

**Notification for Stakeholders about
General Adjournment and
Staggered Resumption of Court Business
from 9 March 2020 to 22 March 2020
(position as at 6 March 2020)**

(I) Overall Plan for Court Resumption

The Judiciary has made a public announcement today (March 6) to reiterate that all hearings of the courts/tribunals originally scheduled between March 9 and 22 have generally been adjourned, but urgent and essential court business will continue to be handled. At the same time, it will continue its progressive and staggered approach to pave the way for the orderly resumption of proceedings and re-opening of court registries/offices for all levels of courts / tribunals in March, if the prevailing public health situation permits. The press release is at **Annex A**.

2. In working out the detailed arrangements of resumption, in addition to the prevailing public health situation, the Judiciary has also given due consideration to the following :

- (a) an orderly resumption of both registry business and court proceedings is of paramount importance;
- (b) a staggered and progressive approach is adopted to ensure orderly resumption; and
- (c) parties concerned, whether legally represented or litigants in person, will be given clear notification and sufficient lead time for preparation of their cases, regardless of whether the hearings are to be re-fixed or proceed as scheduled.

3. Under the progressive and staggered approach, the overall arrangements for the resumption of court proceedings and the re-opening of court registries in the coming few weeks are summarised below :

(a) Weeks of March 9 and 16 –

- (i) court proceedings will continue to be generally adjourned except for urgent and essential hearings (please see paragraphs 5 to 6 below for details); and
- (ii) court registries will re-open in stages (please see paragraphs 9 to 14 below for details);

(b) Weeks of March 23 and 30 – the General Adjourned Period (“GAP”) is expected to end on March 22 if public health situation permits. Hearings will be reduced in the initial period of resumption having regard to public health concerns as well as to facilitate orderly resumption. Parties will be notified whether their hearings originally listed in this period will proceed as scheduled, to be adjourned by consent for paper disposal or to be re-fixed. Parties will be given lead time to prepare if the hearings are to proceed as scheduled; and

(c) Week of April 6 – court proceedings will generally resume to normal.

4. On March 5, the Judiciary held a briefing of the key resumption arrangements for the relevant stakeholders, including the Bar Association, the Law Society and the Department of Justice. Detailed resumption arrangements, particularly those relating to the re-opening of the court registries over the next two weeks, will be announced in due course.

(II) **Court Proceedings**

(A) All Levels of Courts other than the Magistrates' Courts ("MCs")

5. GAP will continue to run from March 9 to 22. As indicated before, the Judiciary has been constantly reviewing the scope of business that it may handle during GAP, and making adjustments on a regular basis, bearing in mind that the longer the GAP has become, the more matters may become urgent and essential. Moreover, given the prolonged duration of GAP, the Judiciary has set in train plans to clear the backlog accumulated during GAP in an orderly manner.

6. The urgent and essential hearings/matters to be handled by the courts from March 9 to 22 are further updated and set out at **Annex B**.

7. Moreover, against the general resumption plan for court proceedings set out in paragraph 3 above, details of some of the general arrangements for the different levels of courts to facilitate gradual and orderly resumption of court proceedings are set out at **Annex C**.

(B) Detailed Arrangements for the MCs

8. The MCs will continue to adopt basically the Holiday or Saturday sitting arrangement in the light of caseload and other factors. They will continue to handle urgent and essential cases, including fresh remand cases and eight-day cases etc. The detailed arrangements are as follows :

- (a) 9 Mar (Monday) : Tuen Mun Magistrates' Courts will open;
- (b) 10 Mar (Tuesday) : No Magistrates' Courts will open;

- (c) 11 Mar (Wednesday) : Shatin Magistrates' Courts will open;
- (d) 12 Mar (Thursday) : No Magistrates' Courts will open;
- (e) 13 Mar (Friday) : West Kowloon Magistrates' Courts will open;
- (f) 14 Mar (Saturday) : the usual Saturday sitting will be adopted, i.e. Eastern Magistrates' Courts, Kowloon City Magistrates' Courts and Shatin Magistrates' Courts will open;
- (g) 15 Mar (Sunday) : No Magistrates' Courts will open;
- (h) 16 Mar (Monday) : Kwun Tong Magistrates' Courts will open;
- (i) 17 Mar (Tuesday) : No Magistrates' Courts will open;
- (j) 18 Mar (Wednesday) : Kowloon City Magistrates' Courts will open;
- (k) 19 Mar (Thursday) : No Magistrates' Courts will open;
- (l) 20 Mar (Friday) : Fanling Magistrates' Courts will open;
- (m) 21 Mar (Saturday) : the usual Saturday sitting will be adopted, i.e. Eastern Magistrates' Courts, Kowloon City Magistrates' Courts and Shatin Magistrates' Courts will open; and
- (n) 22 Mar (Sunday) : No Magistrates' Courts will open.

(III) Gradual Re-opening of Registries

9. Court registries will re-open in a staggered and progressive manner starting from March 9. The re-opening dates for all the registries are set out at **Annex D**. The Judiciary will put in place special arrangements to deal with the high volume of registry business anticipated in the initial period following the re-opening of the court registries. It is also important to note that some business will be suspended during the initial re-opening of the registries. Details are set out in **Annex E**.

(A) Court of Final Appeal (“CFA”) Registry

10. The CFA registry will re-open on March 9. Arrangements will be in place to ease the work flow at the registry and accounts office and to regulate the flow of people. The scope of business handled will be reduced in the weeks of March 9 and March 16. Please see **Annex E** for details.

