FILING CLAIMS IN CJTS

A guide to filing neighbour disputes

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1. Accessing the CJTS

The CJTS web site can be accessed from the State Courts website or using the link https://www.statecourts.gov.sg/CJTS/.

The landing page is shown below.

The Landing Page displays the following options:

1. Start filing at the different Tribunals
2. Search Tribunal cases
3. Login options
4. List of eServices that the CJTS offers
5. Useful information links to Tribunal fee schedules, user guides, etc.

2. Pre-filing assessment

Pre-filing assessment is the process to validate that the Claim is within the jurisdiction and Plaintiff is ready for filing with all the pre-requisites.

The process is initiated when users click on the Button labelled "CDRT" below the "File Online at:"

The following Terms and Conditions will be displayed.

TERMS AND CONDITIONS

Community Justice and Tribunals System Terms of Use

Thank you for visiting www.statecourts.gov.sg/CJTS/ ("this Web Application"). By accessing and using this Web application, you shall be deemed to have accepted to be legally bound by these Terms of Use. If you do not agree to these Terms of Use, please do not use this Web Application.

General

1. These Terms of Use may be changed from time to time. Changes will be posted on this page and your use of this Web Application after such changes have been posted will constitute your agreement to the modified Terms of Use and all of the changes.

Proprietary Rights

☐ By using this service, you agree to the Terms and Conditions.

CAPTCHA

Captcha validates every log in by a human visitor and prevents automated spam submissions.

fefep ⟳

Enter the characters (without spaces) shown in the image

Note: Please DO NOT navigate the browser's BACK, FORWARD, or REFRESH buttons, as it will disrupt the operation of the submission.

Cancel   Proceed

- Read the entire Terms and Conditions by scrolling down using the vertical scroll bar
- Click on the check box beside the text "**By using this service, you agree to the Terms and Conditions**", to provide your consent to proceed
- Enter the captcha characters shown in the image and click on the **Proceed button**
- Error messages will be displayed in red for mandatory fields that have not been entered

Click on **<Proceed>** button to go to the Pre-Filing Assessment page. There are 17 pre-filing questions to be completed.

PRE-FILING ASSESSMENT

General Information and Instructions:
1. The Pre-Filing Assessment form poses questions to assist you when filing a Claim. It must be completed before filing a Claim.
2. The form helps you to identify documents that may be needed to file a Claim.
3. The form may take you about 10 minutes to complete.
4. After completing the assessment, please proceed to file your Claim or save the pre-filing ID to file your Claim within the next 7 days.
5. All drafts saved in your account will be deleted after 7 days.
6. (*) denotes mandatory fields to be completed. All data in mandatory fields will be transferred onto your Claim form.
7. You can click on ⓘ for more information on the field.
8. Please refer to the CJTS step-by-step Guide for more information to proceed with the pre-filing assessment form.

Nature of Claim* ⓘ

NEIGHBOUR DISPUTES ⌄

☐ Excessive Noise
☐ Excessive Smell
☐ Excessive Smoke
☐ Excessive Light
☐ Excessive Vibration
☐ Littering at or in the vicinity of Plaintiff's residence
☐ Obstructing Plaintiff's place of residence
☐ Interfering with Plaintiff's movable property
☐ Conducting surveillance on Plaintiff's place of residence
☐ Trespassing on Plaintiff's place of residence
☐ Allowing animal to trespass on Plaintiff's place of residence
☐ Others

Form Completion Status (0%)

Cancel   Submit

Choose the appropriate interference pertaining to your dispute.

The following section is an example of a Claim for Excessive Noise, Excessive Smell, and Excessive Smoke

Nature of Claim* ⓘ

NEIGHBOUR DISPUTES ⌄

- ☑ **Excessive Noise**
- ☑ **Excessive Smell**
- ☑ **Excessive Smoke**
- ☐ **Excessive Light**
- ☐ **Excessive Vibration**
- ☐ **Littering at or in the vicinity of Plaintiff's residence**
- ☐ **Obstructing Plaintiff's place of residence**
- ☐ **Interfering with Plaintiff's movable property**
- ☐ **Conducting surveillance on Plaintiff's place of residence**
- ☐ **Trespassing on Plaintiff's place of residence**
- ☐ **Allowing animal to trespass on Plaintiff's place of residence**
- ☐ **Others**

Date of Cause of Action (DD/MM/YYYY)* ⓘ

📅 28/09/2020

- Click the appropriate Nature of Claim
- Click on the text box next to calendar icon 📅 in Date of Cause of Action to **select the earliest date on which the dispute occurred**.
- Mouse over on ⓘ icon to see more details about that field.
- Data will be validated, and appropriate message will be displayed, if the Claim is time barred or not within the Jurisdiction of CDRT.

5

1. Are you residing in a place of residence (e.g. a house, a flat or an apartment)? YES

2. Is the respondent residing in a place of residence (e.g. a house, a flat or an apartment)? NO
Section 4 of the Community Disputes Resolution Act 2015 requires both parties to be residing in a place of residence.

3. Is your place of residence located within the same building as the respondent's place of residence, or within 100 metres of the respondent's place of residence? YES

4. Do you know the full address of the respondent's place of residence? YES

5. Do you know the respondent's full name? YES

6. Did the respondent cause the alleged unreasonable interference? YES

7. Did the respondent commit the alleged unreasonable interference on or after 1 October 2015? YES

8. Are the alleged instances of unreasonable interference recent and are they still continuing? YES

9. Have you spoken to the respondent regarding the alleged unreasonable interference? YES

10. Have you sought assistance from the relevant government agency regarding the alleged unreasonable interference? NO
You are strongly encouraged to seek assistance from the relevant government agency before starting a Claim against the respondent.

11. Has the relevant government agency taken action to address the alleged unreasonable interference? YES

12. Are you aware that in the course of proceedings, the Tribunal may order you and the respondent to attend mediation or counselling? YES

13. Have you and the respondent attended mediation at the Community Mediation Centre within the last six months? YES

14. Did you and the respondent reach a settlement agreement during the mediation session at the Community Mediation Centre? YES

15. Are you able to support your Claim that the respondent has committed the alleged unreasonable interference on or after 1 October 2015 with evidence such as photographs, video recordings, CCTV recordings, audio recordings and letters from the relevant government agency? YES

16. Have you commenced civil proceedings on this same matter in any other court? NO

17. Are you an undischarged bankrupt? NO

Form Completion Status (100%)

Cancel   Submit

- After choosing Yes or No system will display only the answer chosen and the other option will not be visible. To change the answer, click on the answer again and the Yes and No buttons will appear for selection again.
- Messages displayed in **red** gives you information to consider before filing your Claim.

When all the questions are answered the Form Completion Status will show 100% and the **<Submit>** button will be enabled to click.

Form Completion Status (100%)

Cancel   Submit

Click on **<Submit>** button to go to the Acknowledgement page.

ACKNOWLEDGEMENT

You have completed the pre-filing assessment. This is your pre-filing assessment ID:

PF/48304/2021

- A pre-filing assessment ID is required for filing a Claim.
- Your pre-filing assessment information will be stored for 7 days. Please file your Claim within 7 days using the above mentioned pre-filing assessment ID.
- Please click here to save this acknowledgement page for your future reference.

Please consider the following information before proceeding:

○ Section 4 of the Community Disputes Resolution Act 2015 requires both parties to be residing in a place of residence.
○ You are strongly encouraged to seek assistance from the relevant government agency before starting a Claim against the respondent.

Your Answers to the Questionnaire

Are you residing in a place of residence (e.g. a house, a flat or an apartment)?	Yes
Is the respondent residing in a place of residence (e.g. a house, a flat or an apartment)?	No
Is your place of residence located within the same building as the respondent's place of residence, or within 100 metres of the respondent's place of residence?	Yes
Do you know the full address of the respondent's place of residence?	Yes
Do you know the respondent's full name?	Yes
Did the respondent cause the alleged unreasonable interference?	Yes
Did the respondent commit the alleged unreasonable interference on or after 1 October 2015?	Yes
Are the alleged instances of unreasonable interference recent and are they still continuing?	Yes
Have you spoken to the respondent regarding the alleged unreasonable interference?	Yes
Have you sought assistance from the relevant government agency regarding the alleged unreasonable interference?	No
Has the relevant government agency taken action to address the alleged unreasonable interference?	Yes
Are you aware that in the course of proceedings, the Tribunal may order you and the respondent to attend mediation or counselling?	Yes
Have you and the respondent attended mediation at the Community Mediation Centre within the last six months?	Yes
Did you and the respondent reach a settlement agreement during the mediation session at the Community Mediation Centre?	Yes
Are you able to support your Claim that the respondent has committed the alleged unreasonable interference on or after 1 October 2015 with evidence such as photographs, video recordings, CCTV recordings, audio recordings and letters from the relevant government agency?	Yes
Have you commenced civil proceedings on this same matter in any other court?	No
Are you an undischarged bankrupt?	No

NEXT STEPS

Proceed to eFiling

- The system will generate a pre-filing assessment ID.
- A pre-filing assessment ID is required for filing a Claim. The generated ID will be stored in the CJTS for 7 days. If a Claim is not filed using this ID within 7 days, you will need to perform a pre-filing assessment again.
- The messages shown in **red** should be considered before proceeding further.
- Click on **<Proceed to eFiling>** button to continue filing the Claim or save the acknowledgement page to file the Claim later, using the same pre-filing assessment number.

On clicking the <Proceed to eFiling> button, the system will display a pop-up window with login options to proceed with filing.

Refer to **section 3: User Login Options** for information on the various login methods.

3. User Login Options

Users will need to login to the system to access all the CJTS eServices (except case search) using one of the following methods.

a) If you are an Individual filing a Claim or responding to a Claim in your personal capacity, you need to use your Singpass to login. Click on the icon and follow the instructions.

For Individual Users
Login with Singpass

b) If you are a corporate entity, including sole proprietors, associations and societies, that is filing a Claim or responding to a Claim, you need to click on the icon and follow the instructions.

For Business Users
Login with Singpass

c) If you are not eligible for a Singpass (for example, tourist), click on the icon and follow the instructions.

CJTSPass
For those not eligible for Singpass

Details about registering for a CJTS pass is provided under section 4: *Register for a CJTS Pass.*

4. Register for a CJTS Pass

To register for a CJTS Pass, Click on the icon:

CJTSPass
For those not eligible for Singpass

The CJTS login page will be displayed

CJTS PASS

Login

User ID*

Enter your User ID

Password*

Enter your Password

Login

No CJTS Pass User ID? Register here ⇐

Forgot Password?

Click on <**Register here**>. The following page will be displayed.

CJTS PASS REGISTRATION

General Information & Instructions:
1. This is the CJTS Pass registration form.
2. The CJTS Pass allows those who are non-eligible for SingPass and CorpPass to file and manage a case in CJTS.
3. You will need your identification number and personal particulars to complete the form.
4. This form will take you about 10 minutes to complete.
5. After completing the form, you will be required to select your preferred appointment date to attend at the Registry for verification and issuance of the CJTS Pass.
6. Please bring along your original identification documents (eg: Passport) on your appointment date for verification.
7. If you are holding a FIN no. and are not eligible for SINGPASS, please use you FIN no. (and not your passport no.) to register for a   CJTS Pass.
8. (*) denotes the mandatory fields.
9. ⓘ provides more details on the fields.
10. Please refer to the Tribunal Guide for more information on the CJTS Pass registration form.

Register

You are registering as an* ◯ Individual   ◯ Entity

- If you want to file a Claim or response as an Individual select the "Individual" radio button.
- If you want to file a Claim or response as an Entity select the "Entity" radio button.

Step 1. Enter particulars

Register

You are registering as an* ◉ Individual ◯ Entity

Name*
CLAIMANT-CDRT

ID*
PASSPORT ▾ XXXXXXX

Contact No 1*
MOBILE ▾ + 65 ▢▢▢▢▢▢

Contact No 2
Select ▾ + 65 Enter Phone Number

Email*
▢▢▢▢▢▢ @ ▢▢▢▢▢▢
eg: john@abc.com

Premises Type*
APARTMENT/FLAT/CONDO ▾

Postal Code*
668671 Retrieve Address

Block / House No.*
2M
eg: 111A

Street Name*
▢▢▢▢▢▢

Floor-Unit*
02 - 03
eg: 06-245

Building Name
▢▢▢▢▢▢

Country*
SINGAPORE ▾

- Enter the details in the form. The fields marked **(*)** are mandatory fields.
- Use the drop-down arrow symbol for ID Type, Contact No, and Premises Type.
- For Individuals - allowed Type for ID are PASSPORT and OTHERS.
- For Entity - allowed Type for ID are UEN – company registration number and OTHERS.
- **Error messages will be displayed in red for mandatory fields that have not been entered.**

Step 2. Select court attendance date and time

Appointment Date & Time

Note: Applicant is required to appear at Community Justice Tribunal Division (CJTD) on the selected appointment date and time.

Date* (dd/MM/yyyy)
Select Date ▾

Time*
Select ▾

- Use the drop-down arrow symbol to Select a Court Date and Time to obtain the pass from the Registry Officer.

For Entity, additional information on the entity's Representative must be provided.

Appointment Date & Time

Representative Name*
Enter name

Representative ID Type & ID*
Type ▾ Enter Passport No.

Date* (dd/MM/yyyy)
Select Date ▾

Time*
Select ▾

CAPTCHA

Captcha validates every log in by a human visitor and prevents automated spam submissions.

Enter the characters (without spaces) shown in the image

4bphd

☐ I/We do not have SingPass/CorpPass and are not eligible to apply for one. I/We declare that all the information provided above is true and correct.

