

Fax No. 2524 7737

**Filing of applications or other documents relating to estates of deceased persons, including filing of probate actions, caveats, citations, applications for grant, sealing of court order, etc.**

<u>Nature</u>	<u>Room Number</u>	<u>Opening Hours</u>	<u>Officer Responsible</u>
Filing of applications or other documents relating to estates of deceased persons, including filing of probate actions, caveats, citations, applications for grant, sealing of court order, etc.	Rm. LG304 (on LG3)	<u>Monday to Friday</u> 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:00 p.m.  <u>Saturday</u> 9:00 a.m. to 12 noon	Staff at the counter Ms. Josie Wong Tel. 2825 0566
Small Estates and Public Application Unit dealing with estates of value below \$150,000	Rm. LG304 (on LG3)	<u>Monday to Friday</u> 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:00 p.m.  <u>Saturday</u> <u>9:00 a.m. to 12 noon</u>	<u>Assistant Probate Officers</u> Miss Lillian Ma Tel: 2825 4557 Miss Louisa Kwok Tel: 2825 4552 Miss Rachel Tsui Tel: 2825 4551 Ms.: Dorothy Lau Tel: 2825 0371  <u>Probate Officer</u> Mr. Gordon Szeto Tel: 2825 4565  <u>Senior Probate Officer</u> Mr. Y.S. Li Tel: 2825 4561

<p>Processing application for grant, ex-parte application, settling draft citation, approving surety guarantee and draft order:-</p>	<p>Rm. LG304 (on LG3)</p>	<p><u>Office Hours</u> <u>Monday to Thursday</u> 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m.</p> <p><u>Friday</u> 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:00 p.m.</p> <p><u>Saturday</u> 9:00 a.m. to 1:00 p.m.</p>	<p><u>Senior Probate Officers</u> Miss Elsa Chan Tel: 2825 4562 Miss Rebecca Lo Tel: 2825 4564</p> <p><u>Probate Officers</u> Miss Clare Tsang Tel: 2825 0386 Miss Daphne Wong Tel: 2825 4566</p>
<p>Officer-in-charge of the Probate Registry</p>	<p>Rm. LG304 (on LG3)</p>	<p><u>Office Hours</u> <u>Monday to Thursday</u> 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m.</p> <p><u>Friday</u> 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:00 p.m.</p> <p><u>Saturday</u> 9:00 a.m. to 1:00 p.m.</p>	<p><u>Chief Probate Officer</u> Mr. H.F. Hui Tel: 2825 4563</p>