

**Notification for Stakeholders about General Adjournment of
Court Proceedings**
from 24 February 2020 to 1 March 2020
(position as at 21 February 2020)

(I) General Arrangements

The Judiciary has made a public announcement today (February 21) that in view of public health considerations, all hearings of the courts/tribunals originally scheduled from February 24 to March 1 will generally be adjourned. The courts will however continue to handle urgent and essential hearings and/or matters during this period, together with as appropriate any such hearings and/or matters which were originally fixed to be dealt with during the period from January 29 to February 23.

2. A copy of the press release is at **Annex A**.

Latest Position

3. As the Judiciary has indicated before, the decisions to generally adjourn court proceedings and close court registries/offices and to extend the general adjourned period (“GAP”) until March 1 were made after striking a careful balance between public health considerations on the one hand and the public interest involved in the due administration of justice on the other. For this purpose, court hearings are limited to those which are urgent and essential, and that in conducting such urgent and essential hearings, a whole range of preventive measures are being put in place, including reducing the number of public seats available in courtrooms. At the same time, the Judiciary has continued to deal with other urgent and essential court businesses on paper during the adjournment period as and when required.

4. The general adjournment and its duration are unprecedented. The Judiciary recognizes the impact it has on

the daily operation and businesses of the courts, and the concerns it may have caused for court users and the public. During the past few weeks, the Judiciary has been constantly reviewing the scope of urgent and essential businesses, and making adjustments on a regular basis, bearing in mind that the longer the general adjournment has become, the more matters may become urgent and essential. As a result of the latest review, an updated list of urgent and essential matters will be effective from February 24. Details are set out in paragraph 11 below.

Enhanced measures – An Overview

5. The Judiciary recognizes that as the continued prolongation of GAP, there is a need to enhance various measures so that more urgent and essential matters could be handled effectively. Such measures include the following :

- (a) Judges and Judicial Officers (“JJOs”) will, as far as practicable and as permitted by law, pro-actively manage both civil and criminal cases which have fallen within GAP and cases which are listed in the following two weeks on a rolling basis and to give directions to parties concerned on paper;
- (b) for civil cases :
 - (i) JJOs will strive to deal with court businesses and applications, in particular interlocutory applications, by paper disposal as far as practicable; and
 - (ii) there will be greater use of electronic means (e.g. emails) for receiving documents from parties to facilitate paper disposal and avoid physical attendance at court premises; and

- (c) for criminal cases where the presence of the defendant or an appellant is required under the law, urgent and essential cases will be identified under the proactive case management by the JJOs, and would be suitably handled.

6. In coming up with the enhanced measures, the Judiciary has been in close communication with all relevant external stakeholders, including the Bar Association and the Law Society, and have taken their views and suggestions into account as appropriate. The Judiciary will continue to closely liaise with all stakeholders in working out any further arrangements. Any further enhancement measures will be announced in due course.

7. Some stakeholders have asked if the court registries might be partially opened during GAP. The Judiciary considers it important for court registries to remain closed during GAP having regard to the computation of time during GAP as stipulated in section 71(1A) of the Interpretation and General Clauses Ordinance (Cap. 1). But, special arrangements will be made from 24 February to enable the provision of limited services such as sealing of court orders without opening the registries.

8. Some other stakeholders have suggested the courts to explore more non-conventional modes for handling court businesses, e.g. hearings by video conferencing. However, the Judiciary is advised that under the existing law, that may not be permissible.

Preparation for Resumption

9. The Judiciary is also actively preparing for the resumption of proceedings and re-opening of court registries/offices for all levels of courts / tribunals when the public health situation permits. In working out the detailed arrangements, the following principles would be adopted :

- (a) an orderly resumption of both registry businesses and court proceedings is of the paramount importance;
- (b) a staggered and progressive approach is to be adopted to ensure orderly resumption; and
- (c) parties concerned, be they legally represented or litigants in person, will be given clear notifications and sufficient lead time for preparation of their cases, regardless of whether the hearings are to be re-fixed or proceed as scheduled.

