

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

PRACTICE DIRECTIONS

AMENDMENT NO. 1 OF 2022

1. It is hereby notified for general information that the Family Justice Courts Practice Directions will be amended as follows with effect from 25 April 2022: -

(a) The following new sub-paragraph 1(4A) will be inserted after sub-paragraph 1(4) and the existing sub-paragraphs 1(5), (6) and (8) will be deleted and replaced with the following sub-paragraphs:

[Paragraph 1\(4A\), \(5\), \(6\) and \(8\)](#)

(b) The existing sub-paragraphs 7(2) and (9) will be deleted and replaced with the following sub-paragraphs:

[Paragraph 7\(2\) and \(9\)](#)

(c) The existing sub-paragraphs 14(6) and (7) will be deleted and replaced with the following sub-paragraphs:

[Paragraphs 14\(6\) and \(7\)](#)

(d) The existing sub-paragraph 24A(1) will be deleted and replaced with the following sub-paragraph:

[Paragraph 24A\(1\)](#)

(e) The existing sub-paragraph 55(2) will be deleted and replaced with the following sub-paragraph:

[Paragraph 55\(2\)](#)

(f) The existing sub-paragraph 58(5) will be deleted and replaced with the following sub-paragraph:

[Paragraph 58\(5\)](#)

(g) The existing paragraph 82 will be deleted and replaced with the following paragraph:

[Paragraph 82](#)

(h) The existing sub-paragraph 87(1) will be deleted and replaced with the following sub-paragraph:

[Paragraph 87\(1\)](#)

(i) The existing paragraph 88 will be deleted and replaced with the following paragraph:

[Paragraph 88](#)

(j) The existing paragraph 89 will be deleted:

[Paragraph 89](#)

(k) The existing paragraph 90 will be deleted and replaced with the following paragraph:

[Paragraph 90](#)

(l) The existing paragraph 91 will be deleted and replaced with the following paragraph:

[Paragraph 91](#)

(m) The existing paragraph 92 will be deleted and replaced with the following paragraph:

[Paragraph 92](#)

(n) The existing paragraph 93 will be deleted and replaced with the following paragraph:

[Paragraph 93](#)

(o) The existing paragraph 96 will be deleted and replaced with the following paragraph:

[Paragraph 96](#)

(p) The existing paragraph 97 will be deleted and replaced with the following paragraph:

[Paragraph 97](#)

(q) The existing paragraph 99 will be deleted and replaced with the following paragraph:

[Paragraph 99](#)

(r) The existing paragraph 102 will be deleted and replaced with the following paragraph:

[Paragraph 102](#)

(s) The following new sub-paragraph 103(1A) will be inserted after sub-paragraph 103(1):

[Paragraph 103\(1A\)](#)

(t) The existing sub-paragraph 104(4) will be deleted and replaced with the following sub-paragraph:

[Paragraph 104\(4\)](#)

(u) The existing paragraph 106 will be deleted and replaced with the following paragraph:

[Paragraph 106](#)

(v) The existing paragraph 107 will be deleted and replaced with the following paragraph:

[Paragraph 107](#)

(w) The existing sub-paragraphs 108A(1) and (3) will be deleted and replaced and the new sub-paragraph 108A(2B) will be inserted after sub-paragraph 108A(2A):

[Paragraphs 108A \(1\), \(2B\) and \(3\)](#)

(x) The following new sub-paragraph 109(3) will be inserted after sub-paragraph 109(2):

[Paragraph 109](#)

(y) The existing paragraph 117 will be deleted and replaced with the following paragraph:

[Paragraph 117](#)

(z) The existing sub-paragraph 120(3) will be deleted and replaced with the following sub-paragraph:

[Paragraph 120\(3\)](#)

(aa) The existing paragraph 125 will be deleted and replaced with the following paragraph:

[Paragraph 125](#)

(bb) The existing paragraph 126 will be deleted and replaced with the following paragraph:

[Paragraph 126](#)

(cc) The existing paragraph 138 will be deleted and replaced with the following paragraph:

[Paragraph 138](#)

(dd) The existing paragraph 142 will be deleted and replaced with the following paragraph:

[Paragraph 142](#)

- (ee) The existing paragraph 143 will be deleted and replaced with the following paragraph:

[Paragraph 143](#)

- (ff) The existing sub-paragraph 147(6) will be deleted:

[Paragraph 147\(6\)](#)

- (gg) The existing paragraph 155 will be deleted and replaced with the following paragraph:

[Paragraph 155](#)

- (hh) The existing paragraph 156 will be deleted and replaced with the following paragraph:

[Paragraph 156](#)

- (ii) The existing sub-paragraphs 158(3) and (4) will be deleted and replaced with the following sub-paragraphs:

[Paragraphs 158\(3\) and \(4\)](#)

- (jj) The following new paragraph 159A will be inserted after paragraph 159:

[Paragraph 159A](#)

- (kk) The following new sub-paragraph 160(4) will be inserted after sub-paragraph 160(3):

[Paragraph 160\(4\)](#)

- (ll) The existing paragraph 161 will be deleted and replaced with the following paragraph:

[Paragraph 161](#)

(mm) The existing sub-paragraph 162(7) will be deleted and replaced with the following sub-paragraph:

[Paragraph 162\(7\)](#)

(nn) The existing sub-paragraph 165(5) will be deleted and replaced with the following sub-paragraph:

[Paragraph 165\(5\)](#)

(oo) The existing sub-paragraph 167(1) will be deleted and replaced with the following sub-paragraph:

[Paragraph 167\(1\)](#)

(pp) The following new sub-paragraph 168(8A) will be inserted after sub-paragraph 168(8):

[Paragraph 168\(8A\)](#)

(qq) The existing sub-paragraphs 169(3) and (10) will be deleted and replaced with the following sub-paragraphs:

[Paragraphs 169\(3\) and \(10\)](#)

(rr) The existing sub-paragraph 171(2) will be deleted and replaced with the following sub-paragraph:

[Paragraph 171\(2\)](#)

(ss) The existing Form 8 will be deleted and replaced with the following new form:

[Form 8](#)

(tt) The existing Form 21 will be deleted and replaced with the following new form:

[Form 21](#)

(uu) The existing Form 128 will be deleted and replaced with the following new form:

[Form 128](#)

(vv) The existing Form 130 will be deleted and replaced with the following new form:

[Form 130](#)

(ww) The existing Form 131 will be deleted and replaced with the following new form:

[Form 131](#)

(xx) The following new Form 131A will be inserted after Form 131:

[Form 131A](#)

(yy) The existing Form 217 will be deleted and replaced with the following new form:

[Form 217](#)

(zz) The existing Form 239 will be deleted and replaced with the following new form:

[Form 239](#)

(aaa) The existing Form 257 will be deleted and replaced with the following new form:

[Form 257](#)

(bbb) The following new Form 270 will be inserted after Form 269:

[Form 270](#)

(ccc) The existing Appendix B, Parts 1 and 2 will be deleted and replaced with the following:

[Appendix B, Parts 1 and 2](#)

2. The addition at 1(a) is to provide for accurate references to written law, Rules of Court 1996 and the Rules of Court 2021 within the Family Justice Courts Practice Directions.
3. The amendments at 1(a) (in respect of the amendment at sub-paragraphs 1(5), (6) and (8) of the Family Justice Courts Practice Directions), (d), (cc) and (ll) (in respect of the amendment at paragraph 161(2) of the Family Justice Courts Practice Directions) are to reflect the update in the FJC's website URL to the new Singapore Courts website.

4. The amendment at 1(b) refers the user to the updated Singapore Courts website for details on the Liaison Judges and to update the accurate reference to the Family Justice Rules.
5. The amendment at 1(c) stipulates that the bankruptcy searches conducted on the Plaintiff and Defendant is to be done using the Ministry of Law Insolvency Office e-services.
6. The amendment at 1(e) is to reflect the accurate reference to the paragraph to provide details of service on defendant(s).
7. The amendment at 1(f) is to accurately refer to rule 184(5)(a) of the Family Justice Rules.
8. The amendment at 1(g) allows the Family Justice Courts to fix hearings in accordance with the timelines as provided and the deletion is for parity with the respective Practice Directions of the Supreme Court and State Courts.
9. The amendments at 1(h), (mm) and (rr) are for language consistency pursuant to section 10 of the Family Justice Act and the amended rule 671 of the Family Justice Rules.
10. The amendment at 1(i) provides for updated directions on electronic filing of documents and authorities for use in Court generally.
11. The deletion at 1(j) is to remove duplicated directions covered in the respective rules in the Family Justice Rules and the relevant paragraphs in the Family Justice Courts Practice Directions.
12. The amendment at 1(k) clarifies the timeline, mode of filing and requirements of various documents for use in trials.
13. The amendment at 1(l) clarifies the requirements for bundle of documents and bundle of authorities for use in hearings in chambers.

14. The amendment at 1(m) clarifies the requirements for written submissions and bundle of authorities for special hearing dates.
15. The amendment at 1(n) sets out the updated practice for citation of written judgments.
16. The amendment at 1(o) is consequential on the amendment in 1(g) and for consistency within the Family Justice Courts Practice Directions.
17. The addition at 1(p) is to clarify that the Court will not have access to documents that are not electronically filed in the electronic case file.
18. The amendment at 1(q) clarifies the requirements for written submissions for contested *inter partes* applications before a Registrar in Chambers, District Judge in Chambers and Registrar's Appeals before a District Judge in Chambers.
19. The amendment at 1(r) clarifies that the Court may give directions on the mode of hearing in exercise of its powers under the new rule 610B of the Family Justice Rules.
20. The addition at 1(s) clarifies that the Court-approved recording of a hearing which is conducted remotely can be used as the record of proceedings, pursuant to rule 611 of the Family Justice Rules.
21. The amendment at 1(t) is updated to accurately describe all court proceedings in the Family Justice Courts.
22. The amendment at 1(u) clarifies the methods an applicant may verify his or her identity and updates the process for obtaining certified true copies of documents.
23. The amendment at 1(v) provides accurate references to the Family Justice Rules and clarifies the methods a person may verify his or her identity for the purposes of accessing and/or correcting personal data in electronic cause books and registers maintained by the Registry.

24. The amendment at 1(w) relates to the new rules 629A and 629B of the Family Justice Rules which sets out the application process for a letter of request to be issued by the Singapore courts to a foreign jurisdiction to enable a person residing in the foreign jurisdiction to give evidence remotely in respect of Singapore court proceedings. The corresponding Practice Directions provides the relevant timelines for such applications to be made.
25. The addition at 1(x) clarifies that the Court accepts hard copies of affidavits printed on both sides of each page.
26. The amendment at 1(y) is to refer the user to the relevant rules in the Family Justice Rules and to update the interest rate for orders made under Part 18 Divisions 7 and 26 of the Family Justice Rules in these Practice Directions.
27. The amendment at 1(z) is to accurately refer to the Family Justice Rules.
28. The amendment at 1(aa) clarifies the requirements for filing of records of appeals and written cases for the various types of appeals under Part 18 Divisions 58, 59 and 60 of the Family Justice Rules.
29. The amendment at 1(bb) clarifies the requirements for filing of documents for appeals under Part 18 Division 55 of the Family Justice Rules.
30. The deletion at 1(dd) is to remove reference to the repealed rule 13A(2) of the Singapore Academy of Law Rules.
31. The amendment at 1(ee) clarifies the procedure for applications to become a registered user and for designating authorised users for the electronic filing service.
32. The deletion at 1(ff) is to remove references to manual handling fees and administrative charges imposed by the service bureau, for the purposes of aligning these Family Justice Courts Practice Directions with that of the respective Supreme Court and State Courts Practice Directions.
33. The amendment at 1(gg) updates the process and directions to Accountant-General for payment in and out of court.

34. The amendment at 1(hh) is to achieve parity with the Supreme Court Practice Directions 2021.
35. The amendment at 1(ii) clarifies the criteria and process for urgent applications to be heard outside of office hours.
36. The addition at 1(jj) stipulates the requirements for an applicant's request for urgent hearing before a Duty Judge or Registrar.
37. The addition at 1(kk) is to achieve parity with the Supreme Court Practice Directions 2021 and to reiterate the importance of punctuality for court hearings.
38. Save for the amendment at paragraph 161(2) of the Family Justice Courts Practice Directions, the amendment at 1(ll) sets out the directions and conduct of hearings by video and/or telephone conferencing.
39. The amendment at 1(nn) is to correctly reference the management system used at Supreme Court.
40. The addition at 1(oo) clarifies the attire for advocates and solicitors attending the proceedings physically in the courtroom even if the proceedings are conducted through the live video link or live television link.
41. The addition at 1(pp) is to achieve parity with the Supreme Court Practice Directions 2021 and to reiterate parties' attendance before the Court for adjournment applications, where applicable.
42. The amendment at 1(qq) are to update the form number references as referred to in the Supreme Court Practice Directions 2021.
43. The amendment at 1(ss) clarifies that the bankruptcy search results annexed to the Statement of Particulars must be the search results obtained from the Ministry of Law Insolvency Office.

44. The amendment at 1(tt) is consequential from the removal of the term “juvenile” from the Family Justice Courts Practice Directions.
45. The amendment at 1(uu) is for linguistic consistency with rules 616 and 617 of the Family Justice Rules.
46. The amendment at 1(vv) and 1(ww) are for parity with the equivalent Rules of Court forms.
47. The addition at 1(xx) is to incorporate Form 131A as referred to in rule 629A of the Family Justice Rules.
48. The amendment at 1(yy) is to limit the scope of the deputy(ies)’s powers to incidental powers required to give effect to the orders made by the Court, in line with the wording of Section 20(5) of the Mental Capacity Act 2008.
49. The addition at 1(zz) is to ensure consistency of injunction forms across all Courts.
50. The amendment at 1(aaa) is for parity with the equivalent form B3 found in the Supreme Court Practice Directions 2021.
51. The addition at 1(bbb) is to incorporate Form 270 as referred to in the new paragraph 159A in the Family Justice Courts Practice Directions.
52. The amendment at 1(ccc) is to provide for accurate reference to the equivalent rules in the Family Justice Rules.

