

法庭服務簡介

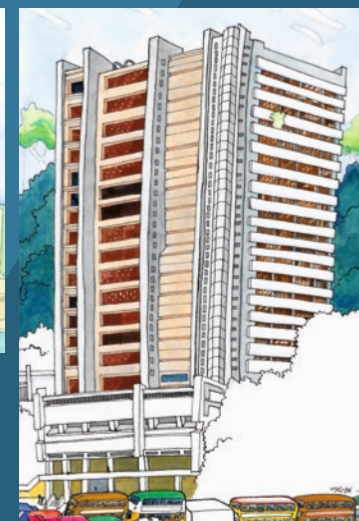
Guide to Court Services

此小冊子只作一般參考用途，
並不可視為法律或法庭常規的
詳盡及具有權威性的說明。

This publication is for general
reference only and should not be
treated as a complete and
authoritative statement of law
or court practice.

香港特別行政區政府新聞處設計封面
政府物流服務署印

Cover designed by the Information Services Department
Printed by the Government Logistics Department
Hong Kong Special Administrative Region Government



法庭服務指南

香港特別行政區的法院及司法機構

司法機構負責本港的司法工作，聆訊一切檢控及民事訴訟，完全獨立於行政及立法機構。

香港特別行政區的法院架構是怎樣的？

終審法院是香港特別行政區最高的上訴法院，根據香港法例第484章《香港終審法院條例》及其他法例所賦予的權力，處理針對高等法院（上訴法庭及原訟法庭）的民事及刑事判決而作出的上訴及有關事項。

上訴法庭負責處理來自原訟法庭和區域法院民事、刑事案件的上訴，同時亦處理競爭事務審裁處、土地審裁處、各審裁處及其他法定組織的上訴。

原訟法庭對民事和刑事案件均有無限的司法管轄權。該法庭亦處理來自各級法院的上訴，包括裁判法院、小額錢債審裁

處、淫褻物品審裁處、勞資審裁處及小額薪酬索償仲裁處。在刑事審訊中，原訟法庭法官與7人陪審團一起審理案件；而在法官的特別指令下，陪審團的成員數目可增至9人。

競爭事務審裁處是根據香港法例第619章《競爭條例》設立的高級紀錄法院，負責處理有關競爭事宜的法律程序。

區域法院處理涉及款項5萬元以上、但不超過100萬元的民事訴訟，而刑事案件中，區域法院法官的判刑上限是7年監禁。

家事法庭主要負責處理離婚及有關的事宜，包括贍養費及子女的福利等。

本港共有7所**裁判法院**，裁判法院的刑事司法管轄權非常廣泛，負責審理多種可公訴罪行及簡易程序罪行，判刑上限為監禁2年和罰款10萬元。但是，當法庭同時處理兩項或以上的可公訴罪行時，裁判官可判處最高3年的刑期。就某些條例而言，單一罪行可判監禁3年和罰款500萬元。

土地審裁處有權力裁定業主根據香港法例第7章《業主與租客(綜合)條例》或普通法而提出的收回樓宇管有權申請，及審理有關建築物管理的爭議，審裁處亦有權力裁定政府因進行公共發展而根據有關條例強制收回土地而需評估賠償的申請，及審理差餉租值/地租值上訴和《房屋條例》涵蓋的處所

的市值評估上訴。多數份數業主根據香港法例第545章《土地(為重新發展而強制售賣)條例》為售賣土地重新發展而提出申請，審裁處有權力作出裁定。

勞資審裁處審理勞資糾紛，索償款額並無上限，但所處理的申索，必須是在同一申索中至少有一名申索人所追討的款項是超過8千元，或該申索涉及超過10名申索人。審裁處採用非正式的聆訊模式，訴訟雙方不得由律師代表。

小額錢債審裁處審理其享有司法管轄權之民事申索案件，但款額不可超過5萬元。這裡採用非正式的聆訊模式，而訴訟雙方不得由律師代表。

淫褻物品審裁處為物品或在公眾地方展示的其它事物鑑定類別，並且評定是否含淫褻或不雅成分。

死因裁判法庭負責調查死亡個案及如認為有需要的話，進行研訊。

少年法庭負責審理被控人為兒童或16歲以下的少年人的案件，但不包括殺人罪。此外，少年法庭也可為兒童或少年人發出照顧或保護令。該法庭分別設於東區、九龍城、荃灣、粉嶺及屯門裁判法院內。

