

Supreme Court Practice Directions 2013 (Amendment No. 1 of 2022)

Part I: Introduction

1. Citation

These Practice Directions may be cited as the Supreme Court Practice Directions 2013.

1A. Definitions

In these Practice Directions, unless the context otherwise requires:

“Appellate Division” means the Appellate Division of the High Court; ~~and~~

“General Division” means the General Division of the High Court; ~~and~~

“Rules of Court” means the Rules of Court (Cap 322, R 5, 2014 Rev Ed) as in force immediately before 1 April 2022.

4. Updating

(1) Amendments to these Practice Directions will be done on a paragraph-for-paragraph basis. These Practice Directions will be automatically updated with the new amended paragraphs. A list of amendments made will also be found on the ~~Supreme Court~~ Singapore Courts website; ~~on a note-up page entitled ‘Amendments’~~ at <https://www.judiciary.gov.sg>.

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5. Applicability of Practice Directions

~~Practice Directions to apply to civil proceedings~~

~~(1) These Practice Directions shall apply to civil proceedings only unless otherwise stated.~~

Application on and after 1 April 2022

(1) On and after 1 April 2022, these Practice Directions apply only to:

(a) any cause or matter, in the General Division, the Appellate Division or the Court of Appeal, that is governed by the Rules of Court; and

(b) any criminal proceedings commenced, in the General Division or the Court of Appeal, before 1 April 2022.

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7. Registrar's Circulars

Registrar's Circulars can be found at the ~~Supreme Court~~ Singapore Courts web-site at <http://www.supremecourt.gov.sg> <https://www.judiciary.gov.sg>.

Part II: General Matters

10A. Hearings by video conferencing or telephone conferencing

(1) Selected hearings in the Supreme Court will be conducted by video conferencing or where appropriate, telephone conferencing. Where the Court issues directions for a hearing to be conducted by way of video conferencing or telephone conferencing:

(a) Solicitors may write to the Court to raise any concerns that they may have within 2 days after receiving notification of such directions; and

(b) A party who is not legally represented is strongly encouraged to use video conferencing or telephone conferencing, but may inform the Court if he or she does not wish to do so.

(2) The Court retains full discretion to decide (a) whether to conduct any hearing by video conferencing or telephone conferencing, and (b) whether to conduct any hearing with one or more parties attending by video conferencing or telephone conferencing and any other party attending physically in Court.

(3) Unauthorised audio or visual recording of hearings is strictly prohibited and in appropriate cases, the Court may require an undertaking that no such recording will be made. The attention of parties is drawn to section 5 of the Administration of Justice (Protection) Act 2016 regarding contempt of court by unauthorised recordings.

(4) Where hearings are conducted by video conferencing or telephone conferencing, all court rules and practices on dress and etiquette will continue to apply. However, it will not be necessary to stand and/or bow to the Court at the start or end of the hearing or to stand when addressing the Court.

12. Duty Registrar

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(3) Only advocates and solicitors (or, ~~where~~ a party litigant who is not legally represented, ~~a litigant in person~~) shall appear before the Duty Registrar.

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(8) A solicitor or a litigant who is not legally represented (collectively, “parties”) who wishes to attend before a Duty Registrar and to refer him or her to documents filed must either:

(a) file the documents at least one hour before attending before the Duty Registrar, so that the documents would already be in the electronic case file for the Duty Registrar’s reference. ~~Solicitors~~ Parties should as far as possible only attend before the Duty Registrar after they have received notification from the Court that the documents have been accepted. Parties should also check with the Registry that the documents have been routed to the Duty Registrar before attending before the Duty Registrar; or

(b) attend before the Duty Registrar with the ~~paper~~ hard copy documents. The Duty Registrar will require the ~~solicitor~~ relevant party to give an undertaking to file all the documents by the next working day before dealing with the matter.

(9) A solicitor or a litigant who is not legally represented (collectively, “parties”) who wishes to attend before a Duty Registrar by way of video conferencing must call the Case Management Officer (“CMO”) to notify the Court of the following:

(a) when the application and all related documents were filed;

(b) the case number;

(c) if there is no case number assigned, the name(s) of the parties and names of the counsel and law firm(s) acting for such parties;

(d) whether any natural person or business corporate entity involved in the case is unrepresented, and if so, the name of that person or entity;

(e) explain briefly the nature of the application and directions sought from the Duty Registrar;

(f) the time and date that he or she wishes to attend before the Duty Registrar;

(g) whether he or she wishes to send in any documents via the Electronic Filing Service ahead of the hearing or during the hearing before the Duty Registrar;

(h) whether he or she wishes to tender any hard copy documents ahead of the hearing before the Duty Registrar;

(i) the name(s) of all the parties who will be attending the hearing before the Duty Registrar, and the email address and telephone number of these parties.

If parties wish to tender any hard copy documents ahead of the hearing before the Duty Registrar, parties should as far as possible provide the hard copies and ensure that they have been placed before the Duty Registrar at least 1 hour before the scheduled hearing. Parties should check with the CMO that the documents have been placed before the Duty Registrar before the scheduled hearing.

