

State Courts, Singapore

ICMS - Training Guide - Summons to Witness(Counsel)

Prepared by Ecquaria Technologies Pte Ltd

1.1.000



About this document

Section 1-1 Contacts

Please contact the following should you have questions about this document

Name	Organisation	Tel	Email
Quah Cheng Hai	Ecquaria Technologies Pte Ltd	+65 68372822	chenghai@ecquaria.com
Chong Ser Wah	Ecquaria Technologies Pte Ltd	+65 68372822	serwah@ecquaria.com

Section 1-2 Copyright Information

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Section 1-3 General Information

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Section 1-4 Table of Contents

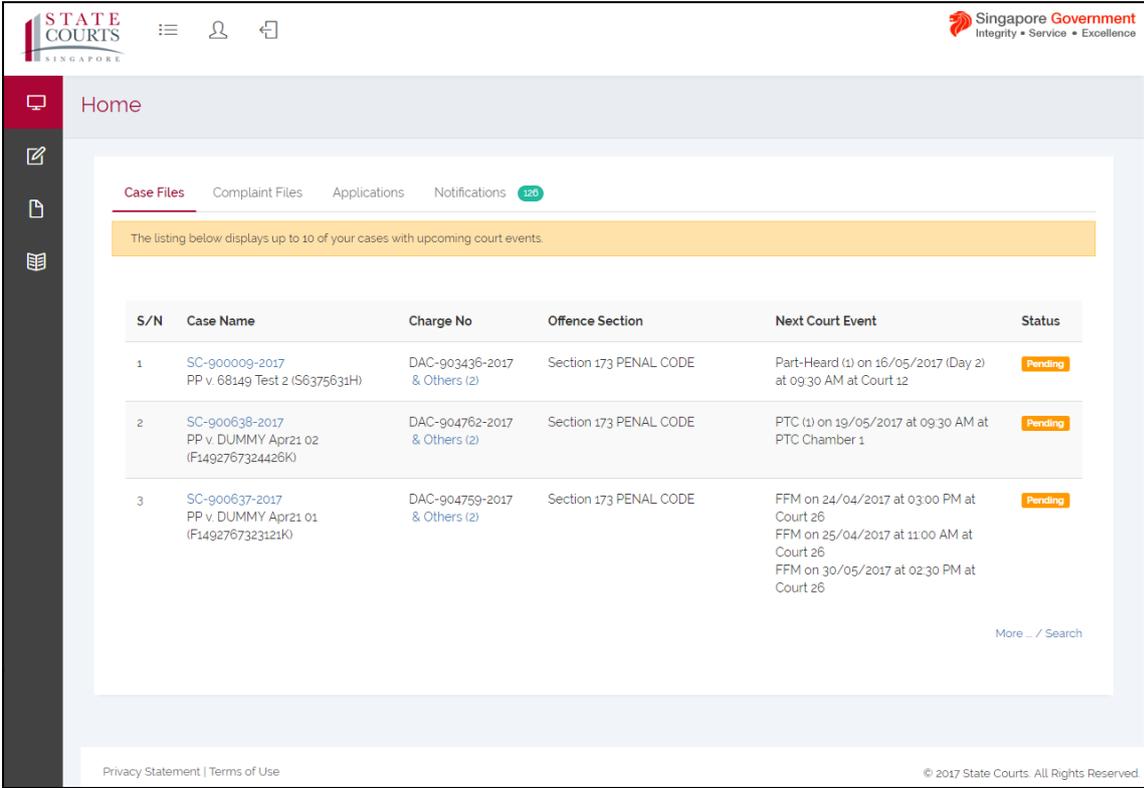
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Chapter 2 Step by Step - Screenshots

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. The top navigation bar includes the State Courts logo, a menu icon, a user profile icon, and a notification icon with a '120' badge. The Singapore Government logo is in the top right corner. The main content area is titled 'Home' and features a 'Case Files' tab. 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 z (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, there is a link: 'More ... / Search'. The footer contains 'Privacy Statement | Terms of Use' and '© 2017 State Courts. All Rights Reserved.'

Section 2-2 Summons to Witness

There are two different ways to apply for a summons to witness to be issued.

1. Mouse over to the second icon on the left panel, click on File Application.
2. Click on the Case Name.

In this training guide, we will focus on the second option.

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

The listing below displays up to 10 of your cases with upcoming court events.

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

If the Case Name is not listed on the homepage, you can click on “More ... / Search” to search for the specific case.

The listing below displays up to 10 of your cases with upcoming court events.

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

[More ... / Search](#)

Click on “Advanced Search” to customize on the search query.

Case Files

SEARCH: [Advanced Search](#)

Advanced Search

Case No.:

Court No.:

Hearing Date: On To

Status:

Once the Case File is retrieved, proceed back to Step 1

Step 2: Click on Application tab.

The screenshot shows the ICMS case management interface. At the top, there are tabs for 'All', 'Pre-trial', and 'Claim Trial'. Below this, a case header displays 'Case Name: PP v. 68149 Test 2 (Male/ Age:44)', 'Case No.: SC-g00009-2017', 'Case Status: Pending', and 'Date of 1st Mention: 03/01/2017 (4 months and 9 days)'. A 'Serving Sentence' indicator is visible. A navigation bar includes 'Court Event', 'Case Info', 'Bail', 'Charge', 'Application' (highlighted in red), 'Court Notices', 'Court Orders', 'Disposition of Case', 'Appeal', and 'CM & CR'. Below the navigation bar is a search field and an 'Advanced Search' button. The main content area is titled 'Application Listing' and contains the text 'To file an application for this case, please click' followed by an 'Add' button (highlighted in red). At the bottom right, there are pagination controls showing 'Records: 7/7' and 'Next >'.

