

**Notification for Stakeholders about
the General Resumption of Court Business from Mid-September
(position as at 15 September 2020)**

(I) Overall Arrangements

The Judiciary announced on 15 September 2020 that with the recent stabilization of the public health situation, the Judiciary has decided to fully resume court business in an incremental and orderly manner from 15 September as far as possible. Appropriate social distancing and crowd management measures will be maintained to ensure that the courts can continue to carry on business as safely as circumstances permit.

(II) Court Proceedings

2. Court proceedings will fully resume from 15 September as far as possible. Subject to the court's directions, court hearings may run for the whole day instead of only half days. However, for social distancing and crowd management purposes, proceedings involving a large number of court users will continue to be fixed to be heard at appropriate times and intervals.

3. New jury proceedings and death inquests involving juries will also gradually resume. For new jury trials or death inquests scheduled to commence in the second half of September, the parties have already been or will be notified. From early October onwards, all new jury proceedings and death inquests involving juries will proceed as scheduled, unless otherwise notified by the court.

(III) Registries and Accounts Offices

4. To enable an orderly and gradual resumption of registries and accounts offices at various levels of court :

- (a) from 15 September, the Judiciary will increase the number of counters to its normal level; and
- (b) from 28 September, the normal operating hours of the registries and accounts offices (i.e. from 8:45am to 1:00pm and from 2:00pm to 5:30pm, Monday to Friday) will resume.

To achieve social distancing, depending on the projected caseload, the expanded area of some of the registries may have to be maintained

5. With the resumption of normal registry services from 28 September, all ticketing arrangements will cease. Instead, the following crowd management measures will be adopted for all the registries and accounts offices at the High Court, the District Court, the Family Court and Lands Tribunal :

- (a) court users will be required to go directly to the relevant registries and accounts offices for services;
- (b) there will be crowd control at the registries and accounts offices with social distancing requirements throughout the opening hours;
- (c) special queuing arrangements at designated areas or other crowd management measures will be put in place where necessary; and
- (d) services will **not** be provided to court users who arrive at the registry or accounts office on the relevant floor after **4:45 pm**.

6. The above new crowd control arrangements require full co-operation of court users, particularly law firms. The Judiciary appeals to all court users to avoid coming to the registry and accounts office at peak hours such as late mornings and late afternoons.

(IV) Other Offices of the Judiciary

7. From 15 September 2020 onwards, all the other offices that provide support services to court users and the public will also gradually resume their services.

8. The Resource Centre for Unrepresented Litigants at the High Court Building (“HCB”) will be relocated back to LG1/F, with the resumption of enquiry service. The counter service of the Complaints Office at the HCB will also resume operation.

9. Their operating hours will also resume normal by stages as shown at the **Annex**.

10. The Canteen in the HCB will be re-opened on 23 September with suitable adjustments to the number and spacing of tables. The Tuck Shop in the West Kowloon Law Courts Building will be re-opened on 28 September.

(V) Preventive and Crowd Management Measures

11. The Judiciary will maintain appropriate preventive and crowd management measures, including enhanced cleansing and disinfection of public and staff areas, mandatory body temperature checks upon entry into Judiciary premises, mandatory wearing of surgical masks at all times unless otherwise directed by Judges or Judicial Officers, providing hand sanitisers at different locations, and installing protective shields and partitions in courtrooms as appropriate.

12. 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 are not 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.

13. 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 will be arranged where necessary and practicable. In addition, capacity limits and admission control will remain in force in areas such as court lobbies, registries and accounts offices. Where appropriate, queuing or other crowd management arrangements will be put in place. Court users should follow the instructions of the Judiciary staff and security personnel.

(VI) Contacts

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

(a) Court of Final Appeal

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

(b) High CourtHigh 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 Rebecca Wong, 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

15. The Judiciary will closely monitor the public health situation with a view to making adjustments to the above arrangements if necessary. Where further changes are made, information will be provided as soon as practicable.

16. 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). Stakeholders are strongly advised to check the website for updated information.

17. 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
15 September 2020

**Normalization of the Opening Hours of Judiciary Offices
providing Support Services**

Offices/Public Counters	Normal Opening Hours
From 15 September 2020	
➤ 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
➤ Building Management Mediation Co-ordinator's Office in Lands Tribunal	9:00 am to 1:00 pm 2:00 pm to 5:00 pm
➤ Complaints Office at High Court Building ("HCB")	8:45 am to 1:00 pm 2:00 pm to 6:00 pm
From 28 September 2020	
➤ Resource Centre for Unrepresented Litigants at HCB	8:45 am to 1:00 pm 2:00 pm to 6:00 pm
➤ Small Claims Tribunal Information Centre	8:45 am to 1:00 pm 2:00 pm to 5:30 pm

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