

State Courts, Singapore

ICMS - Training Guide - Release of Property Filings

Prepared by Ecquaria Technologies Pte Ltd

1.0.000



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

Step 1: Once login is successful, you will be redirected to the homepage.

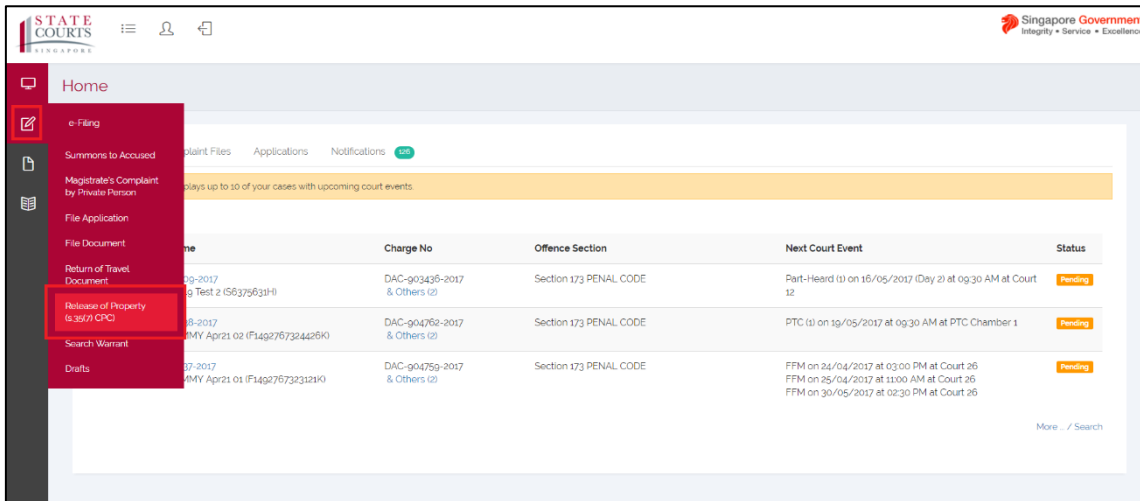
The screenshot shows the State Courts Singapore homepage. At the top left is the State Courts Singapore logo. At the top right is the Singapore Government logo with the tagline 'Integrity + Service + Excellence'. Below the logo is a navigation bar with 'Home' selected. A sidebar on the left contains icons for Home, Add, Document, and Bookmarks. The main content area has tabs for 'Case Files', 'Complaint Files', 'Applications', and 'Notifications' (with a '120' badge). A yellow banner states 'The listing below displays up to 10 of your cases with upcoming court events.' Below this is 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 (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
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 right of the table area, there is a link 'More ... / Search'. At the bottom of the page, there is a footer with 'Privacy Statement | Terms of Use' on the left and '© 2017 State Courts. All Rights Reserved' on the right.

Section 2-2 Filing for Release of Property

Step 1: Mouse over to the second icon on the left panel to get redirected to Release of Property page.



Step 1a: Click on “Release of Property (S 35 (7) CPC)”.

Step 2: You will be redirected to Application Information tab. Fill in the required information under Applicant Information and Counsel Information. Field marked by an asterisk is mandatory.

If the name of the counsel is the same as the filer, check “Same as filer”. When the box is checked, there is no need to “Add” a name under Name.

Application to release property under s. 35(7) CPC

Application Information Confirmation Receipt

Applicant Information

Add

Counsel Information

Name of Filer: Lawyer Alpha

Designation/Rank of Filer:

Counsel: Same as filer

* Name: Add

Law Firm: ALPHA LAW CORPORATION

UEN No: 200910207N

Address of Law Firm: 24 PECK SEAH STREET #02-12 NEHSONS BUILDING SINGAPORE 079314

Email:

* Phone: 64725502

Ref. No.:

Step 3: Fill in the required information for Investigation Officer Information, Property Information and Grounds of Application. Field marked by an asterisk is mandatory. Once done, click “Submit”.

The screenshot shows a web form with three main sections: Investigation Officer Information, Property Information, and Grounds of Application. In the Investigation Officer Information section, the Name, Designation/Rank, and Organisation fields are highlighted with red boxes. The Organisation dropdown is set to 'Airport Police Division'. The Property Information section has a large red box around the Date of Order, Period of Order, Name of financial institution, and Address fields. The Grounds of Application section has a red box around the Document(s) field, which includes an 'Add' button. At the bottom, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.