[Submit] [Cancel]

- Enter the captcha characters.
- Tick the declaration box to declare the information provided.
- Click on **<Submit>** button.
- **Error messages will be displayed in** **red** **for mandatory fields that have not been entered.**

If successful, an Acknowledgment page indicating the successful submission for CJTS Pass registration will be displayed. The acknowledgment can be saved by clicking on the link **<here>.**

ACKNOWLEDGEMENT

- CJTS Pass registration request has been submitted successfully on 05/01/2021 11:59 AM.
- Your registration request no. is CJTD/REG/21197/2020.
- You are required to appear at Community Justice and Tribunals Division (CJTD) on 06 JAN 2021 09:30 AM.
- Please bring along your original ID and documents for verification.
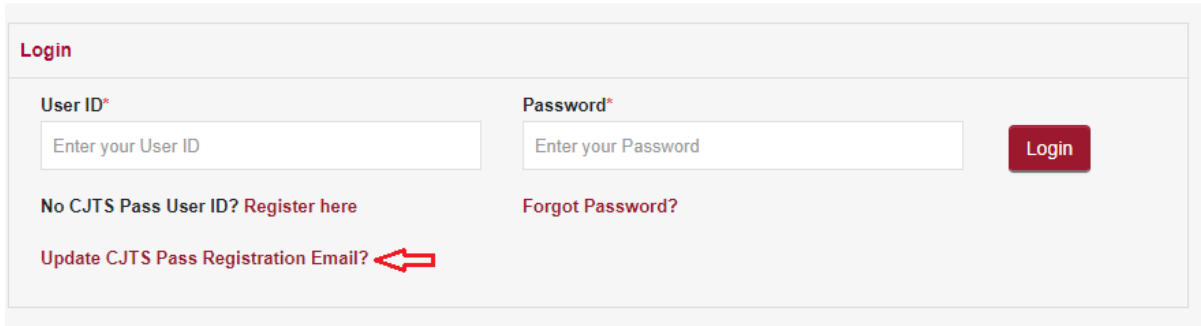- Click [here] to save this acknowledgement.

[Go to Home]

- You need to appear before the Tribunals Registry on the date and time mentioned for user verification.
- Upon verification and approval, you will receive the notification via e-mail. You need to activate the user credentials through the link provided in the email and create a password.

5. Update CJTS Pass Registration Email
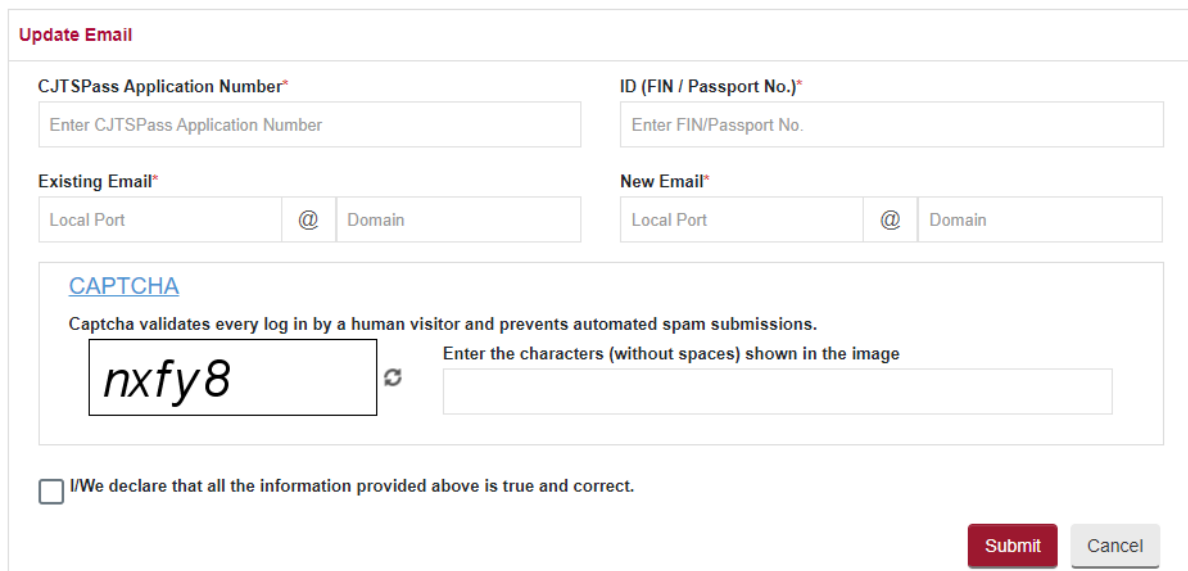
If the email address provided in the registration form is incorrect, you may click on **<Update CJTS Pass Registration Email>** link provided to submit the application to update your email.

CJTS PASS

Login

User ID*

Enter your User ID

Password*

Enter your Password

Login

No CJTS Pass User ID? Register here

Forgot Password?

Update CJTS Pass Registration Email? ⬅

Following screen will be displayed.

APPLICATION FOR UPDATE REGISTRATION EMAIL

Update Email

CJTSPass Application Number*

Enter CJTSPass Application Number

ID (FIN / Passport No.)*

Enter FIN/Passport No.

Existing Email*

Local Port | @ | Domain

New Email*

Local Port | @ | Domain

CAPTCHA

Captcha validates every log in by a human visitor and prevents automated spam submissions.

nxfy8 ⟳

Enter the characters (without spaces) shown in the image

☐ I/We declare that all the information provided above is true and correct.

Submit   Cancel

- Enter the particulars

- Enter the captcha characters

- Tick the declaration box to declare the information provided

- Click on **<Submit>** button

- **Error messages will be displayed in red for mandatory fields that have not been entered**

If successful, an Acknowledgment page indicating the successful submission will be displayed. The acknowledgment can be saved by clicking on the link **<here>**.
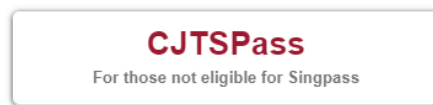
ACKNOWLEDGEMENT

- Your Application to Update Registration Email has been submitted successfully on 16/03/2021 11:11 AM.
- Your application no. is CJTD/RGAMD/1004/2021.
- Click here to save this acknowledgement.

Go to Home

6. Login using CJTS Pass

From the login options on the Home page or login options pop-up displayed by the system during a process, click on the icon

CJTSPass
For those not eligible for Singpass

CJTS login page will be displayed.

CJTS PASS

Login		
User ID* Enter your User ID	**Password*** Enter your Password	Login
No CJTS Pass User ID? Register here	Forgot Password?	

- Enter the User ID and the Password.
- Click on **<Login>** button.

CJTS ONE TIME PASSWORD

One-time Password (OTP)

Note: An OTP has been sent to registered email address and Mobile No. via SMS. Please check your Email/SMS for the OTP.

One-time Password*

Enter One-time Password   Submit   Cancel

* If you do not receive the OTP within 10 minutes, please click here to resend a new OTP.

- If the credentials entered are correct, the system will generate a One-time Password (OTP) and send to the registered email address and mobile number. Retrieve the OTP from your email or SMS.
- Enter the OTP.
- Click on **<Submit>** button and the User Home page will be displayed.

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When you are logging in for the first time, the system will display the MY PROFILE page. You will need to provide/update your particulars and click submit.

MY PROFILE

General Information and Instructions:
1. This page contains your personal particulars.
2. You will need your identification number, personal particulars and a valid email address to complete the form.
3. The information provided will be automatically filled onto the online application, where applicable.
4. The Court may use this information to contact you.
5. This form will take you about 5 minutes to complete.
6. (*) denotes mandatory fields.
7. Please refer to the CJTS step-by-step Guide for more information on My Profile.

Name*

SELECT ▾ ▨▨▨▨▨

ID*

FIN ▾ ▨▨▨▨

Contact No 1*

MOBILE ▾ + 65 ▨▨▨▨▨

Contact No 2

Select ▾ + 65 Enter Phone Number

Email*

▨▨▨▨▨ @ ▨▨▨▨▨

eg: john@abc.com

Premises Type*

LANDED PROPERTY ▾

Block/House No.*

2G

eg: 692A

Street Name*

▨▨▨▨▨

Floor-Unit

Enter Floor No. - Enter Unit No.

eg: 19-14

Building Name

▨▨▨▨▨▨

Country*

SINGAPORE ▾

Postal Code*

▨▨▨▨

☐ I declare that all the information provided above is true and correct.

Submit   Cancel

7. Home Screen

After successful Login using any one of the three login methods described above the system will display your Home Page.

Page Contents	- **Notifications table** - **Next Court Date** - **Draft(s) table** - **Active Case(s) table** - **Application(s) table**
Button to enter One-time Reference Number	Provides provision to link to a case using one-time reference number for respondents or other Plaintiffs and representatives.
Notifications	Displays the latest four notifications received.
Next Court Date	Next Court Date is highlighted in the Home page. Click on ">" to view if there are any subsequent court dates.
Drafts	Displays valid Claims/Applications that have been created in system and saved as draft. Drafts will expire after 7 days
Active Case(s)	Displays active cases for the user with case no, parties involved, status and next court date.
Application(s)	Displays applications submitted for the active cases along with status.

8. Online Applications

The Online Applications page displays the list of all the applications (eServices) available.

By default, the system will display the applications in grid view. Click on the bar icon on the top right to change the view to **<List View>.** Click on the relevant form to start entering details for submission.

Any matter or request that cannot be found in the listed applications can be filed using the **<General Application Form>.**

ONLINE APPLICATIONS - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

CLAIM FORM	DECLARATION OF SERVICE FORM	REPLY FORM
APPLICATION FOR SPECIAL DIRECTION	APPLICATION FOR COMPLIANCE BOND	APPLICATION FOR EXCLUSION ORDER
APPLICATION FOR REPRESENTATIVE	REQUEST FOR AMENDMENTS	REQUEST FOR CHANGE OF COURT DATE
GENERAL APPLICATION FOR REDACTION	GENERAL APPLICATION FORM	GENERAL APPOINTMENT
WITHDRAWAL REQUEST FORM	SET ASIDE APPLICATION	EXTRACTION OF ORDER
SUBMIT SUPPORTING DOCUMENTS	APPEAL AGAINST ORDER OF REGISTRAR FORM	APPLICATION FOR LEAVE TO APPEAL
REQUEST FOR DOCUMENTS		

ONLINE APPLICATIONS - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

| S/N	Application / Form Name	Description
1	CLAIM FORM	Any proceedings in the CDRT must start with a Claim, Plaintiff to input claim details, order(s) applied for, evidence and supporting documents.
2	DECLARATION OF SERVICE FORM	Plaintiff to state when and how the Claim and supporting documents were given to the Respondent.
3	REPLY FORM	Respondent may file a reply to the claim details and input evidence and supporting documents.
4	APPLICATION FOR SPECIAL DIRECTION	A Special Direction is used to enforce a Court Order that has been breached.
5	APPLICATION FOR COMPLIANCE BOND	This is an application to order a person to enter into a Compliance Bond to ensure compliance with a Special Direction
6	APPLICATION FOR EXCLUSION ORDER	In event of a breach of a Special Direction, an application may be made for an Order to exclude the contravening party from his/her residence.
7	APPLICATION FOR REPRESENTATIVE	A party may apply for another person or an advocate and solicitor to represent them in CDRT proceedings.
8	REQUEST FOR AMENDMENTS	A party may apply for amendments to be made on your claim by submitting an application for the Tribunal's approval.
9	GENERAL APPLICATION FOR CHANGE OF COURT DATE	A party may apply to change a court date with the consent of the other party, subject to the approval of the Registrar.
10	GENERAL APPLICATION FOR REDACTION	A party may apply for leave to redact information from the documents that are filed in court and/or served to the opposing party.
11	GENERAL APPLICATION FORM	Any other applications to be made to the Registrar or the Tribunal.
12	GENERAL APPOINTMENT	A party may obtain an appointment with the Registry for any general enquiries.
13	WITHDRAWAL REQUEST FORM	Plaintiff may apply to withdraw the claim or application with the written consent of the other party.
14	SET ASIDE APPLICATION	A party may apply to the Tribunal to set aside an Order made in their absence.
15	EXTRACTION OF ORDER	To extract a judgment, order or direction of the Registrar or a Tribunal.
16	SUBMIT SUPPORTING DOCUMENTS	A party may file further supporting documents here, after having obtained the requisite leave of the Tribunal to do so.
17	APPEAL AGAINST ORDER OF REGISTRAR FORM	An appeal against the judgment, order or direction of the Registrar to a Tribunal Judge.
18	APPLICATION FOR LEAVE TO APPEAL	A party may file an Application for Leave To Appeal against the order of the Tribunal Judge.
19	REQUEST FOR DOCUMENTS	A party may file request for documents to take a certified copy of record or to search or inspect the record.

