

Duties List of Bailiff

- (1) To arrest judgment debtors, absconding debtors and enforcement of Committal Warrants under Criminal Jurisdiction;
- (2) To execute Magistrate Warrants and Distress Warrants, Writ of Fi. Fa; under Civil Jurisdiction by seizure of property, preparation of inventories and valuation of property and duties in connection with the sale thereof;
- (3) To undertake eviction with a view to obtaining vacant possession of premises and land under the strength of Writ of Possession;
- (4) To attend Interpleader Proceedings in Court;
- (5) To collect judgment debts and cost in the course of execution of judgment and order;
- (6) To endorse or prepare affidavit on mode of execution;
- (7) To arrest ship and serve documents on ships under Admiralty Jurisdiction;
- (8) To serve foreign legal process;
- (9) To attend Courts;
- (10) To keep law and order in the Court Buildings;
- (11) To carry a pager in relation to the on-call system;
- (12) To investigate the cause of absent jurors under Court Order;
- (13) To execute Injunction Orders, Ward Orders etc.;
- (14) To arrange court hearing and act as interpreter when hearing is being conducted outside office hours and at Judge's residence;
- (15) To supervise Bailiff's Assistant in the course of execution;
- (16) To attend to the sale of deceased persons' property under Court Order; and
- (17) To undertake any other duties as may be assigned by Assistant Chief Bailiff/Senior Bailiff;

## ○ 司法機構 ○

### (六) 執達主任

薪金：月薪由一萬四千九百零五元至二萬二千零三十五元

入職條件：①香港中學會考英文科（課程乙）考獲C級或以上及另外四科，包括中國語文科考獲E級或以上，或同等學歷；②在下列行業的其中一項或以上，有不少於五年的工作經驗——①法律界；②司法界；③盤點存貨；④物業估值及⑤體魄強壯。（註：申請人需在申請表上清楚述明在有關行業的工作經驗及表列該等工作的職責。）

職責：執達主任的主要工作是：①民事案件方面：拘捕裁判債務人及／或潛逃的債務人；負責查封財物、駐守物業、盤點存貨、物業估值以及售賣財物等工作，以便執行封租令／裁判官的令狀；收回樓宇，驅離佔用樓宇的人士，執行禁制令；在需要時，於執行判令期間，收取債務人的欠款；出席互爭權利的訴訟聆訊；及就執行命令的方式批註文件或準備誓章；②刑事案件方面：於動議頒布轉解令時，在法庭內候命，執行因藐視法庭而頒布的轉解令，將藐視法庭的被告人拘捕及送往懲教署，就執行命令的方式批註文件或準備誓章；及③在海事案件方面：向船舶執行拘禁令，在有需要時二十四小時當值；向船舶送達法律及法庭文書，以及就執行的方式批註文件或準備誓章。（註：執達主任或需不定時工作。凡持有有效的香港駕駛執照者，可能需要在當值時駕駛汽車。）