Dated this 22nd day of April 2022



KENNETH YAP
REGISTRAR
FAMILY JUSTICE COURTS

1. Introduction

...

Citation of Legislation in Proceedings

...

- (4A) In these Practice Directions, unless the context otherwise requires,
- (a) any reference to a repealed provision of any written law is a reference to that provision as in force immediately before the date the provision is repealed;
 - (b) Any reference to “Rules of Court 1996” is a reference to the Rules of Court (Cap. 322, R 5, 2014 Rev Ed) as in force immediately before 1 April 2022;
 - (c) Any reference to “Rules of Court 2021” is a reference to the Rules of Court 2021 (G.N. No. S 914/2021) as in force on or after 1 April 2022.

Updating

- (5) Any addition or amendment to these Practice Directions will be notified on the Singapore Courts website at <http://www.judiciary.gov.sg>. The Practice Directions will be updated on the date the addition or amendment takes effect.
- (6) The complete and updated Practice Directions can be downloaded from the Singapore Courts website at <http://www.judiciary.gov.sg>.

...

Registrar’s Circulars

- (8) Registrar’s Circulars can be found at the Singapore Courts website at <http://www.judiciary.gov.sg>.

7. Guidance on Direct Judicial Communications in International Family Proceedings Affecting Children

...

- (2) The Liaison Judges of Singapore are appointed by the Chief Justice, and it is part of their role to receive and, when necessary, channel incoming judicial communications and initiate or facilitate outgoing communications. The current appointees and further details of the Liaison Judges can be found on the Singapore Courts website at <http://www.judiciary.gov.sg>.

...

- (9) For the avoidance of doubt, parties remain entitled under the Family Justice Rules to call upon expert witnesses to prove or disprove the foreign law. The Court will take into account all the available evidence before arriving at a decision.

...

14. Particulars of Statement of Claim

...

- (6) The Statement of Particulars must include the following documents as annexures:

...

- (c) a copy of the Ministry of Law Insolvency Office bankruptcy search against the Plaintiff showing the results of the search (e.g. whether the search is negative or if it shows that the Plaintiff is a bankrupt or that there are pending bankruptcy proceedings against the Plaintiff); and
- (d) a copy of the Ministry of Law Insolvency Office bankruptcy search against the Defendant showing the results of the search (e.g. whether the search is negative or if it shows that the Defendant is a bankrupt or that there are pending bankruptcy proceedings against the Defendant).
- (7) The bankruptcy searches for both the Plaintiff and Defendant must be conducted using the Ministry of Law Insolvency Office e-services.

...

24A. Service of summons under Part VIII of Women's Charter (except an application made under section 69 or 70)

- (1) The prior written consent of the party referred to in rule 131A(5)(a) of the Family Justice Rules shall be in Form 207 of Appendix A to these Practice Directions. This Form can be submitted in its physical form or by using the QR Code provided for this purpose which is made available at the Court premises and also found on the Singapore Courts website at <http://www.judiciary.gov.sg>.

...

55. Application subsequent to the appointment of deputy

...

- (2) If an application under sub-paragraph (1) is filed more than 6 months from the date of the order, the application must be served personally on every party to the proceedings. If such an application is filed 6 months or less from the date of the order, the service on every party to the proceedings may be by way of ordinary service. Service of an application under sub-paragraph (1) on every relevant person shall be by way of ordinary service, unless directed by the Court. Proof of service on the defendant(s) and the relevant person(s) may be given in a manner provided for by Paragraph 49(5) of these Practice Directions.

...

58. Litigation Representative in mental capacity proceedings

...

- (5) An application for any of the orders referred to in sub-paragraph (4) must be supported by affidavit. If the order sought is the substitution of a new litigation representative for an existing one, the evidence must satisfy the Court of the matters set out in rule 184(5)(a) of the Family Justice Rules.

82. Applications for discovery or interrogatories against network service providers

...

- (2) An application referred to in sub-paragraph (1) shall be made in Form 47 of Appendix A to these Practice Directions.
 - (a) [deleted]
 - (b) [deleted]
- (3) If the applicant requires an urgent hearing date, the onus shall lie on the applicant to attend before the Duty Registrar to highlight the nature of the application and to request that the application be fixed for hearing on an urgent basis.
- (4) [deleted]
- (5) [deleted]

87. Attendance at hearings in the Family Justice Courts

- (1) For the avoidance of doubt, the general rule is that all hearings in a Family Justice Court shall be heard in private pursuant to section 10(1) of the Family Justice Act. Members of the public are not entitled to attend such hearings.

...

88. Electronic filing of documents and authorities for use in Court generally

Time for filing of documents

- (1) Subject to any Directions in this Part to the contrary, or by the Court to the contrary, all documents to be used at any hearing in Court must be filed using the Electronic Filing Service at least 1 clear day in advance of the hearing. These documents include written submissions, skeletal arguments, bundles of documents, bundle of pleadings, bundles of affidavits, core bundles and opening statements.
- (2) In the event that it is not possible to file the documents in advance of the hearing, counsel may apply to the Judge or Registrar conducting the hearing for leave to:
 - (a) use hard copy documents during the hearing. Without limiting paragraph 90(12) of these Practice Directions, the hard copy documents may be printed on one side or both sides of each page; or
 - (b) display a soft copy of the document by sharing his or her screen during the hearing (if the hearing is conducted by video-conferencing).

The solicitor must explain why it was not possible to file the documents in advance of the hearing, and must also give an undertaking to file using the Electronic Filing Service all the documents used at the hearing by the next working day after the hearing. Any document not filed using the Electronic Filing Service will not be included in the Court's case file.

General requirements as regards documents filed for use in Court

- (3) Without limiting any directions in these Practice Directions, the following requirements apply to all documents filed for use in Court:
 - (a) Cover pages are mandatory for all documents;
 - (b) A table of contents is mandatory for all documents exceeding 20 pages;
 - (c) Where a document consists of more than 1 volume:
 - (i) the table of contents of all volumes of the document must be placed at the beginning of Volume I; and
 - (ii) each volume must have a table of contents indicating the items that are contained in that volume.

- (4) If the filing of a document is to be done by submitting only a hard copy of the same to the Registry in accordance with these Practice Directions or the Court's direction:
- (a) Any fees payable pursuant to the Fifth Schedule to the Family Justice Rules must be paid over the counter or by any alternative mode of payment specified by the Registry at the same time as when the hard copy document is submitted to the Registry.
 - (b) Parties should, when making payment over the counter, indicate to the cashier the precise number of pages which comprise the documents.
 - (c) The hard copy of the document filed in Court should show, on the first page of the document, the amount of fees that have been paid on the document.
 - (d) To avoid doubt, this sub-paragraph does not apply where:
 - (i) a document is filed, and the fees payable pursuant to the Fifth Schedule to the Family Justice Rules are paid, through the Electronic Filing System; and
 - (ii) the party chooses to tender hard copy of the document to the Registry.

Bundle of authorities

- (5) Where bundles of authorities are required to be filed under these Practice Directions or by the Court, the following directions, unless otherwise provided by these Practice Directions or ordered by the Court, apply.
- (6) Bundles of authorities may be filed, served, delivered or otherwise conveyed using the Electronic Filing Service. A party may also choose not to file the bundle of authorities into the electronic case file and instead submit a hard copy of the bundle of authorities for hearings according to the directions in this Part.
- (7) The party using the hard copy of the bundle of authorities must produce the bundle at every hearing at which it is required. The hard copy of the bundle of authorities may be printed on one side or both sides of each page. The Court will neither retain nor undertake to produce for hearings the hard copy of the bundle. The Judge or Registrar may, if he or she so chooses, retain the hard copy of the bundle of authorities for his or her own reference. The hard copy so retained will not, however, form part of the Court's record in respect of the proceedings in which it was used.
- (8) Counsel must adhere to the following directions when preparing bundles of authorities for use in Court. These requirements also apply to paragraphs 90 to 92, 99, 125 and 126 of these Practice Directions:

- (a) The bundle of authorities must contain all the authorities, cases, statutes, subsidiary legislation and any other materials relied on.
- (b) The bundle of authorities must be arranged in the following order – statutes in alphabetical order of the title, subsidiary legislation in alphabetical order of the title, cases in alphabetical order of the case name, secondary materials (such as textbooks and articles) in alphabetical order of the last name of the author, and any other materials in alphabetical order of the title or last name of the author as is appropriate.
- (c) The bundle of authorities must have a table of contents immediately after the cover page. Where the bundle of authorities consists of more than 1 volume:
 - (i) the table of contents of all volumes of the bundle of authorities must be placed at the beginning of Volume I; and
 - (ii) each volume must have a table of contents indicating the authorities that are contained in that volume.
- (d) The items in the table of contents must be numbered sequentially, and bound in the order in which they are listed.
- (e) The table of contents must contain a concise statement of the relevance of each authority to the specific issues before the Court. The relevance of each authority must be succinctly expressed and comprise no more than 3 sentences. The statement must be set out immediately after the name of the case. For example:

Rickshaw Investments Ltd and another v Nicolai Baron von Uexkull [2007] 1 SLR(R) 377

Relevance: Choice of law considerations are relevant even when determining the natural forum to hear a dispute.
- (f) The bundle of authorities must be properly bound with plastic ring binding or plastic spine thermal binding. The rings or spines should be red for plaintiffs/appellants and blue for defendants/respondents with a transparent plastic cover in front and at the back.
- (g) The bundle of authorities must have flags to mark out the authorities. Such flags must bear the appropriate indicium by which the authority is referred to. Flags must be spaced out evenly along the right side of the bundle so that as far as possible they do not overlap one another.

- (h) The bundle of authorities must be paginated consecutively at the top right hand corner of each page. Each separate volume must start at page 1, and every page in that volume must be numbered consecutively.
 - (i) The bundle of authorities must be legible. Clear copies of the authorities must be made available for inspection by the other parties or the Judge if the copies exhibited in the bundle of authorities are not legible.
- (9) The Court may reject bundles of authorities that are not in compliance with subparagraph (8) above, and in exercising its discretion as to costs, take such non-compliance into account.
- (10) Only authorities which are relevant or necessary for the trial or hearing may be included in the bundle. No bundle of authorities is necessary in cases where parties are not relying on any authority at the trial or hearing. In cases where the Court is of the opinion that costs have been wasted by the inclusion of unnecessary authorities, the Court will have no hesitation in making a special order for costs against the relevant party.
- (11) Where bundles of authorities are filed through the Electronic Filing Service, the following applies:
- (a) A bookmark should be created in the Portable Document Format (PDF) file for each authority in the bundle.
 - (b) The name given to each bookmark should be the same as the corresponding authority in the table of contents.
 - (c) The page number of each printed volume of the bundle must correspond to the page number in the Portable Document Format (PDF) version of that volume of the bundle. Each separate volume must start at page 1, and every page in that volume must be numbered consecutively.

89. [deleted]

[deleted]

90. Documents for use in trials

- (1) This Paragraph shall apply to trials of —
 - (a) writ actions; and
 - (b) originating summonses ordered to be continued as if the cause of action had been begun by writ.
- (2) To improve the conduct of family proceedings and to reduce the time taken in the presentation of cases in Court, the following documents shall also be prepared by the respective solicitors of the parties:
 - (a) a bundle of authorities; and
 - (b) an opening statement.

Time for filing of documents under rule 567(1) of the Family Justice Rules

- (3) Parties are to note that the timeline given pursuant to the Court's directions under rule 567(1) of the Family Justice Rules is to be adhered to strictly, and that the timeline will apply to the filing of the documents into the electronic case file and, if applicable, the submission of the CD-ROM or DVD-ROM (containing the documents in Portable Document Format (PDF)) to the Registry.
- (4) At the trial of the cause or matter, an adjournment may be ordered if:
 - (a) the documents or any of them (save for the opening statement in cases where it is not required or dispensation was granted) were not filed and served within the prescribed time or at all; or
 - (b) one party seeks to tender any of the above documents or supplements to such documents (except for supplements to the opening statement at the trial of the cause or matter).
- (5) If an adjournment is ordered for any of the reasons set out in sub-paragraph (3), the party in default may be ordered to bear the costs of the adjournment.

Mode of filing documents

- (6) The opening statement, the affidavits of the evidence-in-chief of all witnesses or other affidavits, and the bundle of documents must be filed in Court as separate documents using the Electronic Filing Service, and, if required, each of the opening statement, the affidavits of the evidence-in-chief of all witnesses or other affidavits, and the bundle of

documents in Portable Document Format (PDF) stored on optical media (CD-ROM or DVD-ROM) may be tendered to the Registry. The documents must comply with the provisions of this paragraph.

- (7) Additionally, unless otherwise directed, the parties must tender the documents referred to at sub-paragraph (6) above to the Registry in hard copy. The hard copy must tally in all respects with the soft copy (if tendered in optical media), and the page numbers of the hard copy must correspond to the page numbers in the Portable Document Format (PDF) version. Parties should adhere as far as possible to the guidelines set out on the eLitigation website at <http://www.elitigation.sg> on the resolution to be used when scanning documents into PDF.

