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:

<u>New Appendix J</u>

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

Court Event Case Info Bail	I Charge Application Docume	ent Exhibits Court Notice	s Court Orders Dis	osition of Case
Appeal CM & CR				
EARCH:	Q Advanced Search			
i≡ Document List				
To file a new document in this case	e, please click 🕈 🛛 Add			
To file a new document in this case	e, please click P Add	se use the refile icon 🆃 beside t	he document in the list be	ow.
E Document List To file a new document in this case To file an amendment of a docume S/ Document Type N	e, please click Add Add ant that already exists in the case file, pleas Document Title	se use the refile icon 🕼 beside f Filed By	he document in the list be File Name	ow.
Document List To file a new document in this case To file an amendment of a docume S/ Document Type N Prosecution's Documents	e, please click Add ant that already exists in the case file, pleas Decument Title	se use the refile icon 🕼 beside f Filed By	he document in the list be File Name	ow.

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

elect a category followed by the docu	iment title.	
Category	Document Type	
Preliminaries CCDC PG related Submissions Sentence Others	Affidavit Arrest Warrant Review Report Death certificate Section 42A RTA DQ Application/Warning Statutory Declaration	

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

Select the document to upload.		
The document size cannot exceed 5	50 MB.	
* Document:	Upload	
S/N Category	Document Title	File Name Action
No record found		
	S Back Cancel	
rivacy Statement Terms of Use		
vacy Statement Terms of Use		

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

File Docume	Category:	Others 🗾			
	Document Type:	Others	-		
🖸 Upload Doc	* Document Title:	Redacted 1st Charge.doc			
Select the docum					
The document si	To upload a file, please	e click on [Start upload] followed by [Save].			
Documente	Filename		Size	Status	
S/N Catego	Redacted 1st Chara	e doc	22 KB	100%	Actio
Privacy Statement				T	ts. All Rights R 29-2016@17:
	Uploaded 1/1 files		22 KB	100%	
		Close Save			

Step 5: Click on Submit to complete the submission

신비	oload Document			L
Select	the document to upload.			
* Docu	ment:	Upload		
S/N	Category	Document Title	File Name	Action
1	Others	Redacted 1st Charge.doc	Redacted 1st Charge.doc	🖾 🐼
		Back Cancel Submi	t O	

File Document	Document Informatio	n 🚱 Upload Document 🚱 Cor	firmation Receipt	
• •				
Confirmation Receip	<u>t</u>			Ľ
Your document(s)	vere received by the S	tate Courts on 01/08/2016 at 05:14 PM.		
Case No.:	SC-000023	3-2013		
Case Name:	PP v. Ah H	uang's (Male/ Age:33)		
Next Court Event:	FM on 30/	30/03/2013 at 02:30 PM at Court 26		
Filed by:	SPF E Div	Un Filer 01		
Designation/Rank:	Filer			
Organisation:	Tanglin Po	lice Division ('E' Division)		
Filing Date:	01/08/201	6		
S/N Category		Document Title	File Name	Action
1 Others		Redacted 1st Charge.doc	Redacted 1st Charge.doc	
		Home		

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

Step 1: Add the redacted document in the Document Tab

Court Event Case In	nfo Bail Charg	e Application Docu	ment Exhibits Court Notic	es Court Orders	Disposition of Case
Appeal CM & CR					
EARCH:		Q Advanced Search			
:≣ Document List					
To file a new documer	nt in this case, please cliv	k 🌩 🛛 Add			
To the a new abcumer	in in the case, produce chi	Add			
To file an amendment	of a document that alrea	ady exists in the case file, pl	ease use the refile icon 遼 beside	the document in the li	st below.
To file an amendment S/ Document Type	of a document that alrea	ady exists in the case file, plant	ease use the refile icon 🕼 beside Filed By	the document in the li File Name	st below.
To file an amendment S/ Document Type N Prosecution's Docu	of a document that alreat ments	ady exists in the case file, pl	ease use the refile icon 🧐 beside Filed By	the document in the li File Name	st below. Action

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

Category Proliminaries CCDC PG related Submissions	Document Type Source of the second
Santance Others	Media Unerein/mein.valuniny Report Media Unerein/mein.valuniny Report Photographe Photographe Psychiatric Report Sketch Plan Supervision Order under Regulation 15 MD(AITR) Regulations Toxic Effects Report Traffe Signal Report Vehicle damage report Others Vehicle damage report

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

Select the document to upload.	d 50 MB.		
Document:	Upload		
S/N Category	Document Title	File Name	Action
No record found			
	Back Cancel		

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

	Category:	PG related			
File Docume	Document Type:	Others		•	
Upload Doc Select the docum	* Document Title:	Redacted SQE-docx			
* Document:	To upload a file, please	click on [Start upload] followed by [Save].			
o lu cohere	Filename		Size	Status	e stine
No record found	Redacted SOF.docx		12 KB	100% 🖉 🔺	ACCOM
ivacy Statement	Uploaded 1/1 files		12 KB	<u>*</u> 100%	ts. All Rights Reserved 29-2016@17:41:13.5
		Close Save			

Step 5: Click on Submit to complete the submission

Select The do	the document to upload. cument size cannot exceed 50 MB.			
* Docu	ment:	load		
S/N	Category	Document Title	File Name	Action
1	PG related	Redacted SOF.docx	Redacted SOF.docx	2 💈
		Back Cancel Submit	0	

