

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**  
**REGISTRAR'S CIRCULAR NO. 4 OF 2019**  
**RELOCATION TO THE NEW STATE COURTS TOWERS**

The State Courts will be relocating to the State Courts Towers and will commence operations thereat in two phases on 9 December 2019 and 16 December 2019 respectively, as follows:

<b>Operational Date</b>	<b>Service/Location in State Courts Towers</b>
Monday, 9 December 2019	<ul style="list-style-type: none"><li>• Central Registry, Level 2</li><li>• Bail Centre, Level 4</li><li>• Criminal Courts (4A and 4B), Level 4 <i>(present Court 26 and Court 23)</i></li><li>• Criminal Courts (11A and 11B), Level 11</li><li>• Community Court (18A), Level 18</li><li>• Duty Registrar for civil cases (Chamber 2-20), Level 2</li></ul>
Monday, 16 December 2019	<ul style="list-style-type: none"><li>• All court services</li></ul>

**COURTROOMS AND OTHER FACILITIES**

2. The new State Courts Towers are fitted with 53 courtrooms and 54 hearing chambers to meet the increasing caseload and growing needs of the community. Besides the courtrooms and hearing chambers, there are also a heritage gallery, a cafeteria and a library that are open to members of the public.

## ADDRESS AND OTHER CONTACT DETAILS

3. The address, contact details and website of the State Courts remain unchanged as follows:

Address	1 Havelock Square Singapore 059724
Telephone	6 JUSTICE (65) 6587 8423 1800 JUSTICE (1800 587 8423)
Email	<a href="mailto:contact@statecourts.gov.sg">contact@statecourts.gov.sg</a>
Website	<a href="http://www.statecourts.gov.sg">www.statecourts.gov.sg</a>

## ACCESS TO THE STATE COURTS TOWERS

4. The State Courts Towers are adjacent to the current State Courts Building. Its main entrance faces Havelock Road and the vehicle drop-off point is situated at Havelock Square, with pedestrian and wheelchair access from Upper Cross Street or from Havelock Square. The nearest MRT station is Chinatown Station (via Exit D). Please refer to **Annex A** for the location map.

## CAR PARK

5. The car park in the State Courts Towers is not open to the public. Lawyers and members of the public may park their vehicles at the public car parks in the vicinity.

## SECURITY CHECKS

6. All lawyers and members of the public must pass through security screening at the main entrance before entering the State Court Towers.

## LOCATION OF COURTROOMS AND CHAMBERS

7. Both the Mentions Courts (4A and 4B) located on Level 4 may accommodate about 80 persons each and have an upper gallery for members of the public. The courtrooms are equipped with projection screens to project real-time transcription of cases as well as any photograph or video recording tendered as evidence.

8. The Regulatory Offences Day Court (7A) and the Traffic Court (7B) are located on Level 7, while the Night Courts (4A-N and 4B-N) are located on Level 4.

9. The Community Courts (18A and 18B) and the Coroner's Court (18C) are located on Level 18. Selected courtrooms are equipped with witness rooms adjacent to them and video-conferencing facilities for vulnerable witnesses.

10. The courtrooms for civil trials are located on Levels 26 and 27. Most of the hearings before the Deputy Registrars will be conducted in the hearing chambers located on Levels 2, 3, 4 and 5. The Pre-Trial Conference Centre is located on Level 8.

11. Please refer to Annex B for the location of the various courtrooms and hearing chambers.

## **CENTRAL REGISTRY AND BUSINESS CENTRE**

12. The Central Registry and Business Centre are located on Level 2. The Central Registry serves as a "one-stop service centre" for general enquiries and common registry functions such as the filing of fresh appeals and applications for court records. Please refer to **Annex C** for the services provided at the Central Registry.

13. The Central Registry also integrates the following services under its ambit:

- (a) Appointments with Bailiffs;
- (b) Further Inquiry sessions for Magistrate's Complaints; and
- (c) Access to certain hearing chambers for civil cases.

14. Court users who wish to prepare their documents, file claims or make online applications for their cases will be able to do so at the Business Centre. The Business Centre is equipped with facilities such as computers with internet access, printers and scanners.

