

## HOW TO USE THIS BOOK

*Correct Professional Conduct:* This edition contains many references to the Code of Conduct of the Bar of the Hong Kong Special Administrative Region and to the Hong Kong Solicitors' Guide to Professional Conduct (2nd Edition). Persons practicing law and those aspiring to the practice of law in Hong Kong should be so familiar with those texts that correct professional conduct towards the court, the client, defendants and witnesses and professional colleagues becomes instinctive. The Law Society of Hong Kong Circulars referred to in the text may be accessed through the Members Zone of the Law Society website: [www.hklawsoc.org.hk](http://www.hklawsoc.org.hk). Readers who cannot access the Circulars by that route may wish to approach the Law Society directly.

The law in *Criminal Litigation in Hong Kong* (3rd Edition) is generally up-to-date as of August 2011.

## TABLE OF CONTENTS

<i>Foreword by The Honourable Mr Justice Michael Lunn</i> .....	v
<i>Preface</i> .....	vii
<i>Acknowledgements</i> .....	ix
<i>How to Use This Book</i> .....	xi
<i>Table of Cases</i> .....	xxxi
<i>Table of Legislation</i> .....	xxxvii
<i>Table of Other Materials</i> .....	xlix

### CHAPTER 1 RECEIVING INSTRUCTIONS TO VISIT A PERSON DETAINED IN CUSTODY

1. The First Contact .....	1.001
(a) Whether the solicitor can reveal the instructing person's identity to the police .....	1.012
(b) Requests to visit a person who is not in custody .....	1.014
(c) Access to the arrested person may be refused .....	1.017
(d) Risks where the instructing person wants to accompany the solicitor to the place where the arrested person is detained .....	1.021
(e) The whereabouts of the arrested person .....	1.024
(f) Instructions from the arrested person .....	1.029
2. Action .....	1.032
(a) Whether to telephone the Officer in Charge of the Case to confirm if access is permitted? .....	1.033
(b) Explain the objectives of the visit .....	1.036
(c) Requests for visit to be made by unqualified persons .....	1.041
(d) Giving items to arrested persons .....	1.042
3. Fees and the Law Society's Requirements .....	1.045
(a) Step by step approach to fees .....	1.047
(b) Solicitors to negotiate fees .....	1.049
(c) If counsel is instructed to conduct the visit .....	1.053
(d) Rule 5D of the Solicitors' Practice Rules .....	1.055
(e) When does criminal litigation begin? .....	1.063
(f) The instructing person is the client for the time being .....	1.065
(g) Don't delay in complying with rule 5D .....	1.068
(h) Considerations for rule 5D letters .....	1.069
(i) Duty Lawyer Service and Legal Aid .....	1.082
(j) Instructing counsel .....	1.083

Checklist .....	16
Sample Documents .....	18
1.1 Initial Instructions Form .....	18
1.2 Consent Form to Copy Hong Kong Identity Card and Reveal Identity .....	20
1.3 Rule 5D Letter Confirming Instructions and Fees .....	21
1.4 Open Letter Confirming Counsel has been Instructed .....	23
1.5 Instructions to Counsel .....	24
<b>CHAPTER 2 VISITING A PERSON IN POLICE CUSTODY</b>	
1. Introduction .....	2.001
2. Prerequisites .....	2.004
3. Where to Go on Arrival .....	2.010
(a) Who comes first: the arrested person or the Officer in Charge of the Case? .....	2.016
4. Access .....	2.021
(a) Right of access to a detained person .....	2.021
(b) When access is refused or the solicitor's services are declined .....	2.023
5. Source of Instructions .....	2.025
6. Difficulties in Dealing with Police Officers .....	2.027
7. The Interview .....	2.030
(a) Place of interview .....	2.030
(b) Restrictions on handing items to a detained person .....	2.035
(c) Conducting the interview .....	2.036
(d) Admissions .....	2.038
(e) The right to remain silent .....	2.041
(f) Admission and Complaints concerning treatment in police custody .....	2.054
(g) The importance of medical evidence .....	2.065
(h) Action in respect of complaints .....	2.067
(i) The importance of placing the complaint on record .....	2.071
(j) Advising arrested persons not to talk about the case .....	2.092
(k) Obtaining the charge sheet .....	2.095
8. Identifying Particulars .....	2.096
9. Release on Bail .....	2.111
10. Other Instructions .....	2.119
11. After the Visit .....	2.122
Checklist .....	50
Sample Documents .....	52
2.1 Interview With an Arrested Person in Custody .....	52

