

State Courts, Singapore

ICMS - Training Guide - File Application

Prepared by Ecquaria Technologies Pte Ltd

1.1.000



About this document

Section 1-1 Contacts

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Section 1-2 Copyright Information

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Section 1-3 General Information

This is a managed document. For identification of amendments each page contains a version number, section identification and a page number within the section. Changes will only be issued as complete replacement sections along with a new release notice. All replaced sections shall be destroyed immediately and copies of any obsolete forms destroyed.

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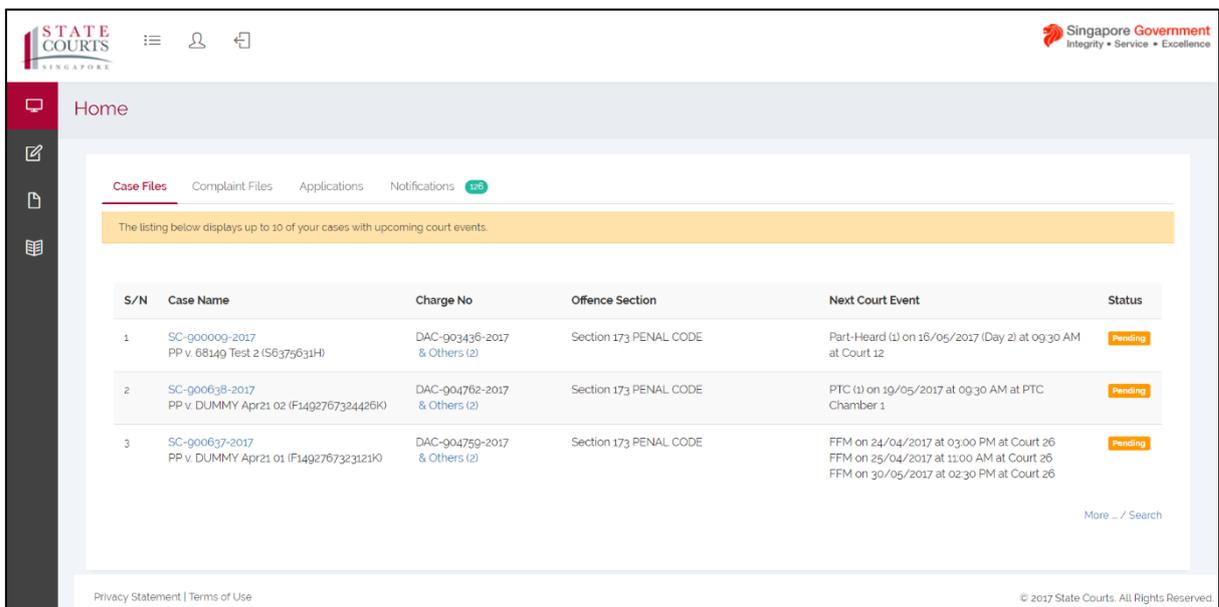
Chapter 2 Step by Step - Screenshots

