

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**  
**STATE COURTS PRACTICE DIRECTIONS 2021**  
**AMENDMENT NO. 6 OF 2023**

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

- (1) amendments to Practice Direction 36 on Civil Simplified Process;
- (2) amendments to Practice Direction 78 on Judgments in default;
- (3) amendments to Practice Direction 80 on Judgment interest;
- (4) amendments to the following Forms under Appendix A1:
  - (a) Form 3 (Consent for the Application of Order 65 (Simplified Process) to Proceedings in the District Court);
  - (b) Form 7 (Recording Settlement / Entering Judgment by Consent (NIMA/PI/PIMA));
  - (c) Form 29A (Judge Case Conference Checklist); and
  - (d) Form 30 (Application for Records of Criminal Proceedings).

2 The amendments will take effect on 1 December 2023 and will be reflected at <https://epd2021-statecourts.judiciary.gov.sg/> from 1 December 2023.

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

Dated this 20<sup>th</sup> day of November 2023.



EDWIN SAN  
REGISTRAR  
STATE COURTS

## State Courts Practice Directions 2021 (Amendment No. 6 of 2023)

### PART IV: CASE MANAGEMENT AND COURT ALTERNATIVE DISPUTE RESOLUTION

...

#### 36. Civil Simplified Process

##### *Scope of Order 65 of the Rules of Court 2021*

- (1) All Originating Claims filed in the Magistrate's Court on or after 1 April 2022 are subject to Order 65 of the Rules of Court 2021. Where parties to Originating Claims filed in the District Courts ("DC") on or after 1 April 2022 consent for Order 65 to apply to those proceedings by filing Form 3 of Appendix A1 to these Practice Directions, those proceedings will also be subject to Order 65 upon the filing of Form 3.
- (1A) In respect of Originating Claims filed in the DC on or after 1 December 2023, parties are required to, at the time of filing of the Originating Claim or Notice of Intention to Contest (as the case may be), specifically indicate, via the Electronic Filing Service, if they do not intend for Order 65 to apply to those proceedings, unless those proceedings have been identified for inclusion in the Specially Managed Civil List. Parties who do not indicate as such will be required to file the consent pursuant to Order 65, Rule 1(2).

##### *Upfront Production of Documents*

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

##### *CCs under the Civil Simplified Process case management framework ("Civil Simplified CC")*

- (2A) The provisions relating to the Civil Simplified Process case management framework set out below in this Practice Direction apply to all cases in paragraphs (1) and (1A), save for:
  - (a) Personal injury claims;
  - (b) Non-injury motor accident claims;
  - (c) Claims in negligence (including professional negligence claims); and
  - (d) Medical negligence claims.

The Court Dispute Resolution case management process under Practice Directions 38 to 41 will apply to the proceedings referred to in paragraph (2A)(a) to (d).

~~(2B) Where parties to a DC claim have filed Form 3 of Appendix A1 to these Practice Directions consenting for Order 65 to apply to those proceedings and the Civil Simplified Process case management framework applies, the parties shall also separately file a Request through the Electronic Filing Service for a Civil Simplified CC to be convened.~~

Before the first Civil Simplified CC

- (3) Subject to the discretion of the Court, where a case is identified for the Civil Simplified Process case management framework:
  - (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 Civil 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.
- (4) Parties should, 7 days prior to the first Civil Simplified CC:
  - (a) in addition to the requirements set out in Order 5, Rule 1(2) of the Rules of Court 2021, exchange proposals in writing using Form 4 of Appendix A1 to these Practice Directions on a “without prejudice save as to costs” basis for the amicable resolution of the matter; ~~and~~
  - (b) file through the Electronic Filing Service:
    - (i) Form 5 of Appendix A1 to these Practice Directions stating the list of issues in the dispute and the list of witnesses they intend to call in support of their case;
    - (ii) the Court ADR Form (Form 6 of Appendix A1 to these Practice Directions) in order to facilitate a considered decision on Court alternative dispute resolution (“Court ADR”) options. The Court ADR Form must be read and completed by each party. If there is a solicitor acting for the party, the solicitor must also complete the Form; ~~and~~

- (iii) the completed checklist enclosed with the Civil Simplified CC Notice; and-
- (c) ensure that Order 65, Rule 2 of the Rules of Court 2021 has been complied with in cases where parties to an Originating Claim filed in the DC have consented for Order 65 to apply to those proceedings in accordance with paragraph (1A).