10. In working out the detailed resumption arrangements, the Judiciary will continue to closely liaise with all relevant stakeholders. Once the arrangements are ready, public announcement(s) will be made at the appropriate time(s).

(II) Urgent and Essential Hearings/Matters Handled by the Courts

11. The urgent and essential hearings and/or matters which may be handled from February 24 to March 1 include the following :

- (a) For Civil Cases at the HC, the District Court (“DC”) and the Family Court (“FC”):

Enhanced Measures

- (i) though no hearings will generally be held during GAP, individual JJOs will, as far as possible, review their cases originally listed to be heard during GAP and the following two weeks, whether represented ones or not, to see if they can be suitably disposed of on paper. These cases are primarily interlocutory applications and

substantive applications not involving any witnesses. If paper disposal is possible, the JJO concerned will give case management directions on paper. If not, the case will be re-fixed;

- (ii) parties may be asked to lodge documents or submissions with the court to facilitate paper disposal. Special one-way email accounts are being set up to enable electronic submission of documents to the court **for specified purposes** during GAP. The JJOs will not use the email accounts to communicate with parties, which will continue to be through conventional means such as fax. Please see **Annex B** for details;
- (iii) as generally no hearing will be held during GAP, if any party insists on having an oral hearing, the hearing will have to be re-fixed with listing appointments to be given by the court;
- (iv) where parties have reached agreement on matters that can be properly dealt with by consent, the court will also make orders by consent;
- (v) for decisions or judgments made on paper during GAP, or where it is justified on grounds of urgency, the court may issue sealed orders. Requests for sealed orders may be made to the JJO who makes the order in question. Parties may attach a draft order to their written submission;
- (vi) during GAP, parties or legal representatives may submit documents to the Duty Judges through the following email addresses, which will be open until the end of GAP or further notice :

- (1) For HC : hcdutyjudge@judiciary.hk
- (2) For DC : dcdutyjudge@judiciary.hk
- (3) For FC: fcdutyjudge@judiciary.hk

Before emailing documents, parties or legal representatives should contact the Duty Judge concerned by telephone. Parties and legal representatives are reminded to refrain from telephoning the Duty Judges after office hours (i.e. from 9 a.m. to 1 p.m. and from 2 p.m. to 5 p.m. from Mondays to Fridays), unless it is really necessary.

When submitting documents through the above email addresses, parties and legal representatives are required to follow the details, including technical specifications, at **Annex B** as appropriate.

Other Measures

- (vii) urgent matters or hearings before the HC, the DC and the FC, including those relating to the specialist lists, will continue to be dealt with by the respective Duty Judges (“Duty Judge system”);
- (viii) the Duty Judge system has been expanded (with the support of duty master(s) as necessary), to cover the following urgent filing matters :
 - (1) urgent applications to file originating documents at these courts where the limitation period for a cause of action under the Limitation Ordinance (Cap. 347) may expire during the adjourned period. For

such urgent applications for filing, the handling solicitor shall provide a certificate explaining the need for urgent filing;

- (2) urgent non-contentious matters, i.e. urgent application and collection of apostilles and urgent grants of probate; and
- (3) documents relating to the urgent bankruptcy-related proceedings set out in (b) below; and

(ix) if a party or his/her legal representative considers that any matter has become urgent because of the court's continued general adjournment, they may consider using the Duty Judge system to bring such matters to the attention of the court. The party concerned should provide a certificate explaining the urgency of the matter. They should also provide the essential and key documents to enable the court to decide whether the matter is really urgent and essential which should be handled during the adjourned period on an exceptional basis.

(b) *For Civil Cases at the Court of First Instance of the High Court (“CFI”)*: the following urgent bankruptcy-related applications :

- (i) urgent applications under section 30A of the Bankruptcy Ordinance (Cap. 6) by the trustee in bankruptcy or creditor of the bankrupt for the suspension of the bankrupt's discharge from bankruptcy;
- (ii) urgent objections to discharge applications not yet filed but with imminent dates of discharge of bankruptcy, and urgent applications for non-

commencement orders under section 30AB of Cap. 6 not yet filed but with imminent deadlines for filing; and

(iii) urgent applications under section 42 of Cap. 6 by the debtors for validation orders.

