



**\*[If you intend to make an admission, you may complete an appropriate form enclosed in accordance with the accompanying Directions for Acknowledgment of Service.]**

Rule 41

Issued from the Registry of the District Court this ..... day  
of ..... 20.....

Note: – This Writ may not be served later than 12 calendar months beginning with that date unless renewed by order of the Court.

**IMPORTANT**

Directions for Acknowledgment of Service are given with the accompanying form.

(Back of No. 1)

\*[Statement of Claim]

The Plaintiff’s claim is  
for .....

\*Where words appear between square brackets, delete if inapplicable.

\*(Signed if statement of claim indorsed.)

**A statement of claim must be verified by a statement of truth in accordance with Order 41A of the Rules of the District Court (Cap. 336 sub. leg. H).**

Rule 56

(Where the Plaintiff’s claim is for a debt or liquidated demand only: If, within the time for returning the Acknowledgment of Service, the Defendant pays the amount claimed and \$ ..... for costs ~~and, if the Plaintiff obtains an order for substituted service, the additional sum of \$ .....~~, further proceedings will be stayed. The money must be paid to the Plaintiff or his Solicitor.)

Rule 41

THIS WRIT was issued by .....  
of .....Solicitor  
s for the said Plaintiff whose address  
is .....

\*(or where the Plaintiff sues in person)

THIS WRIT was issued by the said Plaintiff who resides at .....  
..... and  
(if the Plaintiff does not reside within the jurisdiction) whose address for service  
is .....

**No. 10**

**Originating summons – expedited form**

(Order 7 rule 2; Order 17 rule 3; **Order 50 rule 15; Order 62 rule 11A**)

Rule 11  
Rec9  
Rule 34  
Rec 11-16

20 ....., No. ....

IN THE DISTRICT COURT OF THE  
HONG KONG SPECIAL ADMINISTRATIVE REGION  
NO. .... OF 20 .....

(IN THE MATTER OF .....

Between	A.B.	Plaintiff
	AND	
	C.D.	Defendant

Let C.D. of ..... attend before His/Her Honour Judge/Master ..... in Chambers, at the District Court, Hong Kong, on.....day, the .....day of..... 20....., at..... o'clock in the ..... noon, (or, if no application has yet been made for a day to be fixed, on a day to be fixed) on the hearing of an application by the plaintiff A.B. of..... that.....

And let the defendant within (14 days) after service of this summons on him counting the day of service, return the accompanying Acknowledgment of Service to the Registry of the District Court.

Dated the ..... day of ..... 20 .....

Note: – This summons may not be served later than 12 calendar months beginning with the above date unless renewed by order of the Court.

This summons was taken out by ..... of ..... solicitors for the said plaintiff whose address is as stated above (or where the plaintiff sues in person:

This summons was taken out by the said plaintiff who resides at ..... and (if the plaintiff does not reside within the jurisdiction) whose address for service is .....

Note: – If a defendant does not attend personally or by his counsel or solicitor at the time and place above-mentioned such order will be made as the Court may think just and expedient.

**IMPORTANT**

Directions for Acknowledgment of Service are given with the accompanying form.

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**No. 13**

**Notice of originating motion**

**(Order 8 rule 3)**

**20 ....., No.....**

**IN THE DISTRICT COURT OF THE HONG KONG  
SPECIAL ADMINISTRATIVE REGION**

**In the matter of** .....

**and**

**In the matter of** .....

**Take notice that the District Court in Hong Kong will be moved (before His/Her Honour Judge.....) at the expiration of.....days from the service upon you of this notice (or on..... day, the ..... day of.....20....., at the sitting of the Court) or so soon thereafter as counsel can be heard, by counsel on behalf of A.B. for an order that..... (or for the following relief, namely.....)**

**And that the costs of and incidental to this (application) (appeal) may be paid by.....(And further take notice that the grounds of this (application) (appeal) are:.....)**

**Dated the..... day of ..... 20.....**

**(Signed)** .....

**C.D. of.....solicitor for the above named (applicant)(appellant) A.B. whose address is ..... or A.B. whose address for service is..... (applicant)(appellant) in person .....**

**To .....of.....**

\_\_\_\_\_

No. 14

**Acknowledgment of Service of Writ of Summons**

(Order 12 rule 3)

**Directions for Acknowledgment of Service**

1. The accompanying form of ACKNOWLEDGMENT OF SERVICE should be detached and completed by a Solicitor acting on behalf of the Defendant or by the Defendant if acting in person. After completion it must be delivered or sent by post to the Registry of the District Court at the following address: –

*[insert here the address of the Registry of the District Court]*

Rule 41  
Rec 18

2. A Defendant who states in his Acknowledgment of Service that he intends to contest the proceedings MUST ALSO file a DEFENCE which must be written in either the Chinese or the English language with the Registry and serve a copy thereof on the Solicitor for the Plaintiff (or on the Plaintiff if acting in person).

If a Statement of Claim is indorsed on the Writ (i.e. the words “Statement of Claim” appear at the top of the back), the Defence must be filed and served within ~~14 days~~ **28 days** after the time for acknowledging service of the Writ, unless in the meantime a summons for judgment is served on the Defendant.

If a Statement of Claim is not indorsed on the Writ, the Defence must be filed and served within ~~14 days~~ **28 days** after a Statement of Claim has been served on the Defendant.

If the Defendant fails to file and serve his Defence within the appropriate time, the Plaintiff may enter judgment against him without further notice.

**The Defendant’s defence must be verified by a statement of truth in accordance with Order 41A of the Rules of the District Court (Cap. 336 sub. leg. H).**

Rule 56

~~3.— A STAY OF EXECUTION against the Defendant’s goods may be applied for where the Defendant is unable to pay the money for which any judgment is entered. If a Defendant to an action for a debt or liquidated demand (i.e. a fixed sum) who does not intend to contest the proceedings states, in answer to Question 3 in the Acknowledgment of Service, that he intends to apply for a stay, execution will be stayed for 14 days after his Acknowledgment, but he must within that time, ISSUE A SUMMONS for a stay of execution, supported by an affidavit of his means. The affidavit should state any offer which the Defendant desires to make for payment of the money by instalments or otherwise.~~

Rule 41  
Rec 18

**3. If the only remedy that the Plaintiff is seeking is the payment of a liquidated amount of money or the payment of an unliquidated amount of money, you may admit the Plaintiff’s claim in whole or in part by completing Form No. 16 or 16C (as the case may require) accompanying the Writ of Summons.**

A completed Form No. 16 or 16C must be filed with the Registry of the District Court and served on the Plaintiff [or the Plaintiff's Solicitors] within the period for service of the Defence.

4. A Defendant who wishes to dispute the jurisdiction of the District Court in the proceedings or to argue that the District Court should not exercise its jurisdiction in the proceedings, and wishes to apply to the District Court for an order staying the proceedings, must give notice of intention to defend the proceedings and make the application within the time limited for service of a defence.