9. Submitting a Claim

From the left panel of the Home page click on **<Online Applications>,** then select **<CDRT>**
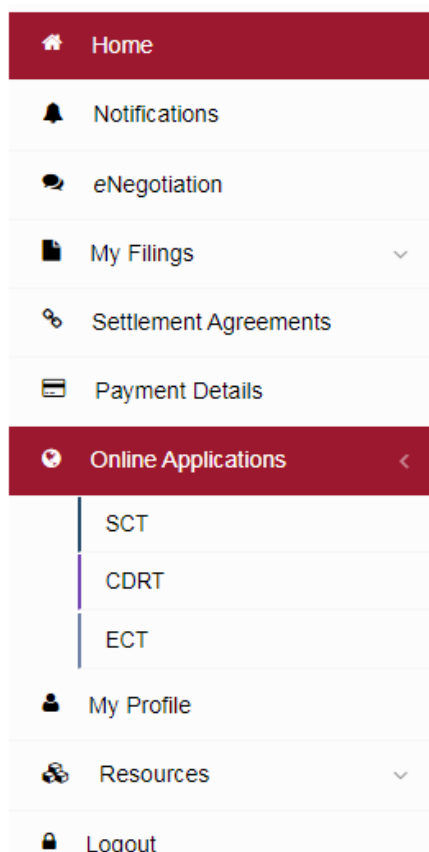
From the list of applications, click on <**CLAIM FORM**>

ONLINE APPLICATIONS - COMMUNITY DISPUTES RESOLUTION TRIBUNALS
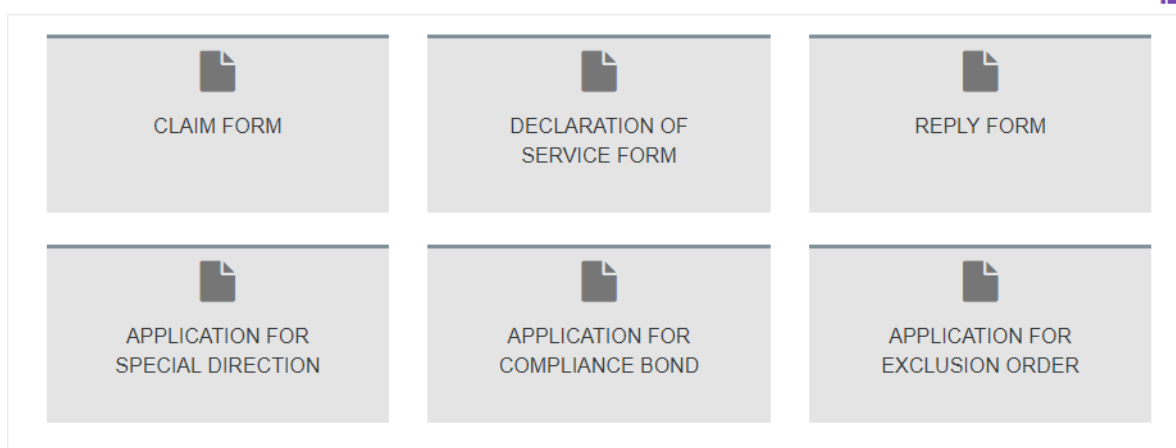
Claim Form will be displayed.

CLAIM FORM - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

General Information and Instructions:
1. The Claim form should contain all necessary particulars and supporting evidence of your Claim.
2. You will need the full name, address and identification number of the Respondent to file a Claim against the Respondent.
3. Only documents in PDF format are allowed to be uploaded.
4. (*) denotes mandatory fields to be completed.
5. You can click on (i) for more information on the field.
6. You may save the form as a draft in your account. The draft will be deleted from your account after 7 days.
7. A Claim is considered as filed when payment is made and a Claim number is issued.
8. Please refer to the CJTS step-by-step Guide for more information to proceed with filing your Claim.
9. This form will take you about 15 minutes to complete.

Pre-Filing Reference ID*

| Enter Pre-Filing Reference ID | Retrieve |

Note: Please enter your pre-filing reference ID and then click on "Retrieve" button to retrieve the information from your pre-filing assessment. If you have not done the pre-filing assessment or have forgotten your pre-filing assessment ID, please click here to proceed to the pre-filing assessment screen.

> - Enter your Pre-filing Reference ID and click **<Retrieve>** button.
>   If you do not have a Pre-filing Reference ID, click on the button "here" to do a Pre-filing Assessment.

The Claim form has 6 sections.

      A. Particulars of Plaintiff
      B. Particulars of Respondent
      C. Particulars of Claim
      D. Sequence of incidents in chronological order
      E. Remedies Sought
      F. Other Supporting Documents

Step 1. Enter particulars of Plaintiff

A. Particulars of Plaintiff

Name*

[redacted]

ID*

FIN ∨ | [redacted]

Contact No 1*

MOBILE ∨ | + | 65 | [redacted]

Contact No 2

Select ∨ | + | 65 | Phone Number

Email*

[redacted] | @ | [redacted]

eg: myid@abc.com

Your Residential Address

Premises Type *

LANDED PROPERTY ∨

Postal Code*

[redacted] | Retrieve Address

Block/House*

2G

eg: 622A

Street Name*

[redacted]

Floor-Unit

Enter Floor No. | - | Enter Unit No.

eg: 03-14

Building Name

[redacted]

Country*

SINGAPORE ∨

- Plaintiff details will be retrieved from the user's My Profile.
- Phone Number entered in Contact No 1 may be used for communication by the Tribunals.
- Email ID used for sending notifications, therefore a valid email address must be provided.
- Only one plaintiff is allowed for a CDRT Claim.

Step 2. Enter particulars of Respondent

B. Particulars of Respondent

Name*	ID
Enter Name	Type ▾ Enter NRIC/FIN/UEN/Passport No.

Contact No 1

Select ▾ + 65 Phone Number

Contact No 2

Select ▾ + 65 Phone Number

Email

Email Name @ Email Domain

eg: myid@abc.com

Respondent Address

Premises Type*	Postal Code*
Select Premises Type ▾	Enter Postal Code [Retrieve Address]

Block/House*	Street Name*
Enter Block/House No.	Enter Street Name
eg: 111A	

Floor-Unit	Building Name
Enter Floor No. - Enter Unit No.	Enter Building Name
eg: 03-14	

Country*

SINGAPORE ▾

- All fields marked (*) is mandatory and must be entered.
- Only one respondent is allowed for CDRT Claims.

Step 3. Particulars of the Claim

C. Particulars of Claim

NATURE OF CLAIM:	TYPE OF CLAIM:
Neighbour Disputes	Excessive Noise, Excessive Smoke, Excessive Smell

- Nature of Claim and Type of Claim is retrieved from the Pre-filing assessment.

Step 4. Enter Incident Details

- Click on **<Add Incident>** button to enter the details. A pop-up window will be displayed as shown above.
- Incident Details should be in Chronological Order.
- All fields marked (*) are mandatory and must entered.
- Enter Incident Date, Incident Time and Incident Details. Only 300 characters are allowed for each incident.
- If you have documentary evidence to provide, choose evidence type as "Document" from dropdown list and upload the document in PDF format.
- If you have audio/video or any other evidence in DVD/CD, choose evidence type as "DVD/CD Transcript" from dropdown list. Provide the details of evidence and upload the transcript of the document in PDF format. (Ensure that the format complies with the "Instructions on filing of documents and evidence at the CDRT")
- Select the document to upload using the **<Browse>** button, **5MB** (maximum size) per document
- Click on the ⬆ to upload
- Click on the 🗑 to delete the document.
- To add more to evidence, click on **<Add Document / Transcript>**
- To add more to evidence from the same DVD/CD, click on **<Add New>**
- Once complete click on **<Submit>**

Added Incidents will be shown as below:

Click on Edit Incident Button to edit the Incident Details entered

23

Step 4. Enter Remedies Sought

- You can choose more than one type of "Remedies Sought" by checking the option.
- If 'Damages' is chosen, enter the monetary value Claiming for.
- If Injunction/Specific Performance/Apology is chosen, enter the description of the remedy sought.
- Click on "Add More" to add more remedies sought for the same type.
- Cost or Disbursements will be awarded at the discretion of the Tribunals and evidence will have to be submitted to support the request.

Step 6. Upload Supporting Documents

- Select the document to upload using the **<Browse>** button. Documents must be in PDF Format and **5MB** (maximum size) per document.
- Click on the ⬆ to upload and Click on the 🗑 to delete the document.

Once all the sections of the form are completed user may 'Submit' or 'Save As Draft'

- Click on **<Save As Draft>** button to save the form as a draft and use it for later submission. A draft number will be issued by the system and the draft will be available for 7 days.

- Draft number will be displayed under the draft section of the home page. It is recommended to note down the draft number to continue the filing later.

S/N	DRAFT NO	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	DFT/600022/2021	Claim Form	06/01/2021	13/01/2021	Draft

- Saving the Claim form as a draft does not mean the Claim has been received by the Tribunals. The Claim is considered submitted and a Claim number will be issued upon payment of fees.

- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.

- If there are errors, the fields will be highlighted with red border with an explanation of the error below the field.

Step 7. Claim form confirmation page

CLAIM FORM - CONFIRMATION

Pre-Filing Reference ID*

PF/21339/2018

A. Particulars of Plaintiff

Name*
CAROLINE

ID*
PASSPORT-▮▮▮▮▮▮

Contact No 1*
MOBILE +65 ▮▮▮▮▮

Contact No 2

Email*
▮▮▮▮▮@GMAIL.COM

Your Residential Address

Premises Type*
APARTMENT

Block/House*
▮▮

Street Name*
▮▮▮▮▮▮

Floor-Unit*
▮▮▮▮

Building Name
▮▮▮▮▮

Country*
SINGAPORE

Postal Code*
▮▮▮▮

B. Particulars of Respondent

Name*
▮▮▮▮

ID
▮▮▮▮

Contact No 1
MOBILE ▮▮▮▮

Contact No 2
OFFICE ▮▮▮▮

Email
▮▮▮▮

Respondent Address

Premises Type*
APARTMENT

Block/House*
▮▮

Street Name*
▮▮▮▮▮

Floor-Unit*
▮▮▮▮

Building Name
▮▮▮▮▮

Country*
SINGAPORE

Postal Code*
▮▮▮▮

C. Particulars of Claim

NATURE OF CLAIM:	TYPE OF CLAIM:
Neighbour Disputes	Excessive Noise, Excessive Smoke, Excessive Smell

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D. Sequence of Incidents in Chronological Order*

1 28/09/2020 11:30PM
Incident1
Evidence :
1. INC1-DOC
2. DVD1
   FileName:file1-00:45:09   Recording Time:00:07:06-00:14:09   Transcript1

E. Remedies Sought*

☑ **Damages**
SGD 1,234.50

☐ **Injunction** (i)
☐ **Specific Performance** (i)
☐ **Apology**
☐ **Costs** (i)
☐ **Disbursements** (i)

F. Other Supporting Documents

10006633_C.pdf   SupportingDoc1

☐ I declare that the information I have provided is true and correct, and I am aware that I am liable to prosecution if I have provided any information which I know or have reason to believe is false.

[Amend]   [Confirm To Proceed]

- Review the information provided in the form.
- Tick the declaration box.
- Click on **<Amend>** button to go back to Claim form to make changes to information entered.
- Click on **<Confirm To Proceed>** button to go to Payment page.

Step 8. Payment Page

PAYMENT

Registration Fee:	S$ 150.00
Total Amount Payable:	S$ 150.00

Notice: In order to pay using PayNow, please choose the "PayNow / Pay Later" option and use the PayNow QR Code generated to make payment. Payment at State Courts, the modes of payment at the kiosks are NETS, credit card or cash. Your application will be processed only after payment has been received.

Note: Please ensure your browser pop-up blocker has been disabled before you proceed with Internet Banking (eNETS) payment. You may refer to the eNets FAQ (https://www.nets.com.sg/faqs/faq-enets-personal/) for instructions to disable popup blockers on different browsers.

[Internet Banking (eNETS) / Credit Card]   [PAYNOW / Pay Later]

- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by eNets or Credit Card.
- Click on **<PayNow / Pay Later>** button if you want to make payment at the State Courts. Refer to the Paynow / Pay Later section in the document.

< Internet Banking (eNets) / Credit Card > will take you to the third-party payment processing screens and once the payment is successful the following page will be displayed.

PAYMENT STATUS

Your payment transaction is successful.

[Save Payment Receipt]   [Continue]

- Click on **<Save Payment Receipt>** button to save the receipt in a PDF format.
- Click on **<Continue>** button to proceed further to Select Court Date / Time for the Pre-Trial Conference slot.

Step 9. Select Court Date/Time

SELECT COURT DATE/TIME

Please note that Court proceedings are conducted in English. Do you understand and speak English?* ⦿ Yes ○ No

Pre-Trial Conference Court date & time (only available date/time (s) are shown):

| ◁◁ | Thu
4
Feb 2021 | Fri
5
Feb 2021 | Mon
8
Feb 2021 | Tue
9
Feb 2021 | Wed
10
Feb 2021 | ▷▷ |

Selected Pre-Trial Conference slot: 08/02/2021 at 02:30 PM

[Next] [Cancel]

- Court proceedings are conducted in English. If you do not understand and speak English, click on the radio button **<No>** for the system to display a box to choose the language you understand and speak.

Select the language you speak*

| Select   ▾ |

CANTONESE
HOKKIEN
MALAY
MANDARIN
TAMIL
TEOCHEW
OTHERS

- The CDRT will try to arrange for an Interpreter of the language chosen on the date of Pre-Trial Conference / Hearing. Please note your proceedings will commence only upon the availability / attendance of the Interpreter.
- If "Others" is chosen, the party must arrange for a certified interpreter and the interpreter will be allowed subject to approval by the Tribunals.

- Click on the dates shown and use the double arrow icon on either side to see more dates.
- Once a date and time is selected system will highlight the selected date in green and show the selected date and time below.
- Click on **<Next>** button to continue

Step 10. Acknowledgment page

ACKNOWLEDGEMENT

- Your Claim is filed.
- Your Case No. is CDT/103/2021.
- You are required to appear at the Community Disputes Resolution Tribunals on 08/02/2021 at 02:30 PM for Pre-Trial Conference.
- Next Steps:

  1. Save a copy of your Notice and the Respondent's Notice.
  2. Serve the Respondent's copy together with your supporting evidence on the Respondent. Thereafter, please file the Declaration of Service before or at the time of the Pre-Trial Conference. If you are unable to serve the copy of the Claim and supporting documents(if any) on the Respondent, the Community Disputes Resolution Tribunals may not be able to proceed further with the Claim.
  3. Bring the copy of Notice to obtain a queue number at the Community Justice and Tribunals Division Kiosk on the date and time of your Pre-Trial Conference.

| Save Payment Receipt | Save Plaintiff Copy | Save Respondent Copy | Done |

Rate this e-Service

- Acknowledgement page displays the case number assigned and Pre-Trial Conference date and time.
- Click on **<Save Payment Receipt>** button to save payment receipt in PDF format.
- Click on **<Save Plaintiff Copy>** button to save in PDF format the Plaintiff's notice for Pre-Trial Conference with bar code to scan at Tribunal kiosk during court attendance.
- Click on **<Save Respondent Copy>** button to save in PDF format the notice of Pre-Trial Conference and Claim details to be served to the Respondent. This will contain the bar code to scan at CQMS during court attendance and the One-time Reference number to access the case details in CJTS by the respondent.
- Click on **<Done>** button to go back to the Home page.