Section 2-1 Login

Refer to TRG-Login for Counsel login

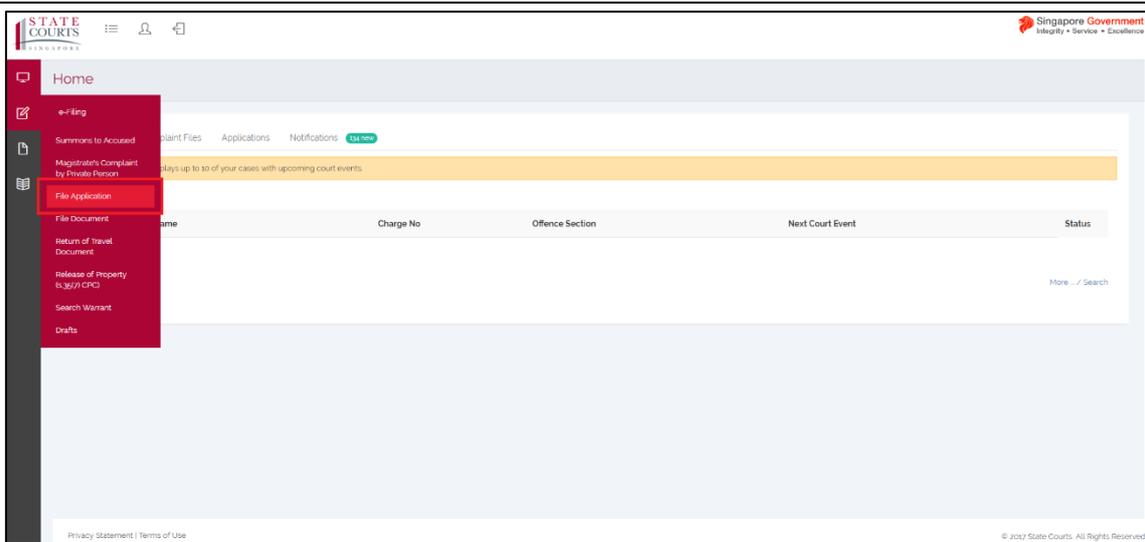
Section 2-2 Home Page

Once login is successful, you will be redirected to Counsel's homepage

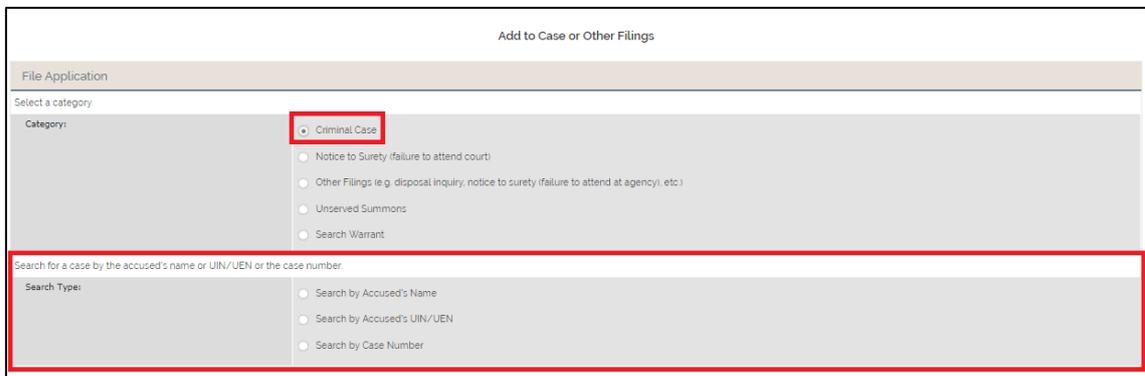


Section 2-3 Search Case

Step 1: Click on the "File Application" button either through the e-Filing tab or under quick links in the home page.



Step 2: Select "Criminal Case". System displays the "Search Type" category with various search methods.



Step 3 - Search Case: Select "Search by Case Number".

Step 4: Click on "Retrieve" after entering the Case ID. System will display the search results matching the search details entered.

The screenshot shows the 'File Application' search interface. Under 'Select a category', 'Criminal Case' is selected. Under 'Search Type', 'Search by Case Number' is selected. The 'Case' field contains 'SC', '900638', and '2017', with a 'Retrieve' button next to it. Below the search fields, a table displays search results with columns for Case No., Case Name, Charge No.(s), and Next Court Event.

Case No.	Case Name	Charge No.(s)	Next Court Event
SC-900638-2017	PP v. DUMMY Apr21 02 (F1492767324420K)	DAC-904782-2017 & Others (2)	PTC (1) on 19/05/2017 at 09:30 AM at PTC Chamber 1
<input type="checkbox"/> SC-900838-2017	PP v. dffsfads (DFAS)	DAC-905206-2017	FM on 25/05/2017 at 08:45 AM at Court 20
<input type="checkbox"/> SC-900042-2016	PP v. Alison Chan Mai (S448416A)	DAC-900004-2016	PTC (2) on 23/02/2017 at 09:00 AM at PTC Chamber 1
<input type="checkbox"/> SC-900639-2017	PP v. ELIT Sentence Reformative Training (S531382Z)	DAC-904785-2017	-

Section 2-4 Search for NS Case

Step 1: Select "Notice to Surety (failure to attend court)". System displays "Search Type" options.

The screenshot shows the 'File Application' search interface for 'Notice to Surety (failure to attend court)'. Under 'Select a category', 'Notice to Surety (failure to attend court)' is selected. Under 'Search Type', 'Search by Notice to Surety Number' is selected.

Section 2-5 Search Other Filings

Step 1: Select "Other Filings (e.g. disposal inquiry, notice to surety (failure to attend at agency), etc.)". A dropdown list will appear.

The screenshot shows the 'Add to Case or Other Filings' form. Under the 'File Application' section, the 'Category' is set to 'Other Filings (e.g. disposal inquiry, notice to surety (failure to attend at agency), etc.)'. Below this, the 'Type' dropdown menu is open, showing options such as 'Bond to Keep Peace (Show Cause)', 'Disposal Inquiry', 'Extradition', 'Notice to Surety (Failure to Attend at Agency)', 'Release of Property under s. 35(7) CPC', 'Report of Seizure of Property under s. 370 CPC', 'Report of seizure under s. 27(3) MDA', 'Return of Travel Document', 'Surrender of Travel Document', and 'Summons to a Claimant under s. 124 Customs Act'.