法庭登記處及詢問處

各法院均設有登記處，負責文件存檔，排期審訊案件，並且為法官及司法人員提供協助。以下為有關法院的地址及查詢電話：

終審法院登記處

地址：香港中環昃臣道8號

電話：2123 0123

傳真：2121 0300

高等法院登記處

地址：香港金鐘道38號低層一樓

電話：2523 2212

傳真：2524 9725

高等法院書記主任辦事處

地址：香港金鐘道38號高等法院大樓地下

電話：2825 4672

傳真：2530 3512

競爭事務審裁處登記處

地址：香港金鐘道38號高等法院大樓地下

電話：2825 0426

傳真：2530 3512

區域法院登記處

地址：香港灣仔港灣道12號灣仔政府大樓六樓

電話：2845 5696

傳真：2824 1641

家事法庭登記處

地址：香港灣仔港灣道12號灣仔政府大樓閣樓二

電話：2840 1218

傳真：2523 9170

東區裁判法院

地址：香港西灣河太安街29號東區法院大樓四樓至七樓

電話：2886 6755

傳真：2886 5034

九龍城裁判法院

地址：九龍亞皆老街147M號

電話：2767 3200

傳真：2351 4708

觀塘裁判法院

地址：九龍鯉魚門道10號

電話：2772 9235

傳真：2347 4595

荃灣裁判法院

地址：新界荃灣大河道70號

電話：2412 5918

傳真：2413 8737

粉嶺裁判法院

地址：新界粉嶺璧峰路1號

電話：2682 7722

傳真：2675 5245

沙田裁判法院

地址：新界沙田宜正里1號

電話：2695 1383

傳真：2602 2872

屯門裁判法院

地址：新界屯門屯喜路1號

電話：2452 8136

傳真：2459 1292

土地審裁處

地址：九龍加士居道38號

電話：2771 3034

傳真：2384 4901 / 2384 4896

勞資審裁處

地址：九龍加士居道36號

電話：2625 0020

傳真：2513 6797 / 2625 0556

小額錢債審裁處

地址：香港灣仔港灣道12號灣仔政府大樓四樓

電話：2582 4084 / 2582 4085

熱線：2877 4068

傳真：2587 9139

死因裁判法庭

地址：香港西灣河太安街29號東區法院大樓十樓

電話：2886 6871

傳真：2568 1735

淫褻物品審裁處

地址：香港西灣河太安街29號東區法院大樓九樓

電話：2886 6807

傳真：2568 1324

遺產承辦處

地址：香港金鐘道38號高等法院大樓低層三樓

電話：2840 1683

傳真：2524 7737

法庭支援服務

執達事務組

如法庭裁定你應收回款項，但對方卻沒有遵從照付，便可申請由執達主任執行該項判令。各執達主任辦事處的地址如下：

海事及高等法院執達主任辦事處

地址：香港金鐘道38號高等法院大樓低層三樓

電話：2825 4300

傳真：2530 3543

港島區執達主任辦事處

地址：香港灣仔港灣道12號灣仔政府大樓二十六樓

電話：2582 3081

傳真：2587 9806

九龍區執達主任辦事處

地址：九龍鯉魚門道10號觀塘法院大樓二樓207室

電話：2772 9263

傳真：2952 9043

新界區執達主任辦事處

地址：新界沙田宜正里1號沙田法院大樓

二樓224至227室及七樓713室

電話：2694 2289

傳真：2607 1430

新界區執達主任（荃灣）辦事處

地址：新界荃灣大河道70號荃灣法院大樓地下

電話：2412 5973

傳真：2492 5309

法律參考資料及圖書館組

司法機構圖書館約有館藏197,000冊，基本上都是普通法方面的資料，主要存放於高等法院圖書館、終審法院圖書館及區域法院圖書館內。另外於各內庭、裁判法院及審裁處亦存有一些藏書供法官及司法人員使用。高等法院圖書館收藏了超過65,000冊書籍及期刊；終審法院圖書館及區域法院圖書館則分別收藏約9,200及10,700冊。司法機構圖書館提供法律參考及資訊服務、影印和其他服務予法官及司法人員、司法機構職員、法律專業人士和法律系學生。

如要申請使用圖書館設施，可向高等法院圖書館查詢。

開放時間

高等法院圖書館

| | |
|---------|------------|
| 星期一、三、五 | 上午九時至下午五時半 |
| 星期二、四 | 上午九時至下午六時 |
| 星期六 | 上午九時至中午十二時 |

