

ARRANGEMENT FOR LEGAL VISITS

CORRECTIONAL SERVICES DEPARTMENT						
REQUIREMENTS	Solicitors	Counsel	Trainee Solicitors	Registered Foreign Lawyers	Authorised Solicitors' Clerks ("ASC")	Interpreters
HKID cards/ passport	✓	✓	✓	✓	✓	✓
Proof of Law Society /Bar Association membership	✓	✓	✓	✓	N/A	N/A
Who can go?	✓	✓, but must be accompanied by solicitor, trainee solicitor or ASC	Can go by themselves but cannot render legal advice	✓, but must be accompanied by solicitor	✓ [Note that an ASC is not qualified to render legal advice]	✓, but must be accompanied by solicitor, trainee solicitor or ASC. Counsel and an interpreter could go for legal visits together, but must be accompanied by solicitor, trainee solicitor or ASC
1. The law firm requesting a legal visit to a detainee under CSD's custody at the facilities (including the Cell Holding Units of the Magistrates' Courts, the District Court and the High Court) shall issue an authorization letter, authorizing the person to conduct the legal visit. The CSD would not accept other documents as a substitute for an authorization letter.	✓	✓	✓	✓	✓	✓

ARRANGEMENT FOR LEGAL VISITS

CORRECTIONAL SERVICES DEPARTMENT						
REQUIREMENTS	Solicitors	Counsel	Trainee Solicitors	Registered Foreign Lawyers	Authorised Solicitors' Clerks ("ASC")	Interpreters
<p>2. The authorisation letter should bear the letterhead of the firm requesting the legal visit and indicates the name of the detainee and/or the name of the ASC.</p> <p>3. The authorization letter is to be signed by a named solicitor. Letter signed in the firm name only is unacceptable.</p> <p>4. The CSD does not accept an authorization letter written on a blank paper (on an ad hoc basis or otherwise) without the firm's letterhead.</p> <p>5. Provided that the necessary requirements are fulfilled and the information provided is legible, the CSD would accept the authorization letter, whether the authorization letter is typed or written in manuscript.</p> <p>6. The CSD would agree to receive fax copy or email copy of the authorization letter on the spot before the intended visit. It however</p>						

ARRANGEMENT FOR LEGAL VISITS

CORRECTIONAL SERVICES DEPARTMENT						
REQUIREMENTS	Solicitors	Counsel	Trainee Solicitors	Registered Foreign Lawyers	Authorised Solicitors' Clerks ("ASC")	Interpreters
<p>does not accept a screen-cap of the authorization letter.</p> <p>7. A separate notification letter for each detainee and for each visit is required.</p> <p>8. Only those persons named in the authorization letter are allowed to conduct the legal visit. If another person intends to substitute a person already identified in the authorization letter and wishes to conduct a legal visit, that substitute person should supply the CSD with a fresh authorization letter signed by a named solicitor of the law firm, with the identity of that substitute person set out. The CSD does not accept on-the-spot amendment to the authorization letter (in manuscript) to substitute person(s) seeking legal visits to the detainee at the CSD facilities, except the amendment was made by the solicitor signing the authorization letter or the principal(s) of the</p>						

ARRANGEMENT FOR LEGAL VISITS

CORRECTIONAL SERVICES DEPARTMENT						
REQUIREMENTS	Solicitors	Counsel	Trainee Solicitors	Registered Foreign Lawyers	Authorised Solicitors' Clerks ("ASC")	Interpreters
solicitors' firm. 9. Interpreters - solicitor to justify interpreter's services and provide details of name and ID card number. Letter to be signed by a named solicitor. Letter signed in firm name only is unacceptable						
Remarks				Please note S.39A and S.50B(2) of LPO, Cap.159.	ASC's name should be on the list of the ASC scheme	
	In case the above visitors are known to be the friends / relatives of the person in custody, they are reminded that the legal visit must be genuine for the purpose of interviewing the person in custody with reference to the related proceedings. Their relationships should be brought to the attention of CSD for making necessary security arrangement.					

ARRANGEMENT FOR LEGAL VISITS

CUSTOMS AND EXCISE DEPARTMENT						
REQUIREMENTS	Solicitors	Counsel	Trainee solicitors	Registered Foreign Lawyers	Authorised Solicitors' Clerks ("ASC")	Interpreters
HKID cards / passport	✓	✓	✓	✓	✓	✓
Proof of Law Society/Bar Association membership	✓	✓	✓	✓	N/A	N/A
Who can go?	✓	✓, but must be accompanied by solicitor, trainee solicitor or ASC	Can go by themselves but cannot render legal advice	✓, but must be accompanied by solicitor	✓, but must be accompanied by solicitor or counsel [Note that an ASC is not qualified to render legal advice]	✓, but must be accompanied by solicitor, or trainee solicitor Counsel and an interpreter could go for legal visits together, but must be accompanied by solicitor, trainee solicitor or ASC
1. Authorisation letter on firm letterhead and indicates the name of the detainee and/or the name of the ASC. 2. A separate notification letter for each detainee and for each visit is required. 3. Interpreters - Letter to justify interpreter's services and to provide details of name and ID card number. Letter to be signed by a named solicitor. Letter signed in firm name only is unacceptable	N/A	✓	✓	✓	✓	✓

ARRANGEMENT FOR LEGAL VISITS

CUSTOMS AND EXCISE DEPARTMENT						
REQUIREMENTS	Solicitors	Counsel	Trainee solicitors	Registered Foreign Lawyers	Authorised Solicitors' Clerks ("ASC")	Interpreters
Remarks				Please note S.39A and S.50B(2) of LPO, Cap.159.	ASC's name should be on the list of the ASC scheme.	

