

State Courts, Singapore

ICMS - Training Guide - Application for Warrant To Search (WTS)

Prepared by Ecquaria Technologies Pte Ltd

1.1.000



About this document

Section 1-1 Contacts

Please contact the following should you have questions about this document

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Section 1-2 Copyright Information

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Section 1-3 General Information

This is a managed document. For identification of amendments each page contains a version number, section identification and a page number within the section. Changes will only be issued as complete replacement sections along with a new release notice. All replaced sections shall be destroyed immediately and copies of any obsolete forms destroyed.

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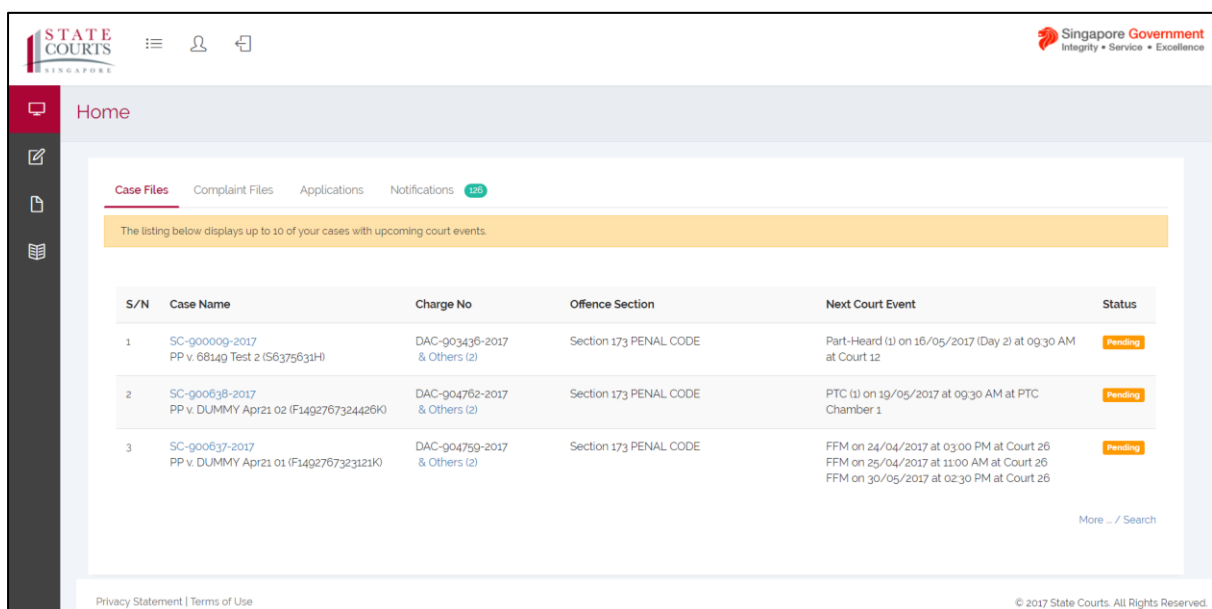
Chapter 1 Step by Step - Screenshots

Section 1-1 Login

Refer to TRG-Login for Counsel login

Section 1-2 Home Page

Once login is successful, you will be redirected to Counsel’s homepage



Step 1: At the left-hand side of the panel, mouse over to the second icon and click on “Search Warrant”

The screenshot shows the Singapore State Courts ICMS portal. The top header includes the State Courts Singapore logo and the Singapore Government logo with the tagline 'Integrity • Service • Excellence'. A sidebar menu on the left contains various navigation options, with 'Search Warrant' highlighted in red. The main content area displays a table of court cases with columns for Case Name, Charge No, Offence Section, Next Court Event, and Status.

