

FOR LAWYERS

Registering For Bankruptcy Hearings

via the Centralised Display Management
System Self-service Kiosks



This brochure is a step-by-step guide to assist lawyers in registering for bankruptcy hearings via the Centralised Display Management System (CDMS) Self-service Kiosks.

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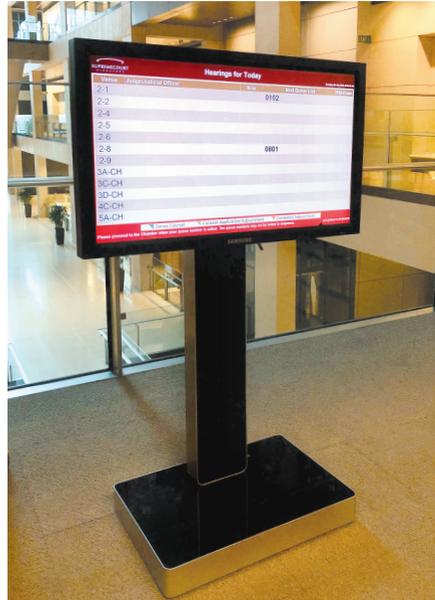


(I) Introduction

Parties involved in bankruptcy hearings are required to register their attendance and take their queue numbers at the Centralised Display Management System (CDMS) Self-service Kiosks. When your case is ready to be heard, the queue-calling panels will chime and your queue number will be displayed in red on the queue-calling panels. Please sit at the waiting area at Level 2 where the queue-calling panels are located. Your case will be heard by an Assistant Registrar in one of the bankruptcy hearing chambers located on Level 2.



 **CDMS SELF-SERVICE KIOSK**

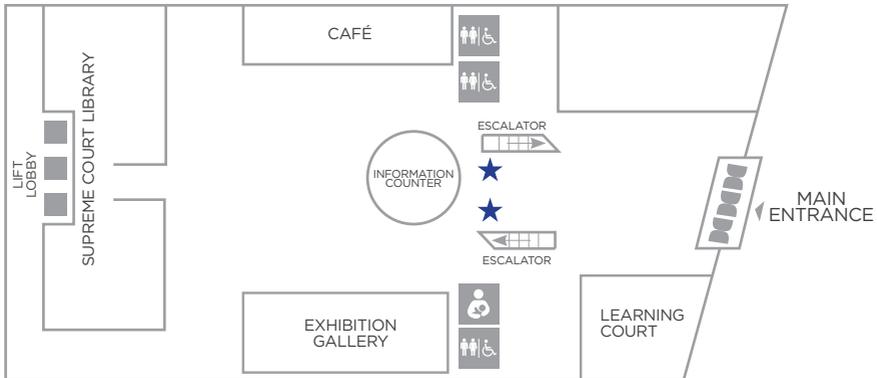


 **QUEUE-CALLING PANEL**

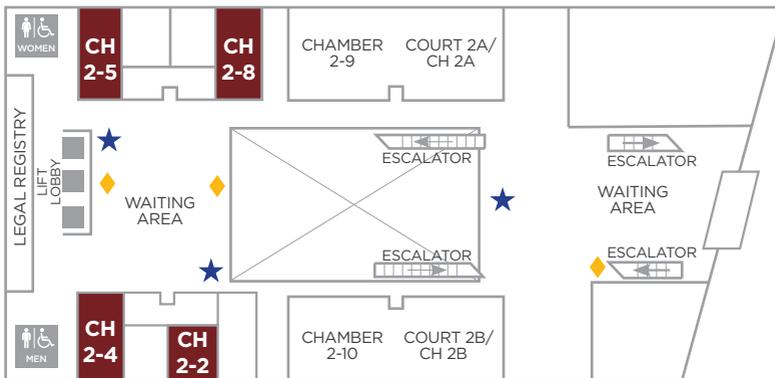
(II) Locations of CDMS Self-service Kiosks, Queue-calling Panels and Bankruptcy Hearing Chambers

