

State Courts, Singapore

ICMS - Training Guide - Summons to Accused - Application for Summons

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

Name	Organisation	Tel	Email
Quah Cheng Hai	Ecquaria Technologies Pte Ltd	+65 68372822	chenghai@ecquaria.com
Chong Ser Wah	Ecquaria Technologies Pte Ltd	+65 68372822	serwah@ecquaria.com

Section 1-2 Copyright Information

© Copyright 2017, All rights reserved.

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

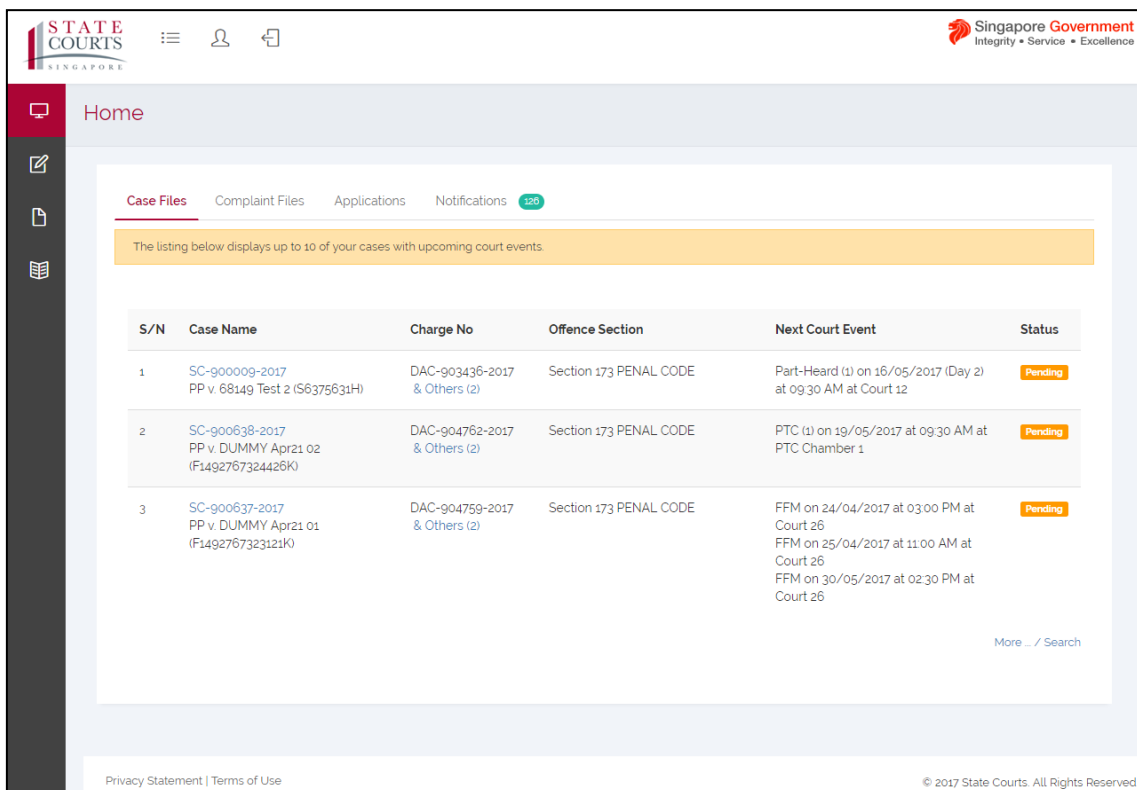
ABOUT THIS DOCUMENT	2
SECTION 1-1 CONTACTS.....	2
SECTION 1-2 COPYRIGHT INFORMATION	2
SECTION 1-3 GENERAL INFORMATION	2
SECTION 1-4 TABLE OF CONTENTS	3
CHAPTER 2 STEP BY STEP - SCREENSHOTS	4
SECTION 2-1 LOGIN.....	4
SECTION 2-2 SUMMONS TO ACCUSED	4

