

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE
STATE COURTS PRACTICE DIRECTIONS 2014
AMENDMENT NO. 1 OF 2022

It is hereby notified for general information that amendments and deletions have been made to Parts I, II, V, VI, VIII, IX, XIII, XIV, XV, XVI, XVII, XVIII, XIX, XX, XXIV, XXV and Appendix A of the State Courts Practice Directions 2014. The amendments are summarised below:

- (1) amendments to paragraph 1 on Citation;
- (2) amendments to paragraph 2 on Practice Directions to apply to civil proceedings only unless otherwise stated;
- (3) amendments to paragraph 3 on Citation of Legislation in Proceedings;
- (4) amendments to paragraph 5 on Updating;
- (5) amendments to paragraph 9 on Identification numbers to be stated in cause papers;
- (6) amendments to paragraph 17 on Access to case file, inspection and taking copies of documents and conducting searches;
- (7) amendments to paragraph 34 on Video and Telephone Conferencing;
- (8) amendments to paragraph 35 on Overview of the Court Dispute Resolution (CDR) process for civil cases;
- (9) amendments to paragraph 37 on Non-injury Motor Accident (NIMA) Claims;
- (10) amendments to paragraph 38 on Personal Injury Claims;
- (11) amendments to paragraph 40 on Assessment of damages;
- (12) amendments to paragraph 41 on Mediation;
- (13) amendments to paragraph 41A on Conciliation;
- (14) amendments to paragraph 42 on Neutral Evaluation;
- (15) amendments to paragraph 52 on Witnesses;
- (16) amendments to paragraph 54 on Exhibits to affidavits;
- (17) amendments to paragraph 54A on Swearing and signing of affidavits in Singapore before, and completion of attestation by, commissioner for oaths through live video link or live television link;
- (18) amendments to paragraph 55 on Swearing or affirming of affidavits, statutory declarations and oaths;
- (19) amendments to paragraph 59 on Request for court interpreters;
- (20) amendments to paragraph 64 on Waiting time for the hearing of matters;
- (21) amendments to paragraph 81 on Establishment of Electronic Filing Service and appointment of network service provider;
- (22) amendments to paragraph 82 on Appointment of agent to establish service bureau;
- (23) amendments to paragraph 91 on Filing of documents to the State Courts through a Supreme Court service bureau;
- (24) amendments to paragraph 97 on Sale of immovable property;
- (25) amendments to paragraph 100 on Examination of Judgment Debtor;
- (26) amendments to paragraph 107 on Taxations involving the Public Trustee or the Director of Legal Aid;
- (27) amendments to paragraph 108 on Operating hours of the State Courts;
- (28) amendments to paragraph 109 on Hours for the sittings of the State Courts;
- (29) amendments to paragraph 110 on Hearing of urgent applications during weekends and public holidays;
- (30) amendments to paragraph 111 on Duty Registrar and Duty Magistrate;
- (31) amendments to paragraph 114 on Absence from Court on medical grounds;

- (32) amendments to paragraph 116 on Submissions and examination by leading and assisting counsel;
- (33) amendments to paragraph 118 on Use of electronic and other devices;
- (34) amendments to paragraph 120A on Case-related correspondence to be copied to other parties in the cause or matter;
- (35) amendments to paragraph 121 on Filing directions to the Accountant-General for payment into and out of Court;
- (36) amendments to paragraph 123 on Publication of & Reports and Comments on Court Cases; and
- (37) amendments to Form 7 (Court Dispute Resolution (CDR)/Alternative Dispute Resolution (ADR) Form) of Appendix A.

2 The following paragraphs and Forms have been deleted:

- (1) paragraph 92 on Registered users and authorised users
- (2) paragraph 122 on Stamping of documents
- (3) Part XVII on Criminal Matters;
- (4) Part XVIII on Electronic Filing and Service for Criminal Proceedings;
- (5) Part XIX on Community Disputes Resolution;
- (6) Part XX on Employment Claims;
- (7) Part XXIV on Simplified Proceedings under the Protection from Harassment Act;
- (8) Part XXV on Electronic Filing and Case Management System for matters before the Community Courts and Tribunals Cluster; and
- (9) Forms 14, 22, and 24 to 100 of Appendix A.

3 The amendments will take effect on 1 April 2022 and will be reflected at <https://epd.statecourts.gov.sg> from 1 April 2022.

4 Please find attached a document reflecting the marked-up amendments (referred to in paragraph 1 above) to the Practice Directions 2014.

Dated this 28th day of March 2022.



CHRISTOPHER TAN
REGISTRAR
STATE COURTS

State Courts Practice Directions 2014 (Amendment No. 1 of 2022)

PART I: INTRODUCTION

1. Citation

These Practice Directions may be cited as the State Courts Practice Directions 2014.

2. Practice Directions to apply to civil proceedings only unless otherwise stated

For avoidance of doubt, these Practice Directions shall apply **only** to civil proceedings commenced in the State Courts before 1 April 2022 ~~only~~ unless otherwise stated.

3. Citation of Legislation in Proceedings

- (1) Where legislation is cited in these Practice Directions, the citation shall, unless the context otherwise requires, be read to refer to the edition of that legislation currently in force.
- (2) Notwithstanding paragraph (1) above, references in these Practice Directions to the Rules of Court and to any Order or Rule thereof, shall be read to refer to the Rules of Court (Cap 322, R 5, 2014 Rev Ed).

