

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

FAMILY JUSTICE COURTS PRACTICE DIRECTIONS 2015

AMENDMENT NO. 2 OF 2025

1. It is notified for general information that amendments have been made to Parts VI, VIIA, IX, XIII and XIV of the Family Justice Courts Practice Directions 2015. The amendments are summarised below:
 - (a) Amendments to heading of Part VI on Proceedings for the Dissolution of Marriage under Part 10 of Women's Charter 1961;
 - (b) Amendments to paragraph 20 on Documents for use in trials of contested matrimonial proceedings under Part 10 of the Women's Charter 1961;
 - (c) Amendments to heading of Part VIIA on Electronic Filing Service under Division 68A of Part 18 of the Family Justice Rules 2014;
 - (d) Amendments to paragraph 26E on Documents;
 - (e) Amendments to paragraph 26I on Bundle of Authorities;
 - (f) Amendments to paragraph 31 on Application and Appeals;
 - (g) Amendments to paragraph 38 on Bundle of Authorities for Youth Courts proceedings;
 - (h) Amendments to paragraph 39 on Documents;
 - (i) Amendments to paragraph 88 on Electronic filing of documents and authorities for use in Court generally;
 - (j) Amendments to paragraph 90 on Documents for use in trials;
 - (k) Amendments to paragraph 92 on Written Submissions and Bundles of Authorities for Special Date Hearings;
 - (l) Amendments to paragraph 109 on Form of affidavits;
 - (m) Amendments to paragraph 110 on Exhibits to affidavits;
 - (n) Amendments to paragraph 125 on Filing of records of appeal and written cases;
 - (o) Amendments to paragraph 126 on Appeals before the Family Division of the High Court from tribunal or person under Part 18 Division 55 of the Family Justice Rules 2014;
 - (p) Amendments to paragraph 131 on Form of bills of costs;
 - (q) Amendments to paragraph 146 on Pagination of documents;

- (r) Amendments to paragraph 158 on Weekend / Public Holiday Duty Registrar and Judge at the Family Courts; and
 - (s) Amendments to paragraph 159A on Request for urgent hearing before Duty Judge.
2. The amendments will take effect on 15 September 2025 and will be reflected at <https://epd2015-familyjusticecourts.judiciary.gov.sg> from 15 September 2025.
 3. Please find attached a document reflecting the marked-up amendments to the Family Justice Courts Practice Directions 2015.

Dated this 28th day of August 2025



KENNETH YAP YEW CHOH
REGISTRAR
FAMILY JUSTICE COURTS

Part VI – Proceedings for the Dissolution of Marriage under Part ~~X~~ 10 of Women’s Charter 1961

20. Documents for use in trials of contested matrimonial proceedings under Part ~~X~~ 10 of the Women’s Charter (~~Cap 353~~) 1961

...

Bundle of documents

- (3) Documents to be used at trial ~~should be consolidated into bundles paginated consecutively throughout (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively.~~ An index of contents of each bundle in the manner and form set out in Form 205 of Appendix A must also be furnished. No bundle of documents is necessary in cases where parties are not relying on any document at the trial.

...

- (9) A core bundle ~~should~~ must (unless clearly unnecessary) also be provided containing the most important documents upon which the case will turn or to which repeated reference will have to be made. ~~The documents in this bundle should normally be paginated but should also be cross-referenced to copies of the documents included in the main bundles. All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated in the manner provided for in sub-paragraph (3). The documents in this bundle must also be cross-referenced to copies of the documents included in the main bundles.~~ The bundle supplied to the Court should be contained in a loose-leaf file which can easily have further documents added to it if required.

...

Part VIIA – Electronic Filing Service under Division 68A of Part 18 of the Family Justice Rules 2014

26E. Documents

...

