

**Notification for Stakeholders about
the Gradual Full Resumption of Court Business from 22 February**
(position as at 18 February 2021)

(I) Overall Arrangements

The Judiciary announced on 18 February 2021 that having regard to the latest public health situation, the Judiciary will fully resume court business in an incremental manner from 22 February 2021. Appropriate social distancing and crowd management measures will be maintained to ensure that the courts can continue to carry on business as safely as circumstances permit.

2. To enhance protection of court users against the infection of COVID-19 following the resumption of normal court business, the Judiciary will request all persons entering court premises to use the LeaveHomeSafe Mobile App (“the App”) or other permissible means to record their visits in two stages as from 22 February (Monday) and 1 March (Monday) respectively. Please see paragraphs 8 to 11 below for details.

(II) Court Proceedings

3. Court proceedings will fully resume from 1 March as far as possible. Subject to the court’s directions, court hearings may run for the whole day instead of only half days. However, for social distancing and crowd management purposes, proceedings involving a large number of court users will continue to be fixed at appropriate times and intervals. If a hearing cannot be held as scheduled, the relevant parties have been or will be notified separately.

(III) Registries and Accounts Offices

4. From 22 February, the services of registries and accounts offices at various levels of court will resume normal, with opening hours from 8:45am to 1:00pm and from 2:00pm to 5:30pm, Monday to Friday.

5. To achieve social distancing, the following crowd management measures will continue to be adopted for all the registries and accounts offices -

- (a) Court users can continue to go directly to the relevant registries and accounts offices for services. The only exception is that the area of the Probate Registry may continue to be expanded to LG4 of the High Court Building as necessary so that registry business can be conducted in a more spacious area. Court users will continue to be given specific instructions to go to the appropriate area;
- (b) There will be crowd control at the registries and accounts offices with social distancing requirements throughout the opening hours; and
- (c) Special queuing arrangements at designated areas or other crowd management measures will be put in place where necessary.

6. The Judiciary continue to appeal to all court users to avoid coming to the registries and accounts offices at peak hours, e.g. late mornings and late afternoons.

(IV) Other Offices of the Judiciary

7. From 22 February onwards, all the other offices that provide support services to court users and the public will resume their normal services. Their normal operating hours are shown at the Annex.

(V) Use of LeaveHomeSafe Mobile App

8. The Judiciary will implement in two stages a new public health protection measure whereby all persons entering the Judiciary premises will be asked to use the App or other permissible means of recording their visits.

9. **In Stage 1, starting from 22 February**, all persons who enter the Judiciary premises will be encouraged to use the App. Those who have smart phones and have yet to have the App installed will be invited to download and use the App before entry. Persons who do not use the App for whatever reasons (including those who do not have smart phones or compatible phones) will still be allowed to enter the premises, but will be reminded to record their whereabouts through their own means.

10. **In Stage 2, starting from 1 March**, all persons who enter the Judiciary premises will be **asked to use the App**. Those who fail to do so will be asked to have their names, contact numbers and the date and time of their visits recorded. The data collected will solely be used to facilitate the Government's work in controlling the spread of COVID-19 and related purposes, and may hence be provided to the Department of Health, Hospital Authority and law enforcement agencies deployed for epidemiological investigations and contact tracing. **All persons who do not use the App and refuse to have their contact information recorded will be denied entry to the Judiciary premises.**

11. While the Judiciary will make every effort to minimize inconveniences to court users, it is inevitable that the measure will mean more time required for court users to gain access to the Judiciary premises, particularly during the peak hours in the early morning or after lunch break. As such, court users are advised to download and learn to use the App before coming to the Judiciary premises and arrive in court earlier. For details of the App and its downloading, please visit the official website for the App or scan the QR code below -

<https://www.leavehomesafe.gov.hk/en/>



(VI) Other Preventive and Crowd Management Measures

12. The Judiciary will continue to maintain appropriate preventive and crowd management measures, including enhanced cleansing and disinfection of public and staff areas, mandatory body temperature checks upon entry into Judiciary premises, mandatory wearing of surgical masks at all times unless otherwise directed by Judges and Judicial Officers, providing hand sanitisers at different locations, and installing protective shields and partitions in courtrooms as appropriate.