5. Updating

- (1) Any addition or amendment to these Practice Directions will be notified on the ~~State Courts'~~ ~~website~~ Singapore Courts website at ~~http://www.statecourts.gov.sg~~ <https://www.judiciary.gov.sg>. The Practice Directions will be updated on the date the addition or amendment takes effect.
- (2) The complete and updated Practice Directions can be downloaded from the ~~State Courts'~~ ~~website~~ Singapore Courts website at ~~http://www.statecourts.gov.sg~~ <https://www.judiciary.gov.sg>.

PART II: ORIGINATING PROCESSES AND DOCUMENTS

9. Identification numbers to be stated in cause papers

...

- (4) If any person (living or dead), any entity or any property is in part or in whole the subject matter of any proceedings, or is affected by any proceedings, but is not a party thereto, and the name of such person, entity or property is to appear in the title of the documents filed in the proceedings, the party filing the first document in the proceedings must state the identification number of such person, entity or property in parentheses immediately below or after the name of the same. Thereafter, all documents subsequently filed in the proceedings by any party shall include this identification number in parentheses immediately below or after the name of the person, entity or property to which it applies. If the party filing the first document in the proceedings is unable, after reasonable enquiry, to discover the identification number of the person, entity or property, he may state immediately below or after the name of the same “(ID ~~No. not known~~Unknown)”. All documents subsequently filed by any party shall then contain these words in parentheses below or after the name of this person, entity or property.

...

Guidelines for the selection of identification numbers

- (7) The following guidelines should be followed in deciding on the appropriate identification number.

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(h) **Business registered under the Business ~~Names~~ Registration Act**

For a body registered under the Business ~~Names~~ Registration Act (Cap. 32), the identification number shall be the UEN.

....

Inability to furnish identification number at the time of filing a document

- (8) If a party who wishes to file a document is unable at the time of filing to furnish the necessary identification numbers required by this Practice Direction, the party may indicate “(ID ~~Not Known~~Unknown)” at the time of filing. However, when the necessary identification numbers have been obtained, the party must furnish the necessary identification numbers to the Registry through the Electronic Filing Service.

...

17. Access to case file, inspection and taking copies of documents and conducting searches

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Obtaining certified true copies of documents

- (9) Users are encouraged to use the Authentic Court Order system to validate orders of court issued after 2 January 2020 by going to <https://www.courtorders.gov.sg>. However, certified true copies of orders of court will still be available upon application. Applications to obtain certified true paper copies of documents should be made by way of filing a Request through the Electronic Filing Service, unless the documents concerned have not been filed through the Electronic Filing Service.
- (9A) Applications to obtain hard copy extracts or certified true copies of documents in civil proceedings that do not use the Electronic Filing Service may be made by submitting a Request to the Registry:
- (a) The intended use of the hard copy extracts or certified true copies should be clearly stated in the Request. The relevance and necessity of the hard copy extracts or certified true copies in relation to their intended use should also be clearly described.
 - (b) The applicant will be informed of the outcome to his or her Request and the fees payable for the provision of the certified true copies if the Request is approved. Upon confirmation of the receipt of payment of the fees payable, the certified true copies will be released to the applicant. The Registry may require verification of the identity of the applicant against his or her identification document (including physical or digital identity card) prior to release of the certified true copies.
 - (c) The fees prescribed by Appendix B to the Rules of Court will be payable for the provision of the above service.

...

- (11) Once approval is received from the Court, the applicant should present a printed copy of the approved Request at the ~~Central Registry~~**Records Section**. After verifying that the Request presented has been approved, the staff of the ~~Central Registry~~**Records Section** will inform the applicant of any additional fees payable and the manner in which payment is to be made. ~~Any additional fees payable should then be stamped on the Request at the State Courts Cashier's Office. Upon presentation of this stamped Request, the documents will be furnished to the applicant.~~

...

Electronic cause books and registers maintained by the Registry

- (13) Order 60 Rule 2 of the Rules of Court provides that the Registry shall maintain information prescribed or required to be kept by the Rules of Court and Practice Directions issued by the Registrar. In addition to any provisions in the Rules of Court, the Registrar hereby directs that the following information shall be maintained by the Registry:

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- (b) details of writs of execution, writs of distress and ~~warrants-orders~~ of arrest; and

....

PART V: REMOTE HEARINGS

34. Video and Telephone Conferencing

Introduction

- (1) This Practice Direction applies to all proceedings in the State Courts, ~~including criminal proceedings.~~
- (2) ~~Subject to the provisions of any written law, t~~The State Courts may conduct hearings by video conferencing or telephone conferencing using an approved remote communication technology. ~~The list of approved remote communication technologies will be published on the State Courts website at <http://www.statecourts.gov.sg><https://www.judiciary.gov.sg> and may be updated from time to time.~~

Guidelines and Procedures

- (3) The State Courts may prescribe guidelines and procedures on the conduct of hearings by video conferencing or telephone conferencing. These guidelines and procedures will be published on the ~~State Courts website~~Singapore Courts website at ~~<http://www.statecourts.gov.sg>~~<https://www.judiciary.gov.sg> and may be updated from time to time.

...

