

IN THE DISTRICT COURT OF THE  
HONG KONG SPECIAL ADMINISTRATIVE REGION

(a) Case No. \_\_\_\_\_ / \_\_\_\_\_

General Reference

(a) Insert case number

BETWEEN

(b) (1)

Plaintiff(s)

(b) Insert name(s) of  
Plaintiff(s)

(c) Insert name(s) of  
Defendant(s)

(c) (1)

and

Defendant(s)

**SUMMONS**

LET ALL PARTIES CONCERNED ATTEND before \* His/Her Honour \* Judge/Master  
\_\_\_\_\_ of the District Court sitting in Chambers \*(open to public) / (not open to public)  
at the District Court, Wanchai Tower, 12 Harbour Road, Hong Kong on \_\_\_\_\_-day,  
the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ at \_\_\_\_\_ o'clock in the \*fore/after noon, on the  
hearing of an application on the part of the \*Plaintiff(s)/Defendant(s) \_\_\_\_\_ for an Order that:-

(d) State the order to be  
obtained

(d) (3) (please prepare an affirmation stating the facts and reasons in support of the application.)

(2) Order \_\_\_\_\_  
rule \_\_\_\_\_ of the  
Rules of the District Court

(e) State the costs order, if  
necessary

(e) And that the costs of the said application be paid by the \*Plaintiff(s)/Defendant(s)  
to the \*Plaintiff(s)/Defendant(s).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Registrar

(f) Insert name of the person

This summons was taken out by: \*Plaintiff(s)/Defendant(s) (f) \_\_\_\_\_ in person,

taking out this summons

(g) Insert address of the  
person taking out this  
summons

whose address is (g) \_\_\_\_\_  
\_\_\_\_\_ Telephone No. \_\_\_\_\_

The following are the names/addresses of all persons / solicitors to be served with this Summons

(h) State the names and  
addresses of all persons /  
solicitors to be served  
with this summons

TO: (h)(3) \_\_\_\_\_  
Address \_\_\_\_\_

(i) Give the time estimate of  
the hearing

(i) Time estimate:  
\_\_\_\_\_ \*min/hour/day(s)

Signed

\_\_\_\_\_  
\*Plaintiff(s)/Defendant(s)

Foot-notes:

\* Delete whichever is inapplicable

(1) Or to fill in details which appear on the originating document

(2) Set out the provision of the Rules of the District Court or relevant laws under which the application is made

(3) If the space here is insufficient, blank paper may be used and attached to this summons

(Revised – March 2023)