Rule 38  
Rec 17

**See attached Notes for Guidance  
Notes for Guidance**

1. Each Defendant (if there are more than one) is required to complete an Acknowledgment of Service and return it to the Registry of the District Court.

[2. For the purpose of calculating the period of 14 days for acknowledging service, a writ served on the Defendant personally is treated as having been served on the day it was delivered to him and a writ served by post or by insertion through the Defendant's letter box is treated as having been served on the seventh day after the date of posting or insertion.]

(Note: Not applicable if the defendant is a company served at its registered office.)

3. Where the Defendant is sued in a name different from his own, the form must be completed by him with the addition in paragraph 1 of the words "sued as (the name stated on the Writ of Summons)".

4. Where the Defendant is a FIRM and a Solicitor is not instructed, the form must be completed by a PARTNER by name, with the addition in paragraph 1 of the description "partner in the firm of (.....)" after his name.

5. Where the Defendant is sued as an individual TRADING IN A NAME OTHER THAN HIS OWN, the form must be completed by him with the addition in paragraph 1 of the description "trading as (.....)" after his name.

6. Where the Defendant is a LIMITED COMPANY the form must be completed by a Solicitor or by someone authorized to act on behalf of the Company, but the Company can take no further step in the proceedings unless:

(i) a Solicitor is acting on its behalf; or

~~(ii) a director of the Company is acting on its behalf and:~~

~~(a) such director has been authorized by the board of directors of the Company to act on its behalf in the proceedings; and~~

~~(b) such director has made and filed at the Registry of the District Court an affidavit stating that he has been authorized by the board of directors of the Company to act on its behalf in the proceedings and exhibited a copy of such resolution certified by its secretary.~~

(ii) (a) if the Company has more than one director, a director of the Company is acting on its behalf and:

Rule 41  
Rec 18

- (A) the director has been authorized by the board of directors of the Company to act on its behalf in the proceedings; and
- (B) the director has made and filed at the Registry of the District Court an affidavit stating that he has been authorized by the board of directors of the Company to act on its behalf in the proceedings and exhibiting –
  - (I) the original of the resolution authorizing the director to act on behalf of the Company; or
  - (II) a copy of such resolution duly certified by another person who must either be a director or the secretary of the Company; or
- (b) if the Company has only one director, the director of the Company is acting on its behalf.

7. Where the Defendant is a MINOR or a MENTAL Patient, the form must be completed by a Solicitor acting for a guardian ad litem.
8. A Defendant acting in person may obtain help in completing the form at the Registry of the District Court.
9. These notes deal only with the more usual cases. In case of difficulty a Defendant in person should refer to paragraph 8 above.

(Heading as in No. 1 to be completed by plaintiff)

ACKNOWLEDGMENT OF SERVICE  
OF WRIT OF SUMMONS

If you intend to instruct a Solicitor to act for you, give him this form IMMEDIATELY.

Important: Read the accompanying directions and notes for guidance carefully before completing this form. If any information required is omitted or given wrongly, THIS FORM MAY HAVE TO BE RETURNED.

Delay may result in judgment being entered against a Defendant whereby he or his Solicitor may have to pay the costs of applying to set it aside.

1. State the full name of the Defendant by whom or on whose behalf the service of the Writ is being acknowledged.
2. State whether the Defendant intends to contest the proceedings (tick appropriate box)
  - yes       no





**No. 15**

Rule 11  
Rec9

**Acknowledgment of Service of Originating Summons**  
**Acknowledgment of Service of Originating Summons – for all cases other than**  
**costs-only proceedings under section 53A of the District Court Ordinance**

(Order 10 rule 5; Order 12 rule 3)

Directions for Acknowledgment of Service

**1. The accompanying form** ~~The accompanying form~~ of ACKNOWLEDGMENT OF SERVICE should be detached and completed by a Solicitor acting on behalf of the Defendant or by the Defendant if acting in person. After completion it must be delivered or sent by post to the Registry of the District Court of the following address: –

Rule 41  
Rec 18

**[insert here the address of the Registry of the District Court]**

**2. If the only remedy that the Plaintiff is seeking is the payment of a liquidated amount of money or the payment of an unliquidated amount of money, you may admit the Plaintiff’s claim in whole or in part by completing Form No. 16 or 16C (as the case may require) accompanying the Originating Summons.**

**A completed Form No. 16 or 16C must be filed with the Registry of the District Court and served on the Plaintiff [or the Plaintiff’s Solicitors] within the period for filing of the Defendant’s affidavit evidence.**

**3. A Defendant who wishes to dispute the jurisdiction of the District Court in the proceedings or to argue that the District Court should not exercise its jurisdiction in the proceedings, and wishes to apply to the District Court for an order staying the proceedings, must give notice of intention to defend the proceedings and make the application within the time limited for service of a defence.**

Rule 38  
Rec 17

See over for Notes for Guidance

[Back of page (1)]

**Notes for Guidance**

[As in No. 14 substituting “originating summons” for “writ of summons”.]

(Heading as in No. 8 or 10 to be completed by plaintiff)

ACKNOWLEDGMENT OF SERVICE  
OF ORIGINATING SUMMONS

If you intend to instruct a Solicitor to act for you, give him this form IMMEDIATELY.



Defendant in person. Where the Defendant is acting in person, he must give his residence OR, if he does not reside in Hong Kong, he must give an address in Hong Kong where communications for him should be sent. In the case of a limited company, “residence” (居所) means its registered or principal office.

(Back of page (1))

Indorsement by plaintiff’s Solicitors (or by plaintiff if suing in person) of his name, address and reference, if any.

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**No. 15A**

**Acknowledgment of Service of Originating Summons –  
for costs-only proceedings under section 53A  
of the District Court Ordinance**

**(Order 10 rule 5; Order 12 rule 3(1); Order 62 rule 11A)**

**Directions for Acknowledgment of Service**

**The accompanying form of ACKNOWLEDGMENT OF SERVICE should  
be detached and completed by a solicitor acting on behalf of the defendant or by  
the defendant if acting in person. After completion it must be delivered or sent by  
post to the Registry of the District Court of the following address –**

**[insert here the address of the Registry of the District Court]**

**See over for Notes for Guidance**

**[Back of page (1)]**

**Notes for Guidance**

**[As in No. 14 substituting “originating summons” for “writ of summons”.]**

**(Heading as in No. 8 or 10 to be completed by plaintiff)**

**ACKNOWLEDGMENT OF SERVICE  
OF ORIGINATING SUMMONS**

**If you intend to instruct a solicitor to act for you, give him this form  
IMMEDIATELY.**

**Important. Read the accompanying directions and notes for guidance  
carefully before completing this form. If any information required is omitted or  
given wrongly, THIS FORM MAY HAVE TO BE RETURNED.**

**See Notes 1,  
3, 4 and 5.**

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**1. State the full name of the defendant by whom or on  
whose behalf the service of the originating summons  
is being acknowledged.**

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**2. State whether the defendant intends to contest the  
liability for costs (tick appropriate box)**

**yes  no**

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**3. State whether the defendant intends to contest the amount of those costs (tick appropriate box)**

yes  no

Where words appear between square brackets, delete if inapplicable.

