

**Notification for Stakeholders about Resumption of the
Normal Operation of the Registries of Court of Final Appeal,
High Court, Competition Tribunal, District Court,
Lands Tribunal, Magistrates' Courts, Labour Tribunal,
Obscene Articles Tribunal and Coroner's Court
on 25 May 2020
(position as at 22 May 2020)**

Since May 6, the Judiciary has put in place special arrangements to deal with the high volume of registry business anticipated in the initial period following the re-opening of the court registries.

Registries and Accounts Offices returning to Normal Operation

2. The number of people queuing for registry services for certain courts and tribunals has reduced to a more manageable level. As such, subject to paragraph 4 below, the Judiciary will resume normal operation for the registries and accounts offices of the following courts and tribunals from May 25 :

- (a) Court of Final Appeal ("CFA");
- (b) High Court ("HC");
- (c) Competition Tribunal ("CT");
- (d) District Court ("DC");
- (e) Lands Tribunal ("LandsT");
- (f) Magistrates' Courts ("MCs");
- (g) Labour Tribunal ("LabT");
- (h) Obscene Articles Tribunal ("OAT"); and
- (i) Coroner's Court ("CC").

3. In other words, all registry business for the above courts/tribunals will be conducted within the normal operating hours, i.e. from 8:45 am to 1:00 pm and from 2:00 pm to 5:30 pm (Monday to Friday, except public holidays). For the avoidance of doubt, these will include the following services :

- (a) search and inspection of cause books, case files, originating documents, judgments/orders etc. at the relevant registries;
- (b) filing of application for admission as a barrister or solicitor at the High Court Registry (“HCR”); and
- (c) collection of documents deposited in the letter boxes/drawers/folders at the Master Clerks’ Office.

4. For distraint cases at the DC, applicants with more than one application shall continue to apply for an appointment from the District Court Registry by way of the Form at **Annex** for lodging of the applications.

Other Registries and Accounts Offices

5. For the registries and accounts offices of the remaining court and tribunal, i.e. the Family Court and the Small Claims Tribunal, the current special arrangements will continue until further notice.

Crowd Management Measures

6. For crowd management measures, the special ticketing and triage systems for court users for those registries and accounts offices set out in paragraph 2 above will cease from May 25. Court users should go directly to the relevant registries or accounts offices for services.

7. Despite the cessation of the special arrangements for these courts and tribunals, the Judiciary will continue to put in place appropriate preventive measures to protect the health of all people who enter and remain in judiciary premises. These measures include requiring all people entering Judiciary premises to undergo body temperature checks and wear surgical masks. To maintain social distancing, capacity limits will

remain in force for areas such as court registries and accounts offices to avoid crowding. Where appropriate, queuing and other crowd management arrangements will continue to be in place to regulate the people flow. Court users are advised to check the updated information on the Judiciary website and follow the advice of the Judiciary staff and security personnel when they attend for court business.

Contacts

8. If stakeholders have any questions about the above arrangements, please contact the following officers during the office hours :

(a) CFA

- Ms Theresa Au, Senior Judicial Clerk I (Court of Final Appeal) at 2123 0054
- Hotline: 2123 0123

(b) HC

HCR

- 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
- Hotline : 2523 2212

Appeals Registry & Criminal and Civil Registry

- Ms Terri Tang, Clerk of Court at 2825 4383
- Miss Cynthia Leung, Judicial Clerk (Civil) at 2825 4672
- Hotline : 2523 2212

Probate Registry

- Ms Memory Wong, Chief Probate Officer at 2825 0619
- Mr William Chong, Senior Probate Officer at 2825 0620
- Hotline : 2840 1683

(c) CT

- Ms Priscilla Wong, Senior Judicial Clerk I (Competition Tribunal) at 2825 0347
- Hotline : 2825 0426

(d) DC

- Mr Wing Lau, Senior Judicial Clerk II (Registry)1 at 2582 5368
- Miss Jenny Kwok, Senior Judicial Clerk II (Registry)2 at 2504 0766
- Hotline : 2845 5696

