

State Courts, Singapore

ICMS - Training Guide - File Documents

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 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

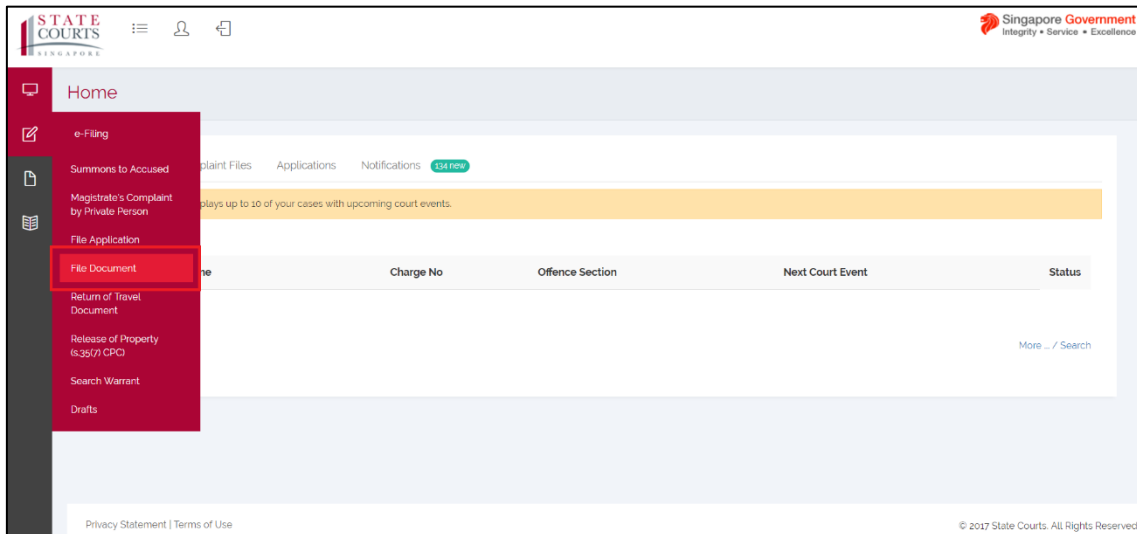
The screenshot displays the Counsel's homepage for the State Courts of Singapore. The page features a navigation bar with the following items: Home, Case Files, Complaint Files, Applications, and Notifications (with a '5/10' indicator). Below the navigation bar, a message states: "The listing below displays up to 10 of your cases with upcoming court events." The main content area contains a table with the following data:

S/N	Case Name	Charge No	Offence Section	Next Court Event	Status
1	SC-900009-2017 PP v. 68149 Test 2 (S8375831H)	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
2	SC-900638-2017 PP v. DUMMY 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
3	SC-900637-2017 PP v. DUMMY 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

At the bottom of the table, there is a link: "More ... / Search". The footer of the page includes "Privacy Statement | Terms of Use" and "© 2017 State Courts. All Rights Reserved."

Section 2-3 Search Case

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



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

Add to Case or Other Filings

File Document

Select a category.

Category:

- Criminal Case
- Notice to Surety (failure to attend court)
- Other Filings
- Search Warrant

Search for a case by the accused's name or UIN or the case number or the MA number.

Search Type:

- Search by Accused's Name
- Search by Accused's UIN/UEN
- Search by Case Number
- Search by MA Number

Step 3: Select "Search by Accused's name", a textbox will appear.

The screenshot shows a web form titled "Add to Case or Other Filings". It has a section "File Document" with a sub-section "Select a category". Under "Category:", there are four radio button options: "Criminal Case", "Notice to Surety (failure to attend court)", "Other Filings", and "Search Warrant". Below this is a section "Search for a case by the accused's name or UIN or the case number or the MA number". Under "Search Type:", there are four radio button options: "Search by Accused's Name", "Search by Accused's UIN/UEN", "Search by Case Number", and "Search by MA Number". The "Search by Accused's Name" option is selected and highlighted with a red box. Below the search type options is a text input field labeled "Accused's Name:" with a "Retrieve" button to its right. The entire search type selection area and the input field are enclosed in a red border.

Step 3.1: Select "Search Accused's UIN/UEN", a textbox will appear.

The screenshot shows the same web form as above. In this step, the "Search by Accused's UIN/UEN" radio button option is selected and highlighted with a red box. The text input field is now labeled "Accused's UIN:" and the "Retrieve" button remains to its right. The entire search type selection area and the input field are enclosed in a red border.

Step 3.2: Select "Search by Case Number", enter the Case Number and click "Retrieve" button.

