

IN THE SUPREME COURT OF THE REPUBLIC OF SINGAPORE

PRACTICE DIRECTION NO. 8 OF 2005

MOVE TO THE NEW SUPREME COURT BUILDING

The Supreme Court will move from its present premises at Nos. 1 and 3 St. Andrew's Road to the new Supreme Court building at 1, Supreme Court Lane. The move will take place on Friday, 17 June 2005 and operations will commence at the new premises on Monday, 20 June 2005.

2 This practice direction makes the necessary updates to *The Supreme Court Practice Directions (1997 Ed.)* in relation to the following matters:

- (a) the new address of the Supreme Court;
- (b) the new technology facilities available; and
- (c) the new website.

3 This practice direction will take effect on 20 June 2005.

4 This practice direction should be included in *The Supreme Court Practice Directions (1997 Ed.)* immediately before the first page of the table of contents. Instructions for effecting the amendments to *The Supreme Court Practice Directions (1997 Ed.)* are contained in the Appendix hereto.

Dated this 16th day of June 2005



KOH JUAT JONG
REGISTRAR
SUPREME COURT

APPENDIX

- 1) The existing page iii to be replaced with the attached page iii.
- 2) The existing page vi to be replaced with the attached page vi.
- 3) The existing pages 37 to 42 to be replaced with the attached pages 37 to 43.
- 4) The existing page 52A(II) to be replaced with the attached page 52A(II).
- 5) The existing page 52HH to be replaced with the attached page 52HH.
- 6) The existing pages 52RR to 52SS to be replaced with the attached pages 52RR to 52SS.
- 7) The existing pages 58 to 58A to be replaced with the attached pages 58 to 58A.
- 8) The existing page 101A to be replaced with the attached page 101A.
- 9) The existing page 102B to be replaced with the attached page 102B.
- 10) The existing pages 129 to 136 to be replaced with the attached pages 129 to 136.
- 11) The existing pages 144A to 144AA to be replaced with the attached pages 144A to 144AA.
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PART VII

TECHNOLOGY FACILITIES

37. Use of the Technology Courts and the Mobile Info-Technology Trolley

- (1) The Technology Courts and the Mobile Info-Technology Trolley may, at the discretion of the Registrar, be used:
 - (a) for the hearing of any matter, whether before a Judge or registrar, in open Court or in Chambers; or
 - (b) for any other dispute resolution process.
- (2) The Registrar may refuse any request for the use of any of the services described in this part at any time owing to the unavailability of staff or equipment or for any other reason. The Registrar need not give any reasons for the refusal of such a request.

38. The Technology Courts

- (1) The following IT/audio-visual equipment are available for use in the Technology Courts:
 - (a) a multi-system S-VHS video cassette player, which allows the playback of analogue S-VHS video cassette tapes;
 - (b) a multi-format disc player, which allows the playback of DVD-Video / DVD-R / DVD-RW / Video CD / CD / CD-R / CD-RW media;
 - (c) a document camera capable of displaying images of, *inter alia*, ordinary paper documents, 3-dimensional objects, slides, negatives and X-ray films;
 - (d) an A4 colour video printer for the printing of video images captured from the projection system or document camera;
 - (e) a wired lavalier microphone for the lead counsel (available only upon booking);

- (f) an audio cassette player which allows the playback of analogue audio cassette tapes (available only upon booking); and
- (g) personal computers with dual screens to access electronic documents.

The computer and video images can be displayed and video-switched onto the computer LCDs and the 100-inch projection screen.

- (2) The audio-visual system of the Technology Courts allows the connection of other audio-visual equipment or personal computers to the system so that the output from such equipment may be broadcast in the courtroom. Notebook points, power outlets and wireless broadband are also available.
- (3) Equipment has been installed in the Technology Courts that will allow videoconferencing with local or overseas parties. All connections will be dial-in and calls will be made through the Videoconferencing Gateway. The equipment includes one PRI ISDN exchange line with international direct dialing capabilities and which supports transmission speeds of 128Kbps to 2Mbps. The technical specifications of the videoconferencing facilities are as follows:
 - (a) *Videoconferencing Gateway* - Polycom MGC-25 Unified 24 V;
 - (b) *Videoconferencing Endpoint* - Polycom VSX 8000 (IP based);
 - (c) *Protocol* - ITU H.323 and H.320 compliant;
 - (d) *Audio Support* - G.711a, G.711u, G.722, G.722.1, G.723.1, G.728, G.729a, Siren 7, Siren 14;
 - (e) *Video Support* – H.261, H.263, H.264;
 - (f) *Network Speed* – Recommended connection at ISDN 384Kbps; and

- (g) *Network Connection* – All calls will be connected through the Polycom Gateway and linked to the courtroom.