Section 2-6 Unserved Summons

Step 1: Select "Unserved Summons". System displays "Enter the Summons number" options.

The screenshot shows the 'Add to Case or Other Filings' form with 'Unserved Summons' selected in the 'Category' list. The 'Enter the Summons number' section is highlighted, showing a 'Summons No.' field, a checkbox for 'Application for Youth Court', and a 'Retrieve' button. The 'SUM-' field is also visible.

Section 2-7 Search Warrant

Step 1: Select "Search Warrant". System displays "Enter the Warrant number for which the application is made" options.

The screenshot shows the 'Add to Case or Other Filings' form with 'Search Warrant' selected in the 'Category' list. The 'Enter the Warrant number for which the application is made' section is highlighted, showing a 'Warrant No.' field, a checkbox for 'Application for Youth Court', and a 'Retrieve' button. The 'WTS-' field is also visible.

Section 2-8 Application to leave jurisdiction

Step 1: Select "Application to leave jurisdiction" from the "Type of application" section and click "Next". System will display the "Application Information" page.

Case: SC 900038 2017 Retrieve

Select only the cases into which you are filing the application.

Records: 1/1 < Previous Next >

Case No.	Case Name	Charge No (s)	Next Court Event
<input checked="" type="checkbox"/> SC-900038-2017	PP v DUMMY Apr21 02 (F1492767324426K)	DAC-904762-2017 & Others (2)	PTC (1) on 19/05/2017 at 09:30 AM at PTC Chamber 1
<input type="checkbox"/> SC-900038-2017	PP v dfasfads (DFA5)	DAC-909206-2017	FM on 25/05/2017 at 08:45 AM at Court 26
<input type="checkbox"/> SC-900042-2016	PP v Alison Chan Mail (S5282816A)	DAC-900004-2016	PTC (2) on 23/02/2017 at 09:00 AM at PTC Chamber 1
<input type="checkbox"/> SC-900039-2017	PP v ELIT Sentence Reformatory Training (S531382Z)	DAC-904765-2017	-

All applications made are subject to approval.

Select the type of application.

Type of Application

- Application to leave jurisdiction
- Request to reschedule court events
- Online selection of PG date
- Application for hearing date (One or Two days)
- Request for a mention date for bail application
- Request for vacation of mention/hearing
- Request for a mention date for bail variation
- Order to bring up prisoner
- Summons to witness to attend court
- Order to take evidence from a witness before trial
- Others

Cancel Next >

Step 2: Fill in all mandatory fields and click on "Submit" button.

Add to Case - Application to Leave Jurisdiction

Application Information Confirmation Receipt

Case Information

Case No.: SC-900038-2017
 Case Name: PP v DUMMY Apr21 02 (F1492767324426K)
 Next Court Event: PTC (1) on 19/05/2017 at 09:30 AM at PTC Chamber 1

Counsel Information

Name of Filer: Lavoy Alpha
 Designation/Rank of Filer:
 Law Firm: ALPHALAW CORPORATION
 UEN: 18003824R

Details of Application

State the details of place, duration and purpose of visit.

*Itinerary: Add

Please indicate if the application is urgent.

This is an urgent application.

Upload Document

Upload the documents in support if applicable.

Documents: Upload

< Back Cancel Submit >

Section 2-9 Request to reschedule court event

Step 1: Select "Request to Reschedule Court Event" and select "Next". System will direct to the "Reasons of Application" page.

Type of Application

- Application to leave jurisdiction
- Request to reschedule court event
- Online selection of PG date
- Application for hearing date (One or Two days)
- Request for a mention date for bail application
- Request for vacation of mention/hearing
- Request for a mention date for bail variation
- Order to bring up prisoner
- Summons to witness to attend court
- Order to take evidence from a witness before trial
- Others

Step 2: Fill in the mandatory fields. Click on "Submit" to submit the application.

Step 3: Upload any document(s) if needed. Click on "Submit" to submit the application.

Add to Case - Request to reschedule court event

Application Information
 Reasons for Application
 Confirmation Receipt

Case Information

Case No.:	SC-9008-2017
Case Name:	PP v. DUMMY April 02 (F14927673244290)
Next Court Event:	PTC (1) on 19/05/2017 at 09:30 AM at PTC Chamber 1 FFM on 02/06/2017 at 10:00 AM at Court 12

Filing Party Information

Name of Filer:	Lawyer Alpha
Designation/Rank of Filer:	
If you are filing on behalf of counsel, please click here to enter his/her particulars	
Law Firm:	ALPHA LAW CORPORATION
UEN:	180093504R

Reasons for Application

Court Event to be Rescheduled:	Next Court Event	Charge No.
<input type="radio"/>	PTC (1) on 19/05/2017 at 09:30 AM at PTC Chamber 1	DAC-904762-2017 & Others (2)
<input type="radio"/>	FFM on 02/06/2017 at 10:00 AM at Court 12	DAC-904762-2017 & Others (2)

The reasons are:

Upload Document

Upload the document(s) in support if applicable:

Document(s):	<input type="button" value="Upload"/>
--------------	---------------------------------------

Section 2-10 Online Selection of PG dates

Step 1: Select "Online Selection of PG dates" and select "Next". System will direct to the "Grounds of Application" page.