Chapter 2 Step by Step - Screenshots

Section 2-1 Login

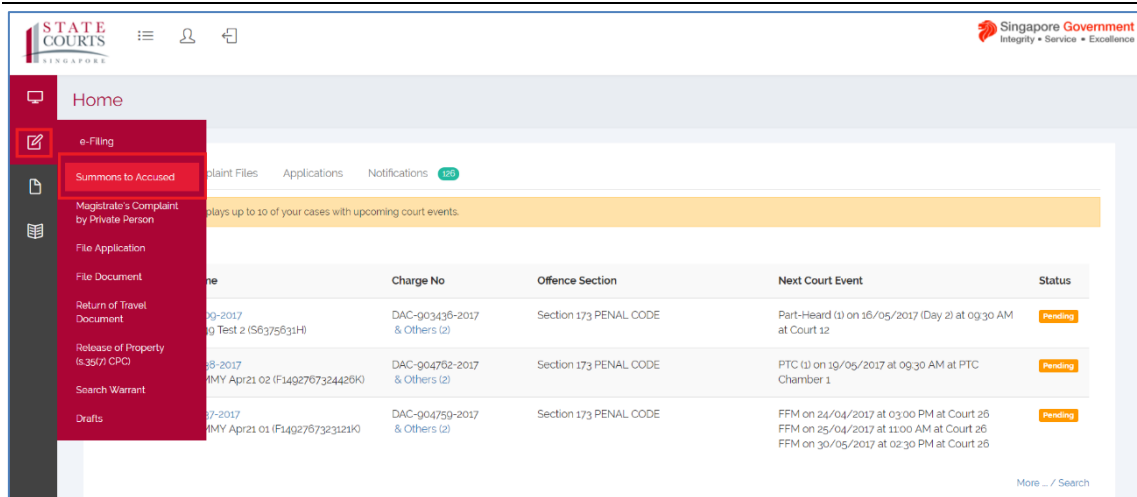
Refer to TRG-Login for Counsel login

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



Section 2-2 Summons to Accused

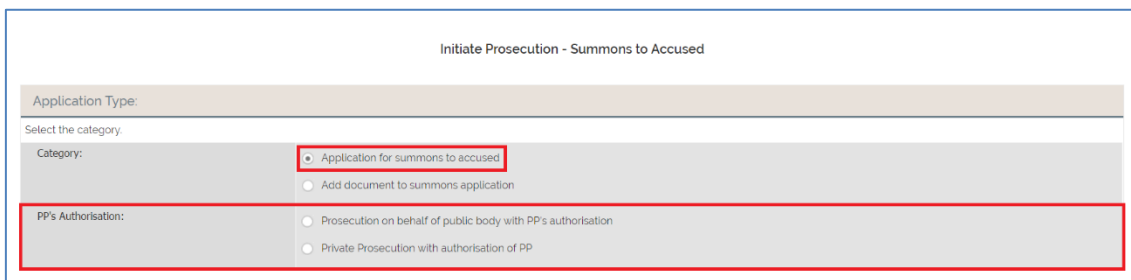
Step 1: Mouse over to the second icon on the left panel to get redirected to the “Summon to Accused” page.



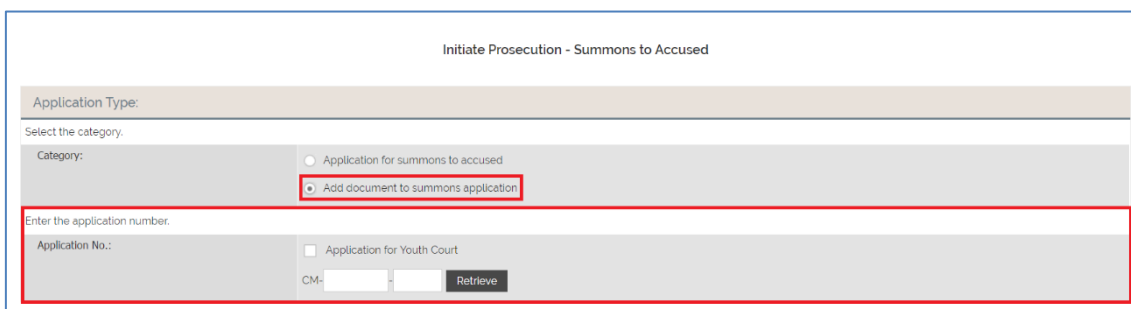
Step 1a: Click on “Summon to Accused”.

