

**Notification for Stakeholders about
General Resumption of Court Business
from 4 May 2020**

(position as at 29 April 2020)

(I) Overall Plan for Court Resumption

The Judiciary has made a public announcement on April 22 that the General Adjourned Period (“GAP”), which started on January 29, will end on May 3. From May 4, all court proceedings will generally resume as safely as circumstances permit. In the same way, court and tribunal registries will also start to re-open by stages from May 6. The Judiciary stresses that public health and safety, including that of court users, the Judiciary’s staff and Judges and Judicial Officers (“JJOs”), continue to be paramount considerations in the handling of court operations by the Judiciary.

2. Under GAP, all proceedings are generally adjourned, except for urgent and essential business. The general default position is adjournment unless the court otherwise directs, though many urgent and essential hearings have been conducted under a restricted scope of court proceedings.

3. Upon the cessation of GAP, all proceedings will generally be resumed, subject to the principle of “doing business safely as circumstances permit”. The general default position is therefore changed to conducting court business, unless the court otherwise directs.

4. The Judiciary will conduct as much court business as practicable, having regard to the prevailing public health situation. Given the continued need to facilitate social distancing, despite the cessation of GAP, the extent of court operations will be contingent on, among others, the need to adopt measures to facilitate social distancing, e.g. setting limits

on the number of hearings to be held on each court floor on all Judiciary premises. Moreover, there will continue to be appropriate preventive and crowd management measures to protect the health of all people in the Judiciary premises, regulate the people flow and avoid crowding in areas including courtrooms and registry areas.

5. 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.

6. It is anticipated that courts may only safely operate at a reduced capacity initially. The Judiciary will make adjustments to the capacity of the court in handling court proceedings and other business, including the opening hours of the court registries, accounts offices and other offices, having regard to any changes in the public health situation.

(II) Court Proceedings

7. From May 4, all hearings, both civil and criminal proceedings, including trials, will generally resume unless they are adjourned pursuant to specific directions by the court, but

with reduced capacity. However, jury trials will only start after May.

8. To ensure an orderly resumption of court proceedings, an appropriate buffer period will be provided before hearings, particularly trials, are resumed. Parties concerned, be they legally represented or litigants in person, will be given clear notification and directions on the mode of hearing with sufficient lead time for preparation.

9. For civil proceedings, the court will continue to adopt a flexible and multi-pronged approach. JJOs will continue to proactively manage their cases and directions will be given to the parties as necessary. Where appropriate, JJOs will consider disposing of the cases on paper. JJOs may also direct parties to use Video Conferencing Facilities or conduct hearing by telephone where appropriate.

10. Details of the arrangements for court proceedings for different levels of court are set out at Annex A.

11. The special email accounts and the extended e-Lodgement Platform set up/extended during the GAP may, until further notice, continue to be used for the designated purposes as indicated at Annex A.

(III) Gradual Re-opening of Registries and Accounts Offices

12. Court registries and accounts offices will re-open in a staggered and progressive manner starting from May 6. The re-opening dates for all the registries and accounts offices are set out at Annex B. To reduce the total people flow at the relevant court buildings, until further notice, **the opening hours of the registries and accounts offices are from 9:30 am to 12:30 pm on Mondays to Fridays**. Moreover, **search and inspection of court documents and filing of applications for admission as a**

barrister or solicitor may only be conducted in the afternoons.

13. 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.

(A) First Batch of Registries to be re-opened

14. Details for the re-opening of the registries for the Court of Final Appeal (“CFA”), the High Court (“HC”), the District Court (“DC”) and the Competition Tribunal (“CT”), which will take place on May 6 or 8, are at Annex C.

15. For urgent matters required to be conducted on weekdays after the opening hours of the registries, such as urgent filing of documents, court users may seek directions from the Duty Master.