- (4) ~~Every page~~ All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) of a document must be paginated ~~consecutively so such~~ that the ~~pagination on the actual document printed page numbers~~ corresponds with to the pagination of the page numbers in the soft copy Portable Document Format (PDF) ~~version of the~~ document ~~in the electronic case file filed through the IFAMS portal, and~~ the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively.
- (5) Under rule 929F(5) and rule 929F(6) of the Family Justice Rules 2014, a party must file, before the commencement of the trial, an electronic reproduction of the document in IFAMS unless the Court allows the document to be tendered during the trial. For the purposes of these rules, the Mentions Court will determine whether a party should file the documents in IFAMS before the trial or otherwise.

26I. Bundles of Authorities

- (1) In all proceedings under this ~~part~~ Part, any party to the proceedings or his counsel ~~shall~~ must submit their own bundle of authorities. In this regard, the following ~~shall~~ must be complied with:
 - (a) The bundle of authorities to be prepared by each party ~~should~~ must:

...

- (iii) ~~be~~ have all pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) paginated ~~consecutively at the top right hand corner of each page (for which purpose the pagination should commence on the first page of the first bundle and run sequentially to the last page of the last bundle)~~ such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the bundle of authorities, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at

page 1, and every page in that volume must be numbered consecutively;
and

...

Part IX – Youth Courts

31. Application and Appeals

Application

- (1) The directions in this Part apply to any proceedings or any matter before the Youth Courts which relates to any —
...
 - (b) procedure in respect of bails and bonds under Division 5 of Part ~~VI~~ 6 of the Criminal Procedure Code (~~Cap. 68~~) 2010;
 - (c) procedure under section 370 of the Criminal Procedure Code 2010;
 - (d) procedure for the search of premises or persons and the seizure of property (including any procedure under section 35(7) of the Criminal Procedure Code 2010 for the release of any property seized, or prohibited from being disposed of or dealt with under section 35(1) of the Criminal Procedure Code 2010);
...
 - (f) procedure for the surrender and return of travel documents under sections 112 and 113 of the Criminal Procedure Code 2010;
 - (g) procedure for issuing summonses to persons to appear before the Court under section 115 of the Criminal Procedure Code 2010;
 - (h) procedure for appeal under Division 1 of Part ~~XX~~ 20 of the Criminal Procedure Code 2010;
 - (i) procedure for the taking of evidence under section 21 of the Mutual Assistance in Criminal Matters Act (~~Cap. 190A~~) 2000; and
 - (j) application for the issue of a warrant under section 10(1) or 24(1) of the Extradition Act (~~Cap. 103~~) 1968.
- (2) The directions in this Part must be read in conjunction with the Criminal Procedure Code (Electronic Filing and Service for ~~Criminal Proceedings in the~~ State Courts and Youth Courts) Regulations 2013.

Appeals

- (3) Skeletal arguments must be filed at least 10 days before the hearing. Hard copies of the bundles of authorities and skeletal arguments shall ~~must~~ be tendered to the ~~Youth Courts Registry at the same time as they are filed. Skeletal arguments filed in breach of this timeline will be stamped "Late Submission". Paragraph 127(1) to (4) apply to skeletal arguments filed for appeals against Youth Court orders~~ Correspondence Clearance Centre at Level 1, Supreme Court Building, in accordance with the directions in the relevant Registrar's Notice for the appeal.
- (4) The term "skeletal arguments" includes "skeletal submissions", "written submissions", "written arguments" and all other variant terms by which such documents are known.
- (5) Counsel should submit skeletal arguments for the hearing of the appeal and give a copy to counsel for the other parties. Hard copies of skeletal arguments may be printed on one side or both sides of each piece of paper.
- (6) Skeletal arguments are abbreviated notes of the arguments that will be presented. Skeletal arguments are not formal documents and do not bind parties. They are a valuable tool to the Judges and are meant to expedite the hearing of the appeal. These notes should comply with the following requirements:
- (a) they should contain a numbered list of the points proposed to be argued, stated in no more than 2 sentences;
 - (b) each listed point should be accompanied by a full reference to the material to which counsel will be referring, i.e., the relevant pages or passages in the authorities, the record of appeal, the bundles of documents, the affidavits, the transcripts and the judgment under appeal;
 - (c) all pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively;
 - (d) except for content reproduced from case authorities, textbook or other commentaries, other documents filed in Court, and extracts of transcripts, which may be in Times New Roman 10 or its equivalent, the minimum font size used must be Times New Roman 12 or its equivalent;
 - (e) the print of every page must be double-spaced, except for the following, which may be single-spaced:

- (i) cover pages and tables of contents;
- (ii) paragraph and section headings or sub-headings;
- (iii) content reproduced from case authorities, textbook or other commentaries, and other documents filed in Court; and
- (iv) extracts of transcripts;
- (f) every page must have a margin on all 4 sides, each of at least 35mm in width; and
- (g) Parties are strongly encouraged to print on both sides of each piece of paper where hard copies are tendered.

38. Bundles of authorities for Youth Courts proceedings

(1) In all Youth Courts proceedings, counsel ~~shall~~ must submit their own bundle of authorities. In this regard, the following ~~shall~~ must be complied with:

(a) The bundle of authorities to be prepared by each party ~~should~~ must:

...

(iii) ~~be have all pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) paginated consecutively at the top right hand corner of each page (for which purpose the pagination should commence on the first page of the first bundle and run sequentially to the last page of the last bundle) such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the bundle of authorities, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively;~~
and

...

39. Documents

...

(6) ~~Every page~~ All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) of a document must be paginated ~~consecutively so~~

such that the ~~pagination on the actual document printed page numbers~~ corresponds with ~~to the pagination of the page numbers in the soft copy~~ Portable Document Format (PDF) ~~version of the~~ document in the electronic case file, ~~and~~ the page number must be inserted at the ~~centre~~ top right hand corner of the page, ~~and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively.~~

...

Part XIII – General Procedure

88. Electronic filing of documents and authorities for use in Court generally

Time for filing of documents

...

- (2) In the event that it is not possible to file the documents in advance of the hearing, counsel may apply to the Judge or Registrar conducting the hearing for leave to:
- (a) use hard copy documents during the hearing. ~~Without (in which case, without limiting paragraph 90(12) of these Practice Directions, the hard copy documents may be printed on one side or both sides of each page parties are strongly encouraged to print on both sides of each piece of paper where hard copies are tendered);~~ or

...

General requirements as regards documents filed for use in Court

...

- (4) If the filing of a document is to be done by submitting only a hard copy of the same to the Registry in accordance with these Practice Directions or the Court's direction:
- (a) Any fees payable pursuant to the Fifth Schedule to the Family Justice Rules 2014 must be paid over the counter or by any alternative mode of payment specified by the Registry at the same time as when the hard copy document is submitted to the Registry.
- ...
- (d) To avoid doubt, this sub-paragraph does not apply where:
- (i) a document is filed, and the fees payable pursuant to the Fifth Schedule to the Family Justice Rules 2014 are paid, through the Electronic Filing ~~System~~ Service; and

...

(4A) Pleadings, the texts of affidavits (as opposed to the exhibits), opening statements and written submissions filed in or submitted to the Family Justice Courts must comply with the following requirements:

- (a) all pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively;
- (b) except for content reproduced from case authorities, textbook or other commentaries, other documents filed in Court, and extracts of transcripts, which may be in Times New Roman 10 or its equivalent, the minimum font size used must be Times New Roman 12 or its equivalent;
- (c) the print of every page must be double-spaced, except for the following, which may be single-spaced:
 - (i) cover pages and tables of contents;
 - (ii) paragraph and section headings or sub-headings;
 - (iii) content reproduced from case authorities, textbook or other commentaries, and other documents filed in Court; and
 - (iv) extracts of transcripts;
- (d) every page must have a margin on all 4 sides, each of at least 35mm in width; and
- (e) parties are strongly encouraged to print on both sides of each piece of paper where hard copies are tendered.

(4B) Sub-paragraph (4A) does not apply to any documents for which specific directions on formatting are provided for in these Practice Directions.

Bundle of authorities

...