...

## PART X: JUDGMENTS AND ORDERS

...

### 78. Judgments in default

...

- (2) A claimant (or a party in an equivalent position) may apply for a default judgment by filing the following documents through the Electronic Filing Service:
  - (a) An application in Form 11 or Form 14 of Appendix A2 (found under “Judgment ~~in Default of a~~for Failing to File a Notice of Intention to Contest or Not Contest” or “Judgment in Default of Defence / Defence to Counterclaim” respectively in the Orders/Judgments category in the Electronic Filing Service) to these Practice Directions;

...

### 80. Judgment Interest

- (1) This Practice Direction shall apply to any sum (other than costs) payable under a judgment granted pursuant to an application for judgment ~~in default of the filing and service of~~for failure to file and serve a notice of intention to contest or not contest, in default of filing and service of a defence or a defence to counterclaim (the “**JID Application**”).

...

# Appendix A1

## Form 3

### IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE

Case No.: \_\_\_\_\_

Filed: \_\_\_\_\_

Between

( \_\_\_\_\_ )  
... Claimant(s)

And

( \_\_\_\_\_ )  
... Defendant(s)

### CONSENT FOR THE APPLICATION OF ORDER 65 (SIMPLIFIED PROCESS) TO PROCEEDINGS IN THE DISTRICT COURT

Pursuant to Order 65, Rule 1(2) of the Rules of Court 2021, the claimant(s) and/or the defendant(s)<sup>1</sup> **[delete as applicable]** hereby agree that Order 65 of the Rules of Court 2021 shall apply to these proceedings, and that the District Court shall hear these proceedings using the simplified process under that Order.

Dated this ( \_\_\_\_\_ )

\_\_\_\_\_  
Signature of claimant(s) / solicitor\*  
Name:  
Law firm (if applicable):  
Date:  
*\* Delete where inapplicable.*

\_\_\_\_\_  
Signature of defendant(s) / solicitor\*  
Name:  
Law firm (if applicable):  
Date:  
*\* Delete where inapplicable.*

<sup>1</sup> Parties may modify this form to include the certification of any additional parties.

**Form 7**

**RECORDING SETTLEMENT / ENTERING JUDGMENT BY CONSENT (NIMA/PI/PIMA)**

Case Number: DC/MC\* OC \_\_\_\_\_ of \_\_\_\_\_ Date : \_\_\_\_\_

Claimant's Law Firm / Solicitor's Name(s) and Signature(s) : \*\* \_\_\_\_\_

Defendant's Law Firm / Solicitor's Names(s) and Signature(s):\*\* \_\_\_\_\_

Other Party's Law Firm(s) / Solicitor's Names(s) and Signature(s):\*\* \_\_\_\_\_

(\*\*Please insert signatures)

**(I)**  
**Settlement**  
**(a)NIMA / PI**  
**AND**  
**(b)PIMA**  
**matters where**  
**the "relevant**  
**amount"**  
**relating to**  
**damages for**  
**death / bodily**  
**injury does not**  
**exceed \$5,000**

**Terms of Settlement:**

By consent, and in full & final settlement of the claimant's claim, the \_\_\_\_\_ shall pay the following to the claimant / \_\_\_\_\_:

\$ \_\_\_\_\_ as damages  inclusive of costs, disbursements, interest\*.

\$ \_\_\_\_\_ as costs.\* / Costs to be ~~taxed~~ assessed if not agreed.\*

\$ \_\_\_\_\_ as disbursements.\* / Disbursements to be ~~taxed~~ assessed if not agreed.\*

\$ \_\_\_\_\_ as interest from \_\_\_\_\_

Payment is to be made within \_\_\_\_\_ weeks from the date this settlement is recorded.

In default of payment, the claimant is at liberty to extract the order of court for enforcement.

The claimant / \_\_\_\_\_ shall file the Notice of Discontinuance within \_\_\_\_\_ days of receiving final payment from the \_\_\_\_\_.

*Please file the necessary application supported by affidavit if the claimant/dependent is a person under disability pursuant to Order 44 of the Rules of Court 2021 and the settlement requires the Court's approval under Order 44, Rule 10 of the Rules of Court 2021.*

**(II)**  
**Judgment on**  
**liability**

**Consent Judgment on liability:**

By consent, judgment on liability is entered for the claimant against the \_\_\_\_\_ for [ \_\_\_\_\_% of]\* the damages to be assessed and costs reserved to the Registrar assessing the damages.