10. Pay Later

From the Payment page at step 8 of Submitting a Claim

when you click on **<PayNow / Pay Later>** button the following screen will be displayed.

PAYMENT

Registration Fee:	S$ 10.00
Total Amount Payable:	S$ 10.00

Notice: In order to pay using PayNow, please choose the "PayNow / Pay Later" option and use the PayNow QR Code generated to make payment. Payment at State Courts, the modes of payment at the kiosks are NETS, credit card or cash. Your application will be processed only after payment has been received.

Note: Please ensure your browser pop-up blocker has been disabled before you proceed with Internet Banking (eNETS) payment. You may refer to the eNets FAQ (https://www.nets.com.sg/faqs/faq-enets-personal/) for instructions to disable popup blockers on different browsers.

[Internet Banking (eNETS) / Credit Card]   [PAYNOW / Pay Later]

NEXT STEPS

- As you have clicked "Pay Later", your submission will be put on hold and will be processed only after the filing fee is paid.
- You now have 2 options for payment.
  - Online
    - You may return to this website anytime within the next 7 days. Your draft application will still be listed on your Home page as "Payment Pending".
    - If you click on the draft application, you will be brought to the payment page to make payment online by eNets or Credit Card.
  - Onsite at the State Courts
    - Please click "Generate Payment Advice" below to obtain a payment advice chit.
    - You may then present the payment advice chit to make payment by cash, nets or credit card at the State Courts' Automated Collection System (ACS) located at various locations (Level 2 and Level 4). If you wish to make payment by cheque, bank draft or cashier's order, payment must be made payable to "Registrar State Courts" and must be in Singapore currency (S$).
- Please note that the system will retain your unpaid draft application only for 7 days. If you do not make payment by 12/01/2021, the draft will be deleted and you will need to re-file your application.
- Please ensure that your filing is not time barred (ie, within two years from the date the cause of action accrued) at the point of payment.
- After payment, log in to CJTS to select your preferred hearing date and time. If you do not do so, the Tribunal will allocate the next available date and time to you.
- You may refer to the Tribunal Guide for more information on off-line payment.

[Generate Payment Advice]   [Home]

Click on **<Generate Payment Advice>** button to get a payment advice to pay later by Credit Card or to make payment by cash at the Finance Counter.

System will store the Claim as a draft and will be displayed in the drafts section of the CJTS Home page.

S/N	DRAFT NO	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	DFT/600003/2021	General Application	05/01/2021	12/01/2021	Payment Pending

DRAFT(S) *1*

To pay online, click on the hyper link **Payment Pending** and system will take you to step 8 of Submitting a Claim to continue to process payment by Credit Card.

If the user makes the payment at Finance Counter by cash, system will create the case and display the link "Select Court Date" in Home page, under "Active Case(s)" section.

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11.   Case File

On the Home page under the Active Case(s) section, click on **CASE NO** to view the case details. This page has five tabs to navigate.

CASE DETAILS - CDT/103/2021

| Case Summary | Case History | Documents | Payment Details | Correspondence |

Status
eNegotiation

Nature of Claim / Claiming for
Neighbour Disputes
Damages

Next Court Date & Time / Purpose
08/02/2021 at 02:30 PM
Pre-Trial Conference

Venue
Community Disputes Resolution Tribunals, Level 3,
State Courts, 1 Havelock Square,
Singapore 059724

Plaintiff

Singapore,
TEL: -
Email:
Language: ENGLISH

Respondent

Singapore,

Case Summary	1. Status (current status of the case) 2. Nature of Claim / Claiming For (Remedies Sought) 3. Next Court Date & Time / Purpose (purpose of the next court date) 4. Venue (venue of the next court date) 5. Plaintiff 6. Respondent
Case History	Displays all the actions/updates performed on the case.
Documents	Displays all the documents relating to the case uploaded by the parties /generated by the system including Order of Tribunals once case has been concluded & applied for.
Correspondence	Displays all the correspondence sent from court user and reply from plaintiff / Respondent
Payment Details	Displays all the receipts of all payments made by the user for this case (lodgement fee, hearing fee etc.)

12.   Filing Declaration of Service

Plaintiff needs to file a declaration after serving the Claim and notice on the Respondent. Plaintiff will see the **<Declaration of Service>** link for the new case under "Active Case(s)" in Home page. Link will not be displayed if the "Declaration of Service" has been filed.

Alternatively, user can also access the form listed in "Online Applications"

If user clicks on the link "Declaration of Service" under "Active Case(s)", Claim Number will be prompted.

DECLARATION OF SERVICE - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

General Information and Instructions:
1. The Declaration of Service form contains the Declaration of Service details.
2. This form will take you about 15 minutes to complete.
3. (*) denotes mandatory fields.
4. You can click on (i) for more information on the field.
5. Only documents in PDF are allowed for uploading.
6. Please refer to the CJTS step-by-step Guide for more information.

Claim No. / Application No.*

CDT/103/2021   Retrieve

- Click on **<Retrieve>** button. Plaintiff & Respondent details of the Claim will be displayed together with options for "Method of Service" to be declared.

A. Particulars of Plaintiff

Name	ID
	NRIC-

Contact No 1	Contact No 2
MOBILE	

Email*

Your Registered Address

Premises Type*
LANDED PROPERTY

Block/House	Street Name

33

B. Particulars of Respondent

Name

ID
FIN-

Contact No 1

Contact No 2

Email

Respondent (Registered) Address

Premises Type*
LANDED PROPERTY

Block/House*

Street Name*

Floor-Unit
-

Building Name

Country*
SINGAPORE

Postal Code*

C. Method(s) of Service*

☑ Delivering the document personally to the respondent/person to be bonded/other party to be served.

📅 05/01/2021   🕐 05:00   PM ⌄

☐ Registered post to the last known residential address/registered address/address of principal place of business in ACRA of the respondent/person to be bonded/other party to be served.

☐ Any other manner as directed by the tribunal or Registrar.

D. Supporting Documents   [Add another Document]

Choose File   No file chosen   [Document description]   ⬆ Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

[Submit]   [Save As Draft]   [Cancel]

- Tick on the options on how the documents were served to the Respondent. System will prompt for the related details. Enter the related details.
- Select the supporting document(s) to be uploaded using the **<Choose File>** button.
- Enter the document description.
- Click on the ⬆ to upload
- Click on the 🗑 to delete the document
- Click on **<Add>** to add more documents.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button to File.

13. Accessing the Case File by Respondent

As a Respondent you should have received the notice served by the Plaintiff. The notice will contain the Claim No. and a paragraph giving the One-time reference number. Sample text in the notice as below:

"Please logon to CJTS system (at https://www.statecourts.gov.sg/CJTS/) and enter One-time reference number 26236 to access the case details. If you have misplaced this number, please contact the CJTD Registry."

Note that the Claim No. and One-time reference number are required to access the case filed against you.

Login to the website using one of the login methods; Singpass / Corppass / CJTS Pass.

Upon successful login, my profile page will be displayed if you are logging in for the first time, otherwise the Home page will be displayed.

Home page provides option to enter one-time reference number.

- Click on **< Enter one-time reference number>** located at the top of the screen to go to the Case Access page.

ACCESS CASE WITH ONE-TIME REFERENCE NUMBER

Case Access

Note: Please enter your Case No. and One-time Reference Number provided on the Notice of Consultation / Pre-Trial Conference / Case Management Conference served by the Claimant / Plaintiff. If you do not know or have misplaced your One-time Reference Number, please contact the Registry.

Case No.*

CDT/103/2021

One-time Reference No.*

••••••

Please note that Court proceedings are conducted in English. Do you understand and speak English? ● Yes   ○ No

☑ I declare that I am the party to the case.

Submit   **Cancel**

- Enter Case Number.
- Enter One-time Reference No.
- Tick the box "I declare that I am the party to the case".
- Click on **<Submit>** button.

If there are no errors in the entered values, system will display a pop-up window.
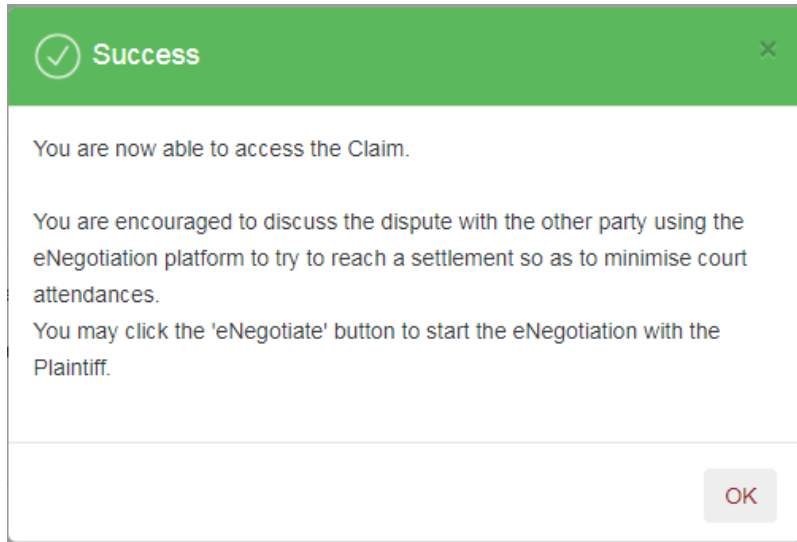
Click **<OK>** to continue, system will list the case number entered above, in the "ACTIVE CASE(S)" section of the Home page.

Click on CASE NO hyperlink to view the Case file.

Notice that system provides hyperlinks to "Reply" and "eNegotiation".

- Click on **<Reply>** link to file a Reply. For details on how to file a Reply, refer to next section.
- Click on **<eNegotiation>** link to start the eNegotiation process. For details refer to eNegotiation section.

14. Filing Reply

Respondent has to file "Reply" within 14 days after being served with the Claim from the Plaintiff.

Respondent will be seeing the "Reply" link for the new case under "Active Case(s)" on the Home page. Link will not be displayed if the "Reply" has been filed.

Alternatively, Respondent may also access the form listed in the "Online Applications".

If user clicks on link "Reply" under "Active Case(s)", Claim Number will be prompted.

REPLY FORM - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

General Information and Instructions:
1. The Reply form contains the Reply details.
2. You will need your supporting documents to complete the form.
3. This form will take you about 15 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. Only documents in PDF are allowed for uploading.
6. (*) denotes mandatory fields.
7. You can click on ⓘ for more information on the field.
8. Please refer to the CJTS step-by-step Guide for more information.

Claim/Application Number*

| CDT/103/2021 | Retrieve |

Note: Please enter the original Claim number or Application number upon which you wish to reply.

- Click on **<Retrieve>** button. Claim details will be displayed together with the provision to Reply for each incident.
- Reply can be filed for Claim, Special Direction, Compliance Bond, Exclusion Order, Leave to Appeal.

A. Particulars of Plaintiff

Name*
ID*
NRIC-

Contact No 1*
MOBILE
Contact No 2

Email*

Your Residential Address

Premises Type*
LANDED PROPERTY
Postal Code*

Block/House*
123
Street Name*

Floor-Unit
02-03
Building Name

Country*
SINGAPORE

B. Particulars of Respondent

Name*

▬▬▬▬▬▬

Contact No 1

Email

Respondent Address

Premises Type*

LANDED PROPERTY

Block/House*

127

Floor-Unit

-

Country*

SINGAPORE

ID

FIN-▬▬▬▬▬

Contact No 2

Postal Code*

▬▬▬▬

Street Name*

▬▬▬▬▬▬▬▬▬▬

Building Name

NIL

C. Particulars of Claim

NATURE OF CLAIM:

Neighbour Disputes

TYPE OF CLAIM:

Excessive Noise, Excessive Smoke, Excessive Smell

D. Sequence of Incidents in chronological order*

1 28/09/2020 11:30 PM

Incident1

Evidence:

INC1-DOC 📄

DVD1

    file1-00:45:09 00:07:06 - 00:14:09 Transcript1 📄

Reply

E. Other Supporting Documents   Add another Document

Choose File | No file chosen   Document description   ⬆ Upload

Submit   Save As Draft   Cancel

- Click on **<Reply>** button to enter the details. A pop-up window will be displayed as shown above.
- Enter Reply Details. Only 300 characters are allowed.
- If you have document evidence to provide, select "Document" as evidence type from the dropdown list and upload it in PDF format.
- If you have audio/video or any other evidence in DVD/CD, select "DVD/CD Transcript" as evidence type from the dropdown list. Provide the details of evidence and upload the transcript document in PDF format.
- Select the document to upload using the **<Browse>** button. Ensure documents and/or transcripts do not exceed **5MB** per document.
- Click on the 🔼 to upload.
- Click on the 🗑 to delete the document.
- To add more evidence, click on **<Add Document / Transcript>**.
- To add more evidence from the same DVD/CD, click on **<Add New>**.
- Once complete click on **<Submit>**.

Entered Reply will be shown as above.

- Click on **<Edit Reply>** button to edit the Incident Details entered.

