

**Notification for Stakeholders about Re-opening of the
Registries for the Family Court and the District Court
on 12 and 13 March 2020
(position as at 10 March 2020)**

(I) Gradual Re-opening of Registries

In the notification for stakeholders issued on March 6, the Judiciary indicated that court registries will re-open in a staggered and progressive manner starting from March 9. Following the re-opening of the registries of the Court of Final Appeal and the High Court (“HC”), the registries of the Family Court (“FC”) and the District Court (“DC”) will re-open on March 12 and 13 respectively.

2. Similar to the HC, the Judiciary will put in place special arrangements for the FC and DC to deal with the high volume of registry business anticipated in the initial period following the re-opening of the court registries. The detailed arrangements are set out below.

Suspended Services

3. It is also important to note that some of the business will be suspended during the initial re-opening of the registries. Any party or court user who needs to use any of the suspended services of the FC and DC registries on ground of urgency may apply to the relevant court in writing with justifications. Please refer to **Annex A** and the Judiciary website (<https://www.judiciary.hk/en/home/index.html>) for details.

Special Arrangements

4. It is anticipated that in the initial period there will be a significant number of people wishing to do filing and other business at the FC/DC registries. While the Judiciary will take

measures to increase the capacity of the registries during the initial period (which may last up to March 20) 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 FC/DC registries, unless they are really urgent and must be done in the first few days of re-opening.**

5. Parties and legal representatives intending to do filing and other business at the FC/DC registries during the initial period of the re-opening should note there will be special arrangements to ease the flow of work at the relevant registries and the accounts office as well as to regulate the flow of people. They include :

- (a) the scope of business handled by the registries will be reduced until March 20. Please see **Annex A** 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 G/F of the Wanchai Law Courts Building (“WLCB”);
- (c) there will be a ticketing and triage system. Each ticket normally admits one person. Please see paragraphs 6 to 8 below for details of the crowd control measures;
- (d) for the FC registry, all filings will be handled at the various counters of the registry. If any party or legal representative does not want to wait at the counter, or if there are more than 5 transactions to be processed, he/she may leave the relevant documents at the counter. The Document Transaction Form arrangement as set out in paragraph (e) will not be applicable but if requested, the registry staff will acknowledge receipt by putting a receipt chop at the backsheet of the document;

(e) for DC Registry

- (i) drop boxes will be set up at 4/F of WLCB 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 D1 at **Annex B**) 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 further reminded that they should fill in the Document Deposit Form before coming to the registries so as to expedite the handling process;** and
- (ii) 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 D2 at **Annex C**). Parties and legal representatives intending to do more than 5 transactions are reminded that they should **fill in the Document Transaction 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 at both the FC and DC registries, parties and legal representatives are advised to first make payment of the prescribed fee at the accounts office before going to the registry.

(II) Crowd Control Arrangements for FC/DC Registries from March 12 up to March 16

6. In anticipation of a large number of registry users coming to the WLCB, the capacity of the registries and accounts offices of the FC and DC will be suitably expanded to cope with the expected upsurge in workload.

7. For effective crowd management, registry users going to FC/DC registries should access via G/F entrance only. A ticketing and triage system will be adopted to regulate the number of court users accessing the registries. Registry users are required to line up in different queues at designated area on the G/F. After initial screening by the triage staff, registry users will be issued with different types of numbered tickets.

8. 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 G/F entrance. The same information is simultaneously available on the Judiciary website.

Contacts

9. If stakeholders have any questions about the detailed arrangements for the above matters, please contact the following officers for the respective courts during the office hours :

- (a) For registry matters for the 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

- (b) For registry matters for the 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) For crowd management arrangements
 - Mr Jonathan Man, Chief Judiciary Executive (Accommodation) at 2867 2140
 - Mr Gary Lau, Chief Judiciary Executive (Court Security) at 2867 2172

Judiciary Administration
10 March 2020

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

Registries	Business to be suspended before March 23
District Court Registry	Filing of application for distraint for rent
	Search and inspection of court files, originating documents, cause books, judgments/orders given in open court.
Family Court Registry	Search and inspection of case files, Index and Certificate of Decree Absolute

Note : Any party or court user who needs to use any of the suspended services on ground of urgency may apply in writing to the Family Court or District Court by fax, post or by hand (please refer to the Judiciary website at https://www.judiciary.hk/en/about_us/contactus.html) providing the following information :

- (1) Name of the applicant
- (2) Organization, if applicable
- (3) The kind of suspended service requested
- (4) Reasons for requesting the suspended service urgently
- (5) Contact telephone number and fax number (if any)

Document Deposit Form (GAP Form D1)

Name of Firm: _____

Contact Person: _____

Telephone Number: _____

Date: _____

List of documents deposited for (_____)¹
via 4/F Expanded Registry of District Court

Set out the documents in the table below²:

Item no.	Action number	Document Type ³
1.	DCCJ 1234 of 2019	2 nd Affidavit of Mr. ABC (the Plaintiff)
2.	DCPI 2345 of 2019	Amended Defence and Counterclaim of the 3 rd Defendant
3.	DCEC 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. Use separate sheet for each purpose.

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 D2)

Name of Firm: _____

Contact Person: _____

Telephone Number: _____

Date: _____

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

- () List of documents deposited at District Court Registry for further processing
- () List of documents deposited at Listing Office for further processing
- () List of documents deposited at Accounts Office for further processing
- () List of documents deposited at Sealing Office for further processing

B. List out the documents in the table below¹:

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

¹ Use addition sheet if necessary.

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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 Expanded Registry on 4/F for such collection purpose.