



司法機構政務處

Judiciary Administration

電話 Tel: 2825 4211

傳真 Fax: 2530 2648

本函檔號 Our Ref.:

來函檔號 Your Ref.:

23 June 2021

Ms Melissa K. PANG
President
The Law Society of Hong Kong
3/F, Wing On House
71 Des Voeux Road Central
Hong Kong

Dear President,

E-Submissions to the Court of Appeal for Civil Appeals

I write to inform you of a new measure to facilitate more electronic submission of documents relating to civil appeals to the Court of Appeal (“CA”).

At present, under the court’s direction, parties may submit their documents electronically to various levels of court via the Judiciary’s special email accounts and/or the e-Lodgement Platform. Such arrangements are considered to be useful, particularly given the fluctuating public health situation.

To enable a greater use of the existing electronic platforms, from 7 July 2021, the Judiciary will introduce a new arrangement to enable e-submissions of specified court documents to the CA for civil appeals by **legal practitioners without court’s direction**. Under the new arrangement, legal practitioners may lodge submissions (including chronology of events), authorities, and hearing bundles for civil appeals to the CA through the following hyperlink of the e-Lodgement Platform or email address of a

email address of a special email account without court's direction:

- (i) e-Lodgement Platform:
<https://e-services.judiciary.hk/elodge/hc/> ; or
- (ii) special email account:
ca_esubmissions@judiciary.hk

Unless directed otherwise by the court, no hard copy of the documents will need to be submitted. For details, please refer to the Note at Annex.

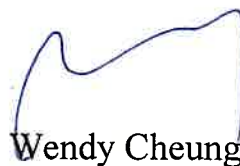
Since the e-Lodgement Platform provides a more secure and structured electronic means for parties to lodge documents to the court, we encourage legal practitioners to use the e-Lodgement Platform for security reasons.

For flexibility, the court may continue to direct parties to use the email system for submission of court documents when necessary or as appropriate. The special email account for e-submissions to the CA for civil appeals will become a two-way system so that the court may send messages or documents to legal practitioners as necessary.

Since the above electronic means of communication with the CA for civil appeals without court's direction is only applicable to legal practitioners, I should be grateful if you would provide the relevant hyperlink and the email address to your members only.

For general enquiries, please contact Ms Twinky Lo, Clerk of Court at 2825 4383 or Ms Mickey Lai, Deputy Clerk of Court (Appeals) at 2825 4643.

Yours sincerely,



(Ms Wendy Cheung)
for Judiciary Administrator

Encls.

**Note on E-Submissions to the
Court of Appeal for Civil Appeals without Court's Direction**

1. Purposes

- 1.1 As an expansion to the present arrangement of receiving certain documents from parties electronically under the court's directions, with effect from 7 July 2021, legal practitioners may submit the following documents to the Court of Appeal ("CA") for civil appeals **without court's direction** by using the existing e-Lodgement Platform ("Platform") or a special email account for CA:
- (i) submissions (including chronology of events);
 - (ii) authorities; and
 - (iii) hearing bundles.
- 1.2 Separately, the court may continue to direct parties to use the special email account for submission when necessary or as appropriate.
- 1.3 As the Platform provides a more secure and structured platform than the special accounts for submission of documents to the court, practitioners are encouraged to use the former whenever possible.

2. General Arrangements

- 2.1 The hyperlink for the Platform is <https://e-services.judiciary.hk/elodge/hc/>. No pre-registration is required for using the Platform. When entering the Platform, there are introductory notes for reference by the submitting parties. On-line guidance will also be provided to assist submitting parties in lodging documents to the court.
- 2.2 The email address for e-submissions to the CA is ca_esubmissions@judiciary.hk. At this stage, the email account is exclusively for receiving the types of documents mentioned in 1.1 above. Submissions of other documents through this email account will not be read.

- 2.3 Submission of the documents via the above electronic means should not be construed as having satisfied the requirement(s) for lodging the same under applicable legislative provision(s) and/or relevant Practice Direction(s) save and except with specific order/direction of the court either on its own motion or upon application.
- 2.4 Submitting parties should observe the time for submission. Documents received by the courts after 5:30 pm will normally be processed on the next working day.
- 2.5 Unless directed otherwise by the court, no hard copy of the documents as mentioned in 1.1 will need to be submitted afterwards.

3. Technical requirements

- 3.1 Documents submitted should be prepared by using common word processing software (e.g. Microsoft Word, Pages, etc). The maximum size of an electronic submission, with all the attachments, is 50MB per submission.
- 3.2 For the e-Lodgement Platform, the file format (or the “save as type”) of the documents should be “doc”, “docx” or “pdf”. Resolution of PDF image file shall be 300 dpi and in black and white or in 8-bit colour depth at a minimum to optimize image quality and file size.
- 3.3. For the special email account, the file format (or the “save as type”) of the documents should be “txt”, “rtf”, “doc”, “docx” or “pdf”. Resolution of the PDF image file shall be 300 dpi and in black and white or in 8-bit colour depth at a minimum to optimize image quality and file size.
- 3.4 The documents should not contain any computer instructions such as those as follows:
 - (a) computer viruses/malware; and
 - (b) macros, scripts, links and fields that depend on the execution environment and the execution of which will cause changes to the document itself.

4. Submission Procedures and Requirements

- 4.1 Legal practitioners may lodge the relevant documents as mentioned in 1.1 above to the CA through the above electronic means without court's direction. This arrangement is not applicable to litigants in person.
- 4.2 To facilitate the court's matching of the relevant case, the following information should be provided:
- a. Case number and name of parties;
 - b. Name of presiding JJO and hearing date (if known);
and
 - c. Full name of contact person, contact number, and name of solicitors' firm.

5. Disclaimer

- 5.1 This e-Lodgement Platform and the special email account to CA are only for use, without court's direction, by legal practitioners to submit those documents as mentioned in 1.1 above.
- 5.2 Under no circumstances will the Judiciary accept any liability or responsibility, for any loss or damage arising out of or in connection with the use of the above electronic means.
- 5.3 By using of the above electronic means, the legal practitioners are deemed to unconditionally agree to the terms of the Disclaimer which may be modified and/or supplemented from time to time by the Judiciary without prior notice.
- 5.4 The Judiciary further reserves the rights to deal with any documents received via the above electronic means, and to take proper measures, without further notice, to prevent, stop or otherwise remedy any abusive use of the Platform.