(c) *For Criminal Cases at the Court of Appeal of the HC* : urgent bail applications;

(d) *For Criminal Cases at CFI* : urgent bail applications and bail reviews;

(e) *For Criminal Cases at the CFI and DC* : urgent cases in which the defendants are remanded in custody pending sentence and the hearings of which fall under either of the following categories :

- (i) the hearing date falls between February 24 and March 1; or
- (ii) the case was originally adjourned to a hearing date during the period of January 29 to February 23.

(f) *For the MCs* :

- (i) fresh remand cases; and
- (ii) person remanded in custody who has the legal rights to appear before a Magistrate to review his or her remand situation and either of the following conditions is met :

- (1) the return date falls between February 24 and March 1; or

- (2) the case was originally adjourned to a date during the period of January 29 to February 23.

These cases are called “eight-day cases” hereafter.

- (iii) urgent cases relating to sentencing in which the defendants are remanded in custody and the hearings of which fall under either of the following categories :

- (1) the hearing date falls between February 24 and March 1; or
- (2) the case was originally adjourned to a hearing date during the period of January 29 to February 23.

- (g) For the Juvenile Court : urgent cases concerning care and protection orders with either of the following conditions being met :

- (i) the return date falls between February 24 and March 1; or
- (ii) the case was originally adjourned to a date during the period of January 29 to February 23.

- (h) For the Coroner’s Court : the following categories of urgent matters :

- (i) paper applications for waivers for autopsy;
- (ii) issuing urgent certificates of order authorizing burial/cremation of body;

- (iii) handling urgent cases with pathologist's recommendation for autopsy; and
- (iv) issuing urgent certificate of the fact of death and documents for the removal of bodies outside jurisdiction.

12. Moreover, the courts may also continue to hand down judgments for cases with urgency or great public importance as appropriate. As usual, the courts will give sufficient notice to the relevant parties of the cases.

(IV) Statutory Duties

13. For the DC and MCs, the relevant Judges and Magistrates will continue to perform, as appropriate, their statutory duties relating to urgent applications for search warrants and applications under the Mental Health Ordinance.

(V) Detailed Arrangements for the MCs

14. The MCs will continue to adopt basically the Holiday or Saturday sitting arrangement in the light of caseload and other factors. They will handle fresh remand cases and eight-day cases etc. The detailed arrangements are as follows :

- (a) 24 Feb (Monday) : Fanling Magistrates' Courts will open;
- (b) 25 Feb (Tuesday) : No Magistrates' Courts will open;
- (c) 26 Feb (Wednesday) : Eastern Magistrates' Courts will open;
- (d) 27 Feb (Thursday) : No Magistrates' Courts will open;

- (e) 28 Feb (Friday) : Tuen Mun Magistrates' Courts will open;
- (f) 29 Feb (Saturday) : the usual Saturday sitting will be adopted, i.e. Eastern Magistrates' Courts, Kowloon City Magistrates' Courts and Shatin Magistrates' Courts will open; and
- (g) 1 Mar (Sunday) : No Magistrates' Courts will open.

(VI) Registries and Other Court Offices

15. Court/tribunal registries and offices will continue to be closed until further notice, except for providing support for the handling of urgent and essential court hearings and/or matters as set out above.

(VII) Contacts

16. If stakeholders have any questions about the detailed arrangements for the above matters, particularly those relating to the urgent and essential court businesses, please contact the following officers for the respective courts during the office hours :

- (a) High Court

For urgent and essential apostilles and bankruptcy (objections to discharge applications) related matters

- Ms Catherine Li, Chief Judicial Clerk (High Court Registry) at 2825 4571
- Mr Kenneth Tsang, Senior Judicial Clerk I (Resource Centre) at 2825 0571
- Mr Larry Ngan, Senior Judicial Clerk II (High Court Registry) at 2825 0401