## CHAPTER 3 ACCOMPANYING A CLIENT TO A POLICE STATION

1. Introduction .....	3.001
2. When the Client is Wanted for Questioning by the Police .....	3.005
(a) General advice .....	3.005
(b) Preparing for the arrest .....	3.007
(c) Advice before the visit .....	3.009
(d) Arrest .....	3.017
(e) Video recorded interviews (VRIs) .....	3.025
(f) Written records of interview .....	3.042
(g) After the interview .....	3.054
3. When the Client has Absconded from Bail .....	3.057
4. When the Client has to Report Back to a Police Station as a Condition of Bail .....	3.060
(a) Release without condition and refund of bail money .....	3.063
(b) Release on renewed or "extended bail" .....	3.064
(c) Client to be Charged .....	3.069
Checklist .....	70
Sample Documents .....	72
3.1 Rule 5D Letter Confirming Instructions and Fees .....	72
<b>CHAPTER 4 IDENTIFICATION PARADES</b>	
1. The Purpose of an Identification Parade .....	4.001
2. The Length of Time Required .....	4.006
3. Whether to Participate in an Identification Parade .....	4.007
4. Basic Procedure for a Parade .....	4.010
5. The Solicitor's Role when Attending an Identification Parade .....	4.043
6. Advice to the Client before the Parade .....	4.045
7. Conduct of the Identification Parade .....	4.052
(a) Client's clothing and personal appearance .....	4.052
(b) Conduct of the suspect during the identification parade .....	4.056
(c) Conduct of a parent or guardian attending the identification parade .....	4.058
(d) Conduct of actors attending the identification parade .....	4.059
(e) Conduct of the solicitor during the identification parade .....	4.060
8. After the Identification Parade .....	4.064
Checklist .....	88
Sample Documents .....	90
4.1 Notice to Suspect (Form Pol. 279A) .....	90
4.2 Rule 5D Letter Confirming Instructions and Fees .....	92

## CHAPTER 5 FIRST APPEARANCE BEFORE A MAGISTRATE AND APPLICATIONS FOR BAIL

1. The Magistrates Courts .....	5.001
(a) Fees the Duty Lawyer Service and Legal Aid .....	5.013
2. Before the Appearance .....	5.019
(a) Objectives on first appearance before a magistrate .....	5.019
(b) Procedure upon arrival at court and having case stood down .....	5.023
(c) Obtaining access to a client detained in the cells .....	5.032
(d) Rule 5D and the Duty Lawyer Service .....	5.037
(e) Duty Lawyer previously instructed .....	5.040
(f) The charge sheet .....	5.041
(g) Interviews by police .....	5.042
(h) Complaints .....	5.044
(i) Sketches of injuries .....	5.051
(j) Medical examination and treatment .....	5.053
(k) Advice on plea .....	5.055
(l) Explain court procedure .....	5.066
(m) Obtaining instructions for bail application when there is to be a remand .....	5.068
(n) Going into court and conferring with the court prosecutor .....	5.080
(o) Formulating an application for bail .....	5.084
(p) General principles relating to bail .....	5.087
(q) Personal particulars of the defendant .....	5.097
(r) Common objections to bail and possible responses .....	5.098
(s) Typical conditions attaching to bail .....	5.110
3. Applications for Bail .....	5.130
(a) Nature of applications for bail .....	5.130
(b) Procedure in court .....	5.134
(c) Requiring the prosecution to state objections to bail .....	5.139
(d) Making the application .....	5.141
(e) If the application fails, police or jail custody? .....	5.144
(f) If the application succeeds .....	5.145
(g) Placing complaints on record .....	5.146
4. After the Application .....	5.150
5. Application by the Secretary for Justice for Review of Admission to Bail (s.9H) .....	5.162
Checklist .....	122
Sample Documents .....	124
5.1 Instructions for Bail .....	124
5.2 Court Attendance Note .....	127
5.3 Rule 5D Letter (Standard Form) .....	128
5.4 Attendance Form for Criminal Proceedings .....	134

## CHAPTER 6 SUBSEQUENT APPEARANCES BEFORE A MAGISTRATE: TRANSFERS TO THE DISTRICT COURT AND COMMITTAL PROCEEDINGS; TRANSFERS BETWEEN COURTS