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**Service of the originating summons is acknowledged accordingly.**

(Signed) [Solicitor](\_\_\_\_\_)

[Defendant in person]

Address for service

Notes as to Address for Service

Solicitor. Where the defendant is represented by a solicitor, state the solicitor's place of business in Hong Kong.

Defendant in person. Where the defendant is acting in person, he must state his residence OR, if he does not reside in Hong Kong, he must state an address in Hong Kong to which communications for him should be sent. In the case of a limited company, "residence" (居所) means its registered or principal office.

(Back of page (1))

Indorsement by plaintiff's solicitors (or by plaintiff if suing in person) of his name, address and reference, if any.

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**No. 16**  
**Admission (liquidated amount)**  
**(O. 13A rules 4(2), 5(2) & 13(2))**  
**(Heading as in action)**

**Explanatory Note**

1. **The only claim the plaintiff has made against you is for a liquidated amount of money. You may admit the plaintiff's claim in whole or in part by completing this form –**  
  - (a) **within the period for service of your defence if you have been served with a writ; or**
  - (b) **the period for filing of your affidavit evidence if you have been served with an originating summons; or**
  - (c) **within 14 days after service of the originating process in any other case.**
  
2. **If you have made an admission, you may only be allowed to amend or withdraw your admission if the Court considers it just to do so.**
  
3. **If you do not ask for time to pay, the plaintiff will decide how much and when you should pay.**
  
4. **If you ask for time to pay, the plaintiff will decide whether or not to accept your proposal for payment.**
  
5. **If the plaintiff accepts your proposal for payment, the plaintiff may, within 14 days after the copy of your admission is served on him, request the Court to enter judgment against you.**
  
6. **If the plaintiff does not accept your proposal for payment, the Court will decide how the payment should be made after considering –**  
  - (a) **the information set out in this form;**
  - (b) **the reasons why the plaintiff does not accept your proposal for payment; and**
  - (c) **all other relevant matters.**
  
7. **The completed form should be filed in the Registry of the District Court.**

**How to fill in this form**

- **Tick the correct boxes and give as much information as you can. Then sign and date the form. If necessary provide details on a separate sheet, add the action number and attach it to this form.**
- **If you do not ask for time to pay, you need not complete items 2 to 9 and 11 to 14.**
- **If you ask for time to pay, make your offer of payment in item 14.**
- **If you are not an individual, you need not complete items 1 to 9 but you should complete items 10 to 12 and ensure that you comply with the requirement specified in item 13 and provide sufficient details about the assets and liabilities of your firm, company or corporation to support any offer of payment made in item 14.**
- **If you are an individual, you need not complete items 10 to 12 and need not comply with the requirement specified in item 13.**
- **You can get help to complete this form at the Registry of the District Court.**

**How much of the claim do you admit?**

**I admit the full amount claimed as shown on the statement of claim or**

**I admit the amount of**

**\$**

**1. Personal details**

**Surname**

**Forename**

**Mr**

**Mrs**

**Miss**

**Ms**

**Address**

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**2. Dependants (people you look after financially)**

<i>(give details)</i>	
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**3. Employment**

**I am employed as a**

**My employer is**

**Jobs other than main job**  
*(give details)*

**I am self employed as a**

**Annual turnover is**

**\$**

**I am not in arrears with my mandatory provident fund contributions and income tax**

**I am in arrears and I owe**

**\$**

**Give details of :**

**(a) contracts and other work in hand**

**(b) any sums due for work done**

**I have been unemployed for**

**\_\_\_\_\_ years \_\_\_\_\_ months**

**I am a pensioner**

**4. Bank account and savings (please list all)**

<b><u>Bank account</u></b>	<b><u>In credit by</u></b> <b><u>\$</u></b>	<b><u>Overdrawn by</u></b> <b><u>\$</u></b>

**5. Residence**

**I live in**  **my own flat**

**my jointly owned flat**

**public housing estate**

**rented private flat**

**others (please specify)**

**6. Income**

<b><u>My usual take-home pay (including overtime, commission, bonuses, etc.)</u></b>	<b><u>\$ _____ per month</u></b>
<b><u>My pension(s)</u></b>	<b><u>\$ _____ per month</u></b>
<b><u>Others living in my home give me</u></b>	<b><u>\$ _____ per month</u></b>
<b><u>Other income (give details below)</u></b>	
	<b><u>\$ _____ per month</u></b>
	<b><u>\$ _____ per month</u></b>
	<b><u>\$ _____ per month</u></b>
<b><u>Total income</u></b>	<b><u>\$ _____ per month</u></b>



**7. Other assets (please list and indicate their location)**

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**8. Expenses**

*(Do not include any payments made by other members of the household out of their own income)*

**I have regular expenses as follows:**

<b><u>Mortgage (including second mortgage)</u></b>	\$ _____ per month
<b><u>Rent</u></b>	\$ _____ per month
<b><u>Rates and government rent</u></b>	\$ _____ per month
<b><u>Management fees</u></b>	\$ _____ per month
<b><u>Domestic helper's salary</u></b>	\$ _____ per month
<b><u>Gas</u></b>	\$ _____ per month
<b><u>Electricity</u></b>	\$ _____ per month
<b><u>Water charges</u></b>	\$ _____ per month
<b><u>Telephone charges</u></b>	\$ _____ per month
<b><u>Housekeeping, food, school meals</u></b>	\$ _____ per month
<b><u>Travelling expenses</u></b>	\$ _____ per month
<b><u>Children's clothing</u></b>	\$ _____ per month
<b><u>Tuition fees</u></b>	\$ _____ per month
<b><u>Maintenance payments</u></b>	\$ _____ per month
<b><u>Court orders</u></b>	\$ _____ per month
<b><u>Others</u></b>	
	\$ _____ per month
	\$ _____ per month
	\$ _____ per month
<b><u>Total expenses</u></b>	\$ _____ per month

**9. Liabilities**

*(This section is for arrears only. Do not include regular expenses listed in item 8.)*

<b><u>Rent arrears</u></b>	\$
<b><u>Mortgage arrears</u></b>	\$
<b><u>Rates and government rent arrears</u></b>	\$
<b><u>Water charges arrears</u></b>	\$
<b><u>Fuel debts : Gas</u></b>	\$
<b><u>Electricity</u></b>	\$
<b><u>Others</u></b>	\$
<b><u>Maintenance arrears</u></b>	\$
<b><u>Loans and credit card debts (please list)</u></b>	\$
<b><u>Others (give details below)</u></b>	
	\$
	\$
<b><u>Total liabilities</u></b>	\$