- (7) The party using the hard copy of the bundle of authorities must produce the bundle at every hearing at which it is required. ~~The hard copy of the bundle of authorities may be printed on one side or on both sides of each page.~~ Parties are strongly encouraged to

print on both sides of each piece of paper where hard copies are tendered. The Court will neither retain nor undertake to produce for hearings the hard copy of the bundle. The Judge or Registrar may, if he or she so chooses, retain the hard copy of the bundle of authorities for his or her own reference. The hard copy so retained will not, however, form part of the Court's record in respect of the proceedings in which it was used.

- (8) Counsel must adhere to the following directions when preparing bundles of authorities for use in Court. These requirements also apply to paragraphs 90 to 92, 99, 125 and 126 of these Practice Directions:

...

- (h) ~~The bundle of authorities must be paginated consecutively at the top right hand corner of each page. Each~~ All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively.

...

- (11) Where bundles of authorities are filed through the Electronic Filing Service, the following applies:

...

- (c) ~~The page number of each printed volume of the bundle must correspond to the page number in the Portable Document Format (PDF) version of that volume of the bundle. Each separate volume must start at page 1, and every page in that volume must be numbered consecutively.~~ All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated in the manner provided for in sub-paragraph (8)(h).

90. Documents for use in trials

...

Time for filing of documents under rule 567(1) of the Family Justice Rules 2014

- (3) Parties are to note that the timeline given pursuant to the Court's directions under rule 567(1) of the Family Justice Rules 2014 is to be adhered to strictly, and that the timeline

will apply to the filing of the documents into the electronic case file and, if applicable, the submission of the CD-ROM or DVD-ROM (containing the documents in Portable Document Format (PDF)) to the Registry.

...

Mode of filing documents

...

- (7) Additionally, unless otherwise directed, the parties must tender the documents referred to at sub-paragraph (6) above to the Registry in hard copy. The hard copy must tally in all respects with the soft copy (if tendered in optical media), and all pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated such that the printed page numbers of the hard copy must correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document that is tendered in optical media, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively. Parties should adhere as far as possible to the guidelines set out on the eLitigation website at <http://www.elitigation.sg> on the resolution to be used when scanning documents into PDF.

Bundles of documents

...

- (9) The following directions apply to the electronic creation of bundles of documents:

...

- (d) ~~The page number of each bundle of documents must correspond to the page number in the Portable Document Format (PDF) version of that bundle. Each separate bundle of documents shall start at page 1 and every page shall be numbered consecutively.~~ All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated in the manner provided for in sub-paragraph (7).

...

- (12) The documents in the bundles ~~should~~ must —
- (a) contain an index of contents of each bundle in the manner and form set out in Form 205 in Appendix A to these Practice Directions.

- (b) ~~be paginated consecutively throughout at the top right hand corner and may be printed on one side or both sides of each page~~ be paginated in the manner provided for in sub-paragraph (7), and parties are strongly encouraged to print on both sides of each piece of paper where hard copies are tendered.

...

Opening statements

- (15) A proper opening statement is of great assistance to the Court as it sets out the case in a nutshell, both as to facts and law. It is intended to identify both for the parties and the Judge the issues that are, and are not, in dispute. It enables the Judge to appreciate what the case is about, and what he is to look out for when reading and listening to the evidence that will follow. Opening statements also help to clarify issues between the parties, so that unnecessary time is not spent on trying to prove what is not disputed or irrelevant. The need for brevity is emphasised as opening statements that contain long and elaborate arguments, and citations from and references to numerous authorities, do not serve this purpose.

...

- (g) The following format ~~shall~~ must be adhered to when preparing opening statements:
- (i) all pages ~~(including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets)~~ shall must be paginated, ~~with the first page (including the cover page) numbered as 'Page 1' so that the page numbers of the hard copy correspond to the page numbers in the Portable Document Format (PDF) version~~ in the manner provided for in sub-paragraph (7);
 - (ii) ~~except for content reproduced from case authorities, textbook or other commentaries, other documents filed in Court, and extracts of transcripts, which may be in Times New Roman 10 or its equivalent,~~ the minimum font size ~~to be used~~ is must be Times New Roman 12 or its equivalent;
 - (iii) the print of every page ~~shall must~~ be double spaced, except for the following, which may be single-spaced:;
 - (A) cover pages and tables of contents;
 - (B) paragraph and section headings or sub-headings;

(C) content reproduced from case authorities, textbook or other commentaries, and other documents filed in Court; and

(D) extracts of transcripts;

- (iv) each page may be printed on one side or both sides parties are strongly encouraged to print on both sides of each piece of paper where hard copies are tendered; and

...

