

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE
STATE COURTS PRACTICE DIRECTIONS 2021
AMENDMENT NO. 2 OF 2022

It is hereby notified for general information that amendments have been made to Parts I, II, III, IV, VI, VIII, IX, X, XI, XII, XIII, XIV and Appendices A1, A2, B and D of the State Courts Practice Directions 2021. The amendments are summarised below:

- (1) amendments to paragraph 2 on Applicability of Practice Directions;
- (2) amendments to paragraph 19 on Personal data;
- (3) amendments to paragraph 25 on Identification numbers and name to be stated in cause papers;
- (4) amendments to paragraph 26 on Citation of case numbers / new Court forum prefix;
- (5) amendments to paragraph 33 on Access to case file, inspection and taking copies of documents and conducting searches;
- (6) amendments to paragraph 35 on The SMCL Process;
- (7) amendments to paragraph 37 on General Process;
- (8) amendments to paragraph 39 on Personal Injury Claims and Non-injury Motor Accident (“NIMA”) Claims;
- (9) amendments to paragraph 40 on Medical Negligence Claims;
- (10) amendments to paragraph 45 on Assessment of Damages;
- (11) amendments to paragraph 48 on Applications in pending cases;
- (12) amendments to paragraph 55 on Documents in support of applications without notice for injunctions (including injunctions prohibiting the disposal of assets) and search orders;
- (13) amendments to paragraph 62 on Documentary exhibits to affidavits;
- (14) amendments to paragraph 72 on Electronic filing of documents and authorities for use in Court;
- (15) amendments to paragraph 76 on Draft orders of Court;
- (16) amendments to paragraph 78 on Judgments in default;
- (17) amendments to paragraph 81 on Requests for further arguments before the Judge or Registrar;
- (18) amendments to paragraph 87 on Form of documents;
- (19) amendments to paragraph 96 on Applications for Enforcement Orders;
- (20) amendments to paragraph 97 on Seizure or attachment under an Enforcement Order;
- (21) amendments to paragraph 98 on Claims and objections to seizure or attachment;
- (22) amendments to paragraph 99 on Sale and valuation of seized property;
- (23) amendments to paragraph 100 on Examination of enforcement respondent;
- (24) amendments to paragraph 107 on Assessments involving the Public Trustee or the Director of Legal Aid;
- (25) amendments to Form 7 (Recording settlement / entering judgment by consent (NIMA/PI/PIMA) of Appendix A1;
- (26) introduction of new Form 22A (Notice of Objection) to Appendix A1;
- (27) introduction of new Form 22B (Notice of Dispute to Objection) to Appendix A1;
- (28) introduction of new Form 22C (Consent to Release) to Appendix A1;
- (29) introduction of new Form 22D (Summons for Order to Release Property / Debt) to Appendix A1;
- (30) introduction of new Form 99 (Limited Civil Restraint Order) to Appendix A2;

- (31) introduction of new Form 100 (Extended Civil Restraint Order) to Appendix A2;
- (32) introduction of new Form 101 (General Civil Restraint Order) to Appendix A2;
- (33) introduction of new Form 102 (Order under section 74(1) of Supreme Court of Judicature Act 1969) to Appendix A2;
- (34) amendments to para 1.2(c)(ii) of Appendix B (Pre-action Protocol for Personal Injury Claims and Non-injury Motor Accident Claims); and
- (35) amendments to Appendix D (Benchmark Rates for Cost of Rental and Loss of Use).

2 The amendments will take effect on 1 April 2022 and will be reflected at <https://epd-statecourts-2021.opendoc.gov.sg/> from 1 April 2022.

3 Please find attached a document reflecting the marked-up amendments to the Practice Directions 2021.

Dated this 28th day of March 2022.



CHRISTOPHER TAN
REGISTRAR
STATE COURTS

State Courts Practice Directions 2021 (Amendment No. 2 of 2022)

PART I: INTRODUCTION

2. Applicability of Practice Directions

...

- (5) To the extent that these Practice Directions are applicable to criminal proceedings in the State Courts, they shall for the avoidance of doubt apply regardless of when such criminal proceedings were commenced. ~~These Practice Directions shall apply to criminal proceedings in the State Courts, regardless of when they were commenced, only if the Practice Direction expressly provides that it will apply to such proceedings.~~

PART II: GENERAL MATTERS

19. Personal data

- (1) For the purposes of this Practice Direction:

...

- (b) “**data subject**” means a person whose personal data appears in any document filed in the Registry or an electronic cause book or register maintained by the Registry, ~~for both civil and criminal proceedings.~~

...

- (3) ~~Pursuant to Order 26 of the Rules of Court 2021,~~†The Registry may compile and maintain electronic cause books and registers by extracting information, including personal data, contained in any document filed with, served on, delivered or otherwise conveyed to the Registrar.

Access to, and correction of, personal data contained in documents filed with, served on, delivered or otherwise conveyed to the Registrar

- (4) A data subject who wishes to access his personal data contained in any document filed with, served on, delivered or otherwise conveyed to the Registrar must, ~~where necessary,~~ comply with the applicable provisions in the Rules of Court 2021 and/or these Practice Directions relating to the access to and inspection of case files.

...

- (6) A data subject who wishes to correct any error or omission in his personal data in any

document filed with, served on, delivered or otherwise conveyed to the Registrar must, **where necessary**, comply with the applicable provisions in the Rules of Court 2021 and/or these Practice Directions relating to the amendment of the relevant document.

Access to, and correction of, personal data contained in electronic cause books and registers maintained by the Registry

- (7) A data subject who wishes to access his personal data contained in any electronic cause book or register must conduct a search through the **relevant electronic filing service**~~Electronic Filing Service at a service bureau~~ or at the Registry and shall pay **any required fees** (eg, the fees prescribed by the Fourth Schedule to the Rules of Court 2021).

PART III: ORIGINATING PROCESSES AND DOCUMENTS

25. Identification numbers and name to be stated in cause papers

...

