

State Courts, Singapore

ICMS - Training Guide - Notice of Appeal/Petition of Appeal(Counsel)

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.

Section 1-4 Table of Contents

ABOUT THIS DOCUMENT	2
Section 1-1 Contacts	2
Section 1-2 Copyright Information.....	2
Section 1-3 General Information	2
Section 1-4 Table of Contents	3
CHAPTER 1 STEP BY STEP - SCREENSHOTS	4
Section 1-1 Login.....	4
Section 1-2 Home Page	4
Section 1-3 Notice of Appeal/Petition of Appeal (Filing)	5
Section 1-4 Filing Document for Notice of Appeal/Petition of Appeal	7
1.4.1 Notice of Appeal.....	7
1.4.2 Petition of Appeal	12

Chapter 1 Step by Step - Screenshots

Section 1-1 Login

Refer to TRG-Login for Counsel login

Section 1-2 Home Page

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

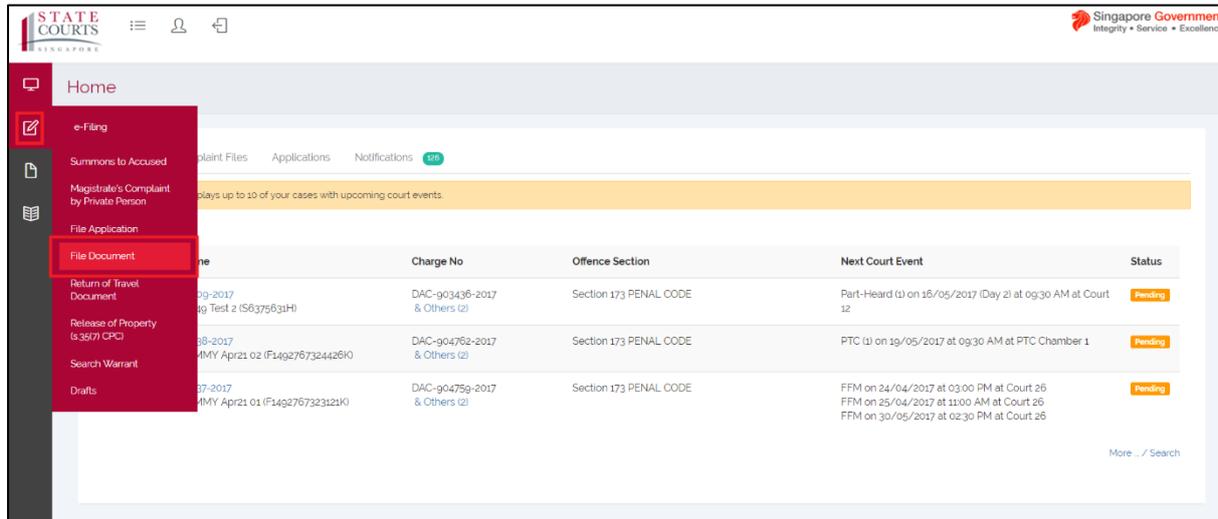
The screenshot displays the State Courts Singapore homepage. At the top left is the State Courts Singapore logo. To its right are navigation icons for menu, user profile, and refresh. On the top right is the Singapore Government logo with the tagline 'Integrity • Service • Excellence'. Below the header is a 'Home' section with a sidebar containing icons for Home, Drafts, Files, 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.

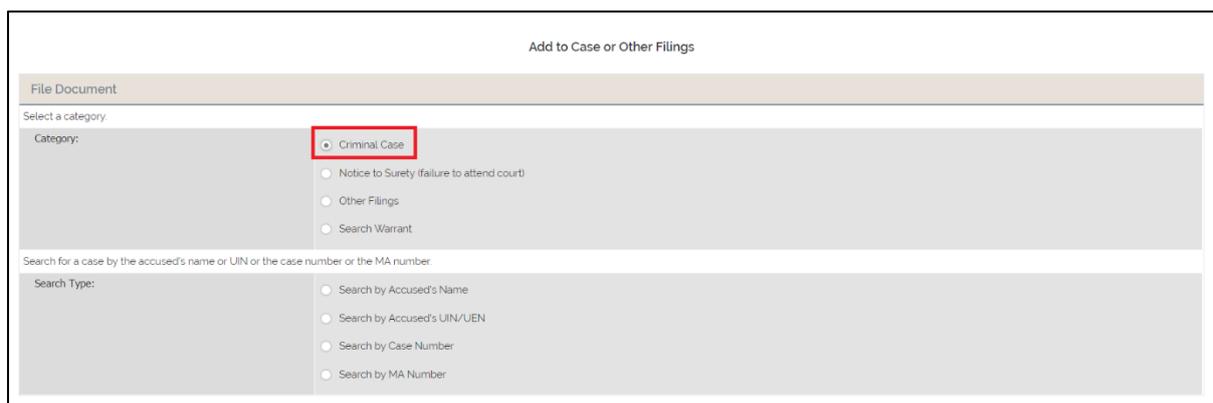
Section 1-3 Notice of Appeal/Petition of Appeal (Filing)

Step 1: Mouse over to the second icon on the left panel to get redirected to the File Document page.



