



管理及行政

Management and Administration

本科律師在一眾克盡己任的法律輔助人員及行政人員團隊協助下工作。這些人員在幕後默默耕耘，工作量大並時常要爭分奪秒，為本科的律師提供不可或缺的支援。

行政組

本科的行政和後勤支援工作由行政組提供。行政組由刑事檢控科總行政主任周群英女士掌管，負責協助刑事檢控專員管理本科的財務和人力資源。本科的編制有超過 460 名職員，財政預算逾 1.3 億元。行政組致力確保公帑和其他資源得以善用。

本科最大的開支項目，是聘用私人執業律師代表律政司出庭檢控。2012 年，本科支付共 7,150 萬元聘請私人執業律師及法證會計師等獨立專家。行政組在過去一年處理了共 66 宗以非標準付款額聘用

The work of counsel is supported by a team of dedicated paralegal staff and administrative staff. Working hard behind the scenes and often under time pressure, they provide essential support to professional staff of the Division.

Administration Unit

The Administration Unit provides administrative and logistical support to the Division. The Unit, headed by Ms Maria Chow, Chief Executive Officer (Prosecutions Division), assisted the DPP in managing financial and human resources, handling a staff of over 460 people and a divisional budget of over \$130 million. Part of its management role was to ensure that public monies were wisely spent and resources efficiently deployed.

The Division's greatest expense was in respect of the engagement of private lawyers to prosecute on its behalf. In 2012,

it spent \$71.5 million to pay for the services of private lawyers and independent experts such as forensic accountants. The Unit processed 66 requests for funds to engage outside professionals on non-standard terms, often at short notice.

2012 was a busy year for the Unit. On top of its heavy schedule, the Unit implemented a series of mandatory records management requirements. These included adopting a standard classification scheme for all administrative records.

The Unit organized numerous visits to and from the Division. In 2012, it processed 25 visits to the Division and arranged for prosecutors to participate in 14 overseas conferences or case-related duty trips. The Unit also oversaw the work of the Complaints Registry. It maintained a register which recorded about 600 verbal and written enquiries from the public in relation to criminal prosecution matters.



Executive officers
行政主任

外間專業人士的撥款申請，而該些撥款申請往往需要在短時間內批核。

2012年對行政組來說是繁忙的一年。除了應付繁重的工作外，還推行了一連串強制性的檔案管理規定，包括為所有行政紀錄採用劃一分類計劃。

行政組負責安排到訪本科和本科外訪活動。2012年，行政組處理25次到訪本科的活動，並安排本科檢控人員參加共14次的海外會議和與案件有關的職務考察。另外，行政組負責監督投訴組的工作，備存登記冊，記錄公眾就刑事檢控事宜提出的口頭和書面查詢。2012年，行政組處理的有關查詢約600項。行政組亦兼顧其他行政工作，包括協助添置



6/F Typing Pool
6樓打字組

Among other administrative tasks, the Unit helped to acquire office accommodation and equipment and to provide secretaries for major meetings.

Paralegal and Administrative Support Staff

Paralegal staff supplied prosecutors with the legal, administrative and clerical services essential to the professional discharge of their duties. In 2012, the paralegal team of the Division comprised six Law Translation officers (LTOs), 25 Law Clerks and 54 support staff.

Law Translation Officers

The Bilingual Court Documents Unit (BCDU) consisted of one Senior Law Translation Officer and five Law Translation Officers (LTOs) and their duty was to assist counsel in preparing bilingual court documents for criminal proceedings. Time constraint and language complexities were their daily job difficulties. In 2012, LTOs translated 4,545 pages of Chinese target texts and 923

pages of English target texts. The court documents that the LTOs handled included indictments, charge sheets, consents to prosecution, immunities from prosecution, summary of facts, legal submissions and judgments. The translation of these court documents often required delicate skills to achieve the balance of accuracy and fluency. LTOs also translated headnotes and case digests of reference value for the Criminal Appeals Bulletin, as bilingualism in court gained more importance than ever. Electronic bilingual references such as specimen charges and judgment extracts were regularly maintained and updated by LTOs for the easy reference of internal prosecutors. To further enhance the bilingual efficacy of counsel and paralegals in proceedings, a LTO periodically conducted workshops and seminars on the use of Chinese.

Law Clerks

Law clerks provided legal support across the board. They drafted legal documents, assessed costs claims, compiled case bundles, briefed fiat counsel, vetted legal documents, arranged hearing dates and conducted fixed penalty proceedings. They operated within the Prosecution Registry and the Briefing Out and Court Duties Section.