Identification numbers for non-parties

- (4) If any person (living or dead), any entity or any property is in part or in whole the subject matter of any proceedings, or is affected by any proceedings, but is not a party thereto, and the name of such person, entity or property is to appear in the title of the documents filed in the proceedings, the party filing the first document in the proceedings must state the identification number of such person, entity or property in parentheses immediately below or after the name of the same. Thereafter, all documents subsequently filed in the proceedings by any party shall include this identification number in parentheses immediately below or after the name of the person, entity or property to which it applies. If the party filing the first document in the proceedings is unable, after reasonable enquiry, to discover the identification number of the person, entity or property, he may state immediately below or after the name of the same “(ID ~~No. not known~~Unknown)”. All documents subsequently filed by any party shall then contain these words in parentheses below or after the name of this person, entity or property.

...

Inability to furnish identification number at the time of filing a document

- (8) If a party who wishes to file a document is unable at the time of filing to furnish the necessary identification numbers required by this Practice Direction, the party may indicate “(ID ~~Not Known~~Unknown)” at the time of filing. However, when the necessary identification numbers have been obtained, the party must furnish the

necessary identification numbers to the Registry through the Electronic Filing Service.

...

26. Citation of case numbers / new Court forum prefix

- (1) All originating processes and summonses filed in civil matters in the State Courts on or after 1 April 2022 shall bear case numbers in the following Format:

Description of Court / Type of Application [Case number] / Year filed

For example:

<i>Case number format</i>	<i>Type of case</i>
...	...
DC / EOA 1 / 2022	Originating Application for Enforcement Order filed in the District Courts
MC / EOA 1 / 2022	Originating Application for Enforcement Order filed in the Magistrates' Courts
DC / EO 1 / 2022	Summons for Enforcement Order filed in the District Courts
MC / EO 1 / 2022	Summons for Enforcement Order filed in the Magistrates' Courts
PHC / EO 1 / 2022	Summons for Enforcement Order filed in Standard Proceedings in the Protection from Harassment Court
...	...

...

33. Access to case file, inspection and taking copies of documents and conducting searches

...

Obtaining certified true copies of documents

- (9) Users are encouraged to use the Authentic Court Order system to validate orders of court issued after 2 January 2020 by going to <https://www.courtorders.gov.sg>. However, certified true copies of orders of court will still be available upon application. Applications to obtain certified true paper copies of documents should be made by way of filing a Request through the Electronic Filing Service, unless the documents concerned have not been filed through the Electronic Filing Service.

...

Electronic cause books and registers maintained by the Registry

- (14) Order 26, Rule 3 of the Rules of Court 2021 provides that the Registry must maintain such Court records and other documents that are required by any written law or which the Registrar considers appropriate. In addition to any provisions in the Rules of Court 2021, the Registrar hereby directs that the following information shall be maintained by the Registry:

...

- (b) details of enforcement orders, writs of distress and ~~warrants orders~~ of arrest; and

...

PART IV: CASE MANAGEMENT AND COURT ALTERNATIVE DISPUTE RESOLUTION

35. The SMCL Process

...

Subsequent SMCL CCs

...

- (6) Where a party intends to file any application (other than ~~any one~~ directed at a CC ~~and any application set out in Order 9, Rule 9(7)(a) to (o) of the Rules of Court 2021~~), the Court’s approval to file ~~further such~~ applications must be sought by filing a “Request for Permission to file Application~~to seek Permission for Application~~”, copied to all other parties, in accordance with Practice Direction 48(5). Where parties are of the view that it would be more appropriate for submissions to be made ~~in at~~ a physical or remote ~~Case Conference~~CC, a “Request for Case Conference” may be filed in lieu of the “Request ~~to for Permission to file~~Seek Permission for Application”. The “Request for Case Conference” should set out the reasons why the request for the Court’s approval to file further applications cannot or should not be dealt with asynchronously.
- (7) Where parties indicate at ~~the~~ CC that they will not be filing any SAPT but parties subsequently decide to file an SAPT, parties are to file ~~an~~ “Request ~~to for Permission to file Application~~Seek Permission for Application” to inform the Court of their intention and to seek directions for the filing of the SAPT.

...

36. Simplified Process under Order 65 of the Rules of Court 2021

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Upfront ~~Discovery~~ Production of Documents

- (2) Where copies of documents to be provided together with pleadings, pursuant to Order 65, Rule 2 of the Rules of Court 2021, are voluminous, parties are encouraged to consider supplying the documents in a common electronic format and using storage media that the other party can use.

CCs under the Simplified Process (“Civil Simplified CC”)

...

- (9) Where a party intends to file any application (other than one directed at a CC and any application set out in Order 9, Rule 9(7)(a) to (o) of the Rules of Court 2021), the Court’s approval to file such applications must be sought by filing a “Request ~~to for~~ Permission to file Application ~~seek Permission for Application~~”, with a copy to the other party copied to all other parties, in accordance with Practice Direction 48(5). Where parties are of the view that it would be more appropriate for submissions to be made ~~in~~ at a physical or remote CC, a “Request for Case Conference” may be filed in lieu of the “Request ~~to Seek Permission for~~ Permission to file ~~for~~ Application”. The “Request for Case Conference” should set out the reasons why the request for the Court’s approval to file further applications cannot or should not be dealt with asynchronously.
- (10) Where parties indicate at the CC that they will not be filing any SAPT but parties subsequently decide to file an SAPT, parties are to file an “Request ~~to for~~ Permission to file ~~Seek Permission for~~ Application” to inform the Court of their intention and to seek directions for the filing of the SAPT.

...

37. General Process

...

General Process CCs and SAPT

...

