

**Notification for Stakeholders about Re-opening of the  
Registries for the Lands Tribunal  
and the Magistrates' Courts on 17 March 2020 and  
Resumption of Part of the Suspended Business  
of the High Court Registry  
(position as at 14 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 Family Court (“FC”) and the District Court (“DC”), the registries of the Lands Tribunal (“LandsT”) and the Magistrates’ Courts (“MCs”) will re-open on March 17<sup>1</sup>.

2. Similar to the other courts, the Judiciary will put in place special arrangements for the LandsT and MCs 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 in (III) below.

**(II) Resumption of part of the suspended business of the HC registry**

3. Due to public health consideration, in the initial re-opening of the HC registries, to avoid the gathering of crowd and to ensure the orderly conduct of registry business, some of the business have been suspended. After reviewing the actual operation of the HC registries in the first few days of the re-opening and taking into account all the relevant factors,

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<sup>1</sup> The registries of the Coroner’s Court and the Obscene Articles Tribunal will also re-open on March 17. But, as the Judiciary does not expect that there will be many court users in the first few days after their re-opening, no crowd control measures are needed.

including the capacity of the registries in handling the workload and the impact on crowd control, the Judiciary has decided to gradually resume part of the suspended registry business.

4. As from March 16, the following registry business will resume :

- (a) filing of petition for self-bankruptcy; and
- (b) registration of enduring power of attorney and lodging of related documents.

An updated list of suspended business for all re-opened court and tribunal registries is set out at **Annex A**.

5. Registry users are reminded that if they need to use any of the suspended services of the registries of the CFA, HC, DC, FC and LandsT on ground of urgency, they may apply to the relevant court in writing with justifications. Please refer to the Judiciary website (<https://www.judiciary.hk/en/home/index.html>) for details.

### **(III) Details of the re-opening of the LandsT and MC Registries/Accounts Offices**

#### **(A) Special Arrangements**

6. It is anticipated that in the initial period there will be a significant number of people wishing to do filing and other business and make payment at the LandsT and MC registries/accounts offices. While the Judiciary will take measures to increase the capacity of the registries and accounts offices as appropriate 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 registry business and make payment in the first few days of the re-opening of these registries and accounts offices, unless**

**they are really urgent and must be done in the first few days of re-opening.**

7. Parties and legal representatives intending to do filing and other registry business and make payment at the above registries/accounts offices 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 offices as well as to regulate the flow of people. They include :

- (a) court users intending to do filing and other registry business and make payment at the accounts office must access from the main entrance of the related court building;
- (b) there will be a ticketing and triage system for court users intending to use the registry at the LandsT and for those intending to use the registries and accounts offices at the MCs. Each ticket normally admits one person. Please see paragraphs 10 to 12 below for details of the crowd control measures;
- (c) for LandsT Registry
  - (i) the scope of business handled by the LandsT registry will be reduced until March 20. Please see **Annex A** for details. Any party or court user who needs to use any of the suspended registry business on ground of urgency may apply in writing to the tribunal. For details, please refer to the Judiciary website (at <https://www.judiciary.hk/en/home/index.html>);
  - (ii) there will be separate queues for legal representatives and litigants in person for filings that require immediate processing. Legal

representatives should ensure that they have their firm's cheques for payment of the prescribed fees ready and properly; and

(iii) drop boxes will be set up at the ground floor of the LandsT to receive :

1. from legal representatives, filing of documents (together with their firm's cheques for the prescribed fees) that do not require immediate processing; and
2. from parties and legal representatives, lodging of documents such as letters, hearing bundles, written submissions and authorities and draft orders for approval etc.

(iv) parties and legal representatives making use of the drop boxes for filing or lodging of documents are required to complete in duplicate a "Document Deposit Form" (see GAP Form LT1 at **Annex B**) to be handed in together with the documents to be filed or lodged. 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 LandsT so as to expedite the handling process;** and

(d) for MC Registries

Court users attending the MC registries to apply for search warrants, submit or collect documents may

directly approach the designated counter at the registries.

(B) Payments of court fines at the MCs

8. Due to the closure of the accounts office at the MCs during the General Adjourned Period (“GAP”), it has not been possible to make payment of court fines since January 29. For court fines that have become due during GAP, the court has generally extended the time for payment to **April 24** or, for instalment payments, to specific dates as ordered by individual magistrates. Affected parties have been or will be notified by letter from the court informing them of the extended due date for payment.

9. Instead of personally going to the accounts office to make payment, parties should consider settling the outstanding court fines by cheques (payable to “The Government of the Hong Kong Special Administrative Region” or “The Government of the HKSAR”) to be mailed to the relevant MC.

(IV) **Crowd control arrangements for the Registries of the LandsT and MCs from March 17 to March 20**

10. In anticipation of a large number of court users coming to the registries/accounts offices of the LandsT and MCs, the capacity of those registries and accounts offices will be suitably expanded to cope with the expected upsurge in workload.