Prosecution Registry

Prosecution Registry was headed by Ms Teresa Tang, Senior Law Clerk I, who assisted counsel in the ODPP in their management and discharge of administrative duties in relation to law



5/F Typing Pool
5樓打字組



7/F Typing Pool
7樓打字組

辦公室和設備，以及為重要會議提供秘書服務。

法律輔助及行政支援人員

法律輔助人員為本科檢控人員提供法律、行政及文書方面的必要支援服務，協助他們履行專業職務。2012年，本科的法律輔助團隊由六名法律翻譯主任、25名律政書記及54名支援人員組成。

法律翻譯主任

法庭雙語文件小組由一名高級法律翻譯主任及五名法律翻譯主任組成，負責協助本科律師擬備涉及刑事法律程序的雙語法庭文件。時間緊迫和雙語之間語文複雜，是他們日常須面對的工作困難。2012年，法律翻譯主任為本科翻譯了共4,545頁的中譯本和923頁的英譯本。經他們處理的法庭文件繁多，包括公訴書、控罪書、同意提出檢控書、免予起訴書、案情撮要、法律陳詞和判決書。這些法庭文件的翻譯工作必須以熟練技巧審慎處理，務求在準確與流暢兩者取得平衡。鑑於法庭使用雙語日益普遍，法律翻譯主任亦為《刑事上訴案判例簡訊》翻譯批註及具參考價值的案件作摘要。法律翻譯主任也會保存和定期更新電子版本的雙語參考資料，例如罪行詳情範本及判決書摘錄，以便科內檢控人員參考。此外，一名法律翻譯主任還會定期為本科的律師及法律輔助人員舉辦有關使用中文的工作坊和講座，以提升他們在法律程序時使用雙語的成效。

律政書記

律政書記為本科提供全面的法律支援服務。他們負責草擬法律文件、評核訟費申索、編訂案件文件冊、聘請外判律師、審閱法律文件、安排聆訊日期和處理定額罰款程序。他們隸屬刑事檢控總務室和案件外判及法庭職務組。

刑事檢控總務室

刑事檢控總務室由高級一等律政書記鄧綺雲女士掌管，協助刑事檢控專員辦公室的律師執行與律政書記和支援人員有關的管理和行政職務。刑事檢控總務室分設下列七個組別：



Senior Law Clerks
高級律政書記

clerks and support staff. The Prosecution Registry comprised seven units:

Appeals Unit – This unit was responsible for providing support services to counsel on appeals generated by or arising from prosecutions. In 2012, the unit provided support services to counsel for over 1,600 appeals and over 760 High Court bail applications.

Bilingual Court Documents Unit – This unit provided bilingual translation of court documents for the Division. Law Clerks and general support staff assisted LTOs in providing translation and vetting services to prosecutors in the conduct of proceedings.

Court of First Instance Unit – This unit supported counsel in the Court of First Instance Advisory Section in preparing cases for committal to the Court of First Instance and handling Court of First Instance cases for trial by jury. The unit handled a total of 486 committal and Court of First Instance cases in 2012.

Commercial Crime and Corruption Unit – This unit provided support to counsel in Sub-division IV to prepare and conduct cases submitted mainly by the Commercial Crime Bureau, the ICAC, the Customs and Exercise Department and the Securities and Futures Commission. It also processed domestic asset recovery cases.

District Court Unit – This unit provided assistance to counsel of the District Court Advisory Section in the preparation of

legal documents for transferring cases from magistrates' courts to the District Court and the preparation of District Court cases for trial. In 2012, the unit processed 1,206 transfer applications to the District Court and provided support services to prosecutors in 365 District Court trials.

Management Section and Magistracy Unit – This unit assisted the ODP in the management of the Division and the allocation of cases. It provided support to counsel in conducting magistracy trials and death inquests. It also provided support for the FAST Advisory system. In 2012, the unit handled over 1,900 FAST legal advices.

Receipt and Despatch Unit – This unit ensured that files and correspondence were efficiently and securely delivered and processed. It vetted and classified incoming cases, and ensured timely return of completed advice to law enforcement agencies.

Briefing Out and Court Duties Section

This Section was headed by Ms Jenny Kwan, Senior Law Clerk I and comprised the following three units.