1. Introduction .....	6.001
2. Second and Subsequent Appearances Before a Magistrate .....	6.012
3. Whether to Consent or Object to Further Remands Sought by the Prosecution and Article 11 of the Hong Kong Bill of Rights .....	6.016
4. Further Applications and Using Delays as a Lever to Obtain Bail .....	6.017
5. Taking a Plea and Fixing a Date for Trial Before a Magistrate .....	6.025
6. Procedure on Transfer to the District Court .....	6.042
(a) Procedure before Magistrate .....	6.042
(b) Plea day in the District Court .....	6.063
7. Procedure When the Prosecution Seeks Committal for Trial in the Court of First Instance .....	6.072
(a) Appointment of a return day .....	6.079
(b) Procedure on the return day .....	6.088
(c) Preparing for the return day .....	6.093
(d) Procedure at a preliminary inquiry .....	6.122
8. Committal for Trial .....	6.137
(a) Bail following committal for trial .....	6.138
(b) Committal in custody .....	6.139
(c) The alibi warning .....	6.140
(d) Reporting restrictions .....	6.147
9. Fixing a Date for Trial Before the Criminal Listing Judge .....	6.153
10. Transferring From the Court of First Instance to the District Court or a Magistrate .....	6.156
11. Transferring From the District Court to the Court of First Instance or a Magistrate .....	6.166
12. Transferring From the Magistrates' Court to the Court of First Instance under s.79F of the CPO .....	6.178
13. Transferring From the Magistrates' Court to the Court of First Instance under s.3 of the Complex Commercial Crimes Ordinance .....	6.192
Checklist .....	171

## CHAPTER 7 OBTAINING THE CASE PAPERS AND ADVISING ON PLEA

1. The Importance of Preparation .....	7.001
2. Obtaining the Case Documents .....	7.003
(a) Trial in the Court of First Instance .....	7.005
(b) Trial in the District Court .....	7.016
(c) Trial before a Magistrate .....	7.019

3. Action to be Taken Upon Receipt of the Case Documents .....	7.030
4. The Offence Charged .....	7.037
5. The Paginated Trial Bundle .....	7.051
(a) Transcript of appearances before Magistrates .....	7.052
(b) Statements of prosecution witnesses .....	7.053
(c) Documentry evidence .....	7.062
6. Experts' Reports .....	7.072
7. Non-Documentary Exhibits .....	7.074
8. Closed Circuit Television Recordings .....	7.075
9. Action After Reading the Paginated Trial Bundle .....	7.080
(a) Criminal Record .....	7.085
(b) Criminal Record of Prosecution Witnesses .....	7.089
(c) Disciplinary proceedings against police officers .....	7.090
(d) Accomplices and Immunities .....	7.091
(e) Requesting "Relevant Unused Material" .....	7.095
(f) Detention Register and Prisoner Movement Records .....	7.102
(g) Emergency Calls .....	7.106
(h) Records of telephone/text messages .....	7.108
10. Analysis of the Prosecution Case .....	7.109
11. Research on Sentence .....	7.111
12. Giving Preliminary Advice to the Client About the Prosecution Case and Advising on Plea and Likely Sentence .....	7.115
(a) Interpreters .....	7.116
(b) Visiting Clients in Correctional Services Department Custody .....	7.132
(c) The conference with the Client .....	7.144
13. Writing to Clients in CSD Custody.....	7.159
Checklist .....	203
Sample Documents .....	204
7.1 Notice to Act .....	204
7.2 Letter to Police / Court Prosecutor Requesting Papers and Statements of Specified Prosecution Witnesses (Case to be Heard in Magistrates' Court) .....	206
7.3 Indictment .....	208
7.4 Letter to Secretary for Justice Requesting Additional Information and Material (Case to be Heard in Court of First Instance or District Court) .....	210
7.5 Letter to Officer in Charge of a Correctional Institution Requesting Access to the Accused .....	213

## CHAPTER 8 PREPARING FOR A PLEA OF GUILTY OR FOR TRIAL

1. Preparing for a Plea of Guilty .....	8.001
(a) The Prosecution's Summary of Facts .....	8.001
(b) Determining the Factual Basis for Sentence: The <i>Newton</i> Inquiry .....	8.008

