

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE
PRACTICE DIRECTIONS
AMENDMENT NO. 10 OF 2014

It is hereby notified for general information that, with effect from 1st January 2015, the State Courts Practice Directions will be amended as follows:

- (a) the following paragraphs will be deleted:
- (i) paragraphs 52 and 80;
 - (ii) all the paragraphs in Part X, i.e. - paragraphs 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 90A, 91, 92, 93, 94, 95, 96, 97, 98, 99, 99A, 100, 101, 101A, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113A, 113C, 113D, 113E, 113F, 113G, 113H, 113I, 113J, 113K, 113L, 113M, 113N, 113O, 113P, 113Q, 113R and 114); and
 - (iii) all the paragraphs in Part XI, i.e. - paragraphs 117, 118, 119, 119A, 119B, 120, 121 and 121A;
- (b) the following Forms in Appendix B will be deleted:
- Forms 16, 17, 18, 19A, 19B, 20, 22, 22A, 23A, 23B, 23C, 23D, 24A, 24B, 24C, 24D, 25A, 25B, 26A, 26B, 27, 28, 28A, 28B, 29A(I) , 29A(II) , 29B, 29B(I) , 29C, 29C(I) , 30A, 30B, 31, 31A, 32, 33, 34A, 34B, 34C, 34D, 34E, 34F, 34G, 34H, 35, 35A, 35A(1) , 35B, 35C, 35D, 35E, 36, 37, 38A, 38B, 38C, 38D, 39A, 39B, 41 and 41A;
- (c) the existing Appendix K will be deleted;
- (d) the existing paragraphs 28, 39, 53, 56, 64, 135, 138A, 149, 156, 159 will be deleted and replaced by the following new paragraphs:
- [New paragraphs 28, 39, 53, 56, 64, 135, 138A, 149, 156, 159](#)
- (e) the existing Forms 55 and 59 in Appendix B will be deleted and replaced by the following new Forms:
- [New Forms 55 and 59 of Appendix B](#)
- (f) the the existing Appendix D will be deleted and replaced by the following new Appendix D:
- [New Appendix D](#)

2 The amendments referred to in paragraph 1(a) to (f) above arise from the issue of the new Family Justice Courts Practice Directions. With the issue of those Practice Directions, the State Courts' Practice Directions will no longer contain any provision pertaining to matters within the jurisdiction of the Family Justice Courts. For the avoidance of doubt, all uncontested probate and administration matters shall, as from 1st January 2015, be heard in the Family Justice Courts instead of the State Courts.

Dated this 15th day of December 2014.

A handwritten signature in black ink, appearing to read 'Jm', is positioned above the typed name.

JENNIFER MARIE
REGISTRAR
STATE COURTS

28. Form of affidavits

Affidavits filed electronically

- (1) This sub-paragraph shall apply to affidavits which are to be filed through the Electronic Filing Service.
 - (a) When filing affidavits for use during a hearing of an interlocutory application, the summons number of the interlocutory application must be provided in the Electronic Filing Service in addition to the case number of the suit or matter.
 - (b) Affidavits shall have a blank margin of not less than 35mm wide on all 4 sides of the page. They shall be printed or typed and must be double-spaced.
 - (c) The textual portion of the affidavits, as opposed to the exhibits, must be white.
 - (d) At the top right hand corner of the first page of every affidavit there shall be typed or printed in a single line the following:
 - (i) the party on whose behalf the affidavit is filed;
 - (ii) the name of the deponent;
 - (iii) the ordinal number of the affidavit in relation to the affidavits filed in the cause or matter by the deponent; and
 - (iv) the date the affidavit is filed.
 - (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.

Affidavits that are not filed electronically

- (2) This sub-paragraph applies to affidavits which are not required to be filed through the Electronic Filing Service.
 - (a) **Form of affidavits generally**
 - (i) Affidavits shall be on A4-ISO paper of durable quality with a blank margin not less than 35 mm wide on all 4 sides of the page.