**10. Firm, company or corporation**

<u>Name</u>	
<u>Address</u>	
<u>Tel. no.</u>	

**11. Assets of firm, company or corporation (please list)**

<u>Property, plant and equipment</u>		P\$
<u>Inventories</u>		P\$
<u>Goodwill and other intangible assets</u>		P\$
<u>Loans and receivables</u>		P\$
<u>Bank balances and cash</u>		P\$
<u>Others</u>		P\$
	<b><u>Total</u></b>	P\$

**12. Liabilities of firm, company or corporation (please list)**

<u>Trade payables</u>		P\$
<u>Tax payables</u>		P\$
<u>Other payables</u>		P\$
<u>Bank loans</u>		P\$
<u>Other borrowings</u>		P\$
<u>Others</u>		P\$
	<b><u>Total</u></b>	P\$

**13. Attach to this form a copy of the latest audited profit and loss account and balance sheet of the firm, company or corporation**

14. Offer of payment

<input type="checkbox"/> <u>I can pay the amount admitted on</u>	<input type="text"/>
<u>or</u>	
<input type="checkbox"/> <u>I can pay by [weekly/monthly etc.] instalments of</u>	<u>\$</u> <input type="text"/>
<u>Starting (date)</u>	
<u>If you cannot pay immediately, please give brief reasons below :</u>	

15. Declaration I \_\_\_\_\_ declare that the details I have given above and in the attached sheet(s) (if any) are true to the best of my knowledge  
And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declaration Ordinance (Cap. 11)

Signed

Position or office held  
(If signing on behalf of  
a firm, company or  
corporation)

With company chop  
(if applicable)

Declared at \_\_\_\_\_ in Hong Kong on \_\_\_\_\_ of 20 \_\_\_\_\_.

Before me,

[Signature and designation, i.e.,  
Justice of  
the Peace/Notary  
Public/Commissioner  
for Oaths.]

Note — Under section 36 of the Crimes Ordinance (Cap. 200), a person who knowingly and wilfully makes a statement false in a material particular in a declaration or other document which he is authorized or required to make by an enactment is guilty of an offence.

— A defendant who is an individual must sign personally. A director of a company must obtain leave to represent the company from a Practice Master before he may sign on behalf of the company.

— If a plaintiff does not file a request for judgment within 14 days after this form is served on him, his claim is stayed until he files the request.

**No. 16A**

**Request for judgment (admission of liquidated amount)**

**(Order 13A rules 4(3), 9(4) & 10(2))**

**(Heading as in action)**

- **Remember to sign and date the form. Your signature certifies that the information you have given is correct.**
- **Return the completed form to the Court.**
- **The completed form should be filed in the Registry of the District Court.**

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**A The defendant has admitted the whole of my claim**

**Tick only one box below and follow the instructions given.**

**I accept the defendant's proposal for payment**

**Enclose a draft judgment for approval. The Court will enter judgment in accordance with the defendant's proposal.**

**The defendant has not made any proposal for payment**

**Enclose a draft judgment for approval. You can ask for the judgment to be paid by instalments or in one payment.**

**I DO NOT accept the defendant's proposal for payment**

**Enclose a draft judgment for approval. You can say how you want the defendant to pay. Give your reasons for objecting to the defendant's offer of payment. (Continue on the back of this form if necessary.)**

**Note: – The Court will notify you and the defendant of its judgment.**

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**I certify that the information given is correct**

**Signed**

**(Plaintiff)(Plaintiff's solicitor)(next friend)**

**Position or office held  
(If signing on behalf of  
a firm, company or  
corporation)**

**With company chop  
(if applicable)**

**Date**

**No. 16B**

**Reply to part admission of liquidated amount and Request for judgment**  
**(Order 13A rules 5(3) & (5), 9(4) & 10(2))**  
**(Heading as in action)**

- **Please tell the Court what you wish to do by completing the lower half of this form and filing it in the Registry of the District Court within 14 days after the copy of the defendant’s admission is served on you.**  
**At the same time you must serve a copy on the defendant. If you do not file this form in the Registry of the District Court within the prescribed period, your claim will be stayed. No further action will be taken by the Court until the form is received.**
- **You must tick box A or B.**
- **Remember to sign and date the notice.**

**A  I DO NOT accept the defendant’s part admission**

**If you tick box A the claim will proceed as a defended claim.**

**B  I ACCEPT the amount admitted by the defendant in satisfaction of my whole claim**

**Tick only one box and follow the instructions given.**

**I accept the defendant’s proposal for payment**

**Enclose a draft judgment for approval. The Court will enter judgment in accordance with the offer.**

**The defendant has not made any proposal for payment**

**Enclose a draft judgment for approval. You can ask for the judgment to be paid by instalments or in one payment.**

**I DO NOT accept the defendant’s proposal for payment**

**Enclose a draft judgment for approval. You can say how you want the defendant to pay. Give your reasons for objecting to the defendant’s offer of payment. (Continue on the back of this form if necessary.)**

**Note: – The Court will notify you and the defendant of its judgment.**

**I certify that the information given is correct**

**Signed**

**(Plaintiff)(Plaintiff’s solicitor)(next friend)**

**Position or office held (If signing on behalf of a firm, company or corporation)**

**With company chop (if applicable)**

**Date**

No. 16C  
Admission (unliquidated amount)  
(O. 13A rules 6(2), 7(2) & 13(2))  
(Heading as in action)

**Explanatory Note**

1. The only claim the plaintiff has made against you is for an unliquidated amount of money. You may admit the plaintiff's claim in whole or in part by completing this form –
  - (a) within the period for service of your defence if you have been served with a writ; or
  - (b) the period for filing of your affidavit evidence if you have been served with an originating summons;

*or*

  - (c) within 14 days after service of the originating process in any other case.
  
2. If you have made an admission, you may only be allowed to amend or withdraw your admission if the Court considers it just to do so.
  
3. You may offer a specified amount to satisfy the claim. If the amount you offer is accepted by the plaintiff, the plaintiff may request the Court to enter judgment against you for that amount. Alternatively, the plaintiff may request the Court to enter judgment against you for an amount to be decided by the Court and costs.
  
4. You may also ask for time to pay. If the plaintiff does not accept your proposal for payment, the Court will decide how the payment should be made after considering –
  - (a) the information set out in this form;
  - (b) the reasons why the plaintiff does not accept your proposal for payment; and
  - (c) all other relevant matters.
  
5. The completed form should be filed in the Registry of the District Court.

**How to fill in this form**

- Tick the correct boxes and give as much information as you can. Then sign and date the form. If necessary provide details on a separate sheet, add the action number and attach it to this form.
- If you do not ask for time to pay, you need not complete items 2 to 9 and 11 and 12.
- If you are not an individual, you need not complete items 1 to 9 but you should complete items 10 to 12 and ensure that you comply with the requirement specified in item 13 and provide sufficient details about the assets and liabilities of your firm, company or corporation to support any offer of payment made.
- If you are an individual, you need not complete items 10 to 12 and need not comply with the requirement specified in item 13.
- You can get help to complete this form at the Registry of the District Court.