There are a total of 7 CDMS Self-service Kiosks (denoted by ★) located on various levels of the Supreme Court. The bankruptcy hearing chambers (denoted by ■) and 3 queue-calling panels (denoted by ◆) are located on level 2. Please see the locations indicated in the floor plans below:

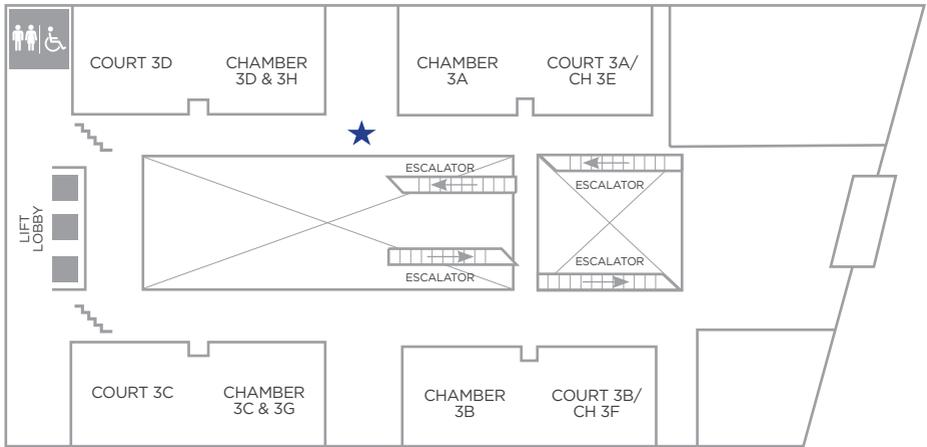
LEVEL 1



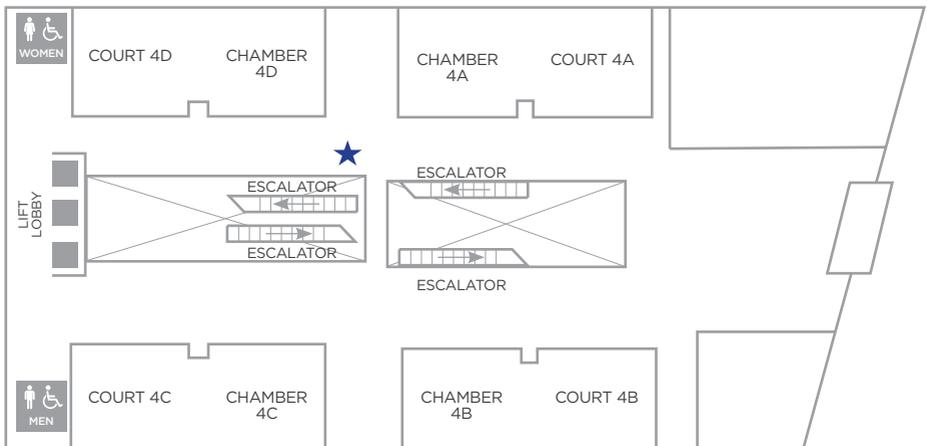
LEVEL 2



LEVEL 3



LEVEL 4

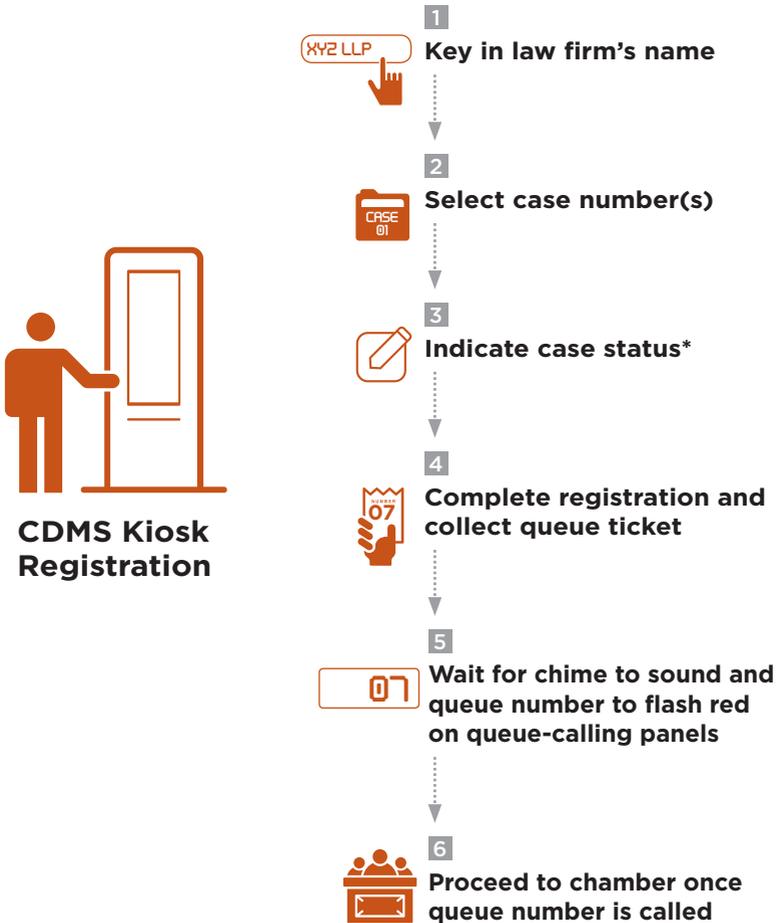


LEGEND

★ CDMS Self-service Kiosks

(III) Registration Overview

The flowchart below provides an overview of the registration process for lawyers in bankruptcy hearings. For a step-by-step guide, please refer to the subsequent sections.



* To check the other party's attendance and update case status subsequent to registration, please refer to pages 13 to 17 for more details

(IV) Registration Process

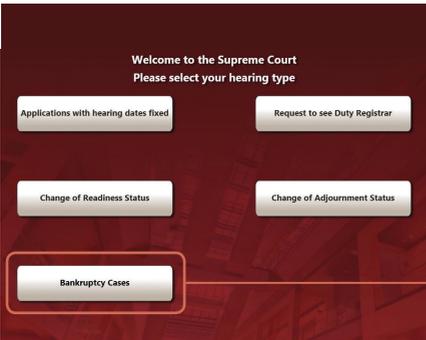
a. Single-Case Registration

(For multiple-case/bulk-list registration, please refer to page 10)



STEP 1

Touch the screen



STEP 2

Select [Bankruptcy Cases]

Bankruptcy Cases > Select Case > Confirm Status > Collect Queue Ticket

Key in the name of your law firm, or your NRIC if you are an unrepresented party using the Virtual Keyboard provided, then select the correct entry from the list generated below.