Bundle of authorities

- (16) In addition to the documents required to be filed and served under rule 567 of the Family Justice Rules 2014, the Court may direct parties to file and serve bundles of authorities. Paragraphs 88(5) to (11) of these Practice Directions must be complied with.

...

92. Written Submissions and Bundles of Authorities for Special Date Hearings

This paragraph applies only to hearings in the Family Division of the High Court save for the hearing of appeals.

- (1) Unless otherwise directed by the Court for any contested special date hearing before a Judge in the Family Division of the High Court, each party ~~shall~~ must:
- (a) submit to the Court and serve on the other party a hard copy of the following documents at least 1 clear day in advance of the hearing:
- (i) written submissions (with a cover page and a table of contents in compliance with the requirements under paragraph 88(4A) of these Practice Directions); and

...

109. Form of affidavits

Affidavits filed electronically

- (1) This sub-paragraph ~~shall apply~~ applies to affidavits which are to be filed through the Electronic Filing Service.

...

- (b) ~~Affidavits shall~~ Every page must have a blank margin of not less than 35mm wide on all 4 sides, of the page each of at least 35mm in width. They ~~The text of affidavits (as opposed to the exhibits) shall~~ must be printed or typed, and the print of every page of the text of affidavits (as opposed to the exhibits) must be double-spaced, except for the following, which may be single-spaced:

(i) cover pages and tables of contents;

(ii) paragraph and section headings or sub-headings;

(iii) content reproduced from case authorities, textbook or other commentaries, and other documents filed in Court; and

(iv) extracts of transcripts.

...

- (e) ~~Every page of the affidavit (including separators and exhibits) shall be paginated consecutively~~ All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the affidavit that is filed through the Electronic Filing Service, and the page number shall must be placed inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively. Every reference to an exhibit (or a document in an exhibit) shall include, where appropriate, the page number(s) where the exhibit (or document) can be located.

- ~~(f) Sub-paragraph 1(d)(v) is applicable to proceedings under Part X of the Women's Charter (Cap. 353) filed before 1 April 2006 as if any reference to the defendant were a reference to the respondent.~~

- (f) Except for content reproduced from case authorities, textbook or other commentaries, other documents filed in Court, and extracts of transcripts, which may be in Times New Roman 10 or its equivalent, the minimum font size used must be Times New Roman 12 or its equivalent.

Affidavits that are not filed electronically

- (2) This sub-paragraph applies to affidavits which are not required to be filed through the Electronic Filing Service.

(a) **Form of affidavits generally**

- (i) Affidavits ~~shall~~ must be on A4-ISO paper of durable quality with a ~~blank margin not less than 35 mm wide~~ on all 4 sides ~~of the page~~ each of at least 35mm in width.

...

- (iv) ~~Affidavits~~ The text of affidavits (as opposed to the exhibits) shall ~~must~~ must be printed or typed on white paper, and the print of every page of the text of affidavits (as opposed to the exhibits) must be double-spaced, ~~on one side or both sides of the paper.~~ except for the following, which may be single-spaced:

(A) cover pages and tables of contents;

(B) paragraph and section headings or sub-headings;

(C) content reproduced from case authorities, textbook or other commentaries, and other documents filed in Court; and

(D) extracts of transcripts.

...

(d) **Pagination of affidavits**

~~Every page of the affidavit shall be paginated consecutively, and the page number shall be placed at the top right hand corner of the page. All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively.~~ Every reference to an exhibit (or a document in an exhibit) shall include, where appropriate, the page number(s) where the exhibit (or document) can be located.