- (4) Where a party intends to file ~~further~~ any application (other than ~~any one~~ directed at a CC and any application set out in Order 9, Rule 9(7)(a) to (o) of the Rules of Court 2021), the Court’s approval to file ~~further such~~ applications must be sought by filing a “Request ~~to for~~ Permission to file ~~seek Permission for~~ Application”, copied to the other party, in accordance with Practice Direction 48(5). Where parties are of the view that it would be more appropriate for submissions to be made ~~in~~ at a physical or remote CC,

a “Request for Case Conference” may be filed in lieu of the “Request ~~to~~ ~~for~~ ~~Permission~~ ~~to~~ ~~file~~ ~~Seek~~ ~~Permission~~ ~~for~~ ~~Application~~”. The “Request for Case Conference” should set out the reasons why the request for the Court’s approval to file further applications cannot be dealt with asynchronously.

- (5) Where parties indicate at ~~the~~ CC that they will not be filing any SAPT but parties subsequently decide to file an SAPT, parties are to file ~~an~~ “Request ~~to~~ ~~Seek~~ ~~Permission~~ ~~for~~ ~~for~~ ~~Permission~~ ~~to~~ ~~file~~ Application” to inform the Court of their intention and to seek directions for the filing of the SAPT.

...

39. Personal Injury Claims and Non-injury Motor Accident (“NIMA”) Claims

...

Recording of terms of settlement agreement, consent interlocutory judgment or consent judgment

- (17) If the parties reach agreement on the issue of liability for the claim or quantum of damages or both, they must submit Form 7 of Appendix A1 to these Practice Directions to the Court to record the terms of settlement agreement or to enter a consent ~~interlocutory~~ judgment **on liability** or consent judgment as the case may be.

...

40. Medical Negligence Claims

...

Recording of terms of settlement agreement, consent interlocutory judgment or consent judgment

- (11) If the parties reach agreement on the issue of liability for the claim or quantum of damages or both, they must submit Form 7 of Appendix A1 to these Practice Directions to the Court to record the terms of settlement agreement or to enter a consent ~~interlocutory~~ judgment **on liability** or consent judgment as the case may be.

41. Claims in negligence (excluding medical negligence, personal injury and non-injury motor accident (“NIMA”) claims)

...

Recording of terms of settlement agreement, consent interlocutory judgment or consent judgment

- (10) If the parties reach agreement on the issue of liability for the claim or quantum of damages or both, they must submit Form 7 of Appendix A1 to these Practice Directions to the Court to record the terms of settlement agreement or to enter a consent ~~interlocutory~~ judgment on liability or consent judgment as the case may be.

45. Assessment of Damages

Convening of Assessment of Damages Case Conference

- (1) Where ~~interlocutory~~ judgment on liability is entered in any action in the State Courts, in which bifurcation was ordered, for damages to be assessed or for the taking of accounts, an Assessment of Damages Case Conference (“**Assessment CC**”) will be fixed around 7 weeks after the date on which ~~interlocutory~~ judgment on liability is entered. An Assessment CC Notice will be issued to the claimant and any party against whom ~~interlocutory~~ judgment on liability has been entered (if that party has filed a notice of intention to contest), notifying parties of the date of the Assessment CC, and directing parties to file the necessary documents and take the necessary steps within a prescribed time for directions to be given to move the matter towards settlement or an Assessment of Damages hearing.

...

- (2A) In addition to the directions listed in sub-paragraph 2 above, directions for a Single Application Pending Trial (“**SAPT**”) to be filed may also be given at an Assessment CC, even if an SAPT has previously been filed in the liability phase of proceedings by a party. In both phases, in accordance with the Ideals in Order 3, Rule 1 of the Rules of Court 2021, the Court has the discretion to order a single application dealing with all matters that are necessary for the case to proceed expeditiously towards trial or assessment.

...

48. Applications in pending cases

...

Request for approval to file further application

- (5) No application may be taken out by any party other than as directed at the relevant Case Conference (“**CC**”) or with the Court’s approval, save for the applications specified in Order 9, Rule 9(7) of the Rules of Court 2021. The Court’s approval to file further applications must be sought by filing a “Request for Permission to file ~~to~~ ~~Seek~~”

~~Permission for~~ Application”. The request must set out the nature of the intended application, the date of intended filing if approval is granted, whether it is being made within 14 days of the commencement of the trial, and the reasons for why the intended application is necessary at the relevant stage of the proceedings or, in the case of an application to be taken out within 14 days of the commencement of the trial, pursuant to Order 9, Rule 9(10) of the Rules of Court 2021, why there is a special case. The Court will consider the request and may issue directions summarily or alternatively convene a CC. The CC may be conducted on a “documents-only” basis, by video conferencing or telephone conferencing, or with parties in attendance physically in chambers. Where parties are of the view that it would be more appropriate for submissions to be made ~~in~~ at a physical or remote Case Conference, a “Request for Case Conference” may be filed in lieu of the “Request ~~for Permission to file to Seek Permission for~~ Application”. The “Request for Case Conference” should set out the reasons why the request for the Court’s approval to file further applications cannot or should not be dealt with asynchronously.

...

PART VI: INJUNCTIONS AND CERTAIN OTHER APPLICATIONS

55. Documents in support of applications without notice for injunctions (including injunctions prohibiting the disposal of assets) and search orders

...

- (2) ~~Without limiting Practice Direction 72(3), an applicant must prepare and file skeletal arguments on the points to be raised at the hearing of the application without notice. At the hearing, the applicant must give a copy of the skeletal arguments to the Court and to any opponent present. An applicant must prepare skeletal submissions on the points to be raised at the hearing of the application without notice. At the hearing, the applicant shall give a copy of the skeletal submissions to the Court and to any opponent present. The applicant shall file the skeletal submissions by the next working day.~~

...

PART VIII: EVIDENCE – WITNESSES, AFFIDAVITS AND EXHIBITS

62. Documentary exhibits to affidavits

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References to exhibits in text of affidavit

- (9) Where the text of an affidavit makes reference to a documentary exhibit, the page number(s) of the affidavit where the relevant portions of the documentary exhibit can

be found should be set out alongside the number of the exhibit in question.