For urgent civil business for the Court of Appeal, urgent and essential criminal matters including bail-related hearings, and bankruptcy (non-commencement orders) related matters

- Ms Terri Tang, Clerk of Court at 2825 4383
- Miss Cynthia Leung, Judicial Clerk (Civil) at 2825 4672

For urgent grants of probate

- Ms Memory Wong, Chief Probate Officer at 2825 0619

(b) District Court

- Ms Clare Tsang, Chief Judicial Clerk (Courts) at 2582 4000
- Ms Anny Tam, Chief Judicial Clerk (Registry) at 2582 4200
- Mr Wing Lau, Senior Judicial Clerk II (Registry)1 at 2582 5368
- Miss Jenny Kwok, Senior Judicial Clerk II (Registry)2 at 2504 0766

(c) Family Court

- Ms Jolly Lam, Chief Judicial Clerk (Family Court) at 2582 5370

(d) Magistrates' Courts

- Ms Pauline Kwok, Senior Judiciary Executive (Magistracies) at 3916 6389

(VIII) Further Updates

17. The Judiciary will keep in view developments. If the Judiciary decides to introduce any further changes, we will continue to keep the stakeholders posted as soon as practicable.

18. Besides, the Judiciary will continue to post updated information, including Daily Cause Lists, messages related to the Judiciary's arrangements arising from public health considerations and advice to court users visiting the courts during this period, on the Judiciary website (www.judiciary.hk). Stakeholders are advised to check the website for updated information as necessary.

19. In particular, for the Bar Association and the Law Society, we should be grateful if you would continue to advise your members to check the website for updated information.

Judiciary Administration
21 February 2020

Annex A**Announcement by Judiciary**

The following is issued on behalf of the Judiciary:

The Judiciary today (February 21) announced that in view of public health considerations, all hearings of the courts/tribunals originally scheduled from February 24 (Monday) to March 1 (Sunday) will generally be adjourned to a date to be fixed. Despite the general adjournment, the courts will continue to handle urgent and essential hearings/matters during this period.

The continuation of the general adjournment from February 24 to March 1

The decisions to generally adjourn court proceedings and close court registries/offices and to extend the current general adjourned period until March 1 were made after striking a careful balance between public health considerations on the one hand and the public interest involved in the due administration of justice on the other. To minimize the risk of outbreak of the COVID-19 in the community, every sector in Hong Kong, including the Judiciary, has its responsibility. In the case of the Judiciary, efforts are made to minimize the flow of people in court premises and avoid the gathering of crowds in confined areas such as courtrooms and registry areas as far as practicable. For this purpose, court hearings have been limited to those which are urgent and essential, and that in conducting such urgent and essential hearings, a whole range of preventive measures are being put in place, including reducing the number of public seats available in courtrooms. At the same time, the Judiciary has continued to deal with other

urgent and essential businesses on paper during the adjourned period as and when required.

The general adjournment and its duration are unprecedented. The Judiciary recognizes the impact it has on the daily operation and businesses of the courts, and the concerns it may have caused for court users and the public. During the past few weeks, the Judiciary has been constantly reviewing the scope of urgent and essential businesses, and making adjustments on a regular basis, bearing in mind that the longer the general adjournment has become, the more matters may become urgent and essential. As a result of the latest review, an updated list of urgent and essential matters will be effective from February 24. These would include fresh remand cases, urgent and essential criminal matters including bail-related and sentencing hearings, handing down of judgments for cases with urgency or great public importance, and other urgent applications to the courts. In addition, the courts will, as far as practicable, handle matters which can be dealt with by paper disposal.

Court/tribunal registries and offices will continue to be closed until March 1, except for providing support for the handling of the above urgent and essential court hearings/matters.

