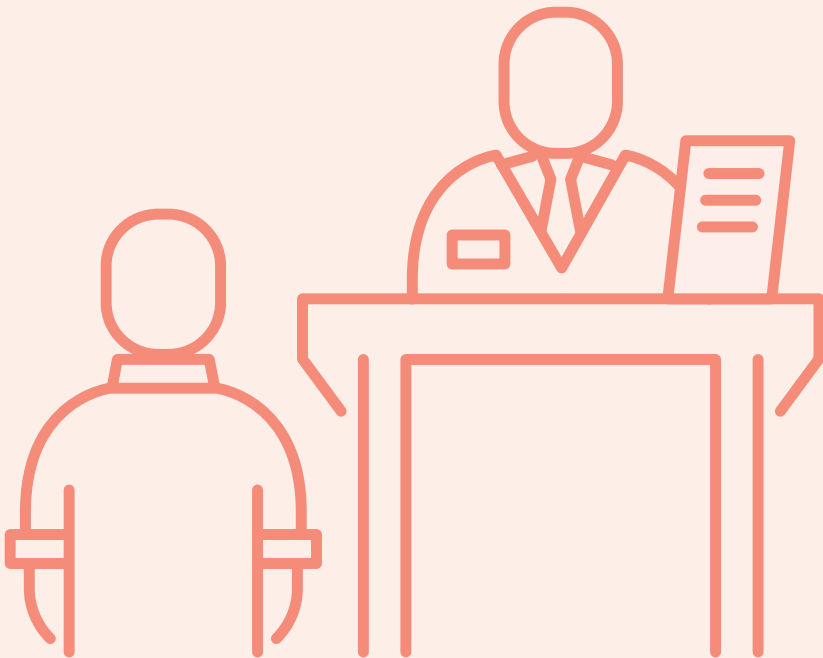


# WHEN FIRST CHARGED IN COURT



# OVERVIEW

## 1 Summary

---

A summary of the events that take place in the Mentions Court.<sup>1</sup> This summary will help to prepare you for what is ahead.

## 2 Inside the Mentions Court

---

What happens inside the Mentions Court and an illustration showing who the different people in the Mentions Court are and what they do.

## 3 What You Can Do

---

A list of the actions you can take when your family member or friend is going to appear in the Mentions Court.

## 4 Bail Essentials

---

What you need to understand about bail and how to prepare yourself for bail before coming to court.

## 5 Where to Find Help

---

A list of organisations with hotlines that can assist you with legal help, counselling or other forms of assistance.

## 6 Some Legal Terms

---

A list of commonly used words in the Mentions Court and their meanings.

<sup>1</sup>When a person is first charged in Court, the case will be heard or “mentioned” in the Criminal Mentions Court. There are two Criminal Mentions Courts (Court 4A and Court 4B) in the State Courts.

# 1. SUMMARY

## An Overview of the Mentions Court Events

### COURT BAIL PROCEDURE



When you arrive at the State Courts, you may approach the Information Counter for assistance if you need help locating the Mentions Court.



When you are in the Mentions Court, please refrain from talking and using mobile devices.



The charge will be read and explained to the Accused. The Court will decide if bail is allowed or extended. The bail amount will also be decided.



If bail is offered, you may go to the Bail Centre if you wish to bail out the Accused.



#### Bail Offered



Proceed to the Bail Centre.



Bail is processed and the Accused is released.

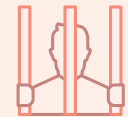


#### Bail Extended

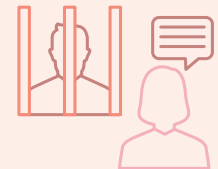
The Accused is released on existing bail.



#### Bail Not Offered



The Accused cannot be released.



If the Accused is in prison, you may arrange a visit with the Singapore Prison Service.



You may come back to Court at a later date.

If possible, consider with the Accused whether to plead guilty or claim trial.

