



**Notice on Concessionary Fees Items applicable to
Personal Injuries Action, Tax Claim, Civil Action and
Employees' Compensation Case in the District Court
for Users using Electronic Services**

The integrated Court Case Management System (“iCMS”), which enables various electronic functions in handling court documents, has been implemented in the District Court for Personal Injuries Action (“DCPI cases”) and Tax Claim (“DCTC cases”) with effect from 6 May 2022 (Friday), Civil Action (“DCCJ cases”) with effect from 29 July 2022 (Friday), and Employees’ Compensation Case (“DCEC cases”) with effect from 30 December 2022 (Friday).

Court users can enjoy a discount in fees if the application or request is made electronically using the iCMS within the concessionary period stipulated in the Court Proceedings (Electronic Technology) (District Court) (Electronic Fees) Rules (Cap. 638E). In general, the relevant fee payable by iCMS users is 80% of the rates payable for users using the conventional means¹. The following table sets out the corresponding amounts of the fees and charges applicable to DCPI, DCTC, DCCJ and DCEC² cases which are payable for conventional and iCMS users respectively.

A) Statutory Fees Items

Item	Description	Corresponding item in Part 1 of Schedule to DC Fees Rules	Fee for Conventional Users (\$)	Fee for iCMS Users(\$)	
1	On sealing—				
	(a)	a writ of summons (except a concurrent, renewed or amended writ), per writ	1(a)	630	505
	(b)	an originating summons, per summons	1(b)	630	505

¹ Fees of the conventional means are specified under the District Court (Fees) Rules, Cap. 336C (“DC Fees Rules”).

² For DCEC cases, only items 3 to 7, 11, 14 and 15 are relevant.

Item	Description		Corresponding item in Part 1 of Schedule to DC Fees Rules	Fee for Conventional Users (\$)	Fee for iCMS Users(\$)
	(c)	an originating ex parte application, per application	1(c)	630	505
	(d)	any other originating document, per document	1(d)	630	505
2	(a)	Setting down a cause or issue for hearing	2(a)	630	505
	(b)	Setting down a civil appeal, motion or summons for hearing	2(b)	630	505
	(c)	Entering a reference for hearing of an assessment of damages by a judge or the Registrar	2(c)	630	505
3	Copy of a document typed in the Registry and certifying same, per page		8(a)	36	29
4	(a)	Copy of a document obtained from an e-system	9(a)	4	Zero Charge
	(b)	Copy of a document made in the Registry and certification, per page	9(b)	5.5	4.4
5	(a)	Translation made in the Registry of a document from Chinese into English, or vice versa, including certificate, per page	10(a)	72	58
	(b)	Transcription and translation made in the Registry from Chinese into English, or vice versa, of a tape or recording including certificate, per page	10(b)	132	105
6	(a)	Certifying translation made outside the Registry from Chinese	11(a)	36	29

Item	Description		Corresponding item in Part 1 of Schedule to DC Fees Rules	Fee for Conventional Users (\$)	Fee for iCMS Users(\$)
		into English, or vice versa, per page			
	(b)	Certifying transcription made outside the Registry from Chinese into English, or vice versa, of a tape or recording, per page	11(b)	36	29
7	Search in the Registry, for each document or file referred to or required		12	18	14
8	On sealing—				
	(a)	a warrant for arrest of a defendant or for the attachment of property before judgment, per warrant	16(a)	630	505
	(b)	a writ of execution or writ of possession, per writ	16(b)	630	505
	(c)	a prohibitory order, per order	16(c)	630	505
	(d)	an order for the examination of a judgment debtor (or an officer of a judgment debtor), per order	16(d)	630	505
	(e)	a prohibition order, per order	16(e)	630	505
9	On the filing of a notice of commencement of taxation under Order 62, rule 21(1) of the Rules of the District Court or on any assessment or determination of costs pursuant to any court order or Ordinance (except assessment under Order 62, rule 9 or 9A of the Rules of the District Court), for every		20	5	4

Item	Description	Corresponding item in Part 1 of Schedule to DC Fees Rules	Fee for Conventional Users (\$)	Fee for iCMS Users(\$)
	\$100 or fraction of \$100 of the amount claimed			
10	Withdrawal of a bill of costs within 7 days after the application for setting down the taxation under Order 62, rule 21A(1) of the Rules of the District Court is made	20a	10% of the taxing fee which would be payable if the bill was to be allowed in full or \$1,000 whichever is the less.	<p>Notice of Commencement of Taxation filed by electronic mode: [discounted taxing fee x 10%] or \$1,000, whichever is the less.</p> <p>Notice of Commencement of Taxation filed by conventional mode: [taxing fee x 10%] or \$1,000, whichever is the less.</p>
11	Authentication of a document by the Registrar	21	125	100
12	On sealing of a notice in Form No. 80 under Order 50, rule 11(2) of the Rules of the District Court, per notice	22	630	505
13	On sealing of an injunction order undertaken before commencement of a cause, per order	23	630	505

B) Administrative Charges Items

Item	Description	Fee under conventional mode (\$)	Fee under e-mode (\$)
14	Provision of a <u>transcript</u> of the whole or of any part of a trial or other proceedings to any party to the proceedings, regardless of whether an appeal has been lodged <i>(The charge authorized by the scheme in force referred to in Order 68 of the Rules of the District Court, Cap. 336H, in relation to cases tried or heard with witnesses; and administrative charge in relation to other civil proceedings)</i>	<u>\$0.14</u> per English word and <u>\$0.10</u> per Chinese character	<u>\$0.11</u> per English word and <u>\$0.08</u> per Chinese character
15	Provision of an <u>extra copy of transcript</u> as described in item 14	\$1.5 per page	Zero Charge

For fees and administrative charges applicable to DCPI, DCTC, DCCJ and DCEC cases but not covered by the above table, they will remain unchanged.

For any enquiries, please approach the District Court Registry.

Judiciary Administration
November 2023