(B) High Court (“HC”) Registries

11. The HC registries will also re-open on March 9. It is anticipated that in the initial period there will be a significant number of people wishing to do filing and other business at several HC registries. While the Judiciary will take measures to increase the capacity of the registries during the initial period (which may last up to two weeks) and regulate the flow of people, **we urge parties and legal representatives not to do filing and other business in the first few days of the re-opening of the HC registries, unless they are really urgent and must be done in the first few days of re-opening.**

12. Parties and legal representatives intending to do filing and other business at the HC registries during the first two weeks of the re-opening should note there will be special arrangements to ease the flow of work at the HC registries and

the accounts office as well as to regulate the flow of people. They include :

- (a) the scope of business handled by the HC registries will be reduced in the weeks of March 9 and March 16. Please see **Annex E** for details;
- (b) court users intending to do filing and other registry business (including making the related payment at the accounts office) must access from LG4 of the High Court Building (“HCB”);
- (c) there will be a ticketing and triage system. Each ticket normally admits one person. Please see paragraphs 18 to 21 below for details of the crowd control measures;
- (d) drop boxes will be set up at LG4 of HCB to receive filing of documents that do not require immediate processing. Parties and legal representatives making use of the drop boxes for filing of documents are required to complete in duplicate a “Document Deposit Form” (see GAP Form 1 at **Annex F**) to be handed in together with the documents to be filed. During the initial period, we encourage parties and legal representatives to make use of the drop boxes as far as possible. They are also urged to fill in the document deposit form before coming to the registries so as to expedite the handling process; and
- (e) for filings which require immediate processing by the registries and/or accounts office, parties and legal representatives will have to queue to wait for their turn. Each ticket only permits a total of five transactions to be conducted. If a person has more than five transactions, he/she may leave the relevant documents with the registry together with a completed “Document

Transaction Form” in duplicate (see GAP form 2 at **Annex G**). He/she is also urged to fill in the document deposit form before coming to the registries so as to expedite the handling process.

When the documents have been processed, he/she will be notified to collect them upon production of the copy of document transaction form retained by him/her; and

- (f) for filing of originating process, parties and legal representatives are advised to first make payment of the prescribed fee at the accounts office before going to the registry.

(C) District Court (“DC”) and Family Court (“FC”) Registries

13. The registries of the FC and DC will re-open on 12 and 13 March respectively. The Judiciary will announce the detailed arrangements shortly. Before their re-opening, the enhanced measures which started on March 2 will continue. Hence, though the DC and FC registries remain closed, special arrangements have been made to enable parties to make the following urgent filing :

- (a) originating documents where the limitation period for a cause of action under the Limitation Ordinance (Cap. 347) may expire during GAP; and
- (b) document(s) filed pursuant to an unless order imposing a time limit that may expire during GAP.

(D) Other Registries

14. For the registries of the other courts or tribunals, they will continue to be closed until the date(s) of their re-opening, except for providing support for the handling of urgent and

essential court hearings and/or matters as set out above. The Judiciary will announce the detailed arrangements in due course.

(IV) Gradual Re-opening of Other Offices of the Judiciary

15. In view of the need to minimize people flow for public health considerations, a staggered approach will also be adopted for the re-opening of the Judiciary's other offices providing services to court users and the public. The details are at **Annex H**.

16. The Canteen in the HCB and the Tuck Shop in the West Kowloon Law Court Building will remain closed until further notice, having regard to public health considerations.

17. As regards offices providing services located in the Judiciary premises but are operated by other Government Departments or external organizations, court users are advised to enquire with the relevant operators direct for details relating to the re-opening of these offices.

(V) Crowd Control Arrangements for HCB for the Weeks of March 9 and 16

18. In anticipation of a large number of registry users coming to the HCB, the capacity of the High Court Registry ("HCR"), the Clerk of Court's Office ("CoC") and the Probate Registry ("Probate") will be suitably expanded to cope with the upsurge in workload.

19. For effective crowd management, the existing LG4/F entrance of the HCB will only be used for exiting the building. Registry users going to HCR, CoC and Probate should access via LG4/F HC Library entrance. Unless otherwise specified by the Judiciary, other court users should use the main entrance on G/F.

20. A ticketing and triage system will be adopted to regulate the number of court users accessing the HCB and relevant registries. Registry users are required to line up in different queues at designated area at the LG4/F podium. They will be allowed entry to the triage in batches. After initial screening by the triage staff, registry users will be issued with different types of numbered tickets.

21. When it is their turn to be served, ticket holders will be directed to the relevant registries for service. For better management of flow of people, ticket holders who are yet to be served will be asked to leave and return at a later time. Information on the range of ticket numbers currently being served for each type of tickets issued will be displayed at the registries and the LG4 entrance. The same information is simultaneously available on the Judiciary website.

(VI) Contacts

22. If stakeholders have any questions about the detailed arrangements for the above matters, particularly those relating to the urgent and essential court business, please contact the following officers for the respective courts during the office hours :

(a) High Court

For matters relating to the re-opening of the High Court Registry

- Mr Kenneth Tsang, Senior Judicial Clerk I (Resource Centre) at 2825 0571
- Mr Larry Ngan, Senior Judicial Clerk II (High Court Registry) at 2825 0401
- Mr Napo Leung, Senior Judicial Clerk II (High Court Registry) at 2825 0459

For matters relating to the re-opening of the Appeals Registry & Criminal and Civil Registry

- Ms Terri Tang, Clerk of Court at 2825 4383
- Miss Cynthia Leung, Judicial Clerk (Civil) at 2825 4672

For matters relating to the re-opening of the Probate Registry

- Ms Memory Wong, Chief Probate Officer at 2825 0619
- Ms William Chong, Senior Probate Officer at 2825 0620

For crowd management arrangement

- Mr Jonathan Man, Chief Judiciary Executive (Accommodation) at 2867 2140
- Mr Gary Lau, Chief Judiciary Executive (Court Security) at 2867 2172

(b) District Court

- Ms Clare Tsang, Chief Judicial Clerk (Courts) at 2582 4000
- Ms Anny Tam, Chief Judicial Clerk (Registry) at 2582 4200
- Mr Wing Lau, Senior Judicial Clerk II (Registry)¹ at 2582 5368
- Miss Jenny Kwok, Senior Judicial Clerk II (Registry)² at 2504 0766

(c) Family Court

- Ms Jolly Lam, Chief Judicial Clerk (Family Court) at 2582 5370
- Ms Sharon Wong, Senior Judicial Clerk I (Family Court) at 2582 5373

(d) Magistrates' Courts

- Ms Pauline Kwok, Senior Judiciary Executive (Magistracies) at 3916 6389

(VII) Enhanced Preventive Measures

23. In view of public health considerations, enhanced preventive measures have been implemented in Judiciary premises. All court users are required to undergo body temperature checks upon entry to Judiciary premises and wear surgical masks at all times during their stay. A court user who has a fever or who does not wear a surgical mask will be refused entry into Judiciary premises.