Type of Application

- Application to leave jurisdiction
- Request to reschedule court event
- Online selection of PG date
- Application for hearing date (One or Two days)
- Request for a mention date for bail application
- Request for vacation of mention/hearing
- Request for a mention date for bail variation
- Order to bring up prisoner
- Summons to witness to attend court
- Order to take evidence from a witness before trial
- Others

Step 2: Fill in all mandatory fields and click on "Submit" button.

Add to Case - Online selection of PG date

✓ Application Information
16 Grounds of Application
 ○ Confirmation Receipt

Case Information

Case No.: SC-901372-2017
 Case Name: PP v Accused TT JUDGE 01 (S4501205D)
 Next Court Event: PTC (2) on 25/08/2017 at 11:30 AM at PTC Chamber 1

Filing Party Information

Name of Filer: Lawyer Alpha
 Designation/Rank of Filer:
If you are filing on behalf of counsel, please click [here](#) to enter his/her particulars.
 Law Firm: ALPHA LAW CORPORATION
 UEN: 180092504R

Date Selection

The available dates for selection are indicated by radio buttons. Click on the radio button of the preferred date and time. The assigned PG Court will be displayed upon submission. Parties need only to attend on the selected PG date, and need not attend any PTC/CCDC before the PG date unless otherwise notified.

Available Dates:	Week 1	MON 07 Aug 2017	TUE 08 Aug 2017	WED 09 Aug 2017	THU 10 Aug 2017	FRI 11 Aug 2017
09:30 AM	<input type="radio"/>					
11:00 AM	<input type="radio"/>					

Declaration

Defence counsel has informed the prosecution of the preferred PG date and time, and the prosecution has confirmed its readiness and availability.

Note: Lawyers who wish to ascertain the DPP in-charge of a case may contact Ms Selvi at Senior DPP office (Tel: 64355100) for assistance.

Upload Document

Upload the document(s) in support (if applicable)

Document(s):

Section 2-11 Application for hearing date (One or Two days)

Step 1: Select "Application for hearing date (One or Two days)" and select "Next". System will direct to the "Reasons of Application" page.

Type of Application

- Application to leave jurisdiction
- Request to reschedule court event
- Online selection of PG date
- Application for hearing date (One or Two days)
- Request for a mention date for bail application
- Request for vacation of mention/hearing
- Request for a mention date for bail variation
- Order to bring up prisoner
- Summons to witness to attend court
- Order to take evidence from a witness before trial
- Others

Step 2: Fill in all mandatory fields and click on "Submit" button.

Add to Case - Application for hearing dates

Application Information **Grounds of Application** Confirmation Receipt

Case Information

Case No.: SC-903/17-2017
 Case Name: PP v Accused TT JUDGE vs Gopichandri
 Next Court Event: PTC (2) on 25/08/2017 at 11:30 AM at PTC Chamber 1

Filing Party Information

Name of Filer: Lawyer Alpha
 Designation/Rank of Filer:
If you are filing on behalf of counsel, please click [here](#) to enter his/her particulars.
 Law Firm: ALPHA L&M CORPORATION
 UEN: 28099924R

Date Selection

Please note a party may select hearing dates if the consent of all parties has been obtained and not more than two days are required to complete the case. Attendance at the PTC/CCDC will not be required if the hearing date selection is approved and the date is vacated. As such, the application should be submitted at least two clear working days in advance. The available hearing dates are indicated by radio buttons. Click on the radio button of the preferred dates.

*Number of Hearing Days Required: 1 day 2 days

*Preferred Start Date:
Enter the preferred start date of the hearing in the date field below and the system will display the available dates in the chosen week and up to three weeks thereafter.

*Available Dates:
 Selected Date: 5/11 Date

Indication of Other Available Dates
If there are other dates on which all parties are available, you may date so in the text area below.

Declaration by Applicant

The consent of all parties has been obtained and they have confirmed their readiness and availability.

Note: Lawyers who wish to ascertain the DPP in-charge of a case may contact Ms Selvi at Senior DPP office (Tel: 64333200) for assistance.

Upload Document

Upload the document(s) in support if applicable.

Document(s):

Section 2-12 Request for a mention date for bail application

Step 1: Select "Request for a mention date for bail application". Click "Next" to continue the next step. System will direct to the “Grounds of Application” page.

