

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE
PRACTICE DIRECTIONS
AMENDMENT NO. 5 OF 2017

It is hereby notified for general information that, with effect from 1 October 2017, the existing Practice Direction 90 (*Filing documents through service bureau*) of the State Courts Practice Directions will be deleted and replaced by the following Practice Direction:

New Practice Direction 90

2. The new Practice Direction 90 incorporates an amendment to paragraph (2) to state that the operating hours of the service bureau may be found on the Electronic Filing Service website. (Prior to the amendment, the opening hours of the service bureau were set out in paragraph (2) itself).

Dated this 29th day of September 2017.



JENNIFER MARIE
REGISTRAR
STATE COURTS

90. Filing documents through service bureau

- (1) Solicitors and law firms are encouraged to file documents through the Electronic Filing Service. However, in the event that certain documents cannot be filed through the Electronic Filing Service, solicitors and law firms may file documents through the service bureau. Litigants in person may also file documents through the service bureau.
- (2) The operating hours of the service bureau may be found on the Electronic Filing Service website (currently at www.elitigation.sg), or its equivalent as may be set up from time to time.
- (3) Any document which is accepted for filing outside the time periods specified on the Electronic Filing Service website (currently at www.elitigation.sg), or its equivalent as may be set up from time to time, will be treated by the service bureau as having been accepted on the following working day.
- (4) Documents to be filed through the service bureau must comply with these Practice Directions and all applicable administrative instructions and procedures prescribed by the service bureau with the approval of the superintendent.
- (5) Documents filed through the service bureau shall be subject to a Manual Handling Charge prescribed by Appendix B to the Rules of Court and additional services made available by the service bureau may be subject to other administrative charges imposed by the service bureau with the approval of the superintendent.