There are two options in Summons to Accused.

1. “Application for summons to accused”



2. “Add document to summons application”. This option is used only in an exceptional case where a document is to be subsequently added to a pending application.



- Counsel Information

The Name of Filer, Law Firm, UEN No., Address of Law Firm and Phone information are based on the login.

Initiate Prosecution - Summons to Accused

Case Information | Offence Information | First Court Event | Grounds of Application | Confirmation Receipt

Counsel Information

Name of Filer: Lawyer Alpha

Designation/Rank of Filer:

Counsel: Same as filer

* Name: Add

* Acting for: - Select -

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.:

* Authorisation of PP: Upload

If you are filing as the Counsel, click on “Same as filer”.

Initiate Prosecution - Summons to Accused

Case Information | Offence Information | First Court Event | Grounds of Application | Confirmation Receipt

Counsel Information

Name of Filer: Lawyer Alpha

Designation/Rank of Filer:

Counsel: Same as filer

S/N	Name of Counsel	Action
1	Lawyer Alpha	

* Name: Add

If you are filing **on behalf** of the Counsel, fill in the name of Counsel.

Click on “Add”.

Initiate Prosecution - Summons to Accused

Case Information | Offence Information | First Court Event | Grounds of Application | Confirmation Receipt

Counsel Information

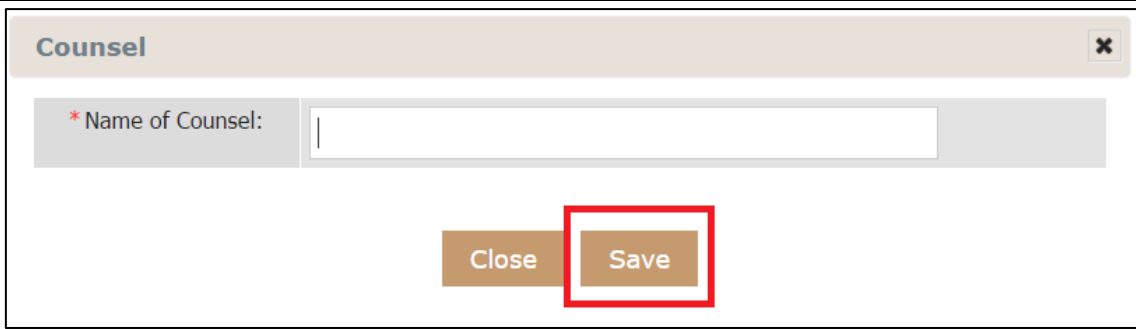
Name of Filer: Lawyer Alpha

Designation/Rank of Filer:

Counsel: Same as filer

* Name: Add

Fill in the name of Counsel, then click on “Save” to confirm.



The screenshot shows a form titled "Counsel" with a close button (X) in the top right corner. Below the title is a mandatory field labeled "* Name of Counsel:" followed by an empty text input box. At the bottom of the form, there are two buttons: "Close" and "Save". The "Save" button is highlighted with a red rectangular border.