Dress and etiquette

- (6) Where hearings are conducted by video conferencing ~~or telephone conferencing~~, all court rules and practices on dress and etiquette will continue to apply. However, it will not be necessary to stand and/or bow to the Court at the start or end of the hearing or to

stand when addressing the Court, when otherwise required to do so for physical attendance.

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PART VI: ALTERNATIVE DISPUTE RESOLUTION

35. Overview of the Court Dispute Resolution (CDR) process for civil cases

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The Court Dispute Resolution process

- (4) The CDR process pursuant to Order 34A of the Rules of Court is overseen by the State Courts' Court Dispute Resolution Cluster (CDRC). During the CDR process, the following dispute resolution mechanisms can be used, namely —

...

(Solicitors may refer to the ~~State Courts' website~~ Singapore Courts website at <http://www.statecourts.gov.sg>~~https://www.judiciary.gov.sg~~ for more information on these mechanisms.)

...

37. Non-injury Motor Accident (NIMA) Claims

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(2) Court Dispute Resolution sessions for all NIMA claims

...

Forms

...

- (e) Soft copies of the “Liability Indication Form (NIMA and PIMA Claims)” (Form 9A), the “Application for Directions under Order 37” (Form 9C), the “Application for Directions under Order 37 of the Rules of Court for Magistrate's Court Case Fixed for Simplified AD Pursuant to Order 108” (Form 9C(A)) and form for “Recording Settlement/Entering Judgment by Consent” (Form 9I) may be downloaded at <http://www.statecourts.gov.sg>~~https://www.judiciary.gov.sg~~.

...

38. Personal Injury Claims

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(2) **Court Dispute Resolution sessions for all personal injury claims**

...

Forms

...

- (e) Soft copies of the “Liability Indication Form (NIMA and PIMA Claims)” (Form 9A), “Liability Indication Form (Industrial Accident Claims)” (Form 9A(A)), “Quantum Indication Form” (Form 9B), the “Application for Directions under Order 37” (Form 9C), the “Application for Directions under Order 37 of the Rules of Court for Magistrate’s Court Case Fixed for Simplified AD Pursuant to Order 108” (Form 9C(A)), “Fast Track ADCDR Application Form” (Form 9G) and the form for “Recording Settlement/Entering Judgment by Consent” (Form 9I) may be downloaded at <http://www.statecourts.gov.sg> <https://www.judiciary.gov.sg>.

40. Assessment of damages

(1) **Pre-Assessment of Damages Alternative Dispute Resolution (“ADR”) Conferences**

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- (e) At the pre-Assessment of Damages ADR conferences, the Deputy Registrar will —

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- (ii) give indications on ~~liability and/or~~ quantum; and/or

...

- (ea) Subject to the discretion of the Court, indications will only be given in matters where the claimant and at least one other party is represented and will only be given for claims relating to:

- (i) damages for pain and suffering arising from personal injuries suffered by a claimant;

- (ii) loss of future earnings and/or loss of earning capacity; and/or

- (iii) loss of dependency under section 20 of the Civil Law Act 1909.

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41. Mediation

Opening statements

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- (2) The opening statement shall be in the format prescribed in Form 9J in Appendix A to these Practice Directions. A soft copy of this Form may be downloaded at <http://www.statecourts.gov.sghttps://www.judiciary.gov.sg>.

...

Procedure at Mediation

- (8) Information on the mediation process is set out at the ~~State Courts' website~~ **Singapore Courts website** at <http://www.statecourts.gov.sghttps://www.judiciary.gov.sg>. Unlike a trial, the primary aim of mediation is not to determine who is at fault in the dispute. The mediator's role is to assist the parties in negotiating and agreeing on a possible settlement to their dispute. The parties will attend the mediation with their solicitors, and have the opportunity to communicate with each other as well as the mediator.

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41A. Conciliation

Opening statements

...

- (2) The opening statement shall be in the format prescribed in Form 9J (A) in Appendix A to these Practice Directions. A soft copy of this Form may be downloaded at <http://www.statecourts.gov.sghttps://www.judiciary.gov.sg>.

...

Procedure at Conciliation

- (8) Information on the conciliation process is set out at the ~~State Courts' website~~ **Singapore Courts website** at <http://www.statecourts.gov.sghttps://www.judiciary.gov.sg>. Unlike a trial, the primary aim of conciliation is not to determine who is at fault in the dispute. The role of the judge during conciliation is to assist the parties in negotiating and agreeing on a possible settlement to their dispute, with the judge playing an active role in suggesting optimal solution for the parties. Parties who are legally represented will attend the conciliation with their solicitors, and have the opportunity to communicate with each other as well as the judge.

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42. Neutral Evaluation

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Procedure in Neutral Evaluation

- (3) Information on the Neutral Evaluation process is set out at the ~~State Courts' website~~ Singapore Courts website at ~~http://www.statecourts.gov.sg~~<https://www.judiciary.gov.sg>. Neutral Evaluation involves the parties and their solicitors making presentations of their claims and defences, including the available evidence, followed by the Judge of the State Courts' Court Dispute Resolution Cluster (CDRC) giving an assessment of the merits of the case. This process is also useful for helping parties to arrive at areas of agreement and to discuss methods of case management to save costs and time. The details of the structure and ambit of this process may be agreed between the parties at the preliminary conference referred to in paragraph (4).

...

Opening Statements

...