REPLY FORM - FOR VERIFICATION

Claim/Application Number*

CDT/103/2021

A. Particulars of Plaintiff

Name*
[redacted]

ID*
NRIC-[redacted]

Contact No 1*
MOBILE [redacted]

Contact No 2

Email*
[redacted]

Your Residential Address

Premises Type*
LANDED PROPERTY

Postal Code*
[redacted]

Block/House*
123

Street Name*
[redacted]

Floor-Unit
02-03

Building Name

Country*
SINGAPORE

B. Particulars of Respondent

Name*
[redacted]

ID
FIN-[redacted]

Contact No 1

Contact No 2

Email

Respondent Address

Premises Type*
LANDED PROPERTY

Postal Code*
[redacted]

Block/House*
127

Street Name*
[redacted]

Floor-Unit
-

Building Name
NIL

Country*
SINGAPORE

C. Particulars of Claim

NATURE OF CLAIM:

Neighbour Disputes

TYPE OF CLAIM:

Excessive Noise, Excessive Smoke, Excessive Smell

D. Sequence of Incidents in chronological order*

1 28/09/2020 11:30 PM
Incident1
Evidence:
INC1-DOC 🗐
DVD1
file1-00:45:09 00:07:06 - 00:14:09 Transcript1 🗐

1 REPLY
reply1
Evidence :
1. reply1-doc 🗐

E. Other Supporting Documents

☐ I declare that the information I have provided is true and correct, and I am aware that I am liable to prosecution if I have provided any information which I know or have reason to believe is false.

Amend   Confirm to Proceed

40

- Click on **<Save As Draft>** button to save the form as a draft and use it for later submission. A draft number will be issued by the system and will be available for 7 days.

- Draft number will be displayed under the draft section of the Home page. It is recommended to note down the draft number to continue the filing later.

- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.

- If there are errors, the fields will be highlighted with red border with an explanation of the error below the field.

- Review the information provided in the form.
- Tick the declaration box.
- Click on **<Amend>** button to go back to Reply form to make changes to information entered.
- Click on **<Confirm To Proceed>** button to go to the Payment page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to go to the Payment page.
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- Click on **<Paynow/Pay Later>** button if you want to make payment offline. Refer to the Pay Later section in the document.

ACKNOWLEDGEMENT

- Your Reply is filed for Case No. CDT/103/2021.
- Your reference number is CDT/REPLY/8001/2021.
- Next Steps:
  1. Save a copy of Reply.
  2. Serve a copy of the Reply and supporting evidence on the Plaintiff via one of the methods allowed under the Rules.
  3. You may proceed to initiate an eNegotiation with the Plaintiff. If you have not done so.

Save Reply   Done

15. Application for Special Direction

Plaintiff can file "Special Direction " to enforce the Court Order.

From the left panel of the Home Page click on **<Online Applications>**.

From the list application forms click on the **< APPLICATION FOR SPECIAL DIRECTION>**.

System will display the form as below.

APPLICATION FOR SPECIAL DIRECTION - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

General Information and Instructions:
1. You will need your supporting documents to complete the form.
2. This form will take you about 15 minutes to complete.
3. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
4. An Application is considered filed when payment is made(if required) and an Application number is issued.
5. There will be no refund of filing fees.
6. Only documents in PDF are allowed for uploading.
7. (*) denotes mandatory fields.
8. You can click on (i) for more information on the field.
9. Please refer to the CJTS step-by-step Guide for more information to proceed.

Claim Order Number*

```
Enter Order Number        [ Retrieve ]
```

Note: Please enter the original Order Number.

- Enter the Order Number and click on **<Retrieve>** button. Claim details will be displayed together with the provision to add the Incident details for special direction.

A. Particulars of Plaintiff

Name*	ID*
	NRIC-

Contact No 1*	Contact No 2
MOBILE	

Email*

Your Residential Address

Premises Type*	Postal Code*
LANDED PROPERTY	

Block/House*	Street Name*
123	

Floor-Unit	Building Name
02-03	

Country*

SINGAPORE

B. Particulars of Respondent

Name*
[redacted]

ID
FIN-[redacted]

Contact No 1

Contact No 2

Email

Respondent Address

Premises Type*
LANDED PROPERTY

Postal Code*
[redacted]

Block/House*
127

Street Name*
[redacted]

Floor-Unit
-

Building Name
NIL

Country*
SINGAPORE

Enter Incident Details

D. Sequence of Incidents in Chronological Order*   Add Incident

Add Incident   ✕

Incident Date*

📅 Incident Date

Incident Details*

Enter Incident Details

Incident Time

🕐 Incident Time in HH:MM form | Select ⌄

remaining 300 / 300

Evidence (PDF Format)   Add Document/Transcript

1. Type ⌄

Note:All the audio/video file(s) should be submitted on or next working day upon filing the Claim.

Submit

- Click on **<Add Incident>** button to enter the details. A pop-up window will be displayed as shown above.
- Incident Details should be in Chronological Order.
- All fields marked (*) are mandatory and must entered.
- Enter Incident Date, Incident Time and Incident Details. Only 300 characters are allowed for each incident.
- If you have documentary evidence to provide, choose evidence type as "Document" from dropdown list and upload the document in PDF format.

- If you have audio/video or any other evidence in DVD/CD, choose evidence type as "DVD/CD Transcript" from dropdown list. Provide the details of evidence and upload the transcript of the document in PDF format. (Ensure that the format complies with the "Instructions on filing of documents and evidence at the CDRT")
- Select the document to upload using the **<Browse>** button, **5MB** (maximum size) per document
- Click on the 🔼 to upload
- Click on the 🗑 to delete the document.
- To add more to evidence, click on **<Add Document / Transcript>**
- To add more to evidence from the same DVD/CD, click on **<Add New>**
- Once complete click on **<Submit>**

Added Incidents will be shown as below:

C.Sequence of Incidents in chronological order*   Add Incident

 # 1 31/08/2020 11:30   Edit Incident

SD-Incident
Evidence :
1. SD-DOC 📄

Click on Edit Incident Button to edit the Incident Details entered.

Upload Supporting Documents **if any.**

F. Other Supporting Documents   Add another Document

10006633_C.pdf 🗑   SupportingDoc1

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

- Select the document to upload using the **<Browse>** button. Documents must be in PDF Format and **5MB** (maximum size) per document.
- Click on the 🔼 to upload and Click on the 🗑 to delete the document.

Once all the sections of the form are completed user may 'Submit' or 'Save As Draft'

Submit   Save As Draft   Cancel

- Click on **<Save As Draft>** button to save the form as a draft and use it for later submission. A draft number will be issued by the system and will be available for 7 days.

- Draft number will be displayed under the draft section of the Home page. It is recommended to note down the draft number to continue the filing later.

✍ DRAFT(S)					③
S/N **DRAFT NO**	**FORM TYPE**		**CREATED DATE**	**EXPIRY DATE**	**STATUS**
1 DFT/600022/2021	Claim Form		06/01/2021	13/01/2021	Draft

- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.

- If there are errors, the fields will be highlighted with red border with an explanation of the error below the field.

- Review the information provided in the form.
- Tick the declaration box.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to go to the Payment page.
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- Click on **<Paynow/Pay Later>** button if you want to make payment offline. Refer to the Pay Later section in the document.

ACKNOWLEDGEMENT

- Your Application is filed.
- Your Application No. is CDT/SD/701/2021.
- You are required to appear at the Community Disputes Resolution Tribunals on 05/02/2021 at 02:30 PM for Pre-Trial Conference.
- Next Steps:
  1. Save a copy of your Notice and the Respondent's Notice.
  2. Serve the Respondent's copy together with the supporting materials on the Respondent. Thereafter, please file the Declaration of Service within 8 days after the date of service. If you are unable to serve the copy on the Respondent, the Community Disputes Resolution Tribunals may not be able to proceed further with the Application.
  3. Bring the copy of the Notice to obtain a queue number at the Tribunals Kiosk on the date and time of your Pre-Trial Conference.

Save Payment Receipt   Save Applicant Copy   Save Respondent Copy   Done

16. Application for Compliance Bond

Plaintiff can file "Compliance Bond" in addition to a Special Direction, to enter a person into a Compliance Bond.

From the left panel of the Home Page click on **<Online Applications>**.

From the list application forms click on the **< APPLICATION FOR COMPLIANCE BOND>**.

System will display the form as below.

APPLICATION FOR COMPLIANCE BOND - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

General Information and Instructions:
1. You will need your supporting documents to complete the form.
2. This form will take you about 15 minutes to complete.
3. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
4. An Application is considered filed when payment is made(if required) and an Application number is issued.
5. There will be no refund of filing fees.
6. Only documents in PDF are allowed for uploading.
7. (*) denotes mandatory fields.
8. You can click on ⓘ for more information on the field.
9. Please refer to the CJTS step-by-step Guide for more information to proceed.

Special Direction Application Number*

Enter Special Direction Application Number   Retrieve

- Enter the Special Direction Number and click on **<Retrieve>** button. Claim details will be displayed together with the provision to add the bonded person details.

A. Particulars of Plaintiff

Name*

ID*
NRIC-

Contact No 1*
MOBILE

Contact No 2

Email*

Your Residential Address

Premises Type*
LANDED PROPERTY

Postal Code*

Block/House*
123

Street Name*

Floor-Unit
02-03

Building Name

Country*
SINGAPORE

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B. Particulars of Respondent

Name*

▬▬▬▬▬▬▬▬

ID

FIN-◼▬▬▬▬◼

Contact No 1

Contact No 2

Email

Respondent Address

Premises Type*

LANDED PROPERTY

Postal Code*

▬▬▬▬

Block/House*

127

Street Name*

▬▬▬▬▬▬▬▬▬▬

Floor-Unit

-

Building Name

NIL

Country*

SINGAPORE

Enter Bonded Person Details and reason for Compliance Bond.

Upload Supporting Documents **if any.**

C.Person to be bonded

Name*

Enter Name

ID

| Type | ▾ | Enter NRIC/FIN/UEN/Passport No. |

Contact No 1

| Select ▾ | + | 65 | Phone Number |

Contact No 2

| Select ▾ | + | 65 | Phone Number |

Email

Email Name | @ | Email Domain

Person to be bonded (Residential) Address

Premises Type*

Select Premises Type ▾

Postal Code*

Enter Postal Code | Retrieve Address

Block / House*

Enter Block No.

eg: 111A

Street Name*

Enter Street Name

Floor-Unit

Enter Floor No. | - | Enter Unit No.

eg: 03-14

Building Name

Enter Building Name

Country*

SINGAPORE ▾

D. Reason to be bonded*

Enter Reason to be bonded

remaining 500 / 500

E. Supporting Documents | Add another Document

Choose File | No file chosen | Document description | **⬆ Upload**

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Submit | **Save As Draft** | Cancel

- Click on **<Save As Draft>** button to save the form as a draft and use it for later submission. A draft number will be issued by the system and will be available for 7 days.
- Draft number will be displayed under the draft section of the Home page. It is recommended to note down the draft number to continue the filing later.

✍ DRAFT(S)					③
S/N **DRAFT NO**	**FORM TYPE**		**CREATED DATE**	**EXPIRY DATE**	**STATUS**
1 DFT/600022/2021	Claim Form		06/01/2021	13/01/2021	Draft

- Click on **<Submit>** button and system will display the confirmation page if no errors are found.
- If there are errors, the fields will be highlighted with red border with an explanation of the error below the field.
- Review the information provided in the form.
- Tick the declaration box.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to go to the Payment page.
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- Click on **<Paynow/Pay Later>** button if you want to make payment offline. Refer to the Pay Later section in the document.

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ACKNOWLEDGEMENT

- Your Application is filed.
- Your Application No. is CDT/CB/801/2021.
- You are required to appear at the Community Disputes Resolution Tribunals on 05/02/2021 at 02:30 PM for Pre-Trial Conference.
- Next Steps:
    1. Save a copy of your Notice and Notice for Person to be bonded.
    2. Serve the copy of Person to be bonded together with the supporting evidence on the Person to be bonded. Thereafter, please file the Declaration of Service within 8 days after the date of service. If you are unable to serve the copy on the Person to be bonded,the Community Disputes Resolution Tribunals may not be able to proceed further with the Application.
    3. Bring the copy of the Notice to obtain a queue number at the Tribunals Kiosk on the date and time of your Pre-Trial Conference.

Save Payment Receipt	Save Applicant Copy	Save Person to be bonded Copy	Done

17. Application for Exclusion Order

Plaintiff can file an Exclusion Order if the Special Direction Order is not being complied with.

From the left panel of the Home Page click on **<Online Applications>**.

From the list application forms click on the **< APPLICATION FOR EXCLUSION ORDER>**.

System will display the form as below.

APPLICATION FOR EXCLUSION ORDER - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

General Information and Instructions:
1. You will need your supporting documents to complete the form.
2. This form will take you about 15 minutes to complete.
3. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
4. An Application is considered filed when payment is made(if required) and an Application number is issued.
5. There will be no refund of filing fees.
6. Only documents in PDF are allowed for uploading.
7. (*) denotes mandatory fields.
8. You can click on (i) for more information on the field.
9. Please refer to the CJTS step-by-step Guide for more information to proceed.

Special Direction Order Number*

Enter Order Number	Retrieve

Note: Please enter the original Order Number.

- Enter the Special Direction Order Number and click on **<Retrieve>** button. Claim details will be displayed together with the provision to add the Incident details for Exclusion Order.

