

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE
STATE COURTS PRACTICE DIRECTIONS 2021
AMENDMENT NO. 6 OF 2022

It is hereby notified for general information that amendments have been made to Parts II, IV, V, XIII, XVII, Appendix A1, Appendix B and Appendix C of the State Courts Practice Directions 2021. The amendments are summarised below:

- (1) amendments to Practice Direction 11 on Duty Registrar;
- (2) amendments to Practice Direction 35 on The SMCL Process;
- (3) amendments to Practice Direction 36 on Simplified Process under Order 65 of the Rules of Court 2021;
- (4) amendments to Practice Direction 37 on General Process;
- (5) amendments to Practice Direction 45 on Assessment of Damages and Taking of Accounts;
- (6) amendments to Practice Direction 48 on Applications in pending cases;
- (7) amendments to Practice Direction 52 on “Documents-only” Civil Trials and Assessments of Damages;
- (8) amendments to Practice Direction 96 on Applications for Enforcement Orders;
- (9) amendments to Practice Direction 97 on Seizure or attachment under an Enforcement Order;
- (10) amendments to Practice Direction 100 on Examination of enforcement respondent;
- (11) introduction of new Practice Direction 110A on Judge Case Conference Checklist for criminal trials;
- (12) amendments to Form 10 (Checklist for Assessment of Damages Court Dispute Resolution Conferences (“ADCDCR”)) of Appendix A1;
- (13) introduction of new Form 29A (Judge Case Conference Checklist) to Appendix A1;
- (14) amendments to Form 30 (Application for Records of Criminal Proceedings) of Appendix A1;
- (15) amendments to Appendix B (Pre-Action Protocol for Personal Injury Claims and Non-Injury Motor Accident Claims); and
- (16) amendments to Appendix C (Guidelines for Court Dispute Resolution Case Conferences for Personal Injury Claims and Non-Injury Motor Accident Claims).

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

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

Dated this 24th day of November 2022.



CHRISTOPHER TAN
REGISTRAR
STATE COURTS

State Courts Practice Directions 2021 (Amendment No. 6 of 2022)

PART II: GENERAL MATTERS

...

11. Duty Registrar

- (1) The duties of the Duty Registrar are —
 - (a) to hear applications made without notice or by consent provided that the summons has been filed in the Electronic Filing ~~System~~Service;
 - (b) to grant approval for any matter pertaining to the administration of the Registry, including giving early or urgent dates and allowing inspection of files; and
 - (c) to sign and certify documents.

...

PART IV: CASE MANAGEMENT AND COURT ALTERNATIVE DISPUTE RESOLUTION

...

35. The SMCL Process

...

First SMCL CC

- (3) Subject to the discretion of the Court, where an action has been identified for inclusion in the SMCL:
- (a) The first SMCL Case Conference (“CC”) will be fixed around 7 weeks from the date that the Defence was filed.
 - (b) An SMCL Notice will be issued to the claimant and any other party who has filed a notice of intention to contest **and/or Defence** notifying parties that the case has been identified for the SMCL, of the date of the first SMCL CC, and directing parties to provide to the Court within a prescribed time:
 - (i) an update on the progress of the matter including attempts at amicable resolution; and
 - (ii) a list of directions sought, including the timeframe for each direction.
 - (c) The SMCL Notice may also include further directions from the Court, for example:
 - (i) For construction disputes, parties will be directed to provide a Scott Schedule setting out the respective parties’ positions on each item of claim.
 - (ii) For defamation actions, parties will be directed to state whether the Pre-Action Protocol for Defamation Actions has been complied with and if not, the outstanding steps to be taken.
 - (d) Where both parties are represented, a SMCL CC will be fixed to be conducted on a “documents-only” basis. Where at least one party is unrepresented, a physical SMCL CC will be fixed.

...

General provisions for procedure of SMCL CCs

...

- (15) If judgment is entered on liability for damages to be assessed, a further SMCL CC will be fixed around 3 weeks after the date judgment is entered. A fresh SMCL CC Notice

will be issued to the claimant and any party against whom judgment on liability has been entered (if that party has filed a notice of intention to contest **and/or Defence**), notifying parties of the date of the 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.

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

...