(e) LandsT

- Miss Amy Leung, Chief Judicial Clerk (Lands Tribunal) at 2170 3815
- Miss Elizabeth Lee, Senior Judicial Clerk I (Lands Tribunal) at 2170 3818
- Mr Mike Chan, Senior Judicial Clerk II (Lands Tribunal) at 2170 3825
- Hotline : 2771 3034

(f) MCs

- Ms Pauline Kwok, Senior Judiciary Executive (Magistracies) at 3916 6389
- Hotline : 2677 8373

Eastern Magistrates' Courts

- Mr Jack Suen, First Clerk at 2886 6756
- Mr Danny Tse, Second Clerk at 2886 6496

Kowloon City Magistrates' Courts

- Miss Alice Yip, First Clerk at 2767 3281
- Ms Debby Ho, Second Clerk at 2767 3283

Kwun Tong Magistrates' Courts

- Ms Eva Kong, First Clerk at 2772 9230
- Ms Veronica Lee, Second Clerk at 2772 9232

West Kowloon Magistrates' Courts

- Miss Phoebe Hung, First Clerk at 3916 6152
- Mr C M Au, Second Clerk at 3916 6154

Fanling Magistrates' Courts

- Ms Helen Lai, First Clerk at 2682 7710
- Ms Rita Chan, Second Clerk at 2682 7711

Shatin Magistrates' Courts

- Mr Buddy Chan, First Clerk at 2694 2309
- Mr H C Leung, Second Clerk at 2694 2310

Tuen Mun Magistrates' Courts

- Mr Sunny Chung, First Clerk at 2452 8222
- Miss Eva Leung, Second Clerk at 2452 8134

(g) LabT

- Mr Jackson Chan, Registrar at 2625 3200
- Ms Heidi Ma, Deputy Registrar at 2625 3226
- Hotline : 2625 0020

(h) OAT

- Miss Rachel Wan, Officer-in-charge of Registry at 3916 6302

(i) CC

- Ms Connie Lee, Clerk to Coroners at 3916 6201

- Mr K L Lee, Deputy Clerk to Coroners at 3916 6202

(j) Crowd Management Arrangements

- Mr Jonathan Man, Chief Judiciary Executive (Accommodation) at 2867 2140
- Mr Gary Lau, Chief Judiciary Executive (Court Security) at 2867 2172

Judiciary Administration
22 May 2020

**Application of appointment for lodging applications for
Warrants of Distress at the District Court**

To: District Court Registry,
(Fax no.: 2126 7636)

Date:

Dear Sir,

I/we would like to apply for an appointment for lodging (number) applications of warrants of distress at the District Court **on a date to be assigned by the Registry**. The particulars of the applications are as follows:

	Names of the parties	Addresses of the parties	Legal representation and its business address (if any)	Amount and Period of Arrears
1.	Plaintiff:			Rent: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s) Rates: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s)
	Defendant:			Management Fees: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s) Others:
	Remarks:			
2.	Plaintiff:			Rent: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s) Rates: total HK\$_____ being the amount

	Defendant:			of arrears of ____ month(s) ____ day(s) Management Fees: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s) Others:
	Remarks:			
3.	Plaintiff:			Rent: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s) Rates: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s)
	Defendant:			Management Fees: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s) Others:
	Remarks:			
4.	Plaintiff:			Rent: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s) Rates: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s)
	Defendant:			Management Fees: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s) Others:
	Remarks:			

5.	Plaintiff:			Rent: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s) Rates: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s)
	Defendant:			Management Fees: total HK\$_____ being the amount of arrears of ____ month(s) ____ day(s) Others:
	Remarks:			

Note: Please supplement with blank sheet(s) if space is not sufficient.

Please inform (name of contact person) at (tel. no.) or (fax no.) of the time and date of the appointment as well as the case numbers reserved for the intended applications of warrants of distress.

Yours faithfully,

Name of legal firm/Applicant

(Note: This application of appointment may be sent to the Registry of the District Court either by fax or by post.)