

Guidance Note on Hyperlinking of Bundles

1 Parties are required to insert hyperlinks for references made to any core bundle, record of appeal or bundle of authorities found in the following documents (collectively described as “written Cases”):

- (a) the Appellant’s Case;
- (b) the Respondent’s Case; and
- (c) the Appellant’s Reply.

2 If a party refers to a specific paragraph in another written Case, such a reference should also be hyperlinked.

3 The hyperlinks are to be embedded within each reference that is set out in the margin or footnote of each of the documents mentioned at paragraph 1 above. The hyperlink should navigate to the specific page of the document referred to. All hyperlinks must be “relative links” and not “absolute links” that depend on the specific file location in the computer that is used to create the hyperlink. To ensure that “relative links” are created, parties should create the folders and subfolders on a local folder (and not a network drive) in the computer that is used to create the hyperlinks.

4 Parties should verify that each of the created hyperlinks are “relative links” by transferring all folder and subfolders to an external storage medium and testing the hyperlinks therein while using that external storage medium. Alternatively, the folder and subfolders may be transferred to a separate computer and the hyperlinks may then be tested using that separate computer.

5 Parties may also choose to engage an external litigation document service provider that will either (a) manage the hyperlinking processes; or (b) ensure that the relevant documents are made available through an online service accessible via the Internet, and hyperlinked in like manner as specified in this Guidance Note.

Specific Hyperlinking Requirements

6 The documents should be in Portable Document Format (“PDF”). When hyperlinking to another PDF, selecting the linked document should lead to the linked document opening in

a new window. Further information on how to use Adobe Professional to create hyperlinks is set out at Annex A below.

Timelines

7 An external storage device (eg CD-ROM or thumb drive), or a link to download from the parties' server, containing the hyperlinked documents at paragraph 1, as well as all documents that the hyperlinks point to, is to be submitted to the Registry no later than 4pm on the Monday three weeks before the start of the sitting period of the Court of Appeal ("CA") or the Appellate Division of the High Court ("AD") within which the appeal is scheduled for hearing, regardless of the actual day (within that sitting period) on which the appeal is scheduled for hearing before the CA or the AD. The submission of the link to download the documents from the parties' server, if any, is to be made via email to suptct_registry@judiciary.gov.sg.

8 If an external service provider is engaged, the Registry should be informed as soon as possible and the Registry should also be given access (i.e., instructions, user ID and password) to the document sharing platform on which the hyperlinked documents may be accessed, no later than 4pm on the Monday three weeks before the start of the sitting period of the CA or the AD within which the appeal is scheduled for hearing, regardless of the actual day (within that sitting period) on which the appeal is scheduled for hearing before the CA or the AD.

Organisation of Documents

9 Where an external storage device is used, please take note of the points set out at paragraphs 10 to 14 below. If a document sharing platform is used, please organise the documents in a manner similar to that described at paragraphs 10 to 14 below.

Folders and Folder Names

10 There should be electronic folders containing each party's documents, and one electronic folder containing the Record of Appeal. Further directions may be given on how to name the folders in matters involving cross-appeals or related appeals.

11 The electronic folder for the Appellant's documents must be named "Appellant". It should contain the Appellant's documents in PDF, save for the Record of Appeal. The following documents should be included: the Appellant's Case, the Appellant's Core Bundle,

the Second Core Bundle (if any), the Appellant's Bundle of Authorities and the Appellant's Second Bundle of Authorities (if any).

12 The electronic folder for the Respondent's documents must be named "Respondent". It should contain the Respondent's documents in PDF. The following documents should be included: the Respondent's Case, the Respondent's Core Bundle and the Respondent's Bundle of Authorities.

13 The electronic folder for the Record of Appeal must be named "Record of Appeal". It should contain the different volumes of the Record of Appeal in PDF.

