



## Chapter 9: Legal Assistance

### Legal aid services

Legal aid is available from the Government through the Legal Aid Department (the Department) if you need to institute, defend or continue legal proceedings in the District Court, High Court or the Court of Final Appeal. Legal aid is also available for committal proceedings in the Magistrates' Courts, applications to the Mental Health Review Tribunal, and certain death inquests.

### *Applying for legal aid*

You can apply for legal aid at the following offices of the Department:

<b>Applications for Civil Legal Aid</b>	
<u>Headquarters</u> 25/F, Queensway Government Offices 66 Queensway, Hong Kong	<u>Kowloon Branch Office</u> G/F, Mong Kok Government Offices 30 Luen Wan Street, Mong Kok, Kowloon
<b>Applications for Criminal Legal Aid</b>	
<u>Crime Section</u> 25/F, Queensway Government Offices, 66 Queensway, Hong Kong	
<b>Office Hours</b>	
Monday to Thursday	8:45 am – 1:00 pm 2:00 pm – 5:45 pm
Friday	8:30 am – 1:00 pm 2:00 pm – 6:00 pm

24-hour Enquiry Hotline: **2537-7677**

Applicants for civil legal aid aged 18 or over and applicants for criminal legal aid can submit pre-application information online as a first step towards making an application for legal aid through the Legal Aid Electronic Services Portal

(LAESP) via the Department’s website at [www.lad.gov.hk](http://www.lad.gov.hk) provided your case is non-urgent.

When you apply, you will have to provide your financial details so that the Department can decide whether you are financially eligible for legal aid. If you pass both the “means test” and “merits test” (i.e. you can show to the satisfaction of the Department that you have reasonable grounds for taking, defending, opposing or continuing court proceedings), you will be granted legal aid.

To find out if you qualify for legal aid, visit the Department or the Department’s website. You can also make use of the means test calculator which you can access on the Department’s website or via your mobile phone to give yourself an idea if you are financially eligible for legal aid.

## Legal advice service

Members of the public requiring legal advice may seek assistance from the Free Legal Advice Scheme (FLAS) of the Duty Lawyer Service.

FLAS offers legal advice to members of the public free of charge. Legal advice is given by qualified solicitors and barristers at Legal Advice Centres in the following nine District Offices:

Legal Advice Centres	Telephone	Service Hours
Central and Western District Office	2852-4378	Mondays 6:25 pm to 7:45 pm
Sha Tin District Office	2158-5352	
Wan Chai District Office	2835-1997	Tuesdays 6:25 pm to 7:45 pm
Tsuen Wan District Office	3515-5805	
Central and Western District Office	2852-4378	Wednesdays 6:25 pm to 7:45 pm
Wan Chai District Office	2835-1997	
Kwun Tong District Office	2342-3431 2357-0685	
Yau Tsim Mong District Office	2399-2111 2399-2594	

Eastern District Office (Chai Wan Office)	2896-6968	Thursdays 6:25 pm to 7:45 pm
Wan Chai District Office	2835-1997	
Wong Tai Sin District Office	3143-1167	
Islands District Office	2852-4324 2852-4338	

Members of the public may approach any District Office during office hours to make an appointment for the legal advice service. They may also contact the Law Society of Hong Kong by telephone (Tel: **2846-0500**) or visit any nearby District Office for further information. If interpretation is needed for languages other than English and Cantonese, the Home Affairs Department will assist in arranging free interpretation services.

### **Civil procedural advice service**

The Legal Advice Scheme for Unrepresented Litigants on Civil Procedures (Procedural Advice Scheme) provides free legal advice on civil procedural matters for different stages of civil legal proceedings for unrepresented litigants who:

- (a) commence or are parties to civil 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;
- (b) have not been granted legal aid and have not engaged lawyers; and
- (c) satisfy the Scheme's income eligibility limit.

Applicants should submit their applications via internet or in person at the Procedural Advice Scheme Office and provide all relevant court documents, if any. Further details on the Scheme are available on the Scheme's website ([https://www.admwing.gov.hk/eng/public\\_service/paso.htm](https://www.admwing.gov.hk/eng/public_service/paso.htm)) and at the Procedural Advice Scheme Office.

**Procedural Advice Scheme Office**

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 pm respectively)

Telephone: **2259 5017**