## ONLINE FILING AND CASE MANAGEMENT SYSTEMS

15. The State Courts' case management systems, namely the Integrated Case Management System (ICMS), eLitigation (e-Lit) and the Community Justice and Tribunals System (CJTS), will not be affected during the move to the State Courts Towers. Lawyers and court users can continue to access these case management systems for their cases.

16. For more information, please send your email to [contact@statecourts.gov.sg](mailto:contact@statecourts.gov.sg).

Dated this 6th day of December 2019



JENNIFER MARIE  
REGISTRAR  
STATE COURTS

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Annex A – Drop off point and pedestrian access

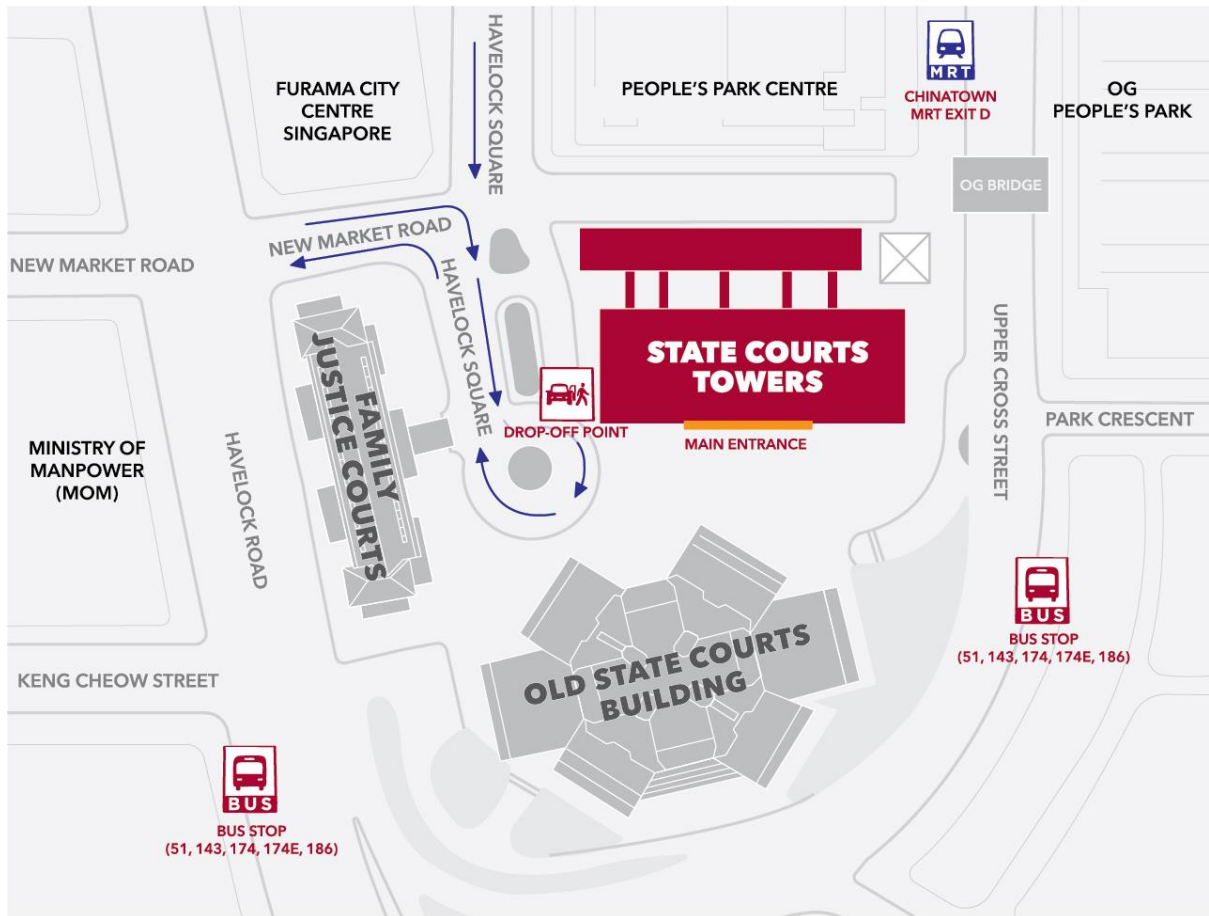
Annex B – Directory of the State Courts “Court Tower” block - location of courtrooms, hearing chambers and other facilities

