State Courts, Singapore

ICMS - Training Guide - File Application

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.

Section 1-4   Table of Contents
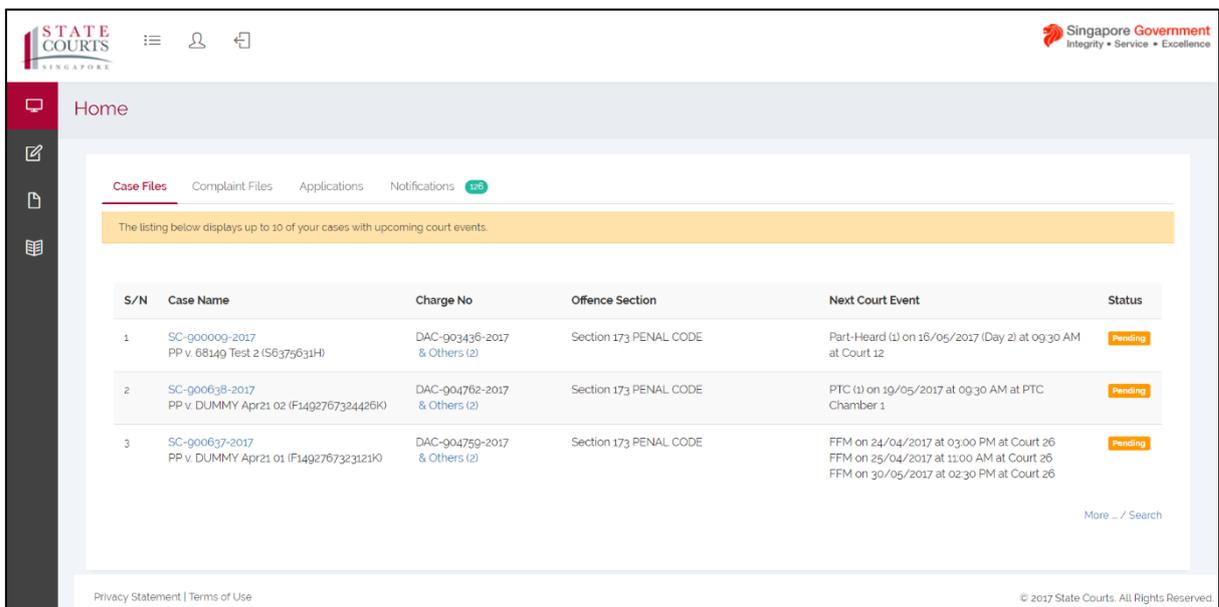
Chapter 2   Step by Step - Screenshots

Section 2-1   Login

Refer to TRG-Login for Counsel login
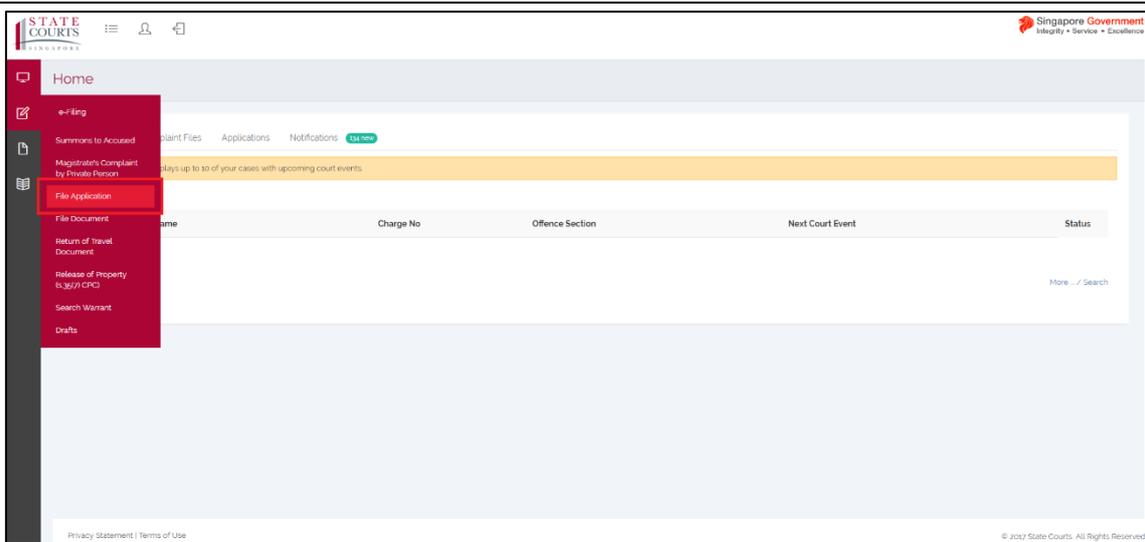
Section 2-2   Home Page