- (ii) The paper used shall be white.
- (iii) Affidavits shall be produced by printing, lithography or typewriting, and in any case not by carbon copying. A document produced by a photographic or similar process giving a positive and permanent representation free from blemishes will be treated, to the extent that it contains a facsimile of matter produced by one of the above processes, as if it were so produced. Photographic copies which are not clearly legible will be rejected.
- (iv) Affidavits shall be printed or typed, double-spaced, on one side or both sides of the paper.

(b) **Markings on affidavits**

At the top right hand corner of the first page of every affidavit, and also on the backing sheet, there shall be typed, printed or written clearly and in a single line:

- (i) the party on whose behalf it is filed;
- (ii) the name of the deponent;
- (iii) the number of affidavits in relation to the deponent; and
- (iv) the date of filing,

for example, “2nd Deft: Tan Ah Kow: 4th: 23.08.2013”.

(c) **Binding of affidavits**

Affidavits of 30 pages or less (including exhibits and dividing and backing sheets) may be stapled at the top left hand corner of the paper firmly. Any affidavit (including exhibits, dividing and backing sheets) exceeding 30 pages shall be bound with plastic ring binding or plastic spine thermal binding (the plastic rings or spines to be red for plaintiffs/appellants, and blue for defendants/respondents) with a transparent plastic cover in front and at the back.

(d) **Pagination of affidavits**

Every page of the affidavit shall be paginated consecutively, and the page number shall be placed at the top right hand corner of the page.

39. Video-Conferencing using Skype

Introduction

- (1) The State Courts will allow solicitors to use Skype, a free and accessible service, to mention cases on the following hearing lists that satisfy the criteria set out opposite thereto:

Registry / Department	Hearing Lists	Criteria
Civil Registry	<ul style="list-style-type: none">• Probate list (Monday afternoons)• Ex-parte summons list (Wednesday mornings)• Garnishee list (Tuesday and Thursday afternoons)• Summons for Directions (Tuesdays and Thursdays)• Duty Registrar matters (every day)	Uncontested matters for selected hearing lists, where no documents will be tendered and the party attending via Skype is mentioning for all other parties (if applicable).
Primary Dispute Resolution Centre (PDRC)	<ul style="list-style-type: none">• Court Dispute Resolution sessions for non-injury motor accident claims and personal injury claims arising from motor vehicle accidents (Mondays, Wednesdays and Fridays)	Court Dispute Resolution sessions for non-injury motor accident claims and personal injury claims arising from motor vehicle accidents.

- (2) This will enable solicitors to mention their cases via Skype instead of personally attending Court for many short mentions which generally will not last beyond 10 minutes.

Guidelines and Procedures

- (3) Solicitors mentioning their cases via Skype must comply with the guidelines and procedures set out in the Annex to this Paragraph (see below).

Court etiquette

- (4) A solicitor mentioning a case via Skype must proceed with the hearing as if he or she were appearing before the Judge in person, and must comply with all Court rules of etiquette as prescribed in these Practice Directions and any relevant Registrar's Circular.

Adjournment of Skype hearing

- (5) If for any reason the presiding Judge or Registrar considers that it is not expedient for any hearing to continue via Skype, he or she may —
- (a) adjourn the matter and require parties to attend Court personally on an appointed date and time;
 - (b) conduct the hearing via telephone; or
 - (c) make any other direction that may be appropriate in the circumstances of the case.

Hearing Records

- (6) Hearings conducted via Skype shall not be recorded on video or audio tape or any other form.

