

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**  
**STATE COURTS PRACTICE DIRECTIONS 2014**  
**AMENDMENT NO. 1 OF 2025**

It is hereby notified for general information that amendments have been made to Parts IV, VIII, X, XIII and XV of the State Courts Practice Directions 2014. The amendments are summarised below:

- (1) amendments to Practice Direction 33 on Absence of parties;
- (2) amendments to Practice Direction 53 on Form of affidavits;
- (3) amendments to Practice Direction 54 on Exhibits to affidavits;
- (4) amendments to Practice Direction 69 on Electronic filing of documents and authorities for use in court;
- (5) amendments to Practice Direction 70 on Bundle of documents filed on setting down;
- (6) amendments to Practice Direction 71 on Documents for use in trials in open Court;
- (7) amendments to Practice Direction 72 on Hearing in Chambers;
- (8) amendments to Practice Direction 86 on Pagination of documents; and
- (9) amendments to Practice Direction 103 on Form of bills of costs.

2 The amendments will take effect on 1 September 2025 and will be reflected at <https://epd2014-statecourts.judiciary.gov.sg/> from 1 September 2025.

3 Please find attached a document reflecting the marked-up amendments to the Practice Directions 2014.

Dated this 18<sup>th</sup> day of August 2025.



EDWIN SAN  
REGISTRAR  
STATE COURTS

## State Courts Practice Directions 2014 (Amendment No. 1 of 2025)

### PART IV: INTERLOCUTORY AND OTHER APPLICATIONS

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#### 33. ~~Absence of parties~~ [Deleted]

~~Where an application has been struck off by reason of any party being absent, the Registrar may direct that the matter be restored by way of summons.~~

## PART VIII: EVIDENCE – WITNESSES, AFFIDAVITS AND EXHIBITS

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### 53. Form of affidavits

#### *Affidavits filed electronically*

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

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

- (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,

which may be single-spaced.

...

- (e) ~~Every page of the affidavit (including separators and exhibits) 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) shall 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 shall be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume shall start at page 1, and every page in that volume shall be numbered

consecutively.

- (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 to be used shall be Times New Roman 12 or its equivalent.

***Affidavits that are not filed electronically***

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

- (a) **Form of affidavits generally**

- (i) ~~Affidavits shall 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.~~ Affidavits shall be on A4-ISO paper of durable quality with a margin on all 4 sides each of at least 35mm in width.

...

- (iv) ~~Affidavits shall be printed or typed, double spaced, on one side or both sides of the paper.~~ The text of affidavits (as opposed to the exhibits) shall be printed or typed, and the print of every page of the text of affidavits (as opposed to the exhibits) shall be double-spaced, except for:
    - (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,which may be single-spaced.
  - (v) Parties are strongly encouraged to print hard copies on both sides of each page.
  - (vi) 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 shall be Times New Roman 12 or its equivalent.

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(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) shall be paginated, the page number shall be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume shall start at page 1, and every page in that volume shall be numbered consecutively.

#### 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:

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- (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.~~ All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) shall 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 shall be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume shall start at page 1, and every page in that volume shall be numbered consecutively.

...

##### *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.~~ All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) shall be paginated, the page number shall be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume shall start at page 1, and every page in that volume shall 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 (d) above, and the exhibit must have a front page showing the table of contents of the items in the exhibit.

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## PART X: DOCUMENTS AND AUTHORITIES FOR USE IN COURT

### 69. Electronic filing of documents and authorities for use in court

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- (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 use paper documents during the hearing. The paper documents may be printed on one side or both sides of each paper. The solicitor must explain why it was not possible to file the documents in advance of the hearing, and must give an undertaking to file using the Electronic Filing Service all the documents used at the hearing by the next working day after the hearing. Any document not filed using the Electronic Filing Service will not be included in the Court's case file.~~ 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 use paper documents during the hearing. Parties are strongly encouraged to print hard copies on both sides of each page. The solicitor must explain why it was not possible to file the documents in advance of the hearing, and must also give an undertaking to file using the Electronic Filing Service all the documents used at the hearing by the next working day after the hearing. Any document not filed using the Electronic Filing Service will not be included in the Court's case file.

