

List of Records by Category

I. COURT REGISTRIES

II. COURT SUPPORT SERVICES

- Administration
- Human Resources Management
- Finance, Accounts and Supplies
- Clerk of Court's Office
- Court Reporters Office
- Court Language Section
- Bailiff's Office
- Legal Reference & Library Section
(Court of Final Appeal, High Court and District Court Libraries)

For further information, please contact the [Access to Information Officer](#).

I. COURT REGISTRIES

Courts and Tribunals	Records by Category (as kept by different court registries as appropriate)
<ul style="list-style-type: none"> • Court of Final Appeal • Court of Appeal • Court of First Instance • Lands Tribunal • District Court • Magistrates' Courts • Coroners' Court • Small Claims Tribunal • Labour Tribunal • Obscene Articles Tribunal 	<ol style="list-style-type: none"> 1. Appeals /Committal 2. Bail 3. Case Cause Books 4. Case Files 5. Circulars and Memoranda 6. Claim Files 7. Correspondence 8. Court Library 9. Court Practice and Procedure 10. Criminal / Civil Appeals 11. Criminal / Civil Fixtures 12. Criminal Running List 13. Daily Cause Lists 14. Enquiries and Suggestions 15. Extradition 16. Finance and Accounts 17. General Administration 18. Judgments 19. Justice of Peace 20. Lay Assessor 21. Legal Practice and Procedure 22. Magistrate Robes 23. Magistrates' Court Diaries 24. Miscellaneous Correspondence and Records 25. Miscellaneous Proceedings 26. Notices of Order 27. Oath and Affirmation 28. Personnel and Establishment 29. Prisoners Remanded 30. Records of Grant of Representation 31. Records of Meetings 32. Reports and Statistics 33. Request for Court Documents 34. Return of Suspended Sentence 35. Summons 36. Warned Lists 37. Warrants 38. Weekly Magisterial Appeals 39. Working Procedures and Guidelines

II. COURT SUPPORT SERVICES

Administration

1. Annual Report
2. Associations, Boards and Committees
3. Building and Maintenance
4. Ceremonies and Office Functions
5. Complaints and Enquires
6. Conference, Seminar and Meetings
7. Consultation and Communication
8. Distribution of Work
9. Filing System and Record Management
10. Government Regulations and Delegation of Authorities
11. Improvement to Court Services
12. Information Technology
13. Listing of Cases
14. Management of Canteen and Refreshment Kiosk
15. Newsletters
16. Office Accommodation, Courts, Quarters, etc.
17. Official Visits
18. Ordinances, Regulations and Rules
19. Court Waiting Time
20. Publication and Printing Matters
21. Returns and Statistics
22. Secretariat and Departmental Circulars
23. Security
24. Transport

II. COURT SUPPORT SERVICES (CONTINUED)

Human Resources Management

1. Appointments and Recruitment
2. Conditions of Service
3. Conduct and Discipline
4. Departmental Establishment Committee
5. Deployment of Staff
6. Duties and Responsibilities
7. Establishment and Strength
8. Guide to Appointment
9. Housing Matters
10. Leave and Passage
11. Medical and Dental Treatment
12. Outside Work
13. Personal matters of Staff
14. Promotion
15. Staff appraisal and Staff Management
16. Staff Associations
17. Staff Suggestion
18. Staff Welfare and Staff Relations
19. Training and Seminars

Finance, Accounts and Supplies

1. Allowances, Salary and Honorarium
2. Audit Inspection and Audit Queries
3. Bails and Amends
4. Estimates of Revenue and Expenditure
5. Fees and Charges
6. Financial Management and Control
7. Furniture and Equipment
8. Inventory and Stock Control
9. Magistrates' Poor Box
10. Payment to Jurors and Witnesses
11. Suitors' Funds Accounts
12. Supplies

II. COURT SUPPORT SERVICES (CONTINUED)

Clerk of Court's Office

1. Ceremony for Senior Counsel Admission
2. Correspondence with Legal Groups / Solicitors / Barristers
3. Court of Appeal and Court of First Instance - Practice and Procedure
4. Court Order and Court Documents
5. Court Practice and Procedure
6. Listing of Cases
7. Criminal Running List
8. Civil Running List
9. Deputy Judges / Recorders - Sitting Period
10. Jury
11. Case Records

Court Reporters Office

1. Audio Records and Transcripts

Court Language Section

1. Court Interpretation Service
2. Translation of Judgments and Court Documents
3. Translation of Departmental Correspondence and Documents
4. Certification of Translation of Documents for Court Proceedings
5. Language Support for the Use of Chinese in Courts
6. Bilingual Reference System (BRS)

Bailiff's Office

1. Auctioneers
2. Complaints
3. Execution of Court Orders
4. Security Guard Services
5. Service of Court Process

II. COURT SUPPORT SERVICES (CONTINUED)

Legal Reference & Library Section (Court of Final Appeal, High Court and District Court Libraries)

1. Judgments of District Court Level and Above
2. Law Journals and Periodicals
3. Law Reports and Digests
4. Quick Reference Materials
5. Statutes
6. Treatises on Various Law Subjects
7. CD-ROM Databases Related to Law
8. Online Judgments and Practice Directions
9. Online Public Access Catalogue