15. The Central Display Management System

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(2) ~~When Before~~ taking a CDMS queue numbers ~~at the CDMS kiosk~~, solicitors are to ~~confer~~ **have conferred** with their opponent(s) and enter the estimated duration of their own submissions. The number of minutes entered should be an accurate reflection of the actual duration of submissions expected to be made by each of the solicitors.

Solicitors should indicate in the CDMS that they are ready for hearing only when the solicitors for all the parties concerned are present.

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17. Court dress

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(3) When appearing in open Court proceedings that are conducted through a live video **link** or live television link:

(a) if the proceedings are conducted solely through the live video **link** or live television link and do not take place in any Courtroom, the attire for an advocate and solicitor will be the same as for open Court, except that a gown need not be worn; **but**

(b) if one or more Judges hear the proceedings in a Courtroom, unless the Court directs otherwise, every advocate and solicitor in the proceedings will wear the usual attire for open Court ~~proceedings~~;

(c) if the Judge conducts proceedings through the live video link or live television link, and the parties attend the proceedings in the Courtroom, unless the Court otherwise directs, every advocate and solicitor in the proceedings will wear the usual attire for open Court proceedings.

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20. Interpreters and translation

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(12) Litigants ~~in person~~ who are not legally represented may submit their requests for interpretation services or translation of documents for Supreme Court proceedings using the respective forms available on the Singapore Courts website at ~~http://www.supremecourt.gov.sg~~ <https://www.judiciary.gov.sg>.

21. Production of record of hearing

(1) Pursuant to Order 38A, Rule 1 of the Rules of Court, the Registrar hereby directs that with effect from 1 August 2005, there shall be audio recording of all open Court trials in actions begun by writs. Such audio recording ~~shall~~ may be made using the Digital Transcription System (DTS) ~~only~~. Where a hearing is conducted by means of video conferencing or telephone conferencing using a remote communication technology approved by the Chief Justice or authorised by the Court, and the Court has authorised the making of a recording of the hearing using such remote communication technology, the recording so made will, unless the Court otherwise directs, constitute the official record of the hearing.

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24. Access to case file, inspection, taking copies and searches

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File inspection by non-parties or parties who are not registered users

(5) In order to inspect a case file, the following procedure should be followed:

(a) A **Request** should be made to obtain leave to inspect the file. The Request should state the name of the person who is to carry out the search or inspection. If this person is not a solicitor, his ~~identity card number~~ or her identification and contact details should also be included in the Request ~~after his name~~, and ~~a copy of his identity card~~ or her identification document (including physical or digital identity card) should be ~~provided~~ **produced for verification when requested**. The Request should also state the interest that the applicant has in the matter, and the reason for the search or inspection. If the search or inspection is requested for the purpose of ascertaining information for use in a separate suit or matter, the Request should clearly state the nature of the information sought and the relevance of such information to the separate suit or matter.

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Obtaining certified true copies of documents

(7A) 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.

(8) Applications to obtain certified true paper copies of documents, should be made by way of filing a Request through the Electronic Filing Service.

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(b) ~~Once approval is received from the Court, the applicant should present a printed copy of the approved Request at the Legal Registry. After verifying that the Request has been approved, the Legal Registry will inform the applicant of any additional fees payable. Any additional fees should then be stamped on the Request at the Cashier's Office at the Legal Registry. Upon presentation of this stamped Request, the documents will be furnished to the applicant.~~ The applicant will be informed of the outcome to his or her Request and the fees payable for the provision of the certified true copies if the Request is approved. Upon confirmation of the receipt of payment of the fees payable, the certified true copies will be released to the applicant. The Registry may require verification of the identity of the applicant against his or her identification document (including physical or digital identity card) prior to release of the certified true copies.

(c) The fees prescribed by Appendix B to the Rules of Court will be payable for the provision of the above services ~~in addition to further printing charges which may be chargeable by the Court or the service bureau for reproducing the copies in paper form.~~

24A. Personal Data

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(7) **Contained in electronic cause books and registers maintained by the Registry.** A data subject who wishes to correct any error or omission of his **or her** personal data in any electronic cause book or register maintained by the Registry shall comply with the following procedure:

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(b) If the data subject is not represented, his ~~identity card number~~ or her identification and contact details should also be included in the request, and ~~a copy of his identify card~~ or her identification document (including physical or digital identity card) should be ~~provided~~ produced for verification when requested; and

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26. Filing directions to the Accountant-General for payment into and out of Court

(1) Where monies are ~~sought~~ to be paid into Court pursuant to a judgment or order of the Court, a copy of the judgment or order must be ~~referenced in~~ attached to the draft ~~direction~~ Direction to ~~the~~ Accountant-General for ~~payment in~~ Payment In and ~~submitted to the Legal Registry of the Supreme Court for approval~~ filed into the case file via the Electronic Filing Service for approval by the Court. The Direction to Accountant-General for Payment In must be in Form 219A of Appendix A to the Rules of Court.

