

**IN THE SUBORDINATE COURTS OF THE REPUBLIC OF SINGAPORE
PRACTICE DIRECTIONS
AMENDMENT NO 1 OF 2013**

It is hereby notified for general information that, with effect from 15 March 2013, the Subordinate Courts Practice Directions will be amended as follows:

(a) the following new paragraph 134A will be inserted immediately after the existing paragraph 134:

New paragraph 134A

(b) the existing paragraph 139 will be deleted and be replaced by the following paragraph:

New paragraph 139

2. The new paragraph 134A clarifies that while hearings in chambers in civil proceedings are private in nature, the Court may, in its discretion and subject to any written law, permit interested parties to attend such hearings.

3. The new paragraph 139 serves to remind solicitors about the appropriate practice with regard to correspondence between parties and/or the Court.

Dated this 11th day of March 2013.



JENNIFER MARIE
REGISTRAR
SUBORDINATE COURTS

New Paragraph 134A

134A. Attendance at hearings in Chambers

(1) For the avoidance of doubt, the general rule is that hearings in chambers in civil proceedings are private in nature, and that members of the public are not entitled to attend such hearings.

(2) Notwithstanding paragraph (1) above, subject to any written law, the Court may, in its discretion, permit interested persons, such as instructing solicitors, foreign legal counsel and parties to the matter, to attend hearings in chambers. In exercising its discretion, the Court may consider a broad range of factors including —

- (a) the interest that the person seeking permission has in the matter before the Court;
- (b) the interests of the litigants;
- (c) the reasons for which such permission is sought; and
- (d) the Court's interest in preserving and upholding its authority and dignity.

(3) In granting interested persons the permission to attend hearings in chambers, the Court may, in its discretion, impose the necessary conditions to be complied with.

New Paragraph 139

139. Correspondence

- (1) All correspondence relating to or in connection with any cause or matter shall be addressed to the Registrar.
- (2) All correspondence to the Court relating to or in connection with any pending cause or matter shall be copied to all other parties to the cause or matter or to their solicitors unless there are good reasons for not so doing. Solicitors are further reminded that the Court should not be copied on correspondence between parties or their solicitors. The Registry has the discretion to reject or refuse to act on any inappropriate or *ex parte* correspondence.
- (3) In addition, all letters should be captioned with the number of the cause to which they relate and the names of the parties. For example:

‘DC SUIT (if a writ action) **NO. 12345 OF 2004 Between AB** (and **ANOR** or **ORS**, if there are 2 or more plaintiffs, as the case may be) and **CD** (and **ANOR** or **ORS**, if there are 2 or more defendants, as the case may be)’

If the correspondence relates to an interlocutory application or applications, the reference number of that application or those applications should be stated in the caption below the parties' names. For example:

‘SUMMONS NO. 98765 OF 2006’

- (4) Compliance with the Directions in this Paragraph will facilitate the expeditious location of the relevant cause file.

Cases which have been commenced using the Electronic Filing System

- (5) For cases which have been commenced using the Electronic Filing Service (EFS), a letter may be sent to the Court by a law firm only in one of 2 ways:
 - (a) using the EFS; or
 - (b) by facsimile transmission.

- (6) If a letter is sent to the Court by a law firm in any way other than those specified in sub-paragraph (5), it is liable to be rejected. Sub-paragraphs (5) and (6) do not apply to litigants in person.
- (7) If a letter is sent to the Court by a law firm without the information specified in sub-paragraph (3), it is also liable to be rejected.