

Court Charter

The State Courts are committed to the delivery of timely and quality justice. Towards this end, the State Courts have set the target of compliance with the timelines prescribed in this Court Charter in at least 80% of the cases.

PUBLIC ENQUIRY

Type of Proceedings	Timeline*
Responding to Public Enquiry (via written correspondence)	Within 7 days

CRIMINAL COURTS

Type of Proceedings	Timeline*
Registry	
Processing of Bail Application	Within 1 hour of the time bailor registers at Bail Centre to the time bailor completes affirmation before the Chambers Magistrate.
Trials	
First Hearing of Criminal Court Case	Within 4 weeks of the last PTC ⁽¹⁾ . <i>(at which trial dates are given)</i>
First Hearing of Traffic Court Case	Within 4 weeks of the last PTC ⁽¹⁾ . <i>(at which trial dates are given)</i>
First Hearing of Coroner's Court Case	Within 6 weeks of the last mention. <i>(at which trial dates are given)</i>
Delivery of Judgment	Within 4 weeks for open court trials of last hearing/written submissions, whichever is later.
Appeals⁽²⁾	
Preparation of Grounds of Decision <i>(Sentence)</i>	Within 1 month of the date notice of appeal is filed.
Preparation of Grounds of Decision <i>(Conviction & Sentence)</i>	Within 3 months of the date notice of appeal is filed.
Preparation of Grounds of Decision <i>(Acquittal/Conviction only)</i>	Within 3 months of the date notice of appeal is filed.

(1) PTC : Pre-Trial Conference

(2) In Calendar days

* Otherwise stated, all the timelines are in working days

CIVIL COURTS

Type of Proceedings	Timeline*
Registry ⁽³⁾	
First Hearing of Summons	Within 4 weeks of filing date.
First Hearing of Summary Judgment (O14)	Within 6 weeks of filing date.
First Hearing of Summons for Directions	Within 2 weeks of filing date.
First Hearing of Assessment of Damages	Within 4 weeks of filing date.
First Hearing of Examination of Judgment Debtor	Within 4 weeks of filing date.
First Hearing of Taxation	Within 2 weeks of filing date.
First Hearing of Appeal to District Judge in Chambers from decision of the Registrar	Within 4 weeks of filing date.
First Appointment for Seizure by Bailiffs	Within 3 weeks of filing of Writ of Execution.
Trials	
First Hearing of Civil Case (Trial)	Within 4 weeks of the last PTC. <i>(at which trial dates are given)</i>
Delivery of Judgment (Civil interlocutory matter)	Within 2 weeks of last hearing/written submissions, whichever is later.
Delivery of Judgment (Civil Trial)	Within 4 weeks of last hearing/written submissions, whichever is later.
Appeals⁽⁴⁾	
Preparation of Grounds of Decision/Notes of Evidence <i>(Registrar's Appeal)</i>	Within 4 weeks of the date notice of appeal is filed.
Preparation of Grounds of Decision <i>(District Court Appeal)</i>	Within 3 months of the date notice of appeal is filed.

(3) For civil interlocutory matters, the waiting period is from the date of filing to date of hearing except for Summons involving striking out of pleadings and setting aside of judgments and summary judgment for which a PTC will be fixed.

(4) In Calendar days

* Otherwise stated, all the timelines are in working days

COMMUNITY COURTS AND TRIBUNALS

Type of Proceedings	Timeline*
Registry	
Processing of Magistrate's Complaint	Within 1 hour of the time when the complaint has been reduced into writing to the time complainant appears before the Magistrate for affirmation.
Trials and Hearings	
First Hearing of CDRT Claim	Within 4 weeks of last PTC.
First Hearing of ECT Claim	Within 4 weeks of last CMC ⁽⁵⁾
First Hearing of SCT Claim	Within 10 days of last consultation.
First Hearing of POHA Civil OS Case	Within 4 weeks of last PTC
Delivery of Judgment (POHA Civil OS)	Within 4 weeks of last hearing/written submissions, whichever is later.
Delivery of Judgment (CDRT Claim)	Within 4 weeks of last hearing/written submissions, whichever is later.
Appeals⁽⁶⁾	
Preparation of Grounds of Decision/Notes of Evidence of POHA Civil OS (<i>Registrar's Appeal</i>)	Within 4 weeks of the date notice of appeal is filed.
Preparation of Grounds of Decision/Notes of Evidence of CDRT Claim (<i>Registrar's Appeal</i>)	Within 4 weeks of the date notice of appeal is filed.
Preparation of Grounds of Decision of POHA Civil OS (<i>District Court Appeal</i>)	Within 3 months of the date notice of appeal is filed.
Preparation of Grounds of Decision of CDRT Claim (<i>District Court Appeal</i>)	Within 3 months of the date notice of appeal is filed.
Preparation of Grounds of Order of ECT Claim	Within 1 month from date notice of appeal is filed .
Preparation of Grounds of Order of SCT Claim	Within 1 month from date notice of appeal is filed .

(5) CMC : Case Management Conference

(6) In Calendar days

* Otherwise stated, all the timelines are in working days

COURT DISPUTE RESOLUTION

Type of Proceedings	Timeline*
First Court Dispute Resolution (CDR) for NIMA ⁽⁶⁾ & PI ⁽⁷⁾ case	Within 8 weeks of date of filing of Memorandum of Appearance.
First Court Dispute Resolution (CDR) for all other case types	Within 6 weeks of date of Request for CDR or date of referral for CDR.

(6) NIMA :Non-Injury Motor Accident

(7) PI : Personal Injury

* Otherwise stated, all the timelines are in working days