(2) Where monies are ~~sought~~ to be paid out of Court ~~pursuant to a judgment or order of the Court, pursuant to the acceptance of a payment into Court made under Order 22 of the Rules of Court or pursuant to Order 56A, Rule 13 or Order 57, Rule 11, a copy of the judgment or order, or of the notice in Form 32 of Appendix A to the Rules of Court, or of the written consent attached to the draft direction to the Accountant-General for payment out, must be submitted to the Legal Registry for approval.~~, a copy of one of the following documents must be attached to the draft Direction to Accountant-General for Payment Out and filed into the case file via the Electronic Filing Service for approval by the Court:

(a) a copy of the judgment or order of court; or

(b) the Notice of Acceptance of Money Paid into Court in Form 32 of Appendix A to the Rules of Court.

The Direction to Accountant-General for Payment Out must be in Form 219A of Appendix A to the Rules of Court.

(3) Each draft ~~direction~~ Direction to Accountant-General for ~~payment into~~ Payment In or ~~payment out of Court~~ Payment Out shall contain amounts in a single currency. Where monies in different currencies are to be paid into or out of Court, separate draft directions must be prepared for each currency in which payment is to be made.

Direction to Accountant-General for Payment In or Payment Out

(4) Where the Direction to Accountant-General for Payment In has been approved, the party or his or her solicitors (as the case may be; collectively “the Payment In Party”) must send a copy of the approved Direction to Accountant-General for Payment In and the relevant judgment or order of court to VITAL by email to VITAL_FS_Receivable@vital.gov.sg. Upon successful receipt of the documents, VITAL will provide instructions on how electronic payment is to be effected. A receipt will be issued by VITAL to the Payment In Party when payment is received by the Accountant-General.

(5) Where the Direction to Accountant-General for Payment Out has been approved, the party or his or her solicitors (as the case may be; collectively “the Payment Out Party”) must send a copy of the approved Direction to Accountant-General for Payment Out and the relevant judgment or order of court to VITAL by email to VITAL_FS_Receivable@vital.gov.sg. Upon successful receipt of the documents, VITAL will provide instructions on the process for the release of the monies.

Furnishing security for costs by depositing monies in the Registry

(6) Where a party wishes to furnish security for costs for an appeal or an application filed in the Supreme Court by depositing monies in the Registry, he or she must deposit the monies in one of the following manners:

(a) By electronic payment: The party is to send his or her case details by email to the Finance Directorate of the Supreme Court at SUPCOURT_FIN_Revenue@supcourt.gov.sg. The party will be provided with a QR code or the bank account details for electronic payment to be made. Upon receipt of monies, a receipt will be emailed to the party by the Finance Directorate.

(b) By making payment at the Supreme Court: The party will be required to complete a requisite form when he or she attends at the Supreme Court. The accepted payment modes are Cash, Cashier's Order (made payable to "Registrar Supreme Court/AG"), NETS and credit card. Upon payment at the counter, a receipt will be issued to the party.

The party must provide proof of such deposit when filing the appeal or application.

(7) Where security for costs is to be paid out to any party pursuant to the Rules of Court or an order or direction of the Court, the party entitled to payment of the security may write to the Registry to request payment out. Once the request for payment out is approved by the Registry, the party entitled to the payment must send a copy of the Registry's approval to the Finance Directorate of the Supreme Court at SUPCOURT_FIN_Revenue@supcourt.gov.sg. The Finance Directorate of the Supreme Court will provide instructions on the documents to be furnished to process the release of the monies.

Request for information on balance of monies paid into Court or deposited in the Registry

(8) Where a party wishes to request information on the balance of monies paid into Court or deposited in the Registry, the party or his or her solicitors may send the request, accompanied by the case details and reasons for the request, by email to:

(a) VITAL_FS_Receivable@vital.gov.sg, if the monies were lodged with the Accountant-General; or

(b) SUPCOURT_FIN_Revenue@supcourt.gov.sg, if the monies were deposited in the Registry.

27. Requests and other Correspondence

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(6) Sub-paragraph (5) does not apply to litigants ~~in person~~ who are not legally represented.

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28. Authorisation for collection of mail and Court documents

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(3) Any solicitor may collect Court documents and mail on behalf of his firm and any litigant ~~in person~~ who is not legally represented may collect documents and mail intended for him in any matter in which he is a party.

...

29. Electronic payment of Court fees

Implementation of the electronic system for the payment of Court fees

(1) ~~Notwithstanding anything in~~ Subject to these Practice Directions, all Court fees not paid using the Electronic Filing Service must be paid by electronic means.

Modes of ~~payment by electronic~~ payment means

(2) Payment ~~through~~ by electronic means includes payment effected by Interbank GIRO (IBG), NETS, ~~Cashcards~~ and selected credit cards. For law firms ~~with standing GIRO arrangements with the Supreme Court~~, payment by IBG would be the most appropriate mode of electronic payment ~~where Court fees are paid over the counter~~. A law firm using IBG for such purposes will authorise the Supreme Court to deduct the fees from its bank account upon lodgement of the prescribed ~~lodgement~~ form. ~~The law firm will receive detailed reports on its IBG payments to facilitate accounting and help with bank reconciliation.~~

Scope of ~~electronic system~~ payment by electronic means

(3) The electronic ~~system means of payment~~ covers all Court fees previously collected over-the-counter, ~~and hearing fees and mechanical recording services fees~~ in the Supreme Court.