**Part A Response to claim (tick one box only)**

I admit liability for the whole claim but want the Court to decide the amount I should pay (if you tick this box, you need not complete Part B and items 2 to 9, 11 and 12 and need not comply with the requirement specified in item 13)

**OR**

I admit liability for the claim and offer to pay  in satisfaction of the claim

**Part B How are you going to pay the amount you have admitted? (tick one box only)**

I offer to pay on (date)

**OR**

I cannot pay the amount immediately because (state reason)

**AND**

I offer to pay by instalments of  \$  per (week)(month) starting (date)

**1. Personal details**

<b><u>Surname</u></b>	
<b><u>Forename</u></b>	
	<input type="checkbox"/> <b><u>Mr</u></b> <input type="checkbox"/> <b><u>Mrs</u></b> <input type="checkbox"/> <b><u>Miss</u></b> <input type="checkbox"/> <b><u>Ms</u></b>
<b><u>Address</u></b>	

**2. Dependants (people you look after financially)**

<b><u>(give details)</u></b>	
------------------------------	--

**3. Employment**

<input type="checkbox"/> <b><u>I am employed as a</u></b>	
<b><u>My employer is</u></b>	
<b><u>Jobs other than main job</u></b> <b><u>(give details)</u></b>	
<input type="checkbox"/> <b><u>I am self employed as a</u></b>	
<b><u>Annual turnover is</u></b>	<b><u>\$</u></b>
<input type="checkbox"/> <b><u>I am not in arrears with my mandatory provident fund contributions and income tax</u></b>	
<input type="checkbox"/> <b><u>I am in arrears and I owe</u></b>	<b><u>\$</u></b>
<b><u>Give details of :</u></b>	
<b><u>(a) contracts and other work in hand</u></b>	
<b><u>(b) any sums due for work done</u></b>	
<input type="checkbox"/> <b><u>I have been unemployed for</u></b>	<b><u>_____ years _____ months</u></b>
<input type="checkbox"/> <b><u>I am a pensioner</u></b>	

**4. Bank account and savings (please list all)**

<b><u>Bank account</u></b>	<b><u>In credit by</u></b> <b><u>\$</u></b>	<b><u>Overdrawn by</u></b> <b><u>\$</u></b>

**5. Residence**

- I live in**
- my own flat**
  - my jointly owned flat**
  - public housing estate**
  - rented private flat**
  - others (please specify)**

**6. Income**

<u>My usual take-home pay (including overtime, commission, bonuses etc)</u>	\$ _____ per month
<u>My pension(s)</u>	\$ _____ per month
<u>Others living in my home give me</u>	\$ _____ per month
<u>Other income (give details below)</u>	
	\$ _____ per month
	\$ _____ per month
	\$ _____ per month
<u>Total income</u>	\$ _____ per month

**7. Other assets (please list and indicate their location)**

**8. Expenses**

*(Do not include any payments made by other members of the household out of their own income)*

I have regular expenses as follows:

<u>Mortgage (including second mortgage)</u>	\$ _____ per month
<u>Rent</u>	\$ _____ per month
<u>Rates and government rent</u>	\$ _____ per month
<u>Management fees</u>	\$ _____ per month
<u>Domestic helper's salary</u>	\$ _____ per month
<u>Gas</u>	\$ _____ per month
<u>Electricity</u>	\$ _____ per month
<u>Water charges</u>	\$ _____ per month
<u>Telephone charges</u>	\$ _____ per month
<u>Housekeeping, food, school meals</u>	\$ _____ per month
<u>Travelling expenses</u>	\$ _____ per month
<u>Children's clothing</u>	\$ _____ per month
<u>Tuition fees</u>	\$ _____ per month
<u>Maintenance payments</u>	\$ _____ per month
<u>Court orders</u>	\$ _____ per month
<u>Others</u>	
	\$ _____ per month
	\$ _____ per month
	\$ _____ per month
<u>Total expenses</u>	\$ _____ per month



**9. Liabilities**

*(This section is for arrears only. Do not include regular expenses listed in item 8.)*

<u>Rent arrears</u>		\$
<u>Mortgage arrears</u>		\$
<u>Rates and government rent arrears</u>		\$
<u>Water charges arrears</u>		\$
<u>Fuel debts : Gas</u>		\$
<u>Electricity</u>		\$
<u>Others</u>		\$
<u>Maintenance arrears</u>		\$
<u>Loans and credit card debts (please list)</u>		\$
<u>Others (give details below)</u>		\$
		\$
		\$
<b><u>Total liabilities</u></b>		\$

**10. Firm, company or corporation**

<u>Name</u>	
<u>Address</u>	
<u>Tel. no.</u>	

**11. Assets of firm, company or corporation (please list)**

<u>Property, plant and equipment</u>		\$
<u>Inventories</u>		\$
<u>Goodwill and other intangible assets</u>		\$
<u>Loans and receivables</u>		\$
<u>Bank balances and cash</u>		\$
<u>Others</u>		\$
<b><u>Total</u></b>		\$

**12. Liabilities of firm, company or corporation (please list)**

<u>Trade payables</u>		\$
<u>Tax payables</u>		\$
<u>Other payables</u>		\$
<u>Bank loans</u>		\$
<u>Other borrowings</u>		\$
<u>Others</u>		\$
<b><u>Total</u></b>		\$

13. Attach to this form a copy of the latest audited profit and loss account and balance sheet of the firm, company or corporation

14. Declaration I \_\_\_\_\_ declare that the details I have given above and in the attached sheet(s) (if any) are true to the best of my knowledge  
And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declaration Ordinance (Cap. 11)

Signed

Position or office held  
(If signing on behalf of  
a firm, company or  
corporation)

With company chop  
(if applicable)

Declared at \_\_\_\_\_ in Hong Kong on \_\_\_\_\_ of 20\_\_\_\_\_.

Before me,

[Signature and designation, i.e.,  
Justice of  
the Peace/Notary  
Public/Commissioner  
for Oaths.]

Note – Under section 36 of the Crimes Ordinance (Cap. 200), a person who knowingly and wilfully makes a statement false in a material particular in a declaration or other document which he is authorized or required to make by an enactment is guilty of an offence.

- A defendant who is an individual must sign personally. A director of a company must obtain leave to represent the company from a Practice Master before he may sign on behalf of the company.
- If a plaintiff does not file a request for judgment within 14 days after this form is served on him, his claim is stayed until he files the request.