Bundles of documents

- (8) The bundles of documents in Rules 566 and 567(1)(b) must be prepared in an electronic format. The contents of the bundle of documents must be agreed on between all parties as far as possible. If there are other documents, the relevance of which is uncertain, these documents should be included and any objections taken before the trial Judge. Only documents which are relevant or necessary for the trial may be included in the bundles. In cases where the Court is of the opinion that costs have been wasted by the inclusion of unnecessary documents, the Court will have no hesitation in making a special order for costs against the relevant party. No bundle of documents is necessary in cases where parties are not relying on any document at the trial.
- (9) The following directions apply to the electronic creation of bundles of documents:
 - (a) Index pages shall be prepared. Bookmarks should be created in the Portable Document Format (PDF) file for each such reference in the index. There should be as many book-marks in that PDF file as there are references in the index to documents in that PDF file.
 - (b) The name given to each bookmark should be the same as the corresponding reference in the index.
 - (c) It is the responsibility of the solicitors for all parties to agree and prepare a bundle of agreed documents. The scope to which the agreement extends must be stated in the index sheet of the bundle of agreed documents. If the parties are unable to agree on the inclusion of certain documents, those documents on which agreement cannot be reached must be prepared by the party that intends to rely on or refer to those documents. It is the responsibility of the solicitors for the party filing the bundle of documents to separate the documents into sections for documents of which authenticity is not in dispute and documents of which authenticity is in dispute and to indicate in the index sheet the documents of

which authenticity is in dispute and by whom. Apart from the above, the various PDF documents should be arranged chronologically or in some logical order.

- (d) The page number of each bundle of documents must correspond to the page number in the Portable Document Format (PDF) version of that bundle. Each separate bundle of documents shall start at page 1 and every page shall be numbered consecutively.
- (10) For proceedings using the Electronic Filing Service, a bundle of documents may be created online and filed through the Electronic Filing Service. The electronic bundle shall be created in Portable Document Format (PDF). The electronic bundle may contain:
- (a) documents in the electronic case file; and
 - (b) documents that have been uploaded into the electronic case file by solicitors or other persons given access to the shared folder in the electronic case file.
- (11) The directions in sub-paragraph (12) below apply to hard copies tendered to the Registry or the Court.
- (12) The documents in the bundles should —
- (a) contain an index of contents of each bundle in the manner and form set out in Form 205 in Appendix A to these Practice Directions.
 - (b) be paginated consecutively throughout at the top right hand corner and may be printed on one side or both sides of each page.
 - (c) Where the bundle of documents consists of more than 1 volume:
 - (i) the index of contents of all volumes of the bundle of documents must be placed at the beginning of Volume 1; and
 - (ii) each volume must have an index of contents indicating the documents that are contained in that volume.
 - (d) be firmly secured together with plastic ring binding or plastic spine thermal binding, and such rings or spines should be red for plaintiffs and blue for defendants with a transparent plastic cover in front and at the back;
 - (e) have flags to mark out documents to which repeated references will be made in the course of hearing, and such flags shall —

- (i) bear the appropriate indicium by which the document is indicated in the index of contents; and
 - (ii) be spaced out evenly along the right side of the bundle so that as far as possible they do not overlap one another; and
- (f) be legible (for which purpose clear legible photo-copies of original documents may be exhibited instead of the originals provided the originals are made available for inspection by the other parties before the hearing and by the Judge at the hearing).
- (g) Where originals and copies of documents are included in one bundle, it should be stated in the index which documents are originals and which are copies.

Core bundle of documents

- (13) A core bundle should (unless clearly unnecessary) also be provided containing the most important documents upon which the case will turn or to which repeated reference will have to be made. The documents in this bundle should normally be paginated but should also be cross-referenced to copies of the documents included in the main bundles. The bundle supplied to the Court should be contained in a loose-leaf file which can easily have further documents added to it if required.
- (14) Where the core bundle of documents consists of more than 1 volume:
- (a) the table of contents of all volumes of the core bundle of documents must be placed at the beginning of Volume I; and
 - (b) each volume must have a table of contents indicating the documents that are contained in that volume.

Opening statements

- (15) A proper opening statement is of great assistance to the Court as it sets out the case in a nutshell, both as to facts and law. It is intended to identify both for the parties and the Judge the issues that are, and are not, in dispute. It enables the Judge to appreciate what the case is about, and what he is to look out for when reading and listening to the evidence that will follow. Opening statements also help to clarify issues between the parties, so that unnecessary time is not spent on trying to prove what is not disputed or irrelevant. The need for brevity is emphasised as opening statements that contain long and elaborate arguments, and citations from and references to numerous authorities, do not serve this purpose.

- (a) In the light of these objectives, opening statements will be required in all cases from all parties, except where dispensation has been granted by the trial Judge and in running down actions.
- (b) All opening statements must include the following:
 - (i) the nature of the case generally and the background facts insofar as they are relevant to the matter before the Court and indicating which facts, if any, are agreed;
 - (ii) the precise legal and factual issues involved are to be identified with cross-references as appropriate to the pleadings. These issues should be numbered and listed, and each point should be stated in no more than one or two sentences. The object here is to identify the issues in dispute and state each party's position clearly, not to argue or elaborate on them;
 - (iii) the principal authorities in support of each legal proposition should be listed, while the key documents and witnesses supporting each factual proposition should be identified;
 - (iv) where there is a counterclaim or third party action, the opening statement must similarly address all issues raised therein; and
 - (v) an explanation of the reliefs claimed (if these are unusual or complicated).
- (c) In the case of the plaintiff, the statement must include the following:
 - (i) a summary of essential facts indicating which, if any, are agreed;
 - (ii) an indication of how these facts are to be proved, identifying relevant witnesses and documents;
- (d) The plaintiff's statement as provided for in sub-paragraph (15)(c) above, should, unless exempted or dispensation has been granted by the trial Judge, be filed and served on all other relevant parties not less than 3 working days before the commencement of the trial for which they are to be used.
- (e) The other counsel should each similarly not later than 2 working days before the start of the trial provide to the Court (with copies at the same time to their opponents) a statement which should concisely state the nature of their case on each of the issues to be tried and summarise the propositions of law to be advanced with references to the main authorities to be relied on. The character

and length of this document will depend on the circumstances and whether there is any counterclaim or third-party proceedings.

- (f) In cases where the Court is of the opinion that costs or hearing days have been wasted by a poorly drafted opening statement, the Court will have no hesitation in making a special order for costs against the relevant person.
- (g) The following format shall be adhered to when preparing opening statements:
 - (i) all pages shall be paginated, with the first page (including the cover page) numbered as 'Page 1' so that the page numbers of the hard copy correspond to the page numbers in the Portable Document Format (PDF) version;
 - (ii) the minimum font size to be used is Times New Roman 12 or its equivalent;
 - (iii) the print of every page shall be double spaced;
 - (iv) each page may be printed on one side or both sides; and
 - (v) every page shall have a margin on all 4 sides, each of at least 35 mm in width.
- (h) All opening statements should not exceed 20 pages (including the cover page, table of contents and all annexes and appendices). All opening statements must include a cover page and a table of contents.
- (i) Opening statements may be amended at trial, but counsel will be expected to explain the reasons for the amendments.

Bundle of authorities

- (16) In addition to the documents required to be filed and served under rule 567 of the Family Justice Rules, the Court may direct parties to file and serve bundles of authorities. Paragraphs 88(5) to (11) of these Practice Directions must be complied with.
- (17) The bundle of authorities shall be filed and served on all relevant parties at least 5 working days before trial.

91. Hearing in Chambers

- (1) In all hearings in chambers before a Judge or Registrar, counsel shall submit their bundles of documents and their own bundle of authorities. Rule 567 of the Family Justice Rules and the requirements of paragraphs 88(5) to (11) and 90(8) to (12) shall, with the necessary modifications, be complied with, except where paragraph 92(1) of these Practice Directions applies, the bundles may be submitted at the hearing itself before the Judge or Registrar, as the case may be.
- (2) The party using a hard copy of the bundle of authorities for the hearing must, if directed by the Court, file the list of authorities (that corresponds to the table of contents of the hard copy of the bundle of authorities) into the case file using the Electronic Filing Service at least 1 clear day in advance of the hearing. In the event that it is not possible for the party to do so, he or she must explain to the Judge or Registrar conducting the hearing why it was not possible for him or her to do so and must also undertake to file the list of authorities using the Electronic Filing Service by the next working day after the hearing.

92. Written Submissions and Bundles of Authorities for Special Date Hearings

This paragraph applies only to hearings in the Family Division of the High Court save for the hearing of appeals.

- (1) Unless otherwise directed by the Court for any contested special date hearing before a Judge in the Family Division of the High Court, each party shall:
 - (a) submit to the Court and serve on the other party a hard copy of the following documents at least 1 clear day in advance of the hearing:
 - (i) written submissions (with a cover page and a table of contents); and
 - (ii) bundle of authorities (which are in compliance with the requirements under paragraphs 88(5) to (11) of these Practice Directions); and
 - (b) file a soft copy of the written submissions into the electronic case file using the Electronic Filing Service at least 1 clear day before the hearing.
- (2) All written submissions must include a cover page and a table of contents.
- (3) The party using a hard copy of the bundle of authorities for the hearing must, if directed by the Court, file the list of authorities (that corresponds to the table of contents of the hard copy of the bundle of authorities) into the case file using the Electronic Filing Service at least 1 clear day before the hearing. Where the bundle of authorities (whether in hard copy or soft copy) consists of more than 1 volume:
 - (a) the table of contents of all volumes of the bundle of authorities must be placed at the beginning of Volume I; and
 - (b) each volume must have a table of contents indicating the authorities that are contained in that volume.
- (4) If any party does not intend to rely on written submissions at the contested hearing referred to in sub-paragraph (1) above (e.g., where the hearing does not involve complex issues), the party should seek the Court's approval for a waiver by way of a Request using the Electronic Filing Service at least 7 days before the hearing.
- (5) This paragraph does not apply to any hearing before a Judge which is fixed on the normal list. However, parties are encouraged to adhere to the directions set out in sub-paragraph (1) above if the application will be contested. In the event that this is not done, the Judge may adjourn the hearing to enable the filing of written submissions or bundle of authorities if appropriate.

- (6) For any special date hearing before a Registrar, any party who wishes to rely on written submissions at the hearing is required to comply with sub-paragraph (1) above.
- (7) This paragraph does not apply to any hearings for which specific directions on the filing of written submissions or bundle of authorities are provided for in these Practice Directions.

93. Citation of written judgments

- (1) Counsel who wish to cite a judgment as authority in support of their oral or written submissions must adhere to the following directions. These directions are intended to provide guidance to advocates and solicitors as to:
 - (a) the extent to which it is necessary to rely on local and foreign judgments in support of their case; and
 - (b) the practice of citing such judgments.

Use of judgments as authorities in submissions

- (2) Counsel who cite a judgment must state the proposition of law that the judgment establishes and the parts of the judgment that support that proposition. Such statements should not excessively add to the length of the submission but should be sufficient to demonstrate the relevance of that judgment to the argument made. Where counsel wish to cite more than two judgments as authority for a given proposition, there must be a compelling reason to do so, and this reason must be provided by counsel in submissions.
- (3) The Court will also pay particular attention to any indication in the cited judgment that the judgment:
 - (a) only applied decided law to the facts of the particular case; or
 - (b) did not extend or add to the existing law.

Use of judgments from foreign jurisdictions

- (4) Judgments from other jurisdictions can, if judiciously used, provide valuable assistance to the Court. However, where there are in existence local judgments which are directly relevant to the issue, such judgments should be cited in precedence to foreign judgments. Relevant local judgments will be accorded greater weight than judgments from foreign jurisdictions. This will ensure that the Courts are not unnecessarily burdened with judgments made in jurisdictions with differing legal, social or economic contexts. In addition, counsel who cite a foreign judgment must:
 - (a) draw the attention of the Court to any local judgment that may be relevant to whether the Court should accept the proposition that the foreign judgment is said to establish; and
 - (b) ensure that such citation will be of assistance to the development of local jurisprudence on the particular issue in question.

Citation practice

- (5) Counsel who cite a judgment must use the official series of the law report(s) or, if the official series is not available, any other law report series in which the judgment was published. Counsel should refrain from referring to (or including in the bundle of authorities) copies of judgments which are printed out from electronic databases, unless:
- (a) such judgments are not available in any law report series; or
 - (b) the print-outs are the exact copies of the judgments in the law report series.

The following are examples of law reports that should be used for citation:

Jurisdiction	Law Reports (in order of preference)
(a) Singapore	1. Singapore Law Reports (2010 –) (SLR current series)
	2. Singapore Law Reports (Reissue) (SLR (R))
	3. Singapore Law Reports (1965–2009) (SLR 1965–2009)
	4. Malaysian Law Journal (MLJ)
(b) Malaysia	Malayan Law Journal (MLJ)
(c) England & Wales	1. Law reports published by the Incorporated Council of Law Report (e.g., Queen’s Bench (QB), Appeal Cases (AC), Chancery (Ch), Family (Fam), Probate (P))
	2. Weekly Law Reports (WLR)
	3. All England Law (All ER)
(d) Australia	1. Commonwealth Law Reports (CLR)
	2. Australian Law Reports (ALR)
(e) Canada	1. Supreme Court Reports (SCR)
	2. Federal Court Reports (FC)
	3. Dominion Law Reports (DLR)
(f) New Zealand	New Zealand Law Reports (NZLR)

- (6) Counsel should, where possible, make specific citations by referring to the paragraph number of the judgment, and not to the page number of the judgment or report. For consistency, square brackets ([xx]) should be used to denote paragraph numbers. The paragraph mark (¶) should no longer be used.

The neutral citation system for local judgments

(7) A neutral citation is a court-approved system of citation which is independent of the series of law reports or other publications, and unique to each written judgment. Each written judgment from a particular level of court is assigned a sequential number, starting from 1 at the beginning of each calendar year. The application of the system is as follows:

- (a) Cases reported in the Singapore Law Reports must be cited using their Singapore Law Reports citations, in priority to their neutral citations.
- (b) Unreported decisions must be cited using their neutral citations.

(8) **Court designators**

Court	Neutral citation
Singapore Court of Appeal	SGCA
Singapore High Court (Appellate Division)	SGHC(A)
Singapore High Court (before 2 January 2021) or Singapore High Court (General Division) (on or after 2 January 2021)	SGHC
Family Division of the High Court	SGHCF
Singapore Family Courts	SGFC
Singapore Youth Courts	SGYC
Singapore District Court	SGDC

(9) **Example and explanation**

ABC Co Pte Ltd v XYZ Co Ltd [2015] SGFC 25, at [3], [8].

