

State Courts, Singapore

ICMS - Training Guide - Request for Court Records

Prepared by Ecquaria Technologies Pte Ltd

1.0.000



About this document

Section 1-1 Contacts

Please contact the following should you have questions about this document

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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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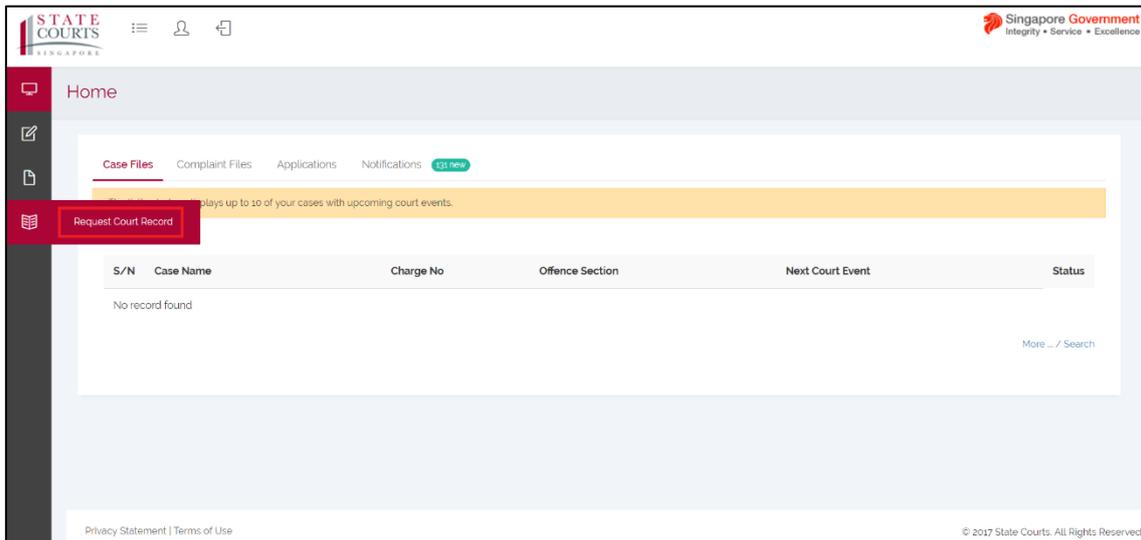
Chapter 2 Step by Step - Screenshots

Section 2-1 Login

Refer to TRG-Login for Counsel login

Section 2-2 Filing a Request for Court Records

Step 1: Mouse over to the fourth icon on the left panel to get redirected to Request Court Record page.



Step 1a: Click on “Request Court Record”.

Step 2: Fill in the criteria needed for the search, then click “Search”.

Request for Court Records

Case Search | Document Request | Confirmation Receipt

Case Search

Search for the case for which you are applying for the court records by using one or more of the search criteria below.

Case No.: SC (Sample format: SC-002490-2012)

Charge No.: (Sample format: DAC-004477-2012)

Party Name:

Party UIN/UEN:

Reset Search

Step 3: Click on the hyperlink of your case file under Case No.

Search Results

If there is more than one record displayed, please select the applicable case by clicking on the case number.

S/N	Case No.	Case Name	Charge No.	Last Hearing Date & Court
1	SC-g00344-2017	PP v. IMH Test Case 4 (S****815E)	DAC-g04221-2017	31/03/2017 at Court 26

You will be redirected to Document Request tab.

Step 4: Fill in the required information under Applicant’s Information. Field marked with an asterisk is mandatory.

Applicant's Information

Please enter the particulars of the applicant.

* Application By: Law Firm

Counsel Name: Lawyer Alpha

Law Firm: ALPHA LAW CORPORATION

* Email Address:

* Telephone No.: + 065 64725502

File Reference No.:

Client's Information

Name:

UIN/UEN:

Step 5: Click the link “Terms and Conditions”. Once read, tick the option “I have read and agreed to the Terms and Conditions”. The option is mandatory.

Step 6: Fill in the required information under both Request documents and Waiver Request. Field marked with an asterisk is mandatory.

Requested documents

I have read and agreed to the [Terms and Conditions](#).

Request for fee waiver.

* Select Documents:

- Charge(s)
- Statement of Facts
- IMH (Institute of Mental Health) Report
- Registrar's Certificate
- Notes of Evidence
- Judgment/Grounds of Decision
- Other (please add each requested document separately)

Waiver Request

Waiver Reference No.: Link

Waived amount:

Waiver status:

Step 7: Fill in the required information under both Reason(s) for Request and Other Information. Field marked with an asterisk is mandatory. Once done, click on “Submit”.

Waiver Request

Waiver Reference No.: [Link](#)

Waived amount:

Waiver status:

Reason(s) for Request

* Reason(s) for Request:

Supporting Documents:

S/N	Document Title	File Name	Action
Add			

Documents required by:

Other Information

* Preferred Payment Mode: E-Payment Over the Counter

* Preferred Delivery Mode: Online Download Collect in Person Courier Service (to be arranged by applicant)

[← Back](#)
[Cancel](#)
[Submit →](#)

Section 2-3 E-Payment (for E-Payment option)

Step 1: After clicking on “Submit”, you will be redirected to Confirmation Receipt.