Enhanced measures to support the handling of urgent and essential court businesses effective from February 24

The Judiciary recognizes that as the continued prolongation of the general adjournment, there is a need to enhance various measures so that more urgent and essential matters could be handled effectively. Such measures include the following:

- (a) Judges and Judicial Officers will, as far as practicable and as permitted by law, pro-actively manage both civil and

criminal cases which has fallen within the adjourned period and cases which are listed in the following two weeks on a rolling basis and to give directions to parties concerned on paper;

(b) For civil cases:

- (i) Judges and Judicial Officers will strive to deal with court businesses and applications, in particular interlocutory applications, by paper disposal as far as practicable; and
- (ii) There will be greater use of electronic means (e.g. emails) for receiving documents from parties to facilitate paper disposal and avoid physical attendance at court premises; and

(c) For criminal cases where the presence of the defendant or an appellant is required under the law, urgent and essential cases will be identified under the proactive case management by the Judges and Judicial Officers, and would be suitably handled.

In coming up with the enhanced measures, the Judiciary has been in close communication with all relevant external stakeholders, including the Bar Association and the Law Society, and have taken their views and suggestions into account as appropriate. The Judiciary will continue to closely liaise with all stakeholders in working out any further arrangements. Any further enhancement measures will be announced in due course.

Preparation for resumption

The Judiciary is also actively preparing for the resumption of proceedings and re-opening of court registries/offices for all levels of courts/tribunals when the public health situation permits. In working out the detailed arrangements, the following principles would be adopted:

- (a) An orderly resumption of both registry businesses and court proceedings is of the paramount importance;
- (b) A staggered and progressive approach is to be adopted to ensure orderly resumption; and
- (c) Parties concerned, be they legally represented or litigants in person, will be given clear notifications and sufficient lead time for preparation of their cases, regardless of whether the hearings are to be re-fixed or proceed as scheduled.

In working out the detailed resumption arrangements, the Judiciary will continue to closely liaise with all relevant stakeholders. Once the arrangements are ready, public announcement(s) will be made at the appropriate time(s).

Enquiries and information update

For enquiries regarding general arrangements on the court businesses during the period, the following hotlines are being operated from Monday to Friday 10:00 a.m. to 1:00 p.m. and 2:00 p.m. to 4:00 p.m.–

- General Information: 2869 0869
- Court of Final Appeal: 2123 0123
- High Court: 2523 2212
- Probate: 2840 1683
- District Court: 2845 5696
- Family Court: 2840 1218
- Lands Tribunal: 2771 3034
- Labour Tribunal: 2625 0020
- Small Claims Tribunal: 2877 4068
- Magistrates' Courts: 2677 8373

The Judiciary will continue to post updated information, including Daily Cause Lists, messages related to the Judiciary's arrangements arising from public health considerations, and advice to court users visiting the courts during the general adjourned period, on the Judiciary website (www.judiciary.hk). Court users are advised to check the website for updated information as necessary.

Ends, February 21, 2020 (Friday)

司法機構公布

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下稿代司法機構發出：

司法機構今日（二月二十一日）宣布，因應公共衛生考慮，原訂由二月二十四日（星期一）至三月一日（星期日）於法院／審裁處進行的所有聆訊一般將延期至另行通知的日期。在此期間，雖然聆訊一般將會延期，但法庭仍會繼續處理緊急和必要的聆訊／事宜。

一般延期將於二月二十四日至三月一日繼續

司法機構在決定把法庭程序一般延期，並關閉法院登記處／辦事處，以及把現時一般延期的期間延長至三月一日時，已慎重地在公共衛生考慮與妥善執行司法工作所涉的公眾利益兩者之間取得平衡。為了盡量減低 2019 冠狀病毒病在社區爆發的風險，香港各界（包括司法機構）均須盡其責任。就司法機構而言，我們已在切實可行的範圍內，致力把法院大樓的人流減至最低，同時避免人群於法庭及登記處等密閉空間聚集。為此，法庭目前只限處理緊急和必要的聆訊，並在進行該等聆訊時採取多項預防措施，包括減少法庭內公眾席座位的數目。在此期間，司法機構仍在有需要時，繼續以書面方式來處理其他緊急和必要之事宜。