Step 3a: To upload a document under Grounds of Application, click “Add”, to locate the file to be uploaded, click “Add file”, to upload the file, click “Start Upload”. And lastly, click “Save” to confirm.

The screenshot shows a dialog box titled 'Upload Documents'. At the top right is a close button (X). Below the title is a field for '* Document Title:' which is highlighted with a red box. Below this is the instruction: 'To upload a file, please click on [Start upload] followed by [Save].'. There is a large grey area with the text 'Drag files here.' and a vertical scrollbar on the right. At the bottom left, there are two buttons: '+ Add files' and 'Start upload', both highlighted with red boxes. At the bottom center, there are 'Close' and 'Save' buttons, with the 'Save' button highlighted by a red box. On the right side, the file size is shown as '0 b' and the progress as '0%'.

Once submitted, you will be redirected to Confirmation Receipt tab.

Application to release property under s. 35(7) CPC

Application Information
 Confirmation Receipt

Confirmation Receipt

Your application to release property under s.35(7) CPC was received by the State Courts on 12 May 2017 at 11:05AM.
 You will be notified when your application will be heard.

Application No.:	APP-2017-0512-000515
Court Reference No.:	S35-2017-0512-0003
Applicant:	Lawyer Alpha(S3467744A)
Filed by:	Lawyer Alpha
Law Firm:	ALPHA LAW CORPORATION

[Home](#)

Section 2-3 Application Listing

Step 1: At the homepage, click “Application” then “More.../Search”.

Case Files Compliant Files **Applications** Notifications 325

S/N	Application ID	Date of Filing	Nature of Application	Status	Order of Court	Action
1	APP-2017-0528-000545 SC-900638-2017	28/05/2017	Application to leave jurisdiction	Pending		
2	APP-2017-0512-000515 S35-2017-0512-0003	12/05/2017	Release of Property under s. 35(7) CPC	Pending		
3	APP-2017-0512-000514 SC-900095-2017	12/05/2017	Request for Court Records	Pending upfront payment		
4	APP-2017-0512-000513 SC-900002-2017	12/05/2017	Request for Court Records	Pending upfront payment		
5	APP-2017-0512-000512 SC-900485-2017	12/05/2017	Request for Court Records	Pending calculation of upfront payment		
6	APP-2017-0511-000511 TDR-2014-0117-0051	11/05/2017	Request to reschedule court event	Pending		
7	APP-2017-0511-000510 SC-900009-2017	11/05/2017	Request to reschedule court event	Pending		
8	APP-2017-0511-000509 TDR-2017-0511-0017	11/05/2017	Return of Travel Document	Pending		
9	APP-2017-0511-000508 SC-900009-2017	11/05/2017	Summons to witness to attend court	Pending		
10	CM-900602-2017 SW-900028-2017	06/05/2017	Application for search warrant Section 136(g) Copyright Act (Cap 63)	Pending fee for complaint		

[More](#) / [Search](#)

Step 2: To find an application (in this case, ‘Release of Property s. 35(7) CPC’), select ‘Release of Property under s. 35(7) CPC’ and click the search icon.

Applications

SEARCH: [Advanced Search](#)

Advanced Search

Application No.:	<input type="text"/>
Case No.:	<input type="text"/>
Court Reference No.:	<input type="text"/>
Investigation Officer:	All <input type="text"/>
Report No.:	<input type="text"/>
Date of Filing:	From <input type="text"/> To <input type="text"/>
Nature of Application:	Release of Property under s. 35(7) CPC
Status:	All <input type="text"/> <input checked="" type="checkbox"/> Display applications with order made > 30 days ago
JD's direction:	All <input type="text"/>

[Search](#) [Clear](#)

Step 3: Click on the navigation button to find the application.

Filter: Application: Release of Property under s. 35(7) CPC Status: All Application No.:

Application List

Records: 10/17 < Previous 1 2 Next >

S/N	Application ID	Date of Filing	Nature of Application	Status	Order of Court	Action
1	APP-2013-1028-0432 S35-2013-1028-0001	28/10/2013	Release of Property under s. 35(7) CPC	Pending	-	
2	APP-2013-1029-0433 S35-2013-1029-0002	29/10/2013	Release of Property under s. 35(7) CPC	Order Made	-	
3	APP-2013-1029-0434 S35-2013-1029-0003	29/10/2013	Release of Property under s. 35(7) CPC	Pending	-	
4	APP-2013-1029-0435 S35-2013-1029-0004	29/10/2013	Release of Property under s. 35(7) CPC	Order Made	-	
5	APP-2013-1029-0436 S35-2013-1029-0005	29/10/2013	Release of Property under s. 35(7) CPC	Order Made	-	
6	APP-2013-1105-0522 S35-2013-1105-0006	05/11/2013	Release of Property under s. 35(7) CPC	Order Made	See order dated 05/11/2013	

Section 2-4 eCase File

Step 1: To view the case file of an application related to the document, click on the second hyperlink.