Step 1a: Click on “File Document”.

Step 2: Select “Criminal Case” under Category.



For this training guide, the search type is “Search by Case Number”.

Step 3: Select “Search by Case Number”. Fill in the case number then click “Retrieve”.

Add to Case or Other Filings

File Document

Select a category

Category:

- Criminal Case
- Notice to Surety (failure to attend court)
- Other Filings
- Search Warrant

Search for a case by the accused's name or UIN or the case number or the MA number.

Search Type:

- Search by Accused's Name
- Search by Accused's UIN/UEN
- Search by Case Number
- Search by MA Number

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

Case: SC 900009 2017 Retrieve

Step 4: Select the Case, then select “Filing a new document”, then click “Next”.

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

Case: SC 900009 2017 Retrieve

Select the case into which the document is to be filed.

Case No.	Case Name	Charge No. (s)	Next Court Event
<input checked="" type="checkbox"/> SC-900009-2017	PP v. 68149 Test 2 (56375631H)	DAC-903436-2017 & Others (2)	Part-Heard (1) on 16/05/2017 at 09:30 AM at Court 12

Document Details:

- Filing a new document.
- Filing of an amended document.

Cancel Next >

Section 1-4 Filing Document for Notice of Appeal/Petition of Appeal

1.4.1 Notice of Appeal

Step 1: You will be redirected to Document Information tab. Select “Appeal” under Category and “Notice of Appeal” under Document Type. Click “Next”

Case Information	
Case No.:	SC-900009-2017
Case Name:	PP v. 68149 Test 2 (56375631H)
Next Court Event:	Part-Heard (1) on 16/05/2017 (Day 2) at 09:30 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:	20090207N

Document Information	
Select a category followed by the document title	
Category	Document Type
<ul style="list-style-type: none">AppealPost-trial relatedPreliminariesCriminal Case Disclosure Conference (CCDC)Plead Guilty (PG) relatedSubmissionsSentenceOthers	<ul style="list-style-type: none">Notice of AppealNotice of DiscontinuancePetition of AppealOthers

< Back Cancel Next >

Step 2: You will be redirected to Appeal Information tab. Fill in the required information under Appellant Information. Field marked by an asterisk is mandatory. If you are filing on behalf of counsel, click “here” under Filing Party Information.

Add to Case - Filing of Magistrate's Appeal

File Document Document Information **Appeal Information** Payment Information Confirmation Receipt

Case Information

Case No.: SC-900009-2017
Case Name: PP v. 68149 Test 2 (S6375631H)
Disposition Date:

Filing Party Information

Name of Filer: Lawyer Alpha
Designator/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: 200910207N

Appellant Information

Appellant: 68149 Test 2
Address of Service:
* Block/House No.:
* Street Name:
Floor Unit:
Building Name:
* Postal Code:

Check if section 393 CPC applies

Step 2a: If you want to check whether section 393 CPC applies, select “Check if section 393 CPC applies” box. Fill in the required information.

Check if section 393 CPC applies

Date of death of appellant:
Death certificate: Upload
Date of approval from High Court under s. 393(2) CPC:
Criminal Motion No:

Step 3: Fill in the required information under Appeal Information. Field marked by an asterisk is mandatory.

NOTE: You can only click “Next” when all fields are filled.

Appeal Information

Enter the name of the judicial officer whose decision is being appealed against.

* Coram: JJO 10

* Court: 10

Select the judgment, sentence or order appealed against.
If an extension of time to file the appeal has been obtained, please specify the details of the extension of time granted.

Nature of Appeal: - Please Select -

< Back Cancel Save Next >

If the selection of the Nature of Appeal requires input, fill in the required information. Field marked by an asterisk is mandatory. An example – Nature of Appeal: Conviction – is shown below.

Nature of Appeal: Conviction

Order Order of Compensation

* Date of judgment appealed against: 01/04/2017 Appeal is out of time!

Extension Granted by High Court: Yes No

Step 4: You will be redirected to Appeal Information tab. Select the charge you want to appeal, and upload the required document. Section marked by an asterisk is mandatory.

Add to Case - Filing of Magistrate's Appeal

File Document Document Information Appeal Information Payment Information Confirmation Receipt

Appeal Information

Select the charge(s) to which the appeal relates:

<input type="checkbox"/>	S/N	Charge No.	Offence Section.	Date of Decision	Due Date	Plea	Decision of Trial Court
<input type="checkbox"/>	1	DAC-903436-2017	Section 173 PENAL CODE	27/04/2017	11/05/2017	Claim Trial	One (1) year's imprisonment.

* Notice of Appeal: Upload

Letter of Authority: Upload

PP's Fiat under s. 376(2) CPC: Upload

< Back Cancel Save Next >

Step 4a: To upload a document, click “Upload”. To locate the file, click “Add file”. To upload it, click “Start upload”. To confirm, click “Save”.