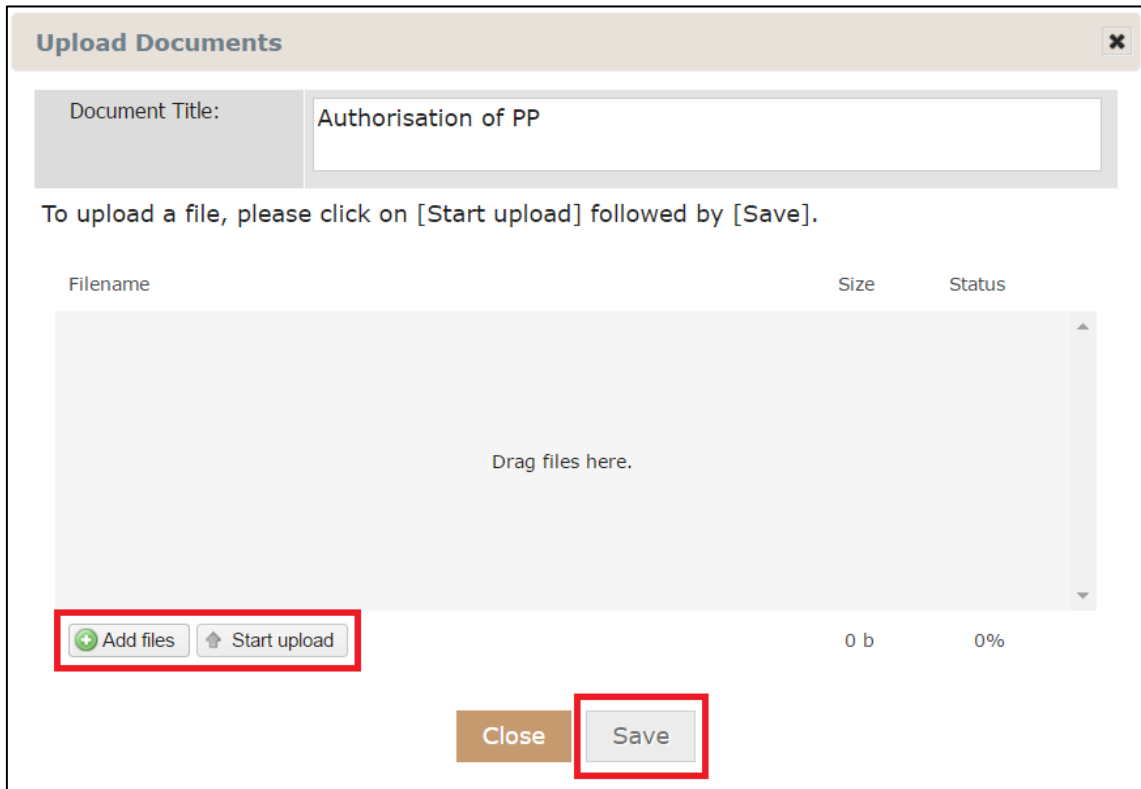
Step 2: Fill in the information that are required under Counsel Information. Field marked with asterisk is mandatory.

Step 3: Click on “Upload” under Authorisation of PP to upload the document.



The screenshot shows a form titled "* Authorisation of PP:" with a grey background. To the right of the text is a dark grey button labeled "Upload".

Step 3: Click on “Add” to attach the document, then “Start Upload” to upload the document. When you are done, click on “Save” to confirm.



Under Authorisation of PP, you will see the document that you have uploaded.



Step 2: Fill in the information that are required under Complainant Information. Field marked with asterisk is mandatory.

There are two options under Accused Type.

1. “Individual”

1.1 Select the Identification Type

1.2 You **must** enter the name reflected on your Identity Card or Identification Document.

1.3 Fill in the information that are required under Accused Information. Field marked with asterisk is mandatory.

Do not use any abbreviation – for example if the address is “Kampung Java Road”, please **do not** input as “Kg Java”.

The screenshot shows a form titled "Accused Information" with the instruction "Enter the particulars of the accused." The "Accused Type" field has two radio buttons: "Individual" (which is selected and highlighted with a red box) and "Entity". Below this, the "Identification Type" field has four radio buttons: "NRIC", "FIN", "Passport No.", and "Others".

2. “Entity”

2.1 Enter the full name of the entity reflected in ACRA (Accounting and Corporate Regulatory Authority Singapore) search.

2.2 Enter the Unique Identification Number of the entity.

2.3 Enter the registered address of the entity. If the business address is the same, click on the check “Same as above”. If not, fill in the information that is required. Field marked with asterisk is mandatory.

Do not use any abbreviation – for example if the address is “Kampung Java Road”, please **do not** input as “Kg Java”.