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

Before the first Civil Simplified CC

- (3) Subject to the discretion of the Court, where a case is identified for the Simplified Process:
- (a) A first Civil Simplified CC will be fixed around 7 weeks from the date that the Defence was filed.
 - (b) A Civil Simplified CC Notice will be issued to the claimant and any other party who has filed a notice of intention to contest **and/or Defence** notifying parties that the case has been identified for the Simplified Process, of the date of the first Civil Simplified CC, and directing parties to file the necessary documents and take the necessary steps within a prescribed time for the purposes of the Civil Simplified CC.
 - (c) Where both parties are represented, a Civil Simplified CC will be fixed to be conducted by remote hearing via video conferencing. Where at least one party is unrepresented, a physical Civil Simplified CC will be fixed.

...

General provisions for Civil Simplified CCs

...

- (17) If judgment is entered on liability for damages to be assessed, an Assessment of Damages CC will be fixed around 3 weeks after the date judgment is entered. A CC Notice will be issued to the claimant and any party against whom judgment on liability has been entered (if that party has filed a notice of intention to contest **and/or Defence**) notifying parties of the date of the 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.

37. General Process

...

General Process CCs and SAPT

...

- (8) If judgment is entered on liability for damages to be assessed, an Assessment of Damages CC will be fixed around 3 weeks after the date judgment is entered. A CC Notice will be issued to the claimant and the parties against whom judgment on liability has been entered (if that party has filed a notice of intention to contest and/or Defence) notifying parties of the date of the 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.

...

45. Assessment of Damages and Taking of Accounts

Convening of Assessment of Damages Case Conference

...

- (1A) Where 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 3 weeks after the date on which judgment on liability is entered. An Assessment CC Notice will be issued to the claimant and any party against whom judgment on liability has been entered (if that party has filed a notice of intention to contest and/or Defence), 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.

...

*Convening of Assessment of Damages Court Dispute Resolution **Case** Conferences*

- (d) The Court will generally convene the first Assessment of Damages Court Dispute Resolution **Case** Conference (“**ADCDR CC**”) within 4 weeks after the filing and acceptance of the Notice of Appointment for Assessment of Damages (“**NOAD**”).
- (e) The Court retains the discretion to reject the filing of a NOAD when any of the following requirements are not satisfied prior to the filing of said NOAD:
- (a) All affidavits of evidence-in-chief and/or expert reports which parties intend to rely on at the Assessment of Damages have been duly exchanged at least 5 working days before the filing of the NOAD.
- (b) The Checklist for ADCDR **CC** in Form 10 of Appendix A1 to these Practice Directions (“**Checklist**”) has been duly completed by all legally represented

parties taking part in the proceedings and filed as a supporting document to the NOAD. (Please note that the claimant need not obtain the endorsement of unrepresented individuals/entities for the purposes of completing the Checklist.)

- (c) The NOAD is filed within the timeline for filing as stipulated by the Court in an order or otherwise directed.
- (f) If parties provide inaccurate confirmations in the Checklist filed, the Court may, at an appropriate juncture:
 - (d) strike off the NOAD and the Checklist; and/or
 - (e) vacate ADCDR **CC**(s) commenced as a result of the inaccurate confirmations provided.

Conduct of ADCDR **CC**s

- (g) At ADCDR **CC**s, the Court will: —
 - (f) facilitate settlement between parties;
 - (g) provide neutral evaluations of quantum of damages; and/or
 - (h) conduct a final check on the status of the proceedings between the parties to ensure that they are ready for the Assessment of Damages hearing.
- (h) All ADCDR **CC**s are to be conducted on a documents-only basis through the Electronic Filing Service, electronic mail or any other electronic means in accordance with Registrar’s Circular No. 13 of 2020.

...

- (10) At the first ADCDR **CC**, all parties should be in a position to assess the relative merits of their cases to facilitate a settlement with all relevant information at their disposal.
- (11) For matters falling within Practice Direction 45(9), parties are to submit to the Court, before the first ADCDR **CC**, the Quantum Neutral Evaluation Form in Form 11 of Appendix A1 to these Practice Directions for neutral evaluation of such heads of claim in accordance with Registrar’s Circular No. 13 of 2020.

...

- (13) In the event that one party’s position is not stated within the Quantum Neutral Evaluation Form filed by the specified deadline before any hearing date, the Court will not provide a neutral evaluation. Instead, the Court may —
 - (a) issue directions and fix the matter for a further hearing; or
 - (b) vacate the ADCDR **CC** and fix the matter for an Assessment of Damages hearing.

