

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE
STATE COURTS PRACTICE DIRECTIONS 2014
AMENDMENT NO. 4 OF 2022

It is hereby notified for general information that amendments have been made to Parts X and XIII of the State Courts Practice Directions 2014. The amendments are summarised below:

- (1) amendments to Practice Direction 71 on Documents for use in trials in open Court;
- (2) amendments to Practice Direction 82 on Appointment of agent to establish service bureau;
- (3) amendments to Practice Direction 90 on Filing documents through service bureau; and
- (4) amendments to Practice Direction 91 on Filing of documents to the State Courts through a Supreme Court or Family Justice Courts service bureau.

2 The amendments will take effect on 28 July 2022 and will be reflected at <https://epd.statecourts.gov.sg> from 28 July 2022.

3 Please find attached a document reflecting the marked-up amendments to the Practice Directions 2014.

Dated this 18th day of July 2022.



CHRISTOPHER TAN
REGISTRAR
STATE COURTS

State Courts Practice Directions 2014 (Amendment No. 4 of 2022)

PART X: DOCUMENTS AND AUTHORITIES FOR USE IN COURT

71. Documents for use in trials in open Court

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Documents which need not be filed electronically

- (3) The provisions of Practice Directions 69 (Electronic filing of documents and authorities for use in court) and 70(2) to (6) (Bundles of documents filed on setting down) do not apply to (i) the bundle of affidavits of evidence-in-chief if the individual affidavits have already been e-filed; and (ii) the bundles of documents that are filed in Court pursuant to the provisions of Order 34, Rule 3A(1)(b) of the Rules of the Court. Such documents may be tendered to the Registry in hardcopy together with an electronic copy stored on a CD-ROM in Portable Document Format (PDF) and complying with the provisions of this Practice Direction.
- ~~(4) Any court fees payable, pursuant to Appendix B of the Rules of Court, on filing the documents in this Practice Direction, shall be payable at the stamp office. Parties should, when making payment at the stamp office, indicate to the cashier the precise number of pages which comprise the documents and comply with the provisions of Practice Direction 122 (Stamping of documents).~~
- ~~(5) It is emphasised that payment of the court fees on such documents should be made before the documents are tendered to Court in compliance with Order 34, Rule 3A of the Rules of Court. The hardcopy of documents tendered to Court should show, on the front page, the amount of court fees paid on the document.~~
- (46) The electronic copy must tally in all respects with the hardcopy, as it will be uploaded into the case file by the Registry staff and will form part of the electronic case file. The importance of not submitting unnecessarily large electronic files is emphasised. To this end, parties are to adhere as far as possible to the guidelines set out on the Electronic Filing Service website (currently at www.elitigation.sg), or its equivalent as may be set up from time to time, on the resolution to be used when scanning documents into Portable Document Format (PDF).
- ~~(75)~~ In the event that parties elect to electronically file such documents, they must nevertheless tender a bundle of these documents to the Registry in hard copy. It shall not be necessary to pay any additional court fees in respect of the hard copy in such circumstances.

Bundle of documents

- (86) The bundle of documents required to be filed by Order 34, Rule 3A of the Rules of Court should be paginated consecutively throughout at the top right hand corner and may be printed on one side or both sides of each page.
- (a) An index of contents of each bundle in the manner and form set out in Form 13 in Appendix A to these Practice Directions must also be furnished. No bundle of documents is necessary in cases where parties are not relying on any document at the trial.
 - (b) Under Order 34, Rule 3A (3) of the Rules of Court it is the responsibility of solicitors for all parties to agree and prepare an agreed bundle as soon as possible. The scope to which the agreement extends must be stated in the index sheet of the agreed bundle.
 - (c) Hard copies of the documents in the bundles should —
 - (i) be firmly secured together with plastic ring binding or plastic spine thermal binding, and such rings or spines should be red for plaintiffs and blue for defendants with a transparent plastic cover in front and at the back;
 - (ii) have flags to mark out documents to which repeated references will be made in the course of hearing, and such flags shall —
 - (A) bear the appropriate indicium by which the document is indicated in the index of contents; and
 - (B) be spaced out evenly along the right side of the bundle so that as far as possible they do not overlap one another; and
 - (iii) be legible (for which purpose clear legible photo-copies of original documents may be exhibited instead of the originals provided the originals are made available for inspection by the other parties before the hearing and by the Judge at the hearing).
 - (d) Where originals and copies of documents are included in one bundle, it should be stated in the index which documents are originals and which are copies.
 - (e) Only documents which are relevant or necessary for the trial shall be included in the bundles. In cases where the Court is of the opinion that costs have been wasted by the inclusion of unnecessary documents, the Court will have no hesitation in making a special order for costs against the relevant person.

- (f) A core bundle should (unless clearly unnecessary) also be provided containing the most important documents upon which the case will turn or to which repeated reference will have to be made. The documents in this bundle should normally be paginated but should also be cross-referenced to copies of the documents included in the main bundles. The bundle supplied to the Court should be contained in a loose-leaf file which can easily have further documents added to it if required.