Type of Application

- Application to leave jurisdiction
- Request to reschedule court event
- Online selection of PG date
- Application for hearing date (One or Two days)
- Request for a mention date for bail application
- Request for vacation of mention/hearing
- Request for a mention date for bail variation
- Order to bring up prisoner
- Summons to witness to attend court
- Order to take evidence from a witness before trial
- Others

Step 2: Fill in all mandatory fields and click on “Submit” button.

Add to Case - Request for a mention date for bail application

✓ Application Information
🔴 Grounds of Application
⊙ Confirmation Receipt

Case Information	
Case No.:	SC-00058-2017
Case Name:	PP v. DUMMAY April 02 (F429207344409)
Next Court Event:	PTC 31 on 19/09/2017 at 09:30 AM at PTC Chamber 1 FFM on 02/09/2017 at 10:00 AM at Court 12

Filing Party Information	
Name of Filer:	Lawyer Alpha
Designation/Rank of Filer:	
If you are filing on behalf of counsel, please click here to enter his/her particulars.	
Law Firm:	ALPHA LAW CORPORATION
UEI:	18009350R

Grounds of Application

State the grounds of the application in the text area below or upload the document stating the grounds. You must check the option that you have chosen.

This application is made on the grounds that:

The grounds of the application are stated in the uploaded document.

Urgent application

Upload Document

Upload the document(s) in support (if applicable).

Document(s):

Section 2-13 Request for vacation of mention/hearing

Step 1: Select "Request for vacation of hearing" for "Type of Application" section.

Step 2: Click on "Next" to proceed to the next step. System will direct to "Grounds of Application" page.

Type of Application

- Application to leave jurisdiction
- Request to reschedule court event
- Online selection of PG date
- Application for hearing date (One or Two days)
- Request for a mention date for bail application
- Request for vacation of mention/hearing
- Request for a mention date for bail variation
- Order to bring up prisoner
- Summons to witness to attend court
- Order to take evidence from a witness before trial
- Others

Step 3: Fill in all mandatory fields and click on "Submit" button.

Add to Case - Request for vacation of mention/hearing dates

Application Information
 Grounds of Application
 Confirmation Receipt

Case Information

Case No.:	SC-900638-2017
Case Name:	PP v DUMMY Apr21 02 (F492757324426K)
Next Court Event:	PTC (1) on 19/05/2017 at 09:30 AM at PTC Chamber 1 FFM on 02/06/2017 at 10:00 AM at Court 12

Filing Party Information

Grounds of Application

Date(s) to be vacated:	Next Court Event	Charge No.
<input checked="" type="radio"/>	PTC (1) on 19/05/2017 at 09:30 AM at PTC Chamber 1	DAC-904762-2017 & Others (2)
<input type="radio"/>	FFM on 02/06/2017 at 10:00 AM at Court 12	DAC-904762-2017 & Others (2)

State the grounds of the application in the text area below or upload the document stating the grounds. You must check the option that you have chosen.

This application is made on the grounds that
 The grounds of the application are stated in the uploaded document.
 Urgent application

Upload Document

Upload the document(s) in support (if applicable):

Document(s):

Section 2-14 Request for a mention date for bail variation

Step 1: Select "Request for a mention date for bail variation" and click "Next". System will direct to the "Reason of Application" page.

Type of Application

- Application to leave jurisdiction
- Request to reschedule court event
- Online selection of PG date
- Application for hearing date (One or Two days)
- Request for a mention date for bail application
- Request for vacation of mention/hearing
- Request for a mention date for bail variation
- Order to bring up prisoner
- Summons to witness to attend court
- Order to take evidence from a witness before trial
- Others

Step 2: Fill in all mandatory fields and click on "Submit" button.

Add to Case - Request for a mention date for bail variation

Application Information
 Reasons for Application
 Confirmation Receipt

Case Information

Case No.:	SC-g00638-2017
Case Name:	PP v DUMMY Apr21 02 (F492767324425K)
Next Court Event:	PTC (1) on 19/05/2017 at 09:30 AM at PTC Chamber 1 FFM on 02/06/2017 at 10:00 AM at Court 12

Filing Party Information

Name of Filer:	Lawyer Alpha
Designation/Rank of Filer:	
<small>If you are filing on behalf of counsel, please click here to enter his/her particulars.</small>	
Law Firms:	ALPHA LAW CORPORATION
UEN:	180093504R

Grounds of Application

I wish to apply for the following order:

State the grounds of the application in the text area below or upload the document stating the grounds. You must check the option that you have chosen.

This application is made on the grounds that:
 The grounds of the application are stated in the uploaded document.

Upload Document

Upload the document(s) in support (if applicable).