(c) Reversing an Earlier Plea of Not Guilty .....	8.011
(d) Negotiating with the Prosecution to Plead Guilty to a Lesser Charge or to some of the Charges .....	8.013
(e) Preparing a Proof of Evidence for a Guilty Plea .....	8.016
2. Preparing for a Plea of Not Guilty .....	8.027
(a) Preliminary Instructions .....	8.028
(b) Obtaining Statements Made to Complaints Against Police Office .....	8.032
(c) Obtaining Medical Reports .....	8.038
(d) Section 65B of the CPO .....	8.045
(e) Section 65C of the CPO .....	8.048
(f) Expert Evidence and s.65DA CPO .....	8.049
(g) Witness Summons for Expert Witness .....	8.051
(h) Instructing Experts .....	8.053
(i) Obtaining records of any application for bail to a judge of the Court of First Instance .....	8.062
(j) Vulnerable Witnesses: Child victims, witnesses in fear, mentally incapacitated persons .....	8.067
(k) Preparing the client's proof of evidence .....	8.114
(l) Obtaining proofs of evidence from potential witnesses .....	8.158
(m) Interviewing prosecution witnesses .....	8.172
(n) Alibi and the Requirements of Notice .....	8.186
3. Taking Over a Case from Another Firm of Solicitors .....	8.203
4. Case-Management: Court of First Instance and District Court .....	8.217
(a) Pre-trial Reviews in the Court of First Instance .....	8.224
5. Choosing Counsel and Negotiating Fees .....	8.233
(a) Agreeing Fees with a Client for a Trial or Mitigation .....	8.239
6. Brief to Counsel .....	8.247
7. Maps, Plans and Site Visits .....	8.263
8. The Importance of the Pre-Trial Conference .....	8.267
9. Advice to a Client on Dress and Conduct when Appearing in Court .....	8.269
10. Professional Conduct .....	8.272
Checklist .....	256
Sample Documents .....	260
8.1 Letter to the First Clerk of Magistrates' Court Advising of Clients' Intended Guilty Plea .....	260
8.2 Proof of Evidence for Mitigation of Sentence .....	261
8.3 Letter to the Duty Lawyer Service Asking Whether the Client had Made any Complaint About Treatment Whilst in Police Custody .....	264
8.4 Letter to the Duty Lawyer Service Authorising Release of Details .....	265
8.5 Letter to the Complaints Against Police Office .....	266
8.6 Authorisation from the Client Permitting the Release of Statements to / Correspondence with the Complaints Against Police Office .....	267
8.7 Letter to Medical Superintendent of Hospital Requesting a Medical Report .....	268

8.8 Authorisation from the Client Permitting the Release of Medical Information and Report .....	269
8.9 Letter to Chief Medical Officer Correctional Services Institution Requesting Medical / Psychiatric Reports .....	270
8.10 Authorisation to Correctional Services Department from the Client Permitting the Release of Medical/Psychiatric Report and Information .....	271
8.11 Information and Request for a Summons to a Witness .....	272
8.12 Summons to a Witness .....	274
8.13 Letter to Registrar Requesting Copy Affirmation in Support of Bail .....	276
8.14 Letter to Officer in Charge of a Correctional Services Institution Requesting Access for Solicitor and Freelance Interpreter. Request for video player to be made available .....	277
8.15 Notice of Alibi .....	278
8.16 Rule 5D Letter: Confirmation of Instructions and Agreement for Fees .....	280
8.17 Example of a Brief to Counsel .....	285

## CHAPTER 9 TRIALS

1. General Procedure .....	9.001
2. Trials in the Court of First Instance .....	9.002
(a) Duties of the instructing solicitor in trials in the Court of First Instance .....	9.004
3. Trials in the District Court .....	9.021
(a) Duties of the instructing solicitor in trials in the District Court where counsel is instructed .....	9.022
(b) Duties of the solicitor advocate .....	9.024
4. Trials Before a Magistrate .....	9.027
5. Objecting to a Charge Before a Plea is Taken .....	9.033
6. The Plea .....	9.045
7. Proof by Written Statement (s.65B of the CPO) .....	9.054
8. Admitting Facts (s.65C of the CPO) .....	9.071
9. The Opening Address .....	9.089
10. The Testimony of Witnesses .....	9.095
(a) Examination in chief .....	9.100
(b) Making objections .....	9.111
(c) Hostile witnesses .....	9.119
(d) Cross-examination .....	9.131
(e) Re-examination .....	9.140
(f) Omissions during examination of witnesses .....	9.147
(g) Questions from the Bench .....	9.155
(h) The admissibility of records of interview .....	9.159
(i) Submissions of no case to answer .....	9.213