...

29A. Publication of and reports and comments on Court cases

(1) This paragraph applies to solicitors, litigants (whether acting by solicitors or ~~in person~~ not), the media and all other persons reporting on or commenting about cases which are before any

court (“court cases”). All categories of persons mentioned above are collectively referred to as “all concerned”.

(2) All concerned are reminded that reports or comments in public on court cases must not flout any existing law or order of court or be calculated to affect, or be reasonably capable of affecting, the outcome of any decision by the court. **The attention of all concerned is drawn to section 3 of the Administration of Justice (Protection) Act 2016.**

(3) All concerned are not to publish, report or **publicly** comment on ~~publicly~~ any affidavit or statutory declaration which has not been adduced as evidence or referred to in any hearing in open Court or in Chambers or any other court document which has not been served on the relevant party or parties in the court proceedings.

(4) All concerned are not to publish, report or **publicly** comment on ~~publicly~~ any statements made in Chambers by anyone which is expressly stated to be confidential or is impliedly confidential. Solicitors may inform their clients of statements made in Chambers when it is necessary for them to render proper advice to their clients.

Part III: Originating Processes and Documents

30. Originating Summonses

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(7) The following are examples of originating summonses to be heard in open Court pursuant to written law:

...

(c) applications to wind up a limited liability partnership (Rule 5 of the Limited Liability Partnerships (Winding Up) Rules); ~~and~~

(d) applications to wind up a variable capital company or a sub-fund (Rule 6(1)(a) of the Variable Capital Companies (Winding Up) Rules 2020);

(e) applications for an order declaring the dissolution of a company void (Rule 5(1)(c) of the Companies (Winding Up) Rules or Rule 6(1)(c) of the Insolvency, Restructuring and Dissolution (Corporate Insolvency and Restructuring) Rules 2020;

(f) applications for an order declaring the dissolution of a limited liability partnership void (Rule 5(1)(c) of the Limited Liability Partnership (Winding Up) Rules);

(g) applications for an order declaring the dissolution of a variable capital company void (Rule 6(1)(c) of the Variable Capital Companies (Winding Up) Rules 2020) or an order declaring the dissolution of a sub-fund void (Rule 6(1)(d) of the Variable Capital Companies (Winding Up) Rules 2020);

(h) applications to rectify the register of members of a company (Rule 5(1)(e) of the Companies (Winding Up) Rules);

(i) applications to rectify the register of partners of a limited liability partnership (Rule 5(1)(e) of the Limited Liability Partnerships (Winding Up) Rules); and

(j) applications to rectify the register of members kept by a variable capital company (Rule 6(1)(f) of the Variable Capital Companies (Winding Up) Rules 2020).

(8) In addition to any provisions in the Rules of Court or other written law, and subject to any further directions made by the Court, the Registrar hereby directs that the following applications made by originating summonses shall be heard in open Court:

...

(d) ~~applications under the Arbitration Act (Cap. 10) in Order 69, Rule 2;~~

(e) ~~applications under the International Arbitration Act (Cap. 143A) in Order 69A, Rule 2;~~

...

(m) applications for an order that a solicitor be struck off the roll, etc. under section 98(1) of the Legal Profession Act 1966;

...

31. Identification numbers to be stated in cause papers

Parties named in the title of the documents

(1) Where a party to any proceedings in the Supreme Court first files a document in such proceedings, he or she shall ~~state provide~~ his or her identification number ~~(in brackets) in the title of the document immediately after his name. Thereafter, all documents subsequently filed in the proceedings by any party shall include this identification number in the title of the documents~~ in accordance with the Electronic Filing System data entry fields for identification number.

Parties not named in the title of the documents

(2) Where a party to any proceedings in the Supreme Court first files a document in such proceedings, and the name of the party does not appear in the title of the document but does appear in the body of the document, ~~then~~ the identification number of the party should be ~~stated (in brackets) after the first appearance of his name in the document. Thereafter, all documents subsequently filed in the proceedings by any party shall include this identification number (in brackets) after the first appearance of the party's name~~ provided in accordance with the Electronic Filing System data entry fields for identification number.

...

Identification numbers for non-parties

(4) If any person (living or dead), any entity or any property is 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 provide** the identification number of such person, entity or property ~~(in brackets) immediately after the name of the same.~~ ~~Thereafter, all documents subsequently filed in the proceedings by any party shall include this identification number (in brackets) immediately after the name of the person, entity or property to which it applies~~ in accordance with the Electronic Filing System data entry fields for **identification number**. 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 or she may state ~~immediately after the name of the same~~ “(ID No. not known)”. ~~All documents subsequently filed by any party shall then contain these words (in brackets) after the name of this person, entity or property.~~

Special cases

(5) The following directions shall apply in addition to the directions contained in subparagraphs (1) to (4):

(a) where a party is represented by a litigation **representative** or guardian in **adoption**, subparagraphs (1) to (3) shall apply to the litigation representative or guardian in adoption as if he or she was a party to the proceedings, and the identification numbers of the party, the litigation representative and/or the guardian in adoption must be **stated after their names** provided in accordance with the Electronic Filing System data entry fields for **identification number**;

...