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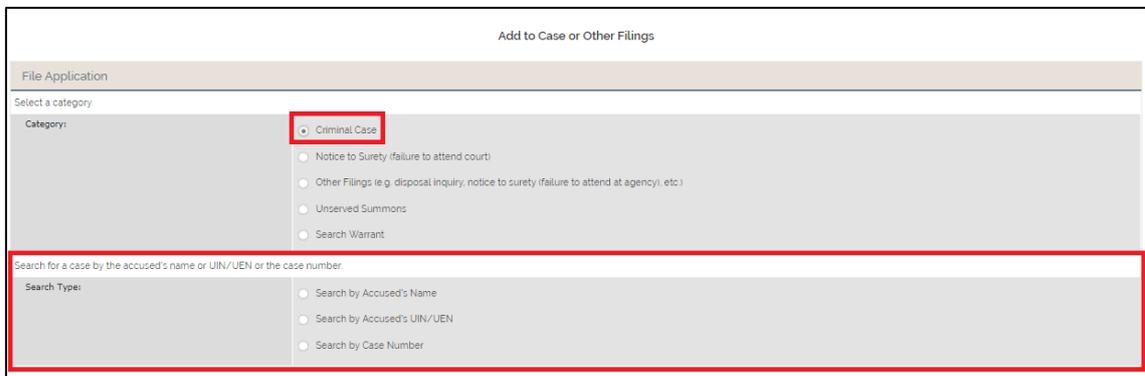

Section 2-3   Search Case

Step 1: Click on the "File Application" button either through the e-Filing tab or under quick links in the home page.

Step 2: Select "Criminal Case". System displays the "Search Type" category with various search methods.

Step 3 - Search Case: Select "Search by Case Number".

Step 4: Click on "Retrieve" after entering the Case ID. System will display the search results matching the search details entered.

Section 2-4   Search for NS Case

Step 1: Select "Notice to Surety (failure to attend court)". System displays "Search Type" options.

Section 2-5   Search Other Filings

Step 1: Select "Other Filings (e.g. disposal inquiry, notice to surety (failure to attend at agency), etc.)". A dropdown list will appear.

Section 2-6   Unserved Summons

Step 1: Select "Unserved Summons". System displays "Enter the Summons number" options.

Section 2-7   Search Warrant

Step 1: Select "Search Warrant". System displays "Enter the Warrant number for which the application is made" options.

Section 2-8   Application to leave jurisdiction

Step 1: Select "Application to leave jurisdiction" from the "Type of application" section and click "Next". System will display the "Application Information" page.

Step 2: Fill in all mandatory fields and click on "Submit" button.

Section 2-9   Request to reschedule court event

Step 1: Select "Request to Reschedule Court Event" and select "Next". System will direct to the "Reasons of Application" page.

Step 2: Fill in the mandatory fields. Click on "Submit" to submit the application.

Step 3: Upload any document(s) if needed. Click on "Submit" to submit the application.

Section 2-10   Online Selection of PG dates

Step 1: Select "Online Selection of PG dates" and select "Next". System will direct to the "Grounds of Application" page.

Step 2: Fill in all mandatory fields and click on "Submit" button.

Section 2-11 Application for hearing date (One or Two days)

Step 1: Select "Application for hearing date (One or Two days)" and select "Next". System will direct to the "Reasons of Application" page.

Step 2: Fill in all mandatory fields and click on "Submit" button.

Section 2-12   Request for a mention date for bail application

Step 1: Select "Request for a mention date for bail application". Click "Next" to continue the next step. System will direct to the "Grounds of Application" page.

Step 2: Fill in all mandatory fields and click on "Submit" button.

Section 2-13   Request for vacation of mention/ hearing

Step 1: Select "Request for vacation of hearing" for "Type of Application" section.

Step 2: Click on "Next" to proceed to the next step. System will direct to "Grounds of Application" page.

Step 3: Fill in all mandatory fields and click on "Submit" button.

Section 2-14   Request for a mention date for bail variation

Step 1: Select "Request for a mention date for bail variation" and click "Next". System will direct to the "Reason of Application" page.

Step 2: Fill in all mandatory fields and click on "Submit" button.

Section 2-15   Order to Bring up Prisoner

Step 1: Select the cases(s) to fill in the application. System displays the "Type of Application" with various options listed.

Step 2: Select "Order to bring out prisoner" for Type of Application. Click on "Next" and then click on "Add" under "Prisoner Information". System will direct to the "Prisoner Details" step.

Step 3: If the filer is on behalf of counsel, click on "here" to enter the "Name".

Step 3.1: Enter "Name" to file the application

Step 4: Fill in all mandatory fields and click on "Submit" button.

Section 2-16   Summons to Witness to Attend Court

Step 1: Select "Summons to witness to attend court" and click "Next". System will direct to the "Case Information" page.

Step 2: Fill in the "Offence Description" section and the mandatory fields and click on "Next" button.