24. The Judiciary will constantly review the public health situations and introduce any new or enhanced preventive measures as necessary.

(VIII) Further Updates

25. The Judiciary will keep in view developments. If the Judiciary decides to introduce any further changes, we will continue to keep the stakeholders posted as soon as practicable.

26. Besides, the Judiciary will continue to post updated information, including Daily Cause Lists, messages related to the Judiciary's arrangements arising from public health considerations and advice to court users visiting the courts during this period, on the Judiciary website (www.judiciary.hk). A dedicated webpage has also been set up with all the information relevant to GAP and resumption matters. This and subsequent notifications will also be uploaded. Stakeholders are advised to check the website for updated information as necessary.

27. In particular, for the Bar Association and the Law Society, we should be grateful if you would continue to advise your members to check the website for updated information and to study the notifications as necessary.

Judiciary Administration
6 March 2020

Announcement by the Judiciary

The Judiciary announced today (March 6) that plans are being made for orderly resumption of court proceedings upon the cessation of the General Adjourned Period (“GAP”) on March 22, if the prevailing public health situation permits, and that court registries will start to re-open stage by stage from next week, the first stage including the Court of Final Appeal Registry, the High Court Registry, the Probate Registry and the Competition Tribunal Registry on March 9.

The Judiciary has been making active plans to resume court proceedings and re-open its registries and offices since early March. In working out the detailed arrangements of resumption, the Judiciary has given due consideration to the following:

- (a) an orderly resumption of both registry business and court proceedings is of paramount importance;
- (b) a staggered and progressive approach is to be adopted to ensure orderly resumption; and
- (c) parties concerned, whether legally represented or litigants in person, will be given clear notification and sufficient lead time for preparation of their cases, regardless of whether the hearings are to be re-fixed or proceed as scheduled.

Gradual resumption of court proceedings

All hearings of the courts/tribunals originally scheduled between March 9 and March 22 have been generally adjourned. The courts will however continue to handle urgent and essential hearings and/or matters during this period. The updated list of urgent and essential hearings and matters is uploaded onto the Judiciary website for reference of court users and the public.

The Magistrates' Courts will continue to adopt basically the Holiday or Saturday sitting arrangement in the light of caseload and other factors. They will handle urgent and essential cases, including fresh remand cases and eight-day cases. The detailed arrangements are as follows:

- **March 9 (Monday):** Tuen Mun Magistrates' Courts will open
- **March 10 (Tuesday):** No Magistrates' Courts will open
- **March 11 (Wednesday):** Shatin Magistrates' Courts will open
- **March 12 (Thursday):** No Magistrates' Courts will open
- **March 13 (Friday):** West Kowloon Magistrates' Courts will open
- **March 14 (Saturday):** The usual Saturday sitting will be adopted, i.e. Eastern Magistrates' Courts, Kowloon City Magistrates' Courts and Shatin Magistrates' Courts will open
- **March 15 (Sunday):** No Magistrates' Courts will open

- **March 16 (Monday):** Kwun Tong Magistrates' Courts will open
- **March 17 (Tuesday):** No Magistrates' Courts will open
- **March 18 (Wednesday):** Kowloon City Magistrates' Courts will open
- **March 19 (Thursday):** No Magistrates' Courts will open
- **March 20 (Friday):** Fanling Magistrates' Courts will open
- **March 21 (Saturday):** The usual Saturday sitting will be adopted, i.e. Eastern Magistrates' Courts, Kowloon City Magistrates' Courts and Shatin Magistrates' Courts will open
- **March 22 (Sunday):** No Magistrates' Courts will open

Re-opening of registries and offices

Court registries will be re-opened in stages between March 9 and 19. Special arrangements will be made during these two weeks for the registries to handle filing and other business in an orderly and effective manner. The details are set out as follows:

- **March 9 (Monday):** Re-opening of the Court of Final Appeal Registry, High Court Registry, Clerk of Court's Office, Probate Registry and Competition Tribunal Registry
- **March 12 (Thursday):** Re-opening of Family Court Registry

- **March 13 (Friday):** Re-opening of District Court Registry
- **March 17 (Tuesday):** Re-opening of registries and offices of Lands Tribunal, Magistrates' Courts, Coroner's Court, Obscene Articles Tribunal
- **March 19 (Thursday):** Re-opening of registries and offices of Labour Tribunal and Small Claims Tribunal (except the Information Centre)

It is important to note that while the above registries and offices will be generally re-opened for business with effect from the dates indicated above, some business will continue to be suspended during the period before March 23. A list of suspended business for the various registries is set out in the **Annex**. It is also uploaded onto the Judiciary website.

Re-opening of other offices of the Judiciary

In view of the need to minimise people flow for public health considerations, a staggered approach will also be adopted for the re-opening of the Judiciary's other offices providing services to court users and the public. The details are as follows:

- **March 9 (Monday):** Re-opening of the Certification counters of the Court Language Section in Wanchai Law Courts Building ("WLCB"), Public counters of Bailiff Offices at various court premises and Integrated Mediation Office in WLCB

- **March 17 (Tuesday):** Re-opening of the Building Management Mediation Coordinator's Office at the Lands Tribunal
- **March 23 (Monday):** Re-opening of the High Court Library, Resource Centre for Unrepresented Litigants at the High Court Building ("HCB"), Small Claims Tribunal Information Centre and Counter Services of Complaints Office at HCB

The Canteen in the HCB and the Tuck Shop in the West Kowloon Law Court Building will remain closed until further notice having regard to public health considerations.

As regards offices providing services located in the judiciary premises but are operated by other Government Departments or outside organizations, court users may wish to enquire with the relevant operators direct for details relating to the re-opening of these offices.

Preventive and crowd management measures

Having struck a careful balance between public health considerations and the orderly reopening of registries with effect from March 9, the Judiciary will continue to put in place appropriate preventive and crowd management measures for the health protection of all people who enter and remain in the court premises. Court users are required to have their body temperature taken and wear a surgical mask before they are allowed to enter and remain in the court premises. The Judiciary will constantly review the situation and introduce any new measures as appropriate.