(j) Whether the defendant should give evidence and/or call witnesses .....	9.224
(k) Whether or not to call defence witnesses .....	9.236
11. The Final Address .....	9.242
12. The Verdict .....	9.248
(a) Advice to be given to the client after the verdict .....	9.254
13. Costs and Fees .....	9.259
Sample Documents .....	334
9.1 Notice Pursuant to s.65B of the Criminal Procedure Ordinance .....	334
9.2 Counter Notice Pursuant to s.65B of the Criminal Procedure Ordinance .....	335
9.3 Notice to Admit Facts, s.65C of the Criminal Procedure Ordinance .....	336

## CHAPTER 10 PLEAS OF MITIGATION

1. The Need for a Structured Submission .....	10.001
2. Explaining the Consequences of a Plea of Guilty .....	10.004
3. Preparing a Submission .....	10.009
4. The Offence Itself .....	10.014
5. Personal Background of the Defendant .....	10.020
(a) Age .....	10.021
(b) Family background .....	10.022
(c) Education .....	10.023
(d) Employment history .....	10.024
(e) Absence of previous criminal convictions .....	10.025
6. Circumstances Leading to the Commission of the Offence .....	10.027
7. Behaviour Since the Commission of the Offence .....	10.033
8. Voluntary Surrender .....	10.043
9. Admissions and Confessions .....	10.044
10. Co-operation with the Police .....	10.045
11. Protection of Informants .....	10.050
12. Giving Evidence Against Other Persons .....	10.067
13. Guilty Plea .....	10.073
14. <i>Newton</i> Inquiry .....	10.075
15. Compensation or Restitution .....	10.084
16. Effect of the Conviction Upon the Defendant .....	10.099
17. Any Matter Which has Already Served as a Punishment .....	10.101
18. Rehabilitation .....	10.103

19. Agreeing the Facts of the Case and the Defendant's Previous Convictions .....	10.105
20. Advice to the Client Before a Plea .....	10.120
21. Undesirable Practice of Seeking an Indication from the Judge or Magistrate in Chambers .....	10.121
22. Plea Procedure in Court .....	10.124
23. If the Defendant Pleads Guilty to the Charge .....	10.125
24. When the Conviction is After Trial .....	10.126
25. Calling for Reports .....	10.130
(a) Reserving a plea of mitigation until reports are available .....	10.135
(b) Dealing with reports .....	10.141
(c) Unfavourable reports .....	10.145
26. An Incorrect Clear Record .....	10.149
27. Calling the Defendant as a Witness in Mitigation .....	10.153
28. Character Witnesses .....	10.155
29. Pronouncement of Sentence .....	10.157
30. Fines and Requesting Time to Pay .....	10.161
31. Costs .....	10.166
32. Advice Following Sentence .....	10.167
(a) Default in payment of a fine .....	10.170
(b) Breach of an order for conditional discharge .....	10.171
(c) Breach of the conditions of a probation order or CSO .....	10.173
(d) Conviction for offences committed during the operational period of a suspended sentence .....	10.176
(e) Concurrent and consecutive sentences of imprisonment and remission of sentence for good behaviour .....	10.182
(f) Rehabilitation of Offenders Ordinance .....	10.185
(g) Preliminary advice on appeal .....	10.188
(h) Possible eligibility for legal aid .....	10.194
33. Custodial Sentencing Options for Persons under 21 Years of Age .....	10.195
34. Training Centre Orders: Training Centres Ordinance (Cap.280) .....	10.197
35. Detention Centre Orders: Detention Centres Ordinance (Cap.239) .....	10.216
36. Rehabilitation Centre Orders: Rehabilitation Centres Ordinance (Cap.567) .....	10.230
37. Binding Over to Keep the Peace and to be of Good Behaviour .....	10.241
(a) Power to bind over .....	10.242
(b) Nature of a bind over .....	10.244
(c) Breach of a bind over .....	10.251
(d) Negotiating the bind over .....	10.254
(e) Making the bind over order .....	10.256
Checklist .....	375

## CHAPTER 11 REVIEWS

1. Introduction .....	11.001
2. Scope of a review .....	11.015
3. Time for Making an Application for Review .....	11.017
4. Deciding whether to Apply for a Review .....	11.025
5. Making an Application for a Review .....	11.033
6. Conducting the Review .....	11.046
7. Use of the Review Procedure by a Magistrate .....	11.058
8. Procedure after the Review .....	11.063
9. Costs .....	11.072
Checklist .....	387
Sample Documents .....	388
11.1 Letter of Application for a Review under s.104 of the Magistrates Ordinance .....	388