A. Particulars of Plaintiff

Name*

ID*
NRIC-

Contact No 1*
MOBILE

Contact No 2

Email*

Your Residential Address

Premises Type*
LANDED PROPERTY

Postal Code*

Block/House*
123

Street Name*

Floor-Unit
02-03

Building Name

Country*
SINGAPORE

B. Particulars of Respondent

Name*

ID
FIN-

Contact No 1

Contact No 2

Email

Respondent Address

Premises Type*
LANDED PROPERTY

Postal Code*

Block/House*
127

Street Name*

Floor-Unit
-

Building Name
NIL

Country*
SINGAPORE

Enter Incident Details

D. Sequence of Incidents in Chronological Order*   [Add Incident]

- Click on **<Add Incident>** button to enter the details. A pop-up window will be displayed as shown above.
- Incident Details should be in Chronological Order.
- All fields marked (*) are mandatory and must entered.
- Enter Incident Date, Incident Time and Incident Details. Only 300 characters are allowed for each incident.
- If you have documentary evidence to provide, choose evidence type as "Document" from dropdown list and upload the document in PDF format.
- If you have audio/video or any other evidence in DVD/CD, choose evidence type as "DVD/CD Transcript" from dropdown list. Provide the details of evidence and upload the transcript of the document in PDF format. (Ensure that the format complies with the "Instructions on filing of documents and evidence at the CDRT")
- Select the document to upload using the **<Browse>** button, **5MB** (maximum size) per document
- Click on the 📤 to upload
- Click on the 🗑 to delete the document.
- To add more to evidence, click on **<Add Document / Transcript>**
- To add more to evidence from the same DVD/CD, click on **<Add New>**
- Once complete click on **<Submit>**

Added Incidents will be shown as below:

Click on Edit Incident Button to edit the Incident Details entered.

Upload Supporting Documents **if any.**

F. Other Supporting Documents   Add another Document

10006633_C.pdf 🗑

                                  SupportingDoc1

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

- Select the document to upload using the **<Browse>** button. Documents must be in PDF Format and **5MB** (maximum size) per document.
- Click on the ⬆ to upload and Click on the 🗑 to delete the document.

Once all the sections of the form are completed user may 'Submit' or 'Save As Draft'

                            Submit   Save As Draft   Cancel

- Click on **<Save As Draft>** button to save the form as a draft and use it for later submission. A draft number will be issued by the system and will be available for 7 days.
- Draft number will be displayed under the draft section of the Home page. It is recommended to note down the draft number to continue the filing later.

✎ DRAFT(S)						③
S/N	DRAFT NO	FORM TYPE		CREATED DATE	EXPIRY DATE	STATUS
1	DFT/600022/2021	Claim Form		06/01/2021	13/01/2021	Draft

- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- If there are errors, the fields will be highlighted with red border with an explanation of the error below the field.
- Review the information provided in the form.
- Tick the declaration box.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to go to the Payment page.
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- Click on **<Paynow/Pay Later>** button if you want to make payment offline. Refer to the Pay Later section in the document.

ACKNOWLEDGEMENT

- Your Application is filed.
- Your Application No. is CDT/EO/901/2021.
- You are required to appear at the Community Disputes Resolution Tribunals on 11/02/2021 at 02:30 PM for Pre-Trial Conference.
- Next Steps:
    1. Save a copy of your Notice and the Respondent's Notice.
    2. Serve the Respondent's copy together with the supporting materials on the Respondent. Thereafter, please file the Declaration of Service within 8 days after the date of service. If you are unable to serve the copy on the Respondent, the Community Disputes Resolution Tribunals may not be able to proceed further with the Application.
    3. Bring the copy of the Notice to obtain a queue number at the Tribunals Kiosk on the date and time of your Pre-Trial Conference.

Save Payment Receipt   Save Applicant Copy   Save Respondent Copy   Done

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18. Application for Representative

Application for Representative can be filed by the:

a) Plaintiff or Respondent to a case to authorise someone else to represent him/her in the proceedings of an existing Claim;

b) Representative can apply for him/herself to represent the Plaintiff or Respondent in an existing Claim; or

c) Representative can apply for him/herself to file the Claim on behalf of Plaintiff.

- There can be only one Representative for a Plaintiff or Respondent in a particular case.
- The application for Representative is subject to verification of the identity of the representative by the CDRT Registry at the time of Pre-Trial Conference / Hearing / before filing the Claim.

From the left panel of the Home page click on **<Online Applications>**.

From the list of application forms click on the "**APPLICATION FOR REPRESENTATIVE".**

APPLICATION FOR REPRESENTATIVE

General Information and Instructions:

1. An order for representation allows a party to the Claim to be represented by another person in the proceedings.
2. You will need the particulars of the representative and your supporting documents to complete the form.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. An application is considered filed when payment is made and an application number is issued.
6. There will be no refund of filing fees.
7. You will be notified of the outcome of the application within 7 days.
8. If the application is still pending before the next Court date, it will be dealt with at that hearing.
9. Only documents in PDF format are allowed for uploading.
10. (*) denotes mandatory fields.
11. You can click on (i) for more information on the field.
12. Please refer to the CJTS step-by-step guide for more information on representatives.

Submission Type*

◉ I am the Plaintiff / Respondent and wish to submit the application for Representative

◯ I am the Representative and wish to submit the application on behalf of the Plaintiff / Respondent

Following form will be displayed. Depending on the Submission Type, details to be entered further will be different.

Option 1. In an existing case the Plaintiff or Respondent may **apply for someone else** to represent them. Select as below:

Submission Type*

⦿ I am the Plaintiff / Respondent and wish to submit the application for Representative
◯ I am the Representative and wish to submit the application on behalf of the Plaintiff / Respondent

Case Details

Claim No.*

CDT/2432/2018

eg: CDT/1234/2017

Reason for Application* ⓘ

Select Reason	▾

Not resident in Singapore and unable to remain in Singapore
Unable to present case due to old age
Unable to present case due to illteracy
Unable to present case due to infirmity of mind or body
A minor and unable to present own case
Other party consents to representation by an advocate and solicitor

remaining 500 / 500

Supporting Documents (if any)

Choose File	No file chosen		Document description		⬆ Upload

* You are required to upload a copy of the authorisation in writing.

Note: All the uploading documents should be in PDF format. File name cannot contain special characters (eg. @ / \ %). Please enter the description of the document that you are uploading.

Add

Representative Details

Name*

Enter name as per NRIC/FIN/UEN/Passport No.

ID*

Type ▾	Enter your NRIC/FIN/UEN/Passport No.

Contact No 1*

Select ▾	+	65	Phone Number

Contact No 2

Select ▾	+	65	Phone Number

Email*

Email Name	@	Email Domain

eg: john@abc.com

Premises Type*

Select Premises Type.	▾

Block/House No.*

Enter your Block No.

eg: 692A

Street Name*

Enter your Street

Floor-Unit

Enter your Floor No.	-	Enter your No.

eg: 19-14

Building Name

Enter your Building Name

Country*

SINGAPORE	▾

Postal Code*

Enter your Postal Code

Submit   Save As Draft   Cancel

- Enter the Claim No.
- Select a Reason for Application by clicking on the down-arrow button and enter details.
- Upload any Supporting Documents to support / substantiate the reason chosen.
- Proceed to enter the details of Representative.

Representative Details

Name*

Enter name as per NRIC/FIN/UEN/Passport No.

ID*

Type ▼ | Enter your NRIC/FIN/UEN/Passport No.

Contact No 1*

Select ▼ | + | 65 | Phone Number

Contact No 2

Select ▼ | + | 65 | Phone Number

Email*

Email Name | @ | Email Domain

eg: john@abc.com

Premises Type*

Select Premises Type. ▼

Block/House No.*

Enter your Block No.

eg: 692A

Street Name*

Enter your Street

Floor-Unit

Enter your Floor No. | - | Enter your No.

eg: 19-14

Building Name

Enter your Building Name

Country*

SINGAPORE ▼

Postal Code*

Enter your Postal Code

Submit | Save As Draft | Cancel

- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.

Option 2. In an existing case the **Representative can apply** for him/herself to represent the Plaintiff or Respondent in the proceedings. Select as below:

Submission Type*

◯ I am the Plaintiff / Respondent and wish to submit the application for Representative
◉ I am the Representative and wish to submit the application on behalf of the Plaintiff / Respondent

Case Details

Claim No.

CDT/2432/2018

Reason for Application* ⓘ

Not resident in Singapore and unable to remain in Singapore ▾

Details*

test

remaining 496 / 500

Supporting Documents (if any)

Choose File | No file chosen | Document description | ⬆ Upload

* You are required to upload a copy of the authorisation in writing.

Note: All the uploading documents should be in PDF format. File name cannot contain special characters (eg. @ / \ %). Please enter the description of the document that you are uploading.

Add

Plaintiff / Respondent Details ⓘ

Select the party you wish to represent*

CAROLINE ▾
CAROLINE
RICKIE

Submit | Save As Draft | Cancel

- Enter the Claim No.
- Select a Reason for Application from by clicking on the down-arrow button.
- Enter Details of Reason.
- Upload any Supporting Documents to support / substantiate the reason chosen.
- Proceed to select the party you wish to represent.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.

Option 3. Before a Claim is filed, you may **apply as a Representative to file the case** on behalf of the Plaintiff. Select as below:

Submission Type*

○ I am the Plaintiff / Respondent and wish to submit the application for Representative
◉ I am the Representative and wish to submit the application on behalf of the Plaintiff / Respondent

Case Details

Claim No.

[Enter your Claim No.]

Reason for Application* ⓘ

[Not resident in Singapore and unable to remain in Singapore ▼]

Details*

[test]

remaining 496 / 500

Supporting Documents (if any)

[Choose File] No file chosen   [Document description]   [⬆ Upload]

You are required to upload a copy of the authorisation in writing.
Note: All the uploading documents should be in PDF format. File name cannot contain special characters (eg. @ / \ %). Please enter the description of the document that you are uploading.

[Add]

Plaintiff / Respondent Details ⓘ

Name*   ID*

[RE]   [NRIC ▼] [▓▓▓▓▓]

Contact No 1*   Contact No 2

[MOBILE ▼] [+] [65] [▓▓▓▓]   [OFFICE ▼] [+] [65] [65478912]

Email*

[▓▓▓▓;] [@] [GMAIL.COM]

eg: john@abc.com

Premises Type*

[APARTMENT ▼]

Block/House No.*   Street Name*

[12]   [▓▓▓▓▓]

eg: 692A

Floor-Unit*   Building Name

[Enter your Floor No.] [-] [Enter your No.]   [Enter your Building Name]

eg: 19-14

Country*   Postal Code*

[SINGAPORE ▼]   [Enter your Postal Code]

Attendance Date & Time

Note: You must appear before the Duty AR to get the approval for representing this case. Please select the Attendance date and time on which you would like to appear.

Date* (dd/MM/yyyy)   Time*

[Select Attendance Date ▼]   [Select Time ▼]

[Submit] [Save As Draft] [Cancel]

ACKNOWLEDGEMENT

- Your application for Application for Representative for Case No. / Reference No. CDT/103/2021 has been submitted successfully on 06/01/2021 03:39 PM.
- Your application no. is CDT/APPL/1011/2021.
- This application is pending for approval. The outcome of the application will be decided on the day of the appointment / Pre-Trial Conference / hearing.
- Click here to save this acknowledgement.

Go to Home

Click on <**Go to Home**> button to go back to the Home page.

Click on the **Case No** for which this application has been made. You can view the status of your application submitted in the Applications tab of the Case Details page.

	APPLICATION(S)				18
S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	STATUS
1	CDT/APPL/1011/2021	CDT/103/2021	Application for Representative	06/01/2021	Pending Processing

18. Request for Amendments

Request for amendments to the case is allowed for the following items only:

1. Plaintiff's Name
2. Plaintiff's ID Type / ID
3. Plaintiff's Contact Details (Phone / Email)
4. Plaintiff's Address
5. Respondent's Name
6. Respondent's ID Type / ID
7. Respondent's Contact Details (Phone / Email)
8. Respondent's Address
9. Particulars of Claim
10. Remedies Requested

The request for amendments is subject to approval by CDRT

From the left panel of the Home Page click on **<Online Applications>**.

From the grid view of the application forms click on **<REQUEST FOR AMENDMENTS>**.

System will display the form.

APPLICATION FOR AMENDMENT - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

General Information and Instructions:

1. The amendment application form allows a party to request for amendments to be made to the Claim.
2. You will need the correct details and reasons to support your application.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. An application is considered filed when payment is made(if required) and an application number is issued.
6. There will be no refund for incorrect applications.
7. You will be notified of the outcome of the application within 7 days.
8. If the application is still pending before the next court date, it will be dealt with at that hearing.
9. Only documents in PDF are allowed for uploading.
10. (*) denotes mandatory fields.
11. (i) provides more details on the fields.
12. Please refer to the CJTS step-by-step Guide for more information on amendments.

Application Details

Claim No. *

> Enter Claim No.

eg: CDT/12345/2020

Details to be amended* (i)

> Select the details to be amended ▾

Reason(s) for Amendments*

> Enter reason for amendment

Supporting Documents (if any)

| Choose File | No file chosen | Document description | ⬆ Upload |

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit   Save As Draft   Cancel

- Enter the Claim No.

- From the 'Details to be amended' list, tick the box against the item you want to change

- Enter Reason for Amendment

- Upload any Supporting Documents to substantiate the amendment requested

- Click on **<Save as Draft>** button to proceed with the application later

- Click on **<Submit>** button and system will display the confirmation page if no errors are found

Application Details

Claim No. *

CDT/103/2021

eg: CDT/12345/2020

Details to be amended* (i)

Select the details to be amended ⌄

☐ Plaintiff's Name (i)

☐ Plaintiff's ID Type / ID

☐ Plaintiff's Contact Details (Phone/Email)

☐ Plaintiff's Address

☐ Respondent's Name (i)

☐ Respondent's ID Type / ID

☐ Respondent's Contact Details (Phone/Email)

☐ Respondent's Address

☑ Particulars of Claim

☐ Remedies Requested

Reason(s) for Amendments*

Enter reason for amendment

Supporting Documents (if any)

Choose File | No file chosen | Document description | ⬆ Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit   Save As Draft   Cancel

- Review the information contained in the form
- Click on **<Amend>** button to go back to the form to amend it
- Click on **<Confirm To Proceed>** to view the Acknowledgement Page

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ACKNOWLEDGEMENT

- Your application for Amend Claim Form for Case No. / Reference No. CDT/103/2021 has been submitted successfully on 06/01/2021 04:34 PM.
- Your application no. is CDT/APPL/1013/2021.
- If the application is approved, please amend the claim form accordingly.
- Click here to save this acknowledgement.