現時的一般延期安排及其持續時間均屬前所未見。司法機構理解此安排對法庭日常運作和事務所帶來的影響，以及可能令法庭使用者及公眾人士引起的關注。在過去數星期內，考慮到一般延期的安排持續越久，緊急和必要事宜所涵蓋的範圍可能變得越廣，司法機構不斷檢討緊急和必要事宜的範圍，並定期作出調整。按照最新檢討的結果，緊急和必要事宜的最新清單將於二月二十四日開始生效。該等事宜將包括新羈押案件、緊急和必要的刑事事宜（包括保釋相關聆訊及判刑聆訊）、就急需處理或涉及重大並關乎公眾重要性的案件發下判詞，以及其他向法庭提交的緊急申請。此外，在切實可行的範圍內，法庭將透過書面方式處理案件事宜。

除支援處理上述緊急和必要的聆訊／事宜外，法院／審裁處的登記處及辦事處將繼續關閉至三月一日。

為支援處理緊急和必要的法庭事務而將於二月二十四日起生效的加強措施

司法機構認為，由於聆訊將繼續一般延期，因此有需要加強多項措施，以有效地處理更多的緊急和必要事宜。相關措施包括下列各項：

(a) 在切實可行的範圍內並在法例容許的情況下，法官及司法人員將積極主動地管理延期期間內的民事和刑事

案件及以滾動方式處理已於隨後兩星期排期聆訊的案件，並以書面方式向訴訟各方作出指示；

(b) 就民事案件而言：

- (i) 法官及司法人員將在切實可行的範圍內，透過書面方式致力處理法庭事務及各項申請，特別是非正審申請；及
- (ii) 司法機構將更廣泛地使用電子方式（例如電郵）接收訴訟各方提交的文件，以便法官及司法人員透過書面方式處理事宜，此舉亦可避免訴訟各方親身前來法院大樓；及

(c) 就刑事案件而言，被告人或上訴人一般須按法例要求出庭應訊，法官及司法人員將透過積極主動的案件管理安排，識別出緊急和必要的案件，加以適當處理。

司法機構在擬定加強措施時，一直與所有相關的外間持份者（包括香港大律師公會和香港律師會）緊密溝通，並適當地考慮他們的意見及建議。司法機構將繼續與所有持份者保持密切聯繫，以制定進一步的安排。如有進一步的加強措施，司法機構將會適時公布。

為恢復運作所作的準備

在公共衛生情況許可時，各級法院／審裁處將恢復法庭程序及重開法院登記處／辦事處，司法機構正為此積極作出準備。在制定詳細安排時，我們將採納以下原則：

- (a) 有秩序恢復登記處的事務及法庭聆訊至關重要；
- (b) 將會採取分批進行和循序漸進方式，以確保有秩序恢復運作；以及
- (c) 不論案件是重訂聆訊日期或如期進行聆訊，相關訴訟各方（不論有否法律代表）都會收到清晰的通知，也會有足夠的時間為其案件作準備。

司法機構在制定恢復聆訊和服務的安排細節時，將繼續與所有相關持份者保持密切聯繫。當有關安排準備就緒，將在適當時間作出公布。

查詢及資訊更新

有關法庭事務一般安排的查詢，可於星期一至五上午十時至下午一時及下午二時至下午四時致電以下熱線：

- 一般查詢 : 2869 0869
- 終審法院 : 2123 0123
- 高等法院 : 2523 2212
- 遺產承辦 : 2840 1683
- 區域法院 : 2845 5696
- 家事法庭 : 2840 1218
- 土地審裁處 : 2771 3034
- 勞資審裁處 : 2625 0020
- 小額錢債審裁處 : 2877 4068
- 裁判法院 : 2677 8373

司法機構會繼續把最新資訊上載至司法機構網頁（www.judiciary.hk），包括審訊案件表、司法機構因應公共衛生考慮所作安排的訊息和法庭使用者在這期間到訪法院大樓應注意的事項。法庭使用者請按需要參閱網頁資訊。

完

2020年2月21日（星期五）

Special Email Accounts for Lodging of Documents with the Court during the General Adjourned Period

1. Purposes

- 1.1. Special email accounts are being set up to enable, on an exceptional basis, electronic submission of documents to the courts during the General Adjourned Period (“GAP”) for the purposes to be specified by the courts from time to time.
- 1.2. At this stage, the email accounts are exclusively for receiving documents for the civil courts to facilitate paper disposal and for more efficient paper submissions to the Duty Judges. Submissions of documents other than those specifically invited or permitted by the court through such email accounts will not be read.