Annex C – Central Registry Counter Services

Annex D – Other Facilities

## Annex A

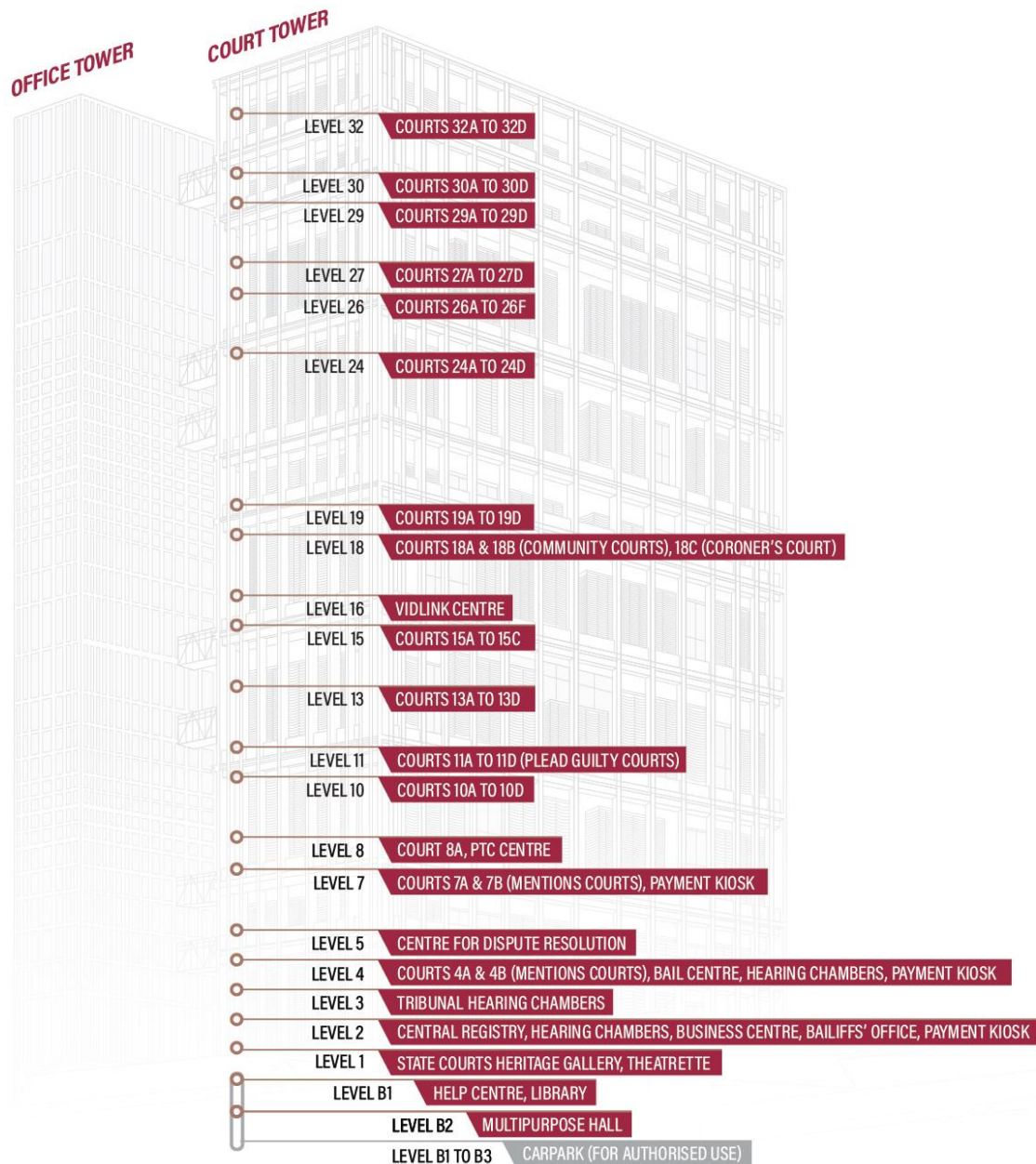
### Drop off Point and Pedestrian Access