I am a lawyer acting for a party to the case I am an unrepresented party

Please key in the law firm name by using the Virtual Keyboard provided below.

Law Firm

- A. RAJANDRAN
- ADVENT LAW CORPORATION
- ALLEN & GLEDHILL LLP
- Aquinas Law Alliance LLP
- ASCENTSIA LAW CORPORATION
- ASIA LAW CORPORATION
- Bih Li & Lee LLP

Previous

STEP 3

Select [I am a lawyer acting for a party to the case]

STEP 4

Key in the name of your law firm or scroll through the list below to select your law firm's name¹

Press [Next]

Bankruptcy Cases > Select Case > Confirm Status > Collect Queue Ticket

ABC LLP

Please select your case number. Check All Cases Uncheck All Cases

HC/B 916/2018

Previous Next

STEP 5

Check that the case number shown is correct before you press [Next]²

¹ Please check that you have clicked on [Bankruptcy Cases] in Step 2. If you are unable to locate your law firm's name, please approach Counters 1 or 2 at the Legal Registry (Level 2) for assistance

² Please check that you have clicked on [Bankruptcy Cases] in Step 2. If the case indicated onscreen is not your case, please approach Counters 1 or 2 at the Legal Registry (Level 2) for assistance

Bankruptcy Cases > Select Case > **Confirm Status** > Collect Queue Ticket

ABC LLP

Please answer the below.