Step 3: Click on “Add” under Application Listing.

This screenshot is identical to the previous one, showing the 'Application Listing' section. The 'Add' button is now highlighted with a red rectangular box, indicating the next step in the process.

Step 4: Click on “Summons to witness to attend court” under File Application, then click “Next”.

The screenshot shows the 'Add to Case' form. It is divided into three main sections: 'Case Information', 'Filing Party Information', and 'File Application'.
 - **Case Information:** Case No.: SC-g00009-2017; 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: (blank); Law Firm: ALPHA LAW CORPORATION; UEN: 200910207N.
 - **File Application:** A red warning message states 'All applications made are subject to approval.' Below this, it says 'Select the type of application.' A dropdown menu titled 'Type of Application' is open, showing a list of options. The option 'Summons to witness to attend court' is highlighted with a red rectangular box. Other options include '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 out prisoner', 'Order to take evidence from a witness before trial', and 'Others'.
 At the bottom right, there are 'Previous' and 'Next >' navigation buttons.

Step 5: If there is no change to be made under Filing Party Information, click on “Add”.

Offence Description			
* State the offence(s) which are fixed for hearing concisely.			
S/N	Offence Description	Offence Section	Action
		Add	

Step 6: Fill in the required information, then click Done

Add Offence ✕

Offence Description:	Description 1
Offence Section:	Section 1

Close
Done

Verify that the offence is reflected under Offence Description then click “Next”

Offence Description			
* State the offence(s) which are fixed for hearing concisely.			
S/N	Offence Description	Offence Section	Action
1	Offence 1	Section 1	 

Step 7: Once you have clicked “Next”, you will be redirected to Witness Information tab.

Summons to Witness

Case Information
 Witness Information
 Confirmation Receipt

Witness Information

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

S/N	Name	Address	Hearing Dates	Action
<input type="button" value="Add"/>				

Witness **Reason for Attendance**

Late Application

State the reason(s) why the application is submitted less than 7 days before the hearing date.

* Reason:

Witnesses have been contacted and they indicated that they are willing to come despite the short notice.

Step 8: Click on “Add” under Witness Information.

Witness Information

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

S/N	Name	Address	Hearing Dates	Action
<input type="button" value="Add"/>				

Step 9: Fill in the required information. Field marked with asterisk is mandatory. Click on “Save” to confirm.

Witness Details ✕

* Name:	<input style="width: 95%;" type="text"/>
Identification Type:	<input checked="" type="radio"/> NRIC <input type="radio"/> FIN <input type="radio"/> Passport
NRIC:	<input style="width: 95%;" type="text"/>
Address:	<input checked="" type="radio"/> Local <input type="radio"/> Overseas
* Block/House No.:	<input style="width: 95%;" type="text"/>
* Street Name:	<input style="width: 95%;" type="text"/>
Floor Unit:	<input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/>
Building Name:	<input style="width: 95%;" type="text"/>
Postal Code:	<input style="width: 95%;" type="text"/>
* Witness required for:	<input type="radio"/> Defence <input type="radio"/> Court's request
* Date:	<input style="width: 20%;" type="text"/> <input type="text" value="-"/> <input style="width: 20%;" type="text"/> <input style="width: 10%; text-align: center; border: 1px solid #ccc; border-radius: 3px; padding: 2px;"/> 9:30 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM <input style="margin-left: 10px; background-color: #333; color: white; padding: 2px 5px; border: none; border-radius: 3px;" type="button" value="Add"/>
* Court:	<input style="width: 95%;" type="text" value="12"/>

Step 10: Fill in the required fields under Late Application. Field marked with asterisk is mandatory.

Step 11: Click “Add” under Particulars of Process Server.

Particulars of Process Server			
*Please state the particulars of the process server.			
S/N	Name & ID No.	Designation & Employer	Action
		<input type="button" value="Add"/>	

Step 12: Fill in the required fields. Field marked with asterisk is mandatory.

Particulars of Process Server ✕

* Name:	<input style="width: 95%;" type="text"/>	
* UIN:	<input style="width: 40%;" type="text"/>	
* Designation:	<input style="width: 95%;" type="text"/>	
* Employer:	<input style="width: 95%;" type="text"/>	

Step 13: Click on “Done” to confirm.

Step 14: Select the Mode of Collection of Summons for both Payment and Collection.

Mode of Collection of Summons	
* Mode of Payment:	<input type="radio"/> e-Payment <input type="radio"/> Over the Counter
* Mode of Collection:	<input type="radio"/> Download Online <input type="radio"/> Collection at Counter

Note: You may only click on “Submit” when all mandatory fields are filled.

When the submission is successful, you will be redirected to the Confirmation of Receipt page.

Summons to Witness Print

✓ Case Information ✓ Witness Information ✓ Confirmation Receipt

Confirmation Receipt

Your application for Summons to Witness was received by the State Courts on 11/05/2017 at 11:46 AM
 If your presence is required by the Magistrate at the Crime Registry, you will be notified accordingly.
 Please note that if your application is approved, you will be required to make full payment via e-payment or at the Finance Department, State Courts before you may download or collect the summons.

Application No.:	APP-2017-0511-000508
Date and Time of Hearing:	Part-Heard (1) on 16/05/2017 (Day 2) at 09:30 AM at Court 12
Nature of Application:	Summons to Witness
Mode of Collection:	Collection at Counter
Filed by:	Lawyer Alpha
Law Firm:	ALPHA LAW CORPORATION

S/N	Case No.	Case Name
1	SC-900009-2017	PP v 68149 Test 2 (56375631H)

Home

At the same time, you can print this receipt by clicking on the print icon on the top left-hand corner.