

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE
PRACTICE DIRECTIONS
AMENDMENT NO. 1 OF 2018

It is hereby notified for general information that, with effect from 1 February 2018, 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 existing Appendix J will be deleted and replaced with the following Appendix:

New Appendix J

2 The amendments incorporated in the new Practice Direction 138 (Amendment of charges and documents) set out new requirements for uploading redacted charges that have been electronically filed in relation to criminal proceedings in the State Courts in light of the media being granted access to selected case information and selected documents in the Integrated Criminal Case Filing and Management System (ICMS).

3 The new Appendix J sets out and illustrates the steps for uploading redacted charges under the new Practice Direction 138.

Dated this 23rd day of January 2018.



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.


Procedure where a gag order has been granted


- (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 must be carried out by the prosecution, after the gag order has been granted:
 - (a) all necessary amendments must be made to the charge 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 the ICMS in the Redacted Document tab in accordance with the steps as set out in Illustration I in Appendix J to these Practice Directions;
 - (c) in addition to the redacted charge(s), the original (i.e. non-redacted) copy of the charge(s) will continue to be used for the court proceedings, and must be uploaded into the ICMS in the usual way.

APPENDIX J

UPLOADING REDACTED CHARGES UNDER PRACTICE DIRECTION 138

ILLUSTRATION I - Uploading a copy of a redacted charge into the ICMS

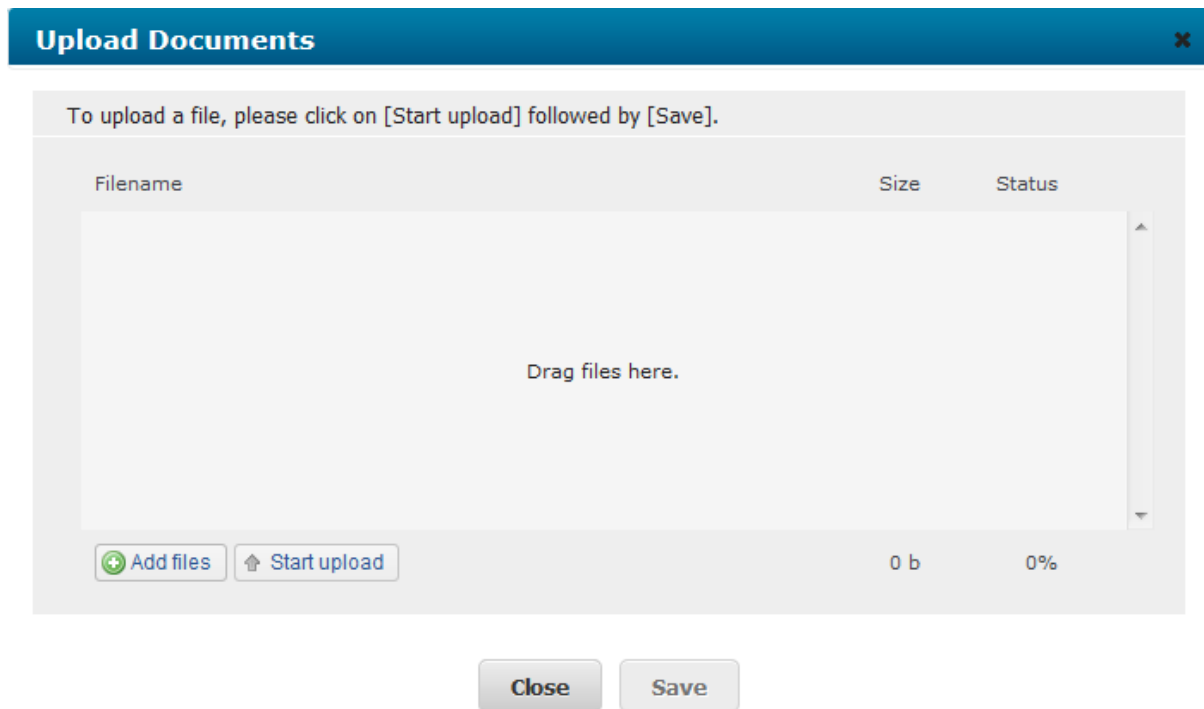
Step 1: Select the **Add Document Icon**  of the relevant charge in the **Redacted Document** Tab.



The screenshot shows the ICMS interface with the 'Redacted Document' tab selected. Below the navigation tabs is a search bar with a search icon and an 'Advanced Search' button. A 'Charge List' table is displayed below the search bar.

S/II	Type	Charge No.	Offence Section	Date of Filing	Agency	Status	PP's Position	Action
1	DAC	DAC-900002-2017	Section 108A Penal Code (Cap 224, Rev Ed 2008)	03/01/2017	Central Police Division ('A' Division)	New	-	 Upload redacted document


Step 2: Click on “Add Files”, select the redacted document to be uploaded and click “Start upload”. Click “Save” thereafter.



The screenshot shows the 'Upload Documents' dialog box. It has a title bar with the text 'Upload Documents' and a close button (X). The main area contains the instruction: 'To upload a file, please click on [Start upload] followed by [Save].'. Below this is a table with columns for 'Filename', 'Size', and 'Status'. The table is currently empty and contains the text 'Drag files here.'. At the bottom of the dialog, there are two buttons: 'Add files' (with a plus icon) and 'Start upload' (with an upload icon). To the right of these buttons, the text '0 b' and '0%' is displayed. Below the dialog box, there are two buttons: 'Close' and 'Save'.

Upload Documents

To upload a file, please click on [Start upload] followed by [Save].

Filename	Size	Status
charge redact.docx	11 KB	100% 

Uploaded 1/1 files 11 KB 100%

Close

Save

Step 3: The redacted charge sheet will be uploaded successfully in the ICMS as shown below.

Court Event Case Info Bail Charge Application Document **Redacted Document** Exhibits Court Notices Court Orders

Disposition of Case Appeal CM & CR

SEARCH:  Advanced Search

Charge List								
S/N	Type	Charge No.	Offence Section	Date of Filing	Agency	Status	PP's Position	Action
1	DAC	DAC-900002-2017 [redacted]	Section 108A Penal Code (Cap 224, Rev Ed 2008)	03/01/2017	Central Police Division ('A' Division)	New	-	  