- (7) The opening statement shall be in the format prescribed in Form 9K in Appendix A to these Practice Directions. A soft copy of this Form may be downloaded at ~~http://www.statecourts.gov.sg~~<https://www.judiciary.gov.sg>.

...

PART VIII: EVIDENCE – WITNESSES, AFFIDAVITS AND EXHIBITS

52. Witnesses

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Release of witness upon completion of evidence

- (2) It has been brought to the attention of the Court that generally witnesses have not been told that they are free to leave the Court after they have completed their evidence. To remedy this, every witness will be released by the Court upon completion of his evidence and it is the duty of counsel to apply to the Court if counsel desires the witness to remain. ~~This paragraph shall apply to both civil and criminal proceedings.~~

54. Exhibits to affidavits

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Exhibits to affidavits filed electronically

- (5) The directions in this paragraph shall apply to exhibits to affidavits that are filed through the Electronic Filing Service:

...

- (b) Every page of the exhibits, *including cover pages, dividing sheets or separators between exhibits*, shall be consecutively numbered at the top right hand corner of each page, taking as its first number the number that follows the number of the last sheet of the affidavit's *main text*.

...

Exhibits to affidavits that are not filed electronically

- (6) This paragraph applies to exhibits to affidavits that are not required to be filed through the Electronic Filing Service.

...

- (d) **Pagination**

Every page of the exhibits, including cover pages, dividing sheets or separators between exhibits, shall be consecutively numbered at the top right hand corner of each page, taking as its first number the number that follows the number of the last sheet of the affidavit's main text. ~~Every page of the exhibits (but not the dividing sheets mentioned in sub-paragraph (b) above) shall be consecutively numbered at the top right hand corner of each page, taking as its first number the number that follows the number of the last sheet of the affidavit.~~

...

- (h) **References to exhibits in text of affidavit**

Where the text of an affidavit makes reference to a documentary exhibit, the page number(s) of the affidavit where the relevant portions of the documentary exhibit can be found should be set out alongside the number of the exhibit in question.

54A. Swearing and signing of affidavits in Singapore before, and completing of attestation by, commissioner for oaths through live video link or live television link

...

- ~~(4) — This Practice Direction shall apply to both civil and criminal proceedings.~~

55. Swearing or affirming of affidavits, statutory declarations and oaths

...

~~(6) This Practice Direction shall apply to both civil and criminal proceedings.~~

59. Request for court interpreters

(1) Any party requiring the services of an interpreter of the Court for any of its witnesses must inform the Registrar in writing no later than ~~2 working days from the date of the PTC or other proceeding at which the hearing date is fixed or~~ 2 weeks before the day when the interpreter is required, ~~whichever is earlier~~. This practice is to be followed for all fresh and adjourned hearings, whether in open Court or in chambers.

...

~~(5) This directions in this Practice Direction shall apply to both civil and criminal proceedings, except that for civil proceedings,~~ The requesting party must file a “Request for Hearing Administrative Support” through the Electronic Filing Service.

(6) The languages and dialects for which Court interpreters are provided may be found at <https://www.judiciary.gov.sg/>.

PART IX: FIXING OF MATTERS FOR HEARING

64. Waiting time for the hearing of matters

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~~(2) This Practice Direction shall apply to both criminal and civil proceedings.~~

SCHEDULE

WAITING TIME (*) FOR TRIALS OR HEARINGS IN THE STATE COURTS

S/N	TYPE OF CAUSES OR MATTERS	WAITING TIME
1.	Civil Trials: District Courts (DC) Magistrates’ Courts (MC)	2 to 4 weeks 2 to 4 weeks
2.	Criminal Trials: ———— District Arrest Cases ———— Magistrate’s Arrest Cases/ ———— PS/PSS	2 to 4 weeks 1 to 4 weeks
3.	Traffic Trials	1 to 2 weeks
4.	Coroner’s Inquiries:	

S/N	TYPE OF CAUSES OR MATTERS	WAITING TIME
	General category	2 to 4 weeks
	Medical	1 to 3 months
5.	Small Claims Tribunals:	
	Tourist cases	1 day (On day claim lodged)
	Consumer claims	10 days from day where claim lodged
	Non-consumer claims	2 weeks from day where claim lodged
2. 6.	Civil Section	
	Summons [#]	4 to 6 weeks
	Summary Judgment	6 weeks (statutory)
	Summons for Directions	4 to 6 weeks
	Assessment of Damages	2 to 4 weeks
	Examination of Judgment Debtor	3 to 4 weeks
	Taxation and review of taxation	3 to 4 weeks
7.3	Others:	
	Writs of Execution	4 to 6 weeks
	Appeal to a Judge in Chambers against the Registrar's decision	2 to 4 weeks

[#] The waiting period for applications for discovery or interrogatories against a network service provider under Practice Direction 32 (Applications for discovery etc.) is 5 days from the date of filing of the Originating Summons.

(* "Waiting Time" is defined as follows:

For civil ~~and criminal~~ trials, it is the period from the last mention/PTC (when parties indicate they are ready) to the date of hearing. For interlocutory matters, the waiting time is calculated from the date of filing. In the majority of cases, the matter should be heard within the time frames as indicated above. It is only in exceptional circumstances that the time frame is departed from. Notwithstanding the above, the short cause list continues to apply.