S/N	Application ID	Date of Filing	Nature of Application	Status	Order of Court	Action
1	APP-2017-0512-000515 S35-2017-0512-0003	12/05/2017	Release of Property under s. 35(7) CPC	Pending		

Section 2-5 Filing an Application/Document

Step 1: To file an application, click the ‘Application’ tab.

Court Ref No: S35-2017-0512-0003 Date of Order: 12/05/2017
Status: Pending

[Court Event](#)
[Case Info](#)
[Application](#)
[Document](#)
[Court Notices](#)
[Court Orders](#)

Refresh

Court Event DJ/Mag Outcome
No Records Found

Step 2: Click the ‘Add’ button to add an application

Court Ref No: S35-2017-0512-0003 Date of Order: 12/05/2017
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: 1/1 < Previous Next >

S/N	Application No.	Nature of Application	Filing Party	Status	Outcome
1	APP-2017-0512-000515	Release of Property under s. 35(7) CPC	Filed on: 12/05/2017 at 11:05 AM Lawyer: Alpha	Pending	

Step 3: Select “Request to reschedule court event” under File Application, then click “Next”

Add to Other Filings

Court Reference Information	
Court Reference No.:	S35-2017-0512-0003
Application Type:	-
Next Court Event:	

Filing Party Information	
Name of Filer:	Lawyer Alpha
Designation/Rank of Filer:	
If you are filing on behalf of counsel, please click here to enter his/her particulars.	
Law Firm:	ALPHA LAW CORPORATION
UEN:	200910207N

File Application

All applications made are subject to approval.

Select the type of application.

Type of Application

- Request to reschedule court event
- Request for a mention date
- Application for stay of order
- Others

Step 4: Fill the application details and click the ‘Submit’ button to submit application.

Add to Other Filings - Request to reschedule court event

Application Information
 Reasons for Application
 Confirmation Receipt

Court Reference Information		
Court Reference No.:	S35-2013-1028-0001	
Application Type:	Request to reschedule court event	
Date of Court Order:	28/10/2013	
Judicial Officer:	Lau Tak Wah	
Court Order:	-	

Filing Party Information		
Name of Filer:	Lawyer A	
Designation/Rank of Filer:		
If you are filing on behalf of counsel, please click here to enter his/her particulars.		
Law Firm:	ALPHA & OMEGA LAW CORPORATION	
UEN:	200910207N	

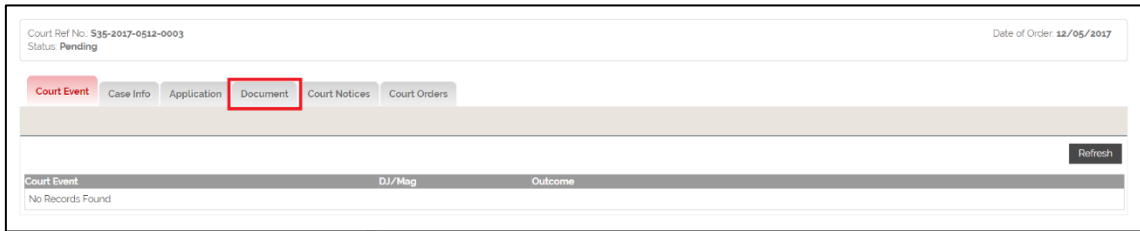
Reasons for Application		
Court Event to be Rescheduled:	Next Court Event	Charge No.
<input checked="" type="radio"/>	FM on 31/10/2013 at 09:00 AM	-
<input type="radio"/>	FFM on 19/11/2013 at 10:00 AM at Chambers R	-
<input type="radio"/>	FFM on 20/11/2013 at 11:00 AM at Chambers R	-
<input type="radio"/>	FFM on 21/11/2013 at 01:00 PM at Chambers R	-

* The reason(s) are:

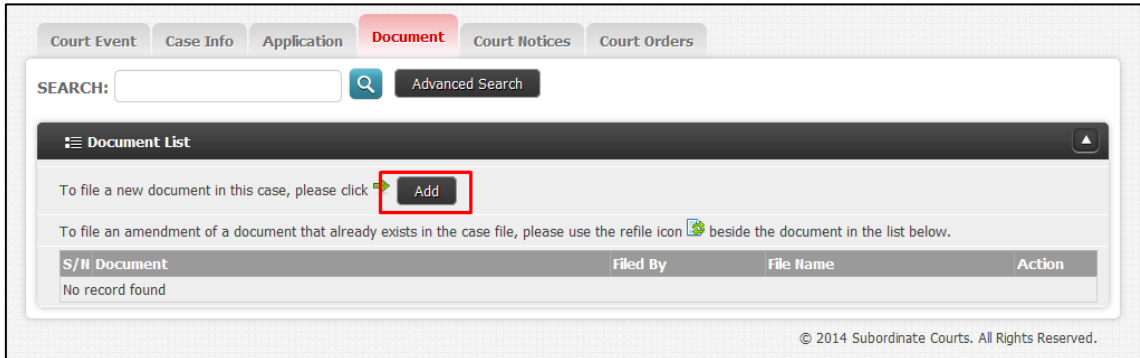
Upload Document	
Upload the document(s) in support (if applicable).	
Document(s):	<input type="button" value="Upload"/>

Back
 Cancel
 Save
 Submit

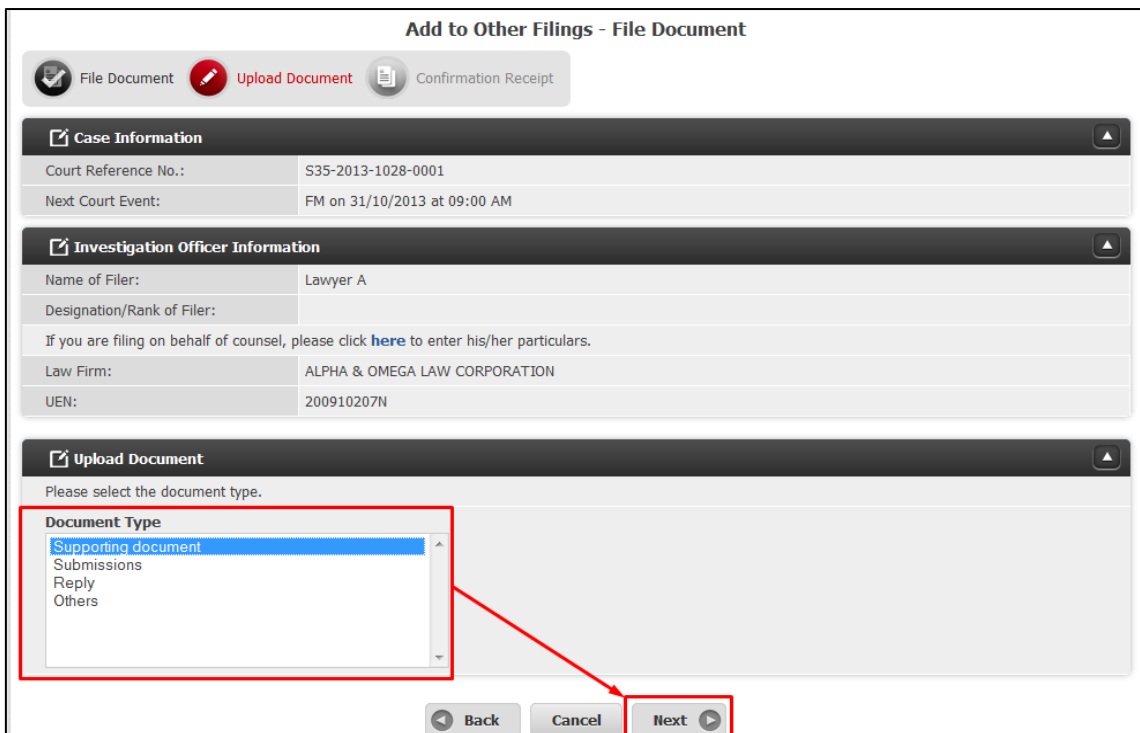
Step 5: To file a document, click on the ‘Document’ tab.



Step 6: Click on the ‘Add’ button to add a document.



Step 7: Select ‘Document Type’ (in this case, ‘Supporting document’) and click on the ‘Next’ button.



Step 8: Click the ‘Upload’ button to upload document.

Step 9: Click the ‘Submit’ button.

Add to Case - File Document

File Document Upload Document Confirmation Receipt

Upload Document

Select the document to upload.
The document size cannot exceed 50 MB.

* Document:

S/N	Category	Document Title	File Name	Action
1	Section 370 CPC	Supporting document	Sample.docx	