By consent, the third party is to indemnify the defendant for [ \_\_\_\_\_% of]\* the damages, costs, reasonable disbursements and interests payable to the claimant.

By consent, judgment on liability is entered for the claimant against the \_\_\_\_\_ on the following terms: \_\_\_\_\_

**(III) Final**  
**Judgment**

**(a)NIMA /**  
**PI AND**  
**(b)PIMA**

**matters where**  
**the "relevant**  
**amount"**  
**relating to**  
**damages for**  
**death / bodily**  
**injury exceeds**  
**\$5,000**

**Consent Final Judgment:**

By consent, final judgment is entered for the claimant against the \_\_\_\_\_ whereby the \_\_\_\_\_ shall pay the following to the \_\_\_\_\_:

\$ \_\_\_\_\_ as damages  inclusive of costs, disbursements, interest\*.

\$ \_\_\_\_\_ as general damages, \$ \_\_\_\_\_ as injury related special damages and \$ \_\_\_\_\_ as non-injury related special damages (inclusive of interest)\*.

The claim being a fatal accident claim, general damages comprises \$ \_\_\_\_\_ for bereavement for the benefit of [ \_\_\_\_\_ ], \$ \_\_\_\_\_ for loss of dependency for the benefit of [ \_\_\_\_\_ ], \$ \_\_\_\_\_ for loss of dependency for the benefit of [ \_\_\_\_\_ ] and \$ \_\_\_\_\_ for loss of dependency for the benefit of [ \_\_\_\_\_ ].

	<p>\$ _____ in special damages (excluding the sum for funeral expenses) to [ _____ ] and \$ _____ for funeral expenses to [ _____ ].</p> <p><input type="checkbox"/> \$ _____ as interest from _____.</p> <p><input type="checkbox"/> \$ _____ as costs.* / Costs to be <del>taxed</del>-assessed if not agreed.*</p> <p><input type="checkbox"/> \$ _____ as disbursements.* / Disbursements to be <del>taxed</del>-assessed if not agreed.*</p> <p><input type="checkbox"/> (Insert any other terms not provided for above) _____</p>
<p><b>Usual Consequential Orders</b>  <b>ONLY For PIMA cases where the “relevant amount” relating to damages for death / bodily injury exceeds \$5,000</b></p>	<p><input type="checkbox"/> <b>Usual Consequential Orders when entering Final Judgment for PIMA Cases</b></p> <p><input type="checkbox"/> <u>Usual Consequential Orders (Where claimant is NOT a Specified Person)</u></p> <p>“...And it is ordered that —</p> <ol style="list-style-type: none"> <li>1. the claimant’s costs and disbursements of this action payable to his/her solicitor shall be as determined in accordance with section 18(3) of the Motor Vehicles (Third-Party Risks and Compensation) Act 1960 and be deducted from the judgment sums and paid by the defendant to the claimant’s solicitor; and</li> <li>2. the balance of the judgment sums due to the claimant shall be paid by the defendant to the claimant.</li> </ol> <p><input type="checkbox"/> <u>Usual Consequential Orders where claimant / dependant is a Specified Person AND a Person Under Disability</u></p> <p>“...And it is ordered that —</p> <ol style="list-style-type: none"> <li>1. the claimant’s costs and disbursements of this action payable to his/her solicitor shall be as determined in accordance with section 18(3) of the Motor Vehicles (Third-Party Risks and Compensation) Act 1960 and be deducted from the judgment sums and paid by the defendant to the claimant’s solicitor; and</li> <li>2. as the claimant / dependant is a person under disability pursuant to Order 44 of the Rules of Court 2021, the balance of the judgment sums shall be paid by the defendant to: <ul style="list-style-type: none"> <li><input type="checkbox"/> the litigation representative of the claimant / dependant; OR <input type="checkbox"/> the Public Trustee as trustee on trust for the claimant / dependant for his/her maintenance or otherwise for his/her benefit.”</li> </ul> </li> </ol> <p><input type="checkbox"/> <u>Usual Consequential Orders where claimant is a Specified Person BUT NOT a Person Under Disability</u></p> <p>“...And it is ordered that —</p> <ol style="list-style-type: none"> <li>1. the claimant’s costs and disbursements of this action payable to his/her solicitor shall be as determined in accordance with section 18(3) of the Motor Vehicles (Third-Party Risks and Compensation) Act 1960 and be deducted from the judgment sums and paid by the defendant to the claimant’s solicitor; and</li> <li>2. as the claimant is not represented by a public officer or an advocate and solicitor / isolated in a hospital or other place under section 15(1) or (2) of the Infectious Diseases Act 1976/ a person under legal custody or in a place of detention, the balance of the judgment sums shall be paid by the defendant to: <ul style="list-style-type: none"> <li><input type="checkbox"/> the Public Trustee as trustee on trust for the claimant OR; <input type="checkbox"/> the claimant in the following manner: _____</li> </ul> </li> </ol> <p><input type="checkbox"/> (Insert any other terms of payment not provided for above) _____</p>
<p><b>Public Trustee’s Fee</b></p>	<p><input type="checkbox"/> The claimant’s disbursements shall include \$ _____ as the Public Trustee’s fee*/ (where payment is to be made to Public Trustee on trust) the Public Trustee’s fee to be determined by the Public Trustee in accordance with the rules for the time being in force*.</p>
<p><b>Costs</b></p>	<p><input type="checkbox"/> <b>Indication on costs:</b>  Claimant’s solicitor: \$ _____ ; Defendant’s solicitor: \$ _____ ; _____ solicitor: \$ _____</p>



