

IN THE HIGH COURT OF THE
HONG KONG SPECIAL ADMINISTRATIVE REGION
COURT OF FIRST INSTANCE

**General Reference for (ex-parte) Application to the Court of First Instance
for Leave to Appeal out of time**

(from Award / Order of the Small Claims Tribunal / Labour Tribunal / Minor Employment Claims Adjudication Board)

Application Documents

1. The application for leave to appeal out of time has to be made by way of letter addressing to the Registrar, High Court.
2. The following should be set out in the Application:-
 - (1) personal particulars of the Applicant;
 - (2) particulars of the Tribunal case;
 - (3) the reasons for application for leave to appeal out of time;
 - (4) the reasons for appealing against the Award/Order of the Tribunal;
 - (5) other relevant reference.
3. Copies of relevant Award/Order should be attached to the application .
4. Other general referential materials for the application may be obtained at the “Resource Centre for Unrepresented Litigants” at Room LG105, Lower Ground Floor 1 (LG1), High Court Building, or at Counter 1, Clerk of Court’s Office, Ground Floor, High Court Building.

Photocopying Service

5. Make one copy of each of the application documents for own retention. The charge for self-service photocopying is \$0.50 per copy.
6. Photocopying Service is available at :-
 - (1) the Clerk of Court’s Office on Ground Floor (G/F), High Court Building – where only Octopus Card can be used;
 - (2) the High Court Registry on Lower Ground Floor 1 (LG1), High Court Building – where only Octopus Card can be used; and
 - (3) the “Resource Centre for Unrepresented Litigants” at Room LG105, Lower Ground Floor 1, High Court Building, where either Octopus Card or coins can be used (coins \$0.10 and \$0.20 are not acceptable, and no change service is provided).

Submission of Application Documents

7. The application documents are to be submitted at Counter 1, Clerk of Court’s Office, Ground Floor, High Court Building for consideration by the Registrar, High Court.

Application Result

8. The Applicant would be informed of the Order/Direction of the Registrar, High Court by way of letter.

Granting of Leave for Application for Leave to Appeal out of time

9. When leave for the application for leave to appeal out of time is granted, the Applicant can lodge an application for leave to appeal to the Court of First Instance. For the application procedures, please refer to the “General Reference for (ex-parte) application to the Court of First Instance for Leave to Appeal (from Award / Order of the Small Claims Tribunal / Labour Tribunal / Minor Employment Claims Adjudication Board)”.