Case No.	Is the other party ready?	Are you seeking an adjournment or to record a consent order?	Are all parties ready for hearing?	Any Senior Counsel(s) present?
HC/B 916/2018	NO	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Previous Next

STEP 6

Please answer the questions accordingly. Select [Yes] to indicate that all parties are ready for hearing if:

- A “YES” is indicated under “Is the other party ready?”³, or
- You are certain that the other party will not turn up

Otherwise, select [No]⁴. Press [Next]

Bankruptcy Cases > Select Case > Confirm Status > **Collect Queue Ticket**

ABC LLP

Registration is successful. Your queue number is: **0501**

Please collect your ticket



Please return to the kiosk to update the queue status when **all parties** are ready for hearing.

Finish

STEP 7

A queue number will be generated and a queue ticket printed out. Collect your queue ticket

Supreme Court of Singapore
Queue Number

0501

Case No: HC/B 916/2018

Judge/Registrar: Chan Wei Sern Paul
Venue: Chamber 2-5 (2-5)

Please keep this ticket and wait for your queue number to be called by the JO

24 May 2018 09:27:25

STEP 8

Take note of your queue number and chamber number

³ For bankruptcy application hearings, unrepresented debtors are automatically indicated as ready upon their registration

⁴ Please refer to pages 13 to 17 for more information on Checking the Other Party's Attendance and/or Updating Parties' Readiness Status

Venue	Judge/Judicial Officer	Now	Next Queue List
2-9	James Low		
2-1	Edwin San	0102	0103
2-10	Tan Teck Ping Karen	1001 1002 1003	
2-6	Wong Baochen	0601	
2-4	Seow Fu Hong Colin	0405	0406 0402 0411
2-2	Wong Li Tein	0204	
2-5	Chan Wei Sern		
2-8	Zeslene Mao Huijing		
2B-CH			
3B-CH		3BH01	
3C-CH			

STEP 9

Wait around the queue-calling panels (see page 3 for their locations) to monitor your queue number. Please note that queue numbers may not be called in sequence⁵

Venue	Judge/Judicial Officer	Now
2-9	James Low	
2-1	Edwin San	
2-10	Tan Teck Ping Karen	1001
2-6	Wong Baochen	0601
2-4	Seow Fu Hong Colin	0418
2-2	Wong Li Tein	0203
2-5	Chan Wei Sern Paul	0501
2-8	Zeslene Mao Huijing	0501
2B-CH		
3B-CH		
3C-CH		

STEP 10

When a new queue number is called, it will flash red under the “Now” column and a chime will sound

Once your queue number is called, proceed to the chamber indicated on your queue ticket

⁵ Queue numbers are called according to the parties’ readiness status and the applications parties are making

b. Multiple-Case/Bulk-List Registration



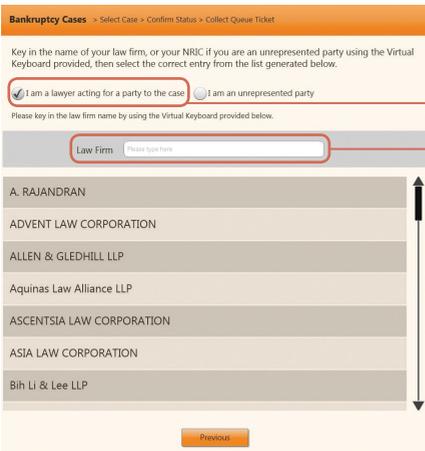
STEP 1

Touch the screen



STEP 2

Select [Bankruptcy Cases]



