

## Supreme Court Practice Directions (Amendment No. 2 of 2016)

### Part XV: TECHNOLOGY FACILITIES

#### 122. Applications to use the Mobile Infocomm Technology Facilities

(1) A request to use the MIT facilities for the hearing of any matter in open Court or in Chambers before a Judge or Registrar must be made by filing a Request through the Electronic Filing Service at least ~~5 working~~14 working days before the hearing at which the MIT facilities are to be used and Form 21 of Appendix A of these Practice Directions in Portable Document Format (PDF) must be annexed to the Request electronic form.

(2) An application to use the MIT facilities for any other dispute resolution process must be made by submitting Form 21 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 open Court and in Chambers while the mobile videoconferencing equipment is only for use in Chambers.

(4) Any applicant desiring to use the mobile audio-visual equipment is required to provide details of the type of evidence presenting 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 ~~25 working~~25 working 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 videoconferencing to coordinate the booking and calling in from the remote site.

#### 123. Fees

(1) The fees for the use of the Technology Courts and the MIT facilities are set out in Appendix D of these Practice Directions.

(2) The Registrar may refund any fee or part thereof paid in respect of any day on which the Technology Court and/or the MIT facilities was not used provided that:

(a) such request for refund must be made within 3 months after the last scheduled day of use of the said Technology Court and/or the MIT facilities stated in Form 21; and

(b) the fees payable for the first scheduled day of use of the said Technology Court and/or the MIT facilities stated in Form 21 shall not be refunded if notice of cancellation for any scheduled day of use or part thereof is given less than 14 days before the first scheduled day of use.

## Part XVIII: MATTERS UNDER THE LEGAL PROFESSION ACT

### 134. Applications for admission as an advocate and solicitor of the Supreme Court

~~(1) The attention of applicants for admission as an advocate and solicitor of the Supreme Court is drawn to the filing and service deadlines as set out in Rules 25, 26 and 27 of the Legal Profession (Admission) Rules 2011.~~

~~(2) In view of the requirements in Rules 25, 26 and 27 of the Legal Profession (Admission) Rules 2011, the Registrar will not fix any application for admission as an advocate and solicitor of the Supreme Court for hearing on a particular day unless the requisite document(s) are filed and served (on the Attorney General, the Law Society and the Singapore Institute of Legal Education) in compliance with the timelines provided in the Rules.~~

~~(3) Applicants who are not able to comply with the timelines provided in the Legal Profession (Admission) Rules 2011 should apply for an abridgement of the time period prescribed by the Rules. Notwithstanding the application for abridgement of time, unless the Court otherwise directs, filing and service of the requisite document(s) must be completed by the time stipulated below:~~

<del>Rule under which application is made</del>	<del>Document(s) to be filed and served</del>	<del>Number of days prior to the admission hearing date (inclusive of Saturdays, Sundays and public holidays) to file and serve</del>
<del>Rule 25</del>	<del>Affidavit</del>	<del>14 Days</del>
<del>Rule 26</del>	<del>Affidavit</del>	<del>7 Days</del>
<del>Rule 27</del>	<del>Application and affidavit</del>	<del>14 Days</del>

~~(4) An applicant who has filed an application for abridgment of time may have his or her application for admission listed for hearing on the next available admission date. However, the mere listing of an application for admission for hearing does not preclude the Attorney-General, the Law Society or the Singapore Institute of Legal Education from objecting to the application for abridgement. If an application for abridgement is not successful, the case will be delisted from the hearing list accordingly.~~

~~(5) All applications for admission shall be filed through the Electronic Filing Service. The Registrar has directed that supervising solicitors may allow their practice trainees to file the relevant papers for admission as an advocate and solicitor through the Electronic Filing Service using the law practice's front end system. Alternatively, applicants may file their papers through the service bureau.~~

~~(6) Section 16(3) of the Legal Profession Act, read with the Legal Profession (Prescribed Fees) Rules, requires the applicant to pay a prescribed fee of \$100 to obtain an instrument of admission. In addition, the declaration, as required under Rule 30 of the Legal Profession (Admission) Rules 2011, will be generated for the applicant's signature after his or her admission as an advocate and solicitor. The applicant shall file a Request for hearing at the time of filing his affidavit for admission of advocate and solicitor and pay the filing fees prescribed for the instrument of admission and the declaration.~~

~~(7) The declaration, as required under Rule 30 of the Legal Profession (Admission) Rules 2011, must be filed by the applicant at the time of filing his affidavit for admission of advocate and solicitor. A filing fee of \$20 will be payable. The declaration should not be signed by the applicant at the time of filing.~~

(1) The attention of applicants for admission as an advocate and solicitor of the Supreme Court is drawn to the filing and service deadlines as set out in Rules 25, 26 and 27 of the Legal Profession (Admission) Rules 2011.

(2) In view of the requirements under Rules 25, 26 and 27 of the Legal Profession (Admission) Rules 2011, an applicant is to ensure the requisite document(s) for admission are served on the Attorney-General, the Law Society of Singapore and the Singapore Institute of Legal Education in compliance with the timelines stipulated in the respective Rules ("applicable timelines").

(3) All applications for admission shall be filed through the Electronic Filing Service. Supervising solicitors may allow their practice trainees to file the relevant papers for admission as an advocate and solicitor through the Electronic Filing Service using the law practice's front-end system. Alternatively, applicants may file their requisite documents for admission through the Service Bureau.