71. Documents for use in trials in open Court

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- (2) Order 34, Rule 3A of the Rules of Court requires the originals of the affidavits of the evidence-in-chief of all witnesses and a bundle of documents to be filed not less than 5 working days before the trial of an action. ~~This Practice Direction prescribes the contents and the format of the bundle of documents.~~ In addition, to improve the conduct of civil proceedings and to reduce the time taken in the presentation of cases in Court, the following documents shall also be prepared by the respective solicitors of the parties:
- (a) a bundle of authorities; and
 - (b) an opening statement.

...

Bundle of documents

- (8) The bundle of documents required to be filed by Order 34, Rule 3A of the Rules of Court should be paginated consecutively throughout at the top right hand corner and may be printed on one side or both sides of each page.

...

- (c) ~~Hard copies of t~~The documents in the bundles should —

...

Bundle of authorities

- (9) ~~Hard copies of t~~The bundle of authorities to be prepared by each party should:

...

PART XIII: ELECTRONIC FILING SERVICE

81. Establishment of Electronic Filing Service and appointment of network service provider

In exercise of the powers conferred by Order 63A, Rules 2 and 3 of the Rules of Court (Cap. 322, R 5), the Registrar, with the approval of the Chief Justice, hereby —

- (a) establishes an Electronic Filing Service known as the Integrated Electronic Litigation System or eLitigation and accessible at www.elitigation.sg; and
- (b) appoints CrimsonLogic Pte Ltd as the Electronic Filing Service provider for this service, ~~with the Electronic Litigation Systems Committee of the Singapore Academy of Law as its superintendent pursuant to Rule 13A(2) of the Singapore Academy of Law Rules (Cap. 294A, Rule 1).~~

82. Appointment of agent to establish service bureau

Pursuant to Order 63A, Rule 4 of the Rules of Court (Cap. 322, R 5), the Registrar hereby appoints CrimsonLogic Pte Ltd as an agent to establish a service bureau at 133 New Bridge Road #19-01/02 Chinatown Point Singapore 059413 (or such other address in Singapore as may be deemed suitable), ~~with the Electronic Litigation Systems Committee of the Singapore~~

~~Academy of Law as its superintendent pursuant to Rule 13A(2) of the Singapore Academy of Law Rules (Cap. 294A, Rule 1).~~

91. Filing of documents to the State Courts through a Supreme Court or Family Justice Courts service bureau

Pursuant to Order 63A, Rule 18(4) and (6) of the Rules of Court (Cap. 322, R 5), the Registrar hereby prescribes that any service bureau established or authorised to be established by the Registrar of the Supreme Court or the Registrar of the Family Justice Courts may assist in the filing, service, delivery or conveyance of documents pertaining to proceedings in the State Courts using the Electronic Filing Service if the service bureau, or, if there are more than one, all the service bureaux, established or authorised to be established by the Registrar are unable to provide such services owing to failure of hardware or software, or both.

PART XIV: EXECUTION MATTERS

97. Sale of immovable property

- (1) If an execution creditor wishes to effect the sale of immovable property seized under a writ of seizure and sale, he shall file the requisite electronic form Request for sale to the Bailiff through the Electronic Filing Service ~~stating the following:~~. ~~When filing the Request, the execution creditor must provide evidence of the following (if not already provided previously):~~

...

100. Examination of Judgment Debtor

...

- (4) The Judgment Debtor need not attend at the examination hearing if:

...

- (b) the counsel for the Judgment Creditor agrees to apply for a discharge of the Order for Examination at the examination hearing.

PART XV: BILLS OF COSTS FOR TAXATION

107. Taxations involving the Public Trustee or the Director of Legal Aid

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(3) If the Public Trustee or the Director of Legal Aid (as the case may be), agrees with the amounts claimed in the bill of costs, then —

(a) for solicitor-and-client costs required to be taxed pursuant to the provisions of the Motor Vehicles (Third-Party Risks and Compensation) Act (Cap. 189) —

...

the receiving party and the Public Trustee need not attend at the taxation and the bill will be taxed in their absence, except that if the taxing Registrar disagrees with the quantum of costs agreed on, he may nonetheless direct the attendance of the **receiving party and the** Public Trustee at a later date;

(b) for solicitor-and-client bills filed pursuant to the Legal Aid and Advice Act (Cap. 160) where the Director of Legal Aid is the respondent, the receiving party and the Director of Legal Aid need not attend at the taxation and the bill will be taxed in their absence, except that if the taxing Registrar disagrees with the quantum of costs agreed on, he may nonetheless direct the attendance of the **receiving party and the** Director of Legal Aid at a later date.

...

PART XVI: GENERAL MATTERS

108. Operating hours of the State Courts

The various courts, offices and counters within the State Courts have different operating hours. These operating hours may be found the ~~State Courts' website~~ **Singapore Courts website** at ~~<http://www.statecourts.gov.sg>~~<https://www.judiciary.gov.sg>.

