IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE
STATE COURTS PRACTICE DIRECTIONS 2021
AMENDMENT NO. 6 OF 2026

It is hereby notified for general information that amendments have been made to Part IV (Case Management and Court Alternative Dispute Resolution), Part XII (Electronic Filing Service), Part XVII (Criminal Matters) and Part XIX (Proceedings before the Community Courts and Tribunals Cluster) of the State Courts Practice Directions 2021. The amendments are summarised below:

(1) amendments to Practice Direction 35 on The SMCL Process;

(2) amendments to Practice Direction 93 on Hard copies of documents filed electronically;

(3) introduction of a new Practice Direction 110D on Discharging, changing or ceasing to act as counsel;

(4) amendments to Practice Direction 128 on Community Justice and Tribunals System; and

(5) amendments to Practice Direction 130 on Documents which must be filed in hard copy.

2 The amendments will take effect on 1 December 2026 and will be reflected at https://epd2021-statecourts.judiciary.gov.sg/ from 1 December 2026.

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

Dated this 17th day of November 2026.



EDWIN SAN
REGISTRAR
STATE COURTS

State Courts Practice Directions 2021 (Amendment No. 6 of 2026)

PART IV: CASE MANAGEMENT AND COURT ALTERNATIVE DISPUTE RESOLUTION

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35. The SMCL Process

Scope of the SMCL Process

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(2) Civil claims exceeding $150,000 in the following categories are included in the SMCL:

(a) Banking;

(b) Corporate Finance;

(c) Company Law;

(d) Intellectual Property;

(e) Securities;

(f) Equity and Trust;

(g) Construction Disputes; ~~and~~

(h) Digital economy disputes identified as appropriate for inclusion in the SMCL; and

(~~h~~i) Consolidated suits where the total claim exceeds $150,000.

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PART XII: ELECTRONIC FILING SERVICE

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93. Hard copies of documents filed electronically

(1) The Registrar may, at his discretion, request ~~for~~ hard copies of any documents filed electronically.

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PART XVII: CRIMINAL MATTERS

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110D. Discharging, changing or ceasing to act as counsel

(1) This Practice Direction shall apply in respect of all pending criminal proceedings before the State Courts.

(2) For all pending proceedings to which this Practice Direction applies, permission of the Magistrate's Court or the District Court (as the case may be) must be obtained if:

(a) a party wishes to change counsel by discharging counsel and appointing new counsel;

(b) a party wishes to discharge counsel and act in person; or

(c) counsel wishes to cease to act for a party.

(3) A request for permission under paragraph (2) must be made in writing and filed using the Integrated Case Management System at least three days before the next hearing for the proceeding.

(4) A request for permission under paragraph (2) must contain the following information:

(a) where a hearing date has been fixed, whether the party and any new counsel are prepared to proceed with the scheduled hearing;

(b) if the party or any new counsel wishes to make a request for the refixing of the hearing, the reasons for the request and the opposing party's position on the request.

(5) If permission is required under paragraph (2), any document, notice or application filed by a party will not operate as an effective discharge, change or withdrawal of counsel (as the case may be) until such permission is obtained.

(6) If a request for permission under paragraph (2) is made, the accused is to be present during the hearing of the request.

(7) To avoid doubt, if the accused person is involved in two or more pending criminal proceedings before the Court of Appeal, the General Division (including proceedings on a holding charge that is triable in the General Division), or the State Courts:

(a) a separate request for permission must be made in each criminal proceeding where permission is being requested for the discharge, change or withdrawal of counsel;

(b) each request for permission is subject to the requirements under paragraph 168B of the Supreme Court Practice Directions 2021 or this Practice Direction (as the case may be); and

(c) each request for permission must state whether permission is being requested for the discharge, change or withdrawal of counsel in all the criminal proceedings or only in the criminal proceeding before the Court to which the request for permission is made.

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PART XIX: PROCEEDINGS BEFORE THE COMMUNITY COURTS AND TRIBUNALS CLUSTER

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128. Community Justice and Tribunals System

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Document format

(5) Subject to paragraph (12), ~~E~~each document filed on CJTS must be in a Portable Document Format (PDF) file.

Limit on document size

(6) Subject to paragraph (15), ~~T~~the size of each document filed on CJTS must not exceed 5 mega-bytes. If a document exceeds 5 mega-bytes, it must be split up into the fewest possible number of files and filed accordingly.

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Audio or video recordings

(11) Where the evidence is in the form of audio or video recordings (such as recordings of phone conversations or CCTV recordings), the recordings must be filed electronically on CJTS.

