

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE

PRACTICE DIRECTIONS

AMENDMENT NO. 1 OF 2017

It is hereby notified for general information that, with effect from 1st March 2017, the State Courts Practice Directions will be amended as follows:

- (a) the existing Practice Direction 11 will be deleted and replaced by the following Practice Direction:

[New Practice Direction 11](#)

- (b) the existing Practice Direction 120 will be deleted and replaced by the following Practice Direction:

[New Practice Direction 120](#)

- (c) the existing Forms 1 and 23 in Appendix A will be deleted.

2. These amendments to the State Courts Practice Directions serve to enable law firms to register their service clerks and persons authorised to collect Court documents and mail on their behalf in the Electronic Filing Service.

Dated this 22nd day of February 2017.



JENNIFER MARIE
REGISTRAR
STATE COURTS

11. Personal service of processes and documents

- (1) The attention of solicitors is drawn to Order 62, Rule 2(1) of the Rules of Court (Cap. 322, R 5) which provides:

“Personal service must be effected by a process server of the Court or by a solicitor or a solicitor's clerk whose name and particulars have been notified to the Registrar for this purpose:

Provided that the Registrar may, in a particular cause or matter, allow personal service to be effected by any other named person and shall, in that case, cause to be marked on the document required to be served personally, a memorandum to that effect.”

- (2) Solicitors must notify the Civil Registry of the particulars of those clerks who have been authorised by them to serve processes and documents (hereafter referred to as “authorised process servers”) by submitting a request to authorise user through the Electronic Filing Service.
- (3) Where such authorised process servers are no longer so authorised, solicitors must revoke or delete the authorisation immediately by submitting a request through the Electronic Filing Service. Solicitors’ clerks do not require the authorisation of the Registrar to effect personal service of processes and documents.
- (4) In view of the alternative modes providing for personal service to be effected by a solicitor or a solicitor's clerk, Court process servers will not be assigned to effect personal service of processes and documents unless there are special reasons.
- (5) If it is felt that there are special reasons requiring personal service by a Court process server, a Request for such service must be filed through the Electronic Filing Service, setting out the special reasons. The approval of the Duty Registrar must be obtained for such service. Once approval has been obtained, the documents for service must be presented at the counter designated for this purpose. A process server will then be assigned to effect service and an appointment for service convenient to both the litigant and the assigned process server will be given.
- (6) On the appointed date, the person accompanying the process server must call at the Civil Registry. The amount required for the transport charges of the process server (a record of which will be kept) must be tendered, or, alternatively, the process server in question must be informed that transport for him will be provided. The Civil Registry will then instruct the process server to effect service.
- (7) Under no circumstances should any payment be made directly to the process server.

120. Authorisation for collection of mail and Court documents

- (1) Without prejudice to paragraphs (3) and (4) below, all law firms must notify the Civil Registry of the State Courts of the particulars of those person(s) authorised to collect Court documents or mail from the State Courts on their behalf by submitting a request to authorise user through the Electronic Filing Service.
- (2) Where such authorised persons are no longer so authorised, the law firm must revoke or delete the authorisation immediately by submitting a request through the Electronic Filing Service. Until receipt of such notification of revocation or deletion, Court documents and mail shall continue to be released to such authorised persons upon production of evidence of identification.
- (3) Any solicitor may collect Court documents and mail on behalf of his firm and any litigant in person may collect Court documents and mail intended for him in any matter in which he is a party.
- (4) A law firm may authorise a courier service-provider to collect Court documents or mail from the State Courts on its behalf. At the time of collection, the courier service-provider must produce a letter of authorisation on the law firm's letterhead that is addressed to the courier service-provider. The said letter of authorisation must clearly state —
 - (a) the case number;
 - (b) the name of the courier service-provider appointed to do the collection; and
 - (c) the Court documents or mail to be collected.
- (5) An employee or representative of the courier service-provider collecting the Court documents or mail may be requested to provide evidence that will allow the State Courts to verify that he is an employee or representative from the courier service provider and must acknowledge receipt of the Court documents or mail collected.