

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE
STATE COURTS PRACTICE DIRECTIONS 2021
AMENDMENT NO. 2 OF 2025

It is hereby notified for general information that amendments have been made to Parts IV, VIII, IX, XII, XIII, XIV, XVIII and XIX of the State Courts Practice Directions 2021. The amendments are summarised below:

- (1) amendments to Practice Direction 47 on Absence of parties and mode of hearing;
- (2) amendments to Practice Direction 48 on Applications in pending cases;
- (3) amendments to Practice Direction 50 on Filing of Distinct Applications in Separate Summonses;
- (4) amendments to Practice Direction 60 on Form of affidavits;
- (5) amendments to Practice Direction 62 on Documentary exhibits to affidavits;
- (6) amendments to Practice Direction 72 on Electronic filing of documents and authorities for use in Court;
- (7) amendments to Practice Direction 73 on Documents for use in trials in open Court;
- (8) amendments to Practice Direction 88 on Pagination of documents;
- (9) amendments to Practice Direction 97 on Seizure or attachment under an Enforcement Order;
- (10) amendments to Practice Direction 98 on Claims and objections to seizure or attachment;
- (11) amendments to Practice Direction 99 on Sale and valuation of seized property;
- (12) amendments to Practice Direction 100 on Examination of enforcement respondent;
- (13) amendments to Practice Direction 103 on Form of bills of costs;
- (14) amendments to Practice Direction 121 on Documents; and
- (15) amendments to Practice Direction 129 on Forms for Tribunal / Simplified POHA Proceedings.

2 The amendments will take effect on 1 September 2025 and will be reflected at <https://epd2021-statecourts.judiciary.gov.sg/> from 1 September 2025.

3 Please find attached a document reflecting the marked-up amendments to the Practice Directions 2021.

Dated this 18th day of August 2025.

A handwritten signature in black ink, appearing to read 'Edwin San', written in a cursive style.

EDWIN SAN
REGISTRAR
STATE COURTS

State Courts Practice Directions 2021 (Amendment No. 2 of 2025)

**PART IV: CASE MANAGEMENT AND COURT ALTERNATIVE
DISPUTE RESOLUTION**

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47. Absence of parties and mode of hearing

- (1) ~~Where an application has been struck off by reason of any party being absent, the Court may direct that the matter be restored by way of summons. [Deleted]~~

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48. Applications in pending cases

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“Documents-only” hearing of specified categories of civil applications

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- (8) ~~In the event the applicant does not file any document or comply with any outstanding directions by the specified deadline before any “paper” hearing date, the Court retains the discretion to strike off the application. [Deleted]~~

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50. Filing of Distinct Applications in Separate Summonses

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- (4) In addition, applications should not contain alternative prayers when the alternative prayers sought in effect amount to distinct applications. In such a case, separate summonses should be filed. In contrast, the following is an example of an alternative prayer which may be permitted:

In the defendant's summons setting out a prayer for the striking out of certain paragraphs of the Statement of Claim, the defendant also includes an alternative prayer for the ~~plaintiff~~ claimant to be ordered to amend those paragraphs of the Statement of Claim.

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PART VIII: EVIDENCE – WITNESSES, AFFIDAVITS AND EXHIBITS

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60. Form of affidavits

- (1) Affidavits must be in Form 31 of Appendix A2 to these Practice Directions. In addition to the requirements under Order 15, Rule 19 of the Rules of Court 2021, affidavits ~~should~~ must comply with the other requirements set out in this Practice Direction.

Affidavits filed electronically

- (2) 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 four sides of the page. They shall be printed or typed and must be double-spaced.~~ Every page must have a margin on all 4 sides, each of at least 35mm in width.
- (c) ~~The text of the affidavits (as opposed to the exhibits) must be printed or typed and double-spaced on white paper.~~ The text of affidavits (as opposed to the exhibits) 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, 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.

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- (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) 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.

- (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 must be Times New Roman 12 or its equivalent.

- (3) Where affidavits are printed in hard copy:

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- (b) ~~affidavits may be printed on one side or both sides of the paper;~~ parties are strongly encouraged to print hard copies on both sides of each page;

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62. Documentary exhibits to affidavits

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Pagination

- (3) ~~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, following from the page numbers of the affidavit (ie, the first page of the exhibits shall take the number following the last sheet of the affidavit's main text). The page number of the affidavit must correspond to the page number in the Portable Document Format ("PDF") version that is filed through 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.~~

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Related documents

- (8) Related documents (eg, 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~~ paragraph (3) 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 IX: DOCUMENTS AND AUTHORITIES FOR USE IN COURT

72. Electronic filing of documents and authorities for use in Court

Documents for use in Court must be filed through the Electronic Filing Service

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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 permission 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 permission to use hard copy 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.
- (3) Subject to the directions of the Court, solicitors may appear before the District Judge, Magistrate or Registrar with ~~paper~~ **hard copy** documents for an urgent hearing. The solicitors so appearing must give an undertaking to file all the documents used at the hearing using the Electronic Filing Service 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.

