

Supreme Court Practice Directions (Amendment No. 4 of 2016)

Part XI: APPEALS AND HEARINGS BEFORE COURT OF 3 JUDGES

87. Filing of records of appeal, core bundles and written Cases for civil appeals under Order 57, Rules 9 and 9A of the Rules of Court

(1) Under Order 57, Rule 9(1) of the Rules of Court, the appellant is required to file the record of appeal, the Appellant's Case and the core bundle. Under Order 57, Rule 9A(2), the respondent has to file the Respondent's Case and the supplemental core bundle (if any). Under Order 57, Rule 9A(5A), the appellant may file an Appellant's Reply. The record of appeal, core bundle and supplemental core bundle are collectively referred to in this paragraph as "appeal bundles".

(2) For the purpose of complying with Order 57, Rules 9 and 9A, the parties are required to file the following documents using the Electronic Filing Service in accordance with the specified time frames in Order 57, Rules 9(1), 9A(2) and 9A(5A):

(a) The appellant is required to file one copy of the following:

- (i) Form of the record of appeal in lieu of the record of appeal;
- (ii) Form of the core bundle in lieu of the core bundle; and
- (iii) Appellant's Case; ~~and~~
- ~~(iv) Appellant's Reply (if any).~~

(b) The respondent is required to file one copy of the following:

- (i) Respondent's Case; and
- (ii) Form of the Respondent's supplemental core bundle (if any) in lieu of the supplemental core bundle.

(c) Where applicable, the appellant may also file one copy of the following:

- (i) Appellant's Reply; and
- (ii) Form of the Appellant's supplemental core bundle (if any) in lieu of the supplemental core bundle.

(3) The form of the record of appeal, form of core bundle and form of supplemental core bundle (collectively referred to in this paragraph as "forms of appeal bundles") filed pursuant to sub-paragraph (2) must be in accordance with Forms 12, 13 and 14 of Appendix A of these Practice Directions. For the avoidance of doubt, the documents contained in the hard copies of the appeal bundles must coincide with the documents listed in the form of the appeal bundles.

88. Hard copies and soft copies for hearing of civil appeals before the Court of Appeal under Order 57 of the Rules of Court

(1) In order to assist the Judges of the Court of Appeal, the appellant and the respondent are required to tender hard copies of the Appellant's and Respondent's Cases, the Appellant's Reply (if any), ~~and~~ core bundle(s) of documents and supplemental core bundles of documents (if any) to the Legal Registry of the Supreme Court at the same time when filing them within the prescribed time under Order 57, Rule 9A of the Rules of Court. The following directions must be complied with:

(a) Where the appeal is to be heard by a 3-judge Court, 4 hard copies of the Cases and the Appellant's Reply (if any), ~~and 4 hard copies of~~ the core bundle(s) and supplemental core bundle of documents (if any) shall be tendered.

(b) Where the appeal is to be heard by a 2-judge Court, 3 hard copies of the Cases and the Appellant's Reply (if any), ~~and 3 hard copies of~~ the core bundle(s) and supplemental core bundles of documents (if any) shall to be tendered.

(2) The directions set out in paragraph 89 apply in relation to the preparation of the appeal bundles in hard copy, which may be printed on one side or both sides of each page.

(3) In addition to the hard copies, the appellant and respondent are required to tender soft copies of the following documents in Portable Document Format (PDF) at the same time in a CD-~~Rom~~ROM:

(a) Appellant's and Respondent's Cases;

(b) the Appellant's Reply;

(c) Core bundle(s) of documents and supplemental core bundles of documents;

(d) Record of appeal; and

(e) Bundle(s) of authorities.

(4) The files in the CD-ROM should be named in accordance with the following format:

<party> - <document title>

For example -

1st Appellant – Appellant's Case

1st Appellant – Appellant's Reply

1st Appellant – Bundle of Authorities Vol 1

1st Appellant – Bundle of Authorities Vol 2

1st Appellant – Record of Appeal Vol 1

1st Appellant – Record of Appeal Vol 2

(5) The CD-ROM shall be clearly labelled with the case number and title of the proceedings. If there is more than one CD-ROM, the CD-ROMs shall be numbered sequentially.

