

To : First Clerk, _____ Magistrates' Courts

If you apply personally

I, _____, holder of HKID Card No. _____,
residing at _____,
Tel No. _____

If you apply in the name of a company

We, _____ (company name), with the
company address at _____,
Tel No. _____, represented by _____

being the victim / defendant / other party** in Case No. _____, would like
to apply for the following documents. **I undertake to pay all necessary fees concerned.**

- ☐ Certificate of Trial
- ☐ Copy of Summons / Charge Sheet**
- ☐ Copy of Brief Facts of Case
- ☐ Transcript of Court hearing (Hearing date(s): _____)
- ☐ Recording Tape/CD/DVD of Court hearing (Hearing date(s): _____)
- ☐ Others (Please specify: _____)

If you are the other party (i.e. not the victim or defendant in the case), please provide reason(s) for the
application (You may use a separate sheet and/ or provide supporting document(s) if needed):

Signature of Applicant

Dated this : _____

**Please delete where inappropriate

Points to note

- If the applicant is the company representative, a properly authorized letter with company chop should be attached with the form.
- The release of court records is governed by respective rules/ordinances, the approval of which may be discretionary.
- If the old case file has already been destroyed, we may not be able to provide the document(s) as required.
- The completed application form can be submitted by fax, by mail or in person to the relevant Magistrates' Courts. You may call the Magistrates' Courts general enquiry telephone number 2677 8373 to enquire the addresses and fax numbers of the Magistrates' Courts, or visit the Judiciary website at https://www.judiciary.hk/en/about_us/contactus.html for information.
- A "Certificate of Trial" contains the following basic information of a case:
 - (1) Case number
 - (2) Name of defendant
 - (3) Name of informant/complainant
 - (4) Offence(s)
 - (5) Name of Magistrate
 - (6) Order
 - (7) Date of order
- The fees for court documents are as follows (in Hong Kong dollars):
 - Certificate of Trial: \$36
 - Copy of Summons / Charge Sheet / Brief Facts of Case: \$4 per page
 - Certified true copy of Summons / Charge Sheet / Brief Facts of Case: \$5.5 per page
 - Transcript of proceedings: \$0.14 per English word and \$0.10 per Chinese character
 - Audio record of cases other than criminal proceedings: \$80 per audio tape; \$170 per CD; \$210 per DVD

If you wish to know the estimated costs for a transcript first before deciding whether to apply for the transcript, you may specify so in the application form.

- To apply for case documents of former Magistracies, please refer to the table below:

For the documents of former Magistracies	Please apply to the following Magistrates' Courts
Western Magistracy	Eastern Magistrates' Courts
Central Magistracy	
Causeway Bay Magistracy	
San Po Kong Magistracy	Kowloon City Magistrates' Courts
North Kowloon Magistracy	
South Kowloon Magistracy	
Tsuen Wan Magistracy	West Kowloon Magistrates' Courts