## CHAPTER 12 APPEALS

1. Introduction .....	12.001
2. Appeals From Magistrates .....	12.016
(a) Section 105: The appeal by way of case stated .....	12.021
(b) Section 113: The appeal by way of the alternative procedure .....	12.070
(c) Taking over the conduct of an appeal .....	12.124
(d) Instructing counsel on the appeal .....	12.132
(e) Abandonment of appeals from magistrates .....	12.143
(f) The appeal hearing in the Court of First Instance .....	12.154
(g) Powers of the judge of the Court of First Instance on the appeal .....	12.157
(h) Reserving the appeal to the Court of Appeal .....	12.160
(i) Appeals from magistrates and the Court of Final Appeal .....	12.165
3. Appeals to the Court of Appeal .....	12.176
(a) Appeals from the District Court by way of case stated .....	12.182
(b) The Court of Appeal's appellate jurisdiction .....	12.185
(c) Time limits for appeals .....	12.199
(d) Conduct of appeals to the Court of Appeal .....	12.203
(e) The procedure for appeals to the Court of Appeal .....	12.207
(f) Powers of the Court of Appeal on the hearing of the appeal .....	12.243
(g) Appeal against sentence .....	12.248
4. Reviews of Sentence by the Court of Appeal .....	12.250
(a) Making the application for a review of sentence .....	12.255
(b) Hearing the application .....	12.265
5. Appeals to the Court of Final Appeal .....	12.284
Checklist .....	430

Sample Documents .....	432
12.1 Letter to the Magistrate Notifying Intention to Appeal by Case Stated .....	432
12.2 Form 95: Application to Magistrate to State a Case .....	433
12.3 Form 99: Money Deposit / Recognisance to Prosecute Appeal and to Appear if Appellant is Liberated from Custody .....	434
12.4 Form 97: Case Stated by a Magistrate .....	435
12.5 Form 101: Magistrates (Forms) Rules: Notice of Appeal to a Judge Against Conviction .....	437
12.6 Form 102: Magistrates (Forms) Rules: Notice of Appeal to a Judge Against Sentence .....	438
12.7 Application to a Judge of the Court of First Instance/Magistrate for Extension of Time for Giving Notice of Appeal .....	439
12.8 Perfected Grounds of Appeal .....	441
12.9 Letter To The Registrar Requesting A Date For Hearing When Counsel is Available .....	442
12.10 Notice of Abandonment of Appeal Against Conviction .....	443
12.11 Notice of Abandonment of Appeal Against Sentence .....	445
12.12 Perfected Ground of Appeal Against Conviction (Court of Appeal) .....	447
12.13 Perfected Grounds of Appeal Against Conviction (Court of Appeal) .....	450

### CHAPTER 13 APPLICATIONS TO THE COURT OF FIRST INSTANCE FOR BAIL PENDING TRIAL AND APPLICATIONS FOR BAIL PENDING APPEAL

1. The Statutory Presumption in Favour of Bail .....	13.001
2. Application to the Court of First Instance for Bail Pending Trial .....	13.009
(a) When to apply .....	13.014
(b) Drafting the client's affirmation in support of bail .....	13.023
(c) Attendance of the applicant .....	13.035
(d) Before the hearing .....	13.036
(e) At the hearing and afterwards .....	13.037
3. Applications for Bail Pending Appeal to the Court of First Instance .....	13.042
4. Applications for Bail Pending Appeal to the Court of Appeal .....	13.048
5. Bail Pending Appeal is Exceptional .....	13.057
6. When to Make an Application for Bail Pending Appeal .....	13.063
Checklist .....	463
Sample Documents .....	465
13.1 Affirmation in Support of an Application to a Judge of the Court of First Instance of the High Court for Bail .....	465
13.2 Summons for Application to a Judge of the Court of First Instance of the High Court for Bail Pending Trial .....	471
13.3 Letter to the Registrar Requesting the Issue of a Body Order to Secure the Attendance of the Applicant at the Hearing of an Application for Bail .....	473
13.4 Order of a Judge of the Court of First Instance of the High Court Granting Bail .....	474

13.5 Applicant's Recognisance .....	477
13.6 Summons to the Court of Appeal for Bail Pending Appeal .....	480
13.7 Affirmation in Support of an Application for Bail Pending Appeal .....	483
13.8 Order of a Judge of the High Court Granting Bail Pending Appeal .....	488