13. Any court users including parties and legal representatives who have a fever or a high body temperature; who are subject to any quarantine

requirement, medical surveillance or compulsory testing while waiting for test results; or who are preliminary tested positive or tested positive for COVID-19; are not allowed to enter Judiciary premises. They should apply to the court as soon as practicable for permission of absence or inform the court with reasons for absence as appropriate.

14. Seating capacity of the public gallery of court rooms, court lobbies, registries and accounts offices will continue to be suitably reduced to enhance social distancing. Broadcasting of proceedings outside court rooms will be arranged where necessary and practicable. In addition, capacity limits and admission control will remain in force in areas such as court lobbies, registries and accounts offices. Where appropriate, queuing or other crowd management arrangements will be put in place. Court users should follow the instructions of the Judiciary staff and security personnel.

(VII) Contacts

15. If stakeholders have any questions about the detailed arrangements on the above matters, please contact the following officers for the respective courts :

(a) Court of Final Appeal

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

(b) High Court

High Court Registry

- 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 Twinky Lo, 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) Competition Tribunal

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

(d) 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
- Hotline : 2845 5696

(e) Family Court

- Ms Jolly Lam, Chief Judicial Clerk (Family Court) at 2582 5370
- Ms Sharon Wong, Senior Judicial Clerk I (Family Court) at 2582 5373
- Hotline : 2840 1218

(f) Lands Tribunal

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

(g) Labour Tribunal

- Ms Elizabeth Lee, Registrar/Labour Tribunal at 2625 3200

- Ms Heidi Ma, Deputy Registrar/Labour Tribunal at 2625 3226
- Hotline : 2625 0020

(h) Small Claims Tribunal

- Ms Wendy Chui, Chief Judicial Clerk (Small Claims Tribunal) at 3916 6401
- Ms Ada Law, Senior Judicial Clerk I (Small Claims Tribunal) at 3916 6459
- Hotline : 2877 4068

(i) Magistrates' Courts

- Ms Susanna Fong, 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 Rebecca Wong, 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

(j) Obscene Articles Tribunal

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

(k) Coroner's Court

- Ms Connie Lee, Clerk to Coroners at 3916 6201
- Mr K L Lee, Deputy Clerk to Coroners at 3916 6202

(l) Crowd Management Arrangements

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

(VIII) Further Updates

16. The Judiciary will closely monitor the public health situation with a view to making adjustments to the above arrangements if necessary. Where further changes are made, information will be provided as soon as practicable.

17. The Judiciary will continue to post updated information, including Daily Cause Lists, all arrangements in relation to Judiciary business and advice to court users, at a dedicated webpage on the Judiciary website (www.judiciary.hk). Stakeholders are advised to check the website for updated information.

18. 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
18 February 2021

Annex

Normalization of the Opening Hours of Judiciary Offices providing Support Services

Offices/Public Counters	Normal Opening Hours
➤ Court Language Section’s Certification Counter in Wanchai Law Courts Building (“WLCB”)	8:45 am to 1:00 pm 2:00 pm to 5:30 pm
➤ Bailiff Offices’ Public Counters at various court premises	8:45 am to 1:00 pm 2:00 pm to 5:30 pm
➤ Integrated Mediation Office in WLCB	9:00 am to 1:00 pm 2:00 pm to 6:00 pm
➤ High Court Library	8:45 am to 6:00 pm
➤ Building Management Mediation Co-ordinator’s Office in Lands Tribunal	9:00 am to 1:00 pm 2:00 pm to 5:00 pm
➤ Complaints Office at High Court Building (“HCB”)	8:45 am to 1:00 pm 2:00 pm to 6:00 pm
➤ Resource Centre for Unrepresented Litigants at HCB	8:45 am to 1:00 pm 2:00 pm to 6:00 pm
➤ Small Claims Tribunal Information Centre	8:45 am to 1:00 pm 2:00 pm to 5:30 pm

Remarks: The above offices are open from Mondays to Fridays (closed on Saturdays, Sundays and Public Holidays).