



Notice on Concessionary Fees Items applicable to Bulk Claims in the Small Claims Tribunal 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 Small Claims Tribunal for bulk claims¹ with effect from 31 October 2024 (Thursday).

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) (Small Claims Tribunal) (Electronic Fees) Rules (Cap. 638I). In general, the relevant fee payable by iCMS users is 80% of the rates payable for users using the conventional means². The following table sets out the corresponding amounts of the fees and charges applicable to bulk claims which are payable for conventional and iCMS users respectively.

A) Fees payable for Tribunal Proceedings

Item	Description	Corresponding item in the Schedule to Fees Rules	Fee for Conventional Users (\$)	Fee for iCMS Users (\$)
1	Filing of a claim or counterclaim where the amount claimed -			
	(a) does not exceed \$5,000	1(a)	20	16
	(b) exceeds \$5,000 but does not exceed \$25,000	1(b)	40	32
	(c) exceeds \$25,000 but does not exceed \$50,000	1(c)	70	56
	(d) exceeds \$50,000 but does not exceed \$75,000	1(d)	120	96

¹ Bulk claims refer to claims filed by claimants who have been approved by the Principal Adjudicator to file claims in bulk for hearing at the same time in the Small Claims Tribunal.

² Fees of the conventional means are specified under the Small Claims Tribunal (Fees) Rules, Cap. 338B (“Fees Rules”).

Item	Description	Corresponding item in the Schedule to Fees Rules	Fee for Conventional Users (\$)	Fee for iCMS Users (\$)
2	Filing and service of an inter-partes summons, each summons	1A	55	44
3	Filing and service of a summons, each witness	2	33	26
4	Filing of an amended document	2A	20	16
5	Filing of a writ of execution	2B	55	44
6	Application to set aside an award or order	2C	61	49
7	Application for review	3	61	49
8	Copy of a document obtained from an e-system	5	4	Zero Charge
9	Copy of a document made in the Registry and certification, for each page or portion of a page	6(a)	5.5	4.4
10	Translation of any document made in the Registry and certificate, per page	7	In the discretion of the Registrar	20% discount of the amount payable
11	Certifying translation made elsewhere, per page	8	20	16
12	Transcription made in the Registry—			
	(a) per English word	8A(a)	0.14 per word	20% discount of the amount payable
	(b) per Chinese character	8A(b)	0.1 per character	20% discount of the amount payable
13	Authentication of documents by the Registrar	8B	125	100
14	Every search in the Registry for each register, file or document	9	18	14

Item	Description	Corresponding item in the Schedule to Fees Rules	Fee for Conventional Users (\$)	Fee for iCMS Users (\$)
15	Filing any affidavit or declaration (other than affidavit or declaration of a bailiff of court), not including administering any oath or taking any declaration in the Registry	14	121	97
16	Filing any notice or document mentioned in item 16 of the Schedule to the Fees Rules in the Tribunal (other than a notice or document expressing an intention not to proceed with a claim, counterclaim or defence)	16	55	44
17	Sealing any document mentioned in item 17 of the Schedule to the Fees Rules in connection with proceedings in the Tribunal	17	55	44

B) Fee payable for applications for certified copies of Hong Kong Judgments under section 33(1) of the Mainland Judgments in Civil and Commercial Matters (Reciprocal Enforcement) Ordinance (Cap. 645)

Item	Description	Corresponding item in the Schedule to Cap. 645A ³	Fee for Conventional Users (\$)	Fee for iCMS Users (\$)
18	An application under section 33(1) of Cap. 645 for a certified copy of a Hong Kong Judgment	2	125	100

³ Cap.645A means the Mainland Judgments in Civil and Commercial Matters (Reciprocal Enforcement) Rules.

C) Administrative Charges

Item	Description	Fee under conventional mode (\$)	Fee under e-mode (\$)
19	Provision of an <u>extra copy of transcript</u> as described in item 12 above	<u>1.5</u> per page	Zero Charge

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

For any enquiries, please approach the Small Claims Tribunal Registry.

Judiciary Administration
October 2024