## Annex B

### Directory of the State Courts “Court Tower” block: location of courtrooms, hearing chambers and other facilities

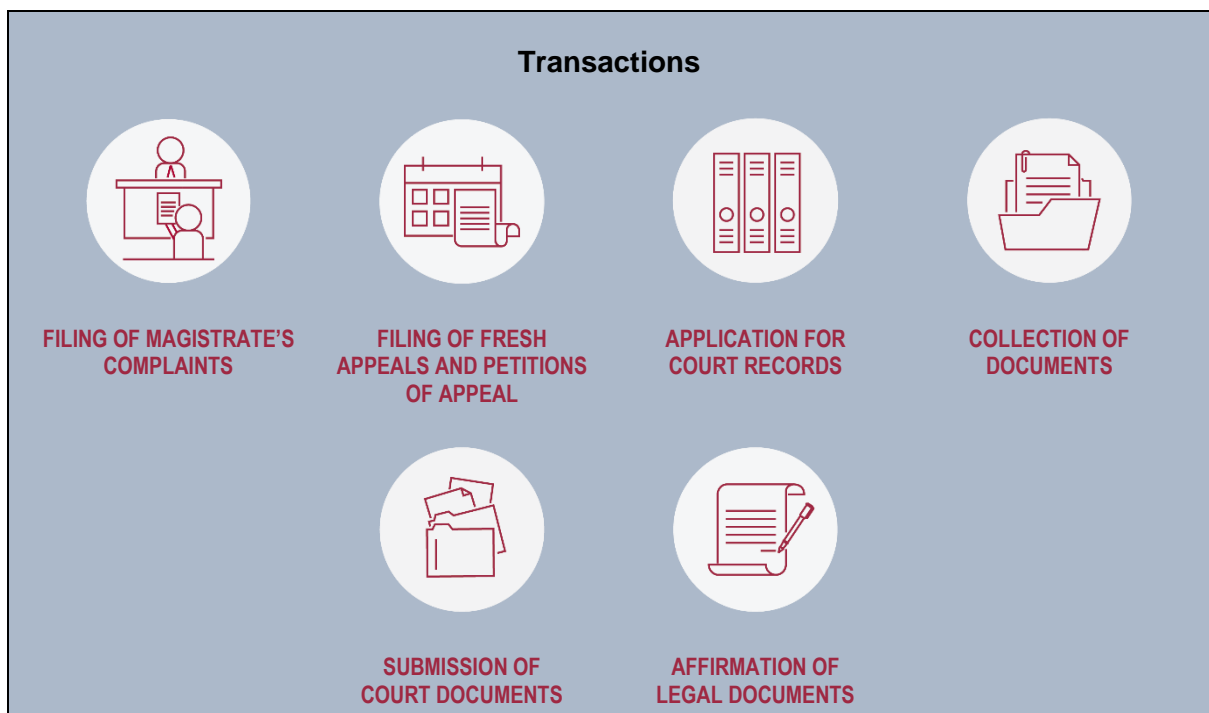
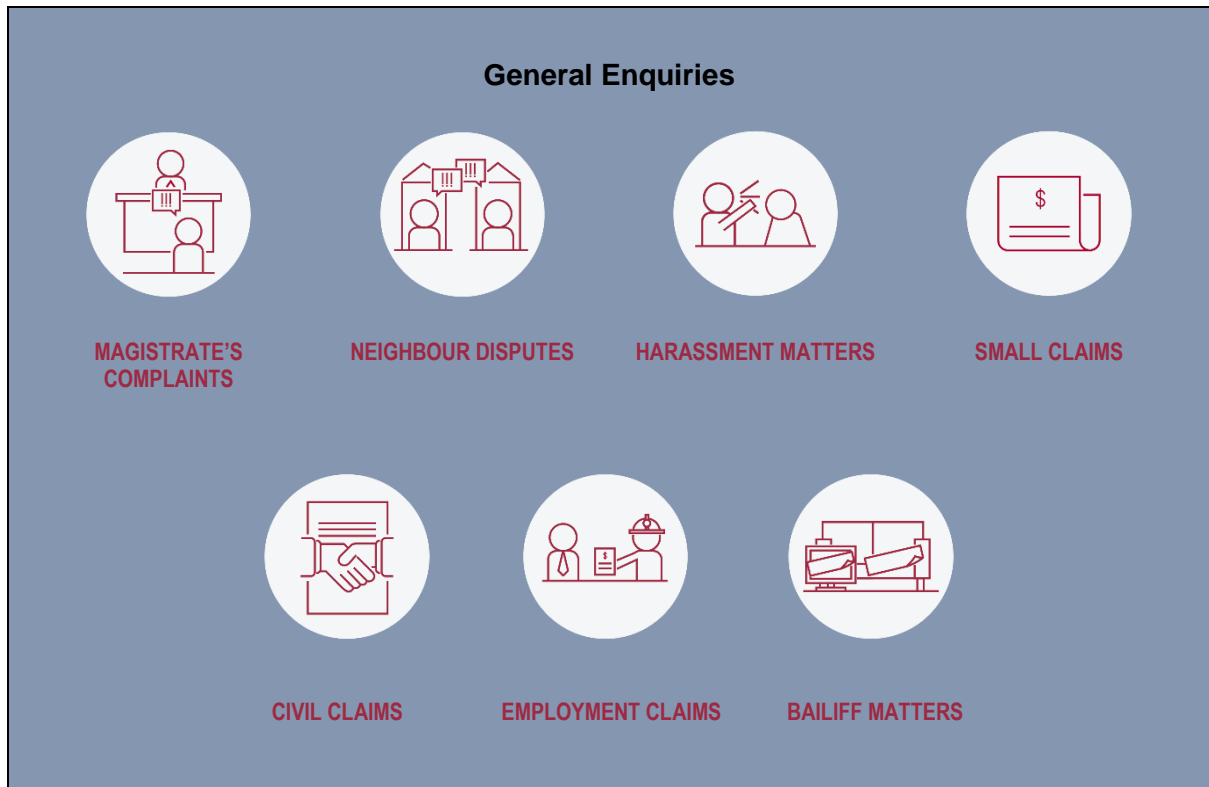
# STATE COURTS DIRECTORY



