / Minor Employment Claims Adjudication Board)

Listing for Hearing of Appeal when Leave to Appeal is Granted

- 1 (a) The Applicant and the parties involved would be informed by court to attend before Deputy Clerk of court (civil) at Room G32, Ground Floor, Clerk of Court's office, High Court 38 Queensway, Hong Kong for an appointment for fixing the appeal before a judge of the Court of First Instance.
- (b) Listing hours are: **Monday to Friday - 10.00 am to 12.30 pm and 2.45 pm to 4.15 pm**
(No listing on Saturday.)

Documents for use in the Hearing of the Appeal

2. (a) Generally speaking, 10 days before the hearing date of the appeal, the Applicant has to send to court and all parties concerned his/her submission for the appeal as well as the appeal bundle (which contains documents filed in the lower court and the Court of First Instance).
- (b) The parties concerned should attend court in time on the date of hearing. It is desirable for them to be present 15 minutes before the hearing starts. On the day of hearing, the parties should check up the location of the court from the Daily Cause List on the Notice Board on Lower Ground Floor 4 (LG4) or at the lobby on the Ground Floor (G/F.)

Hearing Result

3. After the hearing of the appeal, the Court may give Judgment/Decision immediately or reserve judgment to be given on a date to be fixed. If any of the parties concerned is dissatisfied with the Judgment/Decision made, they can lodge an application for leave to appeal to the Court of Appeal within 7 days from the date of the Judgment/Decision. The court fee for the application is \$1,045. (Please see "General Reference for Application for Leave to Appeal / to Appeal to the Court of Appeal - from Award/Order of the Small Claims Tribunal / Labour Tribunal / Minor Employment Claims Adjudication Board)."