11. For effective crowd management, court users going to the registries/accounts offices should access via the main entrance only of the relevant law courts buildings (“LCBs”). A ticketing and triage system will be adopted to regulate the number of court users accessing the registries/accounts offices. Court users are required to line up at designated areas of the relevant LCBs. After initial screening by the triage staff, they will be issued with different types of numbered tickets.

12. When it is their turn to be served, ticket holders will be directed to the registry/accounts office 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/the main entrance. The same information is simultaneously available on the Judiciary website.

**(V) Contacts**

13. 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 self-bankruptcy matters for HC
  - Miss Zoe Yung, Senior Judicial Clerk II (Insolvency) at 2825 4649
  
- (b) For registry matters for the LandsT
  - Miss Amy Leung, Chief Judicial Clerk (Lands Tribunal) at 2170 3815
  - Miss Elizabeth Lee, Senior Judicial Clerk I (Lands Tribunal) at 2170 3818
  
- (c) For registry matters for the MCs
  - Eastern Magistrates' Courts*
    - Mr Jack Suen, First Clerk at 2886 6756
    - Mr Danny Tse, Second Clerk at 2886 6496
  
  - Kowloon City Magistrates' Courts*
    - Miss Alice Yip, First Clerk at 2767 3281
    - Ms Debby Ho, Second Clerk at 2767 3283

*Kwun Tong Magistrates' Courts*

- Ms Eva Kong, First Clerk at 2772 9230
- Ms Veronica Lee, Second Clerk at 2772 9232

*West Kowloon Magistrates' Courts*

- Miss Phoebe Hung, First Clerk at 3916 6152
- Mr C M Au, Second Clerk at 3916 6154

*Fanling Magistrates' Courts*

- Ms Helen Lai, First Clerk at 2682 7710
- Ms Rita Chan, Second Clerk at 2682 7711

*Shatin Magistrates' Courts*

- Mr Buddy Chan, First Clerk at 2694 2309
- Mr H C Leung, Second Clerk at 2694 2310

*Tuen Mun Magistrates' Courts*

- Mr Sunny Chung, First Clerk of the at 2452 8222
- Miss Eva Leung, Second Clerk at 2452 8134

(d) 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**  
**14 March 2020**

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

<b>Registry</b>	<b>Business to be suspended before March 23</b>
<b>Court of Final Appeal</b>	
Court of Final Appeal Registry	Search and inspection of case files and cause book
<b>High Court</b>	
Civil Registry <sup>1</sup>	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
	Lodging of request for service of documents outside Hong Kong (including Mainland China)
	Inspection of lists of jurors (Jury office)
	Sealing of orders except garnishee order nisi, charging order nisi and examination of debtor order <sup>2</sup>
	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

<sup>1</sup> The Civil Registry of the High Court will resume the services for “filing of petition for self-bankruptcy” and “registration of enduring power of attorney and the lodging of related documents” from 16 March 2020.

<sup>2</sup> Request for sealing of order accepted through drop box on LG1 (Rm 108B). Applying party will be notified when the sealing is done.

<b>Registry</b>	<b>Business to be suspended before March 23</b>
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>
<b>Family Court</b>	
Family Court Registry	Search and inspection of case files, Index and Certificate of Decree Absolute
<b>District Court</b>	
District Court Registry	Search and inspection of court files, originating documents, cause books, judgments/orders given in open court
	Filing of application for distraint for rent
<b>Lands Tribunal</b>	
Lands Tribunal Registry	Search and inspection of case files, originating document, cause books and court orders
<b>Magistrates' Courts</b>	
Magistrates' Courts Registries	<i>(No business to be suspended)</i>

**Note:** Any party or court user who needs to use any of the suspended services on ground of urgency at the re-opened registries may apply in writing to the respective court by fax, post or by hand (please refer to the Judiciary website at [https://www.judiciary.hk/en/about\\_us/contactus.html](https://www.judiciary.hk/en/about_us/contactus.html) for contact information) 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)

**Lands Tribunal - Document Deposit Form  
(GAP Form LT1)**

Name of Firm or Party: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_

**List of documents and cheques deposited**

Set out the documents and the number and amount of the cheques below<sup>1</sup>:

Item no.	Case No.	Document Type <sup>2</sup>	Accompanying Cheque No.	Amount (\$)
1.	LDPD 1234/2019	1 <sup>st</sup> Respondent's submission for H/D: 14.7.2020		
2.	LDBM 456/2019	Draft Order for approval		
3.	LDPE 1357/2017	List of Documents	XYZ bank no. 123456	\$55

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<sup>1</sup> Use addition sheet if necessary.

<sup>2</sup> State the title of the document and the party for which it is filed (if it does not appear in the document title).