

第七章

司法機構 的行政



Chapter 7

JUDICIARY ADMINISTRATION

司法機構的行政

司法機構政務長負責協助終審法院首席法官處理司法機構整體的行政事務，主管行政和支援服務，並監控司法機構的一切公帑支出。

組織架構

司法機構政務處分為四部。發展部檢討、統籌、推動與法庭架構、常規、規則和程序有關的政策，處理傳媒和公共關係事宜，並負責支援司法培訓工作。運作部提供必要的支援服務以配合法庭運作，支援工作包括排期、調派並訓練人員協助法官、管理法庭登記處運作、執行法庭命令、提供翻譯傳譯服務和法律參考資料，安排家事調解服務及處理投訴。支援部負責管理人力資源和財政資源，設計及落實辦公室地方使用策略，並處理司法機構的一般行政事務。優質服務部負責計劃統籌各項措施的效率檢討和改善方案，制訂並執行與資訊科技有關的建議，又建立管理資訊系統。



司法機構政務長徐志強先生
The Judiciary Administrator, Mr Wilfred Tsui

JUDICIARY ADMINISTRATION

The Chief Justice is assisted in the overall administration of the Judiciary by the Judiciary Administrator who heads the administrative and support services and is the controlling officer for all public funds expended by the Judiciary.

ORGANISATION STRUCTURE

The Judiciary Administration is organised into four Divisions. The Development Division is responsible for reviewing, coordinating and developing policy on court system, practices, rules and procedures. Its portfolio also covers media and public relations and support to judicial training. The Operations Division provides essential support services for the operation of the courts including the listing function, deployment and training of staff in assisting Judges, operation of court registries, execution of court orders, translation and interpretation services, provision of legal reference, mediation service on divorce cases and handling complaints. The Corporate Services Division is responsible for managing human and financial resources, planning and implementation of the accommodation strategy as well as the general administration of the Judiciary. The Quality Division is responsible for planning and coordinating efficiency reviews and improvement initiatives, developing and implementing information technology proposals, and building up the management information system.

機構的發展

使命和主要成效範疇

司法機構政務處在員工積極參與下，集思廣益，立下了以下的使命：

- 維護司法公正
- 提供優質服務
- 發揮團隊精神
- 致力創新求進



司法機構政務長與前線同事會面
Judiciary Administrator meets the frontline staff

ORGANISATION DEVELOPMENT

Mission and Key Result Areas

The Judiciary Administration has developed the following mission through extensive staff participation and consultation:

- To support the upholding of justice and the rule of law
- To provide quality services
- To maximise synergy through teamwork
- To strive for creativity and improvements



終審法院首席法官、司法機構政務長、各級法院的領導及職能組別主管合照
The Chief Justice, the Judiciary Administrator with court leaders and Functional Section Heads



司法機構政務處管理高層
Top management of the Judiciary Administrator's Office

為努力實踐共同的目標，我們按司法機構政務處的每一項職能，界定了用以評估成效的主要工作範疇。這個發展項目訂下了工作評估的基準，同事既可用以檢討本身的工作成效，不斷努力求進，又可清楚了解本身工作的重要性及意義，從中獲益更多。

策略性規劃

我們的首長級人員已透過環境分析、能力分析 and 利害關係分析進行策略性規劃。這項工作現正推展至各分部。

In pursuit of the common goal, Key Result Areas have been defined for each and every function in the Judiciary Administration. Such development will provide staff not only with a framework for reviewing their work and striving to make continuous improvements, but also enrichment to their jobs through understanding their significance and meaning.

Strategic Planning

A strategic planning process has started with the Directorate team through environmental scanning, capacity analysis and stakeholder analysis. The same process is being cascaded to the Divisional level.

危機意識和風險管理

2001 年 3 月我們舉行了一個危機意識工作坊，對象是高中層管理人員，目的是讓他們了解居安思危的重要性。參加者在工作坊中總結出多項提高風險管理水平的建議。我們的第一步是建立了緊急通訊網絡，而現正在運作層面的各組別內舉行工作坊，將危機意識和風險管理的概念傳達給所有組別主管和 frontline 人員。

現代科技應用

資訊科技服務的外判

2001 年 2 月，司法機構率先配合政府的外部採辦政策，將資訊科技服務全面交由優利系統中國/香港有限公司承辦，合約為期五年，服務的範圍包括新應用系統的設計和現有系統的維修。外判過程十分順利，我們亦與私營機構建立了良好的伙伴關係。



司法機構政務長於簽署合約儀式後與優利系統中國/香港有限公司執行董事 Mr J Fishburn (左) 及資訊科技署署長劉錦雄先生合照
The Judiciary Administrator with Mr J Fishburn, Managing Director of Unisys (left) and Mr K H Lau, Director of Information Technology Services, after the contract signing ceremony



司法機構政務長主持資訊科技外判服務簽署合約儀式
The Judiciary Administrator presides at the Contract Signing Ceremony of Outsourcing of Information Technology Services

Crisis Awareness and Risk Management

A Crisis Awareness Workshop was organised for the senior and middle management team in March to enhance their understanding of the significance of crisis preparedness. The Workshop was concluded with a list of recommendations for better risk management. As a first step, an emergency communication network was put in place. Workshops are taking place at the operational level to cascade the concept of crisis awareness and risk management down to the unit heads and front-line staff.

