

**Notification for Stakeholders about the  
General Arrangement of Court Business**  
(position as at 21 July 2020)

**(I) Overall Arrangement**

The Judiciary announced on July 21 that in view of the latest public health situation and other related developments, while court hearings and registry business will generally resume from July 22, further enhanced social distancing measures will be implemented to ensure that the courts can carry on business safely as circumstances permit. These measures seek primarily to reduce crowd gathering and the flow of people in court premises. This will inevitably reduce the number of court hearings and the volume of business handled by the registries and accounts offices of courts/tribunals.

**(II) Court Proceedings**

2. In view of the above, court hearings will have to be more extensively spaced out and/or adjourned. The reduced capacity will have implications on some of the court hearings originally scheduled.

3. For civil proceedings at the High Court, District Court and Family Court, presiding Judges or Judicial Officers may in suitable cases direct parties to conduct remote hearings (using video-conferencing facilities (“VCF”) or phones) and/or dispose of the proceedings on paper. If such alternative forms of disposing the proceedings are not suitable, given the present courtroom constraints, the proceedings concerned may have to be re-fixed to a much later date.

4. To maximize the use of courtrooms, the sitting hours of court hearings may be changed. For example, subject to the court’s directions, the sitting hours may be changed to 9:00am to 1:00pm in the morning and 2:30pm to 5:30pm in the afternoon.

5. From July 22 until further notice, parties to proceedings should work on the basis that court hearings will proceed as scheduled unless directed otherwise by the court. If there are any changes, parties will be given specific directions by the court.

6. For new jury trials and new death inquests involving juries scheduled to commence between July 22 and 31, they will be re-listed. Parties will be contacted by the court on rescheduling arrangements.

7. All court users (particularly those in the Family Court) should go onto the Judiciary's website to check whether their proceedings will proceed before they come to court.

### **(III) Registries and Accounts Offices**

8. From 22 July onwards, the registries and accounts offices of various levels of courts will continue to operate normal operating hours, i.e. from 8:45am to 1:00pm and from 2:00pm to 5:30pm (Monday to Friday, except public holidays). However, in order to reduce crowd gathering and people flow, the capacity of the registry and accounts services will be generally reduced. Delays are expected.

9. Individual court may implement queuing, ticketing and other crowd management arrangements for the purpose of regulating the flow of people and reducing crowding. For some services (such as application and collection of apostilles at the High Court), quota may need to be imposed on a daily basis.

10. From July 22 onwards, the registry area of the High Court will be expanded to LG4 of the High Court Building so that registry business can be conducted in a more spacious area. Court users will be given specific instructions to go to the appropriate area.

11. Court users should avoid coming to the registries/accounts offices at peak hours, e.g. late mornings and late afternoons. It is in their best interests and will help even out the people flow at different times of a day.

12. More specifically, special crowd management arrangements will be adopted for the following registries.

#### **High Court Registries**

13. Court users going to the High Court Registry ("HCR") and the Probate Registry ("PR") should access via LG4/F entrance. A ticketing

system will be adopted. Users will be required to line up in different queues at designated areas at LG4/F podium for tickets.

14. Information on ticketing will be provided at the relevant registries and building entrance(s). The same information will also be available on the Judiciary website. Only when it is their turn to be served will ticket holders be allowed entry to the relevant registries. Other ticket holders who are yet to be served should leave and return at a later time.

#### District Court Registry (“DCR”) and Family Court Registry (“FCR”)

15. Court users going to DCR and FCR should access via G/F of the Wanchai Law Courts Building. A ticketing system will be adopted. They will be required to line up in different queues at designated areas on G/F for tickets.

16. Information on ticketing will be provided at the relevant registries and building entrance(s). The same information will also be available on the Judiciary website. Only when it is their turn to be served will ticket holders be allowed entry to the relevant registries. Other ticket holders who are yet to be served should leave and return at a later time.

#### Lands Tribunal Registry (“LTR”)

17. A ticketing system will be adopted for court users of LTR. They will be required to line up at designated areas of Lands Tribunal for tickets.