PART IX: DOCUMENTS AND AUTHORITIES FOR USE IN COURT

72. Electronic filing of documents and authorities for use in Court

Documents for use in Court must be filed through the Electronic Filing Service

- (1) Subject to any Practice Directions in this Part to the contrary, all bundles and documents for use at any hearing must be filed through the Electronic Filing Service. These documents include written submissions, skeletal arguments, bundles of documents, bundles of pleadings, bundles of affidavits, core bundles and all opening statements. Cover pages are mandatory for all documents with a prescribed page limit. A table of contents is mandatory for all documents for which the prescribed page limit is 20 pages or higher. The cover page and table of contents are to be included in the page count for the purposes of determining whether a document is within the prescribed page limit (if any).

...

PART X: JUDGMENTS AND ORDERS

76. Draft orders of Court

- (1) In this Practice Direction, “order” has the same meaning as that given in ~~Chapter 12~~ **Order 17** of the Rules of Court 2021.

...

78. Judgments in default

...

- (2) A claimant (or a party in an equivalent position) may apply for a default judgment by filing the following documents through the Electronic ~~Litigation Filing System~~ **Service**:
 - (a) an application ~~A-Request~~ in Form 11 or Form 14 of Appendix A2 (found under “Judgment in Default of a Notice of Intention to Contest or Not Contest” or “Judgment in Default of Defence / Defence to Counterclaim” respectively in the Orders/Judgments category in the Electronic Filing Service) to these Practice Directions;
 - (b) a memorandum of service in Form 12 of Appendix A2 to these Practice Directions (if not already filed);

- (c) a draft judgment ~~in Form 33 of Appendix A2 to these Practice Directions~~ setting out the terms of the judgment to be made against the defendant;

...

PART XI: FURTHER ARGUMENTS

81. Requests for further arguments before the Judge or Registrar

- (1) All requests for further arguments shall be made by way of a “Request for Further Arguments” ~~Request electronic form~~ and filed through the Electronic Filing Service.

...

PART XII: ELECTRONIC FILING SERVICE

87. Form of documents

- (1) ~~Unless otherwise provided for in these Practice Directions or directed by the Court, it~~ is not necessary for documents that are electronically filed in Court to have a cover page or backing sheet.

...

PART XIII: ENFORCEMENT MATTERS

96. Applications for Enforcement Orders

...

- (7) An EO is valid in the first instance for 12 months beginning with the date of issue. If a party wishes to extend the validity of the EO for a period of 12 months at any time beginning with the day on which the EO is made, it shall make an application to the Court for extension before the day on which the EO would otherwise expire. Such application is to be made by filing a “~~Request-Summons~~ for Extension of Validity of Enforcement Order” through the Electronic Filing Service.

...

97. Seizure or attachment under an Enforcement Order

...

- (1A) ~~Where, under Order 22, Rule 6(4) of the Rules of Court 2021, an enforcement order is carried out by the Bailiff serving:~~

- (a) a notice of seizure on any person or entity;

- (b) a notice of seizure on the Singapore Land Authority; or
- (c) a notice of attachment on any financial institution or non-party;

the Bailiff may engage, or direct the enforcement applicant to engage, the services of any appropriate persons or service provider, including the enforcement applicant's solicitors, to effect service of such notice of seizure or attachment.

...

- (4) Under Order 22, Rule 6(9)(a) of the Rules of Court 2021, a non-party who is served with a Notice of Attachment must, within 14 days of service of the Notice of Attachment, inform the Bailiff of the amount owing by the non-party to the enforcement respondent that is available to be attached. ~~The non-party must copy the enforcement applicant when providing the Bailiff with this information. Within 7 days of receipt of this information~~ If no notice of objection is filed under Order 22, Rule 10 of the Rules of Court 2021, the Bailiff will inform the non-party of the commission due to the Bailiff ~~within 7 days of receipt of this information~~. The commission shall be handed or paid over to the Bailiff in priority to the money that is to be handed or paid over to the enforcement applicant.

...

98. Claims and objections to seizure or attachment

- (1) An objector (as defined in Order 22, Rule 10(1) of the Rules of Court 2021) is to give notice of the objection referred to in Order 22, Rule 10(1)(a) of the Rules of Court 2021 by filing a "Notice of Objection" (in Form 22A of Appendix A1 to these Practice Directions) through the Electronic Filing Service.
- (2A) If the enforcement applicant disputes the grounds of objection, the enforcement applicant may file a "Notice of Dispute to Objection" (in Form 22B of Appendix A1 to these Practice Directions) through the Electronic Filing Service. If the enforcement applicant accepts the grounds of objection, the enforcement applicant must give the notice referred to in Order 22, Rule 10(3) of the Rules of Court 2021 by filing a "~~Notice of Enforcement Applicant's~~ Consent to Release" (in Form 22C of Appendix A1 to these Practice Directions) through the Electronic Filing Service.
- (3) If the Bailiff directs the objector to make the application referred to in Order 22, Rule 10(4) of the Rules of Court 2021, the objector must make such application by filing a "Summons for Order to Release Property / Debt" (in Form 22D of Appendix A1 to these Practice Directions) through the Electronic Filing Service.

99. Sale and valuation of seized property

...

(3) Auctions:

...

(b) Sale by auctioneer

Under Order 22, Rule 7(5) and (7) of the Rules of Court 2021, where the value of the seized property is estimated by the Bailiff to be more than \$20,000, or where the property in question is immovable property, the sale must be carried out by an auctioneer and by public auction. The auctioneer shall be engaged by the enforcement applicant, and the auction must be advertised by the auctioneer at least once in a printed local newspaper and at least 14 days before the date of auction. Under Order 22, Rule 7(4) of the Rules of Court 2021, where the value of the seized property is estimated by the Bailiff to be \$20,000 or less, the sale may be carried out by the Bailiff and may be by private treaty or by public auction. Where the sale is by public auction, the auctioneer shall be engaged by the enforcement applicant, and the Bailiff may direct that the auction be advertised by the auctioneer at least once in a printed local newspaper and at least 14 days before the date of auction.

