

Small Claims Tribunal - Level of Fees

<u>Filing of Claim/Counterclaim and Summons</u>		\$
1	Filing of claim and counterclaim	
	- where the claim does not exceed \$3,000	20.00
	- where the claim exceeds \$3,000 but does not exceed \$17,000	40.00
	- where the claim exceeds \$17,000 but does not exceed \$33,000	70.00
	- where the claim exceeds \$33,000 but does not exceed \$50,000	120.00
2	Summons and copy, including service, each witness	33.00
3	Application for review	61.00
4	Application for leave to appeal	61.00
<u>Copies, Certification and Search</u>		
5	Copy of any document (including written award or order) made in the Tribunal Registry and certifying the same (per page)	5.50
5a	Copy of any document (including written award or order) made in the Tribunal Registry (per page)	4.00
6	Photostatic copy of document made in the Tribunal Registry and certification -	
	- for each page or portion of a page	5.50
	- for each page or portion of a page exceeding in size 210 mm x 297 mm	Such additional fee as the Registrar may fix
7	Translation of any document made in the Tribunal Registry and certificate (per page)	At the discretion of the Registrar
8	Certifying translation made elsewhere	20.00
9	Every search in the Tribunal Registry for each register, file or document	18.00

Bailiff Expenses

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| 10 | Transportation or conveyance expenses and overtime, according to distance and time (to be paid in cash) | Actual expenditure plus 20% being administrative charges |
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Taking Evidence

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| 11 | Attendance of any Government official to produce or prove in the Tribunal any record or document called for by any party other than the HKSAR Government | 61.00 |
| 12 | Attendance of any Government official to give any other evidence in the Tribunal -
(a) when called as an expert | At the discretion of the Registrar
61.00 |
| | (b) when not called as an expert (per hour or portion of an hour of attendance) | |
| 13 | Filing any affidavit or declaration (other than affidavit or declaration of a bailiff of Court) (including administering any oath or taking any declaration in the Registry) (L.N. 315 of 1992) | 121.00 |

Miscellaneous

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| 14 | Filing any notice or document in the Tribunal not hereinbefore referred to (other than a notice or document expressing an intention not to proceed with a claim or defence) | 55.00 |
| 15 | Sealing any document in connection with proceedings in the Tribunal not hereinbefore referred to | 55.00 |
| 16 | Any other matter or proceeding not hereinbefore referred to and for which no fee has been specified herein | Such fee as the Registrar may fix |
| 17 | Amendment of claim forms (per amendment application) | 20.00 |
| 18 | Bailiff to deliver claim documents (per address) | 10.00 |