APPLYING MODERN TECHNOLOGY

Outsourcing of Information Technology Services

As a pioneer in Government's overall outsourcing plan, a five-year contract for the provision of a full range of information technology services to the Judiciary was awarded to Unisys China/Hongkong Limited in February 2001, including the development of new applications and maintenance of existing systems. The process was successful and a strong partnership with the private sector counterpart has been built up.



市民現可選擇於自動櫃員機繳付定額罰款
Members of the public can make payments for Fixed Penalty Notice of Order by Automatic Teller Machines

公眾繳款系統

2001 年 4 月，公眾繳款系統順利投入服務，市民可利用滙豐銀行和恆生銀行的自動櫃員機繳付定額罰款，或繳交可書面認罪罪行的罰款，非常方便。這項服務稍後更會適用於銀通自動櫃員機。

科技法庭

司法機構正在高等法院大樓設置第一個科技法庭，目的是提高審訊的效率。科技法庭正在裝設最新的網絡基礎設施和技術工具，又會設有各種裝置以便進行數碼文件處理、多媒體提交證據、視像會議、資料儲存、資料檢索和在線法律參考資料提取等。這項計劃預期於 2002 年中完成。

稅項申索入稟電子系統試驗計劃

我們深信日後法庭程序將會愈來愈倚重資訊科技，我們正着手籌備試驗計劃，設置電子系統，稅務局藉此可以在區域法院入稟答辯人不擬爭議的追稅申索。

流動傳票送達系統

為了提高工作效率，我們在 2001 年 6 月設立了執達主任辦事處流動傳票送達系統，將送達傳票的工作自動化。同事的手提電腦器材有了流動傳達裝置就可與現有案件管理系統中的資料庫連接，同步處理案件資料、派票行程和送達結果，這樣既詳省人力，又能使紀錄更準確。

Public Payment System

The Public Payment System was successfully implemented in April 2001, by which members of the public can enjoy the convenience of making payments for Fixed Penalty Notice of Order and fines for offences allowing plea of guilty by letter at Automated Teller Machines (ATM) of HSBC and Hang Seng Bank. The service will be extended to ATM terminals of Joint Electronic Teller Services Limited (JETCO) at a later stage.

Technology Court

The Judiciary is setting up its first technology court in the High Court Building to enhance the efficiency in the conduct of trials. The latest network infrastructure and technological tools are being adopted. Facilities will be provided for handling of documents in digital forms, multi-media presentation of evidence, video link and conferencing, data storage and retrieval, and on line access to legal reference. It is expected that the project will be completed by mid 2002.

Pilot Scheme on Electronic Filing of Tax Claims

The Judiciary fully recognises the potential of information technology in shaping the future of court process. Preparation is in hand to implement a pilot scheme on electronic filing of claims of uncontested tax recovery action by the Inland Revenue Department in the District Court.



司法機構政務長與日本撲滅亞洲區罪行基金會理事長敷田稔先生(右)會面
The Judiciary Administrator and Mr Minoru Shikita, Chairman of Asia Crime Prevention Foundation of Japan (right)

雙語法律文書語素系統

我們 2000 年設計的電子法律文書語素系統，已在 2001 年 6 月投入服務，系統內的資料庫收集了雙語法律詞語、詞組和詞彙，供法官和支援人員在擬備中文判決書及其他法律文件時作參考之用。我們現正擴大資料庫，以便收納新的雙語判決書。

法律資料參考系統和法官進網口

1998 年我們設立了法律資料參考系統，以便法官和司法人員從本地的法庭判決研究法律問題。這個系統可在司法機構網絡上使用。我們亦已設立了一個「法官進網口」，讓法官和司法人員遙距進入系統。新增的功能如下：網上電郵、司法人員培訓委員會培訓消息、電子法律刊物、電子憲報、新聞、傳媒、精選法律互聯和其他輔助法律研究的設備。

Mobile Summons Service System

To improve work efficiency, a Bailiff Office Mobile Summons Service system was introduced in June 2001 to automate the work of serving summonses. By means of mobile computing devices, case information, routing of service and service results can be synchronised with the data-base in the existing case management system, thereby reducing manual efforts and enhance accuracy of data.

Bilingual Legal Document/Corpus System

The Electronic Legal Document/Corpus System, developed in 2000, started functioning in June 2001. It provides a database of bilingual legal terms, phrases and glossary for use by Judges and support staff in preparing Chinese judgment and other legal documents. The database is being expanded when new bilingual judgments are available.

Legal Reference System and the Judges' Portal

The Legal Reference System, implemented in 1998, facilitates legal research into local judgments by Judges and Judicial Officers. This tool is available to them on the Judiciary's network. A Judges' Portal has also been developed to enable Judges and Judicial Officers to make use of the Legal Reference System at remote locations. Additional functions include: web mail, Judicial Studies Board training news, electronic legal publications, electronic gazettes, news and media, useful law links, and other legal research facilities.