2. General Arrangements

- 2.1. The special email accounts are “no-reply” accounts. They only allow the submission of documents to the courts. The courts will not use them to send any documents or replies to the parties.
- 2.2. Save and except with specific order/direction of the court for sending such documents via these emails, submission of the documents via these special email accounts should not be regarded as filing or lodging the same under applicable legislative provision(s), relevant Practice Direction(s) (“PDs”) and/or the court’s directions. Further, the lodging of such documents via these emails shall be followed by the lodging/filing of the hard copies of such documents after the end of GAP as directed by the court.

- 2.3. The submitting party of the documents should ensure that the contents of the electronic documents submitted via these special email accounts and any hard copy of the documents to be filed/lodged afterwards as necessary should be identical.
- 2.4. Submitting parties should observe any applicable legislative provisions, PDs and/or any direction of the courts.
- 2.5. Submitting parties should observe the time for submission as directed by the Judges and Judicial Officers (“JJOs”) where appropriate. Documents received by the courts after 5 pm will normally be processed on the next day.

3. **Technical Requirements**

- 3.1. Documents submitted should be prepared by using common word processing software (e.g. Microsoft Word 2007 or above, Pages 6.0 or above, etc). The file format (or the “save as type”) of the documents should be “txt”, “rtf”, “doc”, “docx” or “pdf”.
- 3.2. The maximum size of an electronic submission, with all the attachments, is 50MB per email. Resolution of PDF image file shall be 300 dpi and in black and white or in 24-bit colour depth at a minimum to optimize image quality and file size.
- 3.3. The documents should not contain any computer instructions such as those as follows:
 - (a) computer viruses/malware; and

- (b) macros, scripts, links and fields that depend on the execution environment and the execution of which will cause changes to the document itself.

4. **Submission Procedures and Requirements**

4.1. Lodging of documents for specified purposes to facilitate paper disposal

4.1.1. With the direction of individual JJO, parties may lodge the relevant documents to the courts for specified purposes to the email address as advised by the court.

4.1.2. To facilitate the court's matching of the email and the relevant case, the following information/documents should be set out in/attached to the email :

- a. Case number and name of parties;
- b. Full name of contact person, contact number and name of solicitors' firm (if applicable); and
- c. Relevant documents as directed by JJOs.

4.2. Lodging of applications/documents under the Duty Judge System

4.2.1. In line with the existing arrangements under the Duty Judge System, the party concerned should alert the Duty Judge concerned by phone before submitting any documents by email.

4.2.2. To facilitate consideration of the matters by the Duty Judges, the following information/documents should be set out in/attached to the email:

- a. Subject matters;
- b. Case number (if applicable);
- c. Full name of contact person, contact number and name of solicitors' firm (if applicable);
- d. A Certificate of Urgency explaining the urgency of the matter, together with essential and key supporting documents; and/or
- e. Any other relevant documents as directed by the Duty Judge.

5. **Disclaimer**

- 5.1. These email accounts are only for use during GAP, unless the court specifies otherwise.
- 5.2. The Judiciary will not reply to the emails. If the emails received are not for the purposes specified by the courts, such as enquiries, the courts will not process them.
- 5.3. Under no circumstances will the Judiciary accept any liability or responsibility, for any loss or damage arising out of or in connection with the use of these email accounts.
- 5.4. By using these email accounts, the submitting parties are deemed to unconditionally agree to the terms of this Disclaimer as may be modified and/or

supplemented from time to time by the Judiciary without prior notice.

- 5.5. The Judiciary further reserves the rights to deal with any documents received via these email accounts, and to take proper measures, without further notice, to prevent, stop or otherwise remedy any abusive use of these email accounts.

**Judiciary Administration
February 2020**