Document Names

14 The files in the electronic folders must be named in accordance with the format set out in paragraph 122(16) of the Supreme Court Practice Directions 2021:

<party> - <document title>

For example:

1st Appellant - Appellant's Case

1st Appellant - Appellant's Reply

1st Appellant - Bundle of Authorities Vol 1

1st Appellant - Bundle of Authorities Vol 2

1st Appellant - Record of Appeal Vol 1

1st Appellant - Record of Appeal Vol 2

Other Requirements

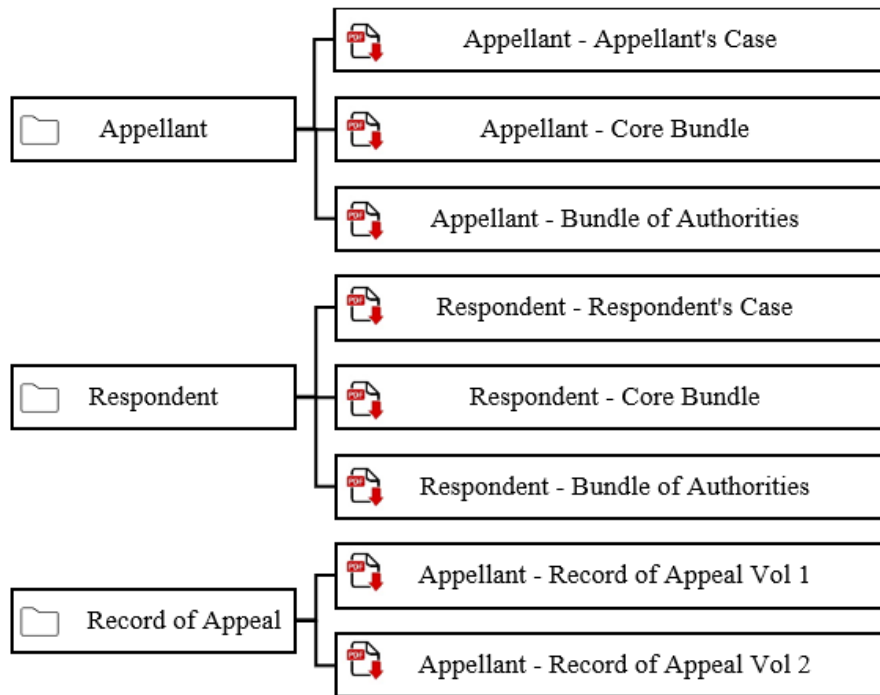
15 For the avoidance of doubt, unless the court directs otherwise, hard copy documents and soft copy documents will still need to be submitted in accordance with the Rules of Court 2021 and Supreme Court Practice Directions 2021.

Annex A – How to add hyperlinks in a PDF using Adobe Professional

(NB: This is only for reference. Parties may choose to use any other software that is compatible with the PDF format to create the same hyperlinking result.)

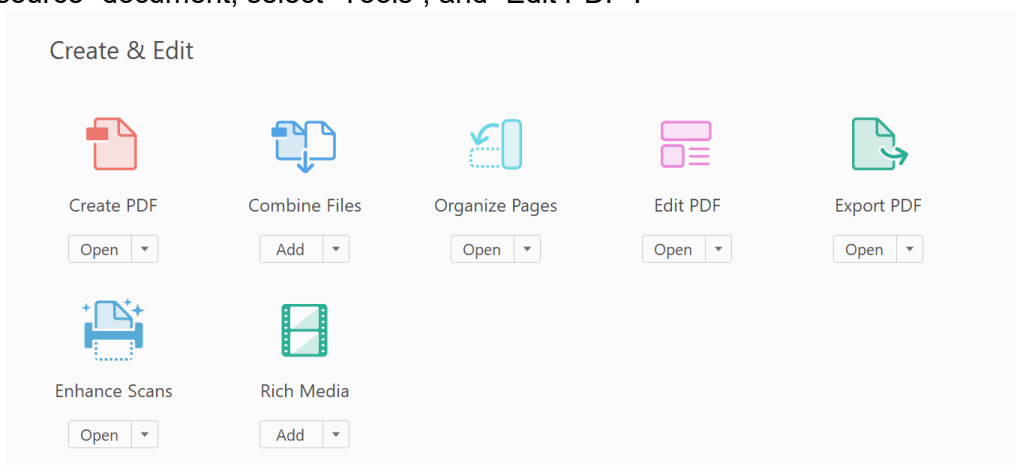
1. Documents must all be saved and stay fixed in their folders and subfolders, named and structured according to the Supreme Court Practice Directions 2021.