Document(s):

Section 2-15 Order to Bring up Prisoner

Step 1: Select the cases(s) to fill in the application. System displays the “Type of Application” with various options listed.

Step 2: Select "Order to bring out prisoner" for Type of Application. Click on "Next" and then click on “Add” under “Prisoner Information”. System will direct to the “Prisoner Details” step.

Enter the case number. Any pending cases of co-accused represented by you will also be displayed

Case: SC 000638 2017 Retrieve

Select only the case(s) into which you are filing the application

Case No.	Case Name	Charge No.(s)	Next Court Event
<input checked="" type="checkbox"/> SC-000638-2017	PP v. DUMBY Apr21 02 (F1492757384426K)	DAC-904766-2017 & Others (2)	PTC (I) on 19/05/2017 at 09:30 AM at PTC Chamber 1
<input type="checkbox"/> SC-000839-2017	PP v. dfaafads (DFAS)	DAC-905206-2017	FM on 25/05/2017 at 08:45 AM at Court 26
<input type="checkbox"/> SC-000442-2016	PP v. Alison Chan Mall (S5454856A)	DAC-900004-2016	PTC (I) on 23/02/2017 at 09:00 AM at PTC Chamber 1
<input type="checkbox"/> SC-000639-2017	PP v. ELIT Sentence Reformative Training (S5313825Z)	DAC-904766-2017	-

All applications made are subject to approval.
Select the type of application.

Type of Application

- Application to leave jurisdiction
- Request to reschedule court event
- Online selection of P/C date
- Application for hearing date (One or Two days)
- Request for a mention date for bail application
- Request for vacation of mention/hearing
- Request for a mention date for bail variation
- Order to bring up prisoner**
- Summons to witness to attend court
- Order to take evidence from a witness before trial
- Others

Cancel Next

Step 3: If the filer is on behalf of counsel, click on “here” to enter the “Name”.

Filing Party Information

Name of Filer: Lawyer Alpha

Designation/Rank of Filer:

If you are filing on behalf of counsel, please click **here** to enter his/her particulars.

Law Firm: ALPHA LAW CORPORATION

UEN: 150003504R

Step 3.1: Enter “Name” to file the application

Filing Party Information

Name of Filer: Lawyer Alpha

Designation/Rank of Filer:

If you are filing on behalf of counsel, please click **here** to enter his/her particulars.

* Name: [] Cancel

Law Firm: ALPHA LAW CORPORATION

UEN: 150003504R

Step 4: Fill in all mandatory fields and click on “Submit” button.

Add to Case - Order to bring up prisoner

Application Information | Reasons for Application | Confirmation Receipt

Case Information

Case No.: SC-000638-2017

Case Name: PP v. DUMBY Apr21 02 (F1492757384426K)

Next Court Event: PTC (I) on 19/05/2017 at 09:30 AM at PTC Chamber 1

Filing Party Information

Name of Filer: Lawyer Alpha

Designation/Rank of Filer:

If you are filing on behalf of counsel, please click **here** to enter his/her particulars.

Law Firm: ALPHA LAW CORPORATION

UEN: 150003504R

Prisoner Information

Enter the prisoner information and the dates on which the prisoner is required.

ID#	Name of Prisoner	Default Prisoner Required	Action
			Add

Prisoner: Reason for Attendance

Upload Document

Upload the documents in support of the application

Documents: Upload

Back Cancel Submit

Section 2-16 Summons to Witness to Attend Court

Step 1: Select "Summons to witness to attend court" and click "Next". System will direct to the "Case Information" page.

Type of Application

- Application to leave jurisdiction
- Request to reschedule court event
- Online selection of PG date
- Application for hearing date (One or Two days)
- Request for a mention date for bail application
- Request for vacation of mention/hearing
- Request for a mention date for bail variation
- Order to bring up prisoner
- Summons to witness to attend court
- Order to take evidence from a witness before trial
- Others

Step 2: Fill in the "Offence Description" section and the mandatory fields and click on "Next" button.

Summons to Witness

Case Information
 Witness Information
 Confirmation Receipt

Case Information

Case No.:	SC-900638-2017
Case Name:	PP v. DUMMY Apr21 02 (F1492767324426K)
Next Court Event:	PTC (1) on 19/05/2017 at 09:30 AM at PTC Chamber 1 FFM on 02/06/2017 at 10:00 AM at Court 12

Filing Party Information

Name of Filer:	Lawyer Alpha
Designation/Rank of Filer:	
If you are filing on behalf of counsel, please click here to enter his/her particulars.	
Law Firm:	ALPHA LAW CORPORATION
UEN:	180093504R

Offence Description

* State the offence(s) which are fixed for hearing concisely.