- (14) If the case is not one for which a neutral evaluation will be given, or if parties decide not to obtain a neutral evaluation from the Court, parties are to update the Court at the first ADCDR **CC** on whether there are any on-going negotiations and seek directions on the same, or inform the Court of their availability so an Assessment of Damages hearing may be fixed.
- (15) After the first ADCDR **CC**, parties may generally expect 2 to 5 more ADCDR **CC** hearings before directions moving the matter towards an Assessment of Damages are given.
- (16) During the ADCDR **CC** process, if there is no settlement or if the Court thinks fit, the Court may —
 - (a) direct that the matter should proceed for an Assessment of Damages hearing; and/or
 - (b) make such orders or give such directions as it thinks fit for the just, expeditious and economical disposal of the matter.
- (17) If parties wish to request for an adjournment of an ADCDR **CC**, they are to do so at least 5 working days before the date of the ADCDR **CC** by way of a “Other Hearing Related Request” filed under the specific Assessment of Damages Sub-Case No. as found in the accepted copy of the NOAD.

Fixing of Assessment of Damages Hearings

- (18) In all requests for Assessment of Damages hearing dates during the ADCDR **CC** process, parties should:
 - (i) specify whether parties require a half-day hearing slot or a shorter hearing slot (as may be suitable where, for example, no defendant or intervener is expected to attend or make contesting submissions at the Assessment of Damages hearing);
 - (j) provide the unavailable dates of all parties (if possible); and
 - (k) specify the name of the Deputy Registrar who provided a neutral evaluation (if any) in the matter or that no neutral evaluation was given.

...

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 Application” (Form 14A of Appendix A1 to these Practice Directions). 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 at a physical or remote ~~CC Case Conference~~, a “Request for Case Conference” may be filed in lieu of the “Request for Permission to file 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 V: “DOCUMENTS-ONLY” PROCEEDINGS

52. “Documents-only” Civil Trials and Assessments of Damages

...

Consideration of the suitability of a “Documents-Only” Civil Trial or Assessment of Damages

- (6) Parties should consider the suitability of their case for a “Documents-Only” Civil Trial or Assessment and counsel should obtain their respective clients’ instructions prior to attending the following sessions:
- (a) in the case of all civil matters where all issues concerning liability have not been agreed or determined, the first Case Conference (“CC”) convened under Order 9, Rule 1 of the Rules of Court 2021; or
 - (b) in the case of civil matters where judgment on liability has been entered for damages to be assessed, the first Assessment of Damages Court Dispute Resolution **Case** Conference (“**ADCDR CC**”) convened pursuant to Practice Direction 45 after the filing of the Notice of Appointment for Assessment of Damages.
- (7) The judicial officer conducting the CC (including ADCDR **CC**, as the case may be) will discuss with parties the suitability of the case for a “Documents-Only” Civil Trial or Assessment.

...

Directions for a “Documents-Only” Civil Trial or Assessment

- (11) Where a “Documents-Only” Civil Trial or Assessment is ordered, except as specifically provided herein, there are no changes to the pre-trial or pre-assessment applications and/or processes which may be undertaken by parties as provided for under the Rules of Court or Practice Directions until —
- (a) in the case of a “Documents-Only” Civil Trial, the CC convened after the matter has been set down pursuant to Order 9, Rule 25 of the Rules of Court 2021; and/or
 - (b) in the case of a “Documents-Only” Assessment, the ADCDR **CC** convened after parties have filed the Notice of Appointment for the Assessment for Damages.

...

- (13) In the case of a “Documents-Only” Assessment, at the ADCDR **CC** referred to in subparagraph 11(b) above, in addition to any usual directions for the filing of bundles, directions will be given for parties to file their respective written submissions and Bundles of Authorities. Where requested by the parties, a half-day hearing slot will also be given for parties to make any oral submissions they wish to before the judicial officer

hearing the Assessment in Chambers.

...

PART XIII: ENFORCEMENT MATTERS

96. Applications for Enforcement Orders

...

- (6) Once an EO has been granted, the enforcement applicant should take steps to extract the ~~EO Order of Court~~ (using the Enforcement Order electronic form available through the Electronic Filing Service) expeditiously. When extracting the EO, the enforcement applicant shall also attach the draft Notice(s) of Seizure or Attachment required for the Bailiff to effect seizure or attachment under the EO. Each draft Notice of Seizure or Attachment should pertain to one enforcement type and one enforcement address only.

...

97. Seizure or attachment under an Enforcement Order

...

- (1A) Where, under Order 22, Rule 6(4) of the Rules of Court 2021, an ~~EO 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.