18. Information on ticketing will be provided at the relevant registries and building entrance(s). The same information will also be available on the Judiciary website. Only when it is their turn to be served will ticket holders be allowed entry to the relevant registries. Other ticket holders who are yet to be served should leave and return at a later time.

### **(IV) Other Offices of the Judiciary**

19. The other offices that provide supportive services to court users and the public will continue to operate normal operating hours as set out at Annex A.

20. The Resource Centre for Unrepresented Litigants at the High Court Building will be relocated to LG4/F and enquiry service will be suspended from 22 July 2020. For other offices providing support services, these may be reduced as necessary.

21. The Canteen in the High Court Building and the Tuck Shop in the West Kowloon Law Courts Building will remain closed until further notice.

22. 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 operation of these offices.

**(V) Preventive and Crowd Management Measures**

23. The Judiciary will strictly enforce appropriate preventive and crowd management measures. These measures include enhanced cleansing and disinfection of public areas, requiring all people entering the Judiciary premises to undergo body temperature checks and wear surgical masks at all times unless otherwise directed by the judge, expansion of registry/office areas as far as possible to further enhance social distancing, and putting in place necessary queuing, ticketing and other crowd management arrangements to regulate the people flow and avoid crowding.

24. Chessboard seating arrangements will continue to be applied in the public gallery of courtrooms and court lobbies, with seating capacity reduced to half. Broadcasting of proceedings may be arranged if necessary and if practicable. In addition, capacity limits and admission control will remain in force for areas such as court lobbies, registries and accounts offices to avoid crowding.

25. Any court users including parties and legal representatives who have a fever or a high body temperature, and/or are subject to any quarantine requirement or medical surveillance will not be allowed to enter Judiciary premises. They should apply to the court as soon as practicable for permission of absence or inform the court with reasons for absence as appropriate.

26. Court users should maintain good personal hygiene at all times and disinfect their hands frequently while they are in Judiciary premises. Alcohol-based handrub is provided at entrances, registries and courtrooms of all Judiciary premises.

27. Court users should follow the instructions of the Judiciary staff and security personnel.

## **(VI) Contacts**

28. If stakeholders have any questions about the detailed arrangements for the above matters, please contact the following officers for the respective courts during the office hours :

### **(a) Court of Final Appeal**

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

### **(b) High Court**

#### **High Court 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) Competition Tribunal

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

(d) District Court

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

- (j) Obscene Articles Tribunal
  - Miss Rachel Wan, Officer-in-charge of Registry at 3916 6302
- (k) Coroner's Court
  - Ms Connie Lee, Clerk to Coroners at 3916 6201
  - Mr K L Lee, Deputy Clerk to Coroners at 3916 6202
- (l) Crowd Management Arrangements
  - Mr Jonathan Man, Chief Judiciary Executive (Accommodation) at 2867 2140
  - Mr Gary Lau, Chief Judiciary Executive (Court Security) at 2867 2172

## **(VII) Further Updates**

29. The Judiciary will closely monitor developments in view of the fast changing public health situation. Where further changes are made, information will be provided as soon as practicable.

30. The Judiciary will continue to post updated information, including Daily Cause Lists, all arrangements in relation to Judiciary business and advice to court users, at a dedicated webpage on the Judiciary website ([www.judiciary.hk](http://www.judiciary.hk)). Stakeholders are strongly advised to check the website for updated information.

31. 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.

**Judiciary Administration**  
**21 July 2020**



## **Annex A**

### **Opening Hours of Judiciary Offices providing Supportive Services**

<b>Offices/Public Counters</b>	<b>Opening Hours</b>
➤ 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
➤ Resource Centre for Unrepresented Litigants at High Court Building ("HCB")	8:45 am to 1:00 pm 2:00 pm to 6:00 pm
➤ Building Management Mediation Co-ordinator's Office in Lands Tribunal	9:00 am to 1:00 pm 2:00 pm to 5:00 pm
➤ 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).