It is expected that there will be more court users visiting the courts, in particular the HCB starting from March 9. The Judiciary considers it important to put in place special arrangements to regulate the entry of court users into and inside the court premises. These measures will include queuing, the introduction of a ticketing and triage system to ensure efficient processing of applications, the provision of expanded registry areas (and additional manpower where appropriate) and designated entry and exit points to facilitate orderly people flow, etc. Detailed arrangements for different court registries in different court premises will be provided and uploaded onto the Judiciary website before their re-opening. Court users are strongly advised to check the updated information from the Judiciary website, and follow the advice of the Judiciary staff and security personnel when they attend for court business upon the re-opening of the court registries.

Enquiries and information update

From March 9, for general enquiries, the following hotlines will be operated from Monday to Friday from 8.45am to 1pm and 2pm to 5.30pm:

- General Information: 2869 0869
- Court of Final Appeal: 2123 0123
- High Court: 2523 2212
- Probate: 2840 1683
- District Court: 2845 5696
- Family Court: 2840 1218
- Lands Tribunal: 2771 3034
- Labour Tribunal: 2625 0020
- Small Claims Tribunal: 2877 4068

- Magistrates' Courts: 2677 8373
- Bailiff Section: 2802 7510
- Court Language Section: 2388 1364

The Judiciary will continue to post updated information, including Daily Cause Lists, messages related to the Judiciary's arrangements arising from public health considerations, and advice to court users visiting the courts during the GAP, on the Judiciary website (www.judiciary.hk). Court users are advised to check the website for updated information as necessary.

ENDS

List of registry business that will continue to be suspended before March 23, 2020

Registry	Business to be suspended before March 23
Court of Final Appeal	
Court of Final Appeal Registry	Search and inspection of case files and cause book
High Court	
Civil Registry	Search and inspection of case files, originating documents, cause books, Rolls of barristers, Rolls of solicitors, power of attorney, enduring power of attorney, register of notary public, and judgments/orders given in court
	Filing of petition for self-bankruptcy
	Lodging of request for service of documents outside Hong Kong (including Mainland China)
	Registration of enduring power of attorney and the lodging of related documents
	Inspection of lists of jurors (Jury office)
	Sealing of orders except garnishee order nisi, charging order nisi and examination of debtor order ¹
	Listing appointments for CFI civil hearings
	Listing appointments for substantive arguments/ taxation/ adjourned hearing before a master
Probate Registry	Search and inspection of case files, originating documents and cause book
	Application to amend grant of probate/letter of administration
	General enquiries

¹ Request for sealing of order accepted through drop box on LG4 (Ct 44). Applying party will be notified when the sealing is done.

Registry	Business to be suspended before March 23
Appeals Registry	Search and inspection of case files and register of appeals
	Fixing date for hearing applications for admission of overseas counsel
	Listing appointment for appeal hearings
Criminal Registry	Search and inspection of case files and cause book
Competition Tribunal Registry	<i>(No business to be suspended)</i>

司法機構公布

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司法機構今日（三月六日）宣布，正計劃籌備於在三月二十二日法庭程序一般延期結束時，有序恢復法庭聆訊，但這須視乎當時的公共衛生情況是否許可。法庭登記處將於下周起分階段重開，第一階段包括終審法院登記處、高等法院登記處、遺產承辦處及競爭事務審裁處登記處。上述登記處將於三月九日重開。

自三月初起，司法機構一直積極計劃籌備恢復法庭聆訊和重開登記處及辦事處。司法機構在制定恢復運作的安排細節時，就以下因素作出適當考慮：

- （一） 有秩序恢復登記處的事務及法庭程序至關重要；
- （二） 將會採取分批進行和循序漸進方式，以確保有秩序恢復運作；及
- （三） 不論案件是重訂聆訊日期或如期進行聆訊，相關訴訟各方（不論有否法律代表）都會收到清晰的通知，也會有足夠的時間為其案件作準備。

逐步恢復法庭程序

原訂由三月九日至三月二十二日於法院 / 審裁處進行的所有聆訊一般將繼續延期。在此期間，法庭仍會繼續處理緊急和必要的聆訊及 / 或事宜。最新的緊急和必要的聆訊及事宜清單，會上載至司法機構的網頁供法庭使用者和公眾人士參考。

裁判法院將因應案件量及其他因素，繼續基本上採用假日或星期六聆訊安排，處理緊急和必要的案件，包括新羈押案件和「8 日案件」。有關安排的詳情如下：

- **三月九日（星期一）：** 屯門裁判法院會辦公
- **三月十日（星期二）：** 沒有裁判法院辦公
- **三月十一日（星期三）：** 沙田裁判法院會辦公
- **三月十二日（星期四）：** 沒有裁判法院辦公
- **三月十三日（星期五）：** 西九龍裁判法院會辦公
- **三月十四日（星期六）：** 採用常設的星期六聆訊安排，即東區裁判法院、九龍城裁判法院和沙田裁判法院會辦公
- **三月十五日（星期日）：** 沒有裁判法院辦公
- **三月十六日（星期一）：** 觀塘裁判法院會辦公
- **三月十七日（星期二）：** 沒有裁判法院辦公
- **三月十八日（星期三）：** 九龍城裁判法院會辦公

- **三月十九日（星期四）：** 沒有裁判法院辦公
- **三月二十日（星期五）：** 粉嶺裁判法院會辦公
- **三月二十一日（星期六）：** 採用常設的星期六聆訊安排，即東區裁判法院、九龍城裁判法院和沙田裁判法院會辦公
- **三月二十二日（星期日）：** 沒有裁判法院辦公

重開登記處及辦事處

法庭登記處將於三月九日至十九日期間分階段重開。司法機構會就這兩星期作出特別安排，讓登記處有序及有效地處理存檔及其他事務，詳情如下：

- **三月九日（星期一）：** 重開終審法院登記處、高等法院登記處、書記主任辦事處、遺產承辦處及競爭事務審裁處登記處
- **三月十二日（星期四）：** 重開家事法庭登記處
- **三月十三日（星期五）：** 重開區域法院登記處
- **三月十七日（星期二）：** 重開土地審裁處、裁判法院、死因裁判法庭及淫褻物品審裁處的登記處和辦事處
- **三月十九日（星期四）：** 重開勞資審裁處及小額錢債審裁處的登記處和辦事處（資訊中心除外）