Go to Home

Click on <**Go to Home**> to go back the Home page.

You can view the status of your application submitted under Application List.

	APPLICATION(S)				68
S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	STATUS
1	CDT/APPL/1013/2021	CDT/103/2021	Amend Claim Form	06/01/2021	Pending Processing

Once the application has been processed and approved in the list of Application(s) the remarks column against the case no. for which the application was made will show the status of the application.

	APPLICATION(S)				68
S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	STATUS
1	CDT/APPL/1013/2021	CDT/103/2021	Amend Claim Form	06/01/2021	Approved Click here to Amend

Click on **<Click here to amend>** to make changes for the items applied for.

19.   Request for Change of Court Date

You may request for a Change of Court Date for Pre-Trial Conference / hearing that has been fixed.

The request for change of court date is subject to the approval of the CDRT.

From the left panel of the Home page click on Online Applications.

From the list of application forms click on the **REQUEST FOR CHANGE OF COURT DATE.**

System will display the form as below.

- Enter the Case No.
- If Change of Court Date is applied for Special Direction, Compliance Bond or Exclusion Order, Enter the respective application number.
- System will display the existing Court Date.
- Enter Unavailable From Date.
- Enter Unavailable Till Date.
- Based on the unavailability period, system will display list of dates to select the new preferred Court date and Time.
- Select the preferred Court Date and Time.
- Enter Reason for Application.
- Upload the supporting document to substantiate the reason stated.
- Tick the declaration box if consent has been obtained from all parties to the proposed date and time.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information on the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to view the Acknowledgement Page.
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- Click on **<Paynow/Pay Later >** button if you want to make payment offline. Refer to the Pay Later section in the document.

ACKNOWLEDGEMENT

- Your application for Change of Court Date for Case No. / Reference No. CDT/103/2021 has been submitted successfully on 06/01/2021 04:15 PM.
- Your application no. is CDT/APPL/1012/2021.
- Click here to save this acknowledgement.

Go to Home

Click on <**Go to Home**> button to go back to the Home Page.

In the Active Case(s) section, click on Case No. to view the status of your application submitted in the Case History tab of the Case File.

- Once the application is processed and approved by the CDRT, an email notification will be sent to the Plaintiff and Respondent of the case.
- If the application is **rejected, only the applicant** will receive the email notification.

20. Withdrawal Request Form

Withdrawal of a Claim at any stage is possible by Plaintiff or their Representative provided an order **has not** been issued on the main Claim.

The application for Withdrawal Request is subject to approval of the CDRT.

From the left panel of the Home Page click on **<Online Applications>.**

From the list of the application forms click on the **<WITHDRAWAL REQUEST FORM>.**

System will display the form as below.

WITHDRAWAL REQUEST FORM - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

General Information and Instructions:
1. The withdrawal application form allows the Plaintiff to request to withdraw the Claim.
2. This form will take you about 10 minutes to complete.
3. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
4. You will be notified of the outcome of the application within 7 days.
5. If the application is still pending before the next Court date, it will be dealt with at that hearing.
6. Only documents in PDF are allowed for uploading.
7. (*) denotes mandatory fields.
8. You can click on (i) for more information on the field.
9. Please refer to the CJTS step-by-step Guide for more information on withdrawal of Claims.

Case Details*

Claim No. / Application No.*

CDT/104/2021

eg: CDT/1234/2017 OR CDT/LTA/1234/2017

Reason for Withdrawal Request

Enter Reason for withdrawal request

The other party consents to the withdrawal ?   ◯ Yes   ◯ No

Supporting Documents (if any)

Choose File | No file chosen   Document description   ⬆ Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit   Save As Draft   Cancel

- Enter the Claim No. / Application No.

- Enter Reason For Withdrawal Request.

- Upload the supporting document to substantiate the reason stated.

- Click on **<Save as Draft>** button to proceed with the application later.

- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.

- Review the information on the confirmation page.

- Click on **<Amend>** button to go back to the form to amend.

- Click on **<Confirm To Proceed>** to view the Acknowledgement page.

ACKNOWLEDGEMENT

- Your application for Withdrawal Request for Case No. / Reference No. CDT/104/2021 has been submitted successfully on 07/01/2021 12:03 PM.
- Your application no. is CDT/APPL/1014/2021.
- Click here to save this acknowledgement.

Go to Home

Click on <**Go to Home**> button to go back to the Home page.

In the Active Case(s) section click on Case No to view the status of your application submitted in the Case History tab of the Case Details page.

- Once the application is processed and approved by the CDRT, an email notification will be sent to the Plaintiff and Respondent of the case.
- If the application is **rejected, only the applicant** will receive the email notification.

21. Submit Supporting Documents

Any document that was not submitted or missed when filing the Claim / Application(s) or during the proceedings can be now submitted using this form.

From the left panel of the Home page click on Online Applications.

From the list of application forms click on the **SUBMIT SUPPORTING DOCUMENTS.**

System will display the form as below:

SUBMIT SUPPORTING DOCUMENTS - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

General Information and Instructions:

1. The Supporting Documents form allows you to submit additional documents.
2. You will need the Claim No./Application No. and the Supporting Documents to complete the form.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. Only documents in PDF are allowed for uploading.
6. (*) denotes mandatory fields.
7. Please refer to the CJTS step-by-step Guide for more information.

Submission Type

☐ Submission for redaction documents

Case Details*

Claim No. / Application No.*

Enter Claim No. / Application No.

eg: CDT/12345/2017 OR CDT/APPL/1242/2017

Case Details*

Claim No. / Application No.*

Claim No. / Application No.

Reason for Submission*

Enter Reason for Application

remaining 500 / 500

Sequence of Incidents in Chronological Order*
[Add Documents to Incidents]

Other Supporting Documents [Add]

Choose File No file chosen   Document description   ⬆ Upload

Note: All the uploading documents should be in PDF format. File name cannot contain special characters (eg. @ / \ %). Please enter the description of the document that you are uploading.

[Submit] [Save As Draft] [Cancel]

Add Documents to Incident   ✕

Incident*

Please Select Incident ▾

Evidence (PDF Format) [Add Document / Transcript]

1. Type ▾

Note: All the audio/video file(s) should be submitted on or next working day upon filing the claim.

[Submit]

- Enter the Claim No. / Application No. to tag the documents uploaded.
- Enter Reason for Application.
- Select the attachment to be uploaded using the **<Choose File>** button.
- Enter the document description.
- Click on the ⬆ to upload.
- Click on the 🗑 to delete the document.
- Click on **<Add another Document>** to add more documents.
- Tick the box against "I declare that all the information provided above is true and correct".
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information on the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to view the Acknowledgement page.

SUBMIT SUPPORTING DOCUMENTS - FOR VERIFICATION

Submission Type

☐ Submission for redaction documents

Case Details*

Claim No. / Application No.*
CDT/103/2021

Reason for Submission*
test

Sequence of Incidents in Chronological Order*

 # 1 28/09/2020 11:30 PM
Incident1
Evidence :
1. CRC 📄

Other Supporting Documents

☐ I declare that the information I have provided is true and correct, and I am aware that I am liable to prosecution if I have provided any information which I know or have reason to believe is false.

Amend   Confirm To Proceed

ACKNOWLEDGEMENT

- Your application for Submit Supporting Documents for Case No. / Reference No. CDT/103/2021 has been submitted successfully on 07/01/2021 12:10 PM.
- Your application no. is CDT/APPL/1015/2021.
- Click here to save this acknowledgement.

Go to Home

Click on <**Go to Home**> button to go back to the Home Page.

In the Active Case(s) section, click on **Case No** to view the uploaded documents in the Documents tab.

22. Set Aside Application

This application can be made only under the following circumstances.

- Where a default Order is made by the Deputy Registrar or the Tribunal Judge in the absence of any one party, the party that was not present may file an application to Set Aside the default Order giving grounds or reasons for absence.
- A date will be fixed for hearing and notification will be sent to the Applicant and the other party.
- Attendance is compulsory on the hearing date.
- The application must be made within 14 days after the date of the default Order made.
- Applications submitted more than 14 days of the date of the default Order is subject to the Tribunals' approval.

From the left panel of the Home page click on **<Online Applications>**.

From the list of application forms, click on **<SET ASIDE APPLICATION>**.

The System will display the form as below.

APPLICATION FOR SET ASIDE - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

General Information and Instructions:
1. This form allows you to apply to set aside an Order of Tribunal made by the Registrar.
2. You will need the Claim number and Order number to complete the form.
3. This form will take you about 10 minutes to complete.
4. An application is considered filed when payment is made(if required) and an application number is issued.
5. There will be no refund of filing fees.
6. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
7. Only documents in PDF are allowed for uploading.
8. (*) denotes mandatory fields.
9. Please refer to the CJTS step-by-step Guide for more information on set Aside.

Application Details

Claim No.*

CDT/104/2021

eg: CDT/12345/2020

Order No.*

CDT/ORC/2003/2021

eg: CDT/ORC/123456/2020

Reason for Set Aside Application*

TEST

remaining 496 / 500

Supporting Documents (if any)

1609994030117_test.pdf 🗑   SAS

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit   Save As Draft   Cancel

APPLICATION FOR SET ASIDE - FOR VERIFICATION

Application Details

Claim No.*
CDT/104/2021

Order No.*
CDT/ORC/2003/2021

Reason for Set Aside Application*
TEST

Supporting Documents (if any)
1609994030117_test.pdf   SAS

☐ I declare that the information I have provided is true and correct, and I am aware that I am liable to prosecution if I have provided any information which I know or have reason to believe is false.

[Amend] [Confirm and Proceed]

- Enter the Claim No.
- Enter Reason for Application.
- Select the attachment to be uploaded using the **<Choose File>** button.
- Enter the document description.
- Click on the ⬆ to upload.
- Click on the 🗑 to delete the document.
- Click on **<Add another Document>** to add more documents.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information on the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to view the Acknowledgement page.
- Click on **<Internet Banking (eNets) / Credit Card> button if you are paying by Credit Card or eNets.**
- **Click on <Paynow/Pay Later >** button if you want to make payment offline. Refer to the Pay Later section in the document.

ACKNOWLEDGEMENT

- Your application for Set Aside for Case No. / Reference No. CDT/104/2021 has been submitted successfully on 07/01/2021 12:38 PM.
- Your application no. is CDT/APPL/1016/2021.
- Please note that the date and time for the hearing will be scheduled if your application is accepted. You may check your notifications page for the date/time to attend the hearing.
- Click [here] to save this acknowledgement.

[Go to Home]

Click on <**Go to Home**> button to go back to the Home page.

On the Active Case(s) section, click on Case No to view the status of your application submitted in the Case History tab of Case Details page.

You will receive an email notification once the set aside application has been processed. The notice of the application will be made available in your documents tab. You are to attend the hearing accordingly. Failure to attend may result in your set aside application being dismissed.

23. General Application

This application is to be used only for applications that do not have a specific eService form.

From the left panel of the Home Page click on **<Online Applications>**.

From the list application forms click on **<GENERAL APPLICATION>**.

System will display the form as below.

GENERAL APPLICATION - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

General Information and Instructions:
1. This form will take you about 15 minutes to complete.
2. Only documents in PDF are allowed for uploading.
3. Please refer to the CJTS step-by-step Guide for more information on General Application.

Case Details*

Claim No. / Application No.

> CDT/104/2021

eg: CDT/12345/2020

State your application/reply, and the reason(s) why it should be granted *

> TEST

remaining 496 / 500

Supporting Documents (if any)

| Choose File | No file chosen | Document description | ⬆ Upload |

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit   Save As Draft   Cancel

- Enter the Claim No. /Application No.
- Enter Reason for Application.
- Select the attachment to be uploaded using the **<Choose File>** button.
- Enter the document description.
- Click on the ⬆ to upload.
- Click on the 🗑 to delete the document.
- Click on **<Add another Document>** to add more documents.
- Tick the box against "I declare that all the information provided above is true and correct".
- Click on **<Save as Draft>** button to proceed with the application later.

- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information on the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to view the Acknowledgement page.
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- Click on **<Paynow/Pay Later >** button if you want to make payment offline. Refer to the Pay Later section in the document.

GENERAL APPLICATION - FOR VERIFICATION

Case Details*

Claim No. / Application No.

CDT/104/2021

State your application/reply, and the reason(s) why it should be granted *

TEST

Supporting Documents (if any)

☑ I declare that the information I have provided is true and correct, and I am aware that I am liable to prosecution if I have provided any information which I know or have reason to believe is false.

[Amend] [Confirm and Proceed]

ACKNOWLEDGEMENT

- Your application for General Application for Case No. / Reference No. CDT/104/2021 has been submitted successfully on 07/01/2021 12:45 PM.
- Your application no. is CDT/APPL/1017/2021.
- Click [here] to save this acknowledgement.

[Go to Home]

Click on <**Go to Home**> button to go back to the Home page.

On the Active Case(s) section click on Case No to view the status of your application submitted in the Case History tab of the Case Details page.

24.   Appeal Against Order of Registrar

This form is to be used only when a judgement, order or direction of the Registrar has been given.

From the left panel of the Home page click on Online Applications.

From the list of application forms click on the **APPEAL AGAINST ORDER OF REGISTRAR.**

System will display the form as below.