(da) **Font size used in affidavits**

Except for content reproduced from case authorities, textbook or other commentaries, other documents filed in Court, and extracts of transcripts, which

may be in Times New Roman 10 or its equivalent, the minimum font size used must be Times New Roman 12 or its equivalent.

- (e) ~~Sub-paragraph 2(b) is applicable to proceedings under Part X of the Women's Charter (Cap. 353) filed before 1 April 2006 as if any reference to the defendant were a reference to the respondent. [deleted]~~

Hard copy affidavits

- (3) Unless otherwise directed by the Court, parties are strongly encouraged to print on both sides of each piece of paper where ~~hard copies of affidavits should be printed on both sides of each page of affidavits are tendered.~~

110. Exhibits to affidavits

...

Exhibits to affidavits filed electronically

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

...

- (b) ~~Every page of the exhibits, including 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. All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively.~~

...

- (d) Related documents (e.g., correspondence and invoices) may be collected together and collectively exhibited as one exhibit arranged in chronological order, beginning with the earliest at the top, paginated in ~~accordance with~~ the manner provided for in sub-paragraph (5)(b) above, and the exhibit must have a front page showing the table of contents of the items in the exhibit.

Exhibits to affidavits that are not filed electronically

- (6) This sub-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 (but not the dividing sheets mentioned in sub-paragraph (6)(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. All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively.~~

...

(g) **Related documents**

Related documents (e.g., correspondence and invoices) may be collected together and collectively exhibited as one exhibit arranged in chronological order, beginning with the earliest at the top, paginated in ~~accordance with the manner provided for in~~ sub-paragraph (6)(d) above, and the exhibit must have a front page showing the table of contents of the items in the exhibit.

125. Filing of records of appeal and written cases

Filing of records of appeal and written cases for appeals filed to the Family Division of the High Court under Part 18 Division 60 of the Family Justice Rules 2014

- (1) In practice, the District Judges may furnish grounds of decision, and if so, within 8 weeks of the filing of the notice of appeal although the furnishing of grounds of decision is not a requirement under the Part 18 Division 60 of the Family Justice Rules 2014.

...

- (10) In order to assist the Judge hearing the appeal, the appellant and the respondent are to tender one hard copy of the record of appeal, submissions and the core bundle, where applicable, as well as any bundle of authorities to be relied upon to the Correspondence Clearance Centre at Level 1, Supreme Court Building not less than 10 days before the

hearing of the appeal, unless otherwise directed. Parties are strongly encouraged to print on both sides of each piece of paper where hard copies are tendered.

Filing of records of appeal and written cases for appeals to the Family Division of the High Court under Part 18 Division 59 of the Family Justice Rules 2014

- (11) Rules 827 and 828 of the Family Justice Rules 2014 apply with regard to the filing and preparation of the record of appeal, appellant's Case and respondent's Case. In addition to the requirements set out in the relevant rules, the appellant's Case and the respondent's Case must each include a cover page and a table of contents.

...

- (13) Each volume of the appellant's and respondent's core bundles of documents and subsequent bundles (if any), must begin start at page 1. Every page in that volume must be numbered consecutively, and ~~the page number of the appellant's and respondent's core bundles of documents and the second core bundle must~~ all pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated such that the printed page numbers correspond to the page numbers in the soft copy of the Portable Document Format (PDF) version of that volume.

- (14) Sub-paragraphs (6) to (10) above ~~shall~~ apply and references to submissions shall be read as appellant's Case and respondent's Case.

...

- (16) The appellant must tender 1 hard copy each of the following documents to the Correspondence Clearance Centre at Level 1, Supreme Court Building:

- (a) the record of appeal and the appellant's Case within the timelines prescribed in rule 827 of the Family Justice Rules 2014;

...

- (17) The respondent must tender 1 hard copy each of the following documents to the Correspondence Clearance Centre at Level 1, Supreme Court Building:

- (a) the respondent's Case within the timelines prescribed in rule 828 of the Family Justice Rules 2014;

...