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General requirements as regards documents filed for use in Court

- (4A) ~~Pleadings, the text of affidavits (as opposed to the exhibits), opening statements and written submissions filed in or submitted to the Court 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 to be used must be Times New Roman 12 or its equivalent;
- (c) the print of every page must 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 must have a margin on all 4 sides, each of at least 35mm in width;
- (e) parties are strongly encouraged to print hard copies on both sides of each page; and
- (f) where submissions are lengthy, appropriate headings and a table of contents should be included.

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

Directions for electronic creation and filing of ~~submissions~~, bundles of documents, bundles of authorities

- (5) ~~Written submissions or statements should be prepared in a text-searchable Portable Document Format (“PDF”) file and filed through the Electronic Filing Service, and adhere to the following format:~~
 - ~~(a) All pages shall 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 PDF version.~~
 - ~~(b) The minimum font size to be used is Times New Roman 12 or its equivalent.~~
 - ~~(c) The print of every page shall be double-spaced.~~
 - ~~(d) Every page shall have a margin on all four sides, each of at least 35mm in width.~~

~~(e) —Where submissions are lengthy, appropriate headings and a table of contents should be included. [Deleted]~~

- (6) The following directions shall apply to the preparation and filing of bundles of documents, save that in the case of filing the bundle of documents for trial in open Court, the requirements set out in Practice Direction 73(4) below will additionally apply:

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- ~~(e) The page number of each bundle must correspond to the page number in the PDF version of that bundle. 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 (4A)(a).~~

- (7) The following directions apply to the preparation and filing of bundles of authorities:

...

- ~~(f) The bundle of authorities must be paginated consecutively at the top right hand corner of each page. Each separate volume must start at page 1, and every page in that volume must be numbered consecutively. The page number of each bundle must correspond to the page number in the PDF version of that bundle. 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 (4A)(a).~~

- (g) If a hard copy is prepared:

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

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73. Documents for use in trials in open Court

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Mode of filing documents

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- (4) ~~The parties may tender the documents referred to at paragraph (3) above to the Registry in hard copy. The hard copy must tally in all respects with the soft copy, and the page numbers of the hard copy must correspond to the page numbers in the Portable Document Format (PDF) version. Parties should adhere as far as possible to the guidelines set out on the eLitigation website at <https://www.elitigation.sg> on the resolution to be used when scanning documents into PDF.~~ The parties may tender the documents referred to at paragraph (3) above to the Registry in hard copy, and are strongly encouraged to print hard copies on both sides of each page. The hard copy must tally in all respects with the soft copy, 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 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. Parties should adhere as far as possible to the guidelines set out on the eLitigation website at <https://www.elitigation.sg> on the resolution to be used when scanning documents into PDF.

Bundles of Documents

- (5) Under Order 9, Rule 25(10) of the Rules of Court 2021, parties are required to file and serve bundles of documents which must contain:

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- (c) the documents which the parties are relying on at the trial, separating them into sections for documents of which authenticity is not in dispute and documents of which authenticity is in dispute.

Where directed by the Court, the ~~plaintiff's~~ claimant's solicitors are to prepare a table in the manner and form set out in Form 20 of Appendix A1 to these Practice Directions. The table seeks to provide an overview of the parties' positions reflected in the last pleading (which incorporates all the previous pleadings).

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

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- (d) ~~The page number of each printed volume of the bundle of documents 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 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 paragraph (4).~~

(8) The following directions apply to hard copies tendered to the Registry or the Court:

- (a) ~~The bundles of documents should be paginated consecutively throughout at the top right hand corner and may be printed on one side or both sides of each page. Each separate volume must start at page 1, and every page in that volume must be numbered consecutively. All pages of the bundles of documents (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must 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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Core bundle of documents

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- (11) The documents in the core bundle of documents should not only 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 core bundle of documents must be prepared in an electronic format and tendered to the Court in a loose-leaf file which can easily have further documents added to it if required.

Opening statements and closing submissions

- (12) 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 or she is to look out for when reading and listening to the evidence that will follow. 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:

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- (d) The following format must be adhered to when preparing opening statements:

- (i) ~~all pages must be paginated, with the first 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;~~ 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 paragraph (4);
- (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 must 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;
- (iv) ~~each page may be printed on one side or both sides; and~~ parties are strongly encouraged to print hard copies on both sides of each page; and

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PART XII: ELECTRONIC FILING SERVICE

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88. **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 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. This is to facilitate hearings involving reference to both hard and soft copies of the same document.

