

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE
PRACTICE DIRECTIONS
AMENDMENT NO. 3 OF 2016

It is hereby notified for general information that, with effect from 1 September 2016, the State Courts Practice Directions will be amended as follows:

- (a) the existing Practice Direction 138 (Amendment of charges and documents) will be deleted and replaced with the following Practice Direction:

New Practice Direction 138

- (b) the following Appendix will be inserted immediately after the existing Appendix I:

New Appendix J

2 The amendments incorporated in the new Practice Direction 138 (Amendment of charges and documents) set out new requirements for amending charges and documents that have been electronically filed in relation to criminal proceedings in the State Courts.

3 The new Appendix J sets out and illustrates the steps for uploading redacted charges and documents under the new Practice Direction 138.

Dated this 17th day of August 2016.



JENNIFER MARIE
REGISTRAR
STATE COURTS

138. Amendment of charges and documents

- (1) Where a charge or document is required to be amended, a fresh copy of the charge or document must be produced and e-filed, regardless of the number and length of the amendments sought to be made
- (2) In a case where the prosecution is initiated via the Integrated Criminal Case Filing and Management System (ICMS), and the prosecution applies for a gag order which is granted by the court, the following procedures should be carried out by the prosecution, after the gag order has been granted:
 - (a) All necessary amendments should be made to the charge or to any other document that is to be tendered to the court, so as to remove references to all information (e.g. details of a witness) as are necessary to comply with the terms of the gag order that was granted.
 - (b) Where an amendment is made to the original charge in line with subparagraph (a) above, a copy of the charge so amended (hereafter referred to as the “redacted charge”) must be uploaded into ICMS in the Documents Tab (under the Category “Others”, and Document Type as “Others”), and be clearly labelled as a redacted charge (e.g. as “Redacted 1st Charge”). The steps for this procedure are set out in Illustration I in Appendix J to these Practice Directions.
 - (c) Where an amendment is made to any other document, a copy of the document so amended (hereafter referred to as the “redacted document”) should similarly be uploaded into ICMS in the Documents Tab (under the relevant Category and Document Type as “Others”), and be clearly labelled as a redacted document (e.g. as “Redacted Statement of Facts”). The steps for this procedure are set out in Illustration II in Appendix J to these Practice Directions.
 - (d) In addition to the redacted charge(s) and redacted document(s), the original (i.e. non-redacted) copy of the charge(s), and original (i.e. non-redacted) copy of the document(s) will continue to be used for the court proceedings, and must be uploaded into ICMS in the usual way.

APPENDIX J

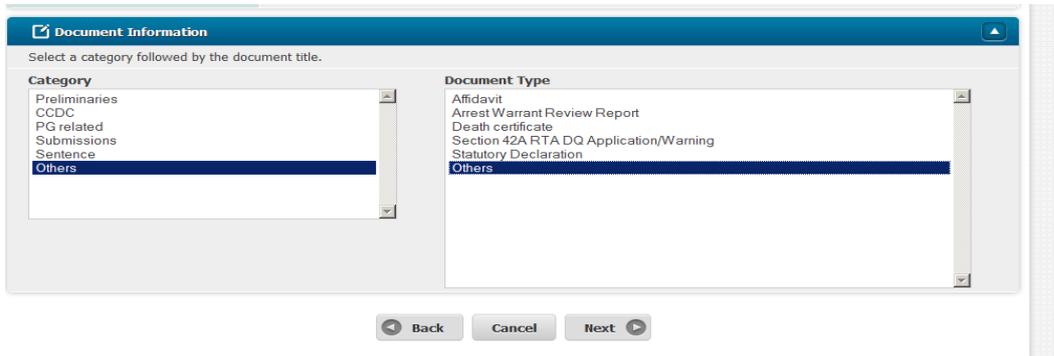
UPLOADING REDACTED CHARGES AND DOCUMENTS UNDER PRACTICE DIRECTION 138

ILLUSTRATION I - Uploading a copy of a redacted charge into ICMS

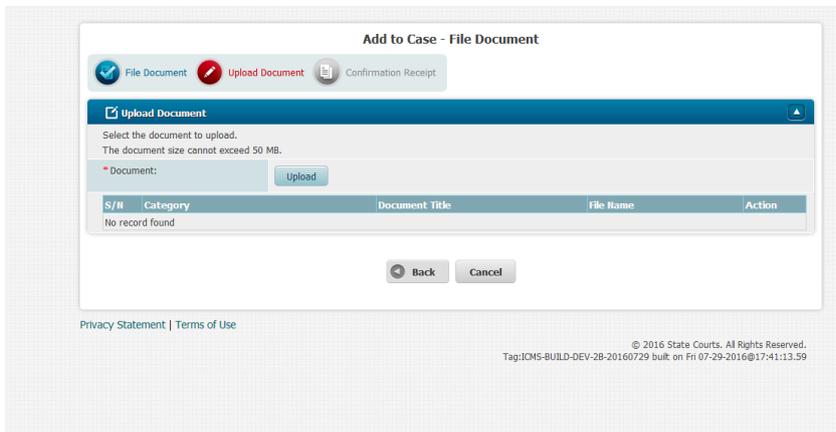
Step 1: Add the redacted charge in the Document Tab