<i>Year of the decision</i>	[2015]
<i>Level of Court</i>	SGFC (Singapore Family Courts)
<i>Sequential Number</i>	25 (twenty-fifth written judgment rendered by the Family Court in 2015)
<i>Paragraph Number(s)</i>	Paragraphs 3 and 8 of the judgment

Ancillary provisions

- (10) The Court in exercising its discretion as to costs may, where appropriate in the circumstances, take into account the extent to which counsel has complied with this paragraph.
- (11) Counsel's attention is drawn to rule 859 of the Family Justice Rules which gives the Court the power to make an order for costs personally against errant advocates and solicitors, who have wasted or incurred costs unreasonably or improperly. The Court will not hesitate to invoke its powers under rule 859 of the Family Justice Rules in cases where costs have been wasted due to counsel's indiscriminate citation of unnecessary and irrelevant secondary authorities.
- (12) It will remain the duty of counsel to draw the attention of the Court to any judgment he or she is aware of, not cited by an opponent, which is adverse to the case being advanced.
- (13) In addition, counsel should also comply with paragraphs 88(5) to (11) of these Practice Directions when preparing bundles of authorities for use in court.
- (14) This paragraph applies to all hearings, whether in open court or in chambers, in the Family Justice Courts.

96. Waiting time for the hearing of matters

...

WAITING TIME FOR TRIALS OR HEARINGS IN THE FAMILY JUSTICE COURTS

S/N	TYPE OF CAUSES OR MATTERS	WAITING TIME
Family Courts		
	...	
3.	Summons	4 to 6 weeks from the last case conference
	...	

...

97. Request for urgent hearing dates or urgent hearings prior to the filing of the application through the Electronic Filing Service

Counsel requesting an urgent hearing before the Duty Registrar or Duty District Judge, or an urgent hearing date, in respect of an application that has not yet been filed through the Electronic Filing Service, shall submit a hard copy of the proposed application and any supporting affidavit to the Duty Registrar or Duty District Judge for the Court's retention and shall give an undertaking to file the application and supporting affidavit using the Electronic Filing Service by the next working day. Any document not filed using the Electronic Filing Service will not be included in the Court's electronic case file.

99. Written Submissions for Contested Inter Partes Applications in Chambers

This paragraph applies only to contested *inter partes* applications before a Registrar in Chambers, District Judge in Chambers and Registrar's Appeals before a District Judge in Chambers.

- (1) Without prejudice to paragraph 91 of these Practice Directions, and to facilitate and expedite the hearing, the applicant and respondent to the application shall, unless otherwise directed, file their Written Submissions no later than 7 days prior to the hearing date fixed by the Court and shall serve a copy thereof on the other party to the application or his solicitor. The requirements of paragraph 88 of these Practice Directions shall, with the necessary modifications, be complied with in this regard.
- (2) The Written Submissions filed by parties must include a cover page and a table of contents and shall set out as concisely as possible:
 - (a) the circumstances out of which the application arises;
 - (b) the issues arising in the application;
 - (c) the contentions to be urged by the party filing it and the authorities in support thereof; and
 - (d) the reasons for or against the application, as the case may be.
- (3) Sub-paragraphs (1) and (2) applies only in the following matters:
 - (a) Application for determination of questions of law or construction of documents under rule 345 of the Family Justice Rules;
 - (b) Application to set aside judgment under rule 334 or rule 417 of the Family Justice Rules;
 - (c) Application to strike out pleadings and endorsements under rule 405 of the Family Justice Rules;
 - (d) Registrar's Appeals under Part 18 Division 57 of the Family Justice Rules; and
 - (e) Any other application as may be directed by the Court.

102. Absence of parties and mode of hearing

- (1) Where an application has been struck off by reason of any party being absent, the Registrar may direct that the matter be restored by way of summons.

- (2) In the exercise of its powers under rule 610B of the Family Justice Rules, the Court may, subject to any written law, direct that Case Conferences or other hearings be carried out with parties in physical attendance or with parties attending via electronic (including through video conferencing), mechanical or any other means.

103. Production of record of hearing

Record of Trials

...

- (1A) Where a hearing is conducted by means of video conferencing or telephone conferencing using a remote communication technology approved by the Chief Justice or authorised by the Court, and the Court has authorised the making of a recording of the hearing using such remote communication technology, the recording so made will, unless the Court otherwise directs, constitute the Court's notes of proceedings for the purposes of rule 611 of the Family Justice Rules.

...

104. Use of electronic and other devices

...

- (4) This Paragraph shall apply to all civil, criminal and quasi-criminal proceedings in the Family Justice Courts.

...

106. Access to case file, inspection, taking copies of documents and conducting searches

Access by parties to a case file

- (1) All parties to a case who are registered users of the Electronic Filing Service may, subject to this paragraph and any directions of the Court, access the electronic case file made available through the Electronic Filing Service and may inspect, download soft copies or print hard copies of documents accessible to the parties in the online case file.
- (2) Where a party to a case is not a registered user and is unable to access the electronic case file through the Electronic Filing Service, the procedure in sub-paragraph (5) below shall be followed.
- (3) All parties to a case have the liberty to make amendments to administrative details contained in the electronic case file through the Electronic Filing Service, and for this purpose —
 - (a) administrative details include the contact details of solicitors, the identities of the solicitors, and the nature of the claim; and
 - (b) where a party to a case is not a registered user of the Electronic Filing Service, he or she may attend at the service bureau to seek assistance to amend the administrative details contained in the electronic case file.

...

File inspection by non-parties or parties who are not registered users

- (5) In order to inspect a case file, the following procedure should be followed:
 - (a) A Request should be made to obtain leave to inspect the file, which request should —
 - ...
 - (ii) state the name of the person who is to carry out the search or inspection (and if this person is not a solicitor, his or her identification and contact details should also be included in the request, and his or her identification document (including physical or digital identity card) should be provided for verification when requested;

...

(b) Once approval for inspection has been received from the Court:

...

- (ii) Parties who are not registered users can inspect the case file by presenting a copy of the approval at the service bureau. After verifying the approval, the service bureau will assign the inspecting party a personal computer for the inspection to be carried out. An inspecting party will usually be allowed 60 minutes to carry out the inspection. If a longer period is required, the service bureau may impose a charge for use of the computer. The service bureau may impose additional charges for downloading soft copies or printing hard copies of documents from the case file being inspected.

...

- (7) Solicitors must communicate to the Registrar in writing the names of their employees who have their authority to make searches and inspections. Such authority may be in respect of a specific search or inspection or for a specified period.
- (8) All copies of documents taken in the course of inspection should not be used for purposes other than those stated in the Request to inspect. Solicitors are responsible for informing their clients of this. To avoid doubt, a non-party that has obtained approval to inspect a case file may take and retain a soft copy of any document that is available for inspection.

Obtaining certified true copies of documents

- (9) Applications to obtain certified true copies of documents should be made by way of filing a Request through the Electronic Filing Service, unless the documents concerned have not been filed through the Electronic Filing Service.
- (9A) Users are encouraged to use the Authentic Court Order system to validate orders of court issued after 2 January 2020 by going to <http://www.courtorders.gov.sg>. However, certified true copies of orders of court will still be available upon application.

...

- (11) The applicant will be informed of the outcome to his or her Request and the fees payable for the provision of the certified true copies if the Request is approved. Upon confirmation of the receipt of payment of the fees payable, the certified true copies will be released to the applicant. The Registry may require verification of the identity of the applicant against his or her identification document (including physical or digital identity card).

- (12) The fees prescribed by Part 19 of the Family Justice Rules will be payable for the provision of the above services without prejudice to additional incidental charges which may be chargeable by the Court for reproducing the copies in paper form and/or mailing the copy(ies) to the applicant.

Electronic cause books and registers maintained by the Registry

...

107. Personal Data

(1) For the purposes of the following sub-paragraphs:

(a) “personal data” shall have the same meaning as defined in the Personal Data Protection Act 2012; and

...

Access to, and correction of, personal data contained in documents filed with, served on, delivered or otherwise conveyed to the Registrar

(4) A data subject who wishes to access his or her personal data contained in any document filed with, served on, delivered or otherwise conveyed to the Registrar must comply with the applicable provisions in the Family Justice Rules and these Practice Directions relating to the access to and inspection of case files.

(5) A data subject shall not be entitled to request information about the ways in which his or her personal data contained in any document filed with, served on, delivered or otherwise conveyed to the Registrar has been used or disclosed.

(6) A data subject who wishes to correct any error or omission in his or her personal data in any document filed with, served on, delivered or otherwise conveyed to the Registrar must comply with the applicable provisions in the Family Justice Rules and these Practice Directions relating to the amendment of the relevant document.

Access to, and correction of, personal data contained in electronic cause books and registers maintained by the Registry

(7) A data subject who wishes to access his or her personal data contained in any electronic cause book or register must conduct a search through the Electronic Filing Service at a service bureau or at the Legal Registry and shall pay the fees prescribed by Part 19 of the Family Justice Rules.

(8) A data subject shall not be entitled to request information about the ways in which his or her personal data contained in any electronic cause book or register has been used or disclosed.

(9) A data subject who wishes to correct any error or omission of his or her personal data in any electronic cause book or register maintained by the Registry shall comply with the following procedure:

- (a) The request to correct the error or omission must be made in writing by the data subject or by his or her solicitor, together with the reason for the requested correction. The request must clearly identify the record and the personal data to be corrected;
- (b) If the data subject is not represented, his or her identification and contact details should also be included in the request and his or her identification document (including physical or digital identity card) should be produced for verification when requested; and

...

108A. Giving of evidence by person outside Singapore through live video or live television link in any court proceedings (other than proceedings in a criminal matter)

- (1) Any application for leave for any person outside Singapore to give evidence by live video or live television link in any court proceedings (other than proceedings in a criminal matter) must be made expeditiously and, in any case, unless the Court otherwise directs, not later than four weeks before the date of commencement of the hearing at which the person is to give evidence. The application is to be made by way of an *inter partes* summons with a supporting affidavit. The application may also contain a prayer for the issue of a letter of request, to the relevant authorities of a foreign jurisdiction, for leave for evidence to be given by live video or live television link by a person located in that jurisdiction, if the laws of that jurisdiction require the issue of such a letter of request.

...

- (2B) An application to the Family Division of the High Court for the issue of a letter of request, to the relevant authorities of a foreign jurisdiction, for leave for evidence to be given by live video or live television link by a person located in that jurisdiction, if not contained in an application mentioned in sub-paragraph (1), must be made expeditiously and, in any case, unless the Court otherwise directs, not later than eight weeks before the date of commencement of the hearing at which the person is to give evidence. In this regard, parties should write to the Family Justice Courts at the earliest possible juncture to inform the Court of their intention to take out such an application in the Family Division of the High Court.
- (3) For the avoidance of doubt, the proceedings mentioned in sub-paragraph (1) include all civil and quasi-criminal proceedings involving the examination of any person.

109. Form of affidavits

...

Hard copy affidavits

- (3) Unless otherwise directed by the Court, hard copies of affidavits should be printed on both sides of each page.

117. Judgment Interest

- (1) Solicitors may refer to the relevant rules in the Family Justice Rules for the applicable interest rate.

Interest on costs

- (2) Pursuant to the Chief Justice's directions as provided for under rule 887(1) of the Family Justice Rules, interest payable from the relevant date(s) as stipulated in rule 887(1) shall be 5.33% per year until further notice and calculated to the date of payment.

Pre-judgment non-contractual interest

- (3) Pursuant to the Chief Justice's directions as provided under rule 328(3) of the Family Justice Rules, interest payable from the relevant date(s) as stipulated in rule 328(3) shall be 5.33% per year until further notice and calculated to the date of payment.

Interest under an order of court made under Part 18 Division 26 of the Family Justice Rules

- (4) If an order of court made under Part 18 Division 26 of the Family Justice Rules includes an order for interest on the sum shown by the receiver's account as due from him or her and which the receiver has failed to pay into Court, pursuant to the Chief Justice's directions as provided for under rule 539(3)(b) of the Family Justice Rules, the rate of interest applicable to such an order is 5.33% per year. Interest will accrue for the period during which the sum was in the possession of the receiver.

120. Writs of execution & writs of distress – movable property

...

(3) Requests for the Bailiff's ad hoc attendance

...

(b) The fees payable in respect of any such attendance by the Bailiff shall be as prescribed in the Fifth Schedule of the Family Justice Rules or as determined by the Registrar.

...