Queries and Assistance

- (7) Any queries or requests for assistance pertaining to Skype hearings may be sent to the following email addresses:
- (a) for hearings at the Civil Registry:
Statecourts_Civil_Registry@statecourts.gov.sg
 - (b) for hearings at the PDRC:
Statecourts_PDRC@statecourts.gov.sg

ANNEX

GUIDELINES AND PROCEDURES FOR HEARINGS VIA SKYPE

1. Log into your Skype account and set your status to 'available'.
2. You may access the relevant hearing list at <http://www.statecourts.gov.sg>.
3. Check the chambers assigned to hear your case.
4. **Then identify the corresponding Skype contact from amongst the following:**

Civil Registry	
Chambers C	StateCts_CivilReg_ChC
Chambers D	StateCts_CivilReg_ChD
Chambers J	StateCts_CivilReg_ChJ
Chambers N	StateCts_CivilReg_ChN
Chambers P	StateCts_CivilReg_ChP
Chambers H (duty matters)	StateCts_CivilReg_DutyReg
PDRC	
PDRC Chambers 1	StateCts_PDRC_Ch_1
PDRC Chambers 2	StateCts_PDRC_Ch_2
PDRC Chambers 3	StateCts_PDRC_Ch_3
PDRC Chambers 4	StateCts_PDRC_Ch_4
PDRC Chambers 5	StateCts_PDRC_Ch_5
PDRC Chambers 7	StateCts_PDRC_Ch_7
PDRC Chambers 8	StateCts_PDRC_Ch_8

5. Send an instant message to the relevant Chambers using Skype to inform the judge that you are ready and state your name, law firm and case number. E.g., if your matter is fixed for hearing in Chambers J, you will send your message to 'StateCts_CivilReg_ChJ'. Your instant message will state "*John Tan, ABC Law Firm, ready at 3:15, MC 12345/20XX/A*". **Note that the judge will not call you unless you have previously sent a message to indicate your readiness to proceed with the Skype hearing.**

6. When the judge is ready to deal with your matter, he/she will call you. Accept the *video call* and start the hearing. **Do not attempt to call the judge.**
7. If you encounter any problem, you may call the following numbers for assistance:
 - Civil Registry: 6435 5058
 - PDRC: 6435 5882
8. If the problems cannot be resolved, you may be required to personally attend Court to mention your case.

53. Citation of written judgments and secondary authorities

Citation of written judgments

(1) The neutral citation system

- (a) A neutral citation is a court-approved system of citation which is independent of the series of law reports or other publications, and unique to each written judgment.
- (b) Each written judgment from a particular level of court is assigned a sequential number, starting from 1 at the beginning of each calendar year.

(2) Specific paragraph citations

- (a) Counsel will be required to make specific citations by referring to the paragraph number of the judgment, and not to the page number of the judgment or report.
- (b) For consistency, square brackets will be used to denote paragraph numbers. The paragraph mark (¶) will no longer be used.

(3) Court designators

SGDC – Singapore District Court

SGMC – Singapore Magistrates' Court

SGSCT – Singapore Small Claims Tribunal

(4) Application of the neutral citation system

The application of the system is as follows:

- (a) Cases reported in the Singapore Law Reports shall be cited using their Singapore Law Reports citations, in priority to their neutral citations.
- (b) Unreported decisions shall be cited using their neutral citations.

(5) **Example and explanation**

ABC Co Pte Ltd v XYZ Co Ltd [2003] SGDC 25, at [3], [8].

Year of the decision [2003]

Level of Court SGDC (Singapore District Court)

Sequential Number 25 (twenty-fifth written judgment rendered by the District Courts in 2003)

Paragraph Number(s) Paragraphs 3 and 8 of the judgment

Citation of secondary authorities in court

- (6) Counsel are advised to be more circumspect in their use of secondary authorities such as textbooks, journals, periodicals and other treatises. As far as possible, counsel should rely on primary authorities to support the proposition of law argued for; and
- (7) If it necessary to cite secondary authorities, counsel should ensure that the material to be cited is directly relevant to the case before the Court. Counsel are also reminded of their duty to ensure that such material is not cited out of context. The following are specific guidelines for the citation of different types of secondary authorities:
- (a) Textbooks that are generally recognised as leading textbooks in the relevant area of law may be readily cited to the Court.
 - (b) If counsel wish to cite academic articles in journals and periodicals in support of a particular proposition of law, they should ensure that they are citing a statement, rather than a critique, of the law. Citation of academic articles should be limited to those written by eminent authors of reputable standing. The articles should also have been published in established journals and periodicals.
 - (c) Legal opinions written by other counsel not having conduct of the case before the court should generally not be cited as authority. Such legal opinions are considerably less authoritative than academic articles, as the views expressed in these private opinions have not been subject to the rigorous scrutiny of editorship and public critique.