## Annex C

### **Central Registry Counter Services**

The Central Registry, located on Level 2 of the State Courts Towers, is an integrated one-stop service centre for court users who need assistance with their court applications. The following counter services are available:



## Appointments



**BAILIFF APPOINTMENTS**



**SERVICE OF SUMMONS**



**FURTHER INQUIRY FOR  
MAGISTRATE'S COMPLAINTS  
(WAITING AREA WILL BE AT  
THE CENTRAL REGISTRY)**



## Annex D

### Other Facilities

Location	Description / Additional Information
<b>Level 1</b>	
Cafeteria	This will be open to the public from the first quarter of 2020.
State Courts Heritage Gallery	The Heritage Gallery traces the rich history of the State Courts, being the primary courts of first instance, from the founding of modern Singapore in the 1800s to the present day. The Gallery provides a historical walk through of State Courts' transformative journey. The interactive exhibits provide an immersive experience of real court cases in the Heritage Courtroom and showcases some interesting cases heard in the State Courts over the last 44 years. The Gallery will be open to public from 16 December 2019. Admission is free.
<b>Basement 1</b>	
The Bar Room	Lawyers may use the facilities in the Bar Room.
Library	The Library will be open from Thursday, 2 January 2020.
HELP Centre	Court users who require help with legal matters can seek assistance from the agencies located at the HELP Centre. The agencies are the Law Society of Singapore, the Pro Bono Services Office, the Community Justice Centre and the Ministry of Social and Family Development Probation Intake Office.
<ul style="list-style-type: none"> <li>• Law Society Pro Bono Services</li> </ul>	This will be open from Monday, 9 December 2019
<ul style="list-style-type: none"> <li>• Community Justice Centre</li> </ul>	This will be open from Monday, 16 December 2019
<ul style="list-style-type: none"> <li>• Ministry of Social and Family Development Probation Intake Office</li> </ul>	This will be open from the later part of December 2019
<b>Basement 2</b>	
Multi-purpose Hall (MPH)	This serves as a venue for various events.
<b>Level 21</b>	
CLICKS @ State Courts (Collaborative Law, Innovative Co-creation and Knowledge-Sharing)	This serves as a co-working space for legal practitioners, technologists and start-ups to work together. This will facilitate the sharing of information as well as the co-creation of practical tech-enabled solutions to promote access to justice.