The screenshot shows the "Accused Information" form with "Entity" selected in the "Accused Type" field. The form contains several sections:

- Name:** A text input field.
- Formerly known as:** A checkbox.
- * UEN:** A text input field with a "Foreign Entity" checkbox.
- Registered Address:** A section with fields for:
 - * Block/House No.:
 - * Street Name:
 - Floor Unit:
 - Building Name:
 - Postal Code:
- Business Address:** A checkbox for "Same as above".
- * Block/House No.:** A text input field.
- * Street Name:** A text input field.
- Floor Unit:** A text input field.
- Building Name:** A text input field.
- Postal Code:** A text input field.
- Email:** A text input field.
- Phone:** A text input field.

Step 3: Fill in the information under Particulars of Process Server

Particulars of Process Server	
Please state the particulars of the process server. The particulars are required unless service of the summons is to be effected by an officer of the public body. If the identity of the process server is not included at the time of submission, the particulars must be submitted within 3 working days from the issuance of the summons.	
Name:	<input type="text"/>
UIN:	<input type="text"/>
Designation/Rank:	<input type="text"/>
Employer:	<input type="text"/>

If the co-accused is to be tried jointly, click on “Add”

Details of co-accused to be tried jointly				
S/N	Case No.	Name	UIN	Next Court Event
<input type="button" value="Add"/>				

By clicking “Add”, you will be redirected to Search for Co-Accused

Search for co-Accused	
Search for co-Accused	
Enter the case number or accused's name or UIN or date of birth.	
Case No.:	SC <input type="text"/>
Name:	<input type="text"/>
Accused UIN:	<input type="text"/>
Date of Birth:	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Reset"/> <input type="button" value="Search"/>	

Search for Co-Accused using filter such as Case No., Name, Accused UIN or Date of Birth, then select the co-accused and click on “Save” to confirm.

Step 4: When you are in Offence Information tab, click on “Add New Charge”.

Initiate Prosecution - Summons to Accused						
<input checked="" type="radio"/> Case Information	<input checked="" type="radio"/> Offence Information	<input type="radio"/> First Court Event	<input type="radio"/> Grounds of Application	<input type="radio"/> Confirmation Receipt		
Details of Alleged Offence						
Please enter the charge type (e.g. DSO), the offence section, and date (if known) of the alleged offence						
Upload the charge sheet separately for each charge						
After all the charge sheets have been uploaded, click 'Next' to continue.						
S/N	Type	Charge No.	Offence Section	Agency	Status	Action
No record found						
<input type="button" value="Add New Charge"/> <input type="button" value="Upload Charge Sheet"/>						
<input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Next"/>						

Step 5: Select a Charge, the Date of the Offense and the Legislation.



If “Act” is selected under Legislation, fill in the information required. Field marked with asterisk is mandatory. If there is no Chapter No., simply check on the “No Chapter No.” box.

If “Subsidiary Legislation” is selected under Legislation, fill in the information required. Field marked with asterisk is mandatory. If there is no Chapter No., simply check on the “No Chapter No.” box.

Step 6: Select the appropriate description in the drop-down list.

If there is a “Read With/Punishable Under” section to be entered, click on the “Add RW” or the “Add PU” respectively.


Upon clicking the “Add PU” or “Add RW” button, please follow Steps 4b to 4e.





Select Read With/Punishable Under:	Please select the p/u and r/w sections in the order in which they appear in the charge sheet.		
S/N	RW/PU	Offence	Action
1	PU	Section 34 Penal Code (Cap 224, Rev Ed 2008)	 
<input type="button" value="Add PU"/> <input type="button" value="Add RW"/>			

Step 7: Proceed to upload the charge sheet for the offence(s). The charge should be in MS Word format.

You may choose to upload the charge sheet at the ‘Charge Information’ page after adding each offence by clicking on the “Upload” button.

* Charge Sheet:	<input type="button" value="Upload"/>
-----------------	---------------------------------------

Alternatively you may choose to do so after adding all offence sections by using the “Upload Charge Sheet” button. Click the  icon of each charge to upload the charge sheet one at a time.