- (8) Counsel's attention is drawn to Order 59 Rule 8 of the Rules of Court which gives the Court the power to make an order for costs personally against errant advocates and solicitors, who have wasted or incurred costs unreasonably or improperly. The Court will not hesitate to invoke its powers under Order 59 Rule 8 of the Rules of Court in cases where costs have been wasted due to counsel's indiscriminate citation of unnecessary and irrelevant secondary authorities.

56. Judgment in default of appearance or service of defence

- (1) The previous practice of applying for search for appearance and obtaining a certificate of non-appearance before judgment in default of appearance is entered is discontinued.
- (2) In writ of summons proceedings where the writ is electronically filed, the procedure for applying for judgment in default of appearance or service of defence will be by way of filing a Request to enter judgment in Form 79A together with the judgment in Form 79 in Appendix A to the Rules of Court. Solicitors' attention is drawn to Order 13, Rule 7(1) and Order 19, Rule 8A of the Rules of Court.
- (3) For Requests to enter judgment electronic forms composed online through the Electronic Filing Service, a signed hard copy of the Request to enter judgment electronic form shall be retained by the solicitor concerned and produced to the Court when required by the Court to do so.
- (4) In order to satisfy itself that a defendant is in default of appearance or service of defence, the Court may require an affidavit to be filed stating the time and manner service of the Writ of Summons was effected on the defendant, as well as the steps taken to ascertain that the defendant had failed to enter an appearance or serve a defence, as the case may be.
- (5) For the avoidance of doubt, Requests for entry of default judgment shall be filed as a Portable Document Format (PDF) document for suits where the memorandum of service has been filed before 30 September 2013. For all other cases, the Request for entry of default judgment electronic form shall be composed online through the Electronic Filing Service.

64. Form of documents

- (1) It is not necessary for documents that are electronically filed in Court to have a cover page or backing sheet.
- (2) Parties are reminded that they must, at all times, ensure that the information stored in the front end system is up-to-date and free from errors as the same information will be reproduced in electronic forms that are generated by the Electronic Filing Service.
- (3) Documents generated by the Electronic Filing Service containing out-of-date or wrong information will be rejected by the Registry and the fee payable shall be that stipulated in Appendix B of the Rules of Court.
- (4) In the event that the Electronic Filing Service fails to automatically generate an information page, parties may undertake the procedure outlined in Paragraph 71(2) of these Practice Directions.

135. Absence from Court on medical grounds

(1) If —

- (a) any party to proceedings;
- (b) any witness;
- (c) any counsel; or
- (d) a Deputy Public Prosecutor or other officer or person appointed by the Attorney-General to assist him or to act as his deputy in the performance of any of the functions or duties of the Public Prosecutor under the Criminal Procedure Code (Cap. 68) or under any other written law,

is required to attend Court and wishes to excuse himself from Court on medical grounds, he must tender or cause to be tendered to the Court an original medical certificate. The medical certificate so tendered must be in the form and contain the information and particulars required by subparagraphs (2) to (5).