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PART XIII: ENFORCEMENT MATTERS

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97. Seizure or attachment under an Enforcement Order

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(1A) Where, under Order 22, Rule 6(4) of the Rules of Court 2021, an EO is carried out by the Bailiff serving:

- (a) a ~~notice of seizure~~ Notice of Seizure on any person or entity;
- (b) a ~~notice of seizure~~ Notice of Seizure on the Singapore Land Authority; or
- (c) a ~~notice of attachment~~ Notice of Attachment on any financial institution or non-party;

the Bailiff may engage, or direct the enforcement applicant to engage, the services of any appropriate persons or service provider, including the enforcement applicant's solicitors, to effect service of such ~~notice of seizure or attachment~~ Notice of Seizure or Attachment.

(1B) Where, under Order 22, Rule 6(6) of the Rules of Court 2021, a copy of the ~~notice of seizure or attachment~~ Notice of Seizure or Attachment must be served on the enforcement respondent, the Bailiff may engage, or direct the enforcement applicant to engage, the services of any appropriate persons or service provider, including the enforcement applicant's solicitors, to effect service of such copy of the ~~notice of seizure or attachment~~ Notice of Seizure or Attachment.

(1C) Without affecting paragraphs (1A) and (1B), in respect of an EO for attachment of a debt due to the enforcement respondent from a financial institution or any other non-party, where the enforcement applicant is represented in the enforcement proceedings by solicitors, the Bailiff will direct the enforcement applicant to engage the services of the enforcement applicant's solicitors:

- (a) to serve the ~~notice of attachment~~ Notice of Attachment on the financial institution or non-party under Order 22, Rule 6(4) of the Rules of Court 2021; and
- (b) to serve a copy of the ~~notice of attachment~~ Notice of Attachment on the enforcement respondent under Order 22, Rule 6(6) of the Rules of Court 2021.

(1D) Where the enforcement applicant's solicitors have served the ~~notice of attachment~~ Notice of Attachment and copy of the ~~notice of attachment~~ Notice of Attachment as directed by the Bailiff under paragraph (1C), the enforcement applicant's solicitors

must notify the Bailiff in writing of the date, time and mode of service of each document within three (3) working days after the date that document is served.

- (1E) To avoid doubt, where the enforcement applicant's solicitors have served the ~~notice of attachment~~ Notice of Attachment and copy of the ~~notice of attachment~~ Notice of Attachment as directed by the Bailiff under paragraph (1C):

- (a) the Bailiff's commission under Order 22, Rule 9(2) of the Rules of Court 2021 continues to be payable to the Bailiff; but
- (b) items 13 and 14 of Part 3 of the Fourth Schedule to the Rules of Court 2021 are not payable to the Bailiff, or to the enforcement applicant's solicitors, in respect of the service of the ~~notice of attachment~~ Notice of Attachment and copy of the ~~notice of attachment~~ Notice of Attachment.

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- (4) Under Order 22, Rule 6(9)(a) of the Rules of Court 2021, a non-party who is served with a Notice of Attachment must, within 14 days of service of the Notice of Attachment, inform the Bailiff of the amount owing by the non-party to the enforcement respondent that is available to be attached. The non-party must copy the enforcement applicant when providing the Bailiff with this information. If no ~~notice of objection~~ Notice of Objection is filed under Order 22, Rule 10 of the Rules of Court 2021, the Bailiff will inform the non-party of the commission due to the Bailiff within 7 days of receipt of this information. The commission shall be handed or paid over to the Bailiff in priority to the money that is to be handed or paid over to the enforcement applicant.

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98. Claims and objections to seizure or attachment

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- (3) ~~If the Bailiff directs the objector to make the application referred to in Order 22, Rule 10(4) of the Rules of Court 2021, the objector must make such application by filing a “Summons for Order to Release Property / Debt” (in Form 22D of Appendix A1 to these Practice Directions) through the Electronic Filing Service. Where an enforcement applicant fails to file a Consent to Release or files a Notice of Dispute to Objection within the prescribed timeline, and the Bailiff directs the objector to make the application referred to in Order 22, Rule 10(4) of the Rules of Court 2021, the objector must, within 7 days after the direction, make such application by filing a “Summons for Order to Release Property / Debt” (in Form 22D of Appendix A1 to these Practice Directions) through the Electronic Filing Service. The summons and supporting affidavit must be served on the enforcement applicant, the enforcement respondent (if not the objector), and any non-party served with the Notice of Seizure or Attachment (if not the objector).~~