- (2) Upon the Bailiff's request, the enforcement applicant or the enforcement applicant's solicitor or other authorised representative must accompany the Bailiff when the Bailiff carries out the ~~EO enforcement order~~:

- (a) Pursuant to Order 22, Rule 6(3) of the Rules of Court 2021, the enforcement applicant or the enforcement applicant's solicitor or other authorised representative must be present with the Bailiff at the appointed date, time and address of any enforcement attempt, upon the Bailiff's request.
- (b) If the enforcement applicant or the enforcement applicant's solicitor or other authorised representative is absent at the appointed date, time and address of the enforcement attempt, the appointment is deemed vacated and the Bailiff shall not proceed with the enforcement attempt.
- (c) Insofar as the seizure of movable property is concerned, the Bailiff will only seize property that is identified by the enforcement applicant or the enforcement

applicant's solicitor or other authorised representative.

...

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 "Summons for Examination of Enforcement Respondent" (for orders or judgments by the Small Claims Tribunals, Employment Claims Tribunals, Community Disputes Resolution Tribunals or Protection from Harassment Court (in simplified proceedings) for the payment of money or the delivery of vacant possession of premises, an originating application) through the Electronic Filing Service.

...

PART XVII: CRIMINAL MATTERS

...

110A. Judge Case Conference Checklist for criminal trials

For every criminal case at the State Courts that is scheduled for a Judge Case Conference before trial, unless the Defence has indicated that the accused wishes to plead guilty or the Court otherwise directs, the Prosecution and the Defence must each file, at least 7 days before the date of the Judge Case Conference, a Judge Case Conference Checklist, in Form 29A of Appendix A1.

Appendix A1

Form 10

CHECKLIST FOR ASSESSMENT OF DAMAGES COURT DISPUTE RESOLUTION **CASE** CONFERENCES (“ADCDR **CC**”)

Case Number: DC/MC OC _____ of _____ Interlocutory judgment entered on: _____

Directions to file NOAD issued on: _____ Date on which this Checklist is filed: _____

This Checklist is to be duly completed by all legally represented parties. Please provide the confirmations in respect of all the conditions in Sections (A), (B) and (C) below with the necessary deletions made where required to ensure that confirmations provided are accurate.

A duly completed Checklist is to be filed as a supporting document to the Notice of Appointment for Assessment of Damages, under the document name “NOAD Checklist” on eLitigation.

I/We, counsel acting for the **claimant and defendant, intervener and third/fourth party (*delete as applicable)** do confirm as follows:

(A) All expert reports that the claimant, the defendant, intervener and/or third/fourth party intend to rely on at the Assessment of Damages (including any medical re-examination, clarification report(s) and/or any report(s) necessary to update the evidence available on the claimant’s medical condition or claimant’s claim for loss and damage up to the date of this checklist) have been filed and/or exchanged between parties and are available for parties to tender to the Court as at the date on which this Checklist is filed;

OR

No expert reports will be tendered at the said conference and the Assessment of Damages; (***delete as applicable**)

(B) All affidavits of evidence-in-chief that the claimant, the defendant, intervener and/or third/fourth party intend to rely on at the Assessment of Damages (including any supplementary affidavits of evidence-in-chief which are required to update the evidence relied on by parties up to the date of this checklist) have been filed and/or exchanged between parties and are available for parties to tender to the Court as at the date on which this Checklist is filed; and

(C) The claimant has already attended medical re-examination by the medical expert of the defendant/ intervener / third party.

OR

The defendant/intervener/third party confirms that no medical re-examination of the claimant is required.

OR

No medical re-examination is applicable in the present matter. (***delete as applicable**).

Counsel for the claimant

Name of law firm:
DID fax number:

Counsel for the defendant/intervener/third/fourth party (**Delete where necessary or mark as “N.A.”**)

Name of law firm:
DID fax number:

Note: This Checklist shall be filed via eLitigation in PDF format. Please note that the claimant need not obtain the endorsement of unrepresented individual(s)/entit(ies) for the purposes of completing the Checklist, as per the State Courts Practice Direction 45(4)(b) and should choose the option “N.A” in the signature block above.