89A. Bundle of documents filed with leave of the Court of Appeal

(1) Where leave is granted by the Court of Appeal for the filing of any bundle of documents under Order 57, Rule 9A(23), the party shall file the bundle of documents by tendering the requisite hard copies of the bundle of documents to the Legal Registry of the Supreme Court in accordance with paragraph 88(1) of these Practice Directions.

(2) In addition to hard copies, the party filing the bundle of documents is required to tender soft copies of the bundle of documents in Portable Document Format (PDF) at the same time in a CD-ROM in accordance with paragraphs 88(4) and (5) of these Practice Directions.

(3) When the bundle of documents is tendered at the Legal Registry of the Supreme Court pursuant to this paragraph, the Legal Registry staff will state on the top right hand corner of the bundle the exact amount of Court fees payable under Order 90B. The parties should then pay the Court fees as indicated.

(4) The directions set out in paragraph 89 of these Practice Directions in relation to the preparation of the bundles shall, with the necessary modifications, apply to the bundle of documents.

Appendix A

14.

Para. 87(3)

Form of Supplemental Core Bundle

The documents itemised below are listed in accordance with paragraph 87(3) of these Practice Directions. Insofar as these documents have already been filed in the electronic case file in (to state the case no.) or are available in the electronic case file, they are, for the purpose of complying with Order 57, Rule 9A(2A)*, deemed to be filed.

S/N.	Filing Date	Description of Document	Pages**
		Additional documents as defined in O 57 r 9A(2A)(a)* of the Rules of Court	
1.		(a) (to be itemised)	
2.		(b) (to be itemised)	

** The references should be changed to Order 57, Rule 9A(5C) and O 57, R 9A(5C)(a) respectively in relation to any supplemental core bundle filed with an Appellant's Reply.*

*** Specific pages must be stated if the party only intends to include in the form of supplemental core bundle a portion of a document which is filed or is available in the electronic case file.*

See Form 12 for the format of the separate table of contents under paragraph 87(5).

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 (1st scheduled day of use):

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

Facility (tick box)	
1. Audio-visual system equipment (\$50 per day or part thereof)	
(a) Multi-system S-VHS video cassette player <u>Projector Screen (STEWART, Grayhawk)</u>	
(b) Multi-format disc player <u>Sound system (speakers and Tannoy microphones)</u>	
(c) Document camera <u>Visualiser (Wolfvision)</u>	
(d) Personal computer with dual screen for EFS hearing <u>Multi-format disc player (which allows the playback of DVD-Audio, DVD-Video, DVD-RAM and DVD-R)</u>	
(e) Audio cassette player (Subject to availability)	
(f) Wired clip-on lavalier microphone for lead counsel (Subject to availability)	
(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	
2. Video- Conferencing system (State the country, state and city) <u>(\$1,000 in addition to \$50 for Technology Courts ie, \$1,050 per day or part thereof)</u>	
3. Other equipment (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 (1st scheduled day of use):

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

Facility (Tick box)	
1. Interactive Display Board with HD display <u>(MITv2) (\$100 per day or part thereof)</u>	
(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)	
2. Audio-visual Cart with display	
(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)	
<u>32. Audio visual Cart with projector (MITv1) (\$100 per day or part thereof)</u>	
(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)	
(e) Multi-format disc player (which allows the playback of DVD-Audio, DVD-Video, DVD-RAM, <u>and</u> DVD-R, CD, CDR/ RW and SVCD media)	
(d) Portable 90 or 100 inch tripod screen	
<u>43. Video conferencing Mobile Cart* (MVC) (\$250 per day or part thereof)</u>	
(a) single 34" Multimedia Display	
(b) Polycom V SX 7000 videoconferencing system	
<u>54. Other Audio Visual Equipment*</u>	
(a) Projector system <u>Multi-format disc player (which allows the playback of</u>	

<u>DVD-Audio, DVD-Video, DVD-RAM and DVD-R)</u>	
(b) Audio cassette player <u>Portable visualiser (A VerMedia)</u>	
(c) Document camera capable of displaying images of, <i>inter alia</i>, ordinary paper documents, 3-dimensional objects, slides, negatives and X-ray films <u>Others (please list)**</u>	

~~*applicable only for hearing in chambers~~

* Available only as add-ons to facilities in (a)1, (a)2, (b)1, (b)2 or (b)3

** Subject to availability of such equipment

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.

Plaintiff/Defendant as the cas

[The Plaintiff/Defendant or the solicitors for the