#### *Formatting requirements for documents filed in or submitted to Court*

- (3) Pleadings, the text of affidavits (as opposed to the exhibits), opening statements and written submissions filed in or submitted to the Court shall comply with the following requirements:
- (a) all pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) shall 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 shall be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume shall start at page 1, and every page in that volume shall 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 to be used shall be Times New Roman 12 or its equivalent;



- (c) the print of every page shall be double-spaced, except for:
    - (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,which may be single-spaced;
  - (d) every page shall have a margin on all 4 sides, each of at least 35mm in width; and
  - (e) parties are strongly encouraged to print hard copies on both sides of each page.
- (4) Paragraph (3) does not apply to any documents for which specific directions on formatting are provided for in these Practice Directions.

**70. Bundle of documents filed on setting down**

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***Documents not filed electronically***

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- (8) ~~Every page of the setting down bundle should be paginated consecutively at the top right hand corner of each page from the first page until the last. In the event that the bundle is in several volumes, the pagination should nonetheless run consecutively from the first page of the first volume until the last page of the last volume.~~ All pages of the setting down bundle (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) shall be paginated, the page number shall be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume shall start at page 1, and every page in that volume shall be numbered consecutively.

## 71. Documents for use in trials in open Court

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### *Documents which need not be filed electronically*

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- (4) ~~The electronic copy must tally in all respects with the hardcopy, as it will be uploaded into the case file by the Registry staff and will form part of the electronic case file. The importance of not submitting unnecessarily large electronic files is emphasised. To this end, parties are to adhere as far as possible to the guidelines set out on the Electronic Filing Service website (currently at [www.elitigation.sg](http://www.elitigation.sg)), or its equivalent as may be set up from time to time, on the resolution to be used when scanning documents into Portable Document Format (PDF).~~ The electronic copy must tally in all respects with the hard copy, as it will be uploaded into the case file by the Registry staff and will form part of the electronic case file. All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) shall be paginated, the page number shall be inserted at the top right hand corner of the page, and, where are multiple volumes, each separate volume shall start at page 1, and every page in that volume shall be numbered consecutively. The importance of not submitting unnecessarily large electronic files is emphasised. To this end, parties are to adhere as far as possible to the guidelines set out on the Electronic Filing Service website (currently at [www.elitigation.sg](http://www.elitigation.sg)), or its equivalent as may be set up from time to time, on the resolution to be used when scanning documents into Portable Document Format (PDF).

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### *Bundle of documents*

- (6) ~~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.~~ The bundle of documents required to be filed by Order 34, Rule 3A of the Rules of Court shall be paginated in the manner provided for in paragraph (4) and parties are strongly encouraged to print hard copies on both sides of each page.

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- (f) A core bundle should (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 **in the manner provided for in paragraph (4)** but should 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.

***Bundle of authorities***

- (7) Hard copies of the bundle of authorities to be prepared by each party ~~should~~ **shall**:

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- (c) ~~be 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);~~ and be paginated in the manner provided for in paragraph (4); and

...

- ~~(7A) Parties are strongly encouraged to print hard copies on both sides of each page.~~

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## **72. Hearing in Chambers**

In all hearings in chambers before a Judge or Registrar, counsel shall submit their bundles of documents and their own bundle of authorities. Order 34, Rule 3A, of the Rules of Court (Cap. 322, R 5) and the requirements of Practice Direction 71~~(8) to (11)~~ (6) to (9) (Documents for use in trials in open Court) shall, with the necessary modifications, be complied with in this regard, save that the bundles may be submitted at the hearing itself before the Judge or Registrar, as the case may be.

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## PART XIII: ELECTRONIC FILING SERVICE

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### 86.      **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. This is to facilitate hearings involving documents.~~ All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) of a document shall 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 filed through the Electronic Filing Service, the page number shall be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume shall start at page 1, and every page in that volume shall be numbered consecutively. This is to facilitate hearings involving reference to both printed and soft copies of the same document.

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## PART XV: BILLS OF COSTS FOR TAXATION

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### 103. Form of bills of costs

The attention of solicitors is drawn to Rules 24 and 31 and Appendix 1 of Order 59 of the Rules of Court (Cap. 322, R 5). In addition, solicitors ~~are to~~ shall abide by the following requirements in relation to the form of bills of costs.

#### (1) Margins

~~A blank margin of not less than 10 mm wide must be provided on all four sides for each page of the bill of costs.~~ Every page must have a margin on all 4 sides, each of at least 10 mm 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 Practice Direction 86 (Pagination of documents) 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) shall 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 shall be inserted at the top right hand corner of the page, and, where there are multiple volumes, each separate volume shall start at page 1, and every page in that volume shall be numbered consecutively. The attention of solicitors is drawn to Practice Direction 86 (Pagination of documents) in regard to pagination of documents filed using the electronic filing service.

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