(d) for bankruptcy matters, the creditor must, in addition to his **or her** own identification number, also **state provide** the identification number of the debtor in ~~all the first documents and papers~~ filed by the creditor in the bankruptcy proceedings.

Identification numbers

(6) When entering the identification number in the Electronic Filing Service, the full identification number, including the letters before and after the number should be entered.

~~Descriptive text which is required to be entered into the actual document, such as “Japanese Identification Card No.”, should not be entered into the electronic form.~~

Guidelines for the selection of identification numbers

(7) The following guidelines should be followed in deciding on the appropriate identification number:

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BUSINESS REGISTERED UNDER THE BUSINESS NAMES REGISTRATION ACT 2014

(h) For a body registered under the Business Names Registration Act ~~(Cap. 32)~~ 2014, the identification number shall be the UEN number.

...

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 paragraph, the party may indicate “(ID No. Not Known)” at the time of filing. However, when the necessary identification numbers have been obtained, the party will have to furnish the necessary identification numbers to the Registry through the Electronic Filing Service.

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Part IV: Interlocutory Applications

38. Summonses to be heard in open Court

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~~(2) The following applications are examples of summonses to be heard in open Court pursuant to written law:~~

~~(a) applications for an order declaring the dissolution of a company void (Rule 5(1)(e) of the Companies (Winding Up) Rules or Rule 6(1)(e) of the Insolvency, Restructuring and Dissolution (Corporate Insolvency and Restructuring) Rules 2020;~~

~~(b) applications under paragraph 97 of the Fifth Schedule to the Limited Liability Partnerships Act (Cap. 163A) (Rule 5(1)(e) of the Limited Liability Partnerships (Winding Up) Rules);~~

~~(c) applications for an order declaring the dissolution of a variable capital company void (Rule 6(1)(e) of the Variable Capital Companies (Winding Up) Rules 2020) or an order declaring the dissolution of a sub-fund void (Rule 6(1)(d) of the Variable Capital Companies (Winding Up) Rules 2020);~~

~~(d) applications for the committal of any person to prison for contempt in relation to the winding up of a company under the Companies Act (Cap. 50) (Rule 5(1)(d) of the Companies (Winding Up) Rules), in relation to the winding up of a limited liability partnership (Rule 5(1)(d) of the Limited Liability Partnerships (Winding Up) Rules) or in relation to the winding up of a variable capital company (Rule 6(1)(e) of the Variable Capital Companies (Winding Up) Rules 2020);~~

~~(e) applications to rectify the register of members of a company under the Companies Act (Cap. 50) (Rule 5(1)(e) of the Companies (Winding Up) Rules);~~

~~(f) applications to rectify the register of partners of a limited liability partnership (Rule 5(1)(e) of the Limited Liability Partnerships (Winding Up) Rules); and~~

~~(g) applications to rectify the register of members kept by a variable capital company (Rule 6(1)(f) of the Variable Capital Companies (Winding Up) Rules 2020).~~

(2) An application for the committal of any person to prison for contempt in relation to the winding up of a company (Rule 5(1)(d) of the Companies (Winding Up) Rules), in relation to the winding up of a limited liability partnership (Rule 5(1)(d) of the Limited Liability Partnerships (Winding Up) Rules) or in relation to the winding up of a variable capital company (Rule 6(1)(e) of the Variable Capital Companies (Winding Up) Rules 2020) is an example of an application to be heard in open court pursuant to written law.

(3) In addition to any provisions in the Rules of Court or other written law, and subject to further directions made by the Court, the Registrar hereby directs that the following applications by summons shall be heard in open Court:

...

(l) applications for ~~legal officers~~ Judicial Service Officers, Legal Service Officers or non-practising solicitors to be struck off the roll under section 82A(10) of the Legal Profession Act (Cap. 161);

(m) ~~[deleted] applications for an order that a solicitor be struck off the roll, etc. under section 98(1) of the Legal Profession Act;~~

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Part V: Discovery and Inspection of Electronically Stored Documents

45. Electronic discovery plans during general discovery

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(2) An electronic discovery plan may take the form set forth in Appendix E Part **4 2**. Parties may include the agreed electronic discovery plan in the summons for directions. The Court shall consider the adequacy of the agreed electronic discovery plan and may make such order or give such direction as it thinks fit, for the just, expeditious and economical disposal of the cause or matter. The agreed electronic discovery plan, as amended by such order or direction of the Court as the case may be, shall form part of the order under the summons for directions to be extracted for the action.