16. Before the re-opening of the registries of the HC and DC, the following enhanced measures which have been in place since April 14 will continue :

- (a) There are special arrangements to enable the filing of the following urgent documents :
 - (i) originating document where the limitation period for a cause of action under the Limitation Ordinance (Cap. 347) may expire during GAP;
 - (ii) document(s) filed pursuant to an unless order imposing a time limit that may expire during GAP;
 - (iii) ex-parte and consent applications; and
 - (iv) for the HC registries

- (1) application for leave to apply for judicial reviews (including but not limited to non-refoulement claim) where the time limit for making the application provided by Order 53, rule 4(1) of the Rules of the High Court (Cap. 4A) may expire during GAP;
- (2) application and collection of apostilles;
- (3) urgent grant and amendment of probate, urgent filing of Caveat and urgent computer search of related information;
- (4) documents relating to the relevant urgent winding up and bankruptcy-related proceedings¹;
- (5) registration of enduring power of attorney and the lodging of related documents;
- (6) lodging of request for service of documents outside Hong Kong (including Mainland China); and

¹ The relevant winding up and bankruptcy-related proceedings are :

- (a) urgent applications under section 30A of the Bankruptcy Ordinance (Cap. 6) by the trustee in bankruptcy or creditor of the bankrupt for the suspension of the bankrupt's discharge from bankruptcy;
- (b) urgent objections to discharge applications not yet filed but with imminent dates of discharge of bankruptcy, and urgent applications for non-commencement orders under section 30AB of Cap. 6 not yet filed but with imminent deadlines for filing;
- (c) urgent applications under section 42 of Cap. 6 by the debtors for validation orders; and
- (d) hearings for winding up and bankruptcy petitions adjourned from GAP and directed to be heard before a Judge or a Master between May 4 to 6.

(7) indictments for cases committed to the Court of First Instance; and

(b) the registries will process ex parte applications filed with the court, and may issue sealed orders for these ex-parte applications upon the request of the parties.

(B) Other Registries

17. For the registries of the other courts or tribunals, they will continue to be closed until the respective date of their re-opening, except for providing support for the handling of court proceedings. Detailed arrangements on the re-opening of these registries will be announced in due course.

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

18. 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 D**.

19. The Canteen in the High Court Building ("HCB") and the Tuck Shop in the West Kowloon Law Courts Building will remain closed until further notice, having regard to public health considerations.

20. As regards offices providing services located in the Judiciary premises but are operated by 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) **Contacts**

21. If stakeholders have any questions about the detailed arrangements for the above matters, particularly those relating to the resumption arrangements relating to the registries, please contact the following officers for the respective courts during the office hours :

(a) CFA

- Ms Theresa Au, Senior Judicial Clerk I (Court of Final Appeal) at 2123 0054
- Hotline : 2123 0123

(b) HC

HC 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
- Hotline : 2523 2212

Appeals Registry & Criminal and Civil Registry

- Ms Terri Tang, Clerk of Court at 2825 4383
- Miss Cynthia Leung, Judicial Clerk (Civil) at 2825 4672
- Hotline : 2523 2212

Probate Registry

- Ms Memory Wong, Chief Probate Officer at 2825 0619
- Mr William Chong, Senior Probate Officer at 2825 0620
- Hotline : 2840 1683

(c) CT

- Ms Priscilla Wong, Senior Judicial Clerk I (Competition Tribunal) at 2825 0347
- Hotline : 2825 0426

(d) DC

- 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
- Hotline : 2845 5696

(e) 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
- Hotline : 2840 1218

(f) Lands Tribunal

- Miss Amy Leung, Chief Judicial Clerk (Lands Tribunal) at 2170 3815
- Miss Elizabeth Lee, Senior Judicial Clerk I (Lands Tribunal) at 2170 3818
- Mr Mike Chan, Senior Judicial Clerk II (Lands Tribunal) at 2170 3825
- Hotline : 2771 3034

(g) Labour Tribunal

- Mr Jackson Chan, Registrar/Labour Tribunal at 2625 3200

- Ms Heidi Ma, Deputy Registrar/Labour Tribunal at 2625 3226
- Hotline : 2625 0020

(h) Small Claims Tribunal

- 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

(i) Magistrates' Courts

- Ms Pauline Kwok, Senior Judiciary Executive (Magistracies) at 3916 6389
- Hotline : 2677 8373

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

(j) Crowd management arrangements

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

(VI) Preventive and Crowd Management Measures

22. The Judiciary will continue to put in place appropriate preventive and crowd management measures. These measures include requiring all people entering Judiciary premises to undergo body temperature check, to wear surgical masks, and putting in place necessary queuing, ticketing and triage systems, designated entry and exit points, as well as admission control to regulate the people flow and limit the number of court users entering and remaining on Judiciary premises.

