



Our Ref.: SC 101/25/1 PT 3

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16 November 2005

The President
The Law Society of Hong Kong
3/F Wing On House
71 Des Voeux Road Central
Hong Kong

Dear *President,*

**Re: Appointment in hearing of Non-Contentious Probate Matter
("Non-Contentious Probate List")**

I write to inform you that at the direction of the Chief Justice the practice of making appointments with the Probate Master to deal with the requisitions in non-contentious probate matter will be changed.

2. Since November 2003 we have set aside the first Saturday morning of each month to hear representation from practitioners on certain type of requisitions raised. Such arrangement has been well received.

3. It is now decided to extend such arrangement to cover any requisition raised. The requisitions need not be outstanding for four (4) months as required in 2003 arrangement. If an applicant does not agree with the requisition or has difficulties in answering it, he may apply for an appointment to see the Probate Master or any other Master designated by the Registrar.

4. Application should be made by completing and lodging the specified form (a copy annexed) with the High Court Registry together with the following documents, if appropriate:

- (a) A short written skeleton submission setting out the requisitions and the proposed solutions or reasons for waiver;
- (b) Relevant Family Tree/Dramatis Personae; and
- (c) Chronology of important events.

5. As from 2 December 2005, the Court will designate every Tuesday and Friday morning to hear representations from applicants on requisitions raised. Appointments shall be made with the Listing Officer at the High Court Registry (not the Probate Registry) at Room 108A on LG1 Floor of the High Court Building. Unless otherwise directed, the length of each appointment will be thirty (30) minutes.
6. The hearing will be held before a Master in Chambers open to the public. The applicants, solicitors or counsel may appear and address the court. It will be helpful if the applicants are also present even though they are represented. They may help to clarify and answer questions raised by the Master at the hearing to avoid delay. It will also assist them to understand the procedure and the proceeding to remove any misunderstanding. Practitioners are requested to consider this.
7. If two morning sessions of each week are not sufficient to hear all cases in the Non-Contentious Probate List, we are prepared to set aside more sessions for the purpose. We wish to see applications be dealt with swiftly without delay.
8. I shall be grateful if you will bring it to the immediate attention of all concerned.

Yours faithfully,



(Christopher C. Chan)
Registrar

Encl.

**IN THE HIGH COURT OF THE
HONG KONG SPECIAL ADMINISTRATIVE REGION
COURT OF FIRST INSTANCE
PROBATE JURISDICTION**

In the matter of Non-Contentious Probate
Application

and

In the matter of Estate of [name of the
deceased] deceased

NOTICE OF APPOINTMENT

TAKE NOTICE that the above application will be heard before
_____ in Chambers, open to the public, at the High Court
of the Hong Kong Special Administrative Region sitting at Court No. ____ on
____ Floor, High Court Building, No. 38 Queensway, Hong Kong on ____ day,
the ____ day of _____ 200__ at ____ o'clock in the fore /
afternoon in respect of the following requisitions: [State the Number].

Annexed herewith is a copy of the requisition letter dated
_____ from the Probate Registry.

Dated the ____ day of _____ 2005.

Solicitors for the Applicant