STEP 3

Select [I am a lawyer acting for a party to the case]

STEP 4

Key in the name of your law firm or scroll through the list below to select your law firm's name⁶

Press [Next]

⁶ Please check that you have clicked on [Bankruptcy Cases] in Step 2. If you are unable to locate your law firm's name, please approach Counters 1 or 2 at the Legal Registry (Level 2) for assistance

Bankruptcy Cases > **Select Case** > Confirm Status > Collect Queue Ticket

XYZ LLP

Please select your case number. Check All Cases Uncheck All Cases

<input checked="" type="checkbox"/> HC/B 206/2017	<input checked="" type="checkbox"/> HC/B 1778/2017
<input checked="" type="checkbox"/> HC/B 194/2018	<input checked="" type="checkbox"/> HC/B 2466/2017
<input checked="" type="checkbox"/> HC/B 55/2018	<input checked="" type="checkbox"/> HC/B 360/2018
<input checked="" type="checkbox"/> HC/B 898/2018	<input checked="" type="checkbox"/> HC/B 899/2018
<input checked="" type="checkbox"/> HC/B 900/2018	<input checked="" type="checkbox"/> HC/B 905/2018
<input checked="" type="checkbox"/> HC/B 907/2018	<input checked="" type="checkbox"/> HC/B 925/2018

STEP 5

If you are attending to all the cases shown, press [Next]

Otherwise, click on [Uncheck All Cases] and select the cases you are handling before you press [Next]

Bankruptcy Cases > Select Case > **Confirm Status** > Collect Queue Ticket

XYZ LLP

Please answer the below.

	Is the other party ready?	Are you seeking an adjournment or to record a consent order?	Are all parties ready for hearing?	Any Senior Counsel(s) present?
HC/B 206/2017	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 1778/2017	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 194/2018	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 2466/2017	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 55/2018	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 360/2018	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 898/2018	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 899/2018	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

STEP 6

Please answer the questions accordingly. Select [Yes] to indicate that all parties are ready for hearing if:

- A “YES” is indicated under “Is the other party ready?”⁷, or
 - You are certain that the other party will not turn up
- Otherwise, select [No]⁸. Press [Next]

Bankruptcy Cases > Select Case > Confirm Status > **Collect Queue Ticket**

XYZ LLP

Registration is successful. Your queue number is: **0407 0408 0406 0409 0410 0411 0412 0413 0414 0415 0403 0416 0417 0418 0419 0420 0421**

Please collect your ticket



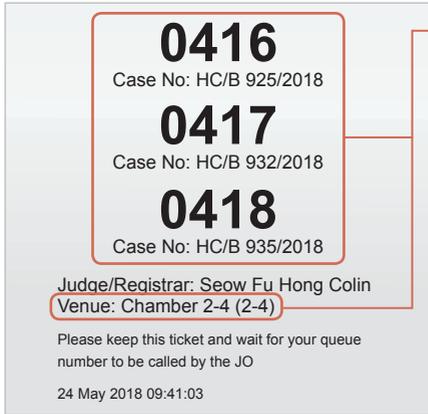
Please return to the kiosk to update the queue status when **all parties** are ready for hearing.

STEP 7

Queue numbers will be generated and queue tickets printed out. Collect your queue tickets

⁷ For bankruptcy application hearings, unrepresented debtors are automatically indicated as ready for hearing upon their registration

⁸ Please refer to pages 13 to 17 for more information on Checking the Other Party’s Attendance and/or Updating Parties’ Readiness Status



STEP 8

Take note of your queue numbers and chamber number⁹

Venue	Judge/Judicial Officer	Now	Next Queue List
2-9			
2-7	James Low		
2-1	Edwin San	0102	0103
2-10	Tan Teck Ping Karen	1001	1002 1003
2-6	Wong Baochen	0601	
2-4	Seow Fu Hong Colin		0405 0406 0402 0411
2-2	Wong Li Tein		0204
2-5	Chan Wei Sern		
2-8	Zeslene Mao Huijing		
2B-CH			
3B-CH		3BH01	
3C-CH			

