Flowchart for

Civil action begun by writ of summons

Plaintiff issues a writ of summons
(with statement of claim)

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Defendant files an acknowledgment of service

If the defendant contests the proceedings

Defendant files a defence (and counterclaim)
If the defendant fails to do so, the plaintiff may apply for court judgment against the defendant

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Plaintiff files a reply (and defence to counterclaim)
The pleadings are closed at expiration of 14 days after service of a reply

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Case Management Summons
to seek various case management directions from the Court, i.e. discovery of documents, filing and exchange of witness statement, taking out interlocutory applications, if necessary etc.

Upon compliance of case management directions

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Leave for setting down (i.e. fixing the date for trial)

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Trial

If the defendant does not contest the proceedings and intends to make an admission for a ***monetary claim***

Liquidated claim

The defendant shall file and serve a ***Form 16*** indicating whether he admits whole or part of the claim by the plaintiff. The defendant may also make payment proposal in the Form 16.

If the plaintiff accepts the whole or partial admission

A If the plaintiff accepts the defendant's admission and payment proposal, he can file and serve a ***Form 16A*** to request for judgment (on the terms proposed by the defendant) from the Court.

OR

B If the plaintiff doesn't accept the payment proposal (but the defendant admits whole claim), he shall still file and serve the ***Form 16A*** stating his grounds of rejection and requesting for judgment, and the Court will make a determination usually on papers.

If the plaintiff refuses the partial admission

If the plaintiff refuses the partial admission made by the defendant, he shall file and serve a ***Form 16B*** rejecting the same and the case will proceed as if it is contested.

Unliquidated claim

The defendant shall file and serve a ***Form 16C*** indicating whether he admits liability for the whole claim but want the Court to decide the amount, ***or*** admit liability and make payment proposal.

A If the defendant has admitted liability to pay the whole of plaintiff's claim but has not made any payment proposal, the plaintiff shall the file and serve the ***Form 16D*** to request the Court to enter judgment for an amount to be decided by the Court with costs. The Court may then give directions for assessing the amount.

OR

B If the defendant has admitted liability to pay, and offered an amount and/or made payment proposal offer, the plaintiff shall file and serve the ***Form 16E***, either accepting the proposal (in which the Court will then enter judgment on the terms proposed by the defendant), or rejecting the offer / proposal (in which the Court will give further directions).

Source 9. How do I start a civil action by issuing a writ of summons?
https://www.clic.org.hk/en/topics/civilCase/start_civil_action/q9

By clic.org.hk