E.g.



Selecting Text To Hyperlink

2. Using Adobe Professional, open both the “source” and “destination” document(s). In the “source” document, select “Tools”, and “Edit PDF”.

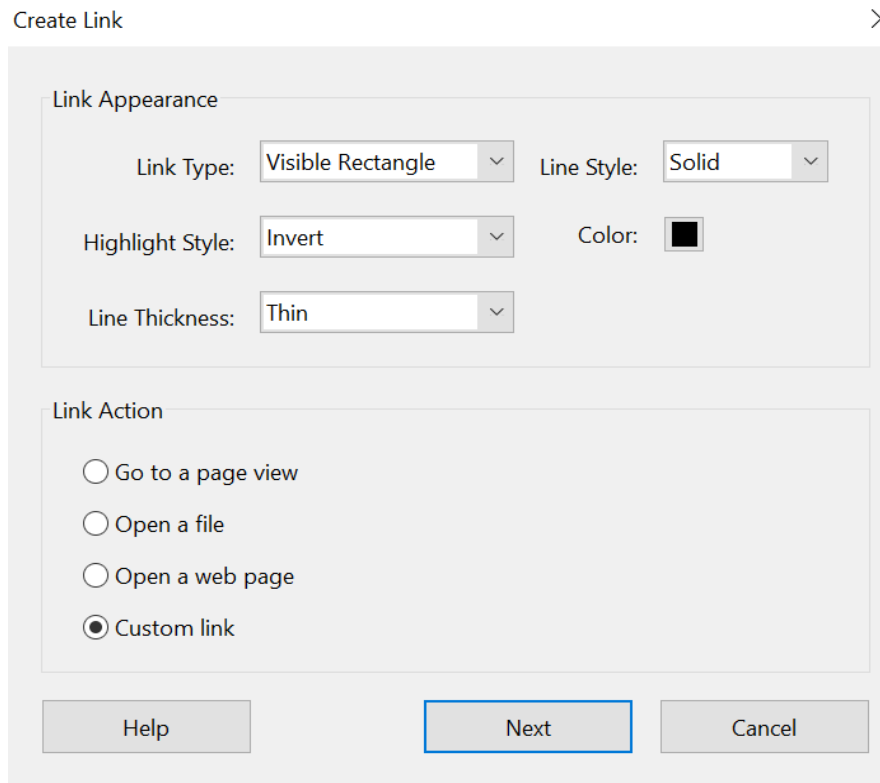


3. Select “Link” from the list of new edit options that appear.

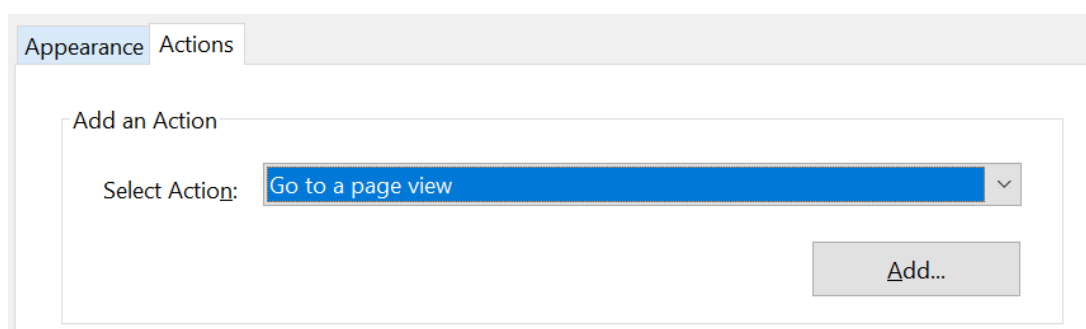
4. Select “Add/Edit Web or Document Link” and draw a box around the “source words”.
5. Alternatively, if the document has been scanned for Optical Character Recognition (“OCR”), you may (a) select the text that you wish to hyperlink; (b) right click on the selected text; and (c) select “Create Link” from the list of options that appear.