\_\_\_\_\_

**No. 16D**

**Request for judgment (admission of unliquidated amount)**

**(Order 13A rule 6(3))**

**(Heading as in action)**

**The defendant has admitted liability to pay the whole of my claim but has not made any proposal for payment.**

**I request judgment to be entered against the defendant for an amount to be decided by the Court and costs.**  
**[Enclose a draft judgment for approval]**

**Signed**

**(Plaintiff)(Plaintiff's solicitor)(next friend)**

**Position or office held**  
**(If signing on behalf of a firm, company or corporation)**

**Date**

**With company chop**  
**(if applicable)**

- **The completed form should be filed in the Registry of the District Court.**

**No. 16E**

**Reply to admission of unliquidated amount and Request for judgment**

**(Order 13A rules 7(3), (5) & (9), 9(4) & 10(2))**

**(Heading as in action)**

**Important notes for plaintiff**

- **You must tick either item A or complete item B and file the form in the Registry of the District Court within 14 days after the copy of the defendant’s admission is sent to you.**  
**At the same time you must send a copy to the defendant. If you do not return the form within the prescribed period, your claim will be stayed. No further action will be taken by the Court until the form is received.**
- **Remember to sign and date the notice.**

**A  I DO NOT accept the amount offered by the defendant in satisfaction of my claim. I wish judgment to be entered for an amount to be decided by the Court.**

**The Court will give directions for management of the case.**

**B  I ACCEPT the amount admitted by the defendant in satisfaction of my claim**

**Tick only one box and follow the instructions given.**

**I accept the defendant’s proposal for payment**

**Enclose a draft judgment for approval. The Court will enter judgment in accordance with the offer.**

**I DO NOT accept the defendant’s proposal for payment**

**Enclose a draft judgment for approval. You can say how you want the defendant to pay. Give your reasons for objecting to the defendant’s offer of payment. (Continue on the back of this form if necessary.)**

**Note: – The Court will notify you and the defendant of its judgment.**

**I certify that the information given is correct**

**Signed**

**(Plaintiff)(Plaintiff’s solicitor)(next friend)**

**Position or office held (If signing on behalf of a firm, company or corporation)**

**Date**

**With company chop (if applicable)**

**No. 17**  
**Notice to be indorsed on copy of counterclaim**

(Order 15 rule 3(6))

To X. Y.

**1. Take notice that** ~~Take notice that~~, within [14 days] after service of this defence and counterclaim on you, counting the day of service, you must acknowledge service and state in your acknowledgment whether you intend to contest the proceedings. If you fail to do so or if your acknowledgment does not state your intention to contest the proceedings, judgment may be given against you without further notice.

Rule 41  
Rec 18

**2. If the only remedy that the counterclaiming plaintiff is seeking is the payment of a liquidated amount of money or the payment of an unliquidated amount of money, you may admit the counterclaiming plaintiff's claim in whole or in part by completing Form No. 16 or 16C (as the case may require) accompanying the counterclaim.**

**A completed Form No. 16 or 16C must be filed with the Registry of the District Court and served on the counterclaiming plaintiff [or the counterclaiming plaintiff's solicitors] within the period for service of the defence to counterclaim.**

IMPORTANT

Directions for Acknowledgment of Service are given with the accompanying form.

\_\_\_\_\_

No. 23  
**Notice of payment into court**

Rule 69  
Rec 38-43

~~(Order 22 rule 4)~~

~~(Heading as in action)~~

Take notice that-

The defendant ..... has paid \$ ..... into court.

The said \$ ..... is in satisfaction of (the cause of action) (all the causes of action) in respect of which the plaintiff claims (and after taking into account and satisfying the above named defendant's cause of action for ..... in respect of which he counterclaims).

or

The said \$ ..... is in satisfaction of the following causes of action in respect of which the plaintiff claims, namely, ..... (and after taking into account as above).

or

Of the said \$ ....., \$ ..... is in satisfaction of the plaintiff's cause(s) of action for ..... (and after taking into account as above) and \$ ..... is in satisfaction of the plaintiff's cause(s) of action for ..... (and after taking into account as above).

Dated the ..... day of ..... 20 .....

\_\_\_\_\_

**No. 23**

**Notice of sanctioned payment**

Rule 69  
Rec 38-39, 41-43

**(Order 22 rule 8(2))**

**(Heading as in action)**

**To the plaintiff('s solicitor) and to the Director of Legal Aid (if applicable)**

---

**Take notice that the defendant(s) \_\_\_\_\_ has/have  
paid \$ \_\_\_\_\_ (a further amount of \$ \_\_\_\_\_) into  
court in settlement of  
(tick as appropriate)**

- the whole of your claim**
- part of your claim (give details below)**
- a certain issue or certain issues arising from your claim (give details below)**

**The (part) (issue or issues) to which it relates is(are): (give details)**

- It is in addition to the amount of \$ \_\_\_\_\_ already paid into  
court on \_\_\_\_\_ and the total amount in court now offered in  
settlement is \$ \_\_\_\_\_ (give total of all payments in court  
to date)**
- It is not inclusive of interest and an additional amount of \$ \_\_\_\_\_  
is offered for interest (give details of the rate(s) and period(s)  
for which the amount of interest is offered)**
- It takes into account all (part) of the following counterclaim or set off:  
(give details of the party and the part of the counterclaim to which the  
payment relates)**
- It takes into account the interim payment(s) made in the following  
amount(s) on the following date(s): (give details)**
- It takes into account the following sum(s) of money that has (have) been  
paid into court: (give details)**
- It is part of the terms of a sanctioned offer set out in (identify the  
document). If you give notice of acceptance of this sanctioned payment,  
you will be treated as also accepting the sanctioned offer.**

**Note : – This notice will need to be modified where an offer of provisional damages is made (Order 22, rule 11) .**

**Signed**

**Defendant('s solicitor)**

**Position or office held  
(If signing on behalf  
of a firm, company or  
corporation)**

**Date**

**With company chop  
(if applicable)**

**Note: To the plaintiff**

**If you wish to accept the payment made into court and the Court's leave for acceptance is not required, you should complete Form No. 24, send it to the defendant and file a copy in the Registry of the District Court.**



No. 24  
**Notice of acceptance of money paid into court**

Rule 69  
Rec 38-39, 41-43

~~(Order 22 rule 3)~~

~~(Heading as in action)~~

~~Take notice that the plaintiff accepts the sum of \$ .....  
paid in by the defendant C.D. in satisfaction of the cause(s) of action in respect of  
which it was paid in and in respect of which the plaintiff claims (against that  
defendant) (and abandons the other causes of action in respect of which he claims in  
this action).~~

~~Dated the ..... day of ..... 20 .....~~

---

**No. 24**

**Notice of acceptance of sanctioned payment**

**(Order 22 rule 15(4))**

**(Heading as in action)**

Rule 69  
Rec 38-39, 41-43

**To the defendant('s solicitor) and to the Director of Legal Aid (if applicable)**

---

**Take notice that the plaintiff accepts the payment(s) into court totalling \$ \_\_\_\_\_ in settlement of (the whole of) (part of) (certain issue(s) arising from) \*the plaintiff's claim as set out in the notice of sanctioned payment received on \_\_\_\_\_ (and abandons the other part(s) of or issue(s) arising from the plaintiff's claim).**