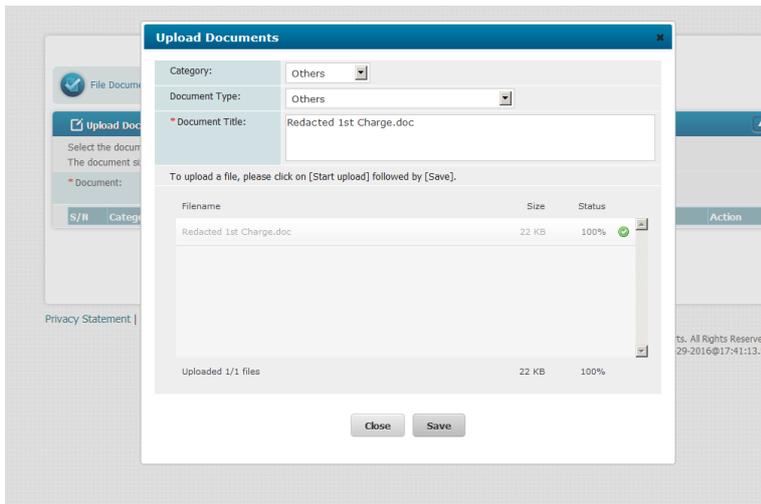
Step 2: Choose Others under Category, and Others for Document Type



Step 3: Proceed to upload the redacted charge. Click on Upload



Step 4: Upload the redacted charge, indicate the Document Title before saving the submission



Step 5: Click on **Submit to complete the submission**

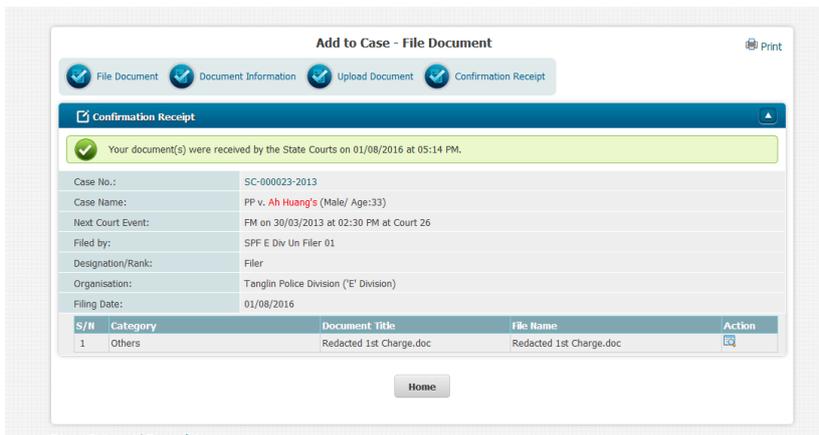
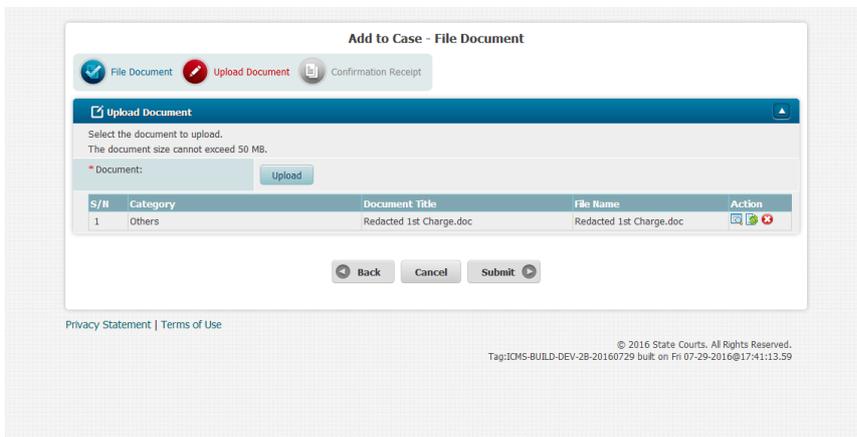
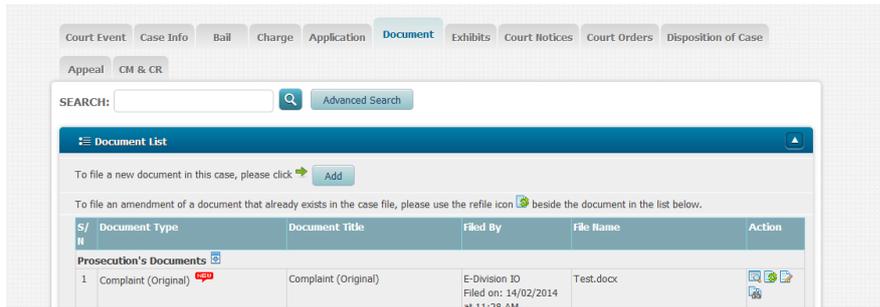
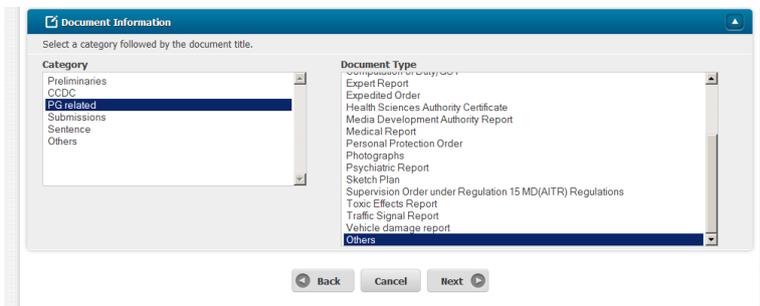