Recording format

(12) The recordings must be in a file format supported by CJTS. For the purpose of proceedings, the following file types are permitted:

Audio recordings	MP3, WMA, WAV
Video recordings	MP4, MPG, WMV, FLV, MOV, MKV

A description of the material part(s) of the incident in the audio or video recording must be prepared to state the relevant fact (*ie*, the action that is seen, the exact words that are used by each party, the type(s) of sound(s) that are heard). Screenshots of the material frame(s)

in the video recording to support what is stated in the description must be provided.

(13) The above information is to be provided in the following format and filed as a supporting document in PDF together with filing the audio or video recording on CJTS:

No.	Date of Incident	Time of Incident	Time Stamp within Recording	Description of Incident (including exact words used)	Screenshot of Frame in Video Recording
1.	05/06/2016	23:11	01:05:22 to 01:05:25	Respondent spits along the common corridor	
2.	10/06/2016	00:35	00:35:21 to 00:40:23	Respondent stands outside Claimant's/Plaintiff's flat and scolds Claimant/Plaintiff vulgarities ("[insert exact words]")	

Certified Transcript

(14) A certified transcript of the audio or video recording is to be filed as a supporting document, where the word(s) in English therein are relied upon as evidence. Where the word(s) that are used in the audio or video recording are not in English, a certified transcript of the words translated into English by a translator certified in Singapore must be filed as a supporting document. If a certified transcript is not filed as a supporting document, the Registrar, court or tribunal may, in exercise of his/its discretion, not accept the audio or video recording into evidence.

Limit on recording size

(15) The size of each recording filed on CJTS must not exceed 200 megabytes. If a recording exceeds 200 megabytes, it must be split up into the fewest possible number of files and

filed accordingly.

(16) If audio or video recordings submitted do not comply with the above directions, they may be rejected by the Tribunal (or Court).

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130. Documents which must be filed in hard copy

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Audio or video recordings

(5) Where the evidence is in the form of audio or video recordings (such as recordings of phone conversations or CCTV recordings), the recordings may not be filed electronically but should instead be tendered to the Court by way of a CD-R or DVD-R. When preparing recordings:

(a) The following must either be written in permanent ink on the CD-R/DVD-R or be written on a hard-copy label affixed to the CD-R/DVD-R:

[Party's name] [CD-R or DVD-R number]
Eg: [John Doe] [CD1]

(b) The recordings must be in a file format supported by Microsoft Windows 10 and, in the case of video recordings, must use a codec supported by Microsoft Windows 10. For the purpose of proceedings, the following file types are permitted:

Audio recordings	.mp3, .wma, .wav
Video recordings	.flv, .mp4, .mpg, .wmv

(c) Each recording must be saved under a file name in the following format:

[Date of recording in YYYY-MM-DD format] [Actual time that recording started in HH-MM-SS (24h) format] [Short description of what the recording is meant to show]

Eg: [2020-05-18] [23-11-00] [Scolding vulgarities]

(d) A transcript of the important part(s) of the audio or video recording must be prepared to state the relevant fact (*ie*, the action that is seen, the exact words that are used, the type(s) of sound(s) that are heard). Where the words that are used in the audio or video recording are not in English, a certified translation of the words into English must be provided.

(e) Screenshots of the important frame(s) in the video recording to support what is stated in the transcript must be provided.

(f) The above information is to be provided in the following format and filed as a supporting document in Portable Document Format on the Community Justice and Tribunals System:

DVD-R Label	**File name of recording**	**Time within recording**	**Actual Time**	**Transcript**
		[HH:MM:SS] to [HH:MM:SS]		
[Tan Ah Teck Joseph] [DVD1]	[05 June 2016] [23-11-00] [Spitting].mp4	[01:05:22] to [01:05:25]	[23:11:23] to [23:11:30]	Respondent spits along the common corridor
[Tan Ah Teck Joseph] [DVD2]	[10 June 2016] [09-07-00] [Scolding vulgarities].mp4	[00:35:21] to [00:40:23]	[09:10:22] to [09:12:50]	Respondent stands outside Plaintiff's flat and scolds Claimant/Plaintiff vulgarities ("[*insert exact words*]")

(6) If the CD-R or DVD-R does not comply with the above directions, it may be rejected by the Tribunal (or Court).

(7) Unless the Court otherwise directs, a party who files a hard copy document or a CD-R/DVD-R in Court must serve, on every other party to the proceedings, a copy of the document or an identical copy of the CD-R/DVD-R (as the case may be).

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