23. To maintain social distancing, chessboard seating arrangement will continue to be adopted in courtrooms and court lobbies with seating capacity reduced to half. Broadcasting of proceedings will be arranged on a need basis. Capacity limits will also be set for areas such as court registries and accounts offices to avoid crowding.

24. In particular, capacity limits will be introduced on lifts as appropriate. Court users may allow more time to reach the relevant court floors, particularly during the times when there would be more court users.

25. Parties, legal representatives and other court users who are subject to any quarantine requirements or medical surveillance should not come to the Judiciary premises. They should as soon as practicable apply to the court for permission of absence or inform the court with reasons for absence as appropriate.

26. Besides, institutional users located in the court premises will continue to be required to notify staff of the Judiciary (e.g. Venue Manager, Section Head etc.) who is their usual contact in the Judiciary if any of their staff/members working in the court premises is suspected or confirmed to be infected with COVID-19. For this purpose, a suspected case refers to a person who is waiting to be tested for COVID-19; whose test result is being awaited; or whose initial test result is preliminary positive and is subject to further test(s).

27. The Judiciary will keep reviewing the situation and refine the arrangements as appropriate. Court users are strongly advised to check the updated information on the Judiciary website, and follow the advice of the Judiciary staff and security personnel when they attend for court business.

(VII) Further Updates

28. 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.

29. Besides, the Judiciary will continue to post updated information, including Daily Cause Lists, all arrangements in relation to Judiciary business and advice to court users, 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.

30. 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
29 April 2020

**Resumption of Court Proceedings
at Different Levels of Courts**

Details of the resumption of court proceedings at different levels of courts starting from May 4 are set out below.

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

3. Court of Final Appeal

Unless otherwise directed by the Court, all hearings will proceed as scheduled.

4. Court of Appeal (“CA”)

(a) Cases listed in May and June will proceed as scheduled;

(b) For civil appeals, Judges will explore the possibility of paper disposals as well as hearings by video-conferencing facilities (“VCF”)¹. Directions for the use of such alternative modes of hearing will be communicated to the parties in good time. In the absence of such directions, oral hearings will take place with the parties or their legal representatives present in court;

(c) For urgent applications to the CA, documents may be submitted through the one-way “no-reply” email account, which will be open until further notice :

¹ All VCF hearings mentioned in this Annex will be directed and conducted in accordance with the Guidance Note for Remote Hearings for Civil Business in the High Court (Phase 1: Video-Conferencing Facilities) issued on 2 April 2020.

hcdutyjudge@judiciary.hk, or the e-Lodgement Platform. Parties and legal representatives are reminded to contact the Clerk of Court by telephone before sending their documents to the court electronically; and

- (d) For criminal cases, parties or legal representatives may, as directed by the court, lodge documents and submissions with the court through the special one-way “no-reply” email account: carcriminal@judiciary.hk or the e-Lodgement Platform.

5. **Civil proceedings in the Court of First Instance (“CFI”), District Court (“DC”), Family Court (“FC”) and Lands Tribunal (“LandsT”)**

(a) Proceedings listed for hearing in the CFI in the weeks of May 4 and May 11; in the DC in the weeks of May 4, May 11 and May 18; and in the LandsT in the month of May

- (i) Unless otherwise directed by the presiding judge/master or presiding officer/member of the LandsT (“JJO”), the court will give 7-day lead time to hearings involve interlocutory and substantive applications (not involving oral evidence) and 14-day lead time to trials listed in the above periods;
- (ii) The above lead time policy does not apply to cases that are ready to proceed and the presiding JJO has given direction for the hearing to proceed as scheduled;
- (iii) The above lead time policy does not apply to the FC;