ILLUSTRATION II - Uploading a copy of a redacted document into ICMS

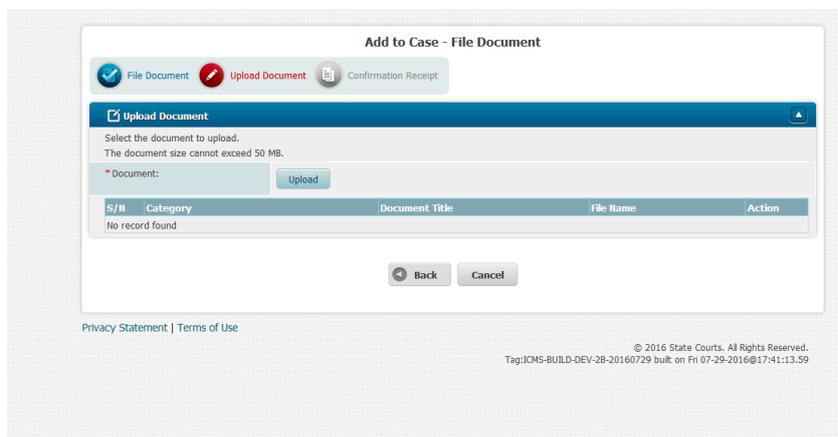
Step 1: Add the redacted document in the Document Tab



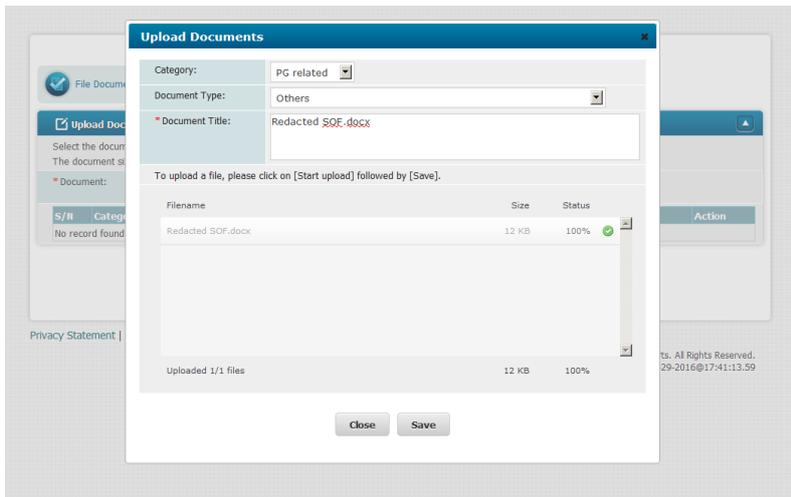
Step 2: Choose the relevant Category, and Others for Document Type



Step 3: Proceed to upload the redacted document. Click on Upload



Step 4: Upload the redacted document, indicate the Document Title before saving the submission



Step 5: Click on Submit to complete the submission