Upload Charge Sheet			
S/N	Type	Offence Section	Action
1	DAC	Section 379A Penal Code (Cap 224, Rev Ed 2008) p/u Section 34 Penal Code (Cap 224, Rev Ed 2008) <i>abatment.docx</i> 	
2	DAC	Section 379 Penal Code (Cap 224, Rev Ed 2008) <i>AGC Clarifications.docx</i> 	

Step 5j: Upon clicking on the “Upload” or the “Upload Charge Sheet” button, the “Upload Document” window will be displayed. Click on “Add files” button to select the charge sheet and click “Start upload” button to upload. After the uploading has been completed, click on “Save” to save the uploaded charge sheet and you will return to the “Charge Information” page. The offence section and the uploaded charge sheet will be displayed in the table.

If you are using a Firefox browser, you may use the drag-and-drop method. Open the folder in which you have saved your charge sheet. Click on the file name and drag-and-

drop it in the ‘Upload document’ page. Next, click on ‘Start Upload’. Upon completion, click on “Save”.

Upload Documents

Document Title:


Redacted version

To upload a charge, please click on [Add Files], then [Start upload] followed by [Save].

Filename	Size	Status
Drag files here.		

0 b 0%

Duplicate Charge

If the accused is to be charged with more than one offence under the exact same section of the legislation, you may choose to “duplicate” the charge by clicking on the  icon. The system will duplicate the offence section with an exclamation icon in the ‘Status’ column and append to the table.

Initiate Prosecution - Summons to Accused

Case Information
 Offence Information
 First Court Event
 Grounds of Application
 Confirmation Receipt

Details of Alleged Offence

Please enter the charge type (DSC, MSC or JSC), the offence section, and date (if known) of the alleged offence.
 Upload the charge sheet separately for each charge.
 After all the charge sheets have been uploaded, click 'Next' to continue.

S/N	Type	Charge No.	Offence Section	Agency	Status	Action
1	MSC	-	Section 120B Penal Code (Cap 224, Rev Ed 2008) <i>1st charge.docx</i>	Tanglin Police Division (E Division)	New	
2	MSC	-	Section 120B Penal Code (Cap 224, Rev Ed 2008)	Tanglin Police Division (E Division)	New	

Add New Charge
Upload Charge Sheet

← Back
Cancel
Save
Next →

The exclamation icon serves as a reminder to upload the charge sheet. The system will remove the exclamation icon after the charge sheet has been uploaded.

Remove Charge

Click the icon of the charge to delete. The system will display the pop-up for confirmation. Click the “Ok” button for confirmation.

S/N	Type	Charge No.	Offence Section	Agency	Status	Action
1	DAC	-	Section 22 Arms and Explosives Act (Cap 13, Rev Ed 1985) <i>Test.docx</i>	Central Police Division (A Division)	New	

Edit Charge

If you wish to correct the offence section entered, click the icon and the system will display the existing charge information to edit. Upon making the amendment, click the “Save” button. The system will save the information and display the charge information in the Offence Information page.

Step 6: Select the date for first appearance

Step 6a: Select the court from the dropdown.

Step6b: Choose a date from the available dates displayed for the first appearance of the accused by clicking on “Select Date” button.

First Mention:	<input type="button" value="Select Date"/>	<input type="button" value="Clear"/>
----------------	--	--------------------------------------

The system will display a “Calendar” pop-up with available dates. You may use the arrow keys or the “Jump to week” option to view the display of the available dates. Upon selection of a date, click on the “Done” button.

Calendar ✕

Today Thursday, 25 April 2013
Jump to: **week**

← T + 3W →

3 weeks	Tue, 14 May 2013	AM [10:00]	<input type="button" value="0 / 10"/>
	Wed, 15 May 2013	AM [10:00]	<input type="button" value="0 / 10"/>
	Thu, 16 May 2013	AM [10:00]	<input type="button" value="1 / 10"/>
4 weeks	Tue, 21 May 2013	AM [10:00]	<input type="button" value="1 / 10"/>
	Wed, 22 May 2013	AM [10:00]	<input type="button" value="1 / 10"/>
	Thu, 23 May 2013	AM [10:00]	<input type="button" value="1 / 10"/>
5 weeks	Tue, 28 May 2013	AM [10:00]	<input type="button" value="0 / 10"/>
	Wed, 29 May 2013	AM [10:00]	<input type="button" value="1 / 10"/>
	Thu, 30 May 2013	AM [10:00]	<input type="button" value="0 / 10"/>

The system will display the selected date and time of the First Mention. You may click on the “Clear” button to cancel the selection.