### CHAPTER 14 JUVENILES

1. Introduction .....	14.001
2. Practical Aspects of Representing Juveniles .....	14.007
(a) The age of criminal responsibility .....	14.009
3. Special Treatment of Juveniles During Investigations of Criminal Offences .....	14.026
(a) Juveniles after arrest .....	14.036
(b) The choice of Superintendent's Caution or prosecution .....	14.046
4. The Jurisdiction of the Juvenile Court .....	14.058
5. Procedural Considerations in the Juvenile Court .....	14.066
(a) Persons who may be present in the juvenile court .....	14.068
(b) Trial procedure .....	14.078
(c) Remands in custody .....	14.091
6. Sentencing .....	14.093
(a) Remitting a juvenile to the juvenile court for sentence .....	14.093
(b) Sentencing of juveniles .....	14.104
(c) The sentencing powers of juvenile courts .....	14.108
(d) Young Offenders Assessment Panel .....	14.135
7. Special Considerations: Offenders Aged Over 16 and Under 21 Years of Age .....	14.144
8. After Sentence .....	14.149
Checklist .....	513
Sample Documents .....	514
14.1 Probation Officer's Report .....	514

### CHAPTER 15 APPEARANCE BEFORE SPECIAL MAGISTRATES

1. Jurisdiction and Power of Special Magistrates .....	15.001
2. Appeals From Decisions of Special Magistrates .....	15.017
Checklist .....	522

### CHAPTER 16 TERMINATION OF RETAINER

1. Introduction .....	16.001
2. Papers to be Handed Over .....	16.009
3. Video Recordings of a Child's Evidence .....	16.015

4. The Need to Account for Any Client Funds Held by the Solicitor .....	16.017
5. Notice to Act in Person .....	16.020
6. The Solicitor's Lien Over Client Papers and Documents .....	16.024
7. Procedure to be Adopted by the Successor Firm .....	16.028
8. Termination of Retainer by the Solicitor .....	16.035
9. Problem Avoidance .....	16.050
10. Closure of Files and Storage .....	16.054
Checklist .....	535
Sample Documents .....	537
16.1 Letter to the Client's Former Solicitors Requesting Case Papers .....	537
16.2 Notice of Change of Solicitors .....	538
16.3 Letter to the Client Advising of the Right to Apply for Legal Aid .....	540
16.4 Letter to the Client Advising of the Right to Apply for Legal Representation by the Duty Lawyer Service .....	542

## CHAPTER 17 THE BASIC LAW, HONG KONG BILL OF RIGHTS AND ABUSE OF PROCESS

1. Introduction .....	17.001
2. Discretion to Stay Proceedings and/or Exclude Evidence Otherwise Admissible .....	17.005
3. Effect of the Hong Kong Bill of Rights .....	17.013
4. The Basic Law and the Hong Kong Bill of Rights .....	17.018
5. Relevant Provisions of the Hong Kong Bill of Rights .....	17.020
(a) Article 5: liberty and security of the person .....	17.021
(b) Article 10: equality before the courts and the right to a fair and public hearing .....	17.028
(c) Article 11: rights of a person charged with or convicted of criminal offences .....	17.040
(d) Article 12: no retrospective criminal offences or penalties .....	17.043
6. Relevant Provisions of the Basic Law .....	17.047
(a) Article 25: equality before the law .....	17.050
(b) Article 28: inviolability of the person .....	17.051
(c) Article 29: inviolability of homes .....	17.052
(d) Article 35: right to confidential legal advice .....	17.054
(e) Article 38: rights and freedoms .....	17.062
(f) Article 39: International Covenant on Civil and Political Rights .....	17.063
7. Response to Unfairness Whether Under the Basic Law, Hong Kong Bill of Rights or Common Law .....	17.064
8. Discretionary Exclusion of Evidence .....	17.075
9. Concurrent Civil and Criminal Proceedings .....	17.084
10. Principles Applicable to Stay Proceedings .....	17.091
11. Making the Application to Stay for Abuse of Process .....	17.092