39. Applications to use the Technology Courts

- (1) An application to use a Technology Court for the hearing of any matter before a Judge or registrar must be made by submitting Form 8 of Appendix B with the Trials Unit of the Registry at least 14 days before the hearing at which it is to be used.
- (2) An application to use a Technology Court for any other dispute resolution process must be made by submitting Form 10 of Appendix B to the Registrar through the relevant person-in-charge at the organisation at which the dispute resolution process is carried out at least 14 days before the dispute resolution proceedings at which it is to be used.
- (3) Solicitors may check the availability of the Technology Courts on the Supreme Court website at www.supremecourt.gov.sg.
- (4) The attention of solicitors is drawn to section 62A of the Evidence Act (Cap. 97).
- (5) Upon the successful booking of a Technology Court for videoconferencing,
 - (a) prior arrangements for videoconferencing testing have to be made at least 5 working days before the first day fixed for the hearing, in order to ensure equipment compatibility;
 - (b) applicants will be informed of the ISDN number for videoconferencing during the testing session; and
 - (c) as a matter of general practice, the remote site will dial in to the Technology Court and it is the responsibility of the party requesting the videoconference to coordinate the booking and calling in from the remote site.
- (6) Any person desiring to use audio-visual and computer equipment additional to those provided in the Technology Courts will be asked to provide details of such equipment when applying to use

the courtroom. The applicant must also be prepared to have the equipment available for testing with the audio-visual system of the Technology Courts at least 3 days before the first day fixed for the hearing. It is the responsibility of the applicant to provide equipment that is compatible with the audio-visual system of the Technology Courts.

40. The Mobile Info-Technology Trolley

- (1) The following equipment are available for booking with the Mobile Info-Technology Trolley:

Audio-Visual with Display:

- (a) 43" Plasma Display;
- (b) Multi-system S-VHS video cassette player, which allows the playback of analogue S-VHS video cassette tapes; and
- (c) Multi-format disc player, which allows the playback of DVD-Audio, DVD-Video, DVD-RAM, DVD-R, CD, CD-R/RW and SVCD media.

Audio-Visual with Projector:

- (a) XGA 2500 ANSI Lumens projector;
- (b) Multi-system S-VHS video cassette player, which allows the playback of analogue S-VHS video cassette tapes;
- (c) Multi-format disc player, which allows the playback of DVD-Audio, DVD-Video, DVD-RAM, DVD-R, CD, CD-R/RW and SVCD media; and
- (d) Portable 90 or 100 inch tripod screen.

Videoconferencing Mobile Cart:

- (a) Single 34" Multimedia Display; and
- (b) Polycom VSX 7000 videoconferencing system.

Videoconferencing with Audio-Visual Mobile Cart:

- (a) Dual 34" Multimedia Displays;
- (b) Polycom VSX 7000 videoconferencing system;

- (c) Multi-system S-VHS video cassette player, which allows the playback of analogue S-VHS video cassette tapes; and
- (d) Multi-format disc player, which allows the playback of DVD-Audio, DVD-Video, DVD-RAM, DVD-R, CD, CD-R/RW and SVCD media.

Projector System:

- (a) XGA 2500 ANSI Lumens projector; and
- (b) Portable 90 or 100 inch tripod screen.

Other equipment:

- (a) Audio cassette player which allows the playback of analogue audio cassette tapes; and
- (b) Document camera capable of displaying images of, *inter alia*, ordinary paper documents, 3-dimensional objects, slides, negatives and X-ray films.

41. Applications to use the Mobile Info-Technology Trolley

- (1) An application to use the Mobile Info-Technology Trolley for the hearing of any matter before a Judge or registrar must be made by filing Form 9 of Appendix B with the Trials Unit of the Registry as soon as practicable as availability of the resources are on a first-come-first served basis.
- (2) An application to use the Mobile Info-Technology Trolley for any other dispute resolution process must be made by submitting Form 10 of Appendix B to the Registrar through the relevant person-in-charge at the organisation at which the dispute resolution process is carried out as soon as practicable, as availability of the resources are on a first-come-first served basis.
- (3) The mobile audio-visual equipment is available for use in both the traditional courtroom and the hearing chambers while the mobile videoconferencing equipment is only for use in the hearing chambers.