Case Name	Charge No	Offence Section	Next Court Event	Status
...g Test 2 (S6375631H)	DAC-903436-2017 & Others (2)	Section 173 PENAL CODE	Part-Heard (1) on 16/05/2017 (Day 2) at 09:30 AM at Court 12	Pending
...MY Apr21 02 (F1492767324426K)	DAC-904762-2017 & Others (2)	Section 173 PENAL CODE	PTC (1) on 19/05/2017 at 09:30 AM at PTC Chamber 1	Pending
...MY Apr21 01 (F1492767323121K)	DAC-904759-2017 & Others (2)	Section 173 PENAL CODE	FFM on 24/04/2017 at 03:00 PM at Court 26 FFM on 25/04/2017 at 11:00 AM at Court 26 FFM on 30/05/2017 at 02:30 PM at Court 26	Pending

Step 2: Fill in the mandatory fields in Party Information. Mandatory Fields are indicated with an asterisk

Application for Search Warrant

Party Information
Offence & Articles/Documents Information
Grounds of Application
Confirmation Receipt

Complainant Information

Enter the particulars of the complainant.

* Name:	<input style="width: 90%;" type="text"/>
* UIN:	<input style="width: 80%;" type="text"/>
* Occupation:	<input style="width: 90%;" type="text"/>
* Organisation:	<input style="width: 90%;" type="text"/>
Business Address:	
* Block/House No.:	<input style="width: 30%;" type="text"/>
* Street Name:	<input style="width: 90%;" type="text"/>
Floor Unit:	<input style="width: 30%;" type="text"/>
Building Name:	<input style="width: 90%;" type="text"/>
Postal Code:	<input style="width: 30%;" type="text"/>

Step 3: If your counsel is not the same as your Filer, click on the “Add”. Fill in the information required in the pop-up box. Then click on “Next” to proceed

Counsel Information

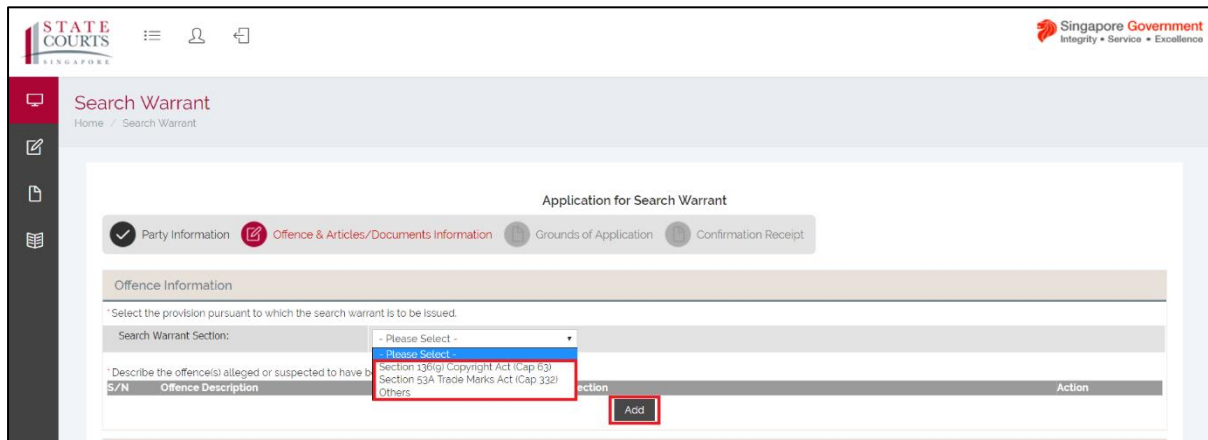
Name of Filer:	Lawyer Alpha
Designation/Rank of Filer:	
Counsel:	<input type="checkbox"/> Same as filer
* Name:	<input style="width: 80%;" type="text"/> Add
Law Firm:	ALPHA LAW CORPORATION
UEN No:	200910207N
Address of Law Firm:	24 PECK SEAH STREET #02-12 NEHSONS BUILDING SINGAPORE 079314
Email:	<input style="width: 90%;" type="text"/>
* Phone:	<input style="width: 80%;" type="text" value="64725502"/>
Ref. No.:	<input style="width: 90%;" type="text"/>

