

**Notification for Stakeholders about Resumption of the
Normal Operation of the Registries of Family Court and
Small Claims Tribunal on 27 May 2020**

(position as at 25 May 2020)

The registries and accounts offices of most of the courts and tribunals have returned to normal business on May 25. In view of the latest situation regarding registry services at the Family Court (“FC”) and the Small Claims Tribunal (“SCT”), the registries and accounts offices of the FC and the SCT will resume normal operation on May 27.

2. In other words, all registry business for FC and SCT will also be conducted within the normal operating hours, i.e. from 8:45 am to 1:00 pm and from 2:00 pm to 5:30 pm (Monday to Friday, except public holidays). For the avoidance of doubt, these will include the search and inspection of case files, Index and Certificate of Decree Absolute at the registry of the FC.

3. For distraint cases at the District Court, applicants with more than one application shall continue to apply for an appointment from the District Court Registry by way of the Form at Annex for lodging of the applications. When this special arrangement is to cease, a separate notification will be issued.

Crowd Management Measures

4. For crowd management measures, the special ticketing and triage systems for court users for the registries and court offices of FC and SCT will cease from May 27. Court users should go directly to the relevant registries or accounts offices for services.

5. Despite the cessation of the special arrangements for the above court/tribunal, the Judiciary will continue to put in place

appropriate preventive measures to protect the health of all people who enter and remain in judiciary premises. These measures include requiring all people entering Judiciary premises to undergo body temperature checks and wear surgical masks. To maintain social distancing, capacity limits will remain in force for areas such as court registries and accounts offices to avoid crowding. Where appropriate, queuing and other crowd management arrangements will continue to be 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.

Contacts

6. If stakeholders have any questions about the above arrangements, please contact the following officers during the 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) 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) 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
25 May 2020

**Application of appointment for lodging applications for
Warrants of Distress at the District Court**

To: District Court Registry,
(Fax no.: 2126 7636)

Date:

Dear Sir,

I/we would like to apply for an appointment for lodging (number) applications of warrants of distress at the District Court **on a date to be assigned by the Registry**. The particulars of the applications are as follows:

	Names of the parties	Addresses of the parties	Legal representation and its business address (if any)	Amount and Period of Arrears
1.	Plaintiff:			Rent: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s) Rates: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s)
	Defendant:			Management Fees: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s) Others:
	Remarks:			
2.	Plaintiff:			Rent: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s) Rates: total HK\$_____ being the amount

	Defendant:			of arrears of ____ month(s) ____ day(s) Management Fees: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s) Others:
	Remarks:			
3.	Plaintiff:			Rent: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s) Rates: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s)
	Defendant:			Management Fees: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s) Others:
	Remarks:			
4.	Plaintiff:			Rent: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s) Rates: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s)
	Defendant:			Management Fees: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s) Others:
	Remarks:			

5.	Plaintiff:			Rent: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s)
	Defendant:			Rates: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s)
	Remarks:			

Note: Please supplement with blank sheet(s) if space is not sufficient.

Please inform (name of contact person) at (tel. no.) or (fax no.) of the time and date of the appointment as well as the case numbers reserved for the intended applications of warrants of distress.

Yours faithfully,

Name of legal firm/Applicant

(Note: This application of appointment may be sent to the Registry of the District Court either by fax or by post.)