

No. 26  
**List of Documents**  
(O. 24 r. 5)

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

<sup>(a)</sup> Case No. \_\_\_\_\_ / \_\_\_\_\_

General  
Reference

(a) Insert case  
number

BETWEEN

(b) Insert  
name(s) of  
Plaintiff(s)

(b) (1)

Plaintiff(s)(Applicant(s))

and

(c) Insert  
name(s) of  
Defendant(s)

(c) (1)

Defendant(s)(Applicant(s))

**LIST OF DOCUMENTS**

The following is a list of the documents relating to the matters in question in this action which are or have been in the possession, custody or power of the above-named \* Plaintiff(s) (or Defendant(s)) and which is served in compliance with Order 24, rule 2 (or the Order herein dated the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_).

1. The \* Plaintiff(s) (or Defendant(s)) has in his possession, custody or power the documents relating to the matters in question in this action enumerated in Schedule 1 hereto.
2. The \* Plaintiff(s) (or Defendant(s)) objects to produce the documents enumerated in Part 2 of the said Schedule 1 on the ground that (stating the ground of objection) <sup>(2)</sup>

3. The \* Plaintiff(s) (or Defendant(s)) has had, but has not now, in his possession, custody or power the documents relating to the matters in question in this action enumerated in Schedule 2 hereto.

4. Of the documents in the said Schedule 2, those numbered \_\_\_\_\_ in that Schedule were last in the \* Plaintiff(s) (or Defendant(s)) possession, custody or power on (stating when) \_\_\_\_\_ and the remainder on (stating when) \_\_\_\_\_

(Here state what has become of the said documents and in whose possession they now are.)  
<sup>(2)</sup>

5. Neither the \* Plaintiff(s) (or Defendant(s)), nor his solicitor nor any other person on his behalf, has now, or ever had, in his possession, custody or power any document of any description whatever relating to any matter in question in this action, other than the documents enumerated in Schedules 1 and 2 hereto.

**SCHEDULE 1**

**Part 1**

(Here enumerate in a convenient order the documents (or bundles of documents, if of the same nature, such as invoices) in the possession, custody or power of the party in question which he does not object to produce, with a short description of each document or bundle sufficient to identify it.)

(2)

**Part 2**

(Here enumerate as aforesaid the documents in the possession, custody or power of the party in question which he objects to produce.) (2)

**SCHEDULE 2**

(Here enumerate as aforesaid the documents which have been, but at the date of service of the list are not, in the possession, custody or power of the party in question.) (2)

Dated the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

## Notice to Inspect

Take notice that the documents in the above List, other than those listed in Part 2 of Schedule 1 (and Schedule 2), may be inspected at (the office of the solicitor of the above-named

\* Plaintiff(s) (or Defendant(s)) (insert address)

or as may be) on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_.

To the \* Defendant(s) (or Plaintiff(s))  
and his solicitors

Served the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_  
of \_\_\_\_\_ solicitors for the \* Plaintiff(s) (or Defendant(s)).

\* Delete whichever is inapplicable

<sup>(1)</sup> Or to fill in details which appear on the originating document

<sup>(2)</sup> If the space here is insufficient, blank paper may be used and attached to this summons