雖然上述登記處及辦事處一般將於上述日期重開，但部分事務於三月二十三日前仍繼續暫停。登記處繼續暫停的事務已列於**附件**中，並已上載至司法機構網頁。

重開司法機構其他辦事處

基於公共衛生的考慮而需要減少人流，司法機構會分批重開向法庭使用者和公眾人士提供服務的其他辦事處，詳情如下：

- **三月九日（星期一）：**重開灣仔法院大樓法庭語文組的核證譯文服務櫃檯、執達主任辦事處在各法院大樓的公眾櫃檯及司法機構在灣仔法院大樓的綜合調解辦事處
- **三月十七日（星期二）：**重開在土地審裁處的建築物管理調解統籌主任辦事處
- **三月二十三日（星期一）：**重開高等法院圖書館、在高等法院大樓的無律師代表訴訟人資源中心、小額錢債審裁處的資訊中心及高等法院大樓投訴組的櫃檯服務

因應公共衛生考慮，高等法院大樓餐廳和西九龍法院大樓小食部仍然關閉，直至另行通知。

至於位處司法機構大樓內但由政府部門或非政府機構營運的辦事處，法庭使用者可直接向相關的營運者查詢該些辦事處的重開詳情。

預防及人流管理措施

司法機構在公共衛生考慮與於三月九日起有序重開登記處之間，慎重地取得平衡，會繼續實施適當的預防及人流管理措施，以保障進入或逗留在法院大樓的所有人士的健康。法庭使用者須接受體溫檢測及佩戴外科口罩，才會獲准進入或逗留在法院大樓。司法機構會經常檢討相關情況，並在適當時推出新的預防措施。

司法機構預期三月九日起將有更多法庭使用者到訪法院，特別是高等法院大樓。因此，司法機構認為實施特別安排，管理法庭使用者進入或逗留在法院大樓內的秩序是十分重要的。這些措施包括排隊、引入派籌和分流系統以確保申請可獲有效地處理；加大登記處面積（並適當地增加人手），以及劃出指定進出口以便有秩序地疏導人流等。各法院大樓內的登記處的安排詳情，會於各登記處重開前上載至司法機構網頁。法庭使用者應密切留意司法機構網頁發布的最新資料，並在登記處重開後，前往登記處處理事務時，聽從司法機構職員和保安人員的指示。

查詢及資訊更新

由三月九日起，有關一般查詢可於星期一至五上午八時四十五分至下午一時及下午二時至下午五時三十分致電以下熱線：

- 一般查詢：2869 0869
- 終審法院：2123 0123
- 高等法院：2523 2212
- 遺產承辦：2840 1683
- 區域法院：2845 5696
- 家事法庭：2840 1218
- 土地審裁處：2771 3034
- 勞資審裁處：2625 0020
- 小額錢債審裁處：2877 4068
- 裁判法院：2677 8373
- 執達事務組：2802 7510
- 法庭語文組: 2388 1364

司法機構會繼續把最新資訊上載至司法機構網頁 (www.judiciary.hk)，包括審訊案件表、司法機構因應公共衛生考慮所作安排的信息和法庭使用者在一般延期期間到訪法院大樓應注意的事項。法庭使用者請按需要參閱最新的網頁資訊。

完

2020年3月23日前登記處繼續暫停辦理的事務

登記處	3月23日前繼續暫停辦理的事務
終審法院	
終審法院登記處	查閱案件檔案及訟案登記冊
高等法院	
民事登記處	查閱案件檔案、原訴文件、訟案登記冊、大律師登記冊、律師登記冊、授權書、持久授權書、公證人註冊紀錄冊及法庭頒下的判決/命令
	提交及存檔自願破產呈請
	提交送達文件至香港以外地方（包括中國內地）的申請
	註冊持久授權書及提交相關文件
	查閱陪審員名單（陪審團辦事處）
	為命令蓋章（關乎第三債務人的暫准命令、暫准押記令及對債務人進行訊問的命令除外） ¹
	原訟法庭民事聆訊的排期約見
	就聆案官處理的實質辯論/訟費評定/押後聆訊所作的排期約見
遺產承辦處登記處	查閱案件檔案、原訴文件及訟案登記冊
	修改遺囑認證書/遺產管理書的申請
	一般查詢
上訴登記處	查閱案件檔案及上訴登記冊
	就海外大律師的認許申請聆訊編訂日期
	上訴聆訊的排期約見

¹ 命令蓋章的申請可放入低層 4 樓（第 44 庭）的投遞箱。蓋章完成後會通知申請人。

登記處	3月23日前繼續暫停辦理的事務
刑事登記處	查閱案件檔案及訟案登記冊
競爭事務審裁處登記處	(沒有暫停辦理的事務)

Annex B

Urgent and Essential Hearings/Matters to be Handled by the Courts for the Weeks of March 9 and 16

The urgent and essential hearings and/or matters which may be handled from March 9 to 22 include the following :

- (a) For Civil Cases in the High Court (“HC”), District Court (“DC”) and Family Court (“FC”) :

Enhanced Measures

- (i) for the Court of First Instance (“CFI”), urgent pre-trial reviews for trials (especially long trials) starting in the near future will be handled;

Duty Judge System

- (ii) urgent matters or hearings before the HC, the DC and the FC, including those relating to the specialist lists, will continue to be dealt with by the respective Duty Judges (“Duty Judge system”);
- (iii) if a party or his/her legal representative considers that any matter has become urgent because of the court’s continued general adjournment, they may consider using the Duty Judge system to bring such matters to the attention of the court. The party concerned should provide a certificate explaining the urgency of the matter. They should also provide the essential and key documents to enable the court to decide whether the matter is really urgent and essential which should be handled during General Adjourned Period (“GAP”) on an exceptional basis;

- (iv) during GAP, parties or legal representatives may submit documents to the Duty Judges through the following email addresses, which will be open until the end of GAP or further notice :

