

**Notification for Stakeholders about the Arrangements for
the Re-opening of the Registries of Magistrates' Courts,
Coroner's Court, Obscene Articles Tribunal,
Small Claims Tribunal and Labour Tribunal
in the week of 18 May 2020
(position as at 14 May 2020)**

The registries and accounts offices of the Magistrates' Courts ("MC"), the Coroner's Court ("CC") and the Obscene Articles Tribunal ("OAT") will re-open on May 19 and those of the Small Claims Tribunal ("SCT") and the Labour Tribunal ("LabT") will re-open on May 21. 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/or other business at these court registries and accounts offices. While the Judiciary may take measures to increase the capacity of the registries and accounts offices 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 and accounts offices, unless they are really urgent and must be done in the first few days of re-opening.**

MC Registries and Accounts Offices

(A) Registry Operation

4. Upon their re-opening, there will be special arrangements to ease the flow of work at the MC registries and

accounts offices as well as to regulate the flow of people. They include :

- (a) for payments of court fines at the MCs, due to the closure of the accounts offices at the MCs during the General Adjourned Period (“GAP”), the courts have generally extended the time for payment of court fines that had become due during GAP to June 30 or, for instalment payments, to specific dates as ordered by individual magistrates. Affected parties have been notified by letters from the courts informing them of the extended due date for payment; and
- (b) instead of personally going to the accounts offices 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.

(B) Crowd Management Measures

5. Court users should go directly to the relevant MC registries and accounts offices for service. Where appropriate, queuing and other crowd management arrangements will be put in place to regulate the people flow. Court users are 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.

SCT Registry and Accounts Office

(A) Registry Operation

6. Upon their re-opening, there will be special arrangements to ease the flow of work at the registry and

accounts office of the SCT as well as to regulate the flow of people. They include:

- (a) there will be a ticketing and triage system for court users of the SCT registry and accounts office as appropriate. Each ticket normally admits one person. Please see paragraphs 7 to 9 below for details of the crowd management measures;
- (b) 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 of triage station on 1/F, collect the documents from them. They may then leave without having to wait to be issued with a ticket; and
- (c) one of the accounts office counters will be dedicated for receiving fixed payments such as filing fee.

(B) Crowd Management Measures

7. For effective crowd management, court users of the SCT registry and accounts office will be required to line up at designated area at the Atrium on the 1/F of the West Kowloon Law Courts Building. A ticketing and triage system will be adopted as appropriate. After initial screening, court users will be issued with the appropriate type of ticket, subject to the work capacity of the registry.

8. During the opening hours of the SCT registry, information on the range of ticket numbers being served for each type of tickets issued will be displayed at the registry, Atrium and G/F. 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 registry/accounts office for service. For better management of people flow, ticket holders who are yet to be served should leave and return at a later time.

9. Court users are 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.

LabT Registry and Accounts Office

(A) Registry Operation

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

- (a) there will be a ticketing system for court users of the LabT and accounts office. Each ticket normally admits one person. Please see paragraphs 11 to 12 below for details of the crowd management measures;
- (b) 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
- (c) 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 post and by telephone.

(B) Crowd Management Measures

11. Court users should go directly to the LabT registry and accounts office on G/F for service. They should get a ticket and wait for their turn to be served. Where appropriate, queuing and other crowd management arrangements will be put in place to regulate the people flow.

12. For better management of people flow, ticket holders who are yet to be served will be directed to go to the designated waiting areas on G/F and 1/F. When it is their turn to be served, ticket holders will be directed to the registry/accounts office for service. Court users are 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.

Registries of CC and OAT

13. If required, crowd management measures will be introduced to ease the flow of people and maintain social distancing at the registries for these two court/tribunal.

Contacts

14. If stakeholders have any questions about the re-opening of the above registries and accounts offices, please contact the following officers during office hours :

(a) MCs

- 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 at 2452 8222
- Miss Eva Leung, Second Clerk at 2452 8134

(b) 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) LabT
 - Mr Jackson Chan, Registrar at 2625 3200
 - Ms Heidi Ma, Deputy Registrar at 2625 3226
 - Hotline : 2625 0020

- (d) CC
 - Ms Connie Lee, Clerk to Coroners at 3916 6201
 - Mr K L Lee, Deputy Clerk to Coroners at 3916 6202

- (e) OAT
 - Miss Rachel Wan, Officer-in-charge of Registry at 3916 6302

- (f) 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 May 2020