125. Filing of records of appeal and written cases

Filing of records of appeal and written cases for appeals filed to the Family Division of the High Court under Part 18 Division 60 of the Family Justice Rules

- (1) In practice, the District Judges may furnish grounds of decision, and if so, within 8 weeks of the filing of the notice of appeal although the furnishing of grounds of decision is not a requirement under the Part 18 Division 60 of the Family Justice Rules.
- (2) To facilitate the conduct of appeal hearings before the Judge of the Family Division of the High Court in Chambers, parties are required to file the following documents prior to the appeal hearing:
 - (a) the appellant shall, within 7 working days from the date of the release of the notes of evidence and grounds of decision (if any), file his submission, the record of appeal, and where the record of appeal exceeds 1000 pages, a core bundle, and serve a copy thereof on every respondent to the appeal or his solicitor; and
 - (b) the respondent shall, within 7 working days from the date of the service of the documents referred to in sub-paragraph (2)(a), file his submission and a supplemental core bundle, where necessary, and serve a copy thereof on the appellant or his solicitor.
- (3) The submissions to be filed by parties must include a cover page and a table of contents and shall set out as concisely as possible:
 - (a) the circumstances out of which the appeal arises;
 - (b) the issues arising in the appeal;
 - (c) the contentions to be urged by the party filing it and the authorities in support thereof; and
 - (d) the reasons for or against the appeal, as the case may be.
- (4) In addition to the written submissions, the parties must, in lieu of the bundle of authorities, file a list of authorities (that corresponds to the table of contents of the hard copy of the bundle of authorities) into the case file using the Electronic Filing Service within the timelines as directed by the Court and serve such bundle of authorities on the other party. The bundle of authorities (whether in hard copy or soft copy) must comply with the requirements under paragraphs 88(5) to (11) of these Practice Directions. In particular, where the bundle of authorities consists of more than 1 volume:

- (a) the table of contents of all volumes of the bundle of authorities must be placed at the beginning of Volume I; and
 - (b) each volume must have a table of contents indicating the authorities that are contained in that volume.
- (5) The record of appeal shall consist of:
 - (a) the notice of appeal;
 - (b) the certified copy of the grounds of decision, if any;
 - (c) the certified copy of the notes of evidence;
 - (d) the originating process and all subsequent pleadings;
 - (e) the affidavits filed or referred to by parties for the hearing and any other documents, so far as relevant to the matter decided and the nature of the appeal; and
 - (f) the judgment or order appealed from.
- (6) The core bundle shall, if necessary, contain a copy of:
 - (a) specific documents from the record of appeal or portions thereof that are of particular relevance to any question in the appeal or that will be referred to at the appeal; and
 - (b) an index of the documents included therein, which shall cross-refer each document to its location in the record of appeal.
- (7) If the respondent intends to refer to documents at the appeal that are not included in the core bundle filed by the appellant, the respondent shall file a supplemental core bundle that contains a copy of the documents, together with an index of the documents which shall cross-refer each document to its location in the record of appeal.
- (8) The core bundle filed by the appellant shall not exceed 100 pages and the supplemental core bundle filed by the respondent shall not exceed 50 pages. In computing the number of pages, the copy of the order appealed from, the grounds of decision and the index of documents shall be excluded. The Judge of the Family Division of the High Court may take into consideration any failure to comply with this direction in deciding the costs to be awarded at the hearing of the appeal.

- (9) The submissions, the record of appeal, the core bundle and the respondent's core bundle shall be filed at the appeals counter of the Registry of the Family Justice Courts.
- (10) In order to assist the Judge hearing the appeal, the appellant and the respondent are to tender one hard copy of the record of appeal, submissions and the core bundle, where applicable, as well as any bundle of authorities to be relied upon to the Correspondence Clearance Centre at Level 1, Supreme Court Building not less than 10 days before the hearing of the appeal, unless otherwise directed.

Filing of records of appeal and written cases for appeals to the Family Division of the High Court under Part 18 Division 59 of the Family Justice Rules

- (11) Rules 827 and 828 of the Family Justice Rules apply with regard to the filing and preparation of the record of appeal, appellant's Case and respondent's Case. In addition to the requirements set out in the relevant rules, the appellant's Case and the respondent's Case must each include a cover page and a table of contents.
- (12) Where a record of appeal exceeds 1000 pages, a core bundle may be filed may be filed and served together with the record of appeal.
- (13) Each volume of the appellant's and respondent's core bundles of documents and subsequent bundles (if any), must begin at page 1. Every page must be numbered and the page number of the appellant's and respondent's core bundles of documents and the second core bundle must correspond to the page number of the Portable Document Format (PDF) version.
- (14) Sub-paragraphs (6) to (10) above shall apply and references to submissions shall be read as appellant's Case and respondent's Case.
- (15) The party must, in lieu of the bundle of authorities, file a list of authorities (that corresponds to the table of contents of the hard copy of the bundle of authorities) into the case file using the Electronic Filing Service within the timelines as directed by the Court. The bundle of authorities (whether in hard copy of soft copy) must comply with the requirements under paragraphs 88(5) to (11) of these Practice Directions. In particular, where the bundle of authorities consists of more than 1 volume:
 - (a) the table of contents of all volumes of the bundle of authorities must be placed at the beginning of Volume I; and
 - (b) each volume must have a table of contents indicating the authorities that are contained in that volume.
- (16) The appellant must tender 1 hard copy each of the following documents to the Correspondence Clearance Centre at Level 1, Supreme Court Building:

- (a) the record of appeal and the appellant's Case within the timelines prescribed in rule 827 of the Family Justice Rules;
- (b) the appellant's core bundle of documents, if necessary; and
- (c) the appellant's bundle of authorities,

within the timelines as directed by the Court.

(17) The respondent must tender 1 hard copy each of the following documents to the Correspondence Clearance Centre at Level 1, Supreme Court Building:

- (a) the respondent's Case within the timelines prescribed in rule 828 of the Family Justice Rules;
- (b) the respondent's core bundle of documents, if necessary; and
- (c) the respondent's bundle of authorities,

within the timelines as directed by the Court.

Filing of written submissions for appeals against registrars in the Family Division of the High Court under Part 18 Division 58 of the Family Justice Rules

(18) The appellant shall, within 7 working days from the date of the filing of the Notice of Appeal, file and serve his submissions. The respondent shall, within 7 working days from the service of the appellant's submissions, file and serve his submissions. The written submission filed by parties must include a cover page and a table of contents.

(19) In addition to the written submissions, the parties must, in lieu of the bundle of authorities, file a list of authorities (that corresponds to the table of contents of the hard copy of the bundle of authorities) into the case file using the Electronic Filing Service within the timelines as directed by the Court and serve such bundle of authorities on the other party. The bundle of authorities (whether in hard copy or soft copy) must comply with the requirements under paragraphs 88(5) to (11) of these Practice Directions. In particular, where the bundle of authorities consists of more than 1 volume:

- (a) the table of contents of all volumes of the bundle of authorities must be placed at the beginning of Volume I; and
- (b) each volume must have a table of contents indicating the authorities that are contained in that volume.

- (20) The appellant and the respondent are to tender 1 hard copy each of his or her written submissions and bundle of authorities (if any) to the Correspondence Clearance Centre at Level 1, Supreme Court Building not less than 10 days before the hearing of the appeal, unless otherwise directed.

126. Appeals before the Family Division of the High Court from tribunal or person under Part 18 Division 55 of the Family Justice Rules

- (1) Rule 805(4) of the Family Justice Rules states that it is the appellant's duty to apply to the Judge or other person presiding at the proceedings in which the decision appealed against was given, for the signed copy of any note made by him of the proceedings and to furnish that copy for the use of the Court. For the avoidance of doubt, the onus is on the appellant to file a record of proceedings, comprising the signed copy of the notes of proceedings, and any further grounds of decision, in the Family Division of the High Court.
- (2) If the signed copy of the notes of proceedings or any further grounds of decision are not available at the time when the record of proceedings is filed but subsequently becomes available, the appellant should seek directions from the Court to file a supplemental record of proceedings when it becomes available, if it is necessary for the appeal. To facilitate this, the appellant should promptly apply for any written grounds of decision, the record of evidence or notes of arguments taken in respect of the proceedings before the tribunal.
- (3) Unless otherwise ordered by the Court, each party is to tender 1 hard copy each of his or her affidavits (if any as allowed by the Court), written submissions (including a cover page and a table of contents), bundles of authorities (if any), notes of proceedings and grounds of decision to the Correspondence Clearance Centre at Level 1, Supreme Court Building not less than 10 days before the hearing of the appeal, unless otherwise directed.
- (4) The party using hard copy of the bundle of authorities for the hearing must, if directed by the Court, file the list of authorities (that corresponds to the table of contents of the hard copy of the bundle of authorities) into the case file using the Electronic Filing Service within the timelines as directed by the Court. The bundle of authorities (whether in hard copy or soft copy) must comply with the requirements under paragraphs 88(5) to (11) of these Practice Directions. In particular, where the bundle of authorities consists of more than 1 volume:
 - (a) the table of contents of all volumes of the bundle of authorities must be placed at the beginning of Volume I; and
 - (b) each volume must have a table of contents indicating the authorities that are contained in that volume.
- (5) No affidavits shall be filed in respect of the appeal without the leave of court.

138. Operating hours of the Family Justice Courts

The various courts, offices and counters within the Family Justice Courts have different operating hours. These operating hours may be found on the Singapore Courts website at <http://www.judiciary.gov.sg>.

142. Appointment of agent to establish service bureau

Pursuant to rule 917 of the Family Justice Rules, the Registrar hereby appoints CrimsonLogic Pte Ltd as an agent to establish a service bureau at 133 New Bridge Road #19-01/02 Chinatown Point Singapore 059413 (or such other address in Singapore as may be deemed suitable), with the Electronic Litigation Systems Committee of the Singapore Academy of Law as its superintendent.

143. Registered users and authorised users

- (1) For the purpose of Part 18 Division 68 of the Family Justice Rules, the identification code of an authorised user is the authorised user's SingPass ID.
- (2) For the purposes of rule 918(1) of the Family Justice Rules, an application to the Registrar to be a registered user is to be made using Form 257 of Appendix A of these Practice Directions. For the purposes of rule 918(2) of the Family Justice Rules, a registered user may designate one or more authorised users by nominating at least 1 authorised user in Form 257 of Appendix A of these Practice Directions. In either case, Form 257 must be accompanied by the following:
 - (a) a recent business profile report of the registered user from the Accounting and Corporate Regulatory Authority (ACRA);
 - (b) an application form including the subscriber agreement for subscription to the Electronic Filing Service; and
 - (c) 2 sets of GIRO application forms for the electronic payment of filing and hearing fees, and electronic filing and other charges.

147. Filing documents through service bureau

...

(6) [deleted]

155. Filing directions to the Accountant-General for payment into and out of Court

- (1) Where monies are to be paid into Court pursuant to a judgment or order of the Court, a copy of the judgment or order must be attached to the draft Direction to Accountant-General for Payment In and filed into the case file via the Electronic Filing Service for approval by the Court. The Direction to Accountant-General for Payment In must be in Form 181 of Appendix A to these Practice Directions.
- (2) Where monies are to be paid out of Court, a copy of one of the following documents must be attached to the draft Direction to Accountant-General for Payment Out and filed into the case file via the Electronic Filing Service for approval by the Court:
 - (a) a copy of the judgment or order of court; or
 - (b) the Notice of Acceptance of Money Paid into Court in Form 92 of Appendix A to these Practice Directions.

The Direction to Accountant-General for Payment Out must be in Form 181 of Appendix A to these Practice Directions.

- (3) Each draft Direction to Accountant-General for Payment In or Payment Out must contain amounts in a single currency.

...

Direction to Accountant-General for Payment In or Payment Out

- (5) Where the Direction to Accountant-General for Payment In has been approved, the party or his or her solicitors (as the case may be; collectively “the Payment In Party”) must send a copy of the approved Direction to Accountant-General for Payment In and the relevant judgment or order of court to VITAL by email to VITAL_FS_Receivable@vital.gov.sg. Upon successful receipt of the documents, VITAL will provide instructions on how electronic payment is to be effected. A receipt will be issued by VITAL to the Payment In Party when payment is received by the Accountant-General.
- (6) Where the Direction to Accountant-General for Payment Out has been approved, the party or his or her solicitors (as the case may be; collectively “the Payment Out Party”) must send a copy of the approved Direction to Accountant-General for Payment Out and the relevant judgment or order of court to VITAL by email to VITAL_FS_Receivable@vital.gov.sg. Upon successful receipt of the documents, VITAL will provide instructions on the process for the release of the monies.

Request for information on balance of monies paid into Court

- (7) Where a party wishes to request information on the balance of monies paid into Court, the party or his or her solicitors may send the request, accompanied by the case details and reasons for the request, by email to VITAL_FS_Receivable@vital.gov.sg.

156. Electronic payment of Court fees

Implementation of electronic means for payment of Court fees

- (1) Subject to these Practice Directions, all court fees not paid using the Electronic Filing Service may be paid by electronic means.

Modes of payment by electronic means

- (2) Payment through electronic means includes payment effected by Interbank GIRO (IBG), NETS and selected credit cards. For law firms with standing GIRO arrangements with the Family Justice Courts, payment by IBG would be the most appropriate mode of electronic payment where Court fees are paid over the counter. A law firm using IBG for such purposes will authorise the Family Justice Courts to deduct the fees from its bank account upon lodgement of the prescribed lodgement form.

Scope of payment by electronic means

- (3) The electronic means of payment cover all Court fees previously collected over the counter and hearing fees in the Family Justice Courts.

Registrar's discretion

- (4) Unless otherwise approved by the Registrar, payment of Court fees collected over the counter must be made by electronic means. The Registrar may, in any case, waive the requirement for the payment to be effected by electronic means, on such terms and conditions as the Registrar deems fit.

158. Weekend / Public Holiday Duty Registrar and Judge at the Family Courts

...

- (3) The Duty Registrar will only arrange for the hearing of the application before the Duty Judge if the applicant satisfies the Duty Registrar that the case meets all the criteria stipulated in sub-paragraph (1) and the application is so urgent that it cannot be heard the next working day. The Duty Registrar or Duty Judge may also give directions for the urgent hearing to take place remotely or, alternatively, with parties attending in person at any place as directed.
- (4) The Duty Registrar or the hearing judge may, in lieu of filing, direct the applicant to tender the application and supporting documents by email or in hard copies. In this case, the applicant is to provide a signed undertaking in accordance with Form 259 in Appendix A to these Practice Directions that all documents (including the originating process if applicable) will be filed in Court the next available working day. Where the Duty Registrar or the hearing judge directs the applicant to provide hard copies of the relevant documents, the applicant must bring three copies each of the application, the supporting affidavit and the appropriate draft orders of court (Form 260 in Appendix A to these Practice Directions) for the ex parte hearing.

...