**Signed**

**Plaintiff('s solicitor)**

**Position or office held  
(If signing on behalf of  
a firm, company or  
corporation)**

**Date**

**With company chop  
(if applicable)**

**\* Delete as appropriate.**

---

**No. 25**

**Notice of request for payment**

**(Order 22 rule 17)**

**(Heading as in action)**

Rule 69  
Rec 38-39, 41-43

**On \_\_\_\_\_ I accepted the payment(s) into court totalling \$ \_\_\_\_\_ in settlement of (the whole of) (part of) (certain issue(s) arising from) \*my claim as set out in the notice of sanctioned payment received on \_\_\_\_\_ (and abandoned the other part(s) of or issue(s) arising from my claim).\***

**I declare that:**

- the sanctioned payment has been accepted [within 28 days] [after 28 days but costs have been agreed] [less than 28 days before trial but costs have been agreed]\***
  - the payment into court was not made with a defence of tender**
  - the offeree is not a person under disability**
  - [at no time has the offeree been on legal aid in these proceedings] [the offeree has been on legal aid]\***
  - there is no pending application to withdraw or diminish the sanctioned payment**
  - [there is only 1 defendant] [the sanctioned payment is made by all defendants] [I have discontinued my claim against those defendants who have not made the sanctioned payment and they have given written consent to the acceptance of the sanctioned payment]\***
  - [my claim does not include a claim for provisional damages] [my claim for provisional damages has been disposed of under Order 37, rule 8]\***
- (If any of the above declarations has not been made, the money in court can only be paid out by order of the Court)**
- a copy of this notice has been served on the defendant('s solicitor) named below and I request payment of this money held in court to be made to:**

**Plaintiff or solicitor's full name/Director of Legal Aid\***

**Address and telephone number**

Signature

Note: Before signing this form please read the notes for guidance overleaf.  
Incorrectly signed forms may be returned unactioned.

Signed

Date

DETAILS OF PLAINTIFF'S SOLICITOR

Name of firm

Solicitor for

Defendant or solicitor's full name/Director of Legal Aid\*

Address and telephone number

Signature

Note: The plaintiff('s solicitor) should obtain the signature of the defendant('s  
solicitor) on the box below before serving a copy of this notice on him

Signed

Date

DETAILS OF DEFENDANT'S SOLICITOR

Name of firm

Solicitor for

\* Delete as appropriate

Notes for guidance on completion of Form No. 25

In order to request payment out of funds in court, file this form, signed and completed in accordance with these notes for guidance in the Registry of the District Court. A copy of this form should also be sent to the defendant('s solicitors).

- When completing this form, please ensure that you tick all of the boxes under the heading: 'I declare that'. If you do not tick all of the boxes, the Registry of the District Court will not be able to process your request for payment and will have to return the form to you.
- The form should be signed either by the plaintiff or his solicitor.
- The Accounts Office of the District Court will only issue payment upon receipt of a properly completed Form No. 25 with an original signature. Faxed copies of the form and photocopies of signatures will not be accepted and will be returned to sender.

**No. 25A**

**Notice of payment into court under order or certificate**

**(Order 22 rule 27(1))**

**(Heading as in action)**

Rule 69  
Rec 38-39, 41-43

**Take notice that the plaintiff/defendant \_\_\_\_\_ has paid  
\$ \_\_\_\_\_ into court in compliance with the order/certificate of  
\_\_\_\_\_ dated \_\_\_\_\_.**

**Signed**

**Plaintiff/Defendant('s  
solicitor)**

**Position or office  
held  
(If signing on behalf  
of a firm, company  
or corporation)**

**Date**

**With company chop  
(if applicable)**

---

**Solicitors' certificate**

**We certify that –**

**(a) the payment is made within time.**

**\*(b) there is no direction in the order for investment of the money.**

**\*(c) the Court has directed that the money be invested in the following manner –**

**Signed**

**Date**

**SOLICITOR'S DETAILS**

**Name of firm**

**Solicitor for**

**\* Delete as appropriate**

No. 26

**List of Documents**

(Order 24 rule 5)

(Heading as in cause or matter)

**List of documents**

The following is a list of the documents relating to the matters in question in this action which are or have been in the possession, custody or power of the above-named plaintiff (or defendant) A.B. **and which is served in compliance with Order 24, rule 2** (or the order herein dated the ..... day of ..... 20 .....).

Rule 191

1. The plaintiff (or defendant) has in his possession, custody or power the documents relating to the matters in question in this action enumerated in schedule 1 hereto.

2. The plaintiff (or defendant) objects to produce the documents enumerated in part 2 of the said schedule 1 on the ground that (stating the ground of objection).

3. The plaintiff (or defendant) has had, but has not now, in his possession, custody or power the documents relating to the matters in question in this action enumerated in schedule 2 hereto.

4. Of the documents in the said schedule 2, those numbered ..... in that schedule were last in the plaintiff's (or defendant's) possession, custody or power on (stating when) and the remainder on (stating when).

(Here state what has become of the said documents and in whose possession they now are.)

5. Neither the plaintiff (or defendant), nor his solicitor nor any other person on his behalf, has now, or ever had, in his possession, custody or power any document of any description whatever relating to any matter in question in this action, other than the documents enumerated in schedules 1 and 2 hereto.

SCHEDULE 1

Part 1

(Here enumerate in a convenient order the documents (or bundles of documents, if of the same nature, such as invoices) in the possession, custody or power of the party in question which he does not object to produce, with a short description of each document or bundle sufficient to identify it.)

Part 2

(Here enumerate as aforesaid the documents in the possession, custody or power of the party in question which he objects to produce.)

SCHEDULE 2

(Here enumerate as aforesaid the documents which have been, but at the date of service of the list are not, in the possession, custody or power of the party in question.)

Dated the ..... day of ..... 20 .....

Notice to inspect

Take notice that the documents in the above list, other than those listed in part 2 of schedule 1 (and schedule 2), may be inspected at (the office of the solicitor of the above-named (plaintiff) (defendant) (insert address) or as may be) on the.....day of.....20....., between the hours of..... and .....

To the defendant (or plaintiff) C.D. and his solicitor.

Served the.....day of.....20.....by..... of.....solicitors for the (plaintiff) (defendant).

