

Special Email Accounts for Lodging of Documents with the Court during the General Adjourned Period

1. Purposes

- 1.1. Special email accounts are being set up to enable, on an exceptional basis, electronic submission of documents to the courts during the General Adjourned Period (“GAP”) for the purposes to be specified by the courts from time to time.
- 1.2. At this stage, the email accounts are exclusively for receiving documents for the civil courts to facilitate paper disposal and for more efficient paper submissions to the Duty Judges. Submissions of documents other than those specifically invited or permitted by the court through such email accounts will not be read.

2. General Arrangements

- 2.1. The special email accounts are “no-reply” accounts. They only allow the submission of documents to the courts. The courts will not use them to send any documents or replies to the parties.
- 2.2. Save and except with specific order/direction of the court for sending such documents via these emails, submission of the documents via these special email accounts should not be regarded as filing or lodging the same under applicable legislative provision(s), relevant Practice Direction(s) (“PDs”) and/or the court’s directions. Further, the lodging of such documents via these emails shall be followed by the lodging/filing of the hard copies of such documents after the end of GAP as directed by the court.

- 2.3. The submitting party of the documents should ensure that the contents of the electronic documents submitted via these special email accounts and any hard copy of the documents to be filed/lodged afterwards as necessary should be identical.
- 2.4. Submitting parties should observe any applicable legislative provisions, PDs and/or any direction of the courts.
- 2.5. Submitting parties should observe the time for submission as directed by the Judges and Judicial Officers (“JJOs”) where appropriate. Documents received by the courts after 5 pm will normally be processed on the next day.

3. **Technical Requirements**

- 3.1. Documents submitted should be prepared by using common word processing software (e.g. Microsoft Word 2007 or above, Pages 6.0 or above, etc). The file format (or the “save as type”) of the documents should be “txt”, “rtf”, “doc”, “docx” or “pdf”.
- 3.2. The maximum size of an electronic submission, with all the attachments, is 50MB per email. Resolution of PDF image file shall be 300 dpi and in black and white or in 24-bit colour depth at a minimum to optimize image quality and file size.
- 3.3. The documents should not contain any computer instructions such as those as follows:
 - (a) computer viruses/malware; and

- (b) macros, scripts, links and fields that depend on the execution environment and the execution of which will cause changes to the document itself.

4. **Submission Procedures and Requirements**

4.1. Lodging of documents for specified purposes to facilitate paper disposal

4.1.1. With the direction of individual JJO, parties may lodge the relevant documents to the courts for specified purposes to the email address as advised by the court.

4.1.2. To facilitate the court's matching of the email and the relevant case, the following information/documents should be set out in/attached to the email :

- a. Case number and name of parties;
- b. Full name of contact person, contact number and name of solicitors' firm (if applicable); and
- c. Relevant documents as directed by JJOs.

4.2. Lodging of applications/documents under the Duty Judge System

4.2.1. In line with the existing arrangements under the Duty Judge System, the party concerned should alert the Duty Judge concerned by phone before submitting any documents by email.

- 4.2.2. To facilitate consideration of the matters by the Duty Judges, the following information/documents should be set out in/attached to the email:
- a. Subject matters;
 - b. Case number (if applicable);
 - c. Full name of contact person, contact number and name of solicitors' firm (if applicable);
 - d. A Certificate of Urgency explaining the urgency of the matter, together with essential and key supporting documents; and/or
 - e. Any other relevant documents as directed by the Duty Judge.

5. **Disclaimer**

- 5.1. These email accounts are only for use during GAP, unless the court specifies otherwise.
- 5.2. The Judiciary will not reply to the emails. If the emails received are not for the purposes specified by the courts, such as enquiries, the courts will not process them.
- 5.3. Under no circumstances will the Judiciary accept any liability or responsibility, for any loss or damage arising out of or in connection with the use of these email accounts.
- 5.4. By using these email accounts, the submitting parties are deemed to unconditionally agree to the terms of this Disclaimer as may be modified and/or

supplemented from time to time by the Judiciary without prior notice.

- 5.5. The Judiciary further reserves the rights to deal with any documents received via these email accounts, and to take proper measures, without further notice, to prevent, stop or otherwise remedy any abusive use of these email accounts.

Judiciary Administration
February 2020