After pressing "Done" button in the "Add Offence" box.

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

Add

‹ Back   Cancel   Save   Next ›

Step 3: Add the Witness Information and enter all mandatory fields

Witness Details   ✖

* Name:	
Identification Type:	⦿ NRIC ○ FIN ○ Passport
NRIC:	
Address:	⦿ Local ○ Overseas
* Block/House No.:	
* Street Name:	
Floor Unit:	☐ - ☐
Building Name:	
Postal Code:	
* Witness required for:	○ Defence ○ Court's request
* Date:	☐ 🗓 - ☐ 🗓 9:30 ☑ AM ☐
	PM **Add**
* Court:	

Step 4: Click on "Preview Summons" buttons to preview summons before clicking on "Submit" button to submit the application.

FORM 38
SUMMONS TO A WITNESS
(Criminal Procedure Code (Cap 68, Rev Ed 2012), Section 115)

To: a (Passport No. E1234567D)
Of asd, asd

Whereas complaint has been made before me that DUMMY Apr21 02 is suspected to have committed the offence(s) of:

S	s

and it appears to me that you are likely to be able to give material evidence regarding the complaint: For

You are hereby summoned to appear before Court No. 23 at the State Courts, 1 Havelock Square, Singapore 059724 on 23-July-2017 to 24-July-2017 at 9:30AM to testify what you know concerning the matter of the complaint, and not to depart from there without leave of the Court; and you are hereby warned that if you, without just excuse, neglect or refuse to appear on the said date, a warrant will be issued to compel your attendance.

Issued this 20th day of July, 2017.

_____   _____

Section 2-17   Order to take evidence from a witness before trial

Step 1: Select "Order to take evidence from a witness before trial" and click "Next". System will direct to the "Witness Information" page.

Step 2: Fill in the Witness Information and click on next to proceed.

Step 3: Enter the grounds of application and fill in all mandatory fields.

Step 4: Click on "Submit" button to submit the application.

Section 2-18   Others

Step 1: Select "Others" for Type of Application. Click "Next" to proceed to the next step. System will direct to the "Grounds of Application" page.

Step 2: Fill in all mandatory fields and click on "Submit" button.

Section 2-19   Request for mention date for bail pending appeal

Step 1: Select "Request for a mention date for bail pending appeal and click "Next". System will direct to the "Reasons of Application" page.

Step 2: Fill in all mandatory fields and click on "Submit" button.

Section 2-20   Upload Documents

Step 1: Click on the "Upload" button. System will display the "Upload Documents" window.
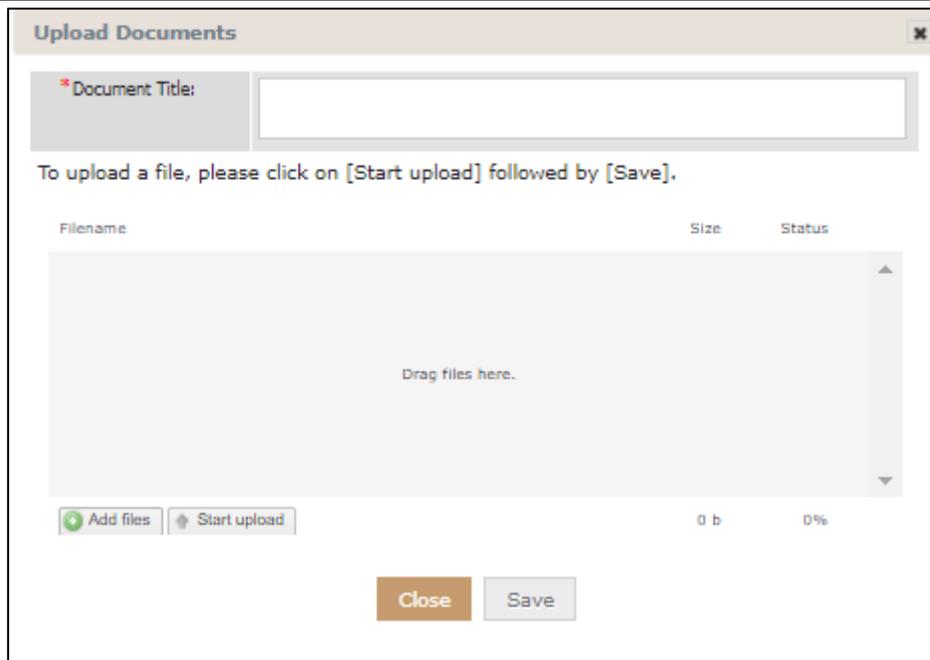
Step 2: Click on "Add Files" to select a document to upload. Click on "Start Upload", the document will be uploaded. Click "Save" to save the document upload.

Section 2-21   Confirmation Receipt

Step 1: After an application is submitted, the system will display a confirmation receipt containing the details of the application.