First Mention:	<input type="button" value="Select Date"/>	<input type="button" value="Clear"/>
Date:	28/05/2013	
Time:	10:00 AM	

If you require a date which is not displayed, you may fill in the “Special Request for Court Date” section but you must provide a justification for your request. Enter the date requested and the time and select the court from the dropdown.

Enter the reason(s) in the text area. There is no word limit. Please enter the reason(s) in complete sentences and capitalise the beginning of each sentence. Do not use any abbreviation.

Step 7: Grounds of Application

Click the “Upload” button to upload the complaint detailing the grounds in support of the application. The complaint should be signed and in PDF format.

The complaint uploaded will be displayed beside the “Upload” button. If you have uploaded a wrong document, click on the delete icon beside the file name.

If a Consent of Public Prosecutor is required, upload the document.

Step 8: Preferred mode of collection of Summons

Indicate if you wish to collect the summons in person or have it transmitted via electronic transmission

Other Information	
* Preferred Payment Mode:	<input type="radio"/> E-Payment <input type="radio"/> Over the Counter
* Preferred Delivery Mode:	<input type="radio"/> Online Download <input type="radio"/> Collect in Person

Step 9: Click on the “Submit” button.

If you are ready to submit, click on the “Submit” button. A confirmation receipt will be displayed. You may wish to print the confirmation receipt which contains the Application No.

Summons To Accused - Make Payment (Confirmation)

CM-804414-2014

A fee of \$40 is payable before the application is heard. 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 on the 'Cancel' button.

Application Details	
Application No.:	CM-804414-2014
Filed by:	Lawyer A
Law Firm:	LAW FIRM A

Other Information	
Preferred Payment Mode:	E-Payment
Preferred Delivery Mode:	Collect in Person
Amount payable:	\$40.00

Viewing Application Status

Upon submission, the summons application will be displayed in the Application Listing which can be accessed from the Home page under “Applications and Other Filings” by clicking on ‘more’ or by clicking on the ‘Applications’ tab on the top of the page.

You may use the search box to select the category of “Issuance of Summons” to act as a filter.

Applications

Filter: Application: All Status: All Application No.:

Application List

Records: 10/92 < Previous 1 2 3 4 5 6 ... Next >

S/N	Application ID	Date of Filing	Nature of Application	Status	Order of Court	Action
1	APP-2014-1003-002723 TDR-2014-0120-0057	03/10/2014	Request to reschedule court event	Pending		
2	APP-2014-0925-002696 SC-803460-2014	25/09/2014	Permission to leave jurisdiction	Order Made	FFM on 25/09/2014 at 02:00 PM at Court 21	
3	APP-2014-0918-002678 SC-803415-2014	18/09/2014	Order to bring out prisoner	Pending		
4	CM-804210-2014 WTS-000222-2014	15/09/2014	Application for search warrant Section 136(9) Copyright Act (Cap 63)	Pending fee for complaint		
5	APP-2014-0915-002651 SC-800946-2014	15/09/2014	Request for Court Records	Pending calculation of upfront payment		
6	APP-2014-0915-002650 SC-800946-2014	15/09/2014	Request for Court Records	Pending calculation of upfront payment		
7	APP-2014-0905-002625 SC-011155-2010	05/09/2014	Request for Court Records	Pending	Application approved on 05/09/2014	
8	CM-804139-2014	29/08/2014	Issuance of Summons to	Pending		

Upon submission, the application status will be “Pending”. You should check the status of the application from the “Status” column. The outcome will be displayed in the “Order of Court” column. A notification will also be sent to the “Notifications” listing when the order is made.