		<p>Claimant's solicitor costs submissions: _____</p> <p>_____</p> <p>Defendant's solicitor costs submissions: _____</p> <p>_____</p> <p>Other party's solicitor costs submissions: _____</p> <p>_____</p>	
<b>Judge's Orders / Directions</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Settlement is recorded / Judgment is entered as per terms stated in Section I, II or III.</b></p> <p><b>Costs indicated at \$_____ / plus reasonable disbursements* / plus GST.*</b></p> <p><b>Other directions _____</b></p>	<p align="center"><b>Judge's Signature &amp; Stamp</b></p>

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

\*delete where appropriate

**Form 29A**  
**JUDGE CASE CONFERENCE CHECKLIST**

**Case Name:**

**Case Number:**

S/N	Items	Status (*delete where inapplicable)
1	<b><u>Charges</u></b>	
	<b>Proceeded Charge(s)</b>	Total number of proceeded charge(s):
		Brief description of the proceeded charge(s):
<b>Stood-Down Charge(s)</b>	Total number of stood-down charges:	
2	<b><u>Statement of Agreed Facts (“SOAF”)</u></b>	<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	<b><u>Witnesses</u></b>	
	<b>Prosecution witnesses</b>	Number of Prosecution <u>witnesses of fact</u> :
		Number of Prosecution witnesses whose evidence can be admitted by conditioned statements: _

<b>(see attached list of witnesses)</b>	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: _____ days/ weeks*
<b>Defence witnesses</b> <b>(see attached list of witnesses)</b>	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	<b><u>Ancillary Hearing</u></b>	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	<b><u>Applications to Court</u></b>	<input type="checkbox"/> Shielding measures <input type="checkbox"/> Evidence through video or television links <input type="checkbox"/> Gag orders <input type="checkbox"/> <del>In Camera proceedings</del> Proceedings to be conducted in private <input type="checkbox"/> Joint-trial

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[ 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)
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**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)**  
 .....

(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 solicitor~~ to apply, I need to be a party to the case or justify how I am affected by the judgment, sentence or order made by the Court. I acknowledge that all applications are subject to the court's approval.

(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.

\_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Applicant

**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: _____ - Balance Fees payable (\$0.50 per page, where applicable): ..... - Paid on: _____ Receipt No: _____	No. of documents collected: ..... No. of Pages: ..... Document(s) collected by: Name & Signature of Collector NRIC/Passport/ FIN No: Date:
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**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:

<b>Document Type</b>	<b>Fee Amount</b>	<b>Remarks</b>
Registrar's Certificate <sup>1</sup> 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 <sup>2</sup> )	\$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 <sup>3</sup>	\$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@judiciary.gov.sg](mailto:contact@judiciary.gov.sg) or call us at (65) 6587 8423 for assistance.

<sup>1</sup> Pursuant to section 45A(4) of the Evidence Act 1893.

<sup>2</sup> 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.

<sup>3</sup> 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.