

高等法院
鄭卓宏司法常務官



Mr Simon Kwang
Registrar, The High Court

Our Ref.: JUD RHC 6-20/1 Pt 2
Your Ref.:

14 August 2025

Ms. Kally Lam
Director of Practitioners Affairs
The Law Society of Hong Kong
3/F, Wing On House
71 Des Voeux Road
Central, Hong Kong

Dear Ms. Lam,

**New Arrangement for Sealing and Filing of Court Orders after the
Roll-out of the integrated Case Management System (iCMS) in the
High Court**

I write to seek the Law Society's assistance to bring the new arrangement for sealing and filing of court orders ("New Arrangement") to the attention of law firms and solicitors, especially those who continue to adopt the conventional mode for case types that have been iCMS-enabled.

2. The New Arrangement applies to case types in the High Court for which the use of electronic technology has been implemented by an implementation notice published in the Gazette.

3.1 Under the New Arrangement, a filer who wishes to seal and file a court order in the High Court has to bring along (i) the approved draft order, (ii) a fair copy of the order, and (iii) one copy of the fair copy of the order for service (collectively "the Documents"), as well as (iv) an electronic copy of the fair copy of the order.

3.2 Same as the filing and submission of other documents in the conventional mode, the filer is required to first upload the electronic copy of the fair copy of the order at a self-service kiosk, which is currently located in Room LG 105, LG1 Floor, High Court Building.

3.3 Afterwards, when the filer attends the Appeals Registry or the High Court Registry, he/she will be asked to verify and confirm that the correct document has been uploaded. The registry staff will also collect the Documents from the filer.

3.4 The sealed copy of the order will be ready for collection from the law firm's letter box in the High Court Building on the next working day.

3.5 If more than one sealed copy order is needed for service, the filer may make additional coloured photocopy of the page bearing the "sealed copy" seal. You may refer to the **Annex** for more details of the New Arrangement.

4. Solicitors may request urgent sealing of court order upon good reasons shown. Such request must be made by letter signed by a solicitor setting out the reasons for the urgency.

5. I should be grateful if you would draw your members' attention to the New Arrangement which has come into effect following the roll-out of the iCMS in the High Court on 30 June 2025.

Yours sincerely,

(s.d.)

(Simon Kwang)

Registrar, High Court

New Arrangement for Sealing and Filing of Court Orders (“New Arrangement”) after the Roll-out of the integrated Case Management System (iCMS) in the High Court

1. Points to note

- (a) The New Arrangement applies to case types in the High Court for which the use of electronic technology has been implemented by an implementation notice published in the Gazette, and where the sealing and filing of court order is carried out by the conventional mode.
- (b) The New Arrangement has come into effect following the roll-out of the iCMS in the High Court on 30 June 2025.
- (c) It is the responsibility of a party seeking to seal a court order to ensure that the request is made in good time. Court users are reminded that the court registries require time to process and prepare sealed copy of court order.
- (d) In cases where urgency is shown, the court registries will accord appropriate priority in processing the sealing of court order. Request for urgent sealing of court order must be made in writing setting out the reasons for the urgency.

2. The New Arrangement

- (a) A filer who wishes to seal and file a court order has to bring along:
 - (i) the approved draft order;
 - (ii) a fair copy of the order (“Fair Copy”);
 - (iii) one copy of the Fair Copy for service (“Copy for Service”); and
 - (iv) an electronic copy of the Fair Copy.

Items (i) to (iii) will be collectively referred to as “the Documents”.

- (b) Before approaching the court registry, the filer must
 - (i) upload the electronic copy of the Fair Copy at one of the self-service kiosks, which are currently located inside the Resource Centre for Unrepresented Litigants at Room LG 105, LG1 Floor, High Court Building;
 - (ii) obtain a QR code label; and
 - (iii) affix the label to the last page of the Fair Copy.
- (c) The filer may then proceed to the filing counter of the Appeals Registry or the designated counter of the High Court Registry for handling the iCMS-enabled High Court case types.
- (d) At the filing counter, the registry staff will, using the QR code, retrieve the electronic copy of the Fair Copy that the filer has uploaded (“the E-Copy”). The filer is required to verify and confirm that the image shown on the display monitor is the order to be sealed and filed.
- (e) After confirmation by the filer, the registry staff will
 - (i) collect from the filer the Documents; and
 - (ii) check that the time and date of filing has been properly marked on the back sheet of the Fair Copy.
- (f) The filer can leave at this juncture.
- (g) After checking and being satisfied that the Documents are in order, the registry staff will affix the “sealed copy” seal electronically onto the E-Copy.
- (h) One coloured copy of the page of the E-Copy bearing the “sealed copy” seal will be printed and attached to the Copy for Service.
- (i) The Copy for Service with the page bearing the “sealed copy” seal attached to it will be placed in the law firm’s letter box ready for collection by the filer on the next working day.

- (j) A party who needs more than one sealed copy order for service may make additional coloured photocopy of the page bearing the “sealed copy” seal.