99. Sale and valuation of seized property

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- (4) If an enforcement applicant wishes to effect the sale of immovable property seized under an Enforcement Order (“EO”), he or she must file a “Request for Sale” via the Electronic Filing Service. When filing the Request for Sale, the enforcement applicant must provide evidence of the following:
 - (a) the date of service of the Notice of Seizure on the Singapore Land Authority in respect of title to the immovable property, and the date of registration (and expiry) of the EO relating to the immovable property;
 - (b) that copies of the EO and the Notice of Seizure have been served on the enforcement respondent, and the dates of such service;
 - (c) whether the immovable property is subject to any mortgage or charge, and if so, that the mortgagee or chargee consents to the sale; and
 - (d) the names of three proposed law firms and/or solicitors, among whom the Bailiff will appoint one to act on his or her behalf in the sale of the immovable property.
- (5) The Bailiff is not required to proceed with the sale if the immovable property is subject to a mortgage or charge and the enforcement applicant is unable to produce the written consent of the mortgagee or chargee to the sale.
- (6) If the Bailiff proceeds with the sale of the immovable property, the Bailiff may appoint any solicitor to settle the particulars and conditions of sale on his or her behalf.
- (7) The following applies to any sale of immovable property by the Bailiff:
 - (a) the Bailiff may require more than one valuation report to be submitted by a valuer before proceeding with the sale;
 - (b) the sale must be conducted by an auctioneer and the immovable property must be offered for sale by way of public auction in such manner as the auctioneer may advise;
 - (c) the immovable property must not be sold at a price below the forced sale value as specified in the valuation report, or if there exists two or more valuation reports, in the latest valuation report; and
 - (d) the solicitor must prepare all necessary conditions of sale, documentation, accounts and particulars on behalf of the Bailiff in accordance with the Bailiff’s directions, and will be entitled to recover his or her legal fees and disbursements from the proceeds of sale as Bailiff’s expenses.

100. Examination of enforcement respondent

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- (2) A questionnaire in the recommended format as set out in Form 23 or 24 of Appendix A1 to these Practice Directions (whichever is appropriate) shall be annexed to any Order for Examination when the said Order is served on the enforcement respondent ~~or the officer or officers of the enforcement respondent if the enforcement respondent is an entity (collectively, the “enforcement respondent” for the purposes of this Practice Direction)~~. Enforcement applicants may modify the questionnaires according to the circumstances of each case.

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- (4) At the hearing for examination, the answered questionnaire is to be produced to the Deputy Registrar and received as evidence upon confirmation on oath by the enforcement respondent ~~(or if the enforcement respondent is an entity, its officer(s) to be examined)~~ that his answers provided are true and correct. The enforcement applicant may then apply to discharge the enforcement respondent or proceed with examination by further questioning.

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PART XIV: BILLS OF COSTS FOR ASSESSMENT

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103. Form of bills of costs

The attention of solicitors is drawn to Rules 2, 10 and 20 and Appendix 1 of Order 21 of the Rules of Court 2021. 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 10mm 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 10mm 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 88 regarding pagination of documents filed using the Electronic Filing Service.~~ All pages of a bill of costs (including, where applicable, the cover page, the 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. The attention of solicitors is drawn to Practice Direction 88 regarding pagination of documents filed using the Electronic Filing Service.

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(4) Particulars

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(c) Each bill of costs submitted to the Court through the Electronic Filing Service must —

(i) be in Portable Document Format (~~“PDF”~~ PDF);

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PART XVIII: ELECTRONIC FILING AND SERVICE FOR CRIMINAL PROCEEDINGS

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121. Documents

- (1) Except for the Statement of Facts and Schedule of Offences, all documents must be electronically filed using the Portable Document Format (~~“PDF”~~ PDF).

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- (6) ~~Every page of a document must be paginated consecutively so that the pagination on the actual document corresponds with the pagination of the PDF document in the electronic case file, and the page number must be inserted at the centre top of the page.~~ All pages of a document (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 that is filed via the Integrated Case Management System (“ICMS”), 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.

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PART XIX: PROCEEDINGS BEFORE THE COMMUNITY COURTS AND TRIBUNALS CLUSTER

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129. Forms for Tribunal / Simplified POHA Proceedings

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Filing of witness statements

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(7) Unless the Court permits or directs otherwise:

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(b) In lieu of observing Practice Direction 60(2)(b) **and (c)**, the witness statements must:

- (i) have a blank margin not less than 12.7mm and not more than 38.1mm wide on each side of the page-; **and**
- (ii) have line spacing that is between single-spaced and double-spaced.

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