159A. Request for urgent hearing before Duty Judge

Request for urgent hearing before Duty District Judge or Assistant Registrar of the Family Justice Courts

- (1) Save for attendances before the Duty Registrar or Duty Magistrate listed in Paragraph 159 of these Practice Directions, this paragraph applies to all other requests for urgent hearing (including *ex parte* applications) before the Duty District Judge or Assistant Registrar.
- (2) An applicant requesting for an urgent hearing before a Duty District Judge or Assistant Registrar is required to file the request through the Electronic Filing Service. The request should be accompanied by the completed Form 270 of Appendix A of these Practice Directions. A copy of Form 270 should be served on each respondent to the application at the time of filing, unless the application is an *ex parte* application and service of Form 270 would or might defeat the purpose of the application. The Registry will update the applicant or parties (whichever applicable) on the outcome of the request.
- (3) The applicant should prepare skeletal submissions for the urgent hearing before the Duty District Judge, and file the skeletal submissions at the same time as Form 270. A copy of the skeletal submissions should be served on each respondent to the application at the time of filing, unless the application is an *ex parte* application and service of the skeletal submissions would or might defeat the purpose of the application.
- (4) If, due to urgency, the applicant is unable to file or serve Form 270 and/or the skeletal submissions before attending before the Duty District Judge, the applicant should provide a copy each of Form 270 and the skeletal submissions to each respondent to the application when the parties attend before the Duty District Judge. Each such copy of Form 270 or the skeletal submissions must be a hard copy, if the parties attend before the Duty District Judge physically, or in soft copy, if the parties attend before the Duty District Judge by live video or live television link. Thereafter, Form 270 and the skeletal submissions should be filed as soon as possible and, in any event, no later than the next working day after the attendance before the Duty District Judge, unless the Court directs otherwise. If any respondent does not attend before the Duty District Judge, Form 270 and the skeletal submissions should be served on that respondent as soon as possible after the hearing before the Duty District Judge, unless the Court directs otherwise.
- (5) In cases of extreme urgency where the applicant is unable to comply with the requirement to file or provide a copy of the skeletal submissions by the time of the urgent hearing before the Duty District Judge, the applicant should seek dispensation of that requirement and the supporting reasons for the dispensation request should be included in Form 270 filed pursuant to sub-paragraph (2).

- (6) The applicant's skeletal submissions should contain the following:
- (a) the relevant facts;
 - (b) the applicable law;
 - (c) the reason(s) for requesting an urgent hearing; and
 - (d) a summary of arguments.
- (7) The applicant's skeletal submissions should be in the following format:
- (a) all pages should be paginated;
 - (b) the skeletal submissions should not exceed 10 pages (excluding the cover page and backing page);
 - (c) the minimum font size to be used is Times New Roman 12 or its equivalent;
 - (d) the print of every page must be double-spaced; and
 - (e) every page must have a margin on all 4 sides, each of at least 35mm in width.

Request for urgent hearing before Judge of the Family Division of the High Court

- (8) In the event that a request is for an urgent hearing before a Judge of the Family Division of the High Court, unless otherwise directed, sub-paragraphs (2) to (7) shall apply save that references to the Duty District Judge shall be read as references to the Judge of the Family Division of the High Court.

160. Attendance of solicitors in Court

...

- (3) However, where an adjournment of the hearing date of any cause or matter is sought, solicitors for all parties must attend the hearing. See also paragraphs 100 and 168 of these Practice Directions.
- (4) Solicitors appearing in any cause or matter should be punctual in attending Court, as delay in the commencement of the hearing leads to wastage of judicial time. Appropriate sanctions may be imposed for solicitors who do not arrive for hearings on time.

161. Use of Video or Telephone Conferencing for Hearings

...

Guidelines for Video and Telephone Conferencing

- (2) A set of guidelines (“Guidelines”) shall govern the scope, use and procedure for the conduct of hearings by video or telephone conferencing. The Guidelines are found on the Singapore Courts website at <http://www.judiciary.gov.sg> and counsel / parties are to abide by and familiarise themselves with the Guidelines for hearings conducted by video or telephone conferencing. The Guidelines may be amended where necessary.

...

Directions for Hearing by Video and Telephone Conferencing

- (4) Where the Court directs that a hearing will be conducted by video or telephone conferencing, a Registrar’s Notice will be sent to the parties in advance of the scheduled hearing:
- (a) Solicitors may write to the Court to raise any concerns that they may have within 2 days after receiving the Registrar’s Notice; and
 - (b) A party who is not legally represented is strongly encouraged to use video conferencing or telephone conferencing, but may inform the Court if he or she does not wish to do so.
- (4A) The Court retains full discretion to decide:
- (a) whether to conduct any hearing by video conferencing or telephone conferencing, and
 - (b) whether to conduct any hearing with one or more parties attending by video conferencing or telephone conferencing and any other party attending physically in Court.

Conduct of Hearing

- (5) Where hearings are conducted by video conferencing or telephone conferencing, the hearing shall proceed as if it were a hearing conducted in person before the Court. Parties must observe all court rules and practices on dress etiquette applicable to Court hearings as prescribed in these Practice Directions and the Registrar’s Circulars. However, it will not be necessary to stand and/or bow to the Court at the start or end of the hearing or to stand when addressing the Court.

...

- (7) Unauthorised audio or visual recording of hearings is strictly prohibited and in appropriate cases, the Court may require an undertaking that no such recording will be made. The attention of parties is drawn to section 5 of the Administration of Justice (Protection) Act 2016 regarding contempt of court by unauthorised recordings.

...

162. Absence from Court on medical grounds

...

- (7) This Paragraph shall apply to all proceedings in the Family Justice Courts, whether in open Court or in private.

165. The Electronic Queue Management System and Central Display Management System

...

- (5) If a hearing or conference is being conducted in the Supreme Court building, solicitors shall use the Central Display Management System as set out in the Supreme Court Practice Directions 2021.

167. Court dress

Trials in Court

(1) For the Family Division of the High Court,

...

(c) when appearing in trials or open Court proceedings that are conducted through a live video or live television link:

...

(iii) if the Judge conducts proceedings through the live video link or live television link, and the parties attend the proceedings in the courtroom, unless the Court otherwise directs, every advocate and solicitor in the proceedings will wear the usual attire for open court proceedings.

...

168. Requests and other Correspondence

...

Request to adjourn, reschedule or vacate a hearing date

...

(8A) In any other case, parties must attend before the Court to make an application for an adjournment. See also paragraph 160 of these Practice Directions.

...

169. Request for court interpreters

Family Division of the High Court

...

- (3) Not less than 7 working days before the day on which the services of an interpreter are required (“scheduled day”), the requesting party must file a Request addressed to the appropriate Head Interpreter through the Electronic Filing Service and attach Form B1 of Appendix B of the Supreme Court Practice Directions 2021 in Portable Document Format (PDF) to the Request in electronic form.

...

- (10) Engagement of private interpreters (i.e. interpreters not from the Supreme Court’s Interpreters Section):
 - (a) For the avoidance of doubt, a party may engage the services of a private interpreter for interpretation services in respect of the languages listed Form B1 of Appendix B of the Supreme Court Practice Directions 2021.
 - (b) If a party requires the services of an interpreter in a language apart from those listed in Form B1 of Appendix B of the Supreme Court Practice Directions 2021, it shall be the duty of the party to engage such an interpreter directly to obtain his or her services

...

171. The Family Court Friend Scheme

...

- (2) The Family Court Friend may attend court hearings, including hearings conducted in private, but will not be allowed to address the court in the place of the unrepresented litigant. The Family Court Friend will also not provide legal advice or draft any legal documentation on the unrepresented litigant's behalf.

...

FORM 8

R. 44, 48, 83

(STATEMENT OF PARTICULARS FORM)
IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF
SINGAPORE

Divorce Writ No.

Between

[*Plaintiff's Name*] (ID No.) *Plaintiff*

And

[*Defendant's Name*] (ID No.) *Defendant*

STATEMENT OF PARTICULARS

1. The particulars of paragraph(s) [*to state the relevant paragraphs*] of the Statement of Claim are set out below:
[*to state particulars*]
2. *If there are any pending bankruptcy proceedings stated in paragraph 5 of the Statement of Claim, to state the following particulars of the bankruptcy proceedings:
 - (a) The suit number:
 - (b) Whether creditor's bankruptcy application or debtor's bankruptcy application:
 - (c) Name of Creditor:
 - (d) Amount of debt claimed:
 - (e) Status of proceedings:
3. The following documents are annexed herein:
 - (a) Copy of the Marriage Certificate (Exhibit [*to state number*])
 - (b) *Consent of the Defendant to a judgment being granted on the ground of 3 years' separation (Exhibit [*to state number*])
 - (c) Copy of the Ministry of Law Insolvency Office bankruptcy search results on information relating to bankruptcy proceedings against the Plaintiff and the Defendant pending as at (*to state date, which shall not be later than 7 days immediately preceding the date of filing of this Writ*). (Exhibit [*to state number*])
 - (d) *Any relevant up-to-date medical report for a maintenance claim by an incapacitated husband (Exhibit [*to state number*])
 - (e) Any other document(s) [*please specify*] (Exhibit [*to state number*])

4. The Plaintiff is aware of*, or has been informed by the solicitor acting for him about*, the options of family mediation or counselling, before filing the writ.

Signature:

Name of Plaintiff/Plaintiff's Solicitor*

Date:

*Delete where inapplicable.

FORM 21

R. 56

(DEFENCE AND/OR COUNTERCLAIM FORM)
IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF
SINGAPORE

Divorce Writ No.

Between

[*Plaintiff's Name*] (ID No.) *Plaintiff*

And

[*Defendant's Name*] (ID No.) *Defendant*

DEFENCE* AND COUNTERCLAIM*

1. Particulars of Defendant

Age:

Citizenship:

Religion:

Educational Level:

Current occupation:

Current address:

2. Defence

- (a) To deny or admit the paragraphs of the Statement of Claim (and Statement of Particulars). To state full particulars of the facts relied on but not the evidence by which they are to be proved.
- (b) To state whether any, and if so what, agreement or arrangement has been made or is proposed to be made between the parties for the support of the wife or any child of the marriage.
- (c) If any statements set out in the Statement of Claim concerning the living children of the marriage are disputed, full particulars of the facts relied on are to be stated in the Defence.
- (d) If any information on the following matters has not been provided in the Statement of Claim, or if any statement set out in relation to the following matters in the Statement of Claim is disputed, the Defence is to furnish information on the same, with the details as set out in sub-paragraphs (i) and (ii) below:

Whether there are or have been other proceedings in Singapore or elsewhere with reference to the marriage, or to any children of the marriage, or between the Plaintiff and the Defendant with reference to maintenance or to any property of either or both of them.

- (i) Nature of the proceedings, i.e. whether:

- (A) Matrimonial proceedings; and/or
 - (B) Family violence (between the Plaintiff, Defendant and any children of the marriage); and/or
 - (C) Custody, care and control and/or access to the children of the marriage; and/or
 - (D) Proceedings in youth court in respect of the children of the marriage; and/or
 - (E) Maintenance (for wife and any children of the marriage); and/or
 - (F) Matrimonial Property; and/or
 - (G) Other proceedings which may be relevant to the present proceedings (such as bankruptcy proceedings).
- (ii) Details of the proceedings
- [to state in relation to each of the proceedings set out in paragraph (i) above]*
- (A) The suit number:
 - (B) The date of any decree or order or judgment:
 - (C) Decree or order or judgment made:
 - (D) If no decree or order or judgment has been made, the status of the proceedings:
- (iii) There are bankruptcy proceedings against the Defendant pending as at *[to state date, which shall not be later than 7 days immediately preceding the filing of the Defence and/or Counterclaim]*:
- (A) The suit number:
 - (B) Whether creditor's bankruptcy application or debtor's bankruptcy application:
 - (C) Name of Creditor:
 - (D) Amount of debt claimed:
 - (E) Status of proceedings;

3. Counterclaim*

The Defendant is required to attend a parenting programme by the Ministry of Social and Family Development before filing a Counterclaim.

*The Defendant has participated in a parenting programme and has been issued with a Certificate of Completion by the Ministry of Social and Family Development, before filing the Counterclaim.

A copy of the Certificate of Completion is annexed herein (Annex *[to state number]*)

OR

*The Defendant has not participated in a parenting programme but:

- (a) has been issued with a Note of Exclusion by the Ministry of Social and Family Development; or
- (b) has obtained an Order of Court allowing the Defendant to file the Counterclaim pursuant to section 94A(4) of the Women's Charter.

A copy of the Note of Exclusion/Order of Court* is annexed herein (Annex [*to state number*]).

- (1) The Defendant repeats paragraph(s) [*to state the numbers of the relevant paragraphs*] of the Statement of Claim.
- (2) The Defendant is/is not* a bankrupt.
- (3) Ground on which Relief is Sought.

The marriage is void

- (a) *(For marriages that took place after 1st June 1981) The marriage is not valid under section 105 of the Women's Charter: (*Choose one or more of the following*)
 - (i) by virtue of section 3(4)/5/9/10/11/12/22* of the Women's Charter
 - (ii) (*for marriages celebrated outside Singapore*) for the lack of capacity
 - (iii) (*for marriages celebrated outside Singapore*) under the law of the place in which the marriage was celebrated.
- (b) *(For marriages that took place on or before 1st June 1981) The marriage is not valid for the reasons stated in the Counterclaim.
- (c) *(For marriages that took place on or after 1 July 2016) The marriage is not valid by virtue of s11A of the Women's Charter.

OR

The marriage is voidable

- (a) *(For marriages that took place after 1st June 1981) The marriage is voidable under section 106 of the Women's Charter on the following ground(s): (*Choose one or more of the following*)
 - (i) That the marriage has not been consummated owing to the incapacity of either party [*please specify*] to consummate it.
 - (ii) That the marriage has not been consummated owing to the wilful refusal of the Plaintiff to consummate it.
 - (iii) That the Plaintiff/Defendant* did not validly consent to the marriage, in consequence of duress* and/or mistake* and/or unsoundness of mind/lack of capacity* and/or the facts stated in the Statement of Particulars [*please specify in the Statement of Particulars*]*.

