

IN THE SUPREME COURT OF THE REPUBLIC OF SINGAPORE

SUPREME COURT PRACTICE DIRECTIONS 2021

AMENDMENT NO. 2 OF 2025

It is notified that amendments have been made to Parts 3, 10, 11, 13, 14, 15, 19 and 22 of the Supreme Court Practice Directions 2021. The amendments are summarised below:

- (1) amendments to paragraph 37 on Form of documents;
- (2) amendments to paragraph 38 on Pagination of documents;
- (3) amendments to paragraph 78 on Form of affidavits;
- (4) amendments to paragraph 80 on Documentary exhibits to affidavits;
- (5) amendments to paragraph 87 on Request for urgent hearing before Judge;
- (6) amendments to paragraph 101 on Filing of documents and authorities for use in Court generally;
- (7) amendments to paragraph 102 on Documents for use in trials of originating claims in open court;
- (8) amendments to paragraph 113 on Civil Appeals from the State Courts to the General Division;
- (9) amendments to paragraph 120 on Formatting requirements for written Cases and written submissions;
- (10) amendments to paragraph 121 on Preparation of records of appeal, written Cases, written submissions and core bundles;
- (11) amendments to paragraph 122 on Filing of appeal records and provision of hard and soft copies of documents;
- (12) amendments to paragraph 131 on Form of bill of costs;
- (13) amendments to paragraph 162 on Documents for use in open court trials of contested winding-up applications;
- (14) amendments to paragraph 167 on Written submissions for criminal appeals and other criminal matters before the Court of Appeal and the General Division.

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

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

Dated this 18th day of August 2025


JILL TAN
REGISTRAR
SUPREME COURT

Supreme Court Practice Directions 2021 (Amendment No. 2 of 2025)

Part 3: Electronic Filing and Service

37. Form of documents

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(3) In the event that the Electronic Filing Service fails to automatically generate the document information page, parties may undertake the procedure outlined in paragraph 43(2).

~~Every single~~ All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) of a document must be paginated ~~so~~ such that the ~~pagination on the actual document~~ printed page numbers corresponds ~~with the pagination of~~ to the page numbers in the soft copy Portable Document Format (PDF) version of the document ~~in the electronic case file~~ 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.

38. Pagination of documents

~~Every single~~ All pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) of a document must be paginated ~~so~~ such that the ~~pagination on the actual document~~ printed page numbers corresponds ~~with the pagination of~~ to the page numbers in the soft copy Portable Document Format (PDF) version of the document ~~in the electronic case file~~ 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 paragraphs 78(1)(d) and 80(3) in this regard. This is to facilitate hearings involving reference to both hard and soft copies of the same document.

Part 10: Evidence – Witnesses, Affidavits and Exhibits

78. Form of affidavits

(1) Affidavits must be in Form 31 of Appendix A of 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 following requirements:

(a) ~~they should have a blank margin not less than 35mm wide on all 4 sides of each page~~ every page must have a margin on all 4 sides, each of at least 35mm in width;

(b) the text of ~~the~~ 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 ~~on white paper~~, 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 of the affidavit must be paginated consecutively, 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 ~~centre~~

top right hand corner of ~~each the page of the affidavit other than the exhibits and separators. Exhibits and separators must be paginated in accordance with paragraph 80(3) below,~~ and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively.

(e) 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.

(f) parties are strongly encouraged to print hard copies on both sides of each page.

...

80. Documentary exhibits to affidavits

...

Pagination

(3) ~~Every page of the exhibits, including cover pages, dividing sheets or separators between exhibits, must be consecutively numbered at the top right hand corner of each page, following from the page numbers of the text of the affidavit (i.e., the first page of the exhibits must take the page number following the last sheet of the text of the affidavit). 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.

Part 11: Conduct of Court Proceedings

87. Request for urgent hearing before Judge

...

(6) 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, 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; ~~and~~

(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 hard copies on both sides of each page.

...

101. 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 permission:

(a) to use hard copy documents during the hearing. Without limiting paragraph 102(11) of these Practice Directions, ~~the hard copy documents may be printed~~ parties are strongly encouraged to print hard copies on ~~one side or~~ both sides of each page; or

...

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 General Division of the High 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; and

(e) parties are strongly encouraged to print hard copies on both sides of each page.

(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~~ Parties are strongly encouraged to print hard copies on ~~one side or~~ both sides of each page. 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 102 to 105 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).

102. Documents for use in trials of originating claims in open court

...

Mode of filing documents

...

(6) The parties may tender the documents referred to at sub-paragraph (5) above to the Registry in hard copy. 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 of the hard copy must** 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 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 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 sub-paragraph (6).

...

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

(a) ~~The All pages of the~~ bundles of documents ~~should~~ (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated ~~consecutively throughout at the top right hand corner~~ in the manner provided for in sub-paragraph (6), the page number must be inserted at the top right hand corner of the page, and ~~may be~~ parties are strongly encouraged to ~~printed on one side or~~ hard copies on both sides of each page. ~~Each separate volume must start at page 1, and every page in that volume must be numbered consecutively.~~

...

Opening statements

(14) 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:

...