- (iv) If, notwithstanding the above lead time policy, a party is not ready to proceed with the hearing of the case, he/she should apply as soon as practicable to the presiding JJO for an adjournment. Unless otherwise directed, the application will be processed on the papers; and
 - (v) Notwithstanding the gradual re-opening of the court registries starting from May 6, JJOs may continue to give special directions on the filing and lodging of documents for cases listed to be heard in this period.
- (b) For proceedings, including trials, listed for hearing in the CFI in the period from May 18 to June 30; in the DC in the period from May 25 to June 30; in the FC in May and June; and in the LandsT in June
- (i) They will proceed as scheduled unless directed otherwise; and
 - (ii) Any party who is not ready to proceed with the hearing of the case shall apply as soon as practicable to the presiding JJO for an adjournment. Unless otherwise directed, the application will be processed on the papers.
- (c) Alternative modes of hearing

In view of the need to reduce oral hearings in court buildings due to public health considerations, in appropriate cases, JJOs may give directions for the case to be determined on the papers, or heard by the use of VCF or, for hearings before masters, by telephone. Directions for alternative mode of hearing will be communicated to the parties in good time. In the absence of such directions, oral hearings will take place

with the parties or their legal representatives present in court.

(d) Lodging of documents through dedicated email accounts and e-Lodgement Platform

(i) Parties or legal representatives may submit documents to the Duty Judge through the following dedicated one-way “no-reply” email accounts, which will be open until further notice :
For HC : hcdutyjudge@judiciary.hk
For DC : dcdutyjudge@judiciary.hk
For FC : fcdutyjudge@judiciary.hk;

(ii) Parties and legal representatives are reminded to :

(1) contact the Duty Judge concerned by telephone before sending their documents to the court electronically; and

(2) refrain from telephoning the Duty Judge 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;

(iii) Parties and legal representatives may lodge written submissions, authorities, hearing bundles and other documents as directed by JJOs to the CFI, DC, FC and LandsT through the e-Lodgement Platform;

(iv) Documents relating to hearings on Summons Day in the CFI and DC on Fridays may be submitted through the e-Lodgement Platform;

(v) Documents relating to hearings of Employees' Compensation cases in the DC may be sent to the dedicated one-way “no-reply” email account,

which will be open until further notice :
dcrec@judiciary.hk; and

- (vi) Documents to facilitate paper disposal in the LandsT may as directed by the presiding JJO be sent to the dedicated one-way "no-reply" email account, which will be open until further notice :
ltr@judiciary.hk.

6. **Criminal Proceedings in the CFI**

(a) Jury trials

- (i) Taking into account the logistical arrangements regarding jury, the earliest time for jury trials to resume is June 2020. It follows that, unless notification has been given to move the trial to early June 2020, all jury trials listed in May will not take place and will be re-fixed; and
- (ii) Subject to any change in circumstances, jury trials listed in June will proceed as scheduled. Parties will be notified if it is otherwise.

(b) Other hearings

- (i) All other criminal matters, including magistracy appeals, plea and sentence hearings, bail matters and other related criminal applications will be handled as scheduled; and
- (ii) Parties or legal representatives directed by the court to lodge documents or written submissions may do so through the dedicated one-way "no-reply" email account, which will be open until further notice : cficriminalr@judiciary.hk, or the e-Lodgement Platform.

7. **Criminal proceedings in the DC**

(a) Plea Day

- (i) Having regard to the need to maintain social distancing, Plea Day will be held on every Monday, Tuesday, Wednesday and Thursday in May and June; and
- (ii) Documents relating to the hearings on Plea Day may be sent to the dedicated one-way “no-reply” email account, which will be open until further notice : dcrplea@judiciary.hk.

(b) Trials and other hearings

- (i) Generally, all hearings, including trials, will proceed as scheduled subject to measures to facilitate social distancing. Parties will be notified of any change in the date and other arrangement of their hearing; and
- (ii) Parties or legal representatives directed by the court to lodge documents or written submissions may do so through the dedicated one-way “no-reply” email account, which will be open until further notice : dcr@judiciary.hk, or the e-Lodgement Platform.

8. **Magistrates’ Courts (“MCs”)**

- (a) Commencing May 4, all seven Magistrates’ Courts will have sitting every weekday, and the usual Saturday and Holiday sitting arrangement will apply to Saturdays/public holidays; and

- (b) Unless otherwise directed, all cases, including trials, will proceed as scheduled. Parties will be notified of any change in the date and other arrangement of their hearing.