(2) A medical certificate issued by a Government hospital or clinic may be in the pre-printed form produced by the Ministry of Health, a sample of which appears at Form 52 of Appendix B to these Practice Directions. A medical certificate issued by a restructured hospital or specialist centre may also be in a pre-printed form similar to the sample which appears at Form 52 of Appendix B to these Practice Directions. The pre-printed medical certificate must:

- (a) be completely and properly filled in;
- (b) contain the name of the medical practitioner who issued the medical certificate;
- (c) state the name of the hospital or clinic in which the medical practitioner practices;
- (d) indicate that the person to whom the certificate is issued is unfit to attend Court, and specify the date(s) on which he is unfit to attend Court;
- (e) be signed in full by the medical practitioner and must not be merely initialled; and
- (f) be authenticated by a rubber stamp showing the medical practitioner's full name and his designation in the hospital or clinic, as the case may be.

- (3) If a medical certificate is not in Form 52 of Appendix B to these Practice Directions, then the medical certificate should:
- (a) be addressed to the Court for which the certificate was intended. It must not merely be addressed to “whomsoever-it-may-concern”. Where the patient is unable to furnish the name of the judicial officer concerned, the relevant medical certificate may be addressed to “The District Judge/Magistrate, State Courts” or “The Registrar, Small Claims Tribunals”, as the case may be;
 - (b) identify clearly the name of the medical practitioner who issued the certificate;
 - (c) state the name of the hospital or clinic from which it had been issued;
 - (d) be signed in full by the medical practitioner and not merely initialled;
 - (e) be authenticated by a rubber stamp showing the medical practitioner’s full name, designation and any other relevant particulars;
 - (f) contain the diagnosis of the patient concerned, if any (unless the diagnosis cannot or should not normally be disclosed);
 - (g) contain a statement to the effect that the person to whom the certificate had been issued is medically unfit to attend Court, and specify the date(s) on which the person is unfit to attend Court; and
 - (h) bear the date on which it was written, and where this differs from the date of consultation this must be clearly disclosed.
- (4) If any portion of the information set out in subparagraph (3) is not found in the medical certificate proper, such information should be included in a memorandum attached to the medical certificate. This memorandum must similarly:
- (a) identify clearly the name of the medical practitioner who issued the memorandum;
 - (b) contain the name of the hospital or clinic from which it was issued;
 - (c) be signed in full by the medical practitioner and not merely initialled; and
 - (d) be authenticated by a rubber stamp showing the medical practitioner’s full name and designation.

- (5) All information and details in any medical certificate or any memorandum must be clearly and legibly printed.
- (6) If the Directions set out in subparagraphs (2) to (5) are not complied with, the Court may reject the medical certificate and decline to excuse the absence from Court of the person to whom the medical certificate was issued. The Court may then take any action it deems appropriate.
- (7) This Paragraph shall apply to both civil and criminal proceedings in the State Courts (including the Small Claims Tribunals).

138A. Use of electronic and other devices

- (1) In order to maintain the dignity of Court proceedings in the State Courts, court users are strictly prohibited from making any video and/or image recording in all hearings and sessions in open Court or in chambers.
- (2) Additionally, all communications with external parties and audio recording during a hearing or session are strictly prohibited without prior approval of the Judge or Registrar hearing the matter or the person presiding over the session.
- (3) Court users are permitted to use notebooks, tablets and other electronic devices to take notes of evidence and for other purposes pertaining to the proceedings during hearings or sessions, provided that such use does not in any way disrupt or trivialise the proceedings.
- (4) This Paragraph shall apply to both civil and criminal proceedings in the State Courts (including the Small Claims Tribunals).
- (5) For the avoidance of doubt, this Paragraph shall also apply to all alternative dispute resolution and counselling sessions conducted in the State Courts.
- (6) The attention of court users is also drawn to Order 38A, Rule 4 of the Rules of Court which states:

Prohibition on unauthorised audio recording (O. 38A, r. 4)

4.–(1) No person shall make any audio recording of any hearing without the approval of the Court.

(2) A person who contravenes paragraph (1) is guilty of contempt of Court.