Briefing Out and Work Management Unit – This unit handled the daily operation of the briefing out system for both standard briefs and non-standard briefs. It maintained lists of fiat counsel and processed fiat's application for inclusion, suspension and removal; it also prepared brief to counsel and checked

上訴事務小組 — 本小組負責為本科律師提供支援服務，處理由檢控產生或引致的上訴案件。2012年，小組在超過1,600宗上訴案件和超過760宗高等法院保釋申請中，為本科律師提供支援服務。

法庭雙語文件小組 — 本小組為本科提供法庭文件的雙語翻譯文本。律政書記及一般支援人員負責協助法律翻譯主任在訴訟期間為檢控人員提供翻譯及審稿服務。

原訟法庭事務小組 — 本小組協助原訟法庭法律指引組的律師籌備交付原訟法庭審判的案件，以及處理有陪審團審訊的原訟法庭案件。2012年，小組處理的交付審判案件和原訟法庭案件合共486宗。

商業罪案及貪污案件小組 — 本小組為分科四的律師提供支援，協助籌備和處理主要來自商業罪案調查科、廉政公署、香港海關和證券及期貨事務監察委員會的案件，並處理追討本地資產案件。

區域法院事務小組 — 本小組為區域法院法律指引組的律師提供協助，草擬由裁判法院移交區域法院審理案件所涉及的法律文件，以及籌備在區域法院審理的案件。2012年，小組籌備文件移交區域法院審理的案件為1,206宗，並在365宗區域法院的案件中向檢控人員提供支援服務。

管理事務及裁判法院事務小組 — 本小組協助刑事檢控專員辦公室管理本科及編配案件，亦負責向處理裁判法院案件及死因研訊的律師提供支援，並向FAST法律指引制度提供支援服務。2012年，經小組協助，透過FAST系統給予的法律指引超過1,900宗。

收發小組 — 本小組確保本科的檔案和信件發送得到有效和妥善的處理。小組亦會初步檢閱所有接收的檔案和予以分類，並確保本科提供的法律指引盡快發還有關的執法機關。

案件外判及法庭職務組

案件外判及法庭職務組由高級一等律政書記關小珍女士掌管，並分設下列三個組別。



Law Clerks
律政書記

案件外判及工作管理小組 — 本小組負責處理標準及非標準外判案件機制的日常運作。小組負責編製和更新外判律師名單，並處理列入外判律師名單以及從名單暫時和永久除名的申請，亦擬備外判律師的委聘書和核對收費單。此外，小組負責擬備外判工作的統計數字，並協助刑事檢控科遴選委員會履行職責。小組面對的一大挑戰，是為本科的新措施提供全面支援和不時檢討有關機制。

訟費小組 — 本小組協助檢控人員處理各級法院刑事案件引伸的訟費申索。小組人員協助評估各類刑事案件的訟費單、出席過堂聆訊、為訟費評定聆訊提供協助、擬備反對通知書，以及就支付訟費事宜與事務律師、訴訟人和訟費員聯絡。小組亦負責為控方獲判訟費的案件草擬訟費單。2012年，小組處理的訟費申索為495宗。

定額罰款小組 — 本小組負責處理涉及違反《定額罰款（交通違例事項）條例》（第237章）而泊車的定額罰款案件。這些案件由司法機構和警務處中央交通違例檢控組轉交。小組的律政書記負責在裁判法院進行定額罰款的程序。他們簽署和提出財物扣押令及法庭命令的申請、指示警方和法庭檢控主任採取適當行動，以及處理有關定額罰款案件的查詢和投訴。2012年，本小組處理的案件逾7,607宗。

fiat counsel's fee notes. It also compiled statistics for briefing out work and assisted in the work of the Prosecutions Division Selection Board. The unit faced the great challenge of providing full support to the Division's new initiatives and of reviewing the system from time to time.

Costs Unit – This unit assisted prosecutors to process costs claims in criminal cases arising in all court levels. Its members assisted in the assessment of bills of costs in all types of criminal cases, attended call-over hearings, assisted in taxation hearings, prepared notices of objections and liaised with solicitors, litigants and law costs draftsmen for settlement. It was also responsible for drafting bills of costs for cases where costs were awarded to the prosecution. In 2012, the unit handled 495 costs claims.

Fixed Penalty Unit – This unit dealt with fixed penalty cases concerning parking contraventions under the Fixed Penalty (Traffic Contraventions) Ordinance, Cap. 237 referred by the Judiciary and the Central Traffic Prosecutions Division of the Police. The Law Clerks conducted fixed penalty proceedings in magistracies. They signed and made applications for distress warrants and court orders; gave instructions to the Police and Court Prosecutors for appropriate actions; and handled queries or complaints arising from fixed penalty cases. In 2012, the unit handled over 7,607 cases.