- (1) For HC : hcdutyjudge@judiciary.hk

- (2) For DC : dcdutyjudge@judiciary.hk

- (3) For FC: fcdutyjudge@judiciary.hk

Before emailing documents, parties or legal representatives should contact the Duty Judge concerned by telephone. Parties and legal representatives are reminded to refrain from telephoning the Duty Judges after office hours (i.e. from 9 a.m. to 1 p.m. and from 2 p.m. to 5 p.m. from Mondays to Fridays), unless it is really necessary;

Other Arrangements

- (v) though no hearings will generally be held during GAP, individual Judges and Judicial Officers (“JJOs”) will, as far as possible, review their cases originally listed to be heard during GAP and the following two weeks, whether represented ones or not, to see if they can be suitably disposed of on paper. These cases are primarily interlocutory applications and substantive applications not involving any witnesses. If paper disposal is possible, the JJO concerned will give case management directions on paper. If not, the case will be re-fixed;

- (vi) parties may be asked to lodge documents or submissions with the court to facilitate paper disposal. Special one-way email accounts have been set up to enable electronic submission of documents to the court **for specified purposes** during GAP. The JJOs will not use the email accounts to communicate with parties, which will continue to be through conventional means such as fax;
 - (vii) as generally no hearing will be held during GAP, if any party insists on having an oral hearing, the hearing will have to be re-fixed with listing appointments to be given by the court;
 - (viii) where parties have reached agreement on matters that can be properly dealt with by consent, the court will also make orders by consent;
 - (ix) for decisions or judgments made on paper during GAP, or where it is justified on grounds of urgency, the court may issue sealed orders. Requests for sealed orders may be made to the JJO who makes the order in question. Parties may attach a draft order to their written submission;
- (b) *For Criminal Cases at the Court of Appeal*: urgent bail applications;
- (c) *For Criminal Cases at CFI* :
- (i) urgent bail applications and bail reviews; and
 - (ii) all cases/matters, excluding new jury trials, originally scheduled during this period or which may be adjourned from GAP and re-fixed to be heard during this period;

(d) For Criminal Cases at the CFI and DC : urgent cases in which the defendants are remanded in custody pending sentence and the hearings of which fall under either of the following categories :

- (i) the hearing date falls between March 9 and March 22; or
- (ii) the case was originally adjourned to a hearing date during the period of January 29 to March 8.

(e) For the Magistrates' Courts ("MCs") :

- (i) fresh remand cases; and
- (ii) person remanded in custody who has the legal rights to appear before a Magistrate to review his or her remand situation and either of the following conditions is met :
 - (1) the return date falls between March 9 and March 22; or
 - (2) the case was originally adjourned to a date during the period of January 29 to March 8.

These cases are called "eight-day cases" hereafter.

(iii) urgent cases relating to sentencing in which the defendants are remanded in custody and the hearings of which fall under either of the following categories :

- (1) the hearing date falls between March 9 and March 22; or

- (2) the case was originally adjourned to a hearing date during the period of January 29 to March 8.
- (f) For the Juvenile Court : urgent cases concerning care and protection orders with either of the following conditions being met :
 - (i) the return date falls between March 9 and March 22; or
 - (ii) the case was originally adjourned to a date during the period of January 29 to March 8.
- (g) For the Coroner's Court : the following categories of urgent matters :
 - (i) paper applications for waivers for autopsy;
 - (ii) issuing urgent certificates of order authorizing burial/cremation of body;
 - (iii) handling urgent cases with pathologist's recommendation for autopsy; and
 - (iv) issuing urgent certificate of the fact of death and documents for the removal of bodies outside jurisdiction.

2. The courts will also hand down decisions and judgments that are ready. As usual, the courts will give sufficient notice to the relevant parties of the cases.

Statutory Duties

3. For the DC and MCs, the relevant Judges and Magistrates will continue to perform, as appropriate, their statutory duties relating to urgent applications for search warrants and applications under the Mental Health Ordinance.

**Resumption Plan of Court Proceedings
at Various Levels of Courts**

Details of the resumption plan for court proceedings at various levels of courts are set out below. More details may be issued by the relevant courts and tribunals.

2. In line with usual practice, parties will be separately notified of any change in the hearing date etc. of their cases, regardless of whether the hearing has been affected by the General Adjourned Period (“GAP”).

(a) For Civil Cases in the Court of Appeal (“CA”)

Weeks of March 9 and 16

- (i) Judges will continue to handle urgent and essential court business and process cases on paper as far as possible. Judges may also hear appeals as scheduled if they are of the view that the appeals come within the scope of urgent and essential business. For these appeals, specific directions will be given in good time to enable the parties to prepare for the hearings; and
- (ii) despite the re-opening of the High Court registries on March 9, Judges may give special directions for filing and lodging of documents beyond March 9 in respect of appeals listed up to April 3;

Weeks of March 23 and 30

- (iii) for appeals originally scheduled between March 23 and April 3, Judges will case manage them prior to March 23. Appeals which are ready will be heard as scheduled.

Otherwise, Judges will consider if paper disposal is appropriate and seek parties' views on the same. If paper disposal is considered not to be appropriate, the appeal will be re-fixed by the Listing Officer;

(b) For Criminal Cases in the CA

- (i) while Judges will continue to handle urgent and essential business before March 23, cases scheduled afterwards will proceed as scheduled; and
- (ii) cases adjourned during GAP will be re-fixed as soon as practicable after resumption of court proceedings, in consultation with counsel's diaries where possible;

(c) For Civil Cases in the Court of First Instance ("CFI"), District Court ("DC") and Family Court ("FC")

- (i) In default of any application under (vii) and (viii) below, the courts will give 7-day lead time to interlocutory hearings and 14-day lead time to trials after the end of GAP for cases in CFI and DC. But no such lead time will be given for cases in FC;

Weeks of March 9 and 16

- (ii) Judges will continue to handle urgent and essential court business and process cases on paper as far as possible;
- (iii) for the Employees Compensation cases in the DC, unless otherwise directed, the Employees'

Compensation List on March 20 would be heard as scheduled; and

- (iv) despite the re-opening of the relevant registry starting from March 9, Judges may give special directions for lodging of documents beyond the re-opening date of the relevant registry in respect of cases listed up to April 3. Parties should comply with such directions, instead of lodging the documents through the registry;