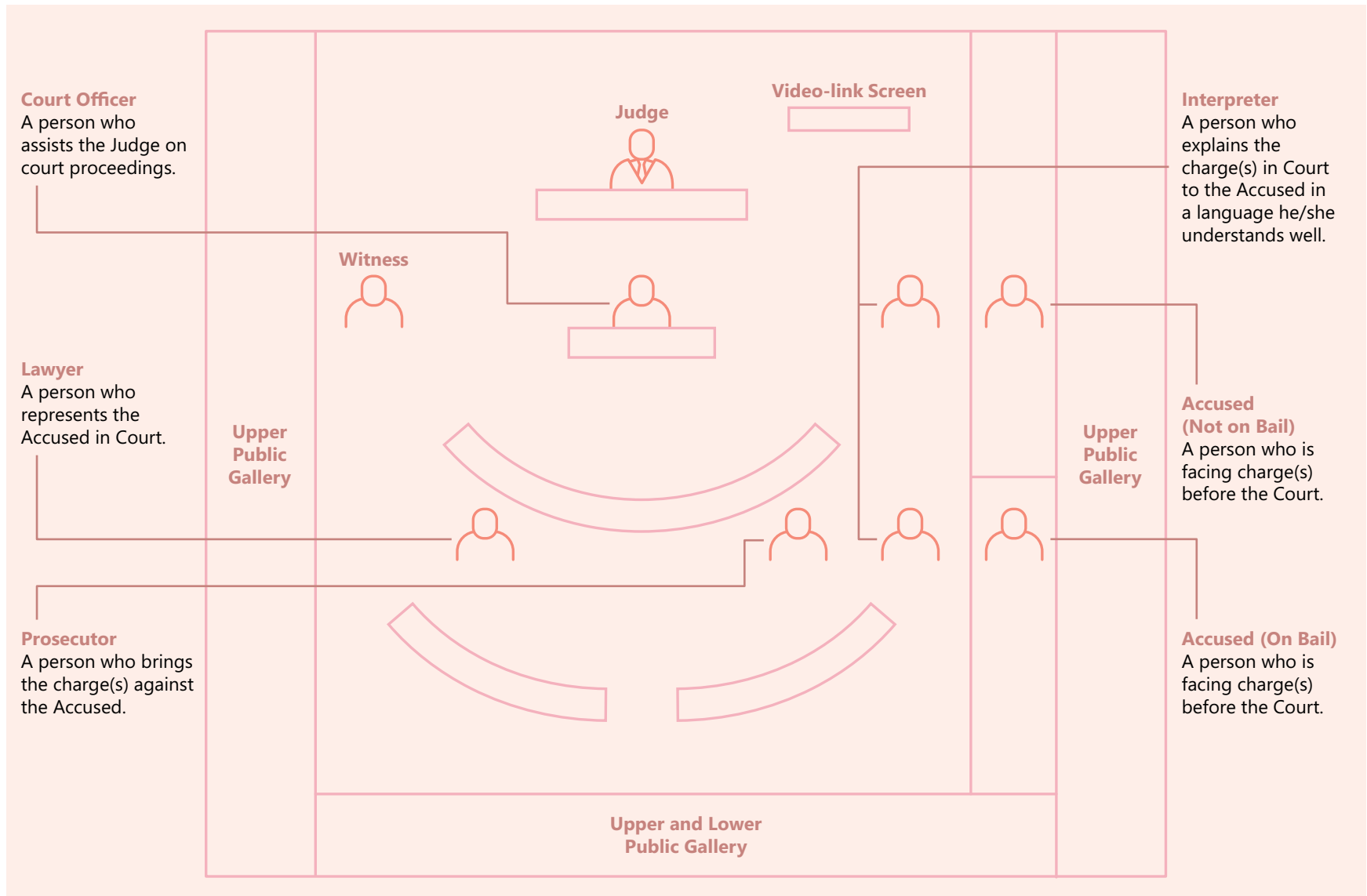
## 2. INSIDE THE MENTIONS COURT

When the case is mentioned, the Accused will be asked if he/she admits to the charge(s) and intends to plead guilty.

If the Accused intends to plead guilty, he/she may be sentenced by the Mentions Court or a date may be fixed for him/her to plead guilty in another court.

If the Accused does not admit to the charges, he/she may choose to either defend himself/herself or seek help from a lawyer. The Court will then schedule a later date for another court session.

If the case is adjourned to another date, the Court will decide if the Accused can be released on bail until the next hearing. Bail is usually granted unless there are reasonable grounds to believe that the Accused will fail to appear at the next hearing or commit other offences whilst on bail. The Accused's existing bail may be extended or the Accused may be offered court bail.



## 3. WHAT YOU CAN DO

- > If bail is granted by the court, you may apply to be the bailor or surety. Alternatively, you may find another person to be the surety for the Accused. You may then proceed to the Bail Centre.
- > Engage a lawyer for the Accused.
- > Get a free consultation at the Community Justice Centre.
- > Come to court to attend the hearings.

## 4. BAIL ESSENTIALS

### About Bail

---

- > Bail is property pledged or deposited by an individual (Bailor or Surety) as security that the Accused will return to the court on a specified date and time, until the conclusion of the case against the Accused.
- > If the Accused does not return to court, the bail amount may be forfeited.
- > For some cases with higher bail amounts, the court may allow more than one surety.
- > Not all cases are granted bail.

