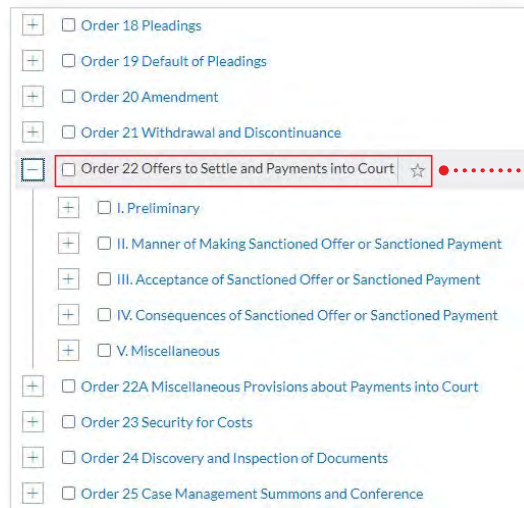
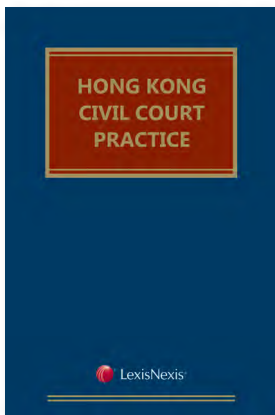


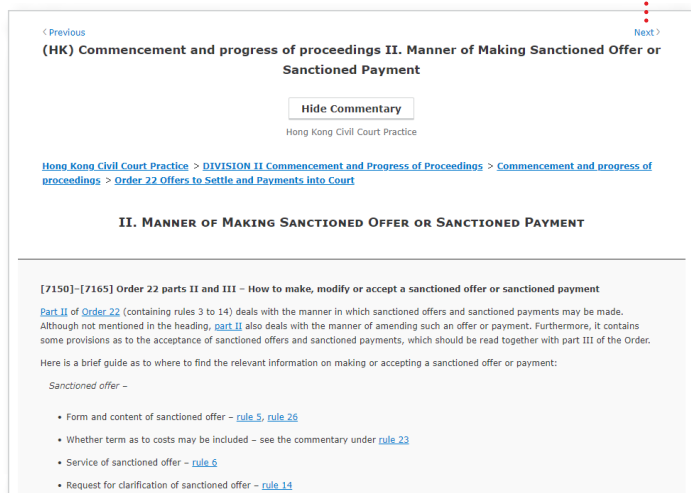
TRAINING TIPS

Lexis Advance® Hong Kong – Civil Procedure Resources



Lexis Advance® Hong Kong offers a full suite of civil procedure resources designed to guide you through the civil litigation process. You may find collections of regularly updated commentary on all Hong Kong legislation relating to civil procedure, as well as an eclectic range of precedents that assist with document drafting throughout the proceedings.

Hong Kong Civil Court Practice provides section-by-section annotations on Hong Kong's civil procedure legislation, ranging from the Rules of the High Court, the High Court Ordinance, the Court of Final Appeal Ordinance, and more. If your plaintiff client would like to make a sanctioned offer to the defendant to settle a claim under Order 22 of the Rules of the High Court, you may locate the relevant chapter on that provision to find detailed analyses of case law that have discussed issues relating to the topic, such as the formal requirements and service of a sanctioned offer, and more.



| Precedents | |
|--------------------------|---|
| <input type="checkbox"/> | <p>1. Letter to plaintiff client about making a sanctioned offer <i>This precedent and drafting note have been drafted on the basis of the provisions in Order 22 of the Rules of the High Court (Cap 4A) after Civil Justice Reform. The drafting notes give guidance on drafting a letter to a plaintiff client about making a sanctioned offer for settlement. It explains what a sanctioned offer is, the reasons for making one and the costs effects and timing of making, withdrawing and accepting the offer. It also covers the defendant asking for clarification of and rejecting the offer.</i></p> <p>Status: MAINTAINED</p> |
| <input type="checkbox"/> | <p>2. Plaintiff's sanctioned offer <i>This precedent and drafting note are based on the provisions in Order 22 of the Rules of the High Court (Cap 4A) after Civil Justice Reform (CJR). The drafting notes give guidance on drafting a Plaintiff's sanctioned offer letter. It covers the form of the offer and what to include in such an offer, including its terms, its 'without prejudice save as to costs' status, the relevant period, the costs consequences, interest, any Tomlin order, failure to accept, clarification and confirmation of receipt.</i></p> <p>Status: MAINTAINED</p> |
| <input type="checkbox"/> | <p>3. Letter to plaintiff about sanctioned payment from the defendant <i>This precedent and drafting note have been drafted on the basis of the provisions in Order 22 after the Civil Justice Reform. The drafting note gives guidance on drafting a letter to a plaintiff about a sanctioned payment from a defendant for settlement. It explains what a sanctioned payment is, the costs effects, acceptance of the payment and the right to ask for clarification.</i></p> <p>Status: MAINTAINED</p> |



Plaintiff's sanctioned offer

Status: MAINTAINED

Produced in partnership with [Patrick Siu of Des Voeux Chambers](#)
 [Insert name and address of defendant or defendant's legal representative]

[Insert date]

[WITHOUT PREJUDICE—SAVE AS TO COSTS]

Dear Sirs

Sanctioned offer

[Plaintiff v Defendant – case number]

We refer to the above matter in which we act for [insert client's name].

Our client is confident that it is entitled [insert brief nature or details of dispute] but because [insert explanation as appropriate] we have been instructed to put forward a sanctioned offer under Order 22 of the Rules of the High Court [or Rules of the District Court] ('the Offer'). For the avoidance of doubt, the Offer is intended to have the consequences set out in Order 22.

OR

Our client wishes to seek to resolve this matter amicably and we have been instructed to put forward a sanctioned offer under Order 22 of the Rules of the High Court [or Rules of the District Court] ('the Offer'). For the avoidance of doubt, the Offer is intended to have the consequences set out in Order 22.

After gaining insight on the law relating to a topic through our commentaries, you may then explore our practical resources in *Atkin's Court Forms Hong Kong* and *Practical Guidance - Dispute Resolution* for your drafting needs. For example, you may find a variety of precedents relating to sanctioned offers and payments. These documents are tailored to fit different circumstances to meet your specific needs, so whether you are acting for the plaintiff or the defendant, there will be a relevant document for you.