APPEAL AGAINST ORDER OF REGISTRAR - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

General Information and Instructions:
1. This form allows you to file an appeal against the Order of Registrar.
2. You will need the Claim number and Order number to complete the form.
3. This form will take you about 10 minutes to complete.
4. Application is considered filed when filing fees are paid.
5. There will be no refund of filing fees.
6. You may save a draft of this form. It will be stored for 7 days from the date it was first created, and will be deleted after that.
7. Only documents in PDF are allowed for uploading.
8. (*) denotes mandatory fields.
9. Please refer to the Tribunal Guide for more information on Appeal against Order of Registrar.

Application Details*

Claim No.*

CDT/104/2021

eg: CDT/12345/2020

Order No.*

CDT/ORC/2003/2021

eg: CDT/ORD/123456/2020

Details*

Grounds of Appeal

Please provide details to substantiate your grounds

Supporting Documents (if any)

Choose File   No file chosen   Document description   ⬆ Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit   Save As Draft   Cancel

- Enter the Claim No.

- Enter the order no. as found in the order.

- Enter the Grounds of appeal.

- Select the attachment to be uploaded using the **<Choose File>** button.

- Enter the document description.

- Enter the Page number of the document that you are referring to.

- Click on the ⬆ to upload.

- Click on the 🗑 to delete the document.

- Click on **<Add another Document>** to add more documents.

- Click on **<Save as Draft>** button to proceed with the application later.

- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.

- Review the information contained in the confirmation page.

- Click on **<Amend>** button to go back to the form to amend.

- Click on **<Confirm To Proceed>** to go to the Payment page.

- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.

- Click on **<Paynow/Pay Later >** button if you want to make payment offline. Refer to the Pay Later section in the document.

ACKNOWLEDGEMENT

- Your application for Appeal against Order of Registrar in Case No. CDT/104/2021 has been submitted successfully on 07/01/2021 12:50 PM.
- Your appeal no. is RA/CDTA/3001/2021.
- Please note that the date and time for the hearing will be scheduled if your application is accepted. You may check your notifications page for the date/time to attend the hearing.
- Click here to save this acknowledgement.

Go to Home

Click on <**Go to Home**> button to go back to the Home Page.

In the Active Case(s) section, click on Case No to view the status of your application submitted in the Case History tab of Case Details page.

25. Application for Leave to Appeal

An application for Leave to Appeal must be filed before an Appeal is filed to the High Court.

The application for Leave to Appeal must be filed within 14 days from the date of Order.

From the left panel of the Home page, click on **<Online Applications>**.

From the list of application forms, click on **<APPLICATION FOR LEAVE TO APPEAL>**.

System will display the form as follows.

APPLICATION FOR LEAVE TO APPEAL - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

General Information and Instructions:

1. This form allows you to seek leave to file an appeal.
2. You will need the Claim Number, Tribunal's Order Number and your grounds for Appeal to complete the form.
3. This form will take you about 15 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. An application is considered filed when filing fees are paid.
6. There will be no refund of filing fees.
7. Only documents in PDF are allowed for uploading.
8. (*) denotes mandatory fields.
9. (i) provides more details on the fields.
10. Please refer to the CJTS step-by-step Guide for more information on leave to appeal.

Case Details*

Claim No.*

CDT/105/2021

eg: CDT/12345/2020

Order No.*

CDT/ORC/2004/2021

eg: CDT/ORD/123456/2020

Grounds of appeal*

- ☑ **Question of law**
- ☐ **Claim was outside the jurisdiction of the Tribunal**
- ☐ **made under section 6(2) or (3) or 9(2)**
- ☐ **which is a final order**

Note: An appeal cannot be brought against the Tribunal Judge's findings of fact.

Details*

TEST

remaining 1996 / 2000

Supporting Documents (if any)

| Choose File | No file chosen | Document description | ⬆ Upload |

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit   Save As Draft   Cancel

- Enter the Claim No.

- Enter the order no. as found in the order.

- Tick the appropriate Grounds of appeal.

- Select the attachment to be uploaded using the **<Choose File>** button.

- Enter the document description.

- Click on the ⬆ to upload.

- Click on the 🗑 to delete the document.

- Click on **<Add another Document>** to add more documents.

- Click on **<Save as Draft>** button to proceed with the application later.

- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.

- Review the information contained in the confirmation page.

- Click on **<Amend>** button to go back to the form to amend.

- Click on **<Confirm To Proceed>** to go to the Payment page.

- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.

- Click on **<Paynow/Pay Later >** button if you want to make payment offline. Refer to the Pay Later section in the document.

ACKNOWLEDGEMENT

- Your application for Leave to Appeal in Case No. CDT/105/2021 has been submitted successfully on 07/01/2021 01:05 PM.
- Your appeal no. is CDT/LTA/4003/2021.
- Please note that the date and time for the hearing will be scheduled if your application is accepted. You may check your notifications page for the date/time to attend the hearing.
- Click here to save this acknowledgement.

Go to Home

Click on <**Go to Home**> button to go back to the Home page.

On the Active Case(s) section, click on Case No to view the status of your application submitted in the Case History tab of Case Details page.

26. Request for Documents

This application is to be used to search or inspect documents.

From the left panel of the Home Page click on **<Online Applications>**.

From the list application forms click on **<REQUEST FOR DOCUMENTS>**.

System will display the form as below.

REQUEST FOR DOCUMENTS - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

General Information and Instructions:
1. The Request for Documents form allows you to submit request for document(s) or submit request to search/inspect the record(s).
2. You will need the Claim No. and the Supporting Documents to complete the form.
3. This form contains two pages.
4. This form will take you about 10 minutes to complete.
5. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
6. Only documents in PDF are allowed for uploading.
7. Once a document is submitted, it cannot be deleted or removed from the system.
8. (*) denotes mandatory fields.

Case Details*

Claim No. * ⓘ

Claim No.

eg: CDT/1234/2017

Request Type

◯ **Request to take a certified copy of the record, excluding order of tribunal**

◯ **Request to search or inspect the record**

Reason for Request*

Enter Reason for Request

remaining 500 / 500

Supporting Documents

Choose File	No file chosen	Document description	Page No.	⬆ Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit   Save As Draft   Cancel

- Enter the Claim No

- Select the Request Type.

- Enter Reason for Request

- Select the attachment to be uploaded using the **<Choose File>** button

- Enter the document description

- Click on the ⬆ to upload

- Click on the 🗑 to delete the document

- Click on **<Add another Document>** to add more documents

- Tick the box against "I declare that all the information provided above is true and correct"

- Click on **<Save as Draft>** button to proceed with the application later

- Click on **<Submit>** button and the system will display the confirmation page if no errors are found

- Review the information on the confirmation page

- Click on **<Amend>** button to go back to the form to amend

- Click on **<Confirm To Proceed>** to view the Acknowledgement page

ACKNOWLEDGEMENT

- Your application for Request for Documents (Request to take a certified copy of the record, excluding order of tribunal) for Case No. / Reference No. CDT/105/2021 has been submitted successfully on 07/01/2021 01:22 PM.
- Your application no. is CDT/APPL/1020/2021.
- Click here to save this acknowledgement.

Go to Home

Click on **<Go to Home>** to go back to the Home page.

On the Active Case(s) section, click on **<Case No>** to view the status of your application submitted in the Case History tab of the Case Details page.

27. General Application for Redaction

This application allows a party to request for redaction to be made to the supporting documents.

The General Application for Redaction is subject to approval by **CDRT**

From the left panel of the Home Page click on **<Online Applications>**.

From the grid view of the application forms click on **< GENERAL APPLICATION FOR REDACTION >**.

System will display the form.

GENERAL APPLICATION FOR REDACTION - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

General Information and Instructions:
1. The redaction application form allows a party to request for redaction to be made to the supporting documents.
2. You will need the correct details and reasons to support your application.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. An application is considered filed when payment is made(if required) and an application number is issued.
6. There will be no refund for incorrect applications.
7. You will be notified of the outcome of the application within 7 days.
8. (*) denotes mandatory fields to be completed.
9. You can click on ⓘ for more information on the field.
10. Please refer to the CJTS step-by-step Guide for more information to proceed with filing your redaction.

Application Details

Claim No.*

Enter your Claim No.

eg: CDT/1234/2017

Details to be redacted

Select the details to be redacted

Reason for Redaction*

Enter Reason for Redaction

remaining 500 / 500

Submit   Save As Draft   Cancel

- Enter the Claim No.
- From the 'Details to be redacted' list, tick the box against the item you want to change
- Enter Reason for Redaction.

GENERAL APPLICATION FOR REDACTION - FOR VERIFICATION

Application Details

Claim No.*
CDT/103/2021

Details to be redacted

| Select the details to be redacted ⌄ |

☐ ID

☑ Contact Details (Phone/Email)

☐ Address

Reason for Redaction*
test

Redaction Documents

file1-00:45:09	10006630_EDOS.pdf	⦿ Not Required ○ Full ○ Partial
INC1-DOC	test.pdf	○ Not Required ⦿ Full ○ Partial
SupportingDoc1	10006633_C.pdf	○ Not Required ⦿ Full ○ Partial
SupportingDoc	10004499_DOS.pdf	○ Not Required ○ Full ⦿ Partial

☐ I declare that the information that I have provided in this application and the supporting documents is true and correct. I am aware that I am liable to prosecution if I have provided in this application and the supporting documents any information which I know or have reason to believe is false.

Amend **Confirm To Proceed**

ACKNOWLEDGEMENT

- Your application for Application for Redaction for Case No. / Reference No. CDT/103/2021 has been submitted successfully on 07/01/2021 03:19 PM.
- Your application no. is CDT/APPL/1022/2021.
- Click here to save this acknowledgement.

Go to Home

Click on <**Go to Home**> to go back the Home page.

You can view the status of your application submitted under Application List.

Once the application has been processed and approved. You can view the redacted notices under the document tab in the case folder.

To submit redaction documents, click on "Submission for redaction documents" checkbox.

SUBMIT SUPPORTING DOCUMENTS - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

General Information and Instructions:
1. The Supporting Documents form allows you to submit additional documents.
2. You will need the Claim No./Application No. and the Supporting Documents to complete the form.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. Only documents in PDF are allowed for uploading.
6. (*) denotes mandatory fields.
7. Please refer to the CJTS step-by-step Guide for more information.

Submission Type

☑ **Submission for redaction documents**

Case Details*

Claim No. / Application No.*

CDT/134/2021

eg: CDT/12345/2017 OR CDT/APPL/1242/2017

Reason for Submission*

test

remaining 496 / 500

Redaction Documents

| INC1-DOC | 10005608_C.pdf | Choose File No file chosen | ⬆ Upload |
| INC4-DOC | 10004499_DOS.pdf | Choose File No file chosen | ⬆ Upload |

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Submit   **Save As Draft**   Cancel

- Enter the Claim No. for the redaction documents to be uploaded.
- Enter Reason for Submission.
- System will display the "partial" documents submitted during "Application of Redaction"
- Select the attachment to be uploaded using the **<Choose File>** button.

28. Extraction of Order

This application is to be used to extract the order.

From the left panel of the Home Page click on **<Online Applications>**.

From the list application forms click on **<EXTRACTION OF ORDER>**.

System will display the form as below.

APPLICATION FOR EXTRACTION OF ORDER - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

General Information and Instructions:

1. You will need the Claim number and Order date to complete the form.
2. This form will take you about 10 minutes to complete.
3. Application is considered made when the payment is made.
4. There will be no refund of fees for incorrect applications and/or the application is not approved.
5. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
6. (*) denotes mandatory fields.
7. Please refer to the CJTS Step-by-Step Guide for more information on Extraction of Order.

Application Details

Claim No. / Application No.*

    Enter your Claim No. / Application No.

eg: CDT/1234/2017

Date of Order*   Order for*

    Enter Date of Order   Select Order

Reason for Extraction of Order Application

    Enter reason for applying Extraction of Order

remaining 500 / 500

Submit   Save As Draft   Cancel

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ACKNOWLEDGEMENT

- Your application for Extraction of Order for Case No. / Reference No. CDT/105/2021 has been submitted successfully on 07/01/2021 02:59 PM.
- Your application no. is CDT/APPL/1021/2021.
- Click here to save this acknowledgement.

Save Order   Go to Home

Click on **<Save Order>** to save the order.

Click on **<Go to Home>** to go back to the Home page.

On the Active Case(s) section, click on **<Case No>** to see the order under Documents tab of the Case folder.

29. General Appointment

This form is to be used if you wish to seek an appointment for enquiry or submission of physical evidence over the counter.

From the left panel of the Home Page click on **<Online Applications>**.

From the list application forms click on the **<GENERAL APPOINTMENT>**.

System will display the form as below.

GENERAL APPOINTMENT - COMMUNITY DISPUTES RESOLUTION TRIBUNALS

General Information and Instructions:
1. This form will take about 5 minutes to complete.
2. (*) denotes mandatory fields.

Appointment Details*

Date*
Select Date

Time*
Select Time

Reason for Appointment*
State the matters you would like the Registry to assist you with.

Submit   Save As Draft   Cancel

- Select the Date and Time for the appointment.
- Enter Reason for Appointment.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information on the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to view the Acknowledgement page.

GENERAL APPOINTMENT - FOR VERIFICATION

Appointment Details*

Date*
08/01/2021

Time*
09:00 AM

Reason for Appointment*
Test

[Amend] [Confirm and Proceed]

ACKNOWLEDGEMENT

- Your application for General Appointment has been submitted successfully on 07/01/2021 01:14 PM.
- Your application no. is CDT/APPL/1019/2021.
- You are required to appear at the Tribunals on **08/01/2021 09:00 AM.**
- Click [here] to save this acknowledgement.

[Go to Home]

Click on <**Go to Home**> button to go back to the Home page.