## CHAPTER 18 COSTS

1. Introduction .....	18.001
2. General Principles of Costs .....	18.010
3. What are "Costs"? .....	18.015
4. Costs and the Duty Lawyer Scheme and Under Legal Aid .....	18.019
(a) Representation by the DLS .....	18.020
(b) Representation under a Legal Aid Certificate .....	18.023
(c) Pre-DLS or Pre-legal aid costs .....	18.025
5. Defence Costs in Cases Heard by Magistrates .....	18.034
(a) The amount of costs in Magistrates' Courts .....	18.046
6. Defence Costs in the Court of First Instance or the District Court .....	18.048
(a) The amount of defence costs in the Court of First Instance or the District Court .....	18.052
7. Refusing Defence Costs .....	18.064
8. Costs on Appeal .....	18.070
(a) Costs in the Court of Final Appeal .....	18.075
(b) Costs on reviews of sentence by the Court of Appeal .....	18.078
9. Prosecution Costs .....	18.084
(a) Prosecution costs on a guilty plea .....	18.100
10. The Means of the Defendant to Pay Costs .....	18.102
11. Negotiations and Costs .....	18.107
12. Multiple Defendants and Multiple Charges .....	18.110
13. Amount of Costs .....	18.117
(a) Appeals against orders for costs .....	18.127
14. The Mechanism for Claiming Costs .....	18.135
(a) Taxation of costs .....	18.141
(b) Review of taxation .....	18.159
(c) Enforcing orders for costs .....	18.161
(d) Costs Unnecessarily or Improperly Incurred .....	18.165
(e) Liability of legal representatives for wasted costs .....	18.168

## CHAPTER 19 DUTY LAWYER AND LEGAL AID

1. Duty Lawyer Service .....	19.001
(a) Introduction .....	19.001
(b) What is the DLS? .....	19.009
(c) What does the DLS cost? .....	19.014
(d) How does the DLS function? .....	19.017
2. Representation Under a Legal Aid Certificate .....	19.038
(a) Introduction .....	19.038
(b) Considerations before accepting criminal legal aid cases .....	19.047
(c) The assigned barrister .....	19.059

3. The Guidance Notes .....	19.065
(a) Legal Aid Certificate .....	19.069
(b) Acknowledgement of assignment .....	19.074
(c) Obtaining instructions from the legally aided person and conferences between the legally aided person and counsel .....	19.076
(d) Reporting to the DLA .....	19.079
(e) Conference with counsel and client .....	19.080
(f) Ongoing duty to report to the DLA on particular matters .....	19.082
(g) Interpreters .....	19.086
(h) Translators .....	19.089
(i) Experts .....	19.090
(j) Other unusual expenses .....	19.092
(k) Transcripts .....	19.093
(l) Application for certificates of exceptional length or complexity .....	19.095
(m) Upon conclusion of assignment .....	19.099
(n) Appeals from the Court of Appeal .....	19.102
(o) Case reports .....	19.103
(p) Case papers .....	19.109
(q) Protection of personal data .....	19.110
Sample Documents .....	604
19.1 Letter of Assignment from Legal Aid Department .....	604
19.2 Legal Aid Certificate .....	606
19.3 Notice to Defendant – Right of Appeal .....	608

## CHAPTER 20 THE SOLICITOR AS PROSECUTOR

1. Introduction .....	20.001
2. Whether to Undertake Prosecutions .....	20.014
3. Essential Qualities for Prosecutors .....	20.016
4. Conflicts of Interest and Embarrassment .....	20.017
5. The Prosecuting Solicitor and the Officer in Charge of the Case (OC Case) .....	20.022
6. The Duty of Disclosure .....	20.031
7. Prosecuting Solicitor at Court .....	20.036
(a) Discussions with the defence .....	20.039
(b) Presenting the case .....	20.046
(c) Examination in chief .....	20.050
(d) Re-examination .....	20.054
(e) Cross-examination .....	20.055
(f) The prosecutor and sentence .....	20.060

## CHAPTER 21 CONFLICTS OF INTEREST

1. Introduction .....	21.001
2. Checking for Conflicts and Situations of Embarrassment .....	21.009
3. Conflicts of Interest Between Clients .....	21.018
4. Solicitor and Client Conflicts .....	21.030
5. Embarrassment .....	21.033
Appendix A Solicitors' Practice Rules Rule 5D .....	629
Appendix B Rules and Directions for the Questioning of Suspects and the Taking of Statements .....	631
Appendix C Practice Directions .....	639
Appendix D Excepted Offences Under the Criminal Procedure Ordinance Third Schedule .....	677
Appendix E Guidance Notes to Solicitors Handling Criminal Cases .....	679
Glossary .....	685
Index .....	695