109. Hours for the sittings of the State Courts **in civil proceedings**

(1) The hours for the sittings of the State Courts **in civil proceedings** shall be as follows, subject to the presiding Judge's/Magistrate's/ Registrar's discretion in any case to conclude a sitting at such earlier or later time as he may direct:

~~(a) — Mentions Courts (except Court 4A)~~

~~Mondays to Fridays — 9.00 a.m. to 1.00 p.m. and~~

~~2.30 p.m. to 5.30 p.m.;~~

~~(b) — Court 4A~~

~~Mondays to Fridays — 8.45 a.m. to 1.00 p.m. and~~

~~2.30 p.m. to 5.30 p.m.;~~

~~Saturdays ————— 9.00 a.m. to 1.00 p.m.~~

(ae) Hearing Courts and Chambers

Mondays to Fridays - 9.30 a.m. to 1.00 p.m. and
2.30 p.m. to 5.30 p.m.

~~(d) Night Courts~~

~~Mondays to Thursdays ————— 5.30 p.m. onwards.~~

~~(2) This Practice Direction shall apply to both civil and criminal proceedings.~~

110. Hearing of urgent applications during weekends and public holidays

- (1) There may be occasions when urgent applications for interim injunctions or interim preservation of subject matter of proceedings, evidence and assets to satisfy judgments need to be heard on weekends and public holidays. To request the urgent hearing of such applications, the applicant should contact the Duty Judicial Officer at 9654 0072 during the operating hours of 8.30 a.m. to 6:00 p.m. on weekends and Public Holidays. The Duty Judicial Officer will only arrange for the hearing of applications which are so urgent that they cannot be heard the next working day.
- ~~(2) All the necessary papers required for the application must be filed using the Electronic Filing Service and appropriate draft orders of Court must be prepared.~~
- ~~(3) The judicial officer processing the application may direct an applicant to tender the application and supporting documents to the Court by email in lieu of filing as well as provide an undertaking from counsel that all the documents (including the originating process) will be filed in Court the next available working day.~~
- ~~(4) The judicial officer conducting the urgent hearing may, at his or her discretion, give directions for the urgent hearing to take place remotely or, alternatively, with parties attending in person.~~
- ~~(2) All the necessary papers required for the application must be prepared together with the appropriate draft orders of Court.~~

- ~~(3) An undertaking from counsel shall be given to have all the documents (including the originating process) filed in Court the next available working day must be furnished to the Judicial Officer processing the application.~~
- ~~(4) The hearing may take place in the Registry of the State Courts or at any place as directed by the Judicial Officer hearing the matter.~~
- ~~(5) For the avoidance of doubt, the above applies only to civil proceedings in the Magistrates' Courts or District Courts.~~

111. Duty Registrar ~~and Duty Magistrate~~

- (1) The duties of the Duty Registrar are —
- (a) to hear applications made *ex parte* or by consent ~~(except probate matters)~~ provided that the summons has been filed in the Electronic Filing System ~~entered in the summonses book~~;
 - (b) to grant approval for any matter pertaining to the administration of the Registry, including giving early or urgent dates and allowing inspection of files; and
 - (c) to sign and certify documents.
- (2) The duty hours will be from Mondays to Fridays from 9.30am to 12.30pm and 2.30pm to 5.30pm.
- (3) Parties seeking to obtain directions and/or orders from the Duty Registrar shall do so by filing an “Other Hearing Related Request” through the Electronic Filing Service, in accordance with the Workflow for Hearings before the Duty Registrar and Duty Judicial Officer, which can be downloaded from the Singapore Courts’ website at <https://www.judiciary.gov.sg>.
- (4) If parties are unable to file a Request on the Electronic Filing Service (eg, because the originating papers for the case have not been filed or accepted), parties may call 6721 7705 to seek directions. In doing so parties should be prepared to explain the urgency of the application or request.
- (5) Except as otherwise directed by the Duty Registrar, the filing of the relevant documents will be sufficient for the Duty Registrar's disposal of any application or matter. Documents which are filed using the Electronic Filing Service will be returned to the advocate and solicitor through the Electronic Filing Service to the inbox of the law firm’s computer system or through the service bureau.

- ~~(2) The duties of the Duty Magistrate shall include the examination of complainants when they file a Magistrate's Complaint.~~
- ~~(3) The duty hours shall be as follows:~~
- ~~(a) Mondays to Fridays 9.30 a.m. to 1.00 p.m., and
2.30 p.m. to 5.30 p.m.;~~
- ~~(b) Saturdays 9.30 a.m. to 1.00 p.m.~~
- ~~(4) Only advocates and solicitors (or, where a party is not represented, a litigant in person) shall appear before the Duty Registrar.~~
- ~~(5) Except where the attendance of the advocate and solicitor is required under paragraph (8), the filing of the relevant documents will be sufficient for the Duty Registrar's disposal of any application or matter. Documents which are filed using the Electronic Filing Service will be returned to the advocate and solicitor through the Electronic Filing Service to the inbox of the law firm's computer system or through the service bureau. Documents which are not electronically filed shall be collected from the Registry not earlier than one clear day after the documents have been filed.~~
- ~~(6) All documents which are not required to be filed using the Electronic Filing Service should be duly stamped before presentation to the Duty Registrar for his signature and/or decision.~~
- ~~(7) A solicitor who wishes to attend before a Duty Registrar and to refer him to documents filed using the Electronic Filing Service must either —~~
- ~~(a) file the document sufficiently far in advance before attending before the Duty Registrar such that the documents are already included in the electronic case file for the Duty Registrar's reference (and in this regard, solicitors should only attend before the Duty Registrar after they have received notification from the Court that the document has been accepted); or~~
- ~~(b) attend before the Duty Registrar with the paper documents, if these exist (and in this regard, the Duty Registrar will require the solicitor to give an undertaking to file all the documents by the next working day after the attendance before dealing with the matter).~~
- ~~(8) The advocate and solicitor's attendance is compulsory only:~~
- ~~(a) when he is requesting an early or urgent date for hearing before the Registrar or Judge;~~
- ~~(b) when an application or document is returned with the direction "solicitor to attend"; or~~