9. **Labour Tribunal and Small Claims Tribunal**

Unless otherwise directed, all hearings, including trials, will proceed as scheduled. Parties will be notified of any change in the date and other arrangement of their hearing.

10. **Coroner's Court**

(a) Death inquests involving jury

(i) Taking into account the logistical arrangements regarding jury, the earliest time for death inquests involving jury to resume is June 2020. It follows that all inquests involving jury listed in May will not take place and will be re-fixed; and

(ii) Subject to any change in circumstances, death inquests involving jury listed in June will proceed as scheduled. Parties will be notified if it is otherwise.

- (b) Unless otherwise directed, other death inquests will proceed as scheduled, and other court business will generally return to normal.

11. **Obscene Articles Tribunal**

Tribunal business will generally return to normal.

12. The courts will continue to hand down decisions and judgments in both civil and criminal cases that are ready. As

usual, the courts will give sufficient notice to the relevant parties of the cases. The judgments will be uploaded onto the Judiciary's website immediately after handing down. Parties need not come to the court to collect the judgments. If a party does not come to the court to collect the judgment, a hard copy will be sent to him/her.

13. Applications for admission as a barrister or solicitor will proceed as scheduled. They will be subject to the procedures and special arrangements adopted for the admission hearings during GAP. Applicants will be separately informed by the court of the specific time allotted for their applications.

**Re-opening of Court/Tribunal Registries
and Accounts Offices**

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

Date	Registries/Accounts Offices
6 May 2020	Court of Final Appeal / High Court / Competition Tribunal
8 May 2020	District Court
13 May 2020	Family Court
15 May 2020	Lands Tribunal
19 May 2020	Magistrates' Courts / Coroner's Court / Obscene Article Tribunal
21 May 2020	Small Claims Tribunal / Labour Tribunal

2. The opening hours of the above registries and accounts offices will be reduced to from 9:30 am to 12:30 pm until further notice.

**Arrangements for the Re-opening of the First Batch of
Registries from May 6 to 8**

Details of the arrangements for the re-opening of the registries of the Court of Final Appeal (“CFA”), High Court (“HC”), District Court (“DC”) and Competition Tribunal (“CT”) are set out below.

2. It is anticipated that in the initial period there will be a significant number of people wishing to do filing and other business at these court registries. While the Judiciary will take measures to increase the capacity of the registries during the initial period 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 registries, unless they are really urgent and must be done in the first few days of re-opening.**

(A) CFA Registry

3. The CFA registry will re-open on May 6. Arrangements will be in place to ease the work flow at the registry and accounts office and to regulate the flow of people.

4. All usual registry business may be conducted in the morning from 9:30 am to 12:30 pm, except that search and inspection of cause books and case files may only be conducted in the afternoon from 2:30 pm to 4:30 pm.

(B) HC RegistriesRegistry Operation

5. All HC registries will re-open on May 6.
6. 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) Subject to sub-paragraph (b) below, all the usual registry business may be conducted in the morning from 9:30 am to 12:30 pm;
 - (b) The following registry business may only be conducted in the afternoon from 2:30 pm to 4:30 pm :
 - (i) search and inspection of cause books, case files, originating documents, Rolls of solicitors, Rolls of barristers, power of attorney, enduring power of attorney, register of notary public, judgments/orders given in court, register of appeals and list of jurors;
 - (ii) filing of application for admission as a barrister or solicitor; and
 - (iii) collection of documents deposited in the letter boxes/drawers/folders at the Master Clerks' Office;
 - (c) There will be a ticketing and triage system for court users of the High Court Registry ("HCR"), the Clerk of Court's Office ("CoC") and the Probate Registry ("PR") as appropriate. Each ticket normally admits one person.