Bundle of authorities

- (97) Hard copies of the bundle of authorities to be prepared by each party should:
 - (a) contain all the authorities, cases, statutes, subsidiary legislation and any other materials relied on;
 - (b) be properly bound with plastic ring binding or plastic spine thermal binding in accordance with the requirements set out in paragraph (68)(c) above;
 - (c) be paginated consecutively at the top right hand corner of each page (for which purpose the pagination should commence on the first page of the first bundle and run sequentially to the last page of the last bundle); and
 - (d) contain an index of the authorities in that bundle and be appropriately flagged for easy reference.
- (108) Only authorities which are relevant or necessary for the trial shall be included in the bundles. No bundle of authorities is necessary in cases where parties are not relying on any authority at the trial. In cases where the Court is of the opinion that costs have been wasted by the inclusion of unnecessary authorities, the Court will have no hesitation in making a special order for costs against the relevant person.
- (119) The bundle of authorities shall be filed and served on all relevant parties at least 3 working days before trial.

Opening statements

- (1210) A proper opening statement is of great assistance to the Court as it sets out the case in a nutshell, both as to facts and law. It enables the Judge to appreciate what the case is about, and what he is to look out for when reading and listening to the evidence that will follow. Opening statements also help to clarify issues between the parties, so that unnecessary time is not spent on trying to prove what is not disputed or irrelevant.

- (a) In the light of these objectives, opening statements will be required in all cases from all parties, except where dispensation has been granted by the trial Judge and in running down actions. Statements submitted may be taken as read by the trial Judge.
- (b) The plaintiff's statement as provided for in sub-paragraph (d) below, should, unless exempted or dispensation has been granted by the trial Judge, be filed and served on all other relevant parties not less than 3 working days before the commencement of the trial for which they are to be used.
- (c) The other counsel should each similarly not later than 2 working days before the start of the trial provide to the Court (with copies at the same time to their opponents) a statement which should concisely state the nature of their case on each of the issues to be tried and summarise the propositions of law to be advanced with references to the main authorities to be relied on. The character and length of this document will depend on the circumstances and whether there is any counterclaim or third party proceedings.
- (d) In the case of the plaintiff, the statement must include the following:
 - (i) a summary of essential facts indicating which, if any, are agreed;
 - (ii) an indication of how these facts are to be proved, identifying relevant witnesses and documents;
 - (iii) a summary of the issues involved with cross-references as appropriate to the pleadings;
 - (iv) a summary of the plaintiff's case in relation to each of the issues with references to the key documents relied upon, and a summary of the propositions of law to be advanced with references to the main authorities to be relied on; and
 - (v) an explanation of the reliefs claimed (if these are unusual or complicated).
- (e) Counsel will be at liberty to amend their statements at the trial but in such event will be expected to explain the reasons for the amendments.

Timeline for tendering documents

(4311) At the trial of the cause or matter, an adjournment may be ordered if:

- (a) the above documents or any of them, save for the opening statement in cases where it is not required or dispensation was granted, were not filed and served within the prescribed time or at all; or
- (b) one party seeks to tender any of the above documents or supplements thereto except for supplements to the opening statement at the trial of the cause or matter.

(+412) If an adjournment is ordered for any of the reasons set out in paragraph (~~431~~) above, the party who has failed to file or serve his documents within the prescribed time or at all or who seeks to tender a document or supplement thereto except for supplements to the opening statement may be ordered by the Court to bear the costs of the adjournment.

PART XIII: ELECTRONIC FILING SERVICE

82. Appointment of agent to establish service bureau

Pursuant to Order 63A, Rule 4 of the Rules of Court (Cap. 322, R 5), the Registrar hereby appoints CrimsonLogic Pte Ltd as an agent to establish a service bureau ~~or service bureaux~~ at ~~133 New Bridge Road #19-01/02 Chinatown Point Singapore 059413~~ (or such other address(es) in Singapore as may be deemed suitable).

90. Filing documents through service bureau

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~~(6) 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.~~

91. Filing of documents to the State Courts through ~~another Supreme Court or Family Justice Courts~~ service bureau

Pursuant to Order 63A, Rule 18(4) and (6) of the Rules of Court (Cap. 322, R 5), the Registrar hereby prescribes that any service bureau established or authorised to be established by the Registrar of the Supreme Court or the Registrar of the Family Justice Courts may assist in the filing, service, delivery or conveyance of documents pertaining to proceedings in the State Courts using the Electronic Filing Service ~~in all cases and circumstances where the staff of these service bureaux are able to provide such assistance pertaining to State Courts proceedings. if the service bureau, or, if there are more than one, all the service bureaux, established or authorised to be established by the Registrar are unable to provide such services owing to failure of hardware or software, or both.~~