Respondent Information

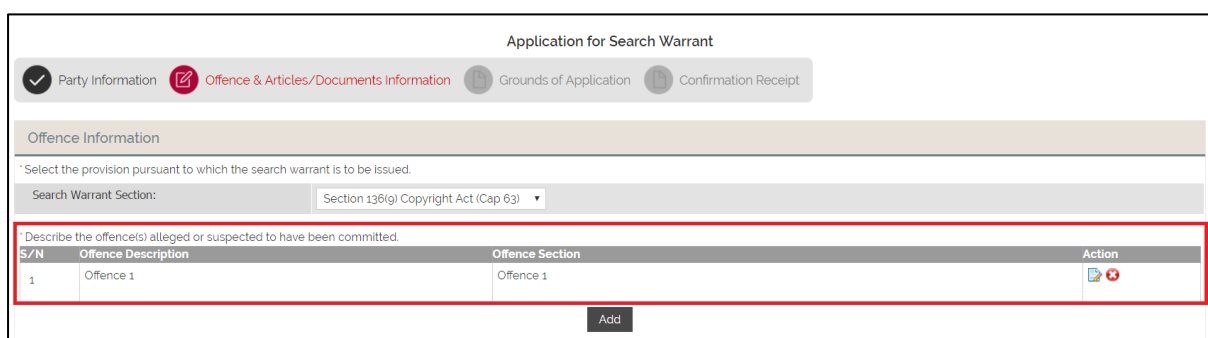
Enter the particulars of the occupier and the address of the premises to be searched.
 If there is no address or only part of the premises is to be searched, please provide a detailed description of the place.

Name of occupier (or person in charge of place):	<input style="width: 90%;" type="text"/>
* Place (address where search is to be conducted):	<input style="width: 90%; height: 30px;" type="text"/>

Step 4: In the Offences & Articles/Documents Information, select an entry in the drop-down list of Search Warrant Section. Then proceed to click on “Add” to add an offence description



Step 5: Fill in both Offence Description and Offence Section, then click on “Save” to confirm



Step 6: In Things/Documents to be seized, if you have selected “Upload schedule of goods to be seized”, an “Upload” button will appear.

Things/Documents to be seized

* You may choose to either upload the schedule of goods to be seized, or list or describe the things and/or documents, or class of things and/or documents to be seized.
If you check the first option, the schedule of goods must have a margin of at least 10cm at the bottom of the first page (for a one-paged schedule) or at the last page if it comprises more than one page.

Upload schedule of goods to be seized

Schedule of goods to be seized:

If you have selected “List or describe things/documents to be seized”, an “Add” button will appear.

Things/Documents to be seized

* You may choose to either upload the schedule of goods to be seized, or list or describe the things and/or documents, or class of things and/or documents to be seized.
If you check the first option, the schedule of goods must have a margin of at least 10cm at the bottom of the first page (for a one-paged schedule) or at the last page if it comprises more than one page.

List or describe things/documents to be seized

S/N	Description of Things/Documents	Action
<input type="button" value="Add"/>		

Step 7: If you have clicked “Upload” under Upload schedule of goods to be seized, to upload file(s), click on “Add Files”. Once a file is selected, click on “Start Upload” to upload the file(s).

Upload Documents

Document Title:

To upload a file, please click on [Start upload] followed by [Save].

Filename	Size	Status
Drag files here.		

0 b 0%

When the uploading is done, click on “Save” to confirm

Things/Documents to be seized

* You may choose to either upload the schedule of goods to be seized, or list or describe the things and/or documents, or class of things and/or documents to be seized. If you check the first option, the schedule of goods must have a margin of at least 10cm at the bottom of the first page (for a one-paged schedule) or at the last page if it comprises more than one page.