Weeks of March 23 and 30

- (v) for CFI and DC : due to the lead time policy in para 2(c)(i) above and subject to specific direction by a Judge in a case as stated in para 2(c)(vi) and (vii) below, only limited number of interlocutory matters will be heard in the week of March 23 and limited number of trials will take place prior to April 6;
- (vi) for cases originally scheduled between March 23 and April 3, Judges will case manage them prior to March 23. Cases for which direction to override the lead time has been given will be heard as scheduled. Hearings which cannot be heard will be adjourned either for paper disposal or to a date to be fixed in consultation with counsel's diaries;
- (vii) for cases scheduled for March 23 to April 3, Judges may override the lead time policy in para 2(c)(i) above and hear cases as originally scheduled up to April 3 on the **joint application of all parties concerned** if all the necessary papers can be lodged in good time and all parties are ready. Such joint applications should be made

as soon as practicable. **Late applications** (i.e. those giving **less than 7 working days' notice** to the relevant Judges) **may not be entertained**;

- (viii) if there is disagreement between the parties on whether a case listed between 23 March and 3 April should be heard as scheduled, they can apply by letter to the Judge for direction **at least 7 working days** before the date of hearing. **Late applications** (i.e. those giving **less than 7 working days' notice** to the relevant Judges) **may not be entertained**. The Judge would assess the situation based on the materials available and give a determination on the papers;
- (ix) for the Employees Compensation cases in the DC, unless otherwise directed, the Employees' Compensation List on March 27 would be heard as scheduled; and
- (x) For FC : As the lead time policy does not apply to FC, in default of any application, all matters listed from 23 March will be heard as scheduled. A party who has difficulty to proceed shall apply as soon as practicable during GAP to the court for adjournment. Such application will generally be processed on the papers after considering representations from all parties concerned; and
- (xi) For CFI, DC and FC : despite the re-opening of the relevant registry starting from March 9, Judges may give special directions for filing and lodging of documents beyond the re-opening date of the relevant registry in respect of cases listed up to April 3;

From April 6

(xii) court business returns to normal;

(d) **For Criminal Cases in the CFI**

Weeks of March 9 and 16

- (i) part-heard jury proceedings adjourned during GAP would continue; and
- (ii) besides urgent and essential hearings, Judges will handle all cases/matters, excluding new jury trials, originally scheduled during this period or which may be adjourned from GAP and re-fixed to be heard during this period;

Weeks of March 23, March 30 and April 6

- (iii) Judges will handle all cases/matters, excluding new jury trials, originally scheduled during this period or which may be adjourned from GAP and re-fixed to be heard during this period;

Week of April 14

- (iv) new jury trials will resume in a staggered manner;

(e) **For cases before HC Masters**

- (i) in default of any application under 2(e)(vi) and (vii) below, the court will give 7-day lead time to interlocutory hearings and 14-day lead time to hearings involving witnesses after the end of GAP;

Weeks of March 9 and 16

- (ii) Masters will continue to handle urgent and essential court business and process cases on paper as far as possible;
- (iii) Masters will case manage cases listed for hearing in this period, and may, with the agreement of the parties, deal with them by paper disposal. In appropriate cases, such as case management summons and case management conference, order nisi may be given; and
- (iv) the other cases will be re-fixed, and parties will be notified of the re-fixing arrangements. Either a new hearing date or a listing appointment will be given;

Weeks of March 23 and 30

- (v) in general, due to the lead time policy in para 2(e)(i) above, no hearings will be held in the week of March 23 and no hearings involving witnesses will be held before April 6;
- (vi) Masters may override the lead time policy in para 2(e)(i) above and proceed with hearings as originally scheduled on the **joint application of all parties concerned** if the necessary papers can be lodged in good time and all parties are ready. Such joint applications should be made to the relevant Master as soon as possible and **at least 7 working days before the date of hearing**. **Late applications may not be entertained**; and
- (vii) if there is disagreement between the parties on whether the hearing should proceed as scheduled,

they can apply by letter to the Master for direction **at least 7 working days** before the date of the hearing. **Late applications may not be entertained.** The Master would assess the situation based on the materials available and give a determination on the papers;

Week of April 6

(viii) court business returns to normal;

(f) **For Criminal Cases in the DC**

Weeks of March 9 and 16

- (i) while Judges will continue to handle urgent and essential court business, all trials and plea and sentence hearings will be re-fixed unless otherwise directed by the presiding Judge; and
- (ii) for cases set down on a Plea Day, they will either be disposed of on paper or re-fixed;

Week of March 23

- (iii) while there will be no trials unless otherwise directed, plea and sentence hearings, Pre-trial Reviews (“PTRs”) and Plea Day on March 24 (Tue) and March 26 (Thur) will proceed as scheduled;

From March 30

- (iv) court business returns to normal; and

- (v) cases set down on a Plea Day during GAP (except those disposed of on paper) will be rescheduled to be heard in this period;

(g) **For cases before DC Masters**

- (i) in general, the court will give 7-day lead time to interlocutory hearings and 14-day lead time to hearings involving witnesses after the end of GAP;

Weeks of March 9 and 16

- (ii) Masters will continue to handle urgent and process cases on paper as far as possible;
- (iii) Masters will case manage cases listed for hearing in this period, and may, with the agreement of the parties, deal with them by paper disposal. In appropriate cases, such as case management summons and case management conference, order nisi may be given; and
- (iv) the other cases will be re-fixed, and parties will be notified of the re-fixing arrangements. Either a new hearing date or a listing appointment will be given;

Week of March 23

- (v) in general, due to the lead time policy in para 2(g)(i) above, no hearings will be held;
- (vi) Masters will case manage cases listed for hearing in this period, and may, with the agreement of the parties, deal with them by paper disposal. In appropriate cases, such as case management

summons and case management conference, order nisi may be given; and

- (vii) the other cases will be re-fixed and parties will be notified of the re-fixing arrangements. Either a new hearing date or a listing appointment will be given;

Week of March 30

- (viii) court business returns to normal;

(h) For Lands Tribunal (“LandsT”)

- (i) in default of any application under 2(h)(iii) and (iv) below, the court will give 7-day lead time to interlocutory hearings and 14-day lead time to trials after the end of GAP;