149. Noting of appearances of advocates/prosecutors

- (1) To facilitate the linking of advocates and prosecutors to criminal cases registered via the Integrated Criminal case filing and Management System (“ICMS”) and the contacting of advocates and prosecutors having conduct of matters in the State Courts , advocates and prosecutors appearing in cases must fill in a Form 55 of Appendix B each and hand it to the court officer before their cases are mentioned.
- (2) This practice applies to all civil and criminal trials, mentions courts (Court 23 and 26), special (traffic, youth and coroner’s) and night (Court 25N and 26N) courts.
- (3) The forms will be placed on all bar tables.
- (4) This Paragraph shall apply to civil and criminal proceedings.

156. Application for Court Records for criminal matters

- (1) This paragraph shall apply only in respect of criminal proceedings.
- (2) An application for a copy of any part of the record of any criminal proceedings for a case registered via the Integrated Criminal case filing and Management System (“ICMS”) must be made via the ICMS portal under “Request for Court Records”.
- (3) Applications for all other cases must be made in Form 59 in Appendix B to these Practice Directions.
- (4) On approval of an application that has been e-filed via the ICMS, the record of proceedings will be available for online downloading via the ICMS portal or collection depending on the delivery mode chosen.
- (5) Upon approval of an application for all other cases, and for ICMS cases where the mode of collection chosen is at the counter, the requisite number of copies of the record of proceedings applied for shall be made available for collection by the applicant for a period of 21 calendar days from the date specified in the notification given to the applicant by the Crime Registry.
- (6) Where the copy of any record of proceedings applied for is not collected by the applicant within the time given by sub-paragraph (5), the copy of the record of proceedings shall be disposed of and the applicant must make a fresh application if he still requires a copy of the relevant record of proceedings.
- (7) The relevant fee prescribed by the Criminal Procedure Code (Prescribed Fees) Regulations 2013, Fees (State Courts – Criminal Jurisdiction) Order 2014 (as the case may be) must be paid by the applicant at the time he makes the application.
- (8) The applicant shall be allowed to download or collect the copy of the record of proceedings applied for only if the fees payable therefor, including any balance fee payable, have been fully paid by him.
- (9) Any application for the waiver or remission of any fee payable for a copy of any record of proceedings may be made to the Registrar of the State and the grant of such an application shall be in the absolute discretion of the Registrar.

159. Application

- (1) The directions in this Part apply to any criminal proceeding or any criminal matter before a District Court or a Magistrate's Court which relates to any —
 - (a) pre-trial or plead guilty procedure;
 - (b) procedure in respect of bails and bonds under Division 5 of Part VI of the Criminal Procedure Code (Cap. 68);
 - (c) procedure under section 370 of the Criminal Procedure Code;
 - (d) procedure for the search of premises or persons and the seizure of property (including any procedure under section 35(7) of the Criminal Procedure Code for the release of any property seized, or prohibited from being disposed of or dealt with under section 35(1) of the Code);
 - (e) procedure for an inquiry to determine the order or orders to be made in respect of any property produced before the Court for which there are competing claims;
 - (f) procedure for the surrender and return of travel documents under sections 112 and 113 of the Criminal Procedure Code;
 - (g) procedure for issuing summonses to persons to appear before the Court under section 115 of the Criminal Procedure Code;
 - (h) procedure for appeal under Division 1 of Part XX of the Criminal Procedure Code;
 - (i) procedure for the taking of evidence under section 21 of the Mutual Assistance in Criminal Matters Act (Cap. 190A);
 - (j) application for the issue of a warrant under section 10(1) or 24(1) of the Extradition Act (Cap. 103); and
 - (k) any trial of any offence.
- (2) The directions in this Part must be read in conjunction with the Criminal Procedure Code (Electronic Filing and Service for Criminal Proceedings in the State Courts) Regulations 2013.

Form 55

**NOTING OF APPEARANCE OF
ADVOCATES/PROSECUTORS**

STATE COURTS COURT NO: ____	
Case No:	
Advocate's Name/ Prosecutor's Name	
Advocate 's Firm/ Prosecutor's Department	
Telephone No.:	
Email Address:	
Name of Accused/Party:	1. 2. 3.