...

100. Examination of enforcement respondent

- (1) The enforcement applicant may apply for the enforcement respondent to be examined orally in Court or to make an affidavit or both on the enforcement respondent's properties, by filing an "~~Application-Summons~~ for Examination of Enforcement Respondent" through the Electronic Filing Service.
- (2) A questionnaire in the recommended format as set out in Form 23 or 24 of Appendix A1 to these Practice Directions (whichever is appropriate) shall be annexed to any Order for Examination when the said Order is served on the enforcement respondent. ~~Solicitors-Enforcement applicants~~ may modify the questionnaires according to the circumstances of each case.
- (3) If the enforcement respondent ~~or the enforcement respondent's solicitor(s)~~ is of the view that any question in the questionnaire is unreasonable, he is to contact the enforcement applicant's ~~solicitor(s)~~ to ascertain whether the issue can be resolved prior to the hearing for examination.
- (4) At the hearing for examination, the answered questionnaire is to be produced to the Deputy Registrar and received as evidence upon confirmation on oath by the enforcement respondent (or if the enforcement respondent is an entity, its officer(s) to

be examined) that his answers provided are true and correct. ~~Counsel for~~†The enforcement applicant may then apply to discharge the enforcement respondent or proceed with examination by further questioning.

(5) The enforcement respondent need not attend at the examination hearing if:

...

(b) ~~the counsel for~~ the enforcement applicant agrees to **apply for a discharge of the Order for Examination** prior to or at the hearing for examination.

PART XIV: BILLS OF COSTS FOR ASSESSMENT

103. Form of bills of costs

...

(3) Format

...

(c) Bills of costs required to be assessed under section 18(3) of the Motor Vehicles (Third Party Risks and Compensation) Act 1960:

...

(ii) The party-and-party bill should be filed first and the solicitor-and-own-client **bill** should reference the first bill.

107. Assessments involving the Public Trustee or the Director of Legal Aid

...

(3) If the Public Trustee or the Director of Legal Aid (as the case may be), agrees with the amounts claimed in the bill of costs, then —

(a) for solicitor-and-client costs required to be assessed pursuant to the provisions of the Motor Vehicles (Third-Party Risks and Compensation) Act 1960 —

...

the receiving party and the Public Trustee need not attend at the assessment and the bill will be assessed in their absence, except that if the assessing Registrar disagrees with the quantum of costs agreed on, he may nonetheless direct the

attendance of the **receiving party and the** Public Trustee at a later date;

- (b) for solicitor-and-client bills filed pursuant to the Legal Aid and Advice Act 1995 where the Director of Legal Aid is the respondent, the receiving party and the Director of Legal Aid need not attend at the assessment and the bill will be assessed in their absence, except that if the assessing Registrar disagrees with the quantum of costs agreed on, he may nonetheless direct the attendance of the **receiving party and the** Director of Legal Aid at a later date.

...

Appendix A1

Form 7

RECORDING SETTLEMENT / ENTERING JUDGMENT BY CONSENT (NIMA/PI/PIMA)	
<p>Case Number: DC/MC* OC _____ of _____ Date : _____</p> <p>Claimant's Law Firm / Solicitor: _____ _____ Signature(s): .** _____</p> <p>Defendant's Law Firm / Solicitor: _____ _____ Signature(s):.** _____</p> <p>Other party'sParty's Law Firm(s) / Solicitor(s): _____ _____ Signature(s):.** _____ (**Please insert signatures)</p>	
<p>III <u>Settlement</u> (a)NIMA / PI AND (b)PIMA matters where the "relevant amount" relating to damages for death / bodily injury does not exceed \$5,000</p>	<p><input type="checkbox"/> Terms of Settlement: By consent, and in full & final settlement of the claimant's claim, the _____ shall pay the following to the claimant / _____:</p> <p><input type="checkbox"/> \$ _____ as damages <input type="checkbox"/> inclusive of costs, disbursements, interest*.</p> <p><input type="checkbox"/> \$ _____ as costs.* / Costs to be taxed if not agreed.*</p> <p><input type="checkbox"/> \$ _____ as disbursements.* / Disbursements to be taxed if not agreed.*</p> <p><input type="checkbox"/> \$ _____ as interest from _____</p> <p><input type="checkbox"/> Payment is to be made within _____ weeks from the date this settlement is recorded.</p> <p><input type="checkbox"/> In default of payment, the claimant is at liberty to extract the order of court for enforcement.</p> <p><input type="checkbox"/> The claimant / _____ shall file the Notice of Discontinuance within _____ days of receiving final payment from the _____.</p> <p><i>Please file the necessary application supported by affidavit if the claimant/dependent is a person under disability pursuant to Order 44 of the Rules of Court 2021 and the settlement requires the Court's approval under Order 44-r, Rule 10 of the Rules of Court 2021.</i></p>
<p>(II) <u>Interlocutory Judgment on liability</u></p>	<p><input type="checkbox"/> Consent Interlocutory Judgment on liability:</p> <p><input type="checkbox"/> By consent, interlocutory judgment on liability is entered for the claimant against the _____ for [____% of]* the damages to be assessed and costs reserved to the Registrar assessing the damages.</p> <p><input type="checkbox"/> By consent, the third party is to indemnify the defendant for [____% of]* the damages, costs, reasonable disbursements and interests payable to the claimant.</p> <p><input type="checkbox"/> By consent, interlocutory judgment on liability is entered for the claimant against the _____ on the following _____ terms:</p>