區域法院圖書館

| | |
|---------|--------------|
| 星期一至星期五 | 上午八時五十分至下午六時 |
| 星期六 | 休息 |

終審法院圖書館

| | |
|----------|-------------------------|
| 星期一至星期五 | 上午八時五十分至下午一時 下午二時至六時 |
| 星期六 | 休息 |
| 星期日及公眾假期 | 所有圖書館休息。 |

持有司法機構圖書證人士可使用高等法院和區域法院圖書館；也可在終審法院聆訊他們的案件期間使用終審法院圖書館。

查詢電話

高等法院圖書館：2825 4464

區域法院圖書館：2582 4062

終審法院圖書館：2123 0044

法庭語文組

法庭語文組的主要工作是為不諳中文或英文的人士在香港進行的各級法庭程序中提供傳譯服務，並負責核證供香港法庭聆訊使用的翻譯文件。刑事案件的譯文核證服務是免費的，而民事案件的譯文核證服務則須收取有關法例所訂明的費

用。法庭語文組位於香港灣仔港灣道12號灣仔政府大樓二十六樓，查詢電話2582 2904。

新聞及公共關係組

除了處理與傳媒有關的工作外，新聞及公共關係組亦安排本地團體及外地訪客參觀司法機構。該小組同時印製小冊子及製作短片，介紹各法院、審裁處的工作和程序；大部份小冊子可於各法院大樓免費索取，小冊子的內容及部份短片亦已上載司法機構的網站(<http://www.judiciary.gov.hk>)。

有關終審法院的導賞活動，請參閱終審法院網頁(<http://www.hkcfa.hk>)，或致電2123 0156或2123 0157查詢。

有關其他參觀的安排，請致電2825 4661查詢。

一般查詢

查詢有關法庭服務的資料，可致電2869 0869。

司法機構

二〇一五年十二月

(第十版)

GUIDE TO COURT SERVICES

Hong Kong's courts and its judiciary

The Judiciary is responsible for the administration of justice in Hong Kong. It hears all prosecutions and civil disputes. It is completely independent of the executive and legislative branches of the Government.

What is the structure of Hong Kong courts?

The [Court of Final Appeal](#) is the highest appellate court in the Hong Kong Special Administrative Region. It has jurisdiction in respect of matters conferred on it by the Hong Kong Court of Final Appeal Ordinance, Cap. 484 and by any other law. It hears appeals on civil and criminal matters from the High Court (the Court of Appeal and the Court of First Instance).

The [Court of Appeal](#) hears appeals on all civil and criminal matters from the Court of First Instance and the District Court. It also hears appeals from Competition Tribunal, Lands Tribunal and various Tribunals and Statutory Bodies.

The [Court of First Instance](#) has unlimited jurisdiction in both civil and criminal matters. It also hears appeals from Magistrates' Courts, the Small Claims Tribunal, the Obscene Articles Tribunal, the Labour Tribunal and the Minor Employment Claims Adjudication Board. For criminal trials, judges of the Court of First Instance sit with a jury of seven (nine on the special direction of the judge).

The [Competition Tribunal](#) is a superior court of record set up by the Competition Ordinance, Cap 619 to deal with legal proceedings concerning competition matters.

The [District Court](#) hears civil disputes of a value over \$50,000 but not more than \$1 million. Its criminal jurisdiction is limited to 7 years' imprisonment.

The [Family Court](#) deals mainly with divorce cases and related matters such as maintenance and the welfare of children.

There are 7 [Magistrates' Courts](#). They exercise criminal jurisdiction over a wide range of indictable and summary offences meriting up to 2 years' imprisonment and a fine of \$100,000. However the court may impose sentences of up to 3 years' imprisonment where there are two or more indictable offences being dealt with at the same time. Indeed under some Ordinances a single offence may carry 3 years' imprisonment and a fine of \$5 million.

The [Lands Tribunal](#) has jurisdiction to determine applications by

landlords for possession of premises under the Landlord and Tenant (Consolidation) Ordinance, Cap. 7 or under the Common Law. The Tribunal also deals with cases arising from disputes in relation to building management. The Tribunal also hears applications for the determination of compensations caused by land resumption and payable by the Government because of public developments pursuant to the relevant ordinances, and determine appeals against the assessment of rateable value / government rent or market value of property under the Housing Ordinance. The Tribunal can determine applications made by majority owners of a land for the sale of the land for redevelopment purpose under the Land (Compulsory Sale for Redevelopment) Ordinance, Cap. 545.