Add to Case or Other Filings

File Document

Select a category

Category:

- Criminal Case
- Notice to Surety (failure to attend court)
- Other Filings
- Search Warrant

Search for a case by the accused's name or UIN or the case number or the MA number

Search Type:

- Search by Accused's Name
- Search by Accused's UIN/UEN
- Search by Case Number
- Search by MA Number

Enter the case number. Any pending cases of co-accused represented by you will also be displayed

Case: SC 900038 2017 Retrieve

Select the case into which the document is to be filed

Case No	Case Name	Charge No(s)	Next Court Event
<input type="checkbox"/> SC-900038-2017	PP v DUMMY Apr21 02 (F149278732425K)	DAC-904752-2017 & Others (2)	PTC (2) on 19/09/2017 at 09:30 AM at PTC Chamber 1
<input type="checkbox"/> SC-900838-2017	PP v dteafads (DFAS)	DAC-90206-2017	FM on 25/09/2017 at 08:45 AM at Court 26
<input type="checkbox"/> SC-900042-2016	PP v Alison Chan Mali (S5484826A)	DAC-900004-2016	PTC (2) on 23/02/2017 at 09:00 AM at PTC Chamber 1
<input type="checkbox"/> SC-900039-2017	PP v ELJT Sentence Reformative Training (S213852)	DAC-904755-2017	-

Step 3.3: Select "Search by MA Number", enter the MA Number and click "Retrieve" button.

Add to Case or Other Filings

File Document

Select a category

Category:

- Criminal Case
- Notice to Surety (failure to attend court)
- Other Filings
- Search Warrant

Search for a case by the accused's name or UIN or the case number or the MA number

Search Type:

- Search by Accused's Name
- Search by Accused's UIN/UEN
- Search by Case Number
- Search by MA Number

Enter the MA number

MA Number: MA- Retrieve

Section 2-4 Select Document Details

Step 1: Select the Case Number from the search results, the Document Details category will appear.

Search for a case by the accused's name or UIN or the case number or the MA number.

Search Type:

- Search by Accused's Name
- Search by Accused's UIN/UEN
- Search by Case Number
- Search by MA Number

Enter the case number. Any pending cases of co-accused represented by you will also be displayed.

Case: - -

Select the case into which the document is to be filed.

Case No.	Case Name	Charge No.(s)	Next Court Event
<input checked="" type="checkbox"/> SC-900638-2017	PP v. DUMMY Apr21 02 (F1492767324426K)	DAC-904762-2017 & Others (2)	PTC (1) on 19/05/2017 at 09:30 AM at PTC Chamber 1
<input type="checkbox"/> SC-900838-2017	PP v. dfasfads (DFAS)	DAC-905206-2017	FM on 25/05/2017 at 08:45 AM at Court 26
<input type="checkbox"/> SC-900042-2016	PP v. Alison Chan Mali (S5484816A)	DAC-900004-2016	PTC (2) on 23/02/2017 at 09:00 AM at PTC Chamber 1
<input type="checkbox"/> SC-900639-2017	PP v. ELIT Sentence Reformative Training (S5313825Z)	DAC-904765-2017	-

Document Details:

- Filing a new document.
- Filing of an amended document.

Section 2-5 Search NS Case

Step 1: Select "Notice to Surety (failure to attend court)". System will display the Search Type.

Add to Case or Other Filings

File Document

Select a category:

Category:

- Criminal Case
- Notice to Surety (failure to attend court)
- Other Filings
- Search Warrant

Search by the surety's name or UIN or the Notice to Surety number.

Search Type:

- Search by Surety's Name
- Search by Surety's UIN
- Search by Notice to Surety Number

Step 2: Select "Search by Surety's Name". System will display the textbox under Surety's Name category.

The screenshot shows a web form titled "Add to Case or Other Filings". At the top, there is a section labeled "File Document". Below this, it says "Select a category." and lists four radio button options: "Criminal Case", "Notice to Surety (failure to attend court)", "Other Filings", and "Search Warrant". The "Notice to Surety" option is selected. Below the category selection, it says "Search by the surety's name or UIN or the Notice to Surety number." and lists three radio button options: "Search by Surety's Name", "Search by Surety's UIN", and "Search by Notice to Surety Number". The "Search by Surety's Name" option is selected and highlighted with a red box. At the bottom, there is a field labeled "Surety's Name:" with an empty text input box and a "Retrieve" button. This entire bottom section is also highlighted with a red box.

Step 2.1: Select "Search by Surety's UIN". System will display a textbox at Surety's UIN category.

The screenshot shows the same web form as above. In this step, the "Search by Surety's UIN" radio button option is selected and highlighted with a red box. The "Surety's UIN:" field at the bottom now has an empty text input box and a "Retrieve" button. This bottom section is also highlighted with a red box.

Step 2.2: Select "Search by Notice to Surety Number". System will display 2 textboxes at Case Category.

Section 2-6 Search Other Filings

Step 1: Select "Other Filings". System will display the Type category.

Step 2: Select type from dropdown.

Step3: Click "Retrieve" after entering the search details. System will display matching results to the search details entered.

Section 2-7 Search Warrant

Step 1 - Select "Search Warrant" under Category. System will display 3 textboxes.