<p><u>(III) Final Judgment</u> (a)NIMA / PI AND (b)PIMA matters where the “relevant amount” relating to damages for death / bodily injury exceeds \$5,000</p>	<p><input type="checkbox"/> Consent Final Judgment:</p> <p>By consent, final judgment is entered for the claimant against the _____ whereby the _____ shall pay the following to the _____:</p> <p><input type="checkbox"/> \$ _____ as damages <input type="checkbox"/> inclusive of costs, disbursements, interest.*</p> <p><input type="checkbox"/> \$ _____ as general damages, \$ _____ as injury related special damages and \$ _____ as non-injury related special damages (inclusive of interest).*</p> <p><input type="checkbox"/> The claim being a fatal accident claim, general damages comprises \$ _____ for bereavement for the benefit of [_____], \$ _____ for loss of dependency for the benefit of [_____], \$ _____ for loss of dependency for the benefit of [_____] and \$ _____ for loss of dependency for the benefit of [_____].</p> <p>\$ _____ in special damages (excluding the sum for funeral expenses) to [_____] and \$ _____ for funeral expenses to [_____].</p> <p><input type="checkbox"/> \$ _____ as interest from _____.</p> <p><input type="checkbox"/> \$ _____ as costs.* / Costs to be taxed if not agreed.*</p> <p><input type="checkbox"/> \$ _____ as disbursements.* / Disbursements to be taxed if not agreed.*</p> <p><input type="checkbox"/> (Insert any other terms not provided for above) _____</p>
<p><u>Usual Consequential Orders</u> ONLY For PIMA cases where the “relevant amount” relating to damages for death / bodily injury exceeds \$5,000</p>	<p><input type="checkbox"/> Usual Consequential Orders when entering Final Judgment for PIMA Cases</p> <p><input type="checkbox"/> <u>Usual Consequential Orders (Where claimant is NOT a Specified Person)</u></p> <p>“...And it is ordered that —</p> <ol style="list-style-type: none"> 1. the claimant’s costs and disbursements of this action payable to his/her solicitor shall be as determined in accordance with section 18(3) of the Motor Vehicles (Third-Party Risks and Compensation) Act 1960 and be deducted from the judgment sums and paid by the defendant to the claimant’s solicitor; and 2. the balance of the judgment sums due to the claimant shall be paid by the defendant to the claimant. <p><input type="checkbox"/> <u>Usual Consequential Orders where claimant / dependant is a Specified Person AND a Person Under Disability</u></p> <p>“...And it is ordered that —</p> <ol style="list-style-type: none"> 1. the claimant’s costs and disbursements of this action payable to his/her solicitor shall be as determined in accordance with section 18(3) of the Motor Vehicles (Third-Party Risks and Compensation) Act 1960 and be deducted from the judgment sums and paid by the defendant to the claimant’s solicitor; and 2. as the claimant / dependant is a person under disability pursuant to Order 44 of the Rules of Court 2021, the balance of the judgment sums shall be paid by the defendant to: <ul style="list-style-type: none"> <input type="checkbox"/> the litigation representative of the claimant / dependant; OR <input type="checkbox"/> the Public Trustee as trustee on trust for the claimant / dependant for his/her maintenance or otherwise for his/her benefit.” <p><input type="checkbox"/> <u>Usual Consequential Orders where claimant is a Specified Person BUT NOT a Person Under Disability</u></p> <p>“...And it is ordered that —</p> <ol style="list-style-type: none"> 1. the claimant’s costs and disbursements of this action payable to his/her solicitor shall be as determined in accordance with section 18(3) of the Motor Vehicles (Third-Party Risks and Compensation) Act 1960 and be deducted from the judgment sums and paid by the defendant to the claimant’s solicitor; and

	<p>2. as the claimant is not represented by a public officer or an advocate and solicitor / isolated in a hospital or other place under section 15(1) or (2) of the Infectious Diseases Act 1976/ a person under legal custody or in a place of detention, the balance of the judgment sums shall be paid by the defendant to:</p> <p><input type="checkbox"/> the Public Trustee as trustee on trust for the claimant OR; <input type="checkbox"/> the claimant in the following manner: _____</p> <p><input type="checkbox"/> (Insert any other terms of payment not provided for above)</p>							
Public Trustee's Fee	<p><input type="checkbox"/> The claimant's disbursements shall include \$ _____ as the Public Trustee's fee*/ (where payment is to be made to Public Trustee on trust) the Public Trustee's fee to be determined by the Public Trustee in accordance with the rules for the time being in force*.</p>							
Costs	<p><input type="checkbox"/> Indication on costs: Claimant's eounsel solicitor: \$ _____; Defendant's eounsel: \$ _____; _____ eounsel solicitor: \$ _____; _____ solicitor: \$ _____</p> <p>Claimant's _____ eounsel solicitor _____ costs _____ submissions: _____</p> <p>Defendant's _____ eounsel solicitor _____ costs _____ submissions: _____</p> <p>_____ eounsel _____</p> <p>Other _____ party's _____ solicitor _____ costs _____ submissions: _____</p>							
Judge's Orders / Directions	<table border="1"> <tr> <td data-bbox="229 1361 287 1433"><input type="checkbox"/></td> <td data-bbox="287 1361 1236 1433">Settlement is recorded / Judgment is entered as per terms stated in Section I, II or III.</td> <td data-bbox="1236 1361 1552 1550" rowspan="3" style="text-align: center; vertical-align: middle;">Judge's Signature & Stamp</td> </tr> <tr> <td data-bbox="229 1433 287 1505"><input type="checkbox"/></td> <td data-bbox="287 1433 1236 1505">Costs indicated at \$ _____ / plus reasonable disbursements* / plus GST.*</td> </tr> <tr> <td data-bbox="229 1505 287 1550"><input type="checkbox"/></td> <td data-bbox="287 1505 1236 1550">Other directions _____</td> </tr> </table>	<input type="checkbox"/>	Settlement is recorded / Judgment is entered as per terms stated in Section I, II or III.	Judge's Signature & Stamp	<input type="checkbox"/>	Costs indicated at \$ _____ / plus reasonable disbursements* / plus GST.*	<input type="checkbox"/>	Other directions _____
<input type="checkbox"/>	Settlement is recorded / Judgment is entered as per terms stated in Section I, II or III.	Judge's Signature & Stamp						
<input type="checkbox"/>	Costs indicated at \$ _____ / plus reasonable disbursements* / plus GST.*							
<input type="checkbox"/>	Other directions _____							