- (iv) That at the time of the marriage the Plaintiff/Defendant* though capable of giving a valid consent, was suffering (whether continuously or intermittently) from mental disorder within the meaning of the Mental Health (Care and Treatment) Act (Cap. 178A) of such a kind or to such an extent as to be unfit for marriage.
 - (v) That at the time of the marriage the Plaintiff was suffering from venereal disease in a communicable form, and the Defendant was at the time of the marriage ignorant of the facts alleged.
 - (vi) That at the time of the marriage the Plaintiff was pregnant by some person other than the Defendant and the Defendant was at the time of the marriage ignorant of the facts alleged.
- (b) *(For marriages that took place on or before 1st June 1981) The marriage is voidable for the reasons stated in the Counterclaim.

[Full particulars of the individual facts relied on but not the evidence by which they are to be proved.]

OR

The marriage has broken down irretrievably

Fact(s) relied on for the irretrievable breakdown of the marriage (for the purposes of section 95(3) of the Women's Charter):

(Choose one of the following)

- (a) That the Plaintiff has committed adultery and the Defendant finds it intolerable to live with the Plaintiff.
- (b) That the Plaintiff has behaved in such a way that the Defendant cannot reasonably be expected to live with the Plaintiff.
- (c) That the Plaintiff has deserted the Defendant for a continuous period of at least 2 years immediately preceding the filing of the writ.
- (d) That the parties to the marriage have lived apart for a continuous period of at least 3 years immediately preceding the filing of the writ and the Plaintiff consents to a judgment being granted. The Plaintiff's consent is exhibited at Annex [*to state number*]* (if available).
- (e) That the parties to the marriage have lived apart for a continuous period of at least 4 years immediately preceding the filing of the writ.

[Full particulars of the individual facts relied on to be stated but not the evidence by which they are to be proved.]

4. Relief Claimed

[To state the particulars of relief claimed by the Defendant.]

- (a) That the claim be dismissed
- (b) Costs
- (c) Others [*please specify*]

For cases where a Counterclaim has been filed*:

(Choose one or more of the following, providing particulars of the relief claimed where possible.)

- (a) That the claim be dismissed.
- (b) On the Counterclaim: That the marriage be declared null and void*.
OR
That the marriage be dissolved*.
OR
That a judgment of judicial separation be granted*.
- (c) Custody* of and/or care and control* of the child/children* of the marriage
- (d) Access to the child/children* of the marriage
- (e) Division of the matrimonial home
- (f) Division of the matrimonial assets (other than the matrimonial home)
- (g) Maintenance for the wife/incapacitated husband*
- (h) Maintenance for the child/children* of the marriage
- (i) Costs
- (j) Others [*please specify*]

5. Persons to be served with this Defence/Defence and Counterclaim*

- (a) Plaintiff

Name:

Address: Plaintiff is a person under a disability*.

[*To state particulars of Plaintiff's disability*]

- (b) Co-Defendant/Defendant in Counterclaim/Other Party (*please specify*)*

Name:

Address:

Co-Defendant/Defendant in Counterclaim/Other Party (*please specify*)* is a person under a disability*.

[*To state particulars of Co-Defendant's/Defendant in Counterclaim's/Other Party's disability*]

- 6. The Defendant is aware of*, or has been informed by the solicitor acting for him about*, the options of family mediation or counselling, before filing the defence.

Signature:

Name of Defendant/Defendant's Solicitor*:

Date:

*Delete where inapplicable.

FORM 128

R.616

ORDER FOR ISSUE OF LETTER OF
REQUEST TO RELEVANT AUTHORITY
OUT OF JURISDICTION

(Title as in action)

Upon the application (as in Form 127).

It is ordered that a letter of request do issue directed to the relevant authority for the examination of the following witnesses, namely:

of

of

And it is ordered that the deposition taken pursuant thereto when received be filed in the Registry of the Family Justice Courts and that copies thereof may be read and given in evidence on the trial of this action, saving all just exceptions, without any further proof of the absence of the said witnesses than the affidavit of the solicitor of the party using the same as to his belief.

And it is ordered that (the trial of this action be stayed until the said depositions have been filed and that) the costs of and incidental to the application for this order and the said letter of request and examination be (costs in the cause).

Dated this day of 20 .

This form requires sealing by the Court and the signature of the Registrar.

FORM 130

R.617

LETTER OF REQUEST FOR
EXAMINATION OF WITNESS
OUT OF JURISDICTION / LEAVE
FOR EVIDENCE TO BE GIVEN BY
LIVE VIDEO LINK OR
LIVE TELEVISION LINK BY WITNESS
OUT OF JURISDICTION

1.	Sender	
2.	Central Authority of the Requested State	
3.	Person to whom the executed request is to be returned	
4.	Specification of the date by which the requesting authority requires receipt of the response to the Letter of Request	
	Date	
	Reason for urgency*	
5.	a Requesting Authority	
	b To the Competent Authority of	
	c Names of the case and any identifying number	
6.	Names and addresses of the parties and their representatives (including representatives in the Requested State*)	
	a Plaintiff	
	Representatives	
	b Defendant	
	Representatives	
	c Other parties	
Representatives		
7.	a Nature of the proceedings (divorce, paternity, breach of contract, product liability, etc.)	
	b Summary of complaint	
	c Summary of defence and counterclaim*	

d	Other necessary information or documents*	
8.	a	Evidence to be obtained or other judicial act to be performed
	b	Purpose of the evidence or judicial act sought
9.	Identity and address of any person to be examined*	
10.	Questions to be put to the persons to be examined or statement of the subject matter about which they are to be examined*	
11.	Documents or other property to be examined*	
12.	Any requirement that the evidence be given on oath or affirmation and any special form to be used*	
13.	Special methods or procedure to be followed (e.g., oral or in writing, verbatim transcript or summary, cross-examination, etc.)*	
14.	Request for notification of the time and place for the execution of the Request and identity and address of any person to be notified*	
15.	Request for attendance or participation of judicial personnel of the requesting authority at the execution of the Letter of Request*	
16.	Specification of privilege or duty to refuse to give evidence under the law of the Requesting State*	
17.	The fees and costs incurred which are reimbursable will be borne by*	

Dated this day of 20 .

This form requires sealing by the Court and the signature of the Registrar.

(*Omit if not applicable)

SOLICITOR'S UNDERTAKING AS TO
EXPENSES

(Title as in action)

I (We) hereby undertake to be responsible for all expenses incurred by an issuing authority or a transmitting authority in respect of the letter of request issued herein on the _____, and on receiving due notification of the amount of such expenses undertake to pay the same as directed by the Registrar of the Family Justice Courts.

The following have been appointed as agents for the parties in connection with the execution of the above letter of request.

Plaintiff's Agent:

of

Defendant's Agent:

of

Dated this _____ day of _____ 20____.

Party or Solicitor

FORM 131A

R. 629A

ORDER FOR ISSUE OF LETTER OF
REQUEST TO RELEVANT AUTHORITY OUT OF JURISDICTION

(Title as in action)

Upon the application of _____ and upon reading the affidavit of
filed the _____ day of _____ 20____ and upon hearing _____ and that the
Court wishes to obtain the testimony of (name of person).

It is ordered that a letter of request do issue directed to the relevant authority for leave
for evidence to be given by live video link or live television link by the following witnesses,
namely:

of
of

And it is ordered that the costs of and incidental to the application for this order and
the said letter of request and giving of evidence be (costs in the cause).

Dated this _____ day of _____ 20____ .

This form requires sealing by the Court and the signature of the Registrar.

FORM 217

Para 54

ORIGINATING SUMMONS FOR MENTAL CAPACITY PROCEEDINGS

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

OSM No.)
of 20)
(Seal))

In the Matter of Section [section no] of the Mental
Capacity Act (Cap 177A)

And

In the Matter of [*name of person alleged to lack
capacity*](ID No.:), a person alleged to lack
capacity (“P”)

Between

(Name and ID No.:) ... Plaintiff⁺

And

(Name and ID No.:) ... Defendant[#]

To THE DEFENDANT(S) [name]
of [address]#

ORIGINATING SUMMONS

The plaintiff/applicant* prays for the following orders:-

[Please select the relevant prayer(s) or add prayers as required.]

1. Permission

The plaintiff/applicant* be permitted to make this application to the Court.

2. Dispensation

The Court dispenses with the following:

- (i) Notification of *[Name of P]* ("P") of this application and of the date of the hearing for its final disposal.

[Note: There is a general requirement to notify P. As such, if the applicant or plaintiff seeks dispensation of notification, an explanation as to why dispensation is sought has to be included in the supporting affidavit.]

- (ii) Attendance of the following persons at all hearings for this application:

a. P;

b. Dr *[state name of doctor]* (ID No. *[state number]*) of *(state address)*.

- (iii) Service of this application on *[state names and ID Numbers]*.

3. That the Court be satisfied that:

- (i) *[Name of P]* ("P") is unable to make various decisions for himself/herself* in relation to a matter or matters concerning P's personal welfare/property and affairs/personal welfare and property and affairs because of an impairment of, or a disturbance in the functioning of, P's mind or brain;

- (ii) The purpose for which the order is needed cannot be as effectively achieved in a way that is less restrictive of P's rights and freedom of action.

4. That the Court orders as follows:-

(1) **Appointment of Deputy/Deputies***

- (a) [*State name*] (ID No. [*state number*]) of [*state address*] is/are* appointed as deputy/deputies* to make decisions on behalf of P that P is unable to make for himself/herself* in relation to his/her* personal welfare/property and affairs/personal welfare and property and affairs* subject to any conditions or restrictions set out in this order.
- (b) The appointment will last until further order.
- (c) [The deputies shall act jointly/jointly and severally* in all matters]*

[Note: To also include whether or not the deputies act jointly/jointly and severally at the appropriate paragraphs on the deputies' authority and powers in this Originating Summons.]

- (d) The deputy/deputies* must apply the principles set out in section 3 of the Mental Capacity Act (Cap. 177A)(“MCA”) and have regard to the guidance in the Code of Practice to the MCA.
- (e) The deputy/deputies* does/do* not have authority to make a decision on behalf of P in relation to a matter if the deputy/deputies* know(s) or has/have* reasonable grounds for believing that P has capacity in relation to the matter.
- (f) In the event the deputy or any of the deputies (where two or more deputies are appointed) dies, becomes a bankrupt (for a property and affairs deputy) or lacks mental capacity to act as deputy, the following are appointed to succeed that deputy in the stated order:
 - (i) [*State name*] (ID No. [*state number*]) of [*state address*].
 - (ii) [*State name*] (ID No. [*state number*]) of [*state address*] etc.
- (g) Upon the happening of such an event in paragraph (f), the surviving deputy or remaining deputy together with the successor deputy are to inform the Office of the Public Guardian and to apply to Court providing evidence of the event for the Court to confirm the appointment of the successor deputy.

[Note: The prayer for successor deputy or deputies should only be included if there is a need for a successor deputy or deputies to be appointed, for example, if the proposed deputy is likely to predecease P.]

(2) **Authority of Deputy/Deputies* in respect of P's personal welfare:**

- (a) The Court grants authority to the deputy/deputies* to make the following decisions on behalf of P, that P is unable to make for himself/herself* when the decision needs to be made:
 - (i) where P should live;
 - (ii) with whom P should live;
 - (iii) consenting to medical or dental examination and treatment on P's behalf;
 - (iv) making arrangements for the provision of care services; and

- (v) complaints about P's care or treatment.
- (vi) *[to state any other matters for which power is sought for deputy/deputies* to make decision]*

- (b) For the purpose of giving effect to any decision, the deputy/deputies* may execute or sign any necessary deeds or documents.
- (c) The deputy/deputies* does/do* not have the authority to make the following decisions or to do the following things in relation to P:
 - (i) to prohibit any person from having contact with P;
 - (ii) to direct a person responsible for P's health care to allow a different person to take over that responsibility;
 - (iii) to consent to specific treatment if P has made a valid and applicable advance decision to refuse that specific treatment; and
 - (iv) to do an act that is intended to restrain P otherwise than in accordance with the conditions specified in the MCA.

(3) Authority of Deputy/Deputies* in respect of the property and affairs of P

- (a) The deputy/deputies is/are authorised to do all such acts as may be necessary or expedient for giving effect to the decisions made in respect of P's property and affairs pursuant to this Order of Court including, but not limited to the authority to:
 - (i) execute and sign any necessary deeds or documents;
 - (ii) take control of the property and affairs of P; and
 - (iii) exercise the same powers of management as P has as beneficial owner.
- (b) The deputy/deputies* is/are* authorised to do the following:
[Note: To include here the relevant powers sought]

(4) Authority of Deputy/Deputies* in respect of CPF monies and accounts of P
[where applicable]

[Note: Please refer to the sample CPF orders on the website of the Family Justice Courts]

(5) Costs and Expenses

- (a) The deputy/deputies* is/are* authorised to make payment of reasonable legal costs and disbursements of and incidental to these proceedings from P's estate.

(6) **Reports**

- (a) The deputy/deputies* is/are* (jointly) required to keep a record of any decisions made or acts done for the personal welfare of P pursuant to this order and the reasons for making or doing them.

[For example, a decision that P will not undergo a medical procedure is to be recorded and the reason to be provided.]

- (b) The deputy/deputies* is/are* (jointly) required to keep statements, vouchers, receipts and other financial records in the administration of P's property and affairs. The deputy/deputies* is/are* also (jointly) required to keep a record of decisions made or acts done relating to P's property and affairs.

[For example, a decision not to expend monies for a medical procedure for P which is medically indicated is to be recorded and the reason to be provided.]

- (c) The deputy/deputies* must (jointly) complete and file an annual report relating to P's personal welfare and property and affairs to the Public Guardian and further reports at any time as may be required by the Public Guardian.

- (d) Reports to the Public Guardian must contain such information and be in such form as may be required by the Public Guardian and must contain (but are not limited to) the following:

- (i) a record of any decisions made or acts done for the personal welfare of P and the reasons for making or doing them;
- (ii) a record of decisions made or acts done relating to P's property and affairs;
- (iii) an inventory of the assets belonging to P and the value and location of the assets; and
- (iv) statements, vouchers, receipts and other financial records in the administration of P's property and affairs.

