



## **Notice on Concessionary Fees Items applicable to Specified Civil Case Types of the Court of First Instance of the High 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 Court of First Instance of the High Court for commercial cases (“HCCL”), construction and arbitration cases (“HCCT”) and intellectual property cases (“HCIP”) (collectively referred to as “specified High Court civil case types<sup>1</sup>”) with effect from 29 August 2025 (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) (High Court) (Electronic Fees) Rules (Cap. 638K). In general, the relevant fee payable by iCMS users is 80% of the rates payable for users using the conventional means<sup>2</sup>. The following table sets out the corresponding amounts of the fees and charges applicable to the above specified High Court civil case types which are payable for conventional and iCMS users respectively.

### **A) Fees payable for High Court proceedings**

<b>Item</b>	<b>Description</b>	<b>Corresponding item in First Schedule to HC Fees Rules</b>	<b>Fee for Conventional Users (\$)</b>	<b>Fee for iCMS Users(\$)</b>
1	On sealing—			
	(a) a writ of summons (except a concurrent, renewed or amended writ), per writ	1(a)	1,045	835
	(b) an originating summons, per summons	1(b)	1,045	835

<sup>1</sup> For the avoidance of doubt, specified High Court civil case types for the purposes herein refer only to cases in the Court of First Instance of the High Court bearing the prefix “HCCL”, “HCCT” and “HCIP”.

<sup>2</sup> Fees of the conventional means are specified under the High Court Fees Rules, Cap. 4D (“HC Fees Rules”).

<b>Item</b>	<b>Description</b>		<b>Corresponding item in First Schedule to HC Fees Rules</b>	<b>Fee for Conventional Users (\$)</b>	<b>Fee for iCMS Users(\$)</b>
	(c)	an originating notice of motion, per notice	1(c)	1,045	835
	(d)	an originating ex parte application, per application	1(e)	1,045	835
	(e)	any other originating document, per document	1(f)	1,045	835
2	(a)	Setting down a cause or issue for hearing	2(a)	1,045	835
	(b)	Entering a reference for hearing of an assessment of damages by the Registrar (as defined by section 2 of the High Court Ordinance)	2(c)	1,045	835
3	Copy of a document typed in the Registry and certifying the copy, 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	10(b)	132	105

Item	Description		Corresponding item in First Schedule to HC Fees Rules	Fee for Conventional Users (\$)	Fee for iCMS Users(\$)
		Chinese into English, or vice versa, of a tape or recording including certificate, per page			
6	(a)	Certifying translation made outside the Registry from Chinese into English, or vice versa, per page	11(a)	36	29
	(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 (other than a search within the High Court's probate jurisdiction), for each document or file referred to or required		12	18	14
8	On sealing—				
	(a)	a warrant for arrest of a defendant, for the arrest and detention of a ship or for the attachment of property before judgment, per warrant	16(a)	1,045	835
	(b)	a writ of execution or writ of possession, per writ	16(b)	1,045	835
	(c)	a prohibitory order, per order	16(d)	1,045	835
	(d)	an order for the examination of a	16(e)	1,045	835

Item	Description		Corresponding item in First Schedule to HC Fees Rules	Fee for Conventional Users (\$)	Fee for iCMS Users(\$)
		judgment debtor (or an officer of a judgment debtor), per order			
	(e)	a prohibition order, per order	16(f)	1,045	835
9	On the filing of a notice of commencement of taxation under Order 62, rule 21(1) of the Rules of the High 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 High Court), for every \$100 or fraction of \$100 of the amount claimed		19(a) for the first \$100,000	6	4.8
			19(b) for the next \$150,000	4	3.2
			19(c) for the next \$250,000	3	2.4
			19(d) for the remainder	1	0.8
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 High Court is made		19a	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

Item	Description	Corresponding item in First Schedule to HC Fees Rules	Fee for Conventional Users (\$)	Fee for iCMS Users(\$)
	(as defined by section 2 of the High Court Ordinance)			
12	On sealing of a notice in Form No. 80 in Appendix A of the Rules of the High Court filed under Order 50, rule 11(2) of the Rules of the High Court, per notice	22	1,045	835
13	On sealing an injunction order undertaken before commencement of a cause, or an order made under section 21M of the High Court Ordinance, per order	23	1,045	835

**B) Fee payable for applications for certified copies of Hong Kong Judgments under section 38(1) of the Mainland Judgments in Matrimonial and Family Cases (Reciprocal Recognition and Enforcement) Ordinance (Cap. 639)**

Item	Description	Corresponding item in the Schedule to Cap. 639A <sup>3</sup>	Fee for Conventional Users (\$)	Fee for iCMS Users (\$)
14	An application under section 38(1) of Cap. 639 for a certified copy of a Hong Kong Judgment	3	125	100

<sup>3</sup> Cap. 639A means the Mainland Judgments in Matrimonial and Family Cases (Reciprocal Recognition and Enforcement) Rules.

**C) 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 <sup>4</sup>	Fee for Conventional Users (\$)	Fee for iCMS Users (\$)
15	An application under section 33(1) of Cap. 645 for a certified copy of a Hong Kong Judgment	2	125	100

**D) Administrative charges**

Item	Description	Fee under conventional mode (\$)	Fee under e-mode (\$)
16	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 High Court, Cap. 4A, 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	20% discount of the amount payable
17	Provision of an <u>extra copy of transcript</u> as described in item 16	<u>1.5</u> per page	Zero Charge

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

For any enquiries, please approach the High Court Registry.

Judiciary Administration  
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<sup>4</sup> Cap. 645A means the Mainland Judgments in Civil and Commercial Matters (Reciprocal Enforcement) Rules.