This Form may be downloaded from: <http://www.judiciary.gov.sg>

*delete where appropriate

Form 22A

Notice of Objection

(Title as in action)

Case No:
Application No:
Date:

To: the Bailiff, the enforcement applicant, the enforcement respondent (if not the objector)
and any non-party served with the notice of attachment (if not the objector)

1. Take notice that I [name of objector] of [address] object(s) to the seizure of the following property or attachment of the following debt by the Bailiff in this action at [state address] on [state date]:

[State the property or debt in dispute and the ground of objection]

2. The evidence in support of this objection is stated in the accompanying affidavit of [state the name of the person making the affidavit and the filing date].

Party

[Name, address, email address and telephone number]

Form 22B

Notice of Dispute to Objection

(Title as in action)

Case No:
Application No:
Date:

To: the Bailiff and the objector

1. Take notice that I [name of enforcement applicant] dispute the objection of [name of objector] in respect of the seizure of the following property or attachment of the following debt by the Bailiff in this action at [state address] on [state date]:

[State the property or debt in dispute]

Party

[Name, address, email address and telephone number]

Form 22C

Consent to Release

(Title as in action)

Case No:
Application No:
Date:

To: the Bailiff and the objector

1. Take notice that I [name of enforcement applicant] consent to the release from seizure or attachment of the following property or debt:

[State the property or debt to be released from seizure or attachment]

Party

[Name, address, email address and telephone number]

Form 22D

Summons for Order to Release Property / Debt

(Title as in action)

Case No:
Application No:
Date:

To: the enforcement applicant, the enforcement respondent (if not the objector) and any non-party served with the notice of attachment (if not the objector)

1. The objector [name of objector] of [address] is applying to the Court for the following orders:
 - (a) That the following property seized or debt attached by the Bailiff in this action at [state address] on [state date] be released forthwith.
[State the property or debt in dispute]
 - (b) [set out all other orders sought in numbered paragraphs]
2. The evidence in support of this application is stated in the accompanying affidavit of [state the name of the person making the affidavit and the filing date].
3. If you wish to contest the application, you must:
 - (a) file an affidavit in reply if you also wish to introduce evidence in this application within 14 days of being served this application and supporting affidavit(s); and
 - (b) attend at the [Court of Appeal/Appellate Division of the High Court/General Division of the High Court/State Courts] on the date and time shown above. If you do not attend personally or by lawyer, the Court may make appropriate orders.

Solicitor for the [state the party]

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

Appendix A2

99.

O. 69, r. 3(1)

LIMITED CIVIL RESTRAINT ORDER
IN THE GENERAL DIVISION OF THE HIGH COURT / APPELLATE DIVISION
OF THE HIGH COURT / COURT OF APPEAL *
OF THE REPUBLIC OF SINGAPORE

Case No.)
of 20 .)

Between

*Claimant / Appellant**

And

*Defendant / Respondent**

Before the Honourable

In Open Court

LIMITED CIVIL RESTRAINT ORDER

Upon the application of [party] and upon reading the affidavit of [state the name of the person making the affidavit and the filing date] and upon hearing [name]

It is ordered that:

1. The [party] is restrained from making any further application in [the legal proceedings in respect of which this order is made] without the permission of the Court.
2. The [party] may apply to amend, vary or discharge this order, only if the [party] has the permission of the Court to make the application.
3. This order remains in force for the duration of [the legal proceedings in respect of which this order is made / until [date]*].
4. [State the order on costs or any other orders made by the Court].

Date of order: [Date]

Important Message:

1. You must obey the directions contained in this order. If you disobey any direction contained in this order, you will be guilty of contempt of court and may be sent to prison or fined.
2. If you apply for permission to make an application in the legal proceedings mentioned in this order, you must serve the application for leave, and the supporting affidavit, on every intended respondent to the application and, if this order was made on the application of the Attorney-General, on the Attorney-General.
3. If you apply for permission to make an application to amend, vary or discharge this order, you must serve the application for permission, and the supporting affidavit, on every party to the application pursuant to which this order was made.
4. If you attempt to make an application in the legal proceedings mentioned in this order, or attempt to make an application to amend, vary or discharge this order, without first obtaining the permission of the Court, your application will be treated as dismissed without the Court having to make any further order, and without the need for any other party to be heard on the merits of your application.
5. If you do not understand anything in this order, you should consult a solicitor as soon as possible.

(Seal of the Court and signature of the Registrar)

(*Use as appropriate)

100.

O. 69, r. 3(1)

EXTENDED CIVIL RESTRAINT ORDER
IN THE GENERAL DIVISION OF THE HIGH COURT / APPELLATE DIVISION
OF THE HIGH COURT / COURT OF APPEAL *
OF THE REPUBLIC OF SINGAPORE

Case No.)
of 20 .)

Between

*Claimant / Appellant**

And

*Defendant / Respondent**

Before the Honourable

In Open Court

EXTENDED CIVIL RESTRAINT ORDER

Upon the application of [party] and upon reading the affidavit of [state the name of the person making the affidavit and the filing date] and upon hearing [name]

It is ordered that:

1. The [party] is restrained from commencing any action or making any application, in [specify the court or subordinate court], concerning any matter involving, relating to, touching upon or leading to [the legal proceedings in respect of which this order is made] without the permission of the Court.
2. The [party] may apply to amend, vary or discharge this order, only if the [party] has the permission of the Court to make the application.
3. This order remains in force until [date].
4. [State the order on costs or any other orders made by the Court].

