

**Notification for Stakeholders about Re-opening of the  
Registries for the Labour Tribunal  
and the Small Claims Tribunal on 19 March 2020**  
(position as at 17 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 other levels of courts, the registries of the Labour Tribunal (“LabT”) and the Small Claims Tribunal (“SCT”) will re-open on March 19.

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

**(II) Special arrangements**

3. 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 LabT and SCT registries. While the Judiciary will take measures to increase the capacity of the registries as appropriate during the initial period and regulate the flow of people, **we urge parties and other court users not to do filing and other registry business in the first few days of the re-opening of these registries, unless they are really urgent and must be done in the first few days of re-opening.**

4. Parties and other court users intending to do filing and other registry business or make payment at the registries or accounts offices of the LabT and SCT 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 accounts offices as well as to regulate the flow of people. They include :

- (a) court users intending to do filing and other registry business or 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 registries/accounts offices at the LabT and SCT. Each ticket normally admits one person. Please see paragraphs 5 to 6 below for details of the crowd control measures;
- (c) for the LabT
  - (i) one of the registry counters will be dedicated for receiving filing and lodging of documents that do not require immediate processing such as application for extension of time, supporting documents for trial/hearing and letter etc.; and
  - (ii) potential claimants referred by the Labour Department to make a claim in the LabT whose appointment to meet a Tribunal Officer was affected by the closure of the registry need not go to the LabT upon the re-opening of the registry. They should attend the registry on the date of the rescheduled appointment as communicated to them by the Tribunal Officers by telephone; and
- (d) for the SCT
  - (i) for court users intending only to file or lodge documents which do not require registry or accounts services (such as filing application to extend time/amend the claim or defence/re-fix

hearing date, notice of discontinuance and lodging of written statement and supporting documents for trial/hearing etc.), tribunal staff will, after initial checking at the queue, collect the documents from them. They may then leave without having to wait to be issued with a ticket; and

- (ii) one of the accounts office counters will be dedicated for receiving fixed payments such as filing fee.

### **(III) Crowd control arrangements for the Registries of the LabT and SCT**

5. In anticipation of a large number of court users coming to the registries/accounts offices of the LabT and SCT, the capacity of the registries and accounts offices of the two Tribunals will be suitably expanded to cope with the expected upsurge in workload.

6. For effective crowd management, a ticketing and triage system will be adopted to regulate the number of court users accessing the registries/accounts offices. Details of the arrangement are set out below:

#### **(a) for LabT**

- (i) court users are required to line up at the main entrance on LG/F of the LabT. They will be directed to the ground floor where, after initial screening, they will be issued with numbered tickets; and
- (ii) for better management of flow of people, ticket holders waiting to be served will be directed to go to designated waiting areas located at the 1<sup>st</sup> to 3<sup>rd</sup> floor of the LabT. When it is their turn to be

served, ticket holders will be directed to the registry/accounts office for service;

(b) for SCT

- (i) in order to regulate the number of court users accessing Tower B, West Kowloon Law Court Building (“WKLCB”), court users will first queue at designated area at the ground floor podium of Tower B, WKLCB. They will be directed to go in batches to the triage on the first floor at the Atrium where they will be issued with numbered tickets; and
- (ii) for better management of flow of people, ticket holders waiting to be served will be directed to go to designated waiting areas located at the 4<sup>th</sup> to 7<sup>th</sup> floor. When it is their turn to be served, ticket holders will be directed to the registry/accounts office for service. Information on the range of ticket numbers currently being served for each type of tickets issued will be displayed at the ground floor and the designated waiting areas. The same information is simultaneously available on the Judiciary website.

**(IV) Contacts**

7. If stakeholders have any questions about the detailed arrangements for the re-opening of the registries/accounts offices of the LabT and SCT, please contact the following officers of the respective Tribunals during office hours :

(a) For registry matters for the LabT

- Mr Jackson Chan, Registrar at 2625 3200
- Ms Heidi Ma, Deputy Registrar at 2625 3226

- Hotline : 2625 0020

(b) For registry matters for SCT

- Ms Wendy Chui, Chief Judicial Clerk (Small Claims Tribunal) at 3916 6401
- Ms Ada Law, Senior Judicial Clerk I (Small Claims Tribunal) at 3916 6459
- Hotline : 2877 4068

(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**  
**17 March 2020**