Creating Hyperlink

6. Select “Custom Link”. Please select the “Link Type: Visible Rectangle”.

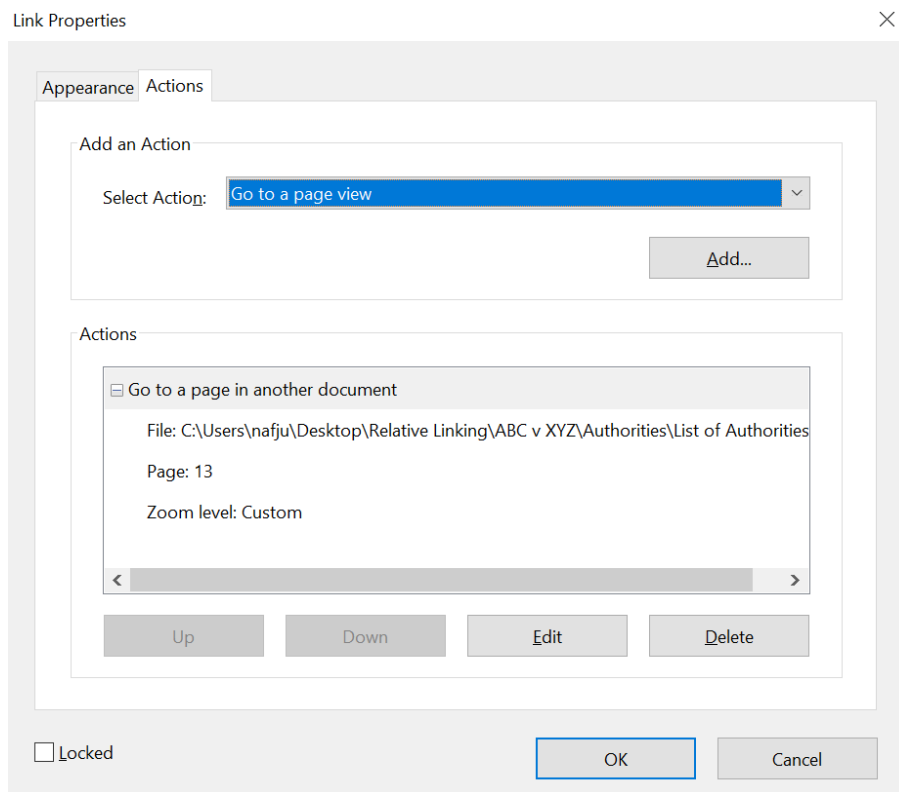


7. In the new overlay window, select “Actions” > “Go to a page view” > Click “Add”.

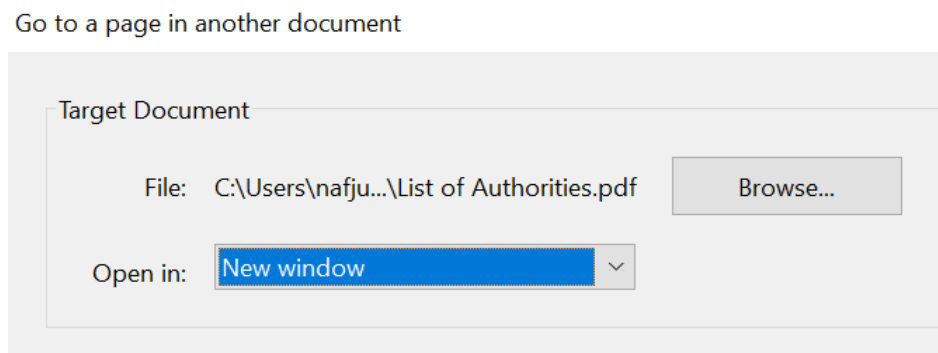


8. You will be asked to indicate the “destination” page, which can be on a different document. Select your “destination” document and scroll to the relevant page or section, and draw a rectangle there. Click “Set Link”.

- Return to your “source” document and “edit” the link that was just created. Under “Link Properties”, it should state under “Actions” that the link will “Go to a page in another document”:



- Click “Edit”.
- Under the “Open in:” option, select “New window”:



- Click “OK” and save your “source” PDF.
- The whole set of PDFs should retain their file name and remain in their original structure of folders and subfolders that they were in at the time the hyperlink was created. So long as that is done, the “main” folder can be copied onto other computers, and the hyperlinks between/across documents will continue to work.