Date of order: [Date]

Important Message:

1. You must obey the directions contained in this order. If you disobey any direction contained in this order, you will be guilty of contempt of court and may be sent to prison or fined.
2. If you apply for permission to commence an action or make an application, in a court or subordinate court specified in this order, concerning any matter involving, relating to, touching upon or leading to the legal proceedings mentioned in this order, you must serve the application for permission, and the supporting affidavit, on every intended defendant to the action or every intended respondent to the application (as the case may be) and, if this order was made on the application of the Attorney-General, on the Attorney-General.
3. If you apply for permission to make an application to amend, vary or discharge this order, you must serve the application for permission, and the supporting affidavit, on every party to the application pursuant to which this order was made.
4. If you attempt to commence an action or make an application, in a court or subordinate court specified in this order, concerning any matter involving, relating to, touching upon or leading to the legal proceedings mentioned in this order, or attempt to make an application to amend, vary or discharge this order, without first obtaining the permission of the Court, your action or application will be treated as struck out or dismissed (as the case may be) without the Court having to make any further order, and without the need for any other party to be heard on the merits of your application.
5. If you do not understand anything in this order, you should consult a solicitor as soon as possible.

(Seal of the Court and signature of the Registrar)

(*Use as appropriate)

101.

O. 69, r. 3(1)

GENERAL CIVIL RESTRAINT ORDER
IN THE GENERAL DIVISION OF THE HIGH COURT / APPELLATE DIVISION
OF THE HIGH COURT / COURT OF APPEAL *
OF THE REPUBLIC OF SINGAPORE

Case No.)
of 20 .)

Between

*Claimant / Appellant**

And

*Defendant / Respondent**

Before the Honourable

In Open Court

GENERAL CIVIL RESTRAINT ORDER

Upon the application of [party] and upon reading the affidavit of [state the name of the person making the affidavit and the filing date] and upon hearing [name]

It is ordered that:

1. The [party] is restrained from commencing any action or making any application, in [specify the court or subordinate court], without the permission of the Court.
2. The [party] may apply to amend, vary or discharge this order, only if the [party] has the permission of the Court to make the application.
3. This order remains in force until [date].
4. [State the order on costs or any other orders made by the Court].

Date of order: [Date]

Important Message:

1. You must obey the directions contained in this order. If you disobey any direction contained in this order, you will be guilty of contempt of court and may be sent to prison or fined.
2. If you apply for permission to commence an action or make an application in a court or subordinate court specified in this order, you must serve the application for permission, and the supporting affidavit, on every intended defendant to the action or every intended respondent to the application (as the case may be) and, if this order was made on the application of the Attorney-General, on the Attorney-General.
3. If you apply for permission to make an application to amend, vary or discharge this order, you must serve the application for permission, and the supporting affidavit, on every party to the application pursuant to which this order was made.
4. If you attempt to commence an action or make an application, in a court or subordinate court specified in this order, or attempt to make an application to amend, vary or discharge this order, without first obtaining the permission of the Court, your action or application will be treated as struck out or dismissed (as the case may be) without the Court having to make any further order, and without the need for any other party to be heard on the merits of your application.
5. If you do not understand anything in this order, you should consult a solicitor as soon as possible.

(Seal of the Court and signature of the Registrar)

(*Use as appropriate)

O. 70, r. 3(1)

ORDER UNDER SECTION 74(1) OF
SUPREME COURT OF JUDICATURE ACT 1969
IN THE GENERAL DIVISION OF THE HIGH COURT
OF THE REPUBLIC OF SINGAPORE

Case No.)
of 20 .)

Between

Claimant

And

Defendant

Before the Honourable

In Open Court

ORDER UNDER SECTION 74(1) OF
SUPREME COURT OF JUDICATURE ACT 1969

Upon the application of [party] and upon reading the affidavit of [state the name of the person making the affidavit and the filing date] and upon hearing [name]

It is ordered that:

1. No legal proceedings are to be instituted without the permission of the General Division of the High Court by [the person against whom this order is made] in any court or subordinate court.
2. Any legal proceedings instituted by [the person against whom this order is made] in any court or subordinate court before the making of this order must not be continued by him/her/it* without the permission of the General Division of the High Court.
3. [State the order on costs or any other orders made by the Court].

Date of order: [Date]

Important Message:

1. You must obey the directions contained in this order. If you disobey any direction contained in this order, you will be guilty of contempt of court and may be sent to prison or fined.
2. If you apply for permission to institute any legal proceedings, or to continue any legal proceedings instituted by you before the making of this order, you must serve the application for permission, and the supporting affidavit, on the Attorney-General and on every other party to the legal proceedings to be instituted or continued.
3. If you attempt to institute any legal proceedings, or to continue any legal proceedings instituted by you before the making of this order, without first obtaining the permission of the General Division of the High Court, any other party to those legal proceedings, or to the application pursuant to which this order was made, may apply for those legal proceedings to be struck out. The Court may also on its own motion strike out those legal proceedings.
4. If you do not understand anything in this order, you should consult a solicitor as soon as possible.

(Seal of the Court and signature of the Registrar)

*(*Use as appropriate)*

APPENDIX B: Pre-Action Protocol for Personal Injury Claims and Non-Injury Motor Accident Claims

1. Application

...

1.2 This protocol applies to actions arising out of:

...

(b) all personal injury claims arising out of motor accidents (whether or not involving any claim for property damage arising out of the same accident) and industrial accidents where it is contemplated that action will be commenced on or after 1 April 2022 in the **General Division of the** High Court (and subsequently transferred to the District Courts).

(c) non-injury motor accidents where it is contemplated that action will be commenced on or after:

...

(ii) 1 April 2022 in the **General Division of the** High Court (and subsequently transferred to the District Courts).

...

APPENDIX D: Benchmark Rates for Cost of Rental and Loss of Use

The benchmark rates in this Appendix shall apply to claims for rental and loss of use of a motor vehicle made in cases filed in the Magistrates' Courts and the District Courts on or after 1 April 2022 and to cases filed in the **General Division of the** High Court on or after 1 April 2022 and transferred to the District Courts.

...