- (17A) Where hard copy documents are required to be tendered as stated in sub-paragraphs (16) and (17), parties are strongly encouraged to print on both sides of each piece of paper.

Filing of written submissions for appeals against registrars in the Family Division of the High Court under Part 18 Division 58 of the Family Justice Rules 2014

- (18) The appellant shall, within 7 working days from the date of the filing of the Notice of Appeal, file and serve his submissions. The respondent shall, within 7 working days from the service of the appellant's submissions, file and serve his submissions. The written submission filed by parties must include a cover page and a table of contents.

...

- (20) The appellant and the respondent are to tender 1 hard copy each of his or her written submissions and bundle of authorities (if any) to the Correspondence Clearance Centre at Level 1, Supreme Court Building not less than 10 days before the hearing of the appeal, unless otherwise directed. Parties are strongly encouraged to print on both sides of each piece of paper.

126. Appeals before the Family Division of the High Court from tribunal or person under Part 18 Division 55 of the Family Justice Rules 2014

- (1) Rule 805(4) of the Family Justice Rules 2014 states that it is the appellant's duty to apply to the Judge or other person presiding at the proceedings in which the decision appealed against was given, for the signed copy of any note made by him of the proceedings and to furnish that copy for the use of the Court. For the avoidance of doubt, the onus is on the appellant to file a record of proceedings, comprising the signed copy of the notes of proceedings, and any further grounds of decision, in the Family Division of the High Court.

...

- (3) Unless otherwise ordered by the Court, each party is to tender 1 hard copy each of his or her affidavits (if any as allowed by the Court), written submissions (including a cover page and a table of contents), bundles of authorities (if any), notes of proceedings and grounds of decision to the Correspondence Clearance Centre at Level 1, Supreme Court Building not less than 10 days before the hearing of the appeal, unless otherwise directed. Parties are strongly encouraged to print on both sides of each piece of paper.

...

131. Form of bills of costs

The attention of solicitors is drawn to rules 875 and 882 and Part 1 of the Third Schedule of the Family Justice Rules [2014](#). In addition, solicitors ~~are to~~ must abide by the following requirements in relation to the form of bills of costs.

(1) **Margins**

~~A blank margin of not less than~~ Every page must have a margin on all 4 sides, each of at least 10 mm wide must be provided on all four sides for each page of the bill of costs in width.

(2) **Pagination**

~~Every page of a bill of costs must be paginated consecutively at the centre of the top of the page. The attention of solicitors is drawn to Paragraph 146 of these Practice Directions in regard to pagination of documents filed using the electronic filing service. All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively.~~

(3) **Format**

(a) **Party-and-party bills**

- (i) A bill of costs drawn up for taxation between one party to proceedings and another should be divided into three separate sections as required by rule 875 of the Family Justice Rules [2014](#).

...

(4) **Particulars**

- (a) Sufficient particulars must be included in the bill of costs so as to enable the Registrar to exercise his discretion under paragraph 1(2) in Part 1 of the Third Schedule of the Family Justice Rules [2014](#).

...

(5) **Goods and Services Tax**

A party claiming goods and services tax (hereinafter referred to as “GST”) in a bill of costs must comply with the directions set out in this sub-paragraph. A party who fails

to comply with the directions set out in this sub-paragraph will be presumed not to be claiming GST in the bill concerned.

...

(b) **Input tax allowable**

The proportion of input tax for which the receiving parties, or one or more of them, are not entitled to credit should be stated, as a percentage, in parentheses after the GST registration number of the party or parties concerned. For a person who is not liable to be registered within the meaning of the First Schedule to the Goods and Services Tax Act (~~Cap. 117A~~) 1993, this proportion should be 100%.

(c) **Apportionment**

(i) The first section of the bill of costs should set out the work done in the cause or matter except for taxation of costs. The amount of costs claimed for work done should be divided into as many parts corresponding with the different rates of GST applicable pursuant to section 16 of the Goods and Services Tax Act 1993, its predecessor and any subsequent amendments thereto. Each part should state the global sum of costs claimed and the applicable GST rate for the relevant period.