Upload schedule of goods to be seized

Schedule of goods to be seized: Upload Sample Document.docx

If you have clicked “Add” under List or describe things/documents to be seized, fill in the description of the articles/documents. Click on “Save” to confirm

List of Description of articles/documents ✕

Description of articles/documents: Sample1

Close
Save

Things/Documents to be seized

* You may choose to either upload the schedule of goods to be seized, or list or describe the things and/or documents, or class of things and/or documents to be seized. If you check the first option, the schedule of goods must have a margin of at least 10cm at the bottom of the first page (for a one-paged schedule) or at the last page if it comprises more than one page.

List or describe things/documents to be seized

S/N	Description of Things/Documents	Action
1	Sample1	✕

Step 8: In “Person designated to execute search warrant”, if you have selected “Upload list of permitted persons and enforcement officers”, upload the list of permitted people and police officer and fill in the name of the Officer-in-charge

Persons designated to execute search warrant

* You may choose to either upload the list of persons designated to execute the search warrant and observing party (if any), or click on 'Add' to provide the aforesaid details. If you select the first option, the list of persons must have a margin of at least 10cm at the bottom of the first page (for a one-paged list) or at the last page if it comprises more than one page. Please note that if the search warrant is to be executed by persons other than police officers, a bond to ensure that the warrant is properly executed and the peace is kept will need to be provided.

Upload list of permitted persons and enforcement officers

List of permitted persons and police officers: Upload

* Officer-in-charge:

If you have selected “List of persons designated to execute warrant and observing party”, add the person designated to execute search warrant and observing party.

Persons designated to execute search warrant

* You may choose to either upload the list of persons designated to execute the search warrant and observing party (if any), or click on 'Add' to provide the aforesaid details.
If you select the first option, the list of persons must have a margin of at least 10cm at the bottom of the first page (for a one-paged list) or at the last page if it comprises more than one page.
Please note that if the search warrant is to be executed by persons other than police officers, a bond to ensure that the warrant is properly executed and the peace is kept will need to be provided.

List persons designated to execute warrant and observing party

List of persons designated to execute search warrant

S/N	Name	Organisation	Action
		<input type="button" value="Add"/>	

List of observing party

S/N	Name	Designation	Organisation	Action
				<input type="button" value="Add"/>

Step 9: If you have clicked “Upload” under List of permitted persons and police officers, to upload file(s), click on “Add Files”. Once a file is selected, click on “Start Upload” to upload the file(s).

Upload Documents ✕

Document Title:

To upload a file, please click on [Start upload] followed by [Save].

Filename	Size	Status
Drag files here.		

0 b 0%

When the uploading is done, click on “Save” to confirm

Persons designated to execute search warrant

* You may choose to either upload the list of persons designated to execute the search warrant and observing party (if any), or click on 'Add' to provide the aforesaid details. If you select the first option, the list of persons must have a margin of at least 10cm at the bottom of the first page (for a one-paged list) or at the last page if it comprises more than one page. Please note that if the search warrant is to be executed by persons other than police officers, a bond to ensure that the warrant is properly executed and the peace is kept will need to be provided.

Upload list of permitted persons and enforcement officers

List of permitted persons and police officers: Upload Sample Document.docx

* Officer-in-charge:

Fill in the name of the Officer-in-charge

Persons designated to execute search warrant

* You may choose to either upload the list of persons designated to execute the search warrant and observing party (if any), or click on 'Add' to provide the aforesaid details. If you select the first option, the list of persons must have a margin of at least 10cm at the bottom of the first page (for a one-paged list) or at the last page if it comprises more than one page. Please note that if the search warrant is to be executed by persons other than police officers, a bond to ensure that the warrant is properly executed and the peace is kept will need to be provided.