STEP 9

Wait around the queue-calling panels (see page 3 for their locations) for your queue number(s) to be called. Please note that queue numbers may not be called in sequence¹⁰

Venue	Judge/Judicial Officer	Now
2-9		
2-7	James Low	
2-1	Edwin San	
2-10	Tan Teck Ping Karen	1001
2-6	Wong Baochen	0601
2-4	Seow Fu Hong Colin	0418
2-2	Wong Li Tein	0203
2-5	Chan Wei Sern Paul	0501
2-8	Zeslene Mao Huijing	
2B-CH		
3B-CH		
3C-CH		

STEP 10

When a new queue number is called, it will flash red under the “Now” column and a chime will sound

Once your queue number is called, proceed to the chamber indicated on your queue tickets

⁹ You may wish to prepare a list of your cases beforehand to facilitate the cross-referencing of the case numbers and queue numbers with the names of the parties in order to expedite the hearing process

¹⁰ Queue numbers are called according to the parties’ readiness status and the applications parties are making

(V) Checking the Other Party's Attendance and/or Updating Parties' Readiness Status

If you have indicated during registration that parties are not yet ready, you may wish to check after a reasonable time whether the other party has registered.



STEP 1

Touch the screen



STEP 2

Select [Bankruptcy Cases]

Bankruptcy Cases > Select Case > Confirm Status > Collect Queue Ticket

Key in the name of your law firm, or your NRIC if you are an unrepresented party using the Virtual Keyboard provided, then select the correct entry from the list generated below.

I am a lawyer acting for a party to the case I am an unrepresented party

Please key in the law firm name by using the Virtual Keyboard provided below.

Law Firm

- A. RAJANDRAN
- ADVENT LAW CORPORATION
- ALLEN & GLEDHILL LLP
- Aquinas Law Alliance LLP
- ASCENTIA LAW CORPORATION
- ASIA LAW CORPORATION
- Bih Li & Lee LLP

STEP 3
 Select [I am a lawyer acting for a party to the case]

STEP 4
 Key in the name of your law firm or scroll through the list below to select your law firm's name¹¹

Press [Next]

Bankruptcy Cases > **Select Case** > Confirm Status > Collect Queue Ticket

XYZ LLP

Please select your case number. Check All Cases Uncheck All Cases

<input checked="" type="checkbox"/> HC/B 206/2017	<input checked="" type="checkbox"/> HC/B 1778/2017
<input checked="" type="checkbox"/> HC/B 194/2018	<input checked="" type="checkbox"/> HC/B 2466/2017
<input checked="" type="checkbox"/> HC/B 55/2018	<input checked="" type="checkbox"/> HC/B 360/2018
<input checked="" type="checkbox"/> HC/B 898/2018	<input checked="" type="checkbox"/> HC/B 899/2018
<input checked="" type="checkbox"/> HC/B 900/2018	<input checked="" type="checkbox"/> HC/B 905/2018
<input checked="" type="checkbox"/> HC/B 907/2018	<input checked="" type="checkbox"/> HC/B 925/2018

STEP 5
 If you are attending to all the cases shown, press [Next]

Otherwise, click on [Uncheck All Cases] and select the cases you are handling before you press [Next]

Bankruptcy Cases > Select Case > **Confirm Status** > Collect Queue Ticket

XYZ LLP

Please answer the below.