...

(iii) The third section, which sets out the disbursements made in the cause or matter, should first set out the disbursements on which no GST is chargeable by the solicitors for the receiving party or the receiving party as the case may be. For the disbursements on which GST is chargeable, it shall be divided into as many parts corresponding with the number of different rates of GST applicable pursuant to section 16 of the Goods and Services Tax Act 1993, its predecessor and any subsequent amendments thereto. Each part should set out the disbursements on which GST is chargeable by the solicitors for the receiving party or the receiving party, as the case may be and the applicable GST rate. ~~For example, for a matter which commenced in 1998 and concluded with a judgment in March 2003, with regard to disbursements on which GST is chargeable, the first part will set out the disbursements incurred on or before 1 January 2003 and the amount claimed for GST at the rate of 3%, while the second part will set out the disbursements incurred on or after 1 January 2003 and the amount claimed for GST at the rate of 4%. If a claim is made for disbursements incurred on or after 1 January 2004, the second part will set out the disbursements incurred on or after 1 January 2003 and before 1 January 2004, the amount claimed for GST at the rate~~

~~of 4%, followed by a third part which shall set out the disbursements incurred on or after 1 January 2004 and the amount claimed for GST at the rate of 5% (or the applicable rate pursuant to section 16 of the Goods and Services Tax Act).~~

...

146. Pagination of documents

~~Every single page of a document *must* be paginated so that the pagination on the actual document corresponds with the pagination of the document in the electronic case file. All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) of a document must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version of the document that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively. Attention is drawn to paragraphs 109(1)(e) and 110(5)(b) in this regard. This is to facilitate hearings involving reference to both printed and soft copies of the same documents.~~

Part XIV – General Matters

158. Weekend / Public Holiday Duty Registrar and Judge at the Family Courts

...

- (4) The Duty Registrar or the hearing judge may, in lieu of filing, direct the applicant to tender the application and supporting documents by email or in hard copies. In this case, the applicant is to provide a signed undertaking in accordance with Form 259 in Appendix A to these Practice Directions that all documents (including the originating process if applicable) will be filed in Court the next available working day. Where the Duty Registrar or the hearing judge directs the applicant to provide hard copies of the relevant documents, the applicant must bring three copies each of the application, the supporting affidavit and the appropriate draft orders of court (Form 260 in Appendix A to these Practice Directions) for the ex parte hearing. Parties are strongly encouraged to print on both sides of each piece of paper where hard copies are provided.

...

- (6) An applicant for an order under section 14 of the Guardianship of Infants Act (~~Cap 122~~) 1934 must prepare the following documents in accordance with the appropriate forms in Appendix A to these Practice Directions and bring them along to the hearing:

...

- (8) If an order is granted under section 14 of the Guardianship of Infants Act (~~Cap 122~~) 1934, the applicant must do the following:

...

159A. Request for urgent hearing before Duty Judge

Request for urgent hearing before Duty District Judge or Assistant Registrar of the Family Justice Courts

...

- (7) The applicant's skeletal submissions ~~should~~ must be in the following format:
- (a) all pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) ~~should~~ must be paginated such that the printed page numbers correspond to the page numbers in the soft copy Portable

Document Format (PDF) version of the document that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively;

...

- (c) except for content reproduced from case authorities, textbook or other commentaries, other documents filed in Court, and extracts of transcripts, which may be in Times New Roman 10 or its equivalent, the minimum font size ~~to be~~ used is must be Times New Roman 12 or its equivalent;
- (d) the print of every page must be double-spaced; ~~and, except for the following, which may be single-spaced:~~
 - (i) cover pages and tables of contents;
 - (ii) paragraph and section headings or sub-headings;
 - (iii) content reproduced from case authorities, textbook or other commentaries, and other documents filed in Court; and
 - (iv) extracts of transcripts;
- (e) every page must have a margin on all 4 sides, each of at least 35mm in width; and
- (f) parties are strongly encouraged to print on both sides of each piece of paper where hard copies are tendered.

...