S/N	Offence Description	Offence Section	Action
			<input type="button" value="Add"/>

Add Offence ✕

Offence Description:	<input style="width: 95%;" type="text"/>
Offence Section:	<input style="width: 95%;" type="text"/>

After pressing “Done” button in the “Add Offence” box.

Offence Description			
State the offence(s) which are fixed for hearing concisely.			
S/N	Offence Description	Offence Section	Action
1	ad	ad	
Add			
< Back Cancel Save Next >			

Step 3: Add the Witness Information and enter all mandatory fields

Witness Details ✕

* Name:	<input type="text"/>
Identification Type:	<input checked="" type="radio"/> NRIC <input type="radio"/> FIN <input type="radio"/> Passport
NRIC:	<input type="text"/>
Address:	<input checked="" type="radio"/> Local <input type="radio"/> Overseas
* Block/House No.:	<input type="text"/>
* Street Name:	<input type="text"/>
Floor Unit:	<input type="text"/> - <input type="text"/>
Building Name:	<input type="text"/>
Postal Code:	<input type="text"/>
* Witness required for:	<input type="radio"/> Defence <input type="radio"/> Court's request
* Date:	<input type="text"/> - <input type="text"/> 9:30 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM <input type="button" value="Add"/>
* Court:	<input type="text"/>

Step 4: Click on “Preview Summons” buttons to preview summons before clicking on “Submit” button to submit the application.

FORM 38
SUMMONS TO A WITNESS
(Criminal Procedure Code (Cap 68, Rev Ed 2012), Section 115)

To: a (Passport No. E1234567D)
Of asd, asd

Whereas complaint has been made before me that DUMMY Apr21 02 is suspected to have committed the offence(s) of:

S	s
---	---

and it appears to me that you are likely to be able to give material evidence regarding the complaint: For

You are hereby summoned to appear before Court No. 23 at the State Courts, 1 Havelock Square, Singapore 059724 on 23-July-2017 to 24-July-2017 at 9:30AM to testify what you know concerning the matter of the complaint, and not to depart from there without leave of the Court; and you are hereby warned that if you, without just excuse, neglect or refuse to appear on the said date, a warrant will be issued to compel your attendance.

Issued this 20th day of July, 2017.



Section 2-17 Order to take evidence from a witness before trial

Step 1: Select "Order to take evidence from a witness before trial" and click "Next". System will direct to the "Witness Information" page.

Type of Application

- Application to leave jurisdiction
- Request to reschedule court event
- Online selection of PG date
- Application for hearing date (One or Two days)
- Request for a mention date for bail application
- Request for vacation of mention/hearing
- Request for a mention date for bail variation
- Order to bring up prisoner
- Summons to witness to attend court
- Order to take evidence from a witness before trial
- Others

Step 2: Fill in the Witness Information and click on next to proceed.

Witness Information

Enter the witness information and the hearing date(s) on which the witness is required to attend.

S/N	Name of Witness	Dates Witness Available	Action
			Add

Witness Details ✕

*** Name:**

*** Identification Type:** NRIC FIN Passport

*** NRIC:**

*** Date:** - AM PM

Add

*** Court:**

Close
Done

Step 3: Enter the grounds of application and fill in all mandatory fields.

Order to take evidence from a witness before trial

Witness Information **Grounds of Application** Confirmation Receipt

Grounds of Application

This application is sought on the following grounds
(see section 295 of the Criminal Procedure Code (Chapter 68, 2012 Rev Ed))

This application is by consent contested

< BackCancelSubmit >

Step 4: Click on “Submit” button to submit the application.

Section 2-18 Others

Step 1: Select "Others" for Type of Application. Click "Next" to proceed to the next step. System will direct to the “Grounds of Application” page.

Type of Application

- Application to leave jurisdiction
- Request to reschedule court event
- Online selection of PG date
- Application for hearing date (One or Two days)
- Request for a mention date for bail application
- Request for vacation of mention/hearing
- Request for a mention date for bail variation
- Order to bring up prisoner
- Summons to witness to attend court
- Order to take evidence from a witness before trial
- Others

Step 2: Fill in all mandatory fields and click on “Submit” button.

Add to Case - Other Application

Application Information
 Grounds of Application
 Confirmation Receipt

Case Information

Case No.	Case Title	Charge Noted	Next Court Event	Action
SC-g00093-2017	PP v. DUMMY Apr21 02 (F4q70732a226K)	DAC-g02762-2017 & Others (2)	PTC (1) on 10/05/2017 at 09:30 AM at PTC Chamber 1 FFM on 02/06/2017 at 10:00 AM at Court 12	
SC-g00838-2017	PP v. dfaafads (DFAS)	DAC-g05205-2017 & Others (2)	PM on 25/05/2017 at 08:25 AM at Court 26	⊘
SC-g00042-2016	PP v. Alison Chan Mail (Sg28286A)	DAC-g00004-2016 & Others (2)	PTC (2) on 23/02/2017 at 09:00 AM at PTC Chamber 1	⊘
SC-g00099-2017	PP v. ELIT Sentence Reformative Training (Sg33292D)	DAC-g02759-2017 & Others (2)	-	⊘

Filing Party Information

Name of Filer: Lawyer Alpha

Designation/Rank of Filer:

If you are filing on behalf of counsel, please click [here](#) to enter his/her particulars.