Form 29A
JUDGE CASE CONFERENCE CHECKLIST

Case Name:

Case Number:

S/N	Items	Status (*delete where inapplicable)
1	<u>Charges</u>	
	Proceeded Charge(s)	Total number of proceeded charge(s):
		Brief description of the proceeded charge(s):
Stood-Down Charge(s)	Total number of stood-down charges:	
2	<u>Statement of Agreed Facts (“SOAF”)</u>	<input type="checkbox"/> SOAF has been signed and filed <input type="checkbox"/> Draft SOAF is ready but has not been agreed and signed <input type="checkbox"/> Draft SOAF not ready <input type="checkbox"/> No SOAF will be used
3	<u>Witnesses</u>	
	Prosecution witnesses	Number of Prosecution <u>witnesses of fact</u> :
		Number of Prosecution witnesses whose evidence can be admitted by conditioned statements:

(see attached list of witnesses)	Number of Prosecution witnesses who will be required to give evidence at trial, either in examination-in-chief and/or cross-examination:
	Number of Prosecution <u>expert witnesses</u> :
	Areas on which each Prosecution expert will give evidence:
	Will expert report(s) (including medical report) be used: Y/N* If yes, has a copy of the expert report been served on the other party: Y/N*
	Likely length of Prosecution's case: _____ <u>days/ weeks*</u>
Defence witnesses (see attached list of witnesses)	Number of Defence <u>witnesses of fact</u> :
	Number of Defence witnesses whose evidence can be admitted by conditioned statements:
	Number of Defence witnesses who will be required to give evidence at trial, either in examination-in-chief and/or cross-examination:
	Number of Defence <u>expert witnesses</u> :
	Areas on which each Defence expert will give evidence:
	Will expert report(s) (including medical report) be used: Y/N* If yes, has a copy of the expert report been served on the other party: Y/N*

		Likely length of Defence's case: _____ days/ weeks*
4	<u>Ancillary Hearing</u>	Number of statements given by the accused person(s) which Prosecution intends to admit as part of its case:
		Number of statements which the Defence is objecting to the admission of:
		Nature of challenge to admissibility (Threat/Inducement/Promise/Oppression):
		Estimated number of days required for an ancillary hearing:
5	<u>Applications to Court</u>	<input type="checkbox"/> Shielding measures <input type="checkbox"/> Evidence through video or television links <input type="checkbox"/> Gag orders <input type="checkbox"/> In-Camera proceedings <input type="checkbox"/> Joint-trial

[insert Name & Signature]

[Lead DPP / Lead Defence Counsel]*

*delete as appropriate

Form 30

APPLICATION FOR RECORDS OF CRIMINAL PROCEEDINGS

Name of Applicant / Solicitor's Firm : NRIC No. : Address : File Reference No: Email: Telephone No: Facsimile No:	Date of Application Solicitor Acting For :- (✓ where applicable) <input type="checkbox"/> Complainant <input type="checkbox"/> Respondent <input type="checkbox"/> Others: (please specify)
---	--

DOCUMENTS APPLIED FOR

NRIC/ Name of Accused / Complainant / Respondent / Deceased:

.....

Case No:
 (Please specify Case Reference No.)

DAC/MAC No(s):

Coroner's Inquiry No:

Others:
 (please specify)

Type of Document (✓ where applicable)

- Charges
- Complaint Form
- Notes of Evidence:
 (please specify hearing dates)
- Registrar's Certificate and charges
 [Please note that this certificate can only be issued together with the charges, which will be charged separately]
- Statement of Facts
- Others:
 (please specify)

Reasons For Application (please elaborate)

.....

Reasons For Application (✓ where applicable)

- Misplaced Original Copy of the Order/Charge/Others
- To seek legal advice/ representation
- For reference
- Others :
 (please specify)

- (1) I understand that I am to pay the required fees for the above in accordance with regulation 2(1)(a) (ii), and 2(2) of the Criminal Procedure Code (Prescribed Fees) Regulations 2013 or paragraph 3 of the Fees (State Courts – Criminal Jurisdiction) Order 2014, as applicable, upon submission of the application Form. I also understand that the document(s) applied for can only be collected after the stipulated payment has been made.
- (2) I also understand that the Court, upon approval of the application, will only release the document(s) applied for to parties named in the action or their solicitors.
- (3) I also understand that my application will be deemed as lapsed if the document(s) applied for is/are not collected within 21 days from the date I am informed on the availability thereof. I also understand that I am required to provide a **Letter of Authorisation** for another person to collect the requested document(s) on my behalf if I am unable to collect them personally.