Please see paragraphs 7 to 9 below for details of the crowd control measures;

- (d) Drop boxes will be set up at LG4/F of the High Court Building (“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 Form HC-1 at **Annex C1**) to be handed in together with the documents to be filed. Parties and legal representatives are urged to make use of the drop boxes as far as possible. They are also reminded that they should **fill in the Document Deposit Form before coming to the registries** so as to expedite the handling process;

- (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 Form HC-2 at **Annex C2**). Parties and legal representatives intending to do more than five 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, the party/legal representative 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 make payment of the prescribed fee at the accounts office first before going to the registry.

Crowd Management Measures

7. For effective crowd management, there will be designated entry and exit points at the HCB. The existing LG4/F entrance will be used for exiting the building only. Court users going to the HCR, CoC, PR and the High Court Library should access via LG4/F Library entrance. Unless otherwise specified by the Judiciary, other court users including institutional users should use the main entrance on G/F.

8. A ticketing and triage system will be adopted for court users of the HCR, CoC and PR as appropriate. Court users of these registries will be required to line up in different queues at designated area at the LG4/F podium. After initial screening, court users will be issued with the appropriate type of ticket, subject to the work capacity of the relevant registries.

9. During the opening hours of the HCR, CoC and PR in the morning, information on the range of ticket number being served for each type of ticket issued will be displayed at the relevant registries and building entrance(s). The same information will be simultaneously available on the Judiciary website. When it is their turn to be served, ticket holders will be directed to the relevant registries for service. For better management of people flow, ticket holders who are yet to be served should leave and return at a later time.

(C) **CT Registry**

10. The CT registry will re-open on May 6.
11. All usual registry business may be conducted during the opening hours of 9:30 am to 12:30 pm.

(D) **DC Registry**

Registry Operation

12. The registry of the DC will re-open on May 8.
13. There will be special arrangements to ease the flow of work at the relevant registry and the accounts office as well as to regulate the flow of people. They include :
 - (a) All usual registry business may be conducted in the morning from 9:30 am to 12:30 pm, except search and inspection of cause books, case files, originating documents, and judgments/orders given in court may only be conducted in the afternoon from 2:30 pm to 4:30 pm;
 - (b) There will be a ticketing and triage system for court users of DC Registry as appropriate. Each ticket normally admits one person. Please see paragraphs 14 and 15 below for details of the crowd control measures;
 - (c) Drop boxes will be set up at 4/F of the Wanchai Law Court Building (“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 Form DC-1 at **Annex C3**)

to be handed in together with the documents to be filed. Parties and legal representatives are urged to make use of the drop boxes as far as possible. They are also reminded that they should **fill in the Document Deposit Form before coming to the registries** so as to expedite the handling process;

- (d) 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 Form DC-2 at **Annex C4**). Parties and legal representatives intending to do more than five 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, the party/legal representative will be notified to collect them upon production of the copy of Document Transaction Form retained by him/her; and

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

Crowd Management Measures

14. For effective crowd management, registry users going to DC Registry should access via G/F of the WLCB only. A ticketing

and triage system will be adopted for court users of DC Registry as appropriate. Court users of the DC Registry will be required to line up at designated area on the G/F of WCLB. After initial screening, court users will be issued with the appropriate type of ticket, subject to the work capacity of the registry.

15. During the opening hours of the DC Registry in the morning, information on the range of ticket numbers being served for each type of ticket issued will be displayed at the registry and the building entrance. The same information will be simultaneously available on the Judiciary website. When it is their turn to be served, ticket holders will be directed to the relevant registry counter for service. For better management of people flow, ticket holders who are yet to be served should leave and return at a later time.

Document Deposit Form (Form HC-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 (Form HC-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.**

Document Deposit Form (Form DC-1)

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 (Form DC-2)

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 OR name of Plaintiff/ Applicant/ Claimant for new cases
1.	
2.	
3.	

¹ 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 Expanded Registry on 4/F for such collection purpose.

Re-opening of Judiciary Offices providing Non-court Services

4 May 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
- High Court Library

11 May 2020

- Resource Centre for Unrepresented Litigants at High Court Building ("HCB")

15 May 2020

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

25 May 2020

- Small Claims Tribunal Information Centre
- Counter Services of Complaints Office at HCB

Until further notice, the opening hours for the High Court Library will be from 2:30 pm to 4:30 pm, while those of the remaining offices will be from 9:30 am to 12:30 pm.