

Leaflet 2

How to send and receive documents to/from the District Court by electronic means?



This leaflet is designed to provide you with a brief outline on how you may send and receive documents in electronic form to/from the District Court (“Court”) under the Court Proceedings (Electronic Technology) Ordinance (Cap.638) (“Ordinance”).

You should read the Ordinance as well as the Court Proceedings (Electronic Technology) (District Court Civil Proceedings) Rules (Cap.638C) (“e-Rules”) and e-Practice Direction 1 made thereunder for full details. They are available at https://www.judiciary.hk/en/e_courts/refmat_index.html.




This publication is for general reference only and should not be treated as a complete or authoritative statement of law or court practice. Whilst every effort has been made to ensure that the information provided in this leaflet is accurate, it does not constitute legal or other professional advice. The Judiciary cannot be held responsible for the contents of this publication.

This leaflet does not touch upon any law on civil right, claim or liability.

- Under the Ordinance, litigants may send documents in electronic form to the Court and receive documents in electronic form from the Court:
 - in proceedings for which the use of electronic technology has been implemented; and
 - by means of the e-system designated by the Chief Justice (“electronic mode”).
- Please refer to the e-Rules and e-Practice Direction 1 at https://www.judiciary.hk/en/e_courts/ref_practice.html for the type(s) of proceedings in the Court in which you may adopt the electronic mode. 
- Only registered users or Organization User account holders can have access to the e-system. Please refer to the leaflet on “Integrated Court Case Management System” at https://www.judiciary.hk/doc/en/e_courts/L_iCMSgeneral_e.pdf. 
- It must be reasonable to expect that the information in the documents in electronic form would be accessible so as to be usable for subsequent reference.
- However, the electronic mode is not available and you have to send the paper document to the Court:
 - if you are required to send the original or a certified copy of a document to the Court unless the document is:
 - a resolution referred to in Order 5A, rule 2(2)(c)(i) or (ii) of the Rules of the District Court (“RDC”); or
 - an agreement referred to in Order 42, rule 6(2)(a) of the RDC;
 - if you are required to produce a document to the Court as a paper document unless:
 - the document is a document specified in the Schedule to the e-Rules; or
 - the Court permits you to send the document to the Court in electronic form by means of the e-system;
 - if the paper document is one of the following documents related to interest-bearing suitor’s funds:
 - Form 23—Notice of Sanctioned Payment under Order 22 of the RDC;
 - Form 25A—Notice of Payment Into Court under Order or Certificate under Order 22 of the RDC; or
 - Form 93—Notice of Sanctioned Payment re Costs under Order 62A of the RDC;
 - where electronic submission is impractical, for example, when it involves real objects or the document is too large to be converted into an electronic record.

Sending documents in electronic form to the Court

- Registered users and Organization User account holders may send documents in electronic form to the Court by means of the e-system at <https://www.judwebportal.judiciary.hk>. 

7. If a document is required to be signed, it must be authenticated in accordance with the e-Rules and e-Practice Direction 1. Please refer to Leaflet 4 “How to authenticate documents in electronic form?” at https://www.judiciary.hk/doc/en/e_courts/L_legalaspects4_e.pdf on how you may authenticate a document in electronic form.



8. The sender will be notified of the submission time upon successful submission of a document. This is the “initial receipt” referred to in rule 9 of the e-Rules.

The document will then be subject to a basic check. Under normal circumstances, it will only take a short while to complete the check. If there is no irregularity, the document will be officially accepted for submission and a system confirmation will be sent to the sender.

If the time at which the document is given initial receipt is within the opening hours of the Registry, the document is taken to have been received by the Court at the time it was given initial receipt. However, if the time at which the document is given initial receipt is a time when the Registry is not open, the document is taken to have been received by the Court at the time when the Registry is next open in relation to the proceedings to which the document relates.

Example 1

If the transmission of a document to the Court is completed at 10:00 am on a day when the Registry is open, the time at which the document is given initial receipt is 10:00 am. Should the system check be completed at 10:15 am, the e-system will send a system confirmation at 10:15 am certifying that the document is received by the Court at 10:00 am.

Example 2

If the transmission of a document to the Court is completed at 7:00 pm on a Monday (when the Registry is not open), the time at which the document is given initial receipt is 7:00 pm. Upon completion of the basic check, the e-system will send a system confirmation certifying that the document is received by the Court at 8:45 am on Tuesday (when the Registry next open).

9. If you have successfully sent a document to the Court by means of the e-system, you should not send the paper document to the Court again unless otherwise directed.
10. If a document is rejected for submission by the electronic mode, the sender will have to take appropriate remedial steps, such as re-submitting the document by means of the e-system or resorting to conventional means of sending the paper document to the Court (“conventional mode”).
11. It remains the responsibility of the sender to ensure that his/her submission (whether by electronic mode or conventional mode) is received by the Court within any applicable time limit. Litigants who are minded to adopt the electronic mode should avoid last minute submission as the electronic mode may be affected by pre-announced maintenance or technical failure, and the e-system may be busy at certain time of a day.
12. For avoidance of doubt, the e-system may not be used to serve any document on the Court, a judge or judicial officer as a party or interested party of a proceeding.

Receiving documents from the Court by electronic means

13. The Court will send documents in electronic form to registered users and Organization User account holders by means of the e-system.
14. After the Court has sent a document via the e-system, the notification message and document will be sent to the receiving party’s e-system’s message box. For receiving parties who have chosen to receive additional email notifications for messages sent to the e-system message box, they will be separately informed of the same via their email addresses provided to the Judiciary.
15. It remains the responsibility of registered users and Organization User account holders to check the e-system for documents sent from the Court and their own information system for messages sent from the Court on a regular basis.
16. For documents in electronic form which cannot be practically sent by means of the e-system due to reasons such as large file size, they may be passed to the registered user or the Organization User account holder by way of mobile storage devices.