- (4) Any applicant desiring to use the mobile audio-visual equipment is required to provide details of the type of evidence presentation and media format in the application form. The applicant must also be prepared to have the presentation material or media available for testing with the audio-visual system at least 2 days before the first day fixed for the hearing. It is the responsibility of the applicant to provide presentation materials or media format that is compatible with the equipment provided by the Court.
- (5) Upon a successful application of the use of the mobile videoconferencing equipment,
 - (a) prior arrangements for videoconferencing testing have to be made at least 5 working days before the first day fixed for the hearing, in order to ensure equipment compatibility;
 - (b) applicants will be informed of the ISDN number for videoconferencing during the testing arrangement; and
 - (c) as a matter of general practice, the remote site will dial into the courtroom or chamber and it is the responsibility of the party requesting the videoconference to coordinate the booking and calling in from the remote site.

42. Fees

The fees for the use of the Technology Courts and the Mobile Info-Technology Trolley are set out in Appendix F.

43. [Deleted]

(The next page is page 52A)

PART VIIA
ELECTRONIC FILING AND SERVICE

43A. Application

- (1) The directions contained in paragraphs 43A to 43GGG shall apply to the filing, service, delivery and conveyance of documents under Order 63A of the Rules of Court.
- (2) All other paragraphs in these directions shall also apply to the filing, service, delivery and conveyance of documents under Order 63A of the Rules of Court, except and to the extent that the contrary is specified in paragraphs 43A to 43GGG.
- (3) If anything in paragraphs 43A to 43GGG has the effect of modifying any other direction, whether expressly or impliedly, then such other direction shall apply in relation to the filing, service, delivery and conveyance of documents under Order 63A of the Rules of Court with such modification.
- (4) Any reference in this part to Order 63A is a reference to Order 63A of the Rules of Court. In addition, where the words and phrases set out in Order 63A, Rule 1 are used in this part, they shall have the same meaning as defined in Order 63A, Rule 1 unless otherwise specified.

43B. Establishment of electronic filing service and appointment of network service provider

In exercise of the powers conferred by Order 63A, Rules 2 and 3, the Registrar, with the approval of the Chief Justice, hereby establishes an electronic filing service and appoints CrimsonLogic Pte Ltd as the network service provider for this service.

43C. Appointment of agent to establish service bureau

In pursuance of Order 63A, Rule 4, the Registrar appoints CrimsonLogic Pte Ltd as an agent to establish a service bureau at the first level of the Supreme Court of Singapore.

verified. The person filing must also ensure that he attends to verify the information transcribed within 2 working days of the submission, including the day of submission. If he does not, the service bureau will treat the submission as having been abandoned, and will delete it. The fees prescribed by item 71D(2)(f) of Appendix B to the Rules of Court will then be payable.

- (d) The Requisition Form allows the person filing to list all the documents being filed in that submission, and to indicate the basis on which the submission should be processed.
 - (i) The Requisition Form may be obtained in paper from the service bureau. Soft copies of the form may also be downloaded from the Internet via the Supreme Court website (www.supremecourt.gov.sg) or the EFS website (www.efs.com.sg) with effect from 3 January 2000.
 - (ii) 1 set of 2 Requisition Forms must accompany each set of Paper Filing Templates.
 - (iii) The person filing will be required to pay the fee that he has filled into the Requisition Form to the service bureau before the service bureau will accept the submission.
- (e) The letter of authorisation for the person filing should be on the law firm's or organisation's letterhead paper, and should include the name and identification number of the person filing. It should clearly authorise the person filing to file the documents on behalf of the law firm or organisation, and should identify the documents he is authorised to file. A sample of a letter is included as Form 14A of Appendix B. The service bureau will retain this letter, and will also check the particulars stated in the letter against the identification card or document of the person filing.

- (3) The attention of registered users and their authorised agents is brought to Order 63A, Rule 6(3) which requires the registered user or his authorised agent to inform the Registrar in writing of any change in particulars.
- (4) Order 63A, Rule 6(4) requires the registered user to immediately request the Registrar in writing to cancel the identification name and authentication code of an authorised agent when the authority of that authorised agent is revoked or terminated.
- (a) This request should be made in Form 14C of Appendix B.
- (b) A registered user may not cancel its identification name and authentication code. A registered user should instead request the cancellation of the identification names and authentication codes of all its authorised agents. When the identification names and authentication codes of all its authorised agents have been cancelled or have expired, the registered user will cease to be a registered user.
- (c) Care should be taken to ensure that requests for cancellation are addressed to the certification authority that actually issued the identification name, authentication code and EFS digital certificate that the requestor is seeking to cancel. In particular, requests for cancellation of Subordinate Courts EFS certificates should not be addressed to the Supreme Court EFS Certification Authority.
- (5) All the forms and documents referred to in this paragraph should be sent to the Registrar, marked for the attention of the Supreme Court EFS Certification Authority. Enquiries may also be directed to the Supreme Court EFS Certification Authority.

Supreme Court EFS Certification Authority
Supreme Court of Singapore
1 Supreme Court Lane
Singapore 178879
Tel : 63324217
Fax : 68830774
E-mail : SUPCOURT_CA@supcourt.gov.sg

43GG. Hard copies of documents

- (1) The Registrar may, at his discretion, request for hard copies of any documents filed electronically.
- (2) Upon such request, the filing party or his solicitors shall furnish hard copies of the relevant documents at the venue specified by the Registrar,
 - (a) within the specified time frame; or
 - (b) within 24 hours of the request, if no time frame is specified.
- (3) The Registrar may also direct that any or all specified documents shall be filed in hard copy instead of using electronic filing service for such period or periods as he in his discretion thinks fit.

43HH. Amount allowed as disbursement on account of use of electronic transmission

- (1) If a specified document is filed using the electronic filing system by electronic transmission, \$0.40 for each page of the document thus filed shall be allowed as costs between parties to proceedings. Such costs may be claimed by a receiving party from the paying party where the receiving party is entitled to costs for the filing of the document. These costs shall be allowed in addition to all other disbursements and Court fees.
- (2) This paragraph shall apply to the taxation of costs as well as cases where the Court fixes a gross sum in lieu of taxation.
- (3) This paragraph shall not apply to any specified document filed via the service bureau.

(The next page is page 52TT).

Family and Juvenile Court Building (at No. 3, Havelock Square)
("the Family & Juvenile Court").

50A. Documents to be filed at the Registry of the Supreme Court

- (1) All documents relating to family proceedings and section 17A proceedings which are to be heard and determined by the High Court shall be filed at the Registry of the Supreme Court. These include:
 - (a) all originating processes to commence family proceedings before 1 April 1996;
 - (b) all subsequent applications and documents in or ancillary to family proceedings commenced before 1 April 1996;
 - (c) all applications and documents in or ancillary to family proceedings commenced on or after 15 December 2003 involving the division of matrimonial assets with a gross value of \$1.5 million or more, which have been transferred to the High Court upon the direction of the Registrar of the Subordinate Courts;
 - (d) all applications and documents in or ancillary to section 17A proceedings commenced on or after 1 November 2004 involving the division of matrimonial assets with a gross value of \$1.5 million or more, which have been transferred to the High Court upon the direction of the Registrar of the Subordinate Courts; and
 - (e) all applications and documents to vary any Order of the High Court in the proceedings referred to in sub-paragraphs (1)(a) to (d).
- (2) Save for the documents listed in sub-paragraph (1), the Registry of the Supreme Court will cease to accept the filing of the processes in relation to family proceedings with effect from 1 April 1996. These processes shall be filed at the sub-registry of the Supreme Court at the Family and Juvenile Court.

- (3) For the avoidance of doubt, all documents relating to family proceedings that are filed at the Registry of the Supreme Court shall bear the title “In the High Court of the Republic of Singapore”.

50B. Forms of orders, including *Mareva* injunctions and *Anton Piller* orders

- (1) The format of all orders made in applications taken out in proceedings by way of a petition under Part X of the Women’s Charter (Cap 353, 1997 Revised Edition) that is commenced on or after 14 April 2003 shall comply with Form 24 of the Schedule to the Women’s Charter (Matrimonial Proceedings) Rules 2003.
- (2) Paragraphs 22A and 23 of this Practice Direction shall be applicable to an application for a *Mareva* injunction and an *Anton Piller* order. The order of court for such application shall contain the text set out in Forms 4-6 of Appendix B of this Practice Direction.

(The next page is page 58B.)

89A. Electronic applications for practising certificates

(1) Scope of electronic applications

- (a) Notwithstanding anything in paragraph 89(1), applications for practising certificates for the practice year ending 31 March 2001 and for subsequent practice years may be made electronically using the Internet-based application system (hereinafter referred to as the “PC E-filing System”) which may be accessed at the Supreme Court website (www.supremecourt.gov.sg).
- (b) In accordance with rule 3 of the Legal Profession (Practising Certificate) Rules, an application via the PC E-filing System cannot be made earlier than the month preceding the commencement of the practice year in respect of which the application is being made.

(2) Prerequisites for electronic applications

Before a solicitor (“the applicant”) may apply for his practising certificate using the PC E-filing System, the following prerequisites must be satisfied:

- (a) the applicant must be on the Roll of Advocates and Solicitors and must have a valid Advocate and Solicitor Admission Number (“AAS Number”);
- (b) the applicant must have a valid Personal Identification Number (“PIN”);
- (c) the applicant must have an Internet E-mail account;
- (d) the computer through which the applicant is making his electronic application must be

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12. [Deleted]	
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8.

Para. 39 (1)

**APPLICATION TO USE
THE TECHNOLOGY COURT**

(No. issued for cause or matter)

(Title as in cause or matter).

The Registrar.

An application is hereby made by {the name of the party [or the solicitors for (the name of the party)]}, being the [(solicitors for the) plaintiff or defendant or as the case may be], to use the facilities of Court ____ in the manner and for the purposes as indicated below for the following hearing before the Judge (or Registrar) in open Court (or Chambers):

- (a) Dates fixed for hearing: (For hearings lasting more than 1 day, all the dates allotted to the hearing should be indicated).
- (b) Nature of hearing: (e.g., the trial of the action in the captioned suit/the assessment of damages under NA No. x of 2000/the hearing of the captioned originating summons, motion or petition/the taxation of Bill of Costs No. y of 2000/or as the case may be).
- (c) Nature of claim: (e.g., contract – provision of goods and services/tort – negligence in industrial accident resulting in personal injuries and loss/intellectual property – infringement of trademark/or as the case may be).
- (d) Parties involved in the hearing:
 - (i) (The 1st, 2nd and 3rd defendants).
 - (ii) (The 2nd third party).(or as the case may be).
- (e) Names and contact details of law firms and solicitors representing the parties involved in the hearing:
- (f) Number of days of the hearing on which it is desired to use the Technology Court:

- (g) Day(s) of the hearing and corresponding dates on which it is desired to use a Technology Court: [e.g., the 1st (dd/mm/yy), 3rd (dd/mm/yy) and 7th day of the hearing (dd/mm/yy)].

The applicant wishes to use such of the facilities of Court ____ on the following days of the hearing as have been indicated below by placing a "X" in the appropriate row.

	Day _____ (dd/mm/yy)	Day _____ (dd/mm/yy)	Day _____ (dd/mm/yy)	Total No. of days on which equipment is to be used
1. Audio-visual system				
(a) Multi-system S-VHS video cassette player				
(b) Multi-format disc player				
(c) Document camera				
(d) Personal computer with dual screen for EFS hearing				
(e) Audio cassette player <i>(Subject to availability)</i>				
(f) Wired clip-on lavalier microphone for lead counsel <i>(Subject to availability)</i>				
(g) Other audio-visual or computer equipment as follows: (i) (ii) (iii) which are to be connected to the Technology Court's audio- visual system				

2. Videoconferencing system				
(a) Videoconferencing <i>(State with which country and which state for each day)</i>				
3. Other Equipment				
(a) Colour video printer				

An Undertaking is hereby given by {the name of the party [or the solicitors for (the name of the party)]}, being the [(solicitors for the) plaintiff or defendant or as the case may be], to pay the fees prescribed in Appendix F of *The Supreme Court Practice Directions (1997 Ed.)* for the facilities and purposes indicated above.

An Undertaking is hereby given by {the name of the party [or the solicitors for (the name of the party)]}, being the [(solicitors for the) plaintiff or defendant or as the case may be], to pay for any damage caused to the equipment, furniture and fittings of the Technology Court by (the name of the party), or the solicitors therefor, if any, during or in connection with the hearing in respect of which this application is made.

Dated the day of , 20 .

*[The (or the solicitors for the) plaintiff
or the defendant or as the case may be]*

9.

Para. 41 (1)

**APPLICATION TO USE
THE MOBILE INFO-TECHNOLOGY TROLLEY**

(No. issued for cause or matter)

(Title as in cause or matter.)

The Registrar.

An application is hereby made by {the name of the party [or the solicitors for (the name of the party)]}, being the [(solicitors for the) plaintiff or defendant or as the case may be], to use the Mobile Info-Technology Trolley in the manner and for the purposes as indicated below for the following hearing before the Judge (or Registrar) in Court/Chamber _____ :

- (a) Dates fixed for hearing: (For hearings lasting more than 1 day, all the dates allotted to the hearing should be indicated).
- (b) Nature of hearing: (e.g., the trial of the action in the captioned suit/the assessment of damages under NA No. x of 2000/the hearing of the captioned originating summons, motion or petition/the taxation of Bill of Costs No. y of 2000/or as the case may be).
- (c) Nature of claim: (e.g., contract – provision of goods and services/tort – negligence in industrial accident resulting in personal injuries and loss/intellectual property – infringement of trademark/or as the case may be.)
- (d) Parties involved in the hearing:
 - (i) (The 1st, 2nd and 3rd defendants).
 - (ii) (The 2nd third party).(or as the case may be).
- (e) Names and contact details of law firms and solicitors representing the parties involved in the hearing:
- (f) Number of days of the hearing on which it is desired to use the Mobile Info-Technology Trolley:

- (g) Day(s) of the hearing and corresponding dates on which it is desired to use the Mobile Info-Technology Trolley: [e.g., the 1st (dd/mm/yy), 3rd (dd/mm/yy) and 7th day of the hearing (dd/mm/yy)].

The applicant wishes to use such of the Mobile Info-Technology Trolley at Court/Chamber _____ on the following days of the hearing as have been indicated below by placing a "X" in the appropriate row.

	Day _____ (dd/mm/yy)	Day _____ (dd/mm/yy)	Day _____ (dd/mm/yy)	Total No. of days on which equipment is to be used
Applicant is to list the types of presentation materials or media which are to be loaded onto the audio-visual equipment: (i) (ii) (iii)				
1. Audio-Visual Cart with Display: (a) 43" Plasma Display; (b) Multi-system S-VHS video cassette player; (c) Multi-format disc player <i>(Suitable for small and medium size chamber)</i>				

	Day _____ (dd/mm/yy)	Day _____ (dd/mm/yy)	Day _____ (dd/mm/yy)	Total No. of days on which equipment is to be used
2. Audio-Visual Cart with Projector System: (a) XGA Projector, 2500 ANSI Lumens; (b) Multi-system S-VHS video cassette player; (c) Multi-format disc player (d) Portable tripod screen <i>(Suitable for large chamber and open court)</i>				
3. Videoconferencing Mobile Cart: (State with which country and which state for each day) (a) Single 34" multimedia display; (b) Polycom VSX 7000 videoconferencing system <i>(Suitable for small and medium size chamber. Not for Courtroom.)</i>				
4. Videoconferencing with Audio-Visual Mobile Cart: (State with which country and which state for each day) (a) Dual 34" multimedia displays; (b) Polycom VSX 7000 videoconferencing system; (c) Multi-system S-VHS video cassette player; (d) Multi-format disc player, <i>(Suitable for small and medium size chamber. Not for Courtroom.)</i>				

	Day _____ (dd/mm/yy)	Day _____ (dd/mm/yy)	Day _____ (dd/mm/yy)	Total No. of days on which equipment is to be used
5. Other Portable Audio- Visual Equipment:				
(a) XGA Projector, 2500 ANSI Lumens				
(b) Portable 90 or 100 inch tripod screen				
(c) Audio cassette player				
(d) Document camera				

An Undertaking is hereby given by {the name of the party [or the solicitors for (the name of the party)]}, being the [(solicitors for the) plaintiff or defendant or as the case may be], to pay the fees prescribed in Appendix F of *The Supreme Court Practice Directions (1997 Ed.)* for the facilities and purposes indicated above.

An Undertaking is hereby given by {the name of the party [or the solicitors for (the name of the party)]}, being the [(solicitors for the) plaintiff or defendant or as the case may be], to pay for any damage caused to the equipment, furniture and fittings of the Courtroom/Chamber by (the name of the party), or the solicitors therefor, if any, during or in connection with the hearing in respect of which this application is made.

Dated the day of , 20 .

*[The (or the solicitors for the) plaintiff
or the defendant or as the case may be].*

10.

Para. 39(2), 41(2) **APPLICATION TO USE
THE TECHNOLOGY COURT OR MOBILE INFO-TECHNOLOGY TROLLEY
FOR ALTERNATIVE DISPUTE RESOLUTION**

(No. issued to identify case)

(No. issued for cause or matter, if there are pending court proceedings)

The Registrar

Through: (Please specify the relevant person-in-charge at the organisation at which the dispute resolution process is carried out, such as the Registrar, Singapore International Arbitration Centre or the Executive Director, Singapore Mediation Centre)

An application is hereby made by {the name of the party [or the solicitors for (the name of the party)]}, being the [(solicitors for the) plaintiff/claimant* or defendant/respondent* or as the case may be] in this matter, to use the facilities of Court _____ / the Mobile Info-Technology Trolley in Court (or Chamber) _____* in the manner and for the purposes as indicated below:

- (a) Date(s) on which the facilities are required:
- (b) Nature of proceedings: (e.g., arbitration at the Singapore International Arbitration Centre/mediation at the Singapore Mediation Centre/or as the case may be).
- (c) Parties involved in the matter: (State names of all parties, including the applicant).
- (d) Names and contact details of law firms and solicitors representing each party involved in the matter: (e.g., The particulars of the solicitors for (name of party) are: ...).

The applicant wishes to use such of the facilities of Court ____ / the Mobile Info-Technology Trolley in Court (or Chamber) _____* on the following date(s) as have been indicated below by placing a "X" in the appropriate row.

Technology Court Facilities Usage

	Day _____ (dd/mm/yy)	Day _____ (dd/mm/yy)	Day _____ (dd/mm/yy)	Total No. of days on which equipment is to be used
1. Audio-visual system				
(a) Multi-system S-VHS video cassette player				
(b) Multi-format disc player				
(c) Document camera				
(d) Personal computer with dual screen for electronic hearing				
(e) Audio cassette player <i>(Subject to availability)</i>				
(f) Wired clip-on lavalier microphone for lead counsel <i>(Subject to availability)</i>				
(g) Other audio-visual or computer equipment as follows: (i) (ii) (iii) which are to be connected to the Technology Court's audio- visual system				
2. Videoconferencing system				
(a) Videoconferencing <i>(State with which country and which state for each day)</i>				
3. Other Equipment				
(a) Colour video printer				

OR

Mobile Info-Technology Trolley Usage

	Day _____ (dd/mm/yy)	Day _____ (dd/mm/yy)	Day _____ (dd/mm/yy)	Total No. of days on which equipment is to be used
Applicant is to list the types of presentation materials or media which are to be loaded onto the audio-visual equipment: (i) (ii) (iii)				
1. Audio-Visual Cart with Display: (a) 43" Plasma Display; (b) Multi-system S-VHS video cassette player; (c) Multi-format disc player <i>(Suitable for small and medium size chamber)</i>				
2. Audio-Visual Cart with Projector System: (a) XGA Projector, 2500 ANSI Lumens; (b) Multi-system S-VHS video cassette player; (c) Multi-format disc player (d) Portable tripod screen <i>(Suitable for large chamber and open court)</i>				

	Day _____ (dd/mm/yy)	Day _____ (dd/mm/yy)	Day _____ (dd/mm/yy)	Total No. of days on which equipment is to be used
3. Videoconferencing Mobile Cart: (State with which country and which state for each day) (a) Single 34" multimedia display; (b) Polycom VSX 7000 videoconferencing system <i>(Suitable for small and medium size chamber. Not for Courtroom.)</i>				
4. Videoconferencing with Audio-Visual Mobile Cart: (State with which country and which state for each day) (a) Dual 34" multimedia displays; (b) Polycom VSX 7000 videoconferencing system; (c) Multi-system S-VHS video cassette player; (d) Multi-format disc player, <i>(Suitable for small and medium size chamber. Not for Courtroom.)</i>				
5. Other Portable Audio- Visual Equipment:				
(a) XGA Projector, 2500 ANSI Lumens				
(b) Portable 90 or 100 inch tripod screen				
(c) Audio cassette player				
(d) Document camera				

An Undertaking is hereby given by (the name of the applicant) to pay the fees prescribed in Appendix F of The Supreme Court Practice Directions (1997 Ed.) for the facilities and purposes indicated above.

An Undertaking is hereby given by (the name of the applicant) to pay for any damage caused to the equipment, furniture and fittings of Court / Chamber* by (the name of the party), or the solicitors therefor, if any, during or in connection with the hearing in respect of which this application is made.

Dated the day of , 20 .

[The (or the solicitors for the) plaintiff/claimant
or the defendant/respondent* or as the case may be].*

* Please delete as appropriate

Para. 43CC(6)(e)

**LETTER OF AUTHORISATION TO FILE
DOCUMENTS AT SERVICE BUREAU**

(Letterhead of law firm or organisation)

(Date)

EFS Service Bureau
Supreme Court, Level 1
1 Supreme Court Lane
Singapore 178879

Dear Sir

LETTER OF AUTHORISATION TO FILE DOCUMENTS AT SERVICE BUREAU

We, *(name of law firm or organisation)*, hereby authorise *(name of person filing at the service bureau)*, NRIC/FIN *(NRIC/FIN)*, to file documents in court on our behalf via the Supreme Court EFS Service Bureau.

2. Our reference number for the documents which the said *(name of person filing at the service bureau)* is authorised to file is or are *(file reference numbers)*.

Yours faithfully

(Signature of authorised signatory)

(Name and designation of authorised signatory)

14AA.

Para. 43II

**LETTER OF AUTHORISATION TO UTILISE
SERVICE OF DOCUMENTS FACILITY AT THE SERVICE BUREAU**

(Letterhead of law firm or organisation)

(Date)

EFS Service Bureau
Supreme Court, Level 1
1 Supreme Court Lane
Singapore 178879

Dear Sir

**LETTER OF AUTHORISATION TO UTILISE SERVICE OF DOCUMENTS FACILITY
AT SERVICE BUREAU**

We, *(name of law firm or organisation)*, hereby authorise *(name of person utilising services at the service bureau)*, *(NRIC/FIN)*, to utilise the Service of Documents Facility provided at the Supreme Court EFS Service Bureau on our behalf.

2. Our reference number(s) for the document(s) pursuant to which the said *(name of person utilising services at the service)* is authorised to utilise the services is or are *(file reference numbers)*.

Yours faithfully

(Signature of authorised signatory)

(Name and designation of authorised signatory)

18.

Para. 73 (2).

**REQUEST FOR THE SERVICES OF
SUPREME COURT INTERPRETERS**

Date:

To: Head Interpreter (Chinese) / Head Interpreter (Indian) /
 Head Interpreter (Malay) (delete as applicable)
 Supreme Court
 1 Supreme Court Lane
 Singapore 178879
 (Fax No. 6337 9450)

**REQUEST FOR THE SERVICES OF A SUPREME COURT
INTERPRETER**

Case number and names of parties:- _____

_____.

Dates and time of the
hearings (as are known):- _____.

Court No. or
Chamber No. (if known):- _____.

Party making request or
on whose behalf request is made:- _____.
(Plaintiff or defendant or as the case may be).

Name of law firm and
lawyer having conduct of matter:- _____

_____.

Contact telephone number:- _____.

Contact facsimile number:- _____.

File reference of law firm:- _____.

APPENDIX F

Para. 42. FEES FOR USE OF THE TECHNOLOGY COURTS AND THE TECHNOLOGY CHAMBER

<i>No.</i>	<i>Items.</i>	<i>Fees. \$</i>	<i>Point of time at which fee must be paid</i>	<i>Document on which the stamp is to be affixed</i>
1.	For each day or part thereof in respect of a particular hearing or matter in which a Technology Court is used.	50	On filing Form 8 or Form 10 of Appendix B, save that the Registrar may allow a refund for the fees paid in respect of days on which the Technology Court was not used.	Form 8 or Form 10 of Appendix B.
2.	For each day or part thereof in respect of a particular hearing or matter in which the videoconferencing equipment installed in a Technology Court is used.	1,000	On filing Form 8 or Form 10 of Appendix B, save that the Registrar may allow a refund for the fees paid in respect of days on which the videoconferencing equipment was not used.	Form 8 or Form 10 of Appendix B.
3.	For each day or part thereof in respect of a particular hearing or matter in which the Mobile Info-Technology Trolley is used.	100	On filing Form 9 or Form 10 of Appendix B, save that the Registrar may allow a refund for the fees paid in respect of days on which the videoconferencing equipment was not used.	Form 9 or Form 10 of Appendix B.
4.	For each day or part thereof in respect of a particular hearing or matter in which the videoconferencing equipment from the Mobile Info-Technology Trolley is used.	250	On filing Form 9 or Form 10 of Appendix B, save that the Registrar may allow a refund for the fees paid in respect of days on which the videoconferencing equipment was not used.	Form 9 or Form 10 of Appendix B.
4.	Telecommunication charges incurred in using the videoconferencing equipment installed in a Technology Court or on using the Mobile Info-Technology Trolley.	Actual Cost	On receiving a letter from the Registry stating the telephone charges incurred.	Praeipce.
5.	Charges incurred in using the video printer.	\$5 per printed sheet	On receiving a letter from the Registry stating the charges incurred.	Praeipce.