

## Leaflet 6

# How to conduct search and inspection of documents filed in the District Court by means of the e-system?

This leaflet is designed to provide you with a brief outline on how you may conduct search and inspection of documents filed in the District Court (“Court”) by means of the e-system.

You should read the Court Proceedings (Electronic Technology) Ordinance (Cap.638) (“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](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.

1. The Chief Justice has designated an e-system under the Ordinance to, inter alia, store documents in electronic form relating to a proceeding and allow access to documents relating to a proceeding.
2. It is possible that records of a proceeding may consist of (i) electronic documents that is available for inspection via the e-system, and (ii) physical documents that for operational reasons are not/cannot be converted into an electronic mode, hence inspection via the e-system is not available.
3. For documents in electronic form stored in an electronic case file:
  - (a) A party to a proceeding who is also a registered user or an Organization User account holder may search and inspect documents filed in the proceeding via the e-system through (i) his/her own electronic device(s); or (ii) the electronic devices at the Help Centre (at 5<sup>th</sup> Floor, Wanchai Tower, 12 Harbour Road, Wanchai, Hong Kong) or the Registry (at 6<sup>th</sup> Floor, Wanchai Tower, 12 Harbour Road, Wanchai, Hong Kong).
  - (b) A party to a proceeding who is neither a registered user nor an Organization User account holder may search and inspect documents filed in the proceeding by obtaining a one-time access code to do so through electronic devices at the Help Centre or the Registry.
  - (c) A non-party may search and inspect the copy of any writ of summons or other originating processes which are filed in accordance with Order 63, rule 4(1)(a) of the Rules of the District Court via the e-system through (i) his/her own electronic devices; or (ii) the electronic devices at the Help Centre or the Registry.
4. For documents in paper form filed with the Court, please approach the Registry for search and inspection.