Law Firm: ALPHA LAW CORPORATION

URN: 18009954R

Grounds of Application

State the type of application:

Type:

State the grounds of the application in the text area below or upload the document stating the grounds. You must check the option that you have chosen.

This application is made on the grounds that:

The grounds of the application are stated in the uploaded document.

Upload Document

Upload the document(s) in support (if applicable).

Document(s):

Section 2-19 Request for mention date for bail pending appeal

Step 1: Select "Request for a mention date for bail pending appeal and click "Next". System will direct to the "Reasons of Application" page.

The screenshot shows a dropdown menu titled "Type of Application". The menu is open, showing several options. The option "Request for a mention date for bail pending appeal" is highlighted with a red rectangular box. Other visible options include "Application to leave jurisdiction", "Application for stay of order", and "Others".

Step 2: Fill in all mandatory fields and click on "Submit" button.

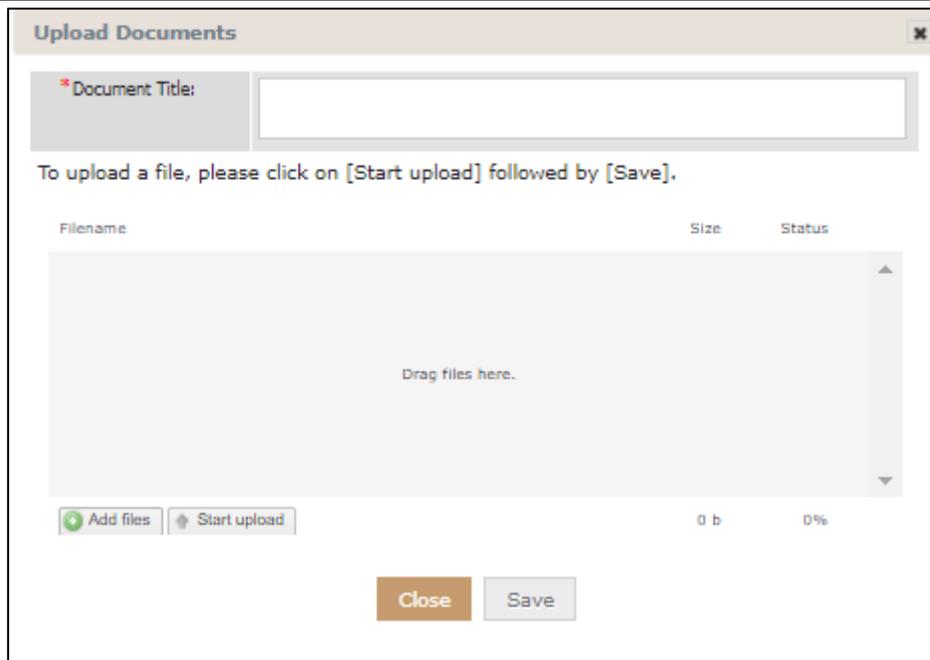
The screenshot shows a web form titled "Add to Case - Request for a mention date for bail pending appeal". At the top, there are three tabs: "Application Information" (checked), "Reasons for Application" (active), and "Confirmation Receipt". The form is divided into several sections:

- Case Information:** A table with fields for Case No. (SC-900115-2017), Case Name (PP v. DUMMY Jan27 01 (F1a86485503572K)), and Disposition Date (Disposed on 27/01/2017).
- Filing Party Information:** Fields for Name of Filer (Lawyer Alpha), Designation/Rank of Filer, Law Firm (ALPHA LAW CORPORATION), and UEN (180093504R).
- Grounds of Application:** A section with a text area for stating the grounds of the application and two radio button options: "This application is made on the grounds that" and "The grounds of the application are stated in the uploaded document".
- Upload Document:** A section with a text area for the document name and an "Upload" button.

At the bottom of the form, there is a "Back" button.

Section 2-20 Upload Documents

Step 1: Click on the "Upload" button. System will display the "Upload Documents" window.



Step 2: Click on "Add Files" to select a document to upload. Click on "Start Upload", the document will be uploaded. Click "Save" to save the document upload.

Section 2-21 Confirmation Receipt

Step 1: After an application is submitted, the system will display a confirmation receipt containing the details of the application.