FORM 59
APPLICATION FOR RECORDS OF CRIMINAL PROCEEDINGS FOR NON-ICMS CASES

Name of Applicant / Solicitor's Firm : NRIC No. : Address : File Reference No: Email: Telephone No: Facsimile No:	<i>Date of Application</i> Solicitor Acting For :- (✓ where applicable) <input type="checkbox"/> Complainant <input type="checkbox"/> Respondent <input type="checkbox"/> Others: (please specify)
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DOCUMENTS APPLIED FOR

CRIMINAL JUSTICE DIVISION

NRIC/ Name of Accused / Complainant / Respondent / Deceased:

.....

Case No:
 (Please specify Case Reference No.)

DAC/MAC No(s):

Coroner's Inquiry No:

Others:

Type of Document (✓ where applicable)

Charges

Complaint Form

Notes of Evidence:
 (please specify hearing dates)

Registrar's Certificate

Statement of Facts

Others:
 (please specify)

Reasons For Application (✓ where applicable)

Misplaced Original Copy of the Order/Charge/Others

To seek legal advice/ representation

For reference

Others :

 (please specify)

(1) I understand that I am to pay the required fees for the above in accordance with regulation 2(1)(a) (ii), (1)(b) and (2) of the Criminal Procedure Code (Prescribed Fees) Regulations 2013 or paragraph 3 of the Fees (State Courts – Criminal Jurisdiction) Order 2014, as applicable, upon submission of the application form. I also understand that the document(s) applied for can only be collected after the stipulated payment has been made.

(2) I also understand that the Court, upon approval of the application, will only release the document(s) applied for to parties named in the action or their solicitors.

(3) I also understand that my application will be deemed as lapsed if the document(s) applied for is/are not collected within 21 days from the date I am informed on the availability thereof. I also understand that I am required to provide a **Letter of Authorisation** for another person to collect the requested document(s) on my behalf if I am unable to collect them personally.

_____ Date

Signature of Applicant

FOR OFFICIAL USE ONLY

The application is: Approved Not approved
 (✓ where applicable) Reasons for rejection (where applicable):

Name and Signature of District Judge/Magistrate/Deputy Registrar

- Total Fees payable : _____ - Minimum Fees payable (\$15 x no. of document types applied): _____ - Paid on: _____ Receipt No: _____ - Balance Fees payable (\$0.50 per page, where applicable): _____ - Paid on: _____ Receipt No: _____	No. of documents collected: _____ No. of Pages: _____	Document(s) collected by: Name & Signature of Collector NRIC/Passport/ FIN No: Date:
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Collection Time: Mondays to Fridays – 9.00 am to 1:00pm & 2.00pm to 5.00pm

1. All requests for copies of the records of any criminal proceedings are subject to the approval of the court.
2. Once the request has been approved and the applicant has been informed on the availability of the requested document(s) and the cost (where applicable), the said documents will be available for collection for a period of 21 days. Any document(s) not collected within the stipulated period will be destroyed and a fresh request must be submitted thereafter if the applicant still requires the document(s).
3. An application for copies of the records of any criminal proceedings will only be processed after the stipulated payment has been made.

Prescribed Fees

4. The fees payable are as follows:

Document Type	Fee Amount	Remarks
Registrar's Certificate ¹	\$20	Payable upon Application
All other documents (including a copy of any Judgment, Sentence, Order, Deposition or other part of the record of any criminal proceedings ²	\$5 for each type of document requested in the application and \$0.50 per page thereof, subject to a minimum of \$15 per document.	Minimum of \$15 (per document) payable upon Application <i>*Any additional amount (based on number of pages) may be payable before collection of the document(s).</i>
Application for an additional copy of the record of any criminal proceedings or the Grounds of Decision ³	\$0.50 for each page thereof, subject to a minimum of \$10 for each copy of the record of proceedings and grounds of decision	Minimum of \$10 (per document) payable upon Application <i>*Any additional amount (based on number of pages) may be payable before collection of the document(s).</i>

5. There is a \$5 non-refundable application fee for each type of document applied for. A fee of \$0.50 for each page of the document, subject to a minimum fee of \$15 for each type of document requested is also payable. The total sum of \$15 is payable when the application for the records is submitted.
6. The additional amount of fee (based on the actual number of pages provided) is payable before the document(s) can be collected.