Weeks of March 9 and 16

- (ii) hearings originally scheduled for this period will be generally adjourned;

Weeks of March 23 and 30

- (iii) the presiding Judge and Judicial Officer (“JJO”) may override the lead time policy in para 2(h)(i) above and proceed with a hearing or trial as originally scheduled on the **joint application of all parties concerned** and the case is ready to proceed. Such joint applications should be made as soon as practicable to the relevant JJO and **at least 7 working days before the date of hearing**. **Late applications may not be entertained;** and

- (iv) if there is disagreement between the parties on whether the hearing or trial shall proceed, they can apply by letter to the JJO for direction **at least 7 working days before the date of hearing**. **Late applications may not be entertained.** The JJO would assess the situation based on the materials available and give a determination on the papers;

From April 6

- (v) court business returns to normal;

(i) **For Magistrates' Courts ("MCs")**

Weeks of March 9 and 16

- (i) MCs will continue to maintain special court sittings every Monday, Wednesday and Friday as well as Saturday sitting to handle urgent and essential cases. All trials and hearings will generally be re-fixed, except for urgent and essential trial;

Week of March 23

- (ii) while there will be no trials, cases which are set down for plea, mention, sentence, PTRs, etc. will proceed as scheduled; and
- (iii) hearings adjourned during GAP will be heard with priority given to cases in which the defendant is remanded in custody;

From March 30

- (iv) court business generally returns to normal; and

- (v) trials adjourned during GAP will be heard with priority given to cases in which the defendant is remanded in custody;

(j) *For Labour Tribunal (“LabT”) and Small Claims Tribunal (“SCT”)*

Weeks of March 9 and 16

- (i) JJOs will case manage cases adjourned during GAP and directions by letter will be issued to the parties where appropriate;
- (ii) notification of new hearing date will be sent to parties of cases adjourned during GAP; and
- (iii) For LabT : Tribunal officers will liaise with the parties of cases adjourned during GAP to arrange new appointments.

Week of March 23

- (iv) call-over and mention hearings adjourned during GAP would start to be heard, but trials would only resume on March 30;

From March 30

- (v) court business generally returns to normal.

Re-opening of Court/Tribunal Registries

The registries of the various courts and tribunals will be re-opened according to the following schedule :

Date	Registries
9 March 2020	Registries of Court of Final Appeal / High Court / Competition Tribunal
12 March 2020	Registry of Family Court
13 March 2020	Registry of District Court
17 March 2020	Registries of Lands Tribunal / Magistrates' Courts / Coroner's Court / Obscene Article Tribunal
19 March 2020	Registries of Labour Tribunal / Small Claims Tribunal

Judiciary Administration
March 2020

List of registry business that will continue to be suspended before March 23, 2020

Registry	Business to be suspended before March 23
Court of Final Appeal	
Court of Final Appeal Registry	Search and inspection of case files and cause book
High Court	
Civil Registry	Search and inspection of case files, originating documents, cause books, Rolls of barristers, Rolls of solicitors, power of attorney, enduring power of attorney, register of notary public, and judgments/orders given in court
	Filing of petition for self-bankruptcy
	Lodging of request for service of documents outside Hong Kong (including Mainland China)
	Registration of enduring power of attorney and the lodging of related documents
	Inspection of lists of jurors (Jury office)
	Sealing of orders except garnishee order nisi, charging order nisi and examination of debtor order ¹
	Listing appointments for CFI civil hearings
	Listing appointments for substantive arguments/ taxation/ adjourned hearing before a master
Probate Registry	Search and inspection of case files, originating documents and cause book

¹ Request for sealing of order accepted through drop box on LG4 (Ct 44). Applying party will be notified when the sealing is done.

Registry	Business to be suspended before March 23
	Application to amend grant of probate/letter of administration
	General enquiries
Appeals Registry	Search and inspection of case files and register of appeals
	Fixing date for hearing applications for admission of overseas counsel
	Listing appointment for appeal hearings
Criminal Registry	Search and inspection of case files and cause book
Competition Tribunal Registry	<i>(No business to be suspended)</i>

Document Deposit Form (GAP Form 1)

Name of Firm: _____

Contact Person: _____

Telephone Number: _____

Date: _____

List of documents deposited for (_____)¹ via Drop Box
(at Court 44)

Set out the documents in the table below²:

Item no.	Action number	Document Type ³
1.	HCA 1234 of 2019	2 nd Affidavit of Mr. ABC (the Plaintiff)
2.	HCA 2345 of 2019	Amended Defence and Counterclaim of the 3 rd Defendant
3.	HCMP 3456 of 2019	Notice of Change of Solicitor for the 2 nd Defendant

¹ State whether the documents are for filing, ex-parte application, hearing or other purposes.

² Use addition sheet if necessary.

³ State the title of the document and the party for which it is filed (if it does not appear in the document title).

Document Transaction Form (GAP Form 2)

Name of Firm: _____

Contact Person: _____

Telephone Number: _____

Date: _____

A. Please tick the appropriate bracket (one bracket only):

- () List of originating process deposited at High Court Registry for further processing¹
- () List of summonses deposited at Listing Office (LG108A and LG108B) for further processing

B. List out the documents in the table below²:

Item no.	Action number <i>OR</i> name of Plaintiff/ Applicant/ Petitioner for new cases
1.	
2.	
3.	
4.	

¹ Prescribed fee for commencement of an action must have been paid before the same will be accepted by the High Court Registry for further processing.

² Use addition sheet if necessary.

Please present this form for collection of the abovementioned documents on the date/ time to be notified by the Court.

There is *NO NEED* to obtain any tag to gain access to the High Court Registry/ Listing Office for such collection purpose.

Re-opening of Judiciary offices providing non-court services

9 March 2020

- Court Language Section's Certification Counter in Wanchai Law Courts Building ("WLCB")
- Bailiff Offices' Public Counters at various court premises
- Integrated Mediation Office in WLCB

17 March 2020

- The Building Management Mediation Co-ordinator's Office in Lands Tribunal

23 March 2020

- High Court Library
- Resource Centre for Unrepresented Litigants at High Court Building ("HCB")
- Small Claims Tribunal Information Centre
- Counter Services of Complaints Office at HCB

Judiciary Administration
March 2020