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52. Supply of copies of electronically stored documents

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Requests for the supply of copies

(3) A request for copies of discoverable electronically stored documents may specify the format and manner in which such copies are to be supplied⁷. If the party giving discovery does not agree with the specified format or manner or both, he **or she** may either:

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Part VI: Evidence – Witnesses, Affidavits and Exhibits

56. Witnesses

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(2) ~~The previous practice of filing a Request to issue a subpoena is discontinued.~~ Where the issuance of a subpoena is made under any written law for the purposes of a cause or matter that is not before the Court (e.g, before an arbitration tribunal or a disciplinary tribunal), the party must submit to the Registry 1 hard copy each of his or her Request and the subpoena to be sealed. The subpoena is issued when the hard copy is sealed by an officer of the Registry.

59. Documentary exhibits to affidavits

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Bookmarks

(5) Each exhibit in the affidavit must be separately bookmarked in the Portable Document Format (PDF) document that is filed. The names of the ~~book-marks~~ **bookmarks** should follow the initials of the deponent of the affidavit, e.g., “TAK-1”, “TAK-2”.

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References to exhibits in text of affidavit

(6A) 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.

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60. Swearing or affirming of documents by deponents who are blind or illiterate in English

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(4) The appropriate Supreme Court Head Interpreter may be contacted at the following telephone numbers:

- (a) Head Interpreter (Chinese **languages**) - 6332 3940.
- (b) Head Interpreter (Indian **languages**) - 6332 3930.
- (c) Head Interpreter (Malay **languages**) - 6332 3970.

Part VII: Fixing of Matters for Hearing

66. Fixing of hearing dates

(1) To assist the Registrar at the fixing of hearing dates, solicitors should provide updated information as to the current status of the cause or matter, including the prospects of settlement and any other developments which are likely to affect the length of the trial. In order to facilitate a more realistic assessment of the time required for the hearing, they will also be required to inform the Registrar of the number of witnesses they intend to call, **whether any witness will require interpretation services**, the estimated amount of time required for each party to cross-examine all the opposing party's witnesses and the estimated total length of hearing.

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Part VIII: Documents and Authorities For Use In Court

70. Bundle of documents filed on setting down

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Directions for electronic creation and filing of bundles of documents

(4) The following directions shall apply to the filing of bundles:

- (a) Index pages shall be prepared. Bookmarks should be created in the Portable Document Format (PDF) file for each such reference in the index. There should be as many ~~book-marks~~ **bookmarks** in that PDF file as there are references in the index to documents in that PDF file.

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74. Citation of judgments

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The neutral citation system for local judgments

(8) A neutral citation is a Court-approved system of citation which is independent of the series of law reports or other publication, and unique to each written judgment. Each written judgment from a particular level of Court is assigned a sequential number, starting from 1 at the beginning of each calendar year. The application of the system is as follows:

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Part X: Enforcement of Judgments and Orders

80. Sale of immovable property

(1) If an execution creditor wishes to effect the sale of immovable property seized under a writ of seizure and sale, he **or she** shall file the requisite Request for sale electronic form to the Sheriff through the Electronic Filing Service **stating** . **When filing the Request for sale electronic form, the execution creditor must provide evidence of** the following:

...

80A. Examination of Judgment Debtor

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(4) The Judgment Debtor need not attend at the examination hearing if:

...

(b) the Judgment Creditor agrees to **apply for a discharge of** the Order for Examination at the examination hearing.

Part XII: Taxation Matters and Costs

98. Taxations involving the Official Assignee, the Official Receiver, the Public Trustee or the Director of Legal Aid

...

(3) If the Official Assignee, the Official Receiver, the Public Trustee or the Director of Legal Aid, as may be applicable, agrees with the amounts claimed in the bill of costs, then:

(a) ...

the receiving party and the Public Trustee need not attend at the taxation and the bill will be taxed in their absence. However, if the taxing Registrar disagrees with the quantum of costs agreed on, he **or she** may nonetheless direct the attendance of the **receiving party and the** Public Trustee at a later date;

(b) ...

the receiving party and the Official Assignee, the Official Receiver or the Director of Legal Aid, as the case may be, need not attend at the taxation and the bill will be taxed in their absence. However, if the taxing Registrar disagrees with the quantum of costs agreed on, he **or she** may nonetheless direct the attendance of the **receiving party and the** Official Assignee, the Official Receiver or the Director of Legal Aid, as the case may be, at a later date.

...

Part XIII: Electronic Filing and Service

101. Establishment of Electronic Filing Service and appointment of **network electronic filing** service provider

In exercise of the powers conferred by Order 63A, Rules 2 and 3 of the Rules of Court, the Registrar, with the approval of the Chief Justice, hereby establishes an Electronic Filing Service known as the Integrated Electronic Litigation System or eLitigation and accessible at <www.elitigation.sg> and appoints CrimsonLogic Pte Ltd as the Electronic Filing Service provider for this service, ~~with the Electronic Litigation Systems Committee of the Singapore Academy of Law as its superintendent pursuant to Rule 13A(2) of the Singapore Academy of Law Rules (Cap. 294A, Rule 1).~~

102. Appointment of agent to establish service bureau

Pursuant to Order 63A, Rule 4 of the Rules of Court, the Registrar appoints CrimsonLogic Pte Ltd as an agent to establish a service bureau in the Supreme Court of Singapore; ~~with the Electronic Litigation Systems Committee of the Singapore Academy of Law as its superintendent pursuant to Rule 13A(2) of the Singapore Academy of Law Rules (Cap. 294A, Rule 1).~~

108. Filing documents through service bureau

(1) Solicitors and law firms are encouraged to file documents through the Electronic Filing Service. However, in the event that certain documents cannot be filed through the Electronic Filing Service, solicitors and law firms may file documents through the service bureau. Litigants ~~in person~~ who are not legally represented may also file documents through the service bureau.

