



Notice on Concessionary Fees Items applicable to Specified Case Types in the Summons Courts of the Magistrates' Courts for Users using Electronic Services

The integrated Court Case Management System (“iCMS”), which enables various electronic functions in handling court documents, has been implemented for the following specified case types: (a) Summonses including Departmental & Private Summons, Driving-Offence Points Summons and Fixed Penalty Summons; and (b) Notices including Departmental Notice, Fixed Penalty Notice and Fixed Penalty Recovery Order in the Summons Courts of the Magistrates’ Courts 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) (Magistrates’ Court) (Electronic Fees) Rules (Cap. 638F). 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 the above case types which are payable for conventional and iCMS users respectively.

A) Fees Specified in Scale of Fees in Regulation 2 of Magistrates (Fees) Regulations (Cap. 227B)

| Item | Description | Corresponding item in Scale of Fees in Regulation 2 of Fees Regulations | Fee for Conventional Users (\$) | Fee for iCMS Users (\$) |
|------|--|---|---------------------------------|-------------------------|
| 1 | For affixing the signature of a magistrate, with or without the magistrate’s seal, to any statutory declaration or other document made or required for a purpose other than in or for a magisterial proceeding or matter exclusively within the duties of the office of a magistrate | 1 | 125 | 100 |

¹ Fees of the conventional means are specified under the Magistrates (Fees) Regulations (“Fees Regulations”), Cap. 227B.

| | | | | | |
|---|---|--|------|-----|-------------|
| 2 | (a) | Typed copy of depositions, charges or documentary exhibits in summary cases, per page | 2(a) | 36 | 29 |
| 3 | (a) | Copy of a document obtained from an e-system | 3(a) | 4 | Zero Charge |
| | (b) | Copy and certification, per page | 3(b) | 5.5 | 4.4 |
| 4 | (a) | Translation made in the magistracy of a document from Chinese into English, or vice versa, including certificate, per page | 4(a) | 72 | 58 |
| | (b) | Transcription and translation made in the magistracy, from Chinese into English, or vice versa, of a tape or recording including certificate, per page | 4(b) | 132 | 105 |
| 5 | (a) | Certifying translation made outside the magistracy, from Chinese into English, or vice versa, per page | 5(a) | 36 | 29 |
| | (b) | Certifying transcription made outside the magistracy, from Chinese into English, or vice versa, of a tape or recording, per page | 5(b) | 36 | 29 |
| 6 | Search in the magistracy, for each document or file referred to or required | | 6 | 18 | 14 |

B) Fees Specified in Magistrates Ordinance (Cap. 227)

| Item | Description | Corresponding item in Magistrates Ordinance | Fee for Conventional Users (\$) | Fee for iCMS Users (\$) |
|-------------|--|--|--|--------------------------------|
| 7 | Recognizance | s. 110(4) Item No. 1 | 5 | 4 |
| 8 | Certificate of refusal to state a case under s. 111 of the Magistrates Ordinance | s. 111 | 2 | 1.6 |

C) Administrative Charges Items

| Item | Description | Fee under conventional mode (\$) | Fee under e-mode (\$) |
|-------------|---|--|--|
| 9 | Where <u>no appeal</u> has been lodged, the provision of a <u>transcript</u> of the whole or of any part of a trial or other proceedings to a party interested in such trial or other proceedings | <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 |
| 10 | Provision of an <u>extra copy of transcript</u> as described in Item 9 | \$1.5 per page | Zero Charge |

For fees and administrative charges applicable to the above case types but not covered by the above table, they will remain unchanged.

For any enquiries, please approach the Magistrates' Courts Registry.

Judiciary Administration
November 2023