

**Special arrangements for individual registries during the initial re-opening period
from 12 to 22 April 2022**

Registry	Special arrangements
High Court Registry	<i>Re-opening on 12 Apr 2022</i>
	Drop boxes in Court 44 on LG4/F of the High Court Building (“HCB”) will continue for document filings which do not require immediate processing as marked with asterisks * in Annex 1. Please use the form in Annex 1A for such purpose.
	Resource Centre will operate in reduced scale (i.e. provision of forms and answering simple enquiries only) in Court 45 on LG4/F of the HCB from 12 to 22 April 2022. It will resume normal service from 25 April 2022 in LG105 of the HCB.
	Search and inspection will only be available in the afternoon from 12 to 22 April 2022.
Probate Registry	<i>Re-opening on 12 April 2022</i>
	General counter enquiries will be suspended from 12 to 22 April 2022.
District Court Registry	<i>Re-opening on 14 April 2022</i>
	Drop boxes on 4/F, the expanded registry of the District Court Registry in the Wanchai Law Courts Building (“WLCB”) will be provided for document filings which do not require immediate processing

Registry	Special arrangements
	as marked with asterisks * in Annex 1. Please use the form in Annex 2A for such purpose.
	Parties/legal representatives may also leave the documents for filing with the District Court Registry on 6/F of the WLCB together with a completed form in Annex 2B in case of need.
	Search and inspection will only be available in the afternoon from 14 to 22 Apr 2022.
	Commencement of Distraint cases will be handled by way of special appointments only. Please use the form in Annex 2C for such purpose from 14 to 22 Apr 2022.

Document Deposit Form (Form DC-1)

Annex 2A

Ticket No.

Name of Firm: _____

Contact Person: _____

Telephone Number: _____

Date: _____

List of documents deposited for (_____)¹
via 4/F Expanded Registry of District Court

Set out the documents in the table below²:

Item no.	Action number	Document Type ³
1.	DCCJ 1234 of 2019	2 nd Affidavit of Mr. ABC (the Plaintiff)
2.	DCPI 2345 of 2019	Amended Defence and Counterclaim of the 3 rd Defendant
3.	DCEC 3456 of 2019	Notice of Change of Solicitor for the 2 nd Defendant

¹ State whether the documents are for filing, ex-parte application, hearing or other purposes.

² Use addition sheet(s) if necessary.

³ State the title of the document and the party for which it is filed (if it does not appear in the document title).

Document Transaction Form (Form DC-2)

Ticket No.

Name of Firm: _____

Contact Person: _____

Telephone Number: _____

Date: _____

A. Please tick the appropriate bracket (one bracket only):

() List of documents deposited at District Court Registry for further processing

() List of documents deposited at Listing Office for further processing

() List of documents deposited at Accounts Office for further processing

() List of documents deposited at Sealing Office for further processing

B. List out the documents in the table below¹:

Item no.	Action number <i>OR</i> name of Plaintiff/ Applicant/ Claimant for new cases
1.	
2.	
3.	

¹Use additional sheet(s) if necessary.

Please present this form for collection of the abovementioned documents on the date/ time to be notified by the Court.

There is *NO NEED* to obtain any tag to gain access to the Expanded Registry on 4/F for such collection purpose.

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

(Form DC -3)

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 of arrears of ____ month(s) ____ day(s)
	Defendant:			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:			

	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.)