...

109. Filing of documents to the Supreme Court through a State Courts service bureau

Pursuant to Order 63A, Rule 18~~(4)~~(5) of the Rules of Court, the Registrar hereby prescribes that any service bureau established or authorised to be established by the Registrar of the State Courts may assist in the filing, service, delivery or conveyance of documents pertaining to Supreme Court proceedings using the Electronic Filing Service 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.

Part XIV: Electronic Filing and Service for Criminal Proceedings

118. Timelines for filing

(1) Skeletal arguments that are to be electronically filed must be filed and served in accordance with the following timelines **and any Court directions**:

...

Part XV: Technology Facilities

121. Applications to use the Video Conference Facilities and Usage of Additional Equipment

(1) A request to use the video conference facilities for the hearing of any matter before a Judge or Registrar must be made by filing a Request **electronic form in the manner and form set out in Form 21 of Appendix A of these Practice Directions** through the Electronic Filing Service at least 14 working days before the hearing at which those facilities are to be used ~~and Form 21 of Appendix A of these Practice Directions in Portable Document Format (PDF) must be annexed to the Request electronic form.~~

...

122. Applications to use the Mobile Infocomm Technology Facilities

(1) A request to use the MIT facilities for the hearing of any matter in open Court or in Chambers before a Judge or Registrar must be made by filing a Request **electronic form in the manner and form set out in Form 21 of Appendix A of these Practice Directions** through the Electronic Filing Service at least 14 working days before the hearing at which the MIT facilities are to be used ~~and Form 21 of Appendix A of these Practice Directions in Portable Document Format (PDF) must be annexed to the Request electronic form.~~

...

Part XVI: Admiralty Matters

124. Arrest of ships

...

(2) Solicitors representing **plaintiffs arresting parties** in admiralty proceedings are required to provide an undertaking that the Sheriff shall be indemnified and be provided with sufficient funds as and when required by the Sheriff to meet the charges and expenses that may be incurred in consequence of their request for the arrest of a vessel. If such an undertaking is not fulfilled within a reasonable time, the Sheriff may take such steps as may be necessary to enforce the undertaking against the solicitors concerned.

(3) Upon the arrest of vessel, funds are required immediately to meet the Sheriff's expenses, such as **security** guard charges, port and garbage dues, and the supply of minimum victuals, domestic fuel and water to crew members where necessary. Funds to meet such expenses are not provided for by the Government.

...

130A. Applications for appraisalment and sale

...

(2) The Court appointed appraiser(s) must be named in Form 170 of Appendix **B A** to the Rules of Court.

(3) The list of appraisers referred to in sub-paragraph (1) may be found on the **Supreme Court Singapore Courts** website at <http://www.supremecourt.gov.sg> <https://www.judiciary.gov.sg/services/sheriff-services-admiralty-actions> or will be provided by the Legal Registry of the Supreme Court upon request.

Part XVIII: Matters Under the Legal Profession Act

134. Applications for admission as an advocate and solicitor of the Supreme Court

...

(6) An applicant who is not able to comply with the applicable timelines may apply for an abridgment of time (“abridgment application”). An abridgment application shall be made by way of a summons, supported by an affidavit and filed through the Electronic Filing Service at least 14 days before the applicant’s intended admission hearing date (“Intended Call Date”). The abridgement application is to be served on the Attorney-General, the Law Society of Singapore and the Singapore Institute of Legal Education, any of whom may object to the abridgment application.

...

(b) Where the abridgment application is filed less than 14 days before the Intended Call Date, the abridgment application will be fixed on the Monday before the Original Call Date. If the applicant wishes to bring forward the hearing date to the Monday before the Intended Call Date, the applicant has to obtain the written consent of **the** Attorney-General, the Law Society of Singapore and the Singapore Institute of Legal Education and file a Request to bring forward the hearing date of the abridgment application enclosing the relevant written consent.

Part XXII: Civil Proceedings That Do Not Use The Electronic Filing Service

154. Information to be provided in cause papers and documents that are filed in the Legal Registry of the Supreme Court

To facilitate the contacting of lawyers having conduct of an action or charge of a matter by members of the staff of the Supreme Court, the following information shall be inserted on **the cover sheet or the** backing sheets of all cause papers and documents filed in the Legal Registry in the format set out **below**:

(Name of lawyer(s) having contact of action or charge of matter)

(Name of law firm)

(Address of law firm)

Email: (Email address of lawyer / law firm)

Tel: (Contact telephone number)

Ref: (File reference of law firm)

The information is to be inserted as a block near the bottom **of the cover sheet or near the bottom** right hand corner of the backing sheets.