## How to Apply

- > Surety must be a Singapore citizen or permanent resident (unless the court specifies otherwise) above the age of 21 provided he/she must not be: (a) a bankrupt; (b) a co-accused in the same proceedings as the Accused; and (c) the subject of any other pending or ongoing criminal charges in the State Courts and the Supreme Court.
- > Surety must be prepared to bear the consequences of any breach until the case is concluded.
- > The Court may order that Surety provide security in the form of cash or cash equivalents or by pledging personal property.
- > Documents to be prepared by Surety include:



**Passport of Accused**



**NRIC of Bailor**



**Read more about  
Payment of Bail and  
other Court Fees**



**Printed account  
number, endorsed  
by the bank**



[www.judiciary.gov.sg/criminal/bail](http://www.judiciary.gov.sg/criminal/bail)

- > Operating and filing hours of the Bail Centre:

|                                      |                                                      |                                                    |
|--------------------------------------|------------------------------------------------------|----------------------------------------------------|
| <b>Monday – Thursday</b>             | 8.30am – 1.00pm<br>(last registration at 12.30 pm)   | 2.00pm – 6.00 pm<br>(last registration at 5.00 pm) |
|                                      |                                                      |                                                    |
| <b>Friday</b>                        | 8.30am – 1.00pm<br>(last registration at 12.30 pm)   | 2.00pm – 5.30 pm<br>(last registration at 4.30 pm) |
|                                      |                                                      |                                                    |
| <b>Saturday</b>                      | 8.30 am – 1.00 pm<br>(last registration at 12.00 pm) |                                                    |
|                                      |                                                      |                                                    |
| Closed on Sunday and public holidays |                                                      |                                                    |
| <b>Help Line</b>                     |                                                      | 6587 8423                                          |

## 5. WHERE TO GET HELP

### Legal Help & Social Assistance

The Community Justice Centre  
 Basement 1, HELP Centre, State Courts  
 Tel: 6557 4100  
 Email: [help@cjcc.org.sg](mailto:help@cjcc.org.sg)  
 Web: [www.cjcc.org.sg](http://www.cjcc.org.sg)

### Legal Help

Criminal Legal Aid Scheme  
 1 Havelock Square  
 Basement 1, State Courts  
 Tel: 6536 0650  
 Email: [help@probono.org](mailto:help@probono.org)  
 Web: [www.probono.sg](http://www.probono.sg)

Public Defender's Office  
 45 Maxwell Road  
 #07-11, The URA Centre (East Wing)  
 Tel: 1800 225 5529  
 Enquiry: [go.gov.sg/contactminlaw](http://go.gov.sg/contactminlaw)  
 Web: <https://pdo.mlaw.gov.sg>

### Helplines

#### ComCare Call Helpline

Social Assistance for low-income individuals and families  
 Tel: 1800 222 0000  
 Web: [www.msf.gov.sg/what-we-do/comcare](http://www.msf.gov.sg/what-we-do/comcare)

#### Samaritans of Singapore (SOS)

For people in crisis, thinking of suicide or affected by suicide  
 Tel: 1800 221 4444  
 Web: [www.sos.org.sg](http://www.sos.org.sg)

#### Singapore Anti-Narcotics Association Hotline

For drug abusers, their families and the general public  
 Tel: 1800 733 4444  
 Web: [www.sana.org.sg](http://www.sana.org.sg)

For more hotlines and information on where you can receive help, please visit the National Council of Social Service's website at [www.ncss.gov.sg](http://www.ncss.gov.sg).

## 6. SOME LEGAL TERMS THAT YOU MAY NEED TO KNOW

### Accused

The person who is charged with committing a criminal offence.

### Adjournment/Further Mention

When the hearing of a case is postponed to a later date.

### Bailor

A person who is willing to provide security for the amount of money ordered by the Court for the bail amount, so that the accused may be released from remand. A bailor is also known as a 'surety'.

### Charge

An official document prepared by the Prosecution that would include information on the date, time, place and nature of the offence alleged to have been committed by the accused person.

### Claim trial

An accused "claims trial" if he does not admit that he is guilty and wishes to defend himself against the charge(s) at trial.

### Counsel/Lawyer

The person who represents the accused in a case.

### Mitigation

A chance for the accused to convey relevant mitigating facts (i.e. reasons or explanations) to the Judge for leniency to be shown to him during sentencing.

### Plead guilty (PG)

If an accused pleads guilty, he admits to committing the offence(s) as stated in the charge(s).

### Pre-Trial Conference (PTC)

A hearing held to prepare parties for trial and to settle any administrative matters before the trial date is fixed.

### Prosecutor/Prosecution/Deputy Public Prosecutor (DPP)

Prosecutors conduct criminal proceedings against an accused on behalf of the State.

### Remand

When the accused is held in the custody of the Police pending investigations or when he cannot raise bail.

Please note that these are simplified explanations of words that are commonly used in the Mentions Court. You may wish to consult the Community Justice Centre or the Law Society's Pro Bono Services (details in Part 5) for more help.

Disclaimer: This publication is produced for general information only and is not intended as substitution for legal advice. A lawyer should be consulted should you require legal advice on your case. The State Courts disclaim any and all liabilities arising from and in connection with the contents of this publication.

All information is correct as of 1 September 2023.





1 Havelock Square

Singapore 059724

Tel: 6 JUSTICE (65878423)

[www.judiciary.gov.sg](http://www.judiciary.gov.sg)