The [Labour Tribunal](#) deals with labour disputes. There is no upper limit on the amount of claim, but the Tribunal only hears cases which the amount of claim exceeds \$8,000 for at least one of the claimants in a claim or which the number of claimants in the claim exceeds 10. Hearings are informal and no legal representation is allowed.

The [Small Claims Tribunal](#) hears civil claims within its jurisdiction of up to \$50,000. Hearings are informal and no representation by lawyers is allowed.

The [Obscene Articles Tribunal](#) determines and classifies whether or not an article or other matter publicly displayed is obscene or indecent.

The **Coroner's Court** conducts investigations and if necessary holds inquests into the deaths.

The **Juvenile Court** hears charges against children or young persons under the age of 16, except where the charge is one of homicide. It may also make care or protection orders in respect of children or juveniles. It sits in the Eastern, Kowloon City, Tsuen Wan, Fanling and Tuen Mun Magistrates' Courts.

Court Registries and enquiries

Each court has its own registry which is responsible for filing documents, listing cases for hearing, and providing support to judges and judicial officers. The following are the addresses and enquiry telephone numbers of these registries:

Court of Final Appeal Registry

Address: 8 Jackson Road, Central, Hong Kong
Telephone: 2123 0123
Facsimile: 2121 0300

High Court Registry

Address: LG1 Floor, 38 Queensway, Hong Kong
Telephone: 2523 2212
Facsimile: 2524 9725

Clerk of Court's Office

Address: G/F, High Court Building, 38 Queensway, Hong Kong
Telephone: 2825 4672
Facsimile: 2530 3512

Competition Tribunal Registry

Address: G/F, High Court Building, 38 Queensway, Hong Kong
Telephone: 2825 0426
Facsimile: 2530 3512

District Court Registry

Address: Wanchai Law Courts, 6/F, Wanchai Tower,
12 Harbour Road, Hong Kong
Telephone: 2845 5696
Facsimile: 2824 1641

Family Court Registry

Address: Wanchai Law Courts, M2/F, Wanchai Tower,
12 Harbour Road, Hong Kong
Telephone: 2840 1218
Facsimile: 2523 9170

Eastern Magistrates' Courts

Address: 4/F – 7/F, Eastern Law Courts Building,
29 Tai On Street, Sai Wan Ho, Hong Kong
Telephone: 2886 6755
Facsimile: 2886 5034

Kowloon City Magistrates' Courts

Address: 147M, Argyle Street, Kowloon

Telephone: 2767 3200

Facsimile: 2351 4708

Kwun Tong Magistrates' Courts

Address: 10 Lei Yue Mun Road, Kowloon

Telephone: 2772 9235

Facsimile: 2347 4595

Tsuen Wan Magistrates' Courts

Address: 70 Tai Ho Road, Tsuen Wan, New Territories

Telephone: 2412 5918

Facsimile: 2413 8737

Fanling Magistrates' Courts

Address: 1 Pik Fung Road, Fanling, New Territories

Telephone: 2682 7722

Facsimile: 2675 5245

Shatin Magistrates' Courts

Address: 1 Yi Ching Lane, Shatin, New Territories

Telephone: 2695 1383

Facsimile: 2602 2872

Tuen Mun Magistrates' Courts

Address: 1 Tuen Hi Road, Tuen Mun, New Territories

Telephone: 2452 8136

Facsimile: 2459 1292

Lands Tribunal

Address: 38 Gascoigne Road, Kowloon

Telephone: 2771 3034

Facsimile: 2384 4901 / 2384 4896

Labour Tribunal

Address: 36 Gascoigne Road, Kowloon

Telephone: 2625 0020

Facsimile: 2513 6797 / 2625 0556

Small Claims Tribunal

Address: 4/F, Wanchai Tower, 12 Harbour Road, Hong Kong

Telephone: 2582 4084 / 2582 4085

Hotline: 2877 4068

Facsimile: 2587 9139

Coroner's Court

Address: 10/F, Eastern Law Courts Building,
29 Tai On Street, Sai Wan Ho, Hong Kong

Telephone: 2886 6871

Facsimile: 2568 1735

Obscene Articles Tribunal

Address: 9/F, Eastern Law Courts Building,
29 Tai On Street, Sai Wan Ho, Hong Kong
Telephone: 2886 6807
Facsimile: 2568 1324