Add to Case - Filing of Magistrate's Appeal

File Document Document Information **Appeal Information** Payment Information Confirmation Receipt

Appeal Information

Select the charge(s) to which the appeal relates.

S/N	Charge No.	Offence Section	Date of Decision	Due Date	Plea	Decision of Trial Court
1	DAC-903436-2017	Section 173 PENAL CODE	27/04/2017	11/05/2017	Claim Trial	One (1) year's imprisonment.

* Notice of Appeal: **Upload**

Letter of Authority: **Upload**

PP's Fiat under s. 376(2) CPC: **Upload**

< Back Cancel Save Next

Upload Documents

Document Type: Notice of Appeal

Document Title: Notice of Appeal

To upload a file, please click on [Start upload] followed by [Save].

Filename	Size	Status
Drag files here.		

Add files **Start upload** 0 b 0%

Close **Save**

Step 5: Click “Next” to proceed”.

Step 6: Choose your preferred Mode of payment, then click “Submit”.

Add to Case - Filing of Magistrate's Appeal

File Document
 Document Information
 Appeal Information
 Payment Information
 Confirmation Receipt

Payment Information

Select the payment option.

Case No.:	SC-900009-2017
Case Name:	PP v. 68149 Test 2 (S6375631H)
Amount Payable:	\$50
Mode of Payment:	<input type="radio"/> e-Payment <input checked="" type="radio"/> Over the counter at State Courts

If the Mode of Payment is “Over the counter at State Courts”, you will be directed to Confirmation Receipt tab.

Add to Case - File Document Print

File Document
 Document Information
 Appeal Information
 Confirmation Receipt

Confirmation Receipt

Your payment is pending confirmation. Please check the status 2 hour later.

Case No.:	SC-900009-2017
Case Name:	PP v. 68149 Test 2 (S6375631H)
Appellant:	68149 Test 2
Date of Filing:	12/05/2017

S/N	Charge No.	Offence	Appeal Against
1	DAC-903436-2017	Section 173 PENAL CODE	Conviction

1.4.2 Petition of Appeal

Repeat Section 1-3 Notice of Appeal/Petition of Appeal (Filing)

Step 1: Select Appeal under Category and Petition of Appeal under Document Type.

Add to Case - File Document

File Document
 Document Information
 Upload Document
 Confirmation Receipt

Case Information

Case No.:	SC-900009-2017
Case Name:	PP v. 68149 Test 2 (S6375631H)
Next Court Event:	Part-Heard (1) on 16/05/2017 (Day 2) at 09:30 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:	200910207N

Document Information

Select a category followed by the document title

Category	Document Type
Appeals	Notice of Appeal
Post-trial related	Notice of Discontinuance
Preliminaries	Petition of Appeal
Criminal Case Disclosure Conference (CCDC)	Others
Plead Guilty (PG) related	
Submissions	
Sentence	
Others	

Step 2: You will be redirected to Upload Document tab. Select a MA No. under Upload Document and attached the relevant document. These 2 actions are mandatory. Once done, click “Submit” to proceed.

File Document
 Document Information
 Upload Document
 Confirmation Receipt

Case Information

Case No.:	SC-900009-2017
Case Name:	PP v. 68149 Test 2 (S6375631H)
Disposition Date:	

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:	200910207N

Upload Document

Please select the MA No. for which the petition of appeal is being filed

* Select:	MA No.	Coram	Court
<input type="radio"/>	-	JO 10	10

Upload the Petition of Appeal

* Petition of Appeal:

S/N	Date of Filing	Document Title	File Name	Action
No record found				

Step 2a: To upload a document, click “Upload”. To locate the file, click “Add file”. To upload it, click “Start upload”. To confirm, click “Save”.

Upload Documents

Document Title:

To upload a file, please click on [Start upload] followed by [Save].

Filename	Size	Status
Drag files here.		

0 b 0%

Step 3: Once a file is submitted, click “Submit” to continue.

Upload Document

Please select the MA No. for which the petition of appeal is being filed.

Select:	MA No.	Coram	Court
<input type="radio"/>	-	JO 10	10

Upload the Petition of Appeal.

S/N	Date of Filing	Document Title	File Name	Action
1	12/05/2017	Petition of Appeal	Sample Document.docx	

Step 4: You will be directed to Confirmation Receipt tab.

Add to Case - Petition of Appeal Print

File Document Document Information Upload Document **Confirmation Receipt**

Confirmation Receipt

Your Petition of Appeal was received by the State Courts on 12/05/2017 at 02:44 PM

Document Title:	Petition of Appeal
Case No.:	SC-900009-2017
Case Name:	PP v. 68149 Test 2 (S6375831H)
Filed by:	Lawyer Alpha
Law Firm:	ALPHA LAW CORPORATION
Filing Date:	12/05/2017

S/N	Category	Document Title	File Name	Action
1	Appeal	Petition of Appeal	Sample Document.docx	

[Home](#)