

FOR UNREPRESENTED PARTIES

Registering For Bankruptcy Hearings

via the Centralised Display Management
System Self-service Kiosks



This brochure is a step-by-step guide to assist parties not represented by lawyers in registering for their bankruptcy hearings via the Centralised Display Management System (CDMS) Self-service Kiosks.

Contents

(I) Introduction	2
(II) Locations of CDMS Self-service Kiosks, Queue-calling Panels and Bankruptcy Hearing Chambers	3
(III) Registration Overview	5
(IV) Registration Process	6



(I) Introduction

Parties involved in bankruptcy hearings are required to register their attendance and take their queue numbers at the Centralised Display Management System (CDMS) Self-service Kiosks. When your case is ready to be heard, the queue-calling panels will chime and your queue number will be displayed in red on the queue-calling panels. Please sit at the waiting area at Level 2 where the queue-calling panels are located. Your case will be heard by an Assistant Registrar in one of the bankruptcy hearing chambers located on Level 2.



 **CDMS SELF-SERVICE KIOSK**

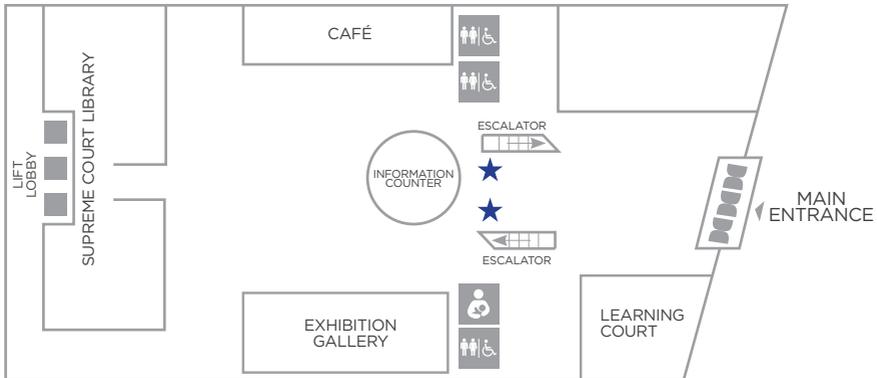


 **QUEUE-CALLING PANEL**

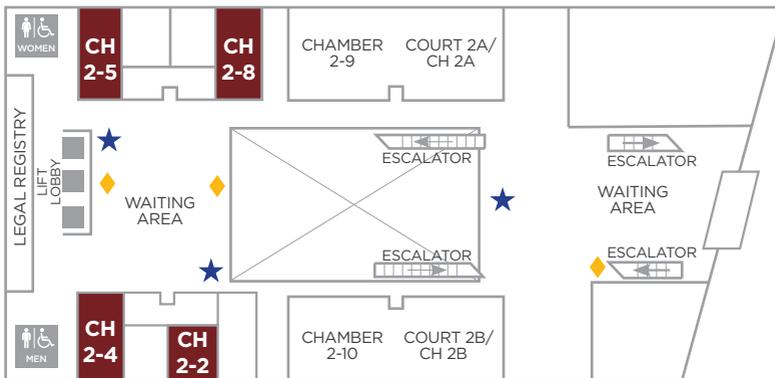
(II) Locations of CDMS Self-service Kiosks, Queue-calling Panels and Bankruptcy Hearing Chambers

There are a total of 7 CDMS Self-service Kiosks (denoted by ★) located on various levels of the Supreme Court. The bankruptcy hearing chambers (denoted by ■) and 3 queue-calling panels (denoted by ◆) are located on level 2. Please see the locations indicated in the floor plans below:

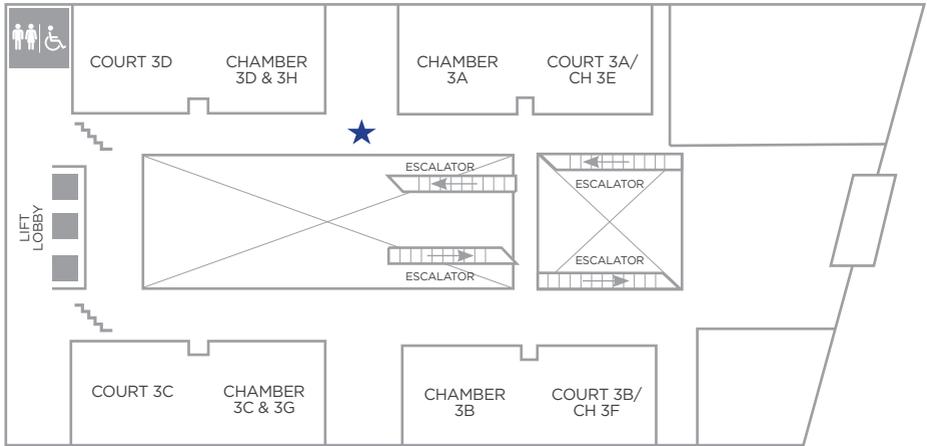
LEVEL 1



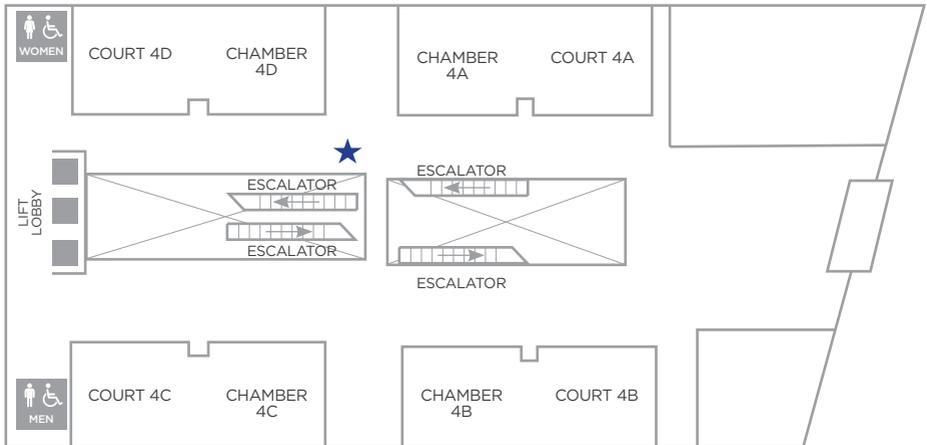
LEVEL 2



LEVEL 3



LEVEL 4

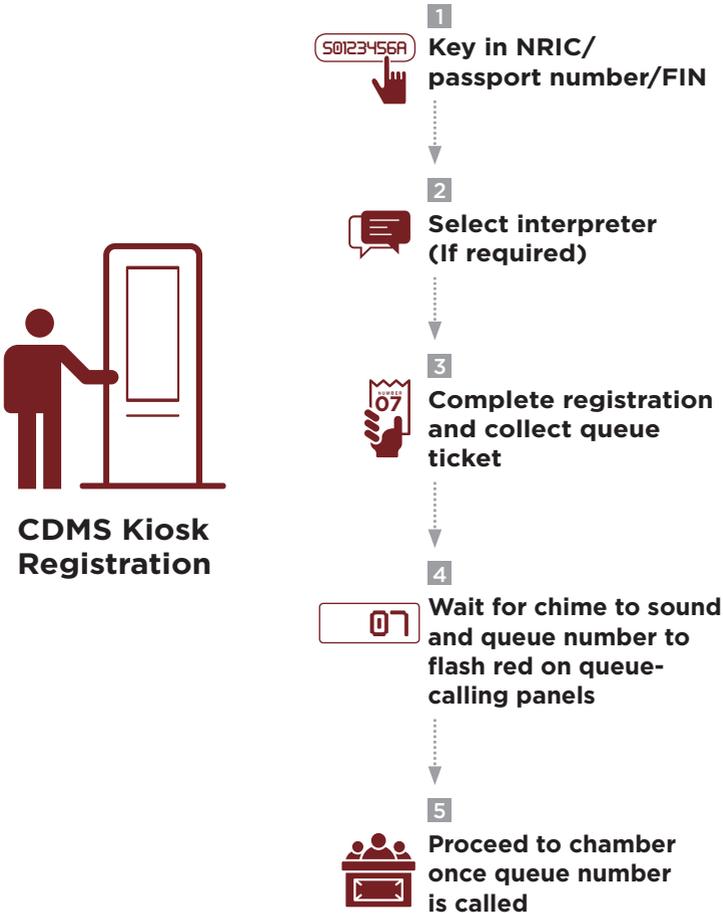


LEGEND

★ CDMS Self-service Kiosks

(III) Registration Overview

The flowchart below provides an overview of the registration process for unrepresented parties in bankruptcy hearings. For a step-by-step guide, please refer to the next section.

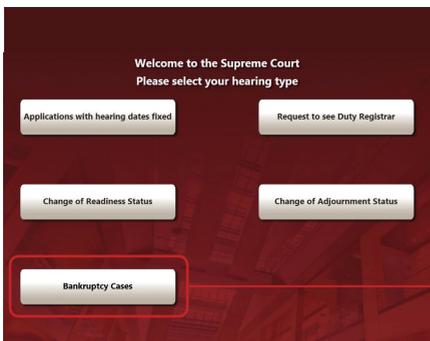


(IV) Registration Process



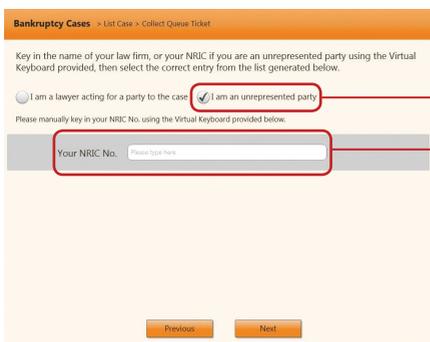
STEP 1

Touch the screen



STEP 2

Select [Bankruptcy Cases]



STEP 3

Select [I am an unrepresented party]

STEP 4

Key in your NRIC number¹
(For foreigners, key in your passport number/FIN¹)

Press [Next]

¹ Key in the identification number that is indicated in your summons. If you receive an error message after doing so, please approach Counters 1 or 2 at the Legal Registry (Level 2) for assistance

Bankruptcy Cases > List Case > Collect Queue Ticket

TAN AH KOW

Do you require an interpreter?