157. File inspection and obtaining hard copy extracts or certified true copies of documents

(1) In order to inspect a case file in civil proceedings that do not use the Electronic Filing Service, the following procedure should be followed:

(a) A **hard-copy Request** should be submitted to obtain leave to inspect the case file. The Request should state the name of the person who is to carry out the search or inspection. If this person is not a solicitor, his **identity-card number or her identification and contact details** should also be included in the Request, **after his name** and **a copy of his identity-card or her identification document (including physical or digital identity card)** should be **provided produced for verification when requested**. The Request should also state the interest that the applicant has in the matter, and the reason for the search or inspection. If the search or inspection is requested for the purpose of ascertaining information for use in a separate suit or matter, the Request should clearly state the

nature of the information sought and the relevance of such information to the separate suit or matter.

(b) ~~Once~~ Upon confirmation of the receipt of payment of the fees payable, and once approval for inspection has been received from the Court, ~~a copy of the approval should be presented at the service bureau~~ the inspection of the case file and Court documents will be carried out at the Registry.

~~(c) After verifying the approval, the service bureau will assign the inspecting party a personal computer for the inspection to be carried out.~~

~~(d) An inspecting party will usually be allowed 60 minutes to carry out the inspection. If a longer period is required, the service bureau may impose a charge for use of the computer. The service bureau may impose additional charges for downloading softcopies of documents from the case file undergoing inspection.~~

(2) Applications to obtain hard copy extracts or certified true **paper** copies of documents in civil proceedings that do not use the Electronic Filing Service may be made by submitting a Request ~~in hard copy~~ to the Legal Registry.

(a) The intended use of the hard copy extracts or certified true **paper** copies should be clearly stated in the Request. The relevance and necessity of the hard copy extracts or certified true **paper** copies in relation to their intended use should also be clearly described.

~~(b) Once approval is received from the Court, the applicant should obtain a printed copy of the approved Request and present it at the Legal Registry. After verifying that the Request has been approved, the Legal Registry will inform the applicant of any additional fees payable. Where additional fees are payable, these should then be stamped on the Request at the Cashier's Office at the Legal Registry. Upon presentation of this stamped Request, the documents will be furnished to the applicant. The applicant will be informed of the outcome to his or her Request and the fees payable for the provision of the certified true copies if the Request is approved. Upon confirmation of the receipt of payment of the fees payable, the certified true copies will be released to~~

the applicant. The Registry may require verification of the identity of the applicant against his or her identification document (including physical or digital identity card) prior to release of the certified true copies.

(c) The fees prescribed by Appendix B to the Rules of Court will be payable for the provision of the above services ~~in addition to further printing charges which may be chargeable by the Court or the service bureau for reproducing the copies in paper form.~~

(3) The ~~Legal~~Registry will only accept ~~printed~~ typewritten Requests which are printed ~~or typewritten~~ on paper of good quality and signed by the applicant or his or her solicitors concerned. ~~Requests which have any erasure marks on them will be rejected. Requests which are double stamped (i.e. the Requests were originally short stamped and later stamped to add up to the correct fee) may be rejected.~~ If the Request is not typewritten, it should be handwritten in a clear and legible manner. Otherwise, the Request may be rejected.

Appendix A

27.

Para. 86A

Appeals Information Sheet

...

2. ~~If you are the Appellant, p~~ Please state whether any legal issue raised in the appeal engages any matter set out in paragraph 1(a) to (j m) of the Sixth Schedule to the Supreme Court of Judicature Act.²

If so, please state every such issue and every such matter that is engaged.

...

[For appeals to the Appellate Division] ~~Composition of the Appellate Division~~ Whether party consents to have the appeal decided by 2 Judges without hearing oral arguments

5. ~~If the appeal is scheduled to be heard by the Appellate Division consisting of 3 Judges,~~
~~p~~ Please state whether you consent for the appeal to be decided by the Appellate Division consisting of 2 Judges **and without hearing oral arguments.**⁴

Yes No
 Not applicable

~~Whether party consents to the court deciding without hearing oral arguments~~

6. ~~Please state whether you consent to the appeal being decided without hearing oral arguments.~~⁵

² See Order 56A, Rule 12(2)(c) and Order 57, Rule 10A(1)(b) of the Rules of Court.

⁴ See section 36(1) read with paragraph 2(k) of the Seventh Schedule to the SCJA.

⁵ ~~See section 55(1)(b) read with paragraph 2 of the Eighth Schedule to the SCJA (for appeals to the Court of Appeal) / section 37(1)(b) read with paragraph 1 of the Eighth Schedule to the SCJA (for appeals to the Appellate Division).~~

~~Yes~~ ~~No~~

~~Not applicable~~

6. If your answer to Question 5 is “Yes”, please state briefly why you consider that it is appropriate for the appeal to be decided without hearing oral arguments.

...