- (7) There be liberty to apply.

Memorandum to be subscribed on the summons[#]

1. *If you intend to contest the application or any part of it, you are required to file an affidavit stating the grounds of your objection within 21 days of service after the date on which you were served with this summons.*
2. *If you do not attend personally or by your counsel or solicitor at the time and place stated in this summons, such order may be made as the Court may think just and expedient.*
3. *This summons is filed by [name of firm], the solicitor for the said plaintiff whose address is [address].*

(or where the plaintiff sues in person)

This summons is filed by the said plaintiff who resides at [address] and is (state occupation) and (if the plaintiff does not reside within the jurisdiction) whose address for service is [address].

4. *This summons may not be served more than 6 months after the above date unless renewed by order of the Court.*
5. *Unless otherwise provided in any written law, where the plaintiff intends to adduce evidence in support of an originating summons he must do so by affidavit, and must file the affidavit or affidavits and serve a copy thereof on every defendant not later than 7 days after the service of the originating summons.*

⁺ *To use "Applicant" if this is an ex parte application.*

[#] *To delete if this is an ex parte application.*

^{*} *Delete where inapplicable.*

Para 84

INJUNCTION PROHIBITING DISPOSAL OF ASSETS WORLDWIDE

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Suit No.

Between

[Intended] Plaintiff

And

[Intended] Defendant

BEFORE THE HONORABLE JUSTICE/DISTRICT JUDGE* _____ IN
CHAMBERS

**INJUNCTION PROHIBITING DISPOSAL
OF ASSETS WORLDWIDE**

IMPORTANT:-

NOTICE TO THE DEFENDANT

- (1) **This order prohibits you from dealing with your assets up to the amount stated. The order is subject to the exceptions stated at the end of the order. You should read all the terms of the order very carefully. You are advised to consult a solicitor as soon as possible. You have a right to ask the Court to vary or discharge this order.**

- (2) If you disobey this order you will be guilty of contempt of Court and may be sent to prison or fined.¹**

¹ This notice is not a substitute for the endorsement of a penal notice.

THE ORDER

An application was made today [date] by counsel for ... the plaintiff to Justice/District Judge* [] by way of ex-parte summons no. ____ of ____ . Justice/District Judge* [] heard the application and read the affidavit(s) of [name] filed on [date].

As a result of the application **IT IS ORDERED** by Justice/District Judge* [] that:

Disposal of assets

- 1 (1) The defendant must not (i) remove from Singapore any of his assets which are in Singapore whether in his own name or not and whether solely or jointly owned up to the value of \$ _____ or (ii) in any way dispose of or deal with or diminish the value of any of his assets whether they are in or outside Singapore whether in his own name or not and whether solely or jointly owned up to the same value. This prohibition includes the following assets in particular:-
 - (a) the property known as ... or the net sale money after payment of any mortgages if it has been sold;
 - (b) the property and assets of the defendant's business known as ... (or carried on at ..) or the sale money if any of them have been sold; and
 - (c) any money in the accounts numbered at
- (2) If the total unencumbered value of the defendant's assets in Singapore exceeds \$ _____ the defendant may remove any of those assets from Singapore or may dispose of or deal with them so long as the total unencumbered value of his assets still in Singapore remains above \$ _____. If the total unencumbered value of the defendant's assets in Singapore does not exceed \$ _____, the defendant must not remove any of those assets from Singapore and must not dispose of or deal with any of them, but if he has other assets outside Singapore the defendant may dispose of or deal with those assets so long as the total unencumbered value of all his assets whether in or outside Singapore remains above \$ _____.

Disclosure of information

- 2 (1) The defendant must inform the plaintiff in writing at once of all his assets whether in or outside Singapore and whether in his own name or not and whether solely or jointly owned, giving the value, location and details of all such assets.
- (2) The information must be confirmed in an affidavit which must be served on the plaintiff's solicitors within ... days after this order has been served on the defendant.

EXCEPTIONS TO THIS ORDER

- (1) This order does not prohibit the defendant from spending \$ a week towards his ordinary living expenses and also \$ a week [or a reasonable sum] on legal advice and representation. But before spending any money the defendant must tell the plaintiff's solicitors where the money is to come from.
- (2) This order does not prohibit the defendant from dealing with or disposing of any of his assets in the ordinary and proper course of business. The defendant shall account to the plaintiff [state interval] for the amount of money spent in this regard.
- (3) The defendant may agree with the plaintiff's solicitors that the above spending limits should be increased or that this order should be varied in any other respect but any such agreement must be in writing.

EFFECT OF THIS ORDER

- (1) A defendant who is an individual who is ordered not to do something must not do it himself or in any other way. He must not do it through others acting on his behalf or on his instructions or with his encouragement.
- (2) A defendant which is a corporation and which is ordered not to do something must not do it itself or by its directors, officers, employees or agents or in any other way.

THIRD PARTIES

- (1) Effect of this order

It is a contempt of Court for any person notified of this order knowingly to assist in or permit a breach of the order. Any person doing so may be sent to prison or fined.

(2) Effect of this order outside Singapore

The terms of this order do not affect or concern anyone outside the jurisdiction of this Court until it is declared enforceable or is enforced by a Court in the relevant country and then they are to affect him only to the extent they have been declared enforceable or have been enforced **UNLESS** such person is:

- (a) a person to whom this order is addressed or an officer or an agent appointed by power of attorney of such a person; or
- (b) a person who is subject to the jurisdiction of this Court and (i) has been given written notice of this order at his residence or place of business within the jurisdiction of this Court and (ii) is able to prevent acts or omissions outside the jurisdiction of this Court which constitute or assist in a breach of the terms of this order.

(2A) Assets located outside Singapore

Nothing in this order will, in respect of assets located outside Singapore, prevent any third party from complying with:

- (a) what it reasonably believes to be its obligations, contractual or otherwise, under the laws and obligations of the country or state in which those assets are situated or under the proper law of any contract between itself and the defendant; and
- (b) any orders of the Courts of that country or state, provided that reasonable notice of any application for such an order is given to the claimant's solicitor.

(3) Set off by banks

This injunction does not prevent any bank from exercising any right of set off it may have in respect of any facility which it gave to the defendant before it was notified of the order.

(4) Withdrawals by the defendant

No bank need enquire as to the application or proposed application of any money withdrawn by the defendant if the withdrawal appears to be permitted by this order.

[SERVICE OUT OF THE JURISDICTION AND SUBSTITUTED SERVICE]

- (1) The plaintiff may serve the writ of summons on the defendant at ... by [mode of service].

- (2) If the defendant wishes to defend the action he must enter an appearance within days of being served with the writ of summons.]

UNDERTAKINGS

The plaintiff gives to the Court the undertakings set out in Schedule 1 to this order.

DURATION OF THIS ORDER

This order will remain in force until the trial or further order.

VARIATION OR DISCHARGE OF THIS ORDER

The defendant (or anyone notified of this order) may apply to the Court at any time to vary or discharge this order (or so much of it as affects that person), but anyone wishing to do so must inform the plaintiff's solicitors.

NAME AND ADDRESS OF PLAINTIFF'S SOLICITORS

The plaintiff's solicitors are:-

[Name of lawyer(s) having conduct of action or charge of matter.]

[Name of law firm.]

[Address of law firm.]

Tel: [Contact telephone number.]

Fax: [Contact facsimile number.]

Ref: [File reference of law firm.]

[INTERPRETATION OF THIS ORDER

- (1) In this order references to "he", "him" or "his" include "she" or "her" and "it" or "its".
- (2) Where there are 2 or more defendants then (unless the context indicates differently)

- (a) References to “the defendants” mean both or all of them;
- (b) An order requiring “the defendants” to do or not to do anything requires each defendant to do or not to do the specified thing; and
- (c) A requirement relating to service of this order, or of any legal proceedings, on “the defendants” means service on each of them.]

Dated this ___ day of _____, 20 .

Registrar

SCHEDULE 1

Undertakings given to the Court by the plaintiff

- (1) If the Court later finds that this order has caused loss to the defendant, and decides that the defendant should be compensated for that loss, the plaintiff shall comply with any order the Court may make.
- (2) The plaintiff, in respect of any order the Court may make pursuant to paragraph (1) above, will:
 - (a) on or before [date] provide to the defendant security in the sum of [\$] by causing [payment to be made into Court / a bond to be issued by an insurance company with a place of business within Singapore / a written guarantee to be issued from a bank with a place of business within Singapore / payment to the plaintiff's solicitor to be held by the solicitor as an officer of the Court pending further order]*; and
*(*Delete where appropriate)*
 - (b) cause evidence of the provision of security to be extended to the defendant immediately after the security has been put up.
- (3) As soon as practicable the plaintiff shall [issue and] serve on the defendant [a] [the] writ of summons [in the form of the draft writ produced to the Court] [claiming appropriate relief] together with this order.
- (4) The plaintiff shall cause an affidavit to be sworn and filed [substantially in the terms of the draft affidavit produced to the Court] [confirming the substance of what was said to the Court by the plaintiff's solicitors].
- (5) As soon as practicable the plaintiff shall serve on the defendant a copy of the affidavits and exhibits containing the evidence relied on by the plaintiff.
- (6) Anyone notified of this order will be given a copy of it by the plaintiff's solicitors.
- (7) The plaintiff shall pay the reasonable costs of anyone other than the defendant which have been incurred as a result of this order including the costs of ascertaining whether that person holds any of the defendant's assets and if the Court later finds that this order has caused such person loss, and decides that such person should be compensated for that loss, the plaintiff will comply with any order the Court may make.
- (8) If this order ceases to have effect, the plaintiff will immediately take all reasonable steps to inform in writing anyone to whom he has given notice of this order, or who he

has reasonable grounds for supposing may act upon this order, that it has ceased to have effect.

- (9) The plaintiff shall not without the leave of the Court begin proceedings against the defendant in any other jurisdiction or use information obtained as a result of an order of the Court in this jurisdiction for the purpose of civil or criminal proceedings in any other jurisdiction.
- (10) The plaintiff shall not without the leave of the Court seek to enforce this order in any country outside Singapore [or seek an order of a similar nature including orders conferring a charge or other security against the defendant or the defendant's assets].

APPLICATION TO BE REGISTERED USER OF THE ELECTRONIC FILING SERVICE

[Letterhead of law firm or organisation]

[Date]

The Registrar
Supreme Court
1 Supreme Court Lane
Singapore 178879
(Attn: eLitigation Project Director)

Dear [Sir / Madam*]

APPLICATION TO BE REGISTERED USER OF THE ELECTRONIC FILING SERVICE

- I, [name of managing partner/director etc of law practice], am the managing partner/director etc of [name of law practice], [law practice UEN], and I am duly authorised to make this application on behalf of [name of law practice].
2. The law practice of [name of law practice] hereby applies to be a registered user of the electronic filing service, eLitigation, established under Part 18 Division 68 of the Family Justice Rules.
 3. As required under Part 18 Division 68 of the Family Justice Rules, I hereby designate (name of appointed administrator), NRIC/FIN (NRIC/FIN number of appointed administrator), as an authorised user to administer the service on behalf of my law practice. The SingPass identification code of the said authorised user is his or her NRIC/FIN number.
 4. A recent business profile report from the Accounting and Corporate Regulatory Authority of [name of law practice], the duly completed application form and subscriber agreement with the designated electronic filing service provider, CrimsonLogic Pte Ltd, for the use of the electronic filing service, eLitigation, and the duly completed application form for interbank GIRO payment facilities for the payment of all fees and charges incurred by my law practice’s use of the electronic filing service are annexed hereto.

Yours faithfully

[Signature of authorised signatory]
[Name and designation of authorised signatory]

*Delete as appropriate

For Official Use Only	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
Signature/Date	

FORM 270

Para 159A

Request for Urgent Hearing before Judge

Case Number(s) and Case Name(s)	
Sub-Case Number(s) (if applicable)	
Name(s) of Applicant(s)	
Details of Applicant(s)	(Plaintiff / Defendant / Third Party)
Counsel for Applicant(s) <i>(if represented)</i>	(Name(s) of counsel and Law Practice)
Contact Number(s) of Counsel for Applicant(s) <i>(if represented)</i> or of Applicant(s) <i>(if unrepresented)</i>	
Name(s) of Respondent(s)	
Counsel for Respondent(s) <i>(if represented)</i>	(Name(s) of counsel and Law Practice)
Contact Number(s) of Counsel for Respondent(s) <i>(if represented)</i> or of Respondent(s) <i>(if unrepresented)</i>	
Summary of relief sought	(E.g. Mareva injunction)

Estimated duration of the hearing	(E.g. 1 hour or less, Half-day, Full-day)
Summary of relevant facts: (<i>Maximum 500 words</i>)	
Reason(s) for urgency: (<i>Maximum 300 words</i>)	
Have all requisite Court papers been filed and are they in order?	
Is this an <i>ex parte</i> application?	
Does paragraph 83 of the Family Justice Courts Practice Directions on <i>ex parte</i> applications for injunctions apply?	(If yes, please state whether the directions set out in paragraph 83 have been complied with. If the directions under paragraph 83(2) on giving of notice of the application to the other concerned parties prior to the hearing have been complied with, please state the date, time and manner in which notice was given. If those directions have not been complied with, please state whether and when notice will be given and, if not, the reasons for not giving notice.)
Has/Have the Applicant(s) notified the Respondent(s) of the attendance before the Judge?	(If not, please state the reason(s) why.)
Has there been any previous request for an urgent hearing of the application(s)?	(If yes, please state the date and outcome of each previous request, and the reason(s) for making this request.)
Skeletal Submissions* (please select the applicable option): <input type="checkbox"/> I confirm that the skeletal submissions have been filed together with this Form.	

The skeletal submissions could not be filed together with this Form, but will be filed as soon as possible and, in any event, no later than the next working day after the attendance before the Judge, unless the Court directs otherwise.

Due to the extreme urgency, the skeletal submissions cannot