~~(e) — when so required by any provision of law.~~

~~(9) — A solicitor may, if he wishes to expedite matters, attend before the Duty Registrar even if his attendance is not ordinarily required.~~

~~(10) — This Practice Direction shall apply to both civil and criminal proceedings.~~

114. Absence from Court on medical grounds

(1) If —

- (a) any party to proceedings;
- (b) any witness; or
- (c) any counsel;

is required to attend Court (including any hearing conducted by way of live video or live television link) and wishes to absent himself from Court on medical grounds, he must tender or cause to be tendered to the Court an original medical certificate. Where a medical certificate cannot be tendered in person, it may be tendered by any electronic means which the Court may permit.

(2) Any medical certificate tendered to the Court under paragraph (1) must:

- (a) state the name of the medical practitioner who issued the certificate;
- (b) state the name of the hospital or clinic at which it was issued;
- (c) state the contact details of the medical practitioner and also of the hospital or clinic;
- (d) be signed by the medical practitioner;
- (e) contain a diagnosis of the patient concerned accompanied by a brief description of the symptom(s) and condition(s) forming the basis for the statement in subparagraph (2)(f) below (unless the diagnosis cannot or should not normally be disclosed);
- (f) contain a statement to the effect that the person to whom the certificate is issued is medically unfit to attend Court, and specify the date(s) on which the person is medically unfit to attend Court;
- (g) bear the date on which it was written and, where this differs from the date of consultation, this must be clearly disclosed; and
- (h) be the original document issued by the medical practitioner, if it was issued by the medical practitioner in hard copy.

- (3) If any information specified in paragraph (2) is not stated in the medical certificate itself, such information must be included in a memorandum attached to the medical certificate.
- (4) All information and details in any medical certificate or memorandum must be clearly and legibly printed.
- (5) If any requirement set out in paragraphs (2) to (4) is not complied with, the Court may reject the medical certificate and decline to excuse the attendance of the person to whom the medical certificate was issued. The Court may then take any action it deems appropriate.
- (6) The Court may, if it deems fit, take steps to contact the medical practitioner who appears to have issued a medical certificate for the purpose of authenticating the medical certificate and, where necessary, the party tendering the medical certificate must provide such assistance to the Court as may be necessary to facilitate such authentication.

~~(1) — If —~~

~~(a) — any party to proceedings;~~

~~(b) — any witness;~~

~~(c) — any counsel; or~~

~~(d) — a Deputy Public Prosecutor or other officer or person appointed by the Attorney-General to assist him or to act as his deputy in the performance of any of the functions or duties of the Public Prosecutor under the Criminal Procedure Code (Cap. 68) or under any other written law,~~

~~is required to attend Court and wishes to excuse himself from Court on medical grounds, he must tender or cause to be tendered to the Court an original medical certificate. The medical certificate so tendered must be in the form and contain the information and particulars required by paragraphs (2) to (5).~~

~~(2) — A medical certificate issued by a Government hospital or clinic may be in the pre-printed form produced by the Ministry of Health, a sample of which appears at Form 22 of Appendix A to these Practice Directions. A medical certificate issued by a restructured hospital or specialist centre may also be in a pre-printed form similar to the sample which appears at Form 22 of Appendix A to these Practice Directions. The pre-printed medical certificate must:~~

~~(a) — be completely and properly filled in;~~

~~(b) — contain the name of the medical practitioner who issued the medical certificate;~~

- ~~(c) — state the name of the hospital or clinic in which the medical practitioner practices;~~
 - ~~(d) — indicate that the person to whom the certificate is issued is unfit to attend Court, and specify the date(s) on which he is unfit to attend Court;~~
 - ~~(e) — be signed in full by the medical practitioner and must not be merely initialled; and~~
 - ~~(f) — be authenticated by a rubber stamp showing the medical practitioner’s full name and his designation in the hospital or clinic, as the case may be.~~
- ~~(3) — If a medical certificate is not in Form 22 of Appendix A to these Practice Directions, then the medical certificate should:~~
- ~~(a) — be addressed to the Court for which the certificate was intended. It must not merely be addressed to “whomsoever it may concern”. Where the patient is unable to furnish the name of the judicial officer concerned, the relevant medical certificate may be addressed to “The District Judge/Magistrate, State Courts” or “The Registrar, Small Claims Tribunals”, as the case may be;~~
 - ~~(b) — identify clearly the name of the medical practitioner who issued the certificate;~~
 - ~~(c) — state the name of the hospital or clinic from which it had been issued;~~
 - ~~(d) — be signed in full by the medical practitioner and not merely initialled;~~
 - ~~(e) — be authenticated by a rubber stamp showing the medical practitioner’s full name, designation and any other relevant particulars;~~
 - ~~(f) — contain the diagnosis of the patient concerned, if any (unless the diagnosis cannot or should not normally be disclosed);~~
 - ~~(g) — contain a statement to the effect that the person to whom the certificate had been issued is medically unfit to attend Court, and specify the date(s) on which the person is unfit to attend Court; and~~
 - ~~(h) — bear the date on which it was written, and where this differs from the date of consultation this must be clearly disclosed.~~
- ~~(4) — If any portion of the information set out in paragraph (3) is not found in the medical certificate proper, such information should be included in a memorandum attached to the medical certificate. This memorandum must similarly:~~
- ~~(a) — identify clearly the name of the medical practitioner who issued the memorandum;~~

