

Annex 1

**List of court proceedings and registry business to be conducted during
the remaining General Adjournment of Proceedings (“GAP”) Period from 4 April 2022 to 11 April 2022**

A. Court Proceedings and Hearings

Court	Court proceedings and hearings
Court of Final Appeal	Proceedings as directed by the Court
Court of Appeal	Urgent civil appeals and urgent applications
	Civil appeals directed by the Court to be conducted remotely or on paper
	Applications for leave to appeal against conviction and/or sentence and substantive criminal appeals listed between 7 and 18 March 2022
	As from 21 March 2022, applications for leave to appeal against conviction and/or sentence before a single judge to be disposed of on paper; and any other matters where the circumstances are deemed by the Court so exceptional to warrant a hearing
	Bail applications
Court of First Instance	Urgent applications to Duty Judge or Duty Master
	Ongoing civil proceedings as directed by the Court

Court	Court proceedings and hearings
	Civil proceedings directed by the Court to be conducted remotely or disposed of on paper
	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
	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
	Urgent applications under section 42 of Cap. 6 by the debtors for validation orders
	Applications for bail or review of bail
	Ongoing criminal proceedings as directed by the Court
	Plea and sentencing cases as directed by the Court having regard to the circumstances of the case
	Cases with defendants remanded in custody pending reports as directed by the Court having regard to the circumstances of the case
District Court	Urgent applications to Duty Judge or Duty Master
	Ongoing civil proceedings as directed by the Court

Court	Court proceedings and hearings
	Civil proceedings directed by the Court to be conducted remotely or disposed of on paper
	Ongoing criminal proceedings as directed by the Court
	Criminal cases adjourned for sentence or plea and sentence with defendants remanded in custody as directed by the Court having regard to the circumstances of the case
	Criminal cases with defendants remanded in custody pending reports as directed by the Court having regard to the circumstances of the case
	Other criminal proceedings as directed by the Court having regard to the urgency and other circumstances of the case, including any application by the parties
Family Court	Urgent applications to Duty Judge
	Proceedings directed by the Court to be conducted remotely or disposed of on paper
Lands Tribunal	Proceedings directed by the Tribunal to be disposed of on paper
Magistrates' Courts	Fresh remand cases
	Cases with defendants remanded in custody who have the legal rights to appear before a Magistrate to review his/her remand situation ("eight-day cases")
	Ongoing and part-heard trials as directed by the Court
	Trials as directed by the Court having regard to the urgency and other circumstances of the case

Court	Court proceedings and hearings
	Cases with defendants remanded in custody pending reports as directed by the Court having regard to the circumstances of the case
	Sentencing cases with defendants remanded in custody as directed by the Court having regard to the circumstances of the case
Juvenile Court	Ongoing and part-heard trials as directed by the Court
	Cases with defendants remanded in custody pending reports as directed by the Court having regard to the circumstances of the case
	Sentencing cases with defendants remanded in custody as directed by the Court having regard to the circumstances of the case
	Urgent applications for care or protection order
Labour Tribunal	Trials and applications directed by the Tribunal to be disposed of on paper
	Ongoing and part-heard trials as directed by the Tribunal
Small Claims Tribunal	Trials and applications directed by the Tribunal to be disposed of on paper
	Ongoing and part-heard trials as directed by the Tribunal
Coroner's Court	Ongoing death inquests as directed by the Court
	Paper applications for waivers for autopsy

Court	Court proceedings and hearings
	Issuance of urgent certificates of order authorizing burial/cremation of body
	Urgent cases with pathologist's recommendation for autopsy
	Issuance of urgent certificates of the fact of death and documents for the removal of bodies outside jurisdiction

B. Registry Business

Registry	Registry business	
Court of Final Appeal		
Court of Final Appeal Registry	From 7 Mar to 11 Apr 2022	Filing of urgent applications
High Court		
High Court Registry	From 7 Mar to 11 Apr 2022	Filing of originating process where the limitation period for a cause of action under the Limitation Ordinance (Cap. 347) may expire during the GAP period
		Filing of document(s) pursuant to an unless order imposing a time limit that may expire during the GAP period
		Filing of application to apply for judicial review (including but not limited to non-refoulement claims) where the time limit for making the application provided by Order 53 rule 4(1) of the Rules of the High Court (Cap. 4A) may expire during the GAP period
		Filing of 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

Registry	Registry business	
		Filing of 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
		Filing of urgent applications under section 42 of Cap. 6 by the debtors for validation orders
		Urgent application and collection of apostilles
		Urgent registration of enduring power of attorney
	Enhanced business from 4 to 11 April 2022	Application and collection of apostilles
		Registration of enduring power of attorney and the lodging of related documents
		Lodging of requests for service of documents outside Hong Kong (including Mainland China)
		* Filing of ex-parte and consent applications
		* Filing of documents that do not require immediate processing and including Consent Order pursuant to Order 42 Rule 5A of the Rules of the High Court
		* Sealing of orders

Registry	Registry business	
Probate Registry	From 7 Mar to 11 Apr 2022	Urgent grant of probate
	Enhanced business from 4 to 11 April 2022	Urgent application for amendment of grant
		Computer search of related information in the Probate Registry
District Court		
District Court Registry	From 7 Mar to 11 Apr 2022	Filing of originating process where the limitation period for a cause of action under the Limitation Ordinance (Cap. 347) may expire during the GAP period
		Filing of document(s) pursuant to an unless order imposing a time limit that may expire during the GAP period
	Enhanced business from 4 to 11 April 2022	Filing of documents for accepting payment in and obtaining payment out of sanctioned payment
		* Filing of ex-parte and consent applications
		* Filing of documents that do not require immediate processing and including Consent Order pursuant to Order 42 Rule 5A of the Rules of the District Court
		* Sealing of orders

Registry	Registry business	
Family Court Registry	From 7 Mar to 11 Apr 2022	Filing of originating process where the limitation period for a cause of action under the Limitation Ordinance (Cap. 347) may expire during the GAP period
		Filing of document(s) pursuant to an unless order imposing a time limit that may expire during the GAP period
	Enhanced business from 4 to 11 April 2022	Filing of ex-parte and consent applications
		Filing of documents that do not require immediate processing
		Sealing of orders

Remarks:

* Drop boxes will be provided on LG4/F of the High Court Building and 6/F of the Wanchai Law Courts Building for the High Court Registry and the District Court Registry respectively to receive these specific documents. Parties and legal representatives making use of the drop boxes are required to complete in duplicate a “Document Deposit Form” (see Annex 1A) to be handed in together with the documents to be filed.

Document Deposit Form

Name of Firm : _____

Contact Person : _____

Telephone Number: _____

Date : _____

List of documents deposited for (_____)¹ via Drop Box

at _____
(state the court registry/office concerned, e.g. High Court Registry or District Court Registry, etc)

Set out the documents in the table below²

Item no.	Action number	Document Type³
1.		
2.		
3.		
4.		
5.		
6.		

¹ State the purpose of the document submission. Documents suitable for drop boxes should be documents not requiring immediate processing such as for filing only, for ex-parte applications and for sealing of consent orders.

² Use additional sheet(s) if necessary

³ State the title of the document and the party for which it is filed, e.g. 2nd affidavit of Mr ABC (Plaintiff).