Probate Registry

Address: LG3, High Court Building, 38 Queensway, Hong Kong
Telephone: 2840 1683
Facsimile: 2524 7737

Court Supporting Services

Bailiff Section

After you have obtained a court judgment for payment of money to you, you can apply for its enforcement by Court Bailiffs if the judgment is not complied with. The Bailiff's Offices are located as follows:

Bailiff Admiralty and High Court Office

Address: LG3, High Court Building, 38 Queensway, Hong Kong
Telephone: 2825 4300
Facsimile: 2530 3543

Bailiff Hong Kong Regional Office

Address: 26/F, Wanchai Tower, 12 Harbour Road, Hong Kong
Telephone: 2582 3081
Facsimile: 2587 9806

Bailiff Kowloon Regional Office

Address: Room 207, 2/F, Kwun Tong Law Courts Building,
10 Lei Yue Mun Road, Kowloon
Telephone: 2772 9263
Facsimile: 2952 9043

Bailiff New Territories Regional Office

Address: Room 224 -227, 2/F and Room 713, 7/F, Shatin Law
Courts Building, 1 Yi Ching Lane, Sha Tin, New Territories
Telephone: 2694 2289
Facsimile: 2607 1430

Bailiff New Territories Regional (Tsuen Wan) Office

Address: G/F, Tsuen Wan Law Courts Building,
70 Tai Ho Road, Tsuen Wan, New Territories
Telephone: 2412 5973
Facsimile: 2492 5309

Legal Reference and Library Section

The total collection of the Judiciary Libraries is about 197,000 volumes basically of common law materials housed mainly in the High Court Library, Court of Final Appeal Library and District Court Library. Some collections are located in the chambers, Magistrates' Courts and Tribunals for judges and judicial officers. More than 65,000 volumes of books and serials are located in the High Court Library and about 9,200 and 10,700 volumes are respectively in the other two libraries at the Court of Final Appeal and the District Court. The Judiciary Libraries provide legal reference and information services, photocopying and other services to the judges and judicial officers, staff of the Judiciary, members of the legal profession and law students.

Enquiries about application for the use of library facilities may be made to the High Court Library.

Opening hours

High Court Library

| | |
|---------------------------------|------------------------|
| Mondays, Wednesdays and Fridays | 9:00 a.m. to 5:30 p.m. |
| Tuesdays and Thursdays | 9:00 a.m. to 6:00 p.m. |
| Saturdays | 9:00 a.m. to 12 noon |

District Court Library

| | |
|--------------------|------------------------|
| Mondays to Fridays | 8:50 a.m. to 6:00 p.m. |
| Saturdays | Closed |

Court of Final Appeal Library

| | |
|--------------------|--|
| Mondays to Fridays | 8:50 a.m. to 1:00 p.m. 2:00 p.m. to 6:00 p.m. |
| Saturdays | Closed |

All libraries close on Sundays and public holidays.

Judiciary Library card holders may use the High Court Library and the District Court Library. They may use the Court of Final Appeal Library on the days when their cases are being heard in the Court of Final Appeal.

Enquiry telephone numbers

| | |
|--------------------------------|-----------|
| High Court Library: | 2825 4464 |
| District Court Library: | 2582 4062 |
| Court of Final Appeal Library: | 2123 0044 |

Court Language Section

The Court Language Section in the main provides interpreting services for those who are not conversant with Chinese or English in all court proceedings in Hong Kong. The Section is also responsible for certifying the translation of documents for use in court proceedings in Hong Kong. For such certification service, it is provided free for criminal cases, but a prescribed fee is charged for civil cases. The Court Language Section is located on 26/F,

Wanchai Tower, 12 Harbour Road, Hong Kong. (Tel.: 2582 2904).

Press and Public Relations Office

Apart from undertaking media related work, this office arranges visits to the Judiciary by local organisations and overseas visitors. It also prepares publications and produces videos that introduce the work and procedures of various courts and tribunals. Most of these publications are available free in court buildings. Contents of the publications and some videos are also uploaded on the Judiciary website (<http://www.judiciary.gov.hk>).

For enquiries on guided visits to the Court of Final Appeal, please refer to the Court of Final Appeal website (<http://www.hkcfa.hk>) or call 2123 0156 or 2123 0157.

For details of other visit arrangement, please call 2825 4661.

General Enquiries

You can obtain general information or make enquiries about court services by calling 2869 0869.

Judiciary
December 2015
(10th Edition)