- ~~(b) — contain the name of the hospital or clinic from which it was issued;~~
 - ~~(c) — be signed in full by the medical practitioner and not merely initialled; and~~
 - ~~(d) — be authenticated by a rubber stamp showing the medical practitioner’s full name and designation.~~
- ~~(5) — All information and details in any medical certificate or any memorandum must be clearly and legibly printed.~~
- ~~(6) — If the Directions set out in paragraphs (2) to (5) are not complied with, the Court may reject the medical certificate and decline to excuse the absence from Court of the person to whom the medical certificate was issued. The Court may then take any action it deems appropriate.~~
- ~~(7) — This Practice Direction shall apply to both civil and criminal proceedings in the State Courts (including the Small Claims Tribunals).~~

116. Submissions and examination by leading and assisting counsel

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- ~~(5) — This Practice Direction shall apply to both civil and criminal proceedings.~~

118. Use of electronic and other devices

...

- ~~(4) — This Practice Direction shall apply to both civil and criminal proceedings in the State Courts (including the Small Claims Tribunals).~~
- ~~(54) For the avoidance of doubt, †This Practice Direction shall also apply to all alternative dispute resolution and counselling sessions conducted in the State Courts.~~
- ~~(65) The attention of court users is also drawn to section 5 of the Administration of Justice (Protection) Act 2016 (Act No. 19 of 2016).~~

120A. Case-related correspondence to be copied to other parties in the cause or matter

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- (3) The Registry has the discretion to reject or refuse to act on any inappropriate correspondence or correspondence which is not copied to any party in contravention of this Practice Direction ~~or ex parte correspondence.~~

...

121. Filing directions ~~to the Accountant-General~~ for payment into and out of Court

- (1) Where moneysies are ~~sought~~ to be paid into Court pursuant to a judgment or order of the Court, ~~a copy of the judgment or order must be referenced in the draft D~~irection to the Accountant-General for Ppayment Iin and filed into the case file via the Electronic Filing Service for approval by the Court.
- (2) Where a party wishes to furnish security for costs for an appeal filed in the State Courts, the Direction to Accountant-General for Payment In, which shall be prepared using Form 219A of Appendix A of the Rules of Court, must reference the provision in the Rules of Court pursuant to which the security for costs is furnished. ~~submitted to the Registry for approval.~~
- (32) Where moneysies are ~~sought~~ to be paid out of Court pursuant to a judgment or order of the Court, the judgment or order must be referenced in the Direction to Accountant-General for Payment Out and filed into the case file via the Electronic Filing Service for approval by the Court. The following documents (as the case may be) must, where necessary, accompany the filing of the Direction to Accountant-General for Payment Out and be filed into the case file via the Electronic Filing Service for approval by the Court:
- (a) the Notice of Acceptance of Money Paid into Court in Form 32 of Appendix A to the Rules of Court; or
 - (b) ~~the written consent pursuant to the acceptance of a payment into Court made under Order 22 of the Rules of Court (Cap. 322, R 5), a copy of the judgment or order, or of the notice in Form 32 in Appendix A to the Rules of Court, or of the written consent, must be attached to the draft direction to the Accountant-General for payment out submitted to the Registry for approval.~~
- (43) Every ~~draft d~~irection to Accountant-General for Ppayment into In or payment Payment out of Court ~~shall~~must contain amounts in a single currency.
- (45) Where moneysies in different currencies are to be paid into or out of Court, separate ~~draft D~~irections must be prepared for each currency in which payment is to be made.

Direction to Accountant-General for Payment In or Out of Court

- (6) For payments into Court, after the Direction to Accountant-General for Payment In has been approved, the party or his or her solicitors (as the case may be; collectively “the

Payment In Party”) must send a copy of the approved Direction to Accountant-General for Payment In and the judgment or order of Court referenced therein to VITAL by email at VITAL_FS_Receivable@vital.gov.sg. Upon successful receipt of the documents, VITAL will provide instructions on how electronic payment is to be effected. A receipt will be issued by VITAL to the Payment In Party when payment is received by the Accountant-General.

- (7) For payments out of Court, after the Direction to Accountant-General for Payment Out has been approved, the party or his or her solicitors (as the case may be; collectively “the Payment Out Party”) must send a copy of the approved Direction to Accountant-General for Payment Out and the judgment or order of Court referenced therein to VITAL by email to VITAL_FS_Receivable@vital.gov.sg. Upon successful receipt of the documents, VITAL will provide instructions on process for the release of the relevant moneys.

123. Publication of ~~&~~ Reports and Comments on Court Cases

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APPENDIX A FORMS

Form 7

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More information on mediation, conciliation and neutral evaluation may be found at ~~<http://www.statecourts.gov.sg> under “Interested in Mediation/Conciliation/CDR”~~ <https://www.judiciary.gov.sg>.

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