



APPLY FOR A JUDICIARY LIBRARY CARD

A. Local barristers / solicitors in practice or pupil barristers / trainee solicitors or government counsel

- (1) Complete the application form and send the duly completed form to the Hong Kong Bar Association / Law Society of Hong Kong / government department for certification.
- (2) Return the form to the High Court Library through the Hong Kong Bar Association/Law Society of Hong Kong / government department.
- (3) The library card will be delivered to the applicant via respective association or government department.

B. Foreign lawyers who are currently registered with the Law Society of Hong Kong, corporate lawyers, law students, and employees of a barrister/solicitor, or any person whose work is related to court cases, such as legal journalists, court case reporters, etc.

- (1) Complete the application form and return the form to the High Court Library at 1/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong in person with the following items:
 - Hong Kong identity card / HKSAR passport
 - One recent photograph
 - Supporting documents:
 - (a) certificate of registration issued by the Law Society of Hong Kong (for foreign lawyers); or
 - (b) company letter (for corporate lawyers); or
 - (c) document certifying the status of a law student* (for law students); or
 - (d) company letter stating the current employment status and reasons for using the Library (for employees of a barrister/solicitor, or any person whose work is related to court cases)

* Law student refers to a student who is taking a law degree programme conducted by a tertiary education institute or a law programme for a legal practitioner's practising certificate.

- (2) Pay the requisite annual fee at the Shroff # after application is approved:

Foreign lawyers or corporate lawyers	\$425.00
Law students	\$85.00
Employees of a barrister/solicitor, or any person whose work is related to court cases	\$170.00

Office hours of the Shroff at LG 2/F, High Court Building: Mon-Fri 08:45-13:00 & 14:00-17:30 (closed on Saturdays, Sundays and Public Holidays)

- (3) Return the franked application form to the Library service counter after payment is made.

Please note that:

- The annual fee collected is non-refundable and non-transferable under all circumstances.
- A library card will be invalidated once the library card holder is no longer eligible for application of a Judiciary library card.
- An applicant of Category B above must hold a Hong Kong identity card or HKSAR passport.
- Holders of valid library cards may use the High Court Library and the District Court Library. They may use the Court of Final Appeal Library only on the days when their cases are being heard in the Court of Final Appeal.
- Please note that library card holders of Category B are not allowed to borrow any library materials from the library.
- Please show your library card to the counter staff before access to the library.
- Any change of personal particulars should be reported to the library as soon as possible.
- The Judiciary Libraries reserve the right to refuse an application for a Judiciary Library Card. Any appeal for the refusal of a library card application may be addressed to the Complaints Officer of the Judiciary.