(4) The applicant shall file a Request for hearing together with the applicant's affidavit for admission as advocate and solicitor. In the Request for hearing, the applicant shall request the issuance of the following documents:

- (a) the instrument of admission under section 16(3) of the Legal Profession Act; and
- (b) the declaration required under Rule 30 of the Legal Profession (Admission) Rules 2011.

The declaration will be generated for the applicant's signature at the hearing if the applicant's application for admission as an advocate and solicitor is granted. \$120 is payable

when filing the Request for hearing which includes \$100 for the issuance of the instrument of admission (under the Legal Profession (Prescribed Fees) Rules).

(5) Upon the filing of the Request for hearing and all requisite documents for admission in accordance with the applicable timelines, the admission application will be fixed for hearing by the Legal Registry (“Original Call Date”).

(6) An applicant who is not able to comply with the applicable timelines may apply for an abridgment of time (“abridgment application”). An abridgment application shall be made by way of a summons, supported by an affidavit and filed through the Electronic Filing Service at least 14 days before the applicant’s intended admission hearing date (“Intended Call Date”). The abridgment application is to be served on the Attorney-General, the Law Society of Singapore and the Singapore Institute of Legal Education, any of whom may object to the abridgment application.

(a) Where the abridgment application has been filed at least 14 days before the Intended Call Date, it will be fixed for hearing on the Monday before the Intended Call Date. If the abridgment application is granted, the admission application will be re-fixed for hearing on the Intended Call Date.

(b) Where the abridgment application is filed less than 14 days before the Intended Call Date, the abridgment application will be fixed on the Monday before the Original Call Date. If the applicant wishes to bring forward the hearing date to the Monday before the Intended Call Date, the applicant has to obtain the written consent of Attorney-General, the Law Society of Singapore and the Singapore Institute of Legal Education and file a Request to bring forward the hearing date of the abridgment application enclosing the relevant written consent.

## Part XX: BANKRUPTCY AND WINDING UP MATTERS

### 145. Judicial Management and Winding Up Applications under the Companies Act

(1) After a winding up application has been filed, the applicant or his solicitor should file the necessary documents using the checklist provided in the Electronic Filing Service. Once the necessary documents under the checklist have been filed, the applicant or his solicitor should generate and file the winding up memorandum before attending before the Duty Registrar in compliance with Rule 32 of the Companies (Winding Up) Rules. This requirement shall similarly apply to judicial management applications under the Companies Act.

## Appendix A

### 21.

Para. 121, 122

#### **Application to Use the Technology Courts or Mobile Infocomm Technology Facilities (MIT facilities)**

Date:

To: The Registrar  
Supreme Court  
1 Supreme Court Lane  
Singapore 178879

[In cases involving alternative dispute resolution, to provide the information set out below:

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

#### **Part I**

Application by :  Law Firm  Individual

Name of applicant/law firm : \_\_\_\_\_

Name of lawyer/secretary-in-charge  
of matter : \_\_\_\_\_

Address : \_\_\_\_\_

E-mail address : \_\_\_\_\_

Telephone and mobile numbers : \_\_\_\_\_

Case number : \_\_\_\_\_

Name of Parties : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date(s) of hearing : From \_\_\_\_\_ to \_\_\_\_\_

**PART II**

Application for the use of:     Technology Court         MIT facilities

In respect of:                     Court Proceedings         Alternative Dispute Resolution

(a) Date(s) and time when use of Technology Court is required:

Dates of scheduled use: \_\_\_\_\_ Total No. of days: \_\_\_\_\_

Start date and time (1<sup>st</sup> scheduled day of use):

End date and time (last scheduled day of use):

Facility (tick box)	Date(s)	Time (state from _____ to _____)
<b>1. Audio-visual system</b>		
(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			
<b>2. Video- Conferencing system</b> (State the country, state and city)			
<b>3. Other equipment</b> (a) Colour video printer			

(b) Date(s) and time when use of MIT facilities are required:

Dates of scheduled use: \_\_\_\_\_ Total No. of days: \_\_\_\_\_

Start date and time (1<sup>st</sup> scheduled day of use):

End date and time (last scheduled day of use):

<b>Facility</b> (Tick box)	<b>Date(s)</b>	<b>Time (state from _____ to _____)</b>
<b>1. Interactive Display Board with HD display</b>		
(a) 65" HD touch-screen display		
(b) Internet access via browser		
(c) Recording of voices and actions (e.g., annotations on image or on google maps)		
(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)		
<b>2. Audio visual Cart with display</b>		
(a) 43" plasma display		
(b) Multi-system S-VHS video cassette player (which allows 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)		
<b>3. Audio visual Cart with projector</b>		
(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, CDR/RW and SVCD media)			
(d) Portable 90 or 100 inch tripod screen			
<b>4. Video conferencing Mobile Cart*</b>			
(a) single 34" Multimedia Display			
(b) Polycom VSX 7000 videoconferencing system			
<b>5. Other Audio Visual Equipment</b>			
(a) Projector system			
(b) Audio cassette player			
(c) Document camera capable of displaying images of, <i>inter alia</i> , ordinary paper documents, 3- dimensional objects, slides, negatives and X-ray films			

\* applicable only for hearing in chambers

We undertake to pay all prescribed fees and to compensate the Supreme Court for all damage caused to the equipment, furniture or fittings in connection with the hearing.

*[The Plaintiff/Defendant or the solicitors for the Plaintiff/Defendant as the case may be]*