



Administration Wing Chief Secretary for Administration's Office

Legal Advice Scheme for Unrepresented Litigants on Civil Procedures (Procedural Advice Scheme)

Eligibility

Service is available for unrepresented litigants who –

- have not been granted legal aid and have not engaged lawyers; and
- satisfy the Procedural Advice Scheme's income eligibility limit* of not exceeding a monthly income of \$50,000 or an annual income of \$600,000.

* The income of an applicant's spouse, where applicable, will be counted towards the limit, unless the spouse is the opposite party of the proceedings or the applicant and the spouse are living separate and apart.

The Procedural Advice Scheme

- provides **free legal advice on civil procedural matters** for unrepresented litigants who commence or are parties to legal proceedings in the Lands Tribunal, the District Court, the Family Court, the Court of First Instance or the Court of Appeal of the High Court or the Court of Final Appeal (including commencement of proceedings); but not including civil proceedings in other tribunals;
- **will not provide advice on merits of cases or act as legal representative;** and
- operates on a “first come first served” basis.

Examples of advice given include –

- explaining court rules and procedures, court documents, orders, trial procedures;
- how to commence a court action;
- how to make the various interlocutory applications;
- how to prepare court documents;
- how to prepare for a hearing;
- explaining the costs involved in proceedings and the taxation of costs;
- how to enforce a judgment or an order; and
- explaining the procedures for launching an appeal.

Examples of areas **not** covered by the Scheme:

- legal aid application and legal aid appeal;
- applications for letters of administration and the grant of probate;
- petition/discharge of self-bankruptcy order;
- cases involving Mainland or foreign law;
- seeking advice for limited companies, societies, associations;
- drafting legal documents;
- applicants repeatedly seeking advice concerning the same issues or subject matters without additional information;
- matters with no legal procedural issues involved;
- the matters have been solved or superseded by event;
- complicated legal issues which require detailed research and studying of documents; and
- applicants who, in the opinion of the Scheme, have the means to pay for legal advice.

Advice sessions (Quick Advice Sessions and Appointment Advice Sessions)

Advice sessions are attended by Resident Lawyers of the Scheme or Community Lawyers (i.e. volunteer lawyers).

Depending on the procedural advice sought, the Scheme will arrange a Quick Advice Session (QAS) of not more than 15 minutes or an Appointment Advice Session (AAS) of not more than 45 minutes for the applicants.

Maximum number of advice sessions

Applicants may attend a maximum of **five** advice sessions (including QASs and AASs) every three months for the same case.

To assess eligibility of the applicants, applicants are required to complete an application form each time they seek legal advice.

How to apply

Applications must be made **in person** at the Procedural Advice Scheme Office. Applicants who are parties or wish to join as parties to the civil proceedings must provide relevant and recent court documents. Further information and the Terms and Conditions of the Scheme are available on the Scheme's webpage, as well as through the Procedural Advice Scheme Office.

Procedural Advice Scheme Offices

Admiralty Office : Room LG217, LG2/F, High Court Building, 38 Queensway, Hong Kong
Wanchai Office : Room 437, 4/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong

Office Hours : Mondays to Fridays (except public holidays) 8:45 am to 1:00 pm
2:00 pm to 6:00 pm

Cut-off time for accepting applications for each half day is at 12:30 pm and 5:30 pm respectively.

Telephone : 2259 5017 Fax : 2259 5105

E-mail : pas@csso.gov.hk

Administration Wing
Chief Secretary for Administration's Office

Webpage : https://www.admwing.gov.hk/eng/public_service/paso.htm

(Updated March 2019)