Upload list of permitted persons and enforcement officers

List of permitted persons and police officers: Upload Sample Document.docx

* Officer-in-charge:

If you clicked on “Add” under List of persons designated to execute search warrant, fill in the information needed. If the person is in charge, select “Officer-in-charge”. Click on “Save” to confirm

List of Persons to Execute Search Warrant

Name:

Officer-in-charge

Organisation:

Close Save

List of Observing Party

Name:

Designation:

Organisation:

Close Save

Persons designated to execute search warrant

* You may choose to either upload the list of persons designated to execute the search warrant and observing party (if any), or click on 'Add' to provide the aforesaid details. If you select the first option, the list of persons must have a margin of at least 10cm at the bottom of the first page (for a one-paged list) or at the last page if it comprises more than one page. Please note that if the search warrant is to be executed by persons other than police officers, a bond to ensure that the warrant is properly executed and the peace is kept will need to be provided.

List persons designated to execute warrant and observing party

List of persons designated to execute search warrant

S/N	Name	Organisation	Action
1	Officer 1(Officer-in-charge)	Singapore Service	

Add

List of observing party

S/N	Name	Designation	Organisation	Action
1	Eye	Observer	Singapore Service	

Add

Step 10: When you click on “Next”, you will be directed to Grounds of Application tab

Application for Search Warrant

Party Information
 Offence & Articles/Documents Information
 Grounds of Application
 Confirmation Receipt

Please check that the draft warrant is in order before you submit your application.

Grounds of Application

Please upload the signed complaint form and annexures. The annexures are to be uploaded separately with a description entered for each document.

* Signed Complaint:

S/N	Document Title	File Name	Action
			<input type="button" value="Add"/>

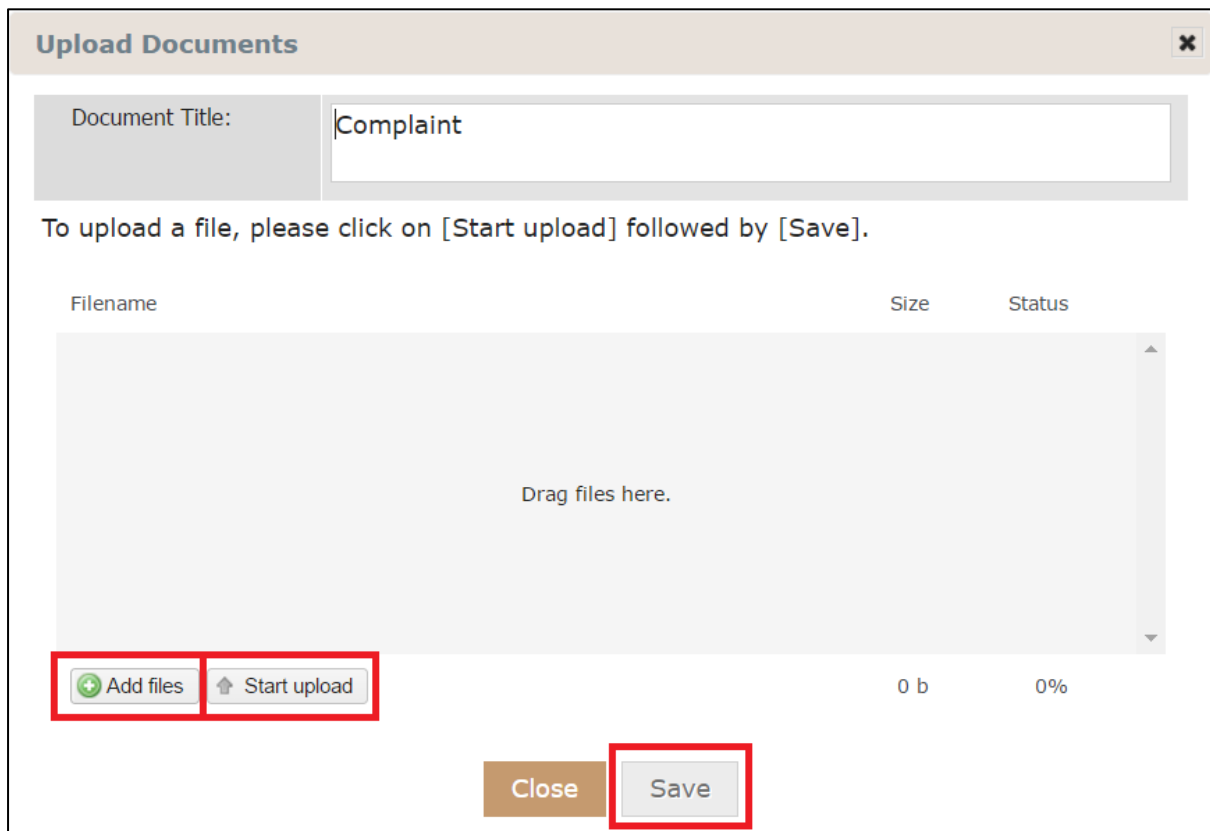
The application is based on the facts stated in the signed complaint together with the annexures.