No Yes, Chinese interpreter Yes, Malay interpreter Yes, Indian interpreter

If an interpreter in your preferred language is not listed above, please approach Counter Officer in the Legal Registry for help. No fees are payable for the services of court interpreters in bankruptcy proceedings.

HC/B 2520/2017

Previous Next

STEP 5

If you require the assistance of an interpreter, select an interpreter of your preferred language and press [Next]²

If no interpreter is required, select [No] and press [Next]

Bankruptcy Cases > List Case > Collect Queue Ticket

TAN AH KOW

Registration is successful. Your queue number is: **0203**

Please collect your ticket



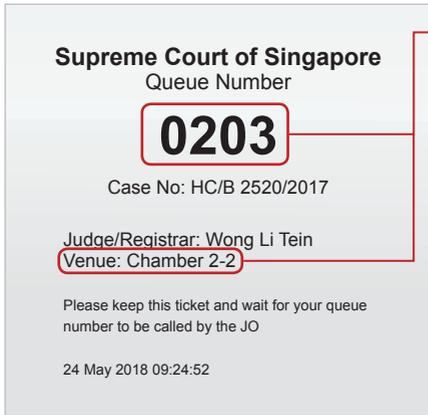
Please proceed to the waiting area near the Legal Registry at level 2 and wait for your queue number to be called. SMS notification is not available for bankruptcy hearings.

Finish

STEP 6

A queue number will be generated and a queue ticket printed out. Collect your queue ticket and press [Finish]

² If an interpreter of your preferred language is not listed onscreen, please approach Counters 1 or 2 at the Legal Registry (Level 2) for assistance



STEP 7

Take note of your queue number and chamber number



STEP 8

Wait around the queue-calling panels (see page 3 for their locations) for your queue number to be called. Please note that queue numbers may not be called in sequence³



STEP 9

When a new queue number is called, it will flash red under the “Now” column and a chime will sound

Once your queue number is called, have your photo ID in hand and proceed to the chamber indicated on your queue ticket

³ Queue numbers are called according to the parties’ readiness status and the applications parties are making

Useful Information for Unrepresented Parties in Bankruptcy Proceedings

For information on bankruptcy matters and/or legal assistance and advice, please visit the following websites by the relevant agencies:

Supreme Court	
Information on Bankruptcy Proceedings	Website: https://www.supremecourt.gov.sg/rules/court-processes/civil-proceedings/other-civil-proceedings-and-processes/bankruptcy-proceedings
Ministry of Law	
The Insolvency Office, Ministry of Law	Website: https://www.mlaw.gov.sg/io
The Legal Aid Bureau	The Legal Aid Bureau provides legal advice, assistance and aid to Singaporeans and Permanent Residents in civil matters such as divorce, custody of children, adoption, wrongful dismissal, letters of administration/probate, tenancy disputes, and claims in contract and tort. Website: https://www.mlaw.gov.sg/lab
The Debt Repayment Scheme (DRS)	The DRS is a repayment scheme, administered by the Insolvency Office, to assist debtors who have a regular income and debts not exceeding \$100,000, to avoid bankruptcy. Website: https://www.mlaw.gov.sg/content/io/en/bankruptcy-and-debt-repayment-scheme/debt-repayment-scheme.html
Contact Us @ One MinLaw	Online Enquiry Form: https://www.mlaw.gov.sg/eservices/enquiry Tel: 1800-225-5529
Community Justice Centre	
On-site Legal Advice Scheme (OSLA)	A specialised bankruptcy legal clinic is available every Thursday at Level 2 of the Supreme Court , at the following hours: <ul style="list-style-type: none">• AM Session 10.00am – 12.30pm• PM Session 2.30pm – 5.00pm Website: https://cjc.org.sg/services/legal-services/on-site-legal-clinic-oslas Tel: 6557 4100 Email: help@cjc.org.sg
Credit Counselling Singapore	
Credit Counselling Singapore	Credit Counselling Singapore specialises in assisting people with an unsecured, legal, consumer debt problem. Website: http://www.ccs.org.sg Tel: 6338 2663 Email: enquiry@ccs.org.sg
Law Society of Singapore	
Pro Bono Services Office	Provides free basic legal advice to persons who are facing legal issues on personal matters and do not have access to legal advice or representation. Website: http://probono.lawsociety.org.sg Tel: 6536 0650 Email: probonoservices@lawsoc.org.sg



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