ARRANGEMENT FOR LEGAL VISITS

IMMIGRATION DEPARTMENT						
REQUIREMENTS	Solicitors	Counsel	Trainee solicitors	Registered Foreign Lawyers	Authorised Solicitors' Clerks ("ASC")	Interpreters
HKID cards / passport	✓	✓	✓	✓	✓	✓
Proof of Law Society/Bar Association membership	✓	✓	✓	✓	N/A	N/A
Who can go?	✓	✓, but must be accompanied by solicitor, trainee solicitor or ASC	Can go by themselves but cannot render legal advice	✓, but must be accompanied by solicitor	✓, but must be accompanied by solicitor or counsel. [Note that an ASC is not qualified to render legal advice]	✓, but must be accompanied by solicitor, or trainee solicitor Counsel and an interpreter could go for legal visits together, but must be accompanied by solicitor, trainee solicitor or ASC
1. Authorisation letter on firm letterhead and indicates the name of the detainee and/or the name of the ASC. 2. A separate notification letter for each detainee and for each visit is required. 3. Interpreters - Letter to justify interpreter's services and to provide details of name and ID card number. Letter to be signed by a named solicitor. Letter signed in firm name only is unacceptable	N/A	✓	✓	✓	✓	✓

ARRANGEMENT FOR LEGAL VISITS

IMMIGRATION DEPARTMENT						
REQUIREMENTS	Solicitors	Counsel	Trainee solicitors	Registered Foreign Lawyers	Authorised Solicitors' Clerks ("ASC")	Interpreters
Remarks				Please note S.39A and S.50B(2) of LPO, Cap.159.	ASC's name should be on the list of the ASC scheme.	

ARRANGEMENT FOR LEGAL VISITS

ICAC						
REQUIREMENTS	Solicitors	Counsel	Trainee solicitors	Registered Foreign Lawyers	Authorised Solicitors' Clerks ("ASC")	Interpreters
HKID cards/ passport	✓	✓	✓	✓	✓	✓
Law Society/ Bar Association membership proof	✓	✓	✓	✓	N/A	N/A
Who can go?	✓	✓, but must be accompanied by solicitor, trainee solicitor or ASC	✓, but must be accompanied by solicitor or counsel	✓, but must be accompanied by solicitor	✓, but must be accompanied by solicitor or counsel [Note that an ASC is not qualified to render legal advice]	✓, but see below.
(1) Authorisation letter to be on firm's letterhead. (2) A separate notification letter is required for each detainee for each visit stating to be signed by a named solicitor. Letter signed in firm name only is unacceptable	N/A	(1) & (2) or (3) where the counsel is unaccompanied, a letter signed by the instructing solicitor or, if the signed letter is not available, "verbal instructions by such solicitor which can be verified"	(1) & (2), also (3) trainee solicitor is required to produce an authorization letter issued by the solicitor's firms by which they are employed and must be accompanied by solicitor with current practising certificate or by	(1) & (2)	(1) & (2), also (3) ASC is required to produce an authorization letter issued by the solicitor's firms by which they are employed and must be accompanied by solicitor with current practising certificate or by counsel.	(1) & (2), also (3) Defence commissioned interpreters are required to produce an authorization letter from the solicitor's firms they are employed by confirming they are: (a) qualified; and (b) accredited in the requested language; and (c) must be accompanied by a solicitor with current practising certificate or counsel.

ARRANGEMENT FOR LEGAL VISITS

ICAC						
REQUIREMENTS	Solicitors	Counsel	Trainee solicitors	Registered Foreign Lawyers	Authorised Solicitors' Clerks ("ASC")	Interpreters
			counsel.			

POLICE						
REQUIREMENTS	Solicitors	Counsel	Trainee solicitors	Registered Foreign Lawyers	Authorised Solicitors' Clerks ("ASC")	Interpreters
HKID cards/ passport	✓	✓	✓	✓	✓	✓
Law Society/ Bar Association membership proof	✓	✓	✓	✓	N/A	N/A
Who can go?	✓	✓, but must be accompanied by solicitor or trainee solicitor or ASC	Can go by themselves but cannot render legal advice	✓, but must be accompanied by solicitor	✓, but must be accompanied solicitor or counsel [Note that an ASC is not qualified to render legal advice]	✓, but must be accompanied by solicitor, or trainee solicitor Counsel and an interpreter could go for legal visits together, but must be accompanied

ARRANGEMENT FOR LEGAL VISITS

POLICE						
REQUIREMENTS	Solicitors	Counsel	Trainee solicitors	Registered Foreign Lawyers	Authorised Solicitors' Clerks ("ASC")	Interpreters
						by solicitor, trainee solicitor or ASC
Written authorisation in the firm's letterhead, to be signed by a named solicitor. Letter signed in firm name only is unacceptable.	A separate notification letter for each detainee and for each visit stating name of detainee, also need to be signed by a named solicitor. Letter signed in firm name only is unacceptable			A separate notification letter for each detainee and for each visit stating name of detainee to be signed by a named solicitor. Letter signed in firm name only is unacceptable.	A separate notification letter for each detainee and for each visit stating name of detainee to be signed by a named solicitor. Letter signed in firm name only is unacceptable.	
Remarks:	The police will not permit any visit or interview without the detainee's consent.					