

State Courts, Singapore

ICMS - Training Guide - File Charge to Case

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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

Step 1: Once login is successful, you will be redirected to the homepage.

The screenshot shows the State Courts Singapore homepage. At the top left is the State Courts Singapore logo. At the top right is the Singapore Government logo with the tagline 'Integrity • Service • Excellence'. Below the logo is a navigation bar with 'Home' selected. A sidebar on the left contains icons for Home, Add, Document, and Bookmarks. The main content area has tabs for 'Case Files', 'Complaint Files', 'Applications', and 'Notifications' (with a '120' badge). A yellow banner states: 'The listing below displays up to 10 of your cases with upcoming court events.' Below this is a table with the following data:

S/N	Case Name	Charge No	Offence Section	Next Court Event	Status
1	SC-900009-2017 PP v. 68149 Test 2 (S6375631H)	DAC-903436-2017 & Others (2)	Section 173 PENAL CODE	Part-Heard (1) on 16/05/2017 (Day 2) at 09:30 AM at Court 12	Pending
2	SC-900638-2017 PP v. DUMMY Apr21 02 (F1492767324426K)	DAC-904762-2017 & Others (2)	Section 173 PENAL CODE	PTC (1) on 19/05/2017 at 09:30 AM at PTC Chamber 1	Pending
3	SC-900637-2017 PP v. DUMMY Apr21 01 (F1492767323121K)	DAC-904759-2017 & Others (2)	Section 173 PENAL CODE	FFM on 24/04/2017 at 03:00 PM at Court 26 FFM on 25/04/2017 at 11:00 AM at Court 26 FFM on 30/05/2017 at 02:30 PM at Court 26	Pending

At the bottom right of the table area, there is a link 'More ... / Search'. At the bottom of the page, there is a footer with 'Privacy Statement | Terms of Use' on the left and '© 2017 State Courts. All Rights Reserved' on the right.

Section 2-2 Retrieve and List Charges

Step 1: Click on the hyperlink (as shown in the screenshot) under Case Name.

S/N	Case Name	Charge No	Offence Section	Next Court Event	Status
1	SC-900009-2017 PP v. 68149 Test 2 (S6375631H)	DAC-903436-2017 & Others (2)	Section 173 PENAL CODE	Part-Heard (1) on 16/05/2017 (Day 2) at 09:30 AM at Court 12	Pending

Step 2: You will be redirected to Case File.

Case File

Home / Case File

Case Name: PP v. 68149 Test 2 (Male/ Age:44)

Case No: SC-900009-2017 Case Status: Pending Bail Amount: -

Date of 1st Mention: 03/01/2017 (4 months and 7 days) Serving Sentence Remanded From: -

Charge

Current Court Event	Action Item	Charge No.	Outcome
FM on 03/01/2017 at 09:30 AM at Court 23		DAC-903436-2017 & Others (2)	New Charges (3) Rescheduled to PTC (1) on 01/03/2017 at 10:00 AM at PTC Chamber 1
PTC (1) on 01/03/2017 at 10:00 AM at PTC Chamber 1		DAC-903436-2017 & Others (2)	Trial on 01/04/2017 at 09:30 AM (1 day) at Court 10 No Bail
Trial on 01/04/2017 (Day 1) at 09:30 AM at Court 10		DAC-903436-2017 & Others (2)	Convicted & Sentenced (CT). See Disposition of Case PTC (2) on 27/04/2017 at 08:45 AM at PTC Chamber 1 Plea: Claim trial

Step 2a: Click on “Charge” tab to view Charge Details

Charge Information

Filter: Pre-trial

S/N	Type	Charge No.	Offence Section	Date of Filing	Agency	Status	PP's Position
1	DAC	DAC-903436-2017	Section 173 PENAL CODE SubCourts-ICMS-ChargeSheet-5.pdf	03/01/2017	Central Police Division (A: Division)	Sentenced (CT)	Proceed
2	DAC	DAC-903437-2017	Section 173 PENAL CODE SubCourts-ICMS-ChargeSheet-5.pdf	03/01/2017	Central Police Division (A: Division)	Pending	-
3	DAC	DAC-903438-2017	Section 173 PENAL CODE SubCourts-ICMS-ChargeSheet-5.pdf	03/01/2017	Central Police Division (A: Division)	Pending	-

Download All Charge Sheets

Section 2-3 Sorting of Charges

Charges No. are sorted in an ascending order.