Request for Court Records

Case Search
 Document Request
 Confirmation Receipt

Confirmation Receipt

Your request for court records was received on 12/05/2017 at 09:47 AM
 The amount payable upfront for the requested documents is pending verification by the Crime Registry, State Courts.
 Please proceed to make the payment when the application status is updated to Pending Upfront Payment. Your application will be processed only upon payment being received.

Application No.:	APP-2017-0512-000512
Case No.:	SC-900485-2017
Case Name:	PP v. RQPOPO POIU123 (U567890123)
Documents Requested:	1 Charge
Payment Mode:	E-Payment
Delivery Mode:	Online Download

[Home](#)

Step 2: Awaits approval from JO.

Section 2-4 Application Listing (When JO approved)

To see if JO has approved the application

Step 1: Click on “Application”.

S/N	Case Name	Charge No	Offence Section	Next Court Event	Status
1	SC-g00009-2017 PP v. 68149 Test 2 (S6375631H)	DAC-g0436-2017 & 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-g00838-2017 PP v. DUMMY Apr21.02 (F1492767324426K)	DAC-g04762-2017 & Others (2)	Section 173 PENAL CODE	PTC (1) on 19/05/2017 at 09:30 AM at PTC Chamber 1	Pending
3	SC-g00837-2017 PP v. DUMMY Apr21.01 (F1492767323121K)	DAC-g04759-2017 & 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

Step 2: Click on “More.../Search”.

8	CM-g00602-2017 SW-g00026-2017	09/05/2017	Application for search warrant Section 136(g) Copyright Act (Cap 63)	Pending fee for complaint	
9	CM-g00601-2017 SW-g00025-2017	09/05/2017	Application for search warrant Section 136(g) Copyright Act (Cap 63)	Pending fee for complaint	
10	CM-g00600-2017 SW-g00024-2017	09/05/2017	Application for search warrant Section 136(g) Copyright Act (Cap 63)	Pending fee for complaint	

Step 3: Click on “Advanced Search”, in the drop-down list under Nature of Application, filter it to “Request for Court Records”, then click “Search”.

SEARCH: **Advanced Search**

Advanced Search

Application No.:

Case No.:

Court Reference No.:

Investigation Officer: All ▾

Report No.:

Date of Filing: From To

Nature of Application: Request for Court Records ▾

Status: All ▾ Display applications with order made > 30 days ago

JO's direction: All ▾

Search

Step 4: Locate the application using the navigation file. Once the application is found, proceed to Step 5.

Application List							
S/N	Application ID	Date of Filing	Nature of Application	Status	Order of Court	Action	
1	APP-2014-0121-001502 SC-800605-2014	21/01/2014	Request for Court Records	Payment received receipt No :2014012121061022 Pending			
2	APP-2014-0124-001561 SC-800582-2014	24/01/2014	Request for Court Records	Pending Payment Restored on 06/01/2017 See remarks	Application approved		
3	APP-2014-0207-001623 SC-006174-2012	07/02/2014	Request for Court Records	Closed	Application deemed withdrawn		
4	APP-2014-0212-001659 SC-800841-2014	12/02/2014	Request for Court Records	Payment received receipt No :2014021213144386 Pending			
5	APP-2014-0212-001662 SC-800841-2014	12/02/2014	Request for Court Records	Closed	Application deemed withdrawn		
6	APP-2014-0212-001681 SC-800850-2014	12/02/2014	Request for Court Records	Pending determination of cost	Application approved		
7	APP-2014-0217-001695 SC-800601-2014	17/02/2014	Request for Court Records	Pending Payment Restored on 17/02/2014 See remarks	Application approved		

Step 5: Click on the icon under Action.

Application List							
S/N	Application ID	Date of Filing	Nature of Application	Status	Order of Court	Action	
1	APP-2014-0121-001502 SC-800605-2014	21/01/2014	Request for Court Records	Payment received receipt No :2014012121061022 Pending			
2	APP-2014-0124-001561 SC-800582-2014	24/01/2014	Request for Court Records	Pending Payment Restored on 06/01/2017 See remarks	Application approved		

Step 6: Fill in required fields then click on “Confirm Payment”.

Other Information	
Preferred Payment Mode:	Over the Counter
Preferred Collection Mode:	Collect in Person
* Actual Payment Mode:	<input type="radio"/> E-Payment <input type="radio"/> Over the Counter
* Actual Collection Mode:	<input type="radio"/> Online Download <input type="radio"/> Collect in Person <input type="radio"/> Courier Service
<input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Confirm Payment"/>	

Step 7: Click on “Confirm Payment” again to proceed to the e-payment website.

Important Information
You will be re-directed to the website of the payment service provider once you click on the "Confirm Payment" button. Please note the following: 1. Do not close the browser while payment is in progress. 2. Do not click any button/Back, Forward, Refresh or Stop on the browser while payment is in progress.
<input type="button" value="Confirm Payment"/> <input type="button" value="Cancel"/>