

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

(a) Case No. \_\_\_\_\_ / \_\_\_\_\_

(a) General Reference  
Insert case number

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

BETWEEN  
(b) (1)

Plaintiff(s)

(c) Insert name(s) of  
\*Defendant(s)/  
Applicant(s)

(c) (1)

and

\* Defendant(s)/  
Applicant(s)

**S U M M O N S**

LET ALL PARTIES CONCERNED ATTEND before the \*Registrar/Master \_\_\_\_\_  
sitting in Chambers \*(open to public) / (not open to public) at the High Court of Hong Kong, High Court  
Building, 38, Queensway, Hong Kong on \_\_\_\_\_-day, the \_\_\_\_\_ day of \_\_\_\_\_,  
200\_\_\_\_ at \_\_\_\_\_ o'clock in the \*fore/after noon, on the hearing of an application on the part of the  
( \_\_\_\_\_ ) \* Plaintiff(s)/Defendant(s)/Applicant(s) \_\_\_\_\_ for an Order that:-

(d) State the order to be  
obtained

(d) (3) (please prepare an affirmation stating the facts and reasons in support of the application.)

(2) [O.3, r. 5, RHC]

Time for complying with the court order dated \_\_\_\_\_ to be extended to the \_\_\_\_\_ day  
of \_\_\_\_\_, 200 \_\_\_\_ from the date of the order.

(e) State the costs order, if  
necessary

(e) And that the costs of the said application be paid by the ( \_\_\_\_\_ ) \*Plaintiff(s)/ Defendant(s)/Applicant(s)  
\_\_\_\_\_ to the ( \_\_\_\_\_ ) \*Plaintiff(s)/ Defendant(s)/Applicant(s) \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_

**Registrar**

(f) Insert name of the person  
taking out this summons

This summons was taken out by: (f) \_\_\_\_\_ in person,

(g) Insert address of the  
person taking out this  
summons

whose address is (g) \_\_\_\_\_  
\_\_\_\_\_ Telephone No. \_\_\_\_\_

The following are the names/addresses of all persons / solicitors to be served with this Summons

(h) State the names and  
addresses of all persons /  
solicitors to be served  
with this summons.

To: (h) (3) \_\_\_\_\_  
Address \_\_\_\_\_

(i) Give the time estimate of  
the hearing

(i) Time estimate:  
\_\_\_\_\_ \*min/hour/day(s)

Signed

\_\_\_\_\_  
( \_\_\_\_\_ ) \* Plaintiff(s)/Defendant(s)/Applicant(s)

Foot-notes:

\* Delete whichever is inapplicable

(1) Or to fill in details which appear on the originating document

(2) Set out the provision of the Rules of the High Court or relevant laws under which the application is made

(3) If the space here is insufficient, blank paper may be used and attached to this summons

(Revised – April 2006)