Signature of Applicant

Date

FOR OFFICIAL USE ONLY

The application is: Approved Not approved
 (✓ where applicable) Reasons for rejection (where applicable):

Name and Signature of District Judge/Magistrate/Deputy Registrar

- Total Fees payable : - Minimum Fees payable (\$15 x no. of document types applied): - Paid on: Receipt No:	No. of documents collected: Document(s) collected by:	No. of Pages:
--	--	---------------------

- Balance Fees payable (\$0.50 per page, where applicable): _____
- Paid on: _____ Receipt No: _____

Name & Signature of Collector
NRIC/Passport/ FIN No:
Date:

Collection Time: Mondays to Fridays – 9:00 am to 12:30 pm & 2:00 pm to 5:00 pm

1. All requests for copies of the records of any criminal proceedings are subject to the approval of the Court.
2. Once the request has been approved and the applicant has been informed on the availability of the requested document(s) and the cost (where applicable), the said documents will be available for collection for a period of 21 days. Any document(s) not collected within the stipulated period will be destroyed and a fresh request must be submitted thereafter if the applicant still requires the document(s).
3. An application for copies of the records of any criminal proceedings will only be processed after the stipulated payment has been made.

Prescribed Fees

4. The fees payable are as follows:

Document Type	Fee Amount	Remarks
Registrar's Certificate ¹ and charges	\$35, payable upon application. (This includes a fixed fee of \$20 for the Registrar's Certificate and a minimum fee of \$15 for charges.)	Payable upon Application <i>Note: An additional amount based on the number of pages for charges is payable before collection.</i>
All other documents (including a copy of any Judgment, Sentence, Order, Deposition or other part of the record of any criminal proceedings ²)	\$5 for each type of document requested in the application and \$0.50 per page thereof, subject to a minimum of \$15 per document.	Minimum of \$15 (per document) payable upon Application <i>*Any additional amount (based on number of pages) may be payable before collection of the document(s).</i>
Application for an additional copy of the record of any criminal proceedings or the Grounds of Decision ³	\$0.50 for each page thereof, subject to a minimum of \$10 for each copy of the record of proceedings and grounds of decision	Minimum of \$10 (per document) payable upon Application <i>*Any additional amount (based on number of pages) may be payable before collection of the document(s).</i>

Refund of Fees Paid

5. The \$5 application fee is non-refundable.
6. A refund of the minimum fee already collected will only be made through directly crediting the applicant's bank account. The applicant is required to furnish the bank account details.

Payment Modes

7. Local Applicants: Cash, NETS, local Solicitor's cheque, PayNow or Credit Card
[For cheque payment, please make the cheque payable to "Registrar, State Courts" and indicate the Case Number at the back of the cheque]
8. Overseas Applicants: Telegraphic Transfer in Singapore Currency (payable to Registrar, State Courts)
Payment due to State Courts excludes all bank charges
[Note: The bank/agent charges are to be paid to the bank/agent directly which is different from the amount payable for the documents]

Contact Us

For enquiries pertaining to Court records, please email us at contact@statecourts.gov.sg or call us at (65) 6587 8423 for assistance.

¹ Pursuant to section 45A(4) of the Evidence Act 1893.

² Pursuant to paragraph 3 of the Fees (State Courts – Criminal Jurisdiction) Order 2014, and regulation 2(2) of the Criminal Procedure Code (Prescribed Fees) Regulations 2013, read with section 426(1) of the Criminal Procedure Code 2010.

³ Pursuant to regulation 2(1)(a)(ii) of the Criminal Procedure Code (Prescribed Fees) Regulations 2013, read with section 377(6) of the Criminal Procedure Code 2010.

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

...

13. Costs Guidelines

...

PI claims

- 13.3 As a guide, where the sum settled (excluding interest if any) is less than \$20,000, the pre-~~trial~~action costs should be between \$1,500 and \$2,500, exclusive of disbursements.

...

APPENDIX C: Guidelines for Court Dispute Resolution Case Conferences for Personal Injury Claims and Non-Injury Motor Accident Claims

...

8. Follow up action after CDR CC

...

- 8.3 If parties enter into a judgment on liability, an assessment of damages case conference will be called and the procedure set out in Practice Direction 45 shall apply.
- 8.4 If parties are not able to reach an amicable resolution, a Personal Injury, NIMA or Negligence Case Conference (“PNN CC”) will be fixed around 7 weeks after the last CDR CC. A PNN CC Notice will be issued to the claimant and any other party who has filed a notice of intention to contest and/or Defence, notifying parties that the case has been identified for a PNN CC, of the date of the first PNN 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 trial. A PNN CC will be conducted on a “documents-only” basis, unless otherwise directed by the Court. Subject to the necessary modifications, the directions applicable to the conduct of General Process CCs stated at Practice Direction 37(3) to 37(7) and 37(10) to 37(12) apply to the conduct of PNN CCs.