\_\_\_\_\_



**No. 38**

**Notice of motion**

**(Order 8 rule 3)**

**(Heading as in cause or matter)**

**Take notice that (pursuant to the leave of \_\_\_\_\_ given on**  
**the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ ) the Court (or Judge \_\_\_\_\_ )**  
**will be moved \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_ o'clock, or**  
**so soon thereafter as counsel can be heard, by (Mr \_\_\_\_\_**  
**of \_\_\_\_\_ ) counsel for the above-named plaintiff (or defendant) that**  
**\_\_\_\_\_**  
**\_\_\_\_\_**  
**\_\_\_\_\_**  
**and that the costs of the application be**  
**\_\_\_\_\_**  
**\_\_\_\_\_**  
**\_\_\_\_\_**

**Dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ .**

**(Signed) \_\_\_\_\_**  
**\_\_\_\_\_**  
**of \_\_\_\_\_**  
**Solicitor for \_\_\_\_\_**

**To**

**Solicitor for \_\_\_\_\_**

**No. 51**

~~Judgment for costs after acceptance of money paid into court~~

~~(Order 62 rule 10(3))~~

~~(Heading as in action)~~

~~The ..... day of ..... 20 .....~~

~~The defendant having paid into court in this action the sum of \$ ..... in satisfaction of the plaintiff's cause(s) of action (or in satisfaction of the plaintiff's cause of action for .....), and the plaintiff having by his notice dated the ..... day of ..... 20 ..... accepted that sum in satisfaction of his cause(s) of action (or in satisfaction of his cause of action for ..... and abandoned his other cause(s) of action), and the plaintiff's costs herein having been taxed and allowed at \$ ..... as appears by a taxing officer's certificate dated the ..... day of ..... 20 ....., and the defendant not having paid the sum within 48 hours after taxation.~~

~~It is this day adjudged that the defendant do pay the plaintiff \$ ..... the said taxed costs.~~

\_\_\_\_\_

No. 85

**Order of committal**

(O. 52 r. 1)

(Heading as in action)

Rule 191

~~Upon hearing the originating summons dated the ..... day of ..... 20 ..... taken out by the Solicitor for the Plaintiff/Plaintiff and upon reading (an affidavit of ..... filed the ..... day of ..... 20 ..... of service on the defendant C.D. of a copy of the order of the Court dated the ..... day of ..... 20 ..... and of notice of hearing of this originating summons):~~

Upon hearing the originating summons dated the ..... day of ..... 20 ..... taken out by the solicitor for the plaintiff/plaintiff and upon reading (an affidavit of ..... filed the ..... day of ..... 20 ..... of service on the defendant C.D. of a copy of the order of the Court dated the ..... day of ..... 20 ..... and of notice of hearing of this originating summons):

And it appearing to the satisfaction of the Court that the defendant C.D. has been guilty of contempt of court in (state the contempt):

It is ordered that for his said contempt the defendant do stand committed to ..... Prison to be there imprisoned (until further order).

(It is further ordered that this order shall not be executed if the defendant C.D. complies with the following terms, namely, .....).

Dated the ..... day of ..... 20 .....

\_\_\_\_\_

**No. 93**

**Notice of sanctioned payment (Order 62A)**

**(Order 62A rule 8(2))**

**(Heading as in action)**

Rule 72  
Rec 132

**To the receiving party('s solicitor)**

---

**Take notice that the paying party \_\_\_\_\_ has paid \$ \_\_\_\_\_ (a further amount of \$ \_\_\_\_\_) into court in settlement of (tick as appropriate)**

- the whole of your costs including the costs of taxation (for the bill dated \_\_\_\_\_)**
- part of your costs (give details below)**
- It is in addition to the amount of \$ \_\_\_\_\_ already paid into court on \_\_\_\_\_ and the total amount in court now offered in settlement of your costs is \$ \_\_\_\_\_ (give total of all payments in court to date)**
- It is not inclusive of interest and an additional amount of \$ \_\_\_\_\_ is offered for interest (give details of the rate(s) and period(s) for which the amount of interest is offered)**
- It takes into account the interim payment(s) of costs made in the following amount(s) on the following date(s): (give details)**
- It takes into account the following sum(s) of money that has (have) been paid into court as security for the costs of the action, cause or matter: (give details)**

**Signed**

**Paying party('s solicitor)**

**Position or office held (If signing on behalf of a firm, company or corporation)**

**Date**

**With company chop (if applicable)**

Note: To the receiving party

If you wish to accept the payment made into court and the Court's leave for acceptance is not required, you should complete Form No. 93B and file it in the Registry of the District Court, and send a copy to the paying party.

---

**No. 93A**

**Notice of acceptance of sanctioned payment (Order 62A)**

**(Order 62A rule 13(4))**

**(Heading as in action)**

**To the paying party('s solicitor)**

---

**Take notice that the receiving party accepts the payment(s) into court totalling \$ \_\_\_\_\_ in settlement of (the whole of) (part of) the receiving party's costs as set out in the notice of sanctioned payment received on \_\_\_\_\_ (and abandons the other part(s) of the costs).**

**Signed**

**Receiving party('s solicitor)**

**Position or office held (If signing on behalf of a firm, company or corporation)**

**With company chop (if applicable)**

**Date**

---

**No. 93B**

**Notice of request for payment (Order 62A)**

**(Order 62A rule 15)**

**(Heading as in action)**

**On \_\_\_\_\_ I accepted the payment(s) into court totalling \$ \_\_\_\_\_  
in settlement of (the whole of) (part of) my costs as set out in the notice of  
sanctioned payment received on \_\_\_\_\_.**

**I declare that:**

- the sanctioned payment has been accepted [within 14 days] [after 14 days but liability for and quantum of costs incurred after the 14-day period have been agreed]\***
- the offeree is not a person under disability**
- [at no time has the offeree been on legal aid in these proceedings] [the offeree has been on legal aid]\***
- there is no pending application to withdraw or diminish the sanctioned payment**
- [there is only one paying party] [the sanctioned payment is made by all paying parties] [I have discontinued the proceedings for taxation against those paying parties who have not made the payment and they have given written consent to the acceptance of the sanctioned payment]\***

**(If any of the above declarations has not been made, the money in court can only be paid out by order of the Court)**

- a copy of this notice has been served on the paying party('s solicitor) named below and I request payment of this money held in court to be made to:**

**Receiving party or solicitor's full name**

**Address and telephone number**

Signature

Note: Before signing this form please read the notes for guidance overleaf. Incorrectly signed forms may be returned unactioned.

Signed

Date

**DETAILS OF RECEIVING PARTY'S SOLICITOR**

Name of firm

Solicitor for

Paying party or solicitor's full name/Director of Legal Aid\*

Address and telephone number

Signature

Note: The receiving party('s solicitor) should obtain the signature of the paying party('s solicitor) on the box below before serving a copy of this notice on him

Signed

Date

**DETAILS OF PAYING PARTY'S SOLICITOR**

Name of firm

Solicitor for

**\* Delete as appropriate**



Notes for guidance on completion of Form No. 93B

In order to request payment out of funds in court, file this form, signed and completed in accordance with these notes for guidance in the Registry of the District Court. A copy of this form should also be sent to the paying party's solicitors.

- When completing this form, please ensure that you tick all of the boxes under the heading: 'I declare that'. If you do not tick all of the boxes, the Registry of the District Court will not be able to process your request for payment and will have to return the form to you.
- The form should be signed either by the receiving party or his solicitor.
- The Accounts Office of the District Court will only issue payment upon receipt of a properly completed Form No. 93B with an original signature. Faxed copies of the form and photocopies of signatures will not be accepted.
- A director of a company must obtain leave to represent the company from a Practice Master before he may sign on behalf of the company.