

**REQUEST FOR COURT ASSISTANCE
FOR PEOPLE WITH DISABILITIES IN COURT PROCEEDINGS/ HEARINGS**

要求法庭為殘疾人士就法庭程序/ 聆訊提供協助

(This form serves to facilitate requests from litigants, witnesses and legal practitioners with disabilities for accessibility aids in court proceedings/ hearings and can be completed either in English or Chinese. Please read the notes below before completion. 本申請表旨在利便患有殘疾的訴訟方、證人和法律執業者向法庭提出要求於法庭程序/ 聆訊提供無障礙協助。本表格可用英文或中文填寫，填寫前請細閱表格下面的備註。)

Please note that as what takes place in a court proceeding/hearing is a matter of case and court management for the presiding Judge or Judicial Officer to decide, irrespective of the kind of assistance sought, the ultimate decision on the provision of assistance requested will rest with the presiding Judge or Judicial Officer. 請注意：任何有關法庭程序/ 聆訊的安排均屬由主審法官或司法人員決定的案件及法庭管理事宜；因此，不論所要求的協助屬何種性質，主審法官或司法人員將就提供所要求的協助作最終決定。

Part I Applicant's Particulars

第 I 部份 申請人個人資料

Name 姓名		Tel. no. 電話號碼	
Correspondence address 通訊地址			

Part II Details of Assistance Requested in Court Proceedings/ Hearings

第 II 部份 在法庭程序/ 聆訊所需之協助的詳情

Name of the Court or Tribunal 法院或審裁處名稱			
Court case no. 法院案件編號			
Date(s) of court attendance 出席聆訊日期			
Role in the court case* 於聆訊案件中的身份*	<input type="checkbox"/> Plaintiff 原告人	<input type="checkbox"/> Defendant 被告人	
	<input type="checkbox"/> I am legally represented 我已委派律師代表	<input type="checkbox"/> I am legally represented 我已委派律師代表	
	<input type="checkbox"/> Witness 證人	<input type="checkbox"/> Legal Practitioner 法律執業者	
	<input type="checkbox"/> Others (please specify) 其他 (請註明)		

Assistance requested* 所需協助*	<input type="checkbox"/> Infra-red headphones/audio-guide-like receivers for hearing amplification 用作增音用途的紅外線耳機/語音助聽器
	<input type="checkbox"/> Sign language interpreting service 手語傳譯服務^
	<input type="checkbox"/> Audio-typing service in real time 即時語音轉換文字服務^
	<input type="checkbox"/> Masks with large transparent windows be used by court staff 法庭人員使用唇語透明口罩
	<input type="checkbox"/> Wheelchair access 輪椅通道
	<input type="checkbox"/> I would like to bring a guide dog 導盲犬將會隨行
	<input type="checkbox"/> Document format – large print 文件格式 – 大字體
	<input type="checkbox"/> Document format – electronic 文件格式 - 電子形式
	<input type="checkbox"/> Others (please specify) 其他 (請註明) @

* Please tick the appropriate box 請在適當方格內填上「√」號

^ In criminal proceedings, the Court will arrange for such services as necessary free of charge. In civil proceedings, parties are normally required to arrange and bear the cost so incurred for such service if the application is approved.

就刑事法律程序而言，法庭會免費提供所需服務。至於民事法律程序，如申請獲得批准，訴訟方一般須自行安排所需服務及承擔相關服務所衍生的費用。

@ Interpretation of dialects/other languages, if also requested, would be dealt with under a separate mechanism (service would be provided free of charge for criminal proceedings only) and such request should be relayed to the court support staff direct.

如有涉及方言或其他語言的傳譯服務要求，有關要求將按另一機制處理（只有在刑事法律程序中才會免費提供服務）；此等要求應直接向法庭職員提出。

Signature 簽署		Date 日期	
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Notes 備註

The completed form should be addressed to the Registrar of the court concerned vide the relevant registry as soon as you know the date and court venue, and preferably in no less than two weeks before the date of court attendance if possible. Please visit the following website for contacts of the relevant registry of the respective court:

https://www.judiciary.hk/en/about_us/contactus.html#CFA

你應當在知悉須出席聆訊的法院和日期等資料之後(宜盡量不少於出庭日期的兩個星期之前)，盡快將填妥的申請表經由相關登記處交予該法院的司法常務官。請瀏覽以下網址以查閱各別法院的相關登記處的聯絡資料：

https://www.judiciary.hk/zh/about_us/contactus.html#CFA

Personal Information Collection Statement 收集個人資料聲明

A. Purpose of Collection 收集的目的

1. Personal data provided in the form will be used by the Judiciary for the purposes of processing your request. 你在本表格內提供的個人資料，司法機構將用於處理你的申請的用途。
2. Your request may also be used for the compilation of statistics on the number and nature of requests received by the Judiciary. The outcome of the resulting statistics will not be in a form that will identify your request and any of your personal data. 司法機構亦可能會將你的申請用來編製統計數字，例如申請數目及性質等。但統計所得的結果不會讓人可識辨你的申請及你的任何個人資料。
3. The provision of your name and court case no. is obligatory. If you do not provide sufficient information, the Judiciary will not be able to process your request. 你必須提供你的姓名及法院案件編號。如你提供的資料不足，司法機構將無法處理你的申請。

B. Classes of Transferees 接受資料轉交的人士

1. Personal data in the form, or copies thereof, will be disclosed or transferred to parties relevant and necessary for the purposes stated in paragraphs 1 and 2 above. 你在本表格內提供的個人資料或該等資料的副本將會因應上文第 1 及第 2 所述之目的而轉交相關人士或向其披露。