Other Information

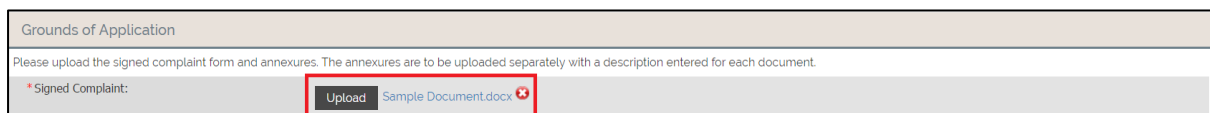
* Preferred Payment Mode: E-Payment Over the Counter

Important Note: If you wish to attend at the Crime Registry on the same day of the filing of the application, please do not pay the complaint fee online. You should select the 'Over the Counter' option instead. If you choose the 'E-Payment' option, please note that the application will be heard only on the following day after the payment status has been updated at midnight.

Step 11: If you clicked on “Upload” under Grounds Application, to upload file(s), click on “Add Files”. Once a file is selected, click on “Start Upload” to upload the file(s).



When the uploading is done, click on “Save” to confirm



Step 12: If you clicked on “Add” under Grounds Application, you can select the document type in the drop-down list

Upload Documents

Document Type: Letter of Authorisation ▼

Document Title: Letter of Authorisation

To upload a file, please drag files here. or click on the **+** icon followed by [Save].

Filename	Size	Status
Drag files here.		

0 b 0%

+ Add files **↑** Start upload

Upload the relevant documents and click on “Save” to confirm

Grounds of Application

Please upload the signed complaint form and annexures. The annexures are to be uploaded separately with a description entered for each document.

* Signed Complaint: Upload Sample Document.docx

S/N	Document Title	File Name	Action
1	Letter of Authorisation	Sample Document.docx	

Add

Step 13: Preview the uploaded documents before selecting on the payment mode.

Other Information

* Preferred Payment Mode: E-Payment Over the Counter

Important Note: If you wish to attend at the Crime Registry on the same day of the filing of the application, please do not pay the complaint fee online. You should select the 'Over the Counter' option instead. If you choose the 'E-Payment' option, please note that the application will be heard only on the following day after the payment status has been updated at midnight.

< Back Cancel Save Preview Raiding Party List Preview Schedule of Articles Preview Draft Warrant **Submit >**

Step 14: If e-Payment is selected, after submission, you will be redirected to the “Select Warrant – Make Payment (Confirmation)”. Double check the form before proceeding with payment

Search Warrant - Make Payment (Confirmation)

CM-900600-2017

A fee of \$20 is payable upfront for the complaint for an application of a search warrant. The fee must be paid at the time of the application. If you wish to make e-payment, click on the 'Confirm Payment' button. If you wish to change the mode of payment to 'Over the Counter', click on the 'Back' button. If you wish to terminate the application, click the 'Cancel' button.

Application Details	
Application No.:	CM-900600-2017
Court Reference No.:	SW-900024-2017
Place to be Searched:	State Court
Filed by:	Lawyer Alpha
Law Firm:	ALPHA LAW CORPORATION

Other Information	
Preferred Payment Mode:	E-Payment
Amount payable:	\$20.00

Back
Cancel
Confirm Payment

Step 15: Click on “Confirm Payment” to redirect to the payment website

Important Information

You will be re-directed to the website of the payment service provider once you click on the 'Confirm Payment' button.