	Is the other party ready?	Are you seeking an adjournment or to record a consent order?	Are all parties ready for hearing?	Any Senior Counsel(s) present?
HC/B 206/2017	<input type="radio"/> NO <input checked="" type="radio"/> YES	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 1778/2017	<input type="radio"/> NO <input checked="" type="radio"/> YES	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 194/2018	<input type="radio"/> NO <input checked="" type="radio"/> YES	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 2466/2017	<input checked="" type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 55/2018	<input checked="" type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 360/2018	<input type="radio"/> NO <input checked="" type="radio"/> YES	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 898/2018	<input type="radio"/> NO <input checked="" type="radio"/> YES	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 899/2018	<input type="radio"/> NO <input checked="" type="radio"/> YES	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

STEP 6
 Check the status under “Is the other party ready?”

(“YES” means the other party has registered, while “NO” means the other party has yet to register)

¹¹ Please check that you have clicked on [Bankruptcy Cases] in Step 2

Bankruptcy Cases > Select Case > **Confirm Status** > Collect Queue Ticket

XYZ LLP

Please answer the below.

	Is the other party ready?	Are you seeking an adjournment or to record a consent order?	Are all parties ready for hearing?	Any Senior Counsel(s) present?
HC/B 206/2017	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 1778/2017	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 194/2018	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 2466/2017	YES	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 55/2018	YES	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 360/2018	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 898/2018	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 899/2018	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Applications with hearing dates fixed | Request to see Duty Registrar | Change of Readiness Status | Change of Adjournment Status

Registration | Hearing Lists | Events | Our Services

STEP 7

If you are certain that the other party will turn up and wish to continue waiting, press [Registration] to return to the main screen

Bankruptcy Cases > Select Case > **Confirm Status** > Collect Queue Ticket

XYZ LLP

	Is the other party ready?	Are you seeking an adjournment or to record a consent order?	Are all parties ready for hearing?	Any Senior Counsel(s) present?
HC/B 206/2017	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 1778/2017	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 194/2018	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 2466/2017	YES	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 55/2018	YES	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 360/2018	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 898/2018	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
HC/B 899/2018	NO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Previous | **Next**

STEP 8

However, if you wish to proceed with the hearing(s), select [Yes] to indicate that all parties are ready

Press [Next]

Bankruptcy Cases > Select Case > Confirm Status > **Collect Queue Ticket**

XYZ LLP

Registration is successful. Your queue number is: **0407 0408 0406 0409 0410 0411 0412 0413 0414 0415 0403 0416 0417 0418 0419 0420 0421**

Please collect your ticket



Please return to the kiosk to update the queue status when **all parties** are ready for hearing.

Finish

STEP 9

Press [Finish] and collect your queue tickets. Monitor the queue numbers on the queue-calling panels. Proceed to the chamber indicated on the queue tickets once they are called

Alternatively, you may also update your readiness status for a case by selecting [Change of Readiness Status].



STEP 1

Touch the screen



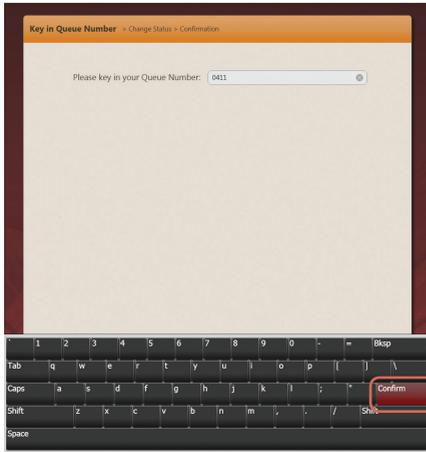
STEP 2

Select [Change of Readiness Status]



STEP 3

Tap on the empty space



STEP 4

Key in the queue number (indicated on the queue ticket you previously collected) of the hearing you wish to proceed with

Press [Confirm]¹²



STEP 5

Select [Yes] to indicate that all parties are ready for hearing



STEP 6

Press [Finish] and monitor the queue number on the queue-calling panels. Proceed to the chamber indicated on the queue ticket once it is called

¹² You will not be able to change your readiness status once you have pressed [Confirm]



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