

**Notification for Stakeholders about the Arrangements for
the Re-opening of the Registries of Family Court and
Lands Tribunal in the week of 11 May 2020**

(position as at 8 May 2020)

The registries and accounts offices of the Family Court (“FC”) and Lands Tribunal (“LandsT”) will re-open on May 13 and 15 respectively. Details of the arrangement are set out below.

2. The opening hours of the registries and accounts offices will be from 8:45 am to 1:00 pm and from 2:00 pm to 5:30 pm (Monday to Friday, except public holidays).

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 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.**

FC Registry and Accounts Office

(A) Registry Operation

4. Upon their re-opening, there will be special arrangements to ease the flow of work at the FC registry and accounts office as well as to regulate the flow of people. They include :

- (a) search and inspection of case files, Index and Certificate of Decree Absolute 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 the FC registry as appropriate. Please see paragraphs 5 to 6 below for details of the crowd management measures;
- (c) each ticket normally admits one person to do no more than 5 transactions. 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 registry staff will acknowledge receipt by putting a receipt chop at the backsheet of the document;
- (d) drop boxes will be set up to receive filing of documents that do not require immediate processing; and
- (e) 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.

(B) Crowd Management Measures

5. For effective crowd management, registry users going to the FC registry should access via G/F of the Wanchai Law Courts Building (“WLCB”) only. A ticketing and triage system will be adopted for court users of the FC registry as appropriate. Court users of the FC registry will be required to line up in different queues at designated area on the G/F of the WLCB. After initial screening, court users will be issued with the appropriate type of ticket, subject to the work capacity of the registry.

6. During the opening hours of the FC registry, information on the range of ticket numbers being served for each type of tickets 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.

LandsT Registry and Accounts Office

(A) Registry Operation

7. Upon their re-opening, there will be special arrangements to ease the flow of work at the registry and accounts office of the LandsT as well as to regulate the flow of people. They include:

- (a) search and inspection of cause books, case files, originating documents, and court 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 the LandsT. Each ticket normally admits one person to present up to 5 transactions. Please see paragraphs 8 to 9 below for details of the crowd management measures;
- (c) 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;
- (d) drop boxes will be set up on the G/F 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; and
- (e) 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 Form LT-1 at **Annex A**) 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.

(B) Crowd Management Measures

8. For effective crowd management, court users going to the LandsT registry should access via the main entrance of the LandsT only. A ticketing and triage system will be adopted for court users of the LandsT registry as appropriate. Court users of the LandsT registry will be required to line up at designated area of the LandsT. After initial screening, court users will be issued with the appropriate type of ticket, subject to the work capacity of the registry.

9. During the opening hours of the LandsT registry, information on the range of ticket numbers being served for each type of tickets 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.

Other Offices of the Judiciary

10. The other offices that provide supportive services to court users and the public will continue to re-open gradually. The opening hours of these services will resume normal with details as set out at **Annex B**.

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

Contacts

12. If stakeholders have any questions about the re-opening of the registries of FC and LandsT, please contact the following officers during office hours :

(a) **FC**

- 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

(b) **LandsT**

- 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

(c) 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
8 May 2020

**Lands Tribunal
Document Deposit Form (Form LT-1)**

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 below¹:

Item no.	Case No.	Document Type ²	Accompanying Cheque No.	Amount (\$)
1.	LDPD 1234/2019	1 st 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

¹ Use addition sheet if necessary.

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

**Re-opening Dates and Latest Opening Hours
of Judiciary Offices providing Supportive Services**

Re-opening Date : 4 May 2020

Offices/Public Counters	Latest Opening Hours from May 11
➤ Court Language Section's Certification Counter in Wanchai Law Courts Building ("WLCB")	8:45 am to 1:00 pm 2:00 pm to 5:30 pm
➤ Bailiff Offices' Public Counters at various court premises	8:45 am to 1:00 pm 2:00 pm to 5:30 pm
➤ Integrated Mediation Office in WLCB	9:00 am to 1:00 pm 2:00 pm to 6:00 pm
➤ High Court Library	8:45 am to 6:00 pm

Re-opening Date : 11 May 2020

Offices/Public Counters	Opening Hours
➤ Resource Centre for Unrepresented Litigants at High Court Building ("HCB")	8:45 am to 1:00 pm 2:00 pm to 6:00 pm

Re-opening Date : 15 May 2020

Offices/Public Counters	Opening Hours
➤ Building Management Mediation Co-ordinator's Office in Lands Tribunal	9:00 am to 1:00 pm 2:00 pm to 5:00 pm

Re-opening Date : 25 May 2020

Offices/Public Counters	Opening Hours
➤ Small Claims Tribunal Information Centre	8:45 am to 1:00 pm 2:00 pm to 5:30 pm
➤ Counter Services of Complaints Office at HCB	8:45 am to 1:00 pm 2:00 pm to 6:00 pm

Remarks: The above offices are open from Mondays to Fridays (closed on Saturdays, Sundays and Public Holidays).