

Claim nature:  
A. \* Monetary Claim/Non-Monetary Claim/Mixed Claim  
B.

No. 1  
**Writ of Summons**  
(Order 6 rule 1)

DCCJ \_\_\_\_\_ / 20 \_\_\_\_

**IN THE DISTRICT COURT OF THE  
HONG KONG SPECIAL ADMINISTRATIVE REGION  
CIVIL ACTION NO. \_\_\_\_\_ OF 20 \_\_\_\_**

Between

Plaintiff

AND

Defendant

TO THE DEFENDANT (name) \_\_\_\_\_  
of (address) \_\_\_\_\_

THIS WRIT OF SUMMONS has been issued against you by the above-named Plaintiff in respect of the claim set out on the back.

Within (14 days) after the service of this Writ on you, counting the day of service, you must either satisfy the claim or return to the Registry of the District Court the accompanying ACKNOWLEDGMENT OF SERVICE stating therein whether you intend to contest these proceedings or to make an admission.

If you fail to satisfy the claim or to return the Acknowledgment within the time stated, or if you return the Acknowledgment without stating therein an intention to contest the proceedings or to make an admission, the Plaintiff may proceed with the action and judgment may be entered against you forthwith without further notice.

\*[If you intend to make an admission, you may complete an appropriate form enclosed in accordance with the accompanying Directions for Acknowledgment of Service.]

Issued from the Registry of the District Court this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

Registrar

*Note:* – This Writ may not be served later than 12 calendar months beginning with that date unless renewed by order of the Court.

**IMPORTANT**

Directions for Acknowledgment of Service are given with the accompanying form.

\*[Statement of Claim]

The Plaintiff's claim is for \_\_\_\_\_

\*Where words appear between square brackets, delete if inapplicable.  
\*(Signed if statement of claim indorsed.)

A statement of claim must be verified by a statement of truth in accordance with Order 41A of the Rules of the District Court (Cap. 336 sub. leg. H).

(Where the Plaintiff's claim is for a debt or liquidated demand only: If, within the time for returning the Acknowledgment of Service, the Defendant pays the amount claimed and \$ ..... for costs, further proceedings will be stayed. The money must be paid to the Plaintiff or his Solicitor.)

THIS WRIT was issued by \_\_\_\_\_ of  
Solicitors for the said Plaintiff whose address is \_\_\_\_\_

\*(or where the Plaintiff sues in person:

THIS WRIT was issued by the said Plaintiff who resides at \_\_\_\_\_  
and (if the Plaintiff does not reside within the jurisdiction) whose address for service is \_\_\_\_\_).

(This footnote and the claim nature box at the front page do not form part of the statutory Form No. 1)  
Please refer to Order 41A rule 5(1) of the Rules of the District Court, Cap.336, sub. leg. H for the form of the statement of truth. Example is given below:

\*I / The plaintiff believe(s) that the facts stated in this statement of claim are true.”