

法庭服務簡介

GUIDE TO COURT SERVICES



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statement of law or court practice.

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。

區域法院處理涉及款項5萬港元以上、但不超過100萬港元的民事訴訟，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審轄權非常廣泛，負責審理多種可公訴罪行及簡易程序罪行，判刑上限為監禁兩年和罰款10萬港元。不過，愈來愈多的條例都賦予裁判官權力，判處高達3年的監禁和更高的罰款（有些罪行甚至可高達500萬港元）。

土地審裁處審理有關租賃糾紛及建築物管理事宜的案件，亦處理因強制收回土地而需評估賠償的申請，及差餉租值 / 地租值上訴和《房屋條例》涵蓋的處所的市值評估上訴。

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港幣8,000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5萬港元。這裏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。

若犯案者為16歲以下的少年或兒童，案件將交由**少年法庭**審理，只有兇殺案除外。少年法庭亦有權對18歲或以下青少年發出看管及保護令。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：香港中環炮台里一號

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

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

地址：香港灣仔港灣道12號灣仔政府大樓閣樓一、閣樓二及一樓

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：新界粉嶺璧峰路一號

電話：2682 7722

傳真：2675 5245

沙田裁判法院

地址：新界沙田宜正里一號

電話：2695 1383

傳真：2602 2872

屯門裁判法院

地址：新界屯門屯喜路一號

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

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

執達主任辦事處

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170,000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、終審法院圖書館和區域法院圖書館內。另外於各內庭、裁判法院及審裁處還存有少量藏書。高等法院圖書館收藏了超過55,000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7,000及9,000冊。各法院圖書館均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。

如要使用圖書館設施，可向高等法院圖書館申請。

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六時
星期六	休息

星期日及公眾假期，所有圖書館休息。

持有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

二〇〇八年九月

(第八版)

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 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 **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 seven **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, a growing number of ordinances give magistrates the power to impose sentences of up to 3 years' imprisonment and substantially larger fines (for some offences up to \$5 million).

The **Lands Tribunal** deals with cases arising from tenancy disputes and matters in relation to building management. The Tribunal also hears applications for the determination of compensations caused by land resumption, appeal against the assessment of rateable value / government rent or market value of property under the Housing Ordinance.

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 and young persons under the age of 16, except in cases of homicide. It also has the jurisdiction to make care and protection orders in respect of young persons under the age of 18. 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: 1 Battery Path, 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

District Court Registry

Address: Wanchai Law Courts, 6/F, Wanchai Tower, 12 Harbour Road, Hong Kong

Telephone: 2845 5696

Facsimile: 2824 1641

Family Court

Address: M1/F, M2/F, and 1/F, Wanchai Law Courts, 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

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

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's Office**

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 Library is about 170,000 volumes basically of common law materials housed mainly in the High Court Library, Court of Final Appeal Library and District Court Library. Many minor collections are located in the chambers, Magistrates' Courts and Tribunals. More than 55,000 volumes of books and serials are located in the High Court Library and about 7,000 and 9,000 volumes are respectively in the other two libraries at the Court of Final Appeal and the District Court. The Judiciary Library provides legal reference and information services, photocopying and other services to the judges, staff of the Judiciary, members of the legal profession and law students.

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 6:00 p.m.
Saturdays	Closed

All libraries close on Sundays and public holidays.

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 the various courts and tribunals. Most of these publications are freely available in court buildings. Contents of the publications and some videos are also uploaded on the Judiciary website (<http://www.judiciary.gov.hk>). For details of visit arrangement, please call 2825 4661.

General Enquiries

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

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