Please note the following:

1. Do not close the browser while payment is in progress.
2. Do not click any button (Back, Forward, Refresh or Stop) on the browser while payment is in progress.

Confirm Payment
Cancel

Step 17: When you are at the payment website, click on your preferred payment

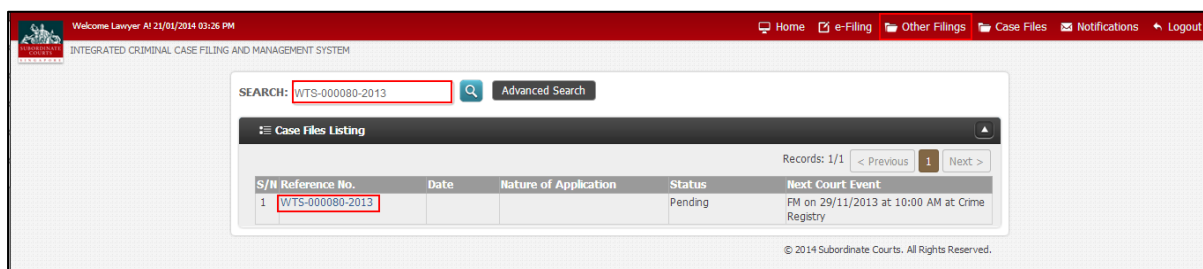


Step 18: Fill up your card information in the respective fields.

Step 19: When you have confirmed your E-Payment, you will be directed to the confirmation receipt page where you will be able to view the application number as well as the court reference number.

Section 1-3 Approval of Search Warrant

Step 1: Click on the other filings tab and proceed to enter the court reference number in the search box. The result should appear in the case files listing box. Click on the court reference number.



Step 2: You will be directed to the case file, click on the application tab to view the status of the search warrant application.

Court Ref No.: **WTS-000080-2013**
 Filing Date: **25/11/2013**

WTS No.: **WTS-2013-1125-0028**
 Status: **Pending**

Court Event Case Info **Application** Document Court Notices Court Orders

Refresh

Court Event	DJ/Mag	Outcome
FM on 29/11/2013 at 10:00 AM	-	

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Step 3: You will be directed to the application tab, you can view the search warrant status that have been approved and issued.

Court Ref No.: **WTS-000080-2013**
 Filing Date: **25/11/2013**

WTS No.: **WTS-2013-1125-0028**
 Status: **Pending**

Court Event Case Info **Application** Document Court Notices Court Orders

SEARCH: **Advanced Search**

Application Listing

To file an application for this case, please click **Add**

Records: 6/6 < Previous 1 Next >

S/N	Application No.	Nature of Application	Filing Party	Status	Outcome
1	APP-2013-1129-0954	Directions post-execution of Search Warrant	Filed on: 29/11/2013 SPF E Div IO 01	Before DJ	-
2	APP-2013-1126-0889	Directions on Search Warrant	Filed on: 26/11/2013 Lawyer A	Order Made	Application approved
3	APP-2013-1126-0883	Directions on Search Warrant	Filed on: 26/11/2013 SPF E Div Un Filer 01	Order Made	-
4	APP-2013-1126-0882	Directions post-execution of Search Warrant	Filed on: 26/11/2013 SPF E Div Un Filer 01	Before DJ	-
5	APP-2013-1125-0855	Reporting on Return Date of Search Warrant	Filed on: 25/11/2013 Lawyer A	Pending	-
6	CM-800638-2013	Search Warrant	Filed on: 25/11/2013 Lawyer A	Order Made	Search Warrant Issued on 21/01/2014 WTS No.: WTS-2013-1125-0028 Valid for 7 days Return date and time: 29/11/2013 at 10:00 AM

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