(d) The following format 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) 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 in the manner provided for in sub-paragraph (6);~~

(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~~ parties are strongly encouraged to print hard copies on ~~one side or~~ both sides of each page; and

(v) every page must have a margin on all 4 sides, each of at least 35 mm in width.

...

Part 13: Civil Appeals before the General Division

113. Civil Appeals from the State Courts to the General Division

...

Appeals from District Court and Magistrate's Court to the General Division under Order 19, Rule 14 of the Rules of Court 2021

...

(9) Each volume of the appellant's and respondent's core bundles of documents and the second core bundle must ~~begin~~ start at page 1. ~~Every page must be numbered and the page number of the appellant's and respondent's core bundles of documents and the second core bundle must correspond to the page number of 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 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.

...

Part 14: Proceedings before the Appellate Division, the Court of Appeal, the Court of 3 Supreme Court Judges under the Legal Profession Act 1966 and appeals to the General Division under the Medical Registration Act 1997

120. Formatting requirements for written Cases and written submissions

...

(2) The formatting requirements for the documents listed at sub-paragraph (1) are as follows:

...

(c) all pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated, ~~with~~ such that the printed page numbers corresponding to the page numbers in the soft copy Portable Document Format (PDF) version of the document, the page number must be inserted at the top right hand corner of the page;

(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 to be used is must be Times New Roman 12 or its equivalent;

(e) 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; ~~and~~

(f) every page must have a margin on all 4 sides, each of at least 35 mm in width; ~~and~~

(g) parties are strongly encouraged to print hard copies on both sides of each page.

121. Preparation of records of appeal, written Cases, written submissions and core bundles

...

Pagination in soft copy

(2) This sub-paragraph sets out the manner of paginating soft copy appeal records.

...

(b) ~~The page number of each volume of the appeal records must correspond to the page number in the Portable Document Format (PDF) version of that volume. Each separate volume of the appeal records must start at page 1, and every page must be numbered consecutively. If separator sheets are used, these must also be numbered. 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 120(2)(c), and, where there are multiple volumes, each separate volume must start at page 1, and every page in that volume must be numbered consecutively.~~

...

Spacing

(4) ~~The line spacing on every page of the records of which the original is type-written (for example, any pleadings) must be double-spaced.~~

[deleted]

Arrangement of the appellant's and respondent's core bundles of documents and the second core bundle

(5) The documents to be included in the appellant's and respondent's core bundles of documents and the second core bundle are stipulated in Order 19, Rule 3 of the Rules of Court 2021. The contents of the appellant's core bundle of documents must be arranged in the following separate volumes:

...

Each volume of the appellant's and respondent's core bundles of documents and the second core bundle 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 correspond to the page number of the Portable Document Format (PDF) version~~ and 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 120(2)(c).

...

122. Filing of appeal records and provision of hard and soft copies of documents

...

(5) If a party wishes to rely on a document which does not exist in the electronic case file, he must file the document together with the respective forms of appeal bundles. Further, a table of contents must be included for these documents. ~~These~~ All pages in these documents (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated ~~consecutively at the centre top of the page~~ in the manner provided for in paragraph 120(2)(c), and the solicitor must ensure that the pagination takes into account the pages comprising the respective forms of appeal bundles and the table of contents for these additional documents. For example, if the form of the record of appeal is 5 pages and the table of contents for the additional documents is 2 pages, the first page of the first document should be paginated as page 8.

...

Appeals under Order 19 of the Rules of Court 2021

...

(10) The directions set out in paragraph 102(6) and (11) apply in relation to the preparation of the appeal bundles in hard copy, ~~which may be printed on one side or~~ and parties are strongly encouraged to print hard copies on both sides of each page.

...

Part 15: Assessment of Costs Matters and Costs

131. Form of bill of costs

The attention of solicitors is drawn to Order 21, Rules 2(2) and 20 of the Rules of Court 2021. In addition, solicitors are to abide by the following requirements:

...

Pagination

(2) ~~Every~~ 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 ~~consecutively at the centre top of the page~~ 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.

...

Part 19: Bankruptcy and Winding Up Matters

162. Documents for use in open court trials of contested winding-up applications

...

Bundles of documents

(3) For bundles of documents:

(a) 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 the contents of each bundle in the manner and form set out in Form B18 of Appendix B of these Practice Directions must also be prepared. No bundle of documents is necessary in cases where parties are not relying on any document at the trial.

...

Part 22: Other Matters Specific to Criminal Proceedings

167. Written submissions for criminal appeals and other criminal matters before the Court of Appeal and the General Division

...

(5) To avoid doubt:

...

(c) hard copies of bundles of authorities must be tendered to the Registry at the same time as hard copies of written submissions;

(d) parties are strongly encouraged to print hard copies on both sides of each page.

(6) The written submissions must comply with the following requirements:

...

(b) all pages (including, where applicable, the cover page, table of contents, separator sheets and exhibit sheets) must be paginated, ~~with the first page (not including any cover page) numbered as “Page 1”~~ such that the printed page numbers correspond to the page numbers in the soft copy Portable Document Format (PDF) version that is filed through the Electronic Filing Service, the page number must be inserted at the top right hand corner of the page;

(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, ~~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; and

(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 hard copies on both sides of each page.

...