Refund of Fees Paid

7. The \$5 application fee is non-refundable.
8. A refund of the minimum fee already collected will only be made through directly crediting the applicant's bank account. The applicant must furnish the photocopies of the following:
 - a. applicant's NRIC or Passport; and
 - b. applicant's bank statement or savings passbook (reflecting his name and the account number)

Payment Modes

9. Local Applicants: Cash, NETS or local Solicitor's cheque
[For cheque payment, please make the cheque payable to "Registrar, State Courts" and indicate the Case Number at the back of the cheque]
10. Overseas Applicants: Bank Draft in Singapore Currency (payable to Registrar, State Courts)
Payment should also include all bank charges

Contact Us

For enquiries pertaining to Criminal Justice matters, please email us at STATECOURTS_CRIME_REGISTRY@statecourts.gov.sg or contact us at (65) 6435 5095

¹ Pursuant to section 45A(4) of the Evidence Act (Cap. 97).

² Pursuant to paragraph 3 of the Fees (State Courts – Criminal Jurisdiction) Order 2014, and regulation 2(2) of the Criminal Procedure Code (Prescribed Fees) Regulations 2013, read with section 426(1) of the Criminal Procedure Code (Cap. 68).

³ Pursuant to regulation 2(1)(b) of the Criminal Procedure Code (Prescribed Fees) Regulations 2013, read with section 377(6) of the Criminal Procedure Code (Cap. 68).

APPENDIX D

WAITING TIME (*) FOR TRIALS OR HEARINGS IN THE STATE COURTS

WAITING TIME (*) FOR TRIALS OR HEARINGS IN THE STATE COURTS

S/N	TYPE OF CAUSES OR MATTERS	WAITING TIME
1.	Civil Trials: District Courts (DC) Magistrates' Courts (MC)	2 to 4 weeks 2 to 4 weeks
2.	Criminal Trials: District Arrest Cases Magistrate's Arrest Cases/ PS/PSS	2 to 4 weeks 1 to 4 weeks
3.	Traffic Trials	1 to 2 weeks
4.	Coroner's Inquiries: General category Medical	2 to 4 weeks 1 to 3 months
5.	Small Claims Tribunals: Tourist cases Consumer claims Non-consumer claims	1 day (On day claim lodged) 10 days from day where claim lodged 2 weeks from day where claim lodged
6.	Civil Section Summons [#] Summary Judgment Summons for Directions Assessment of Damages Examination of Judgment Debtor Taxation and review of taxation	4 to 6 weeks 6 weeks (statutory) 4 to 6 weeks 2 to 4 weeks 3 to 4 weeks 3 to 4 weeks
7.	Others: Writs of Execution Appeal to a Judge in Chambers against the Registrar's decision	4 to 6 weeks 2 to 4 weeks

[#] The waiting period for applications for discovery or interrogatories against a network service provider under Paragraph 23 of these Practice Directions is 5 days from the date of filing of the Originating Summons.

(*) "Waiting Time" is defined as follows:

For civil and criminal trials, it is the period from the last mention/PTC (when parties indicate they are ready) to the date of hearing. For interlocutory matters, the waiting time is calculated from the date of filing. In the

majority of cases, the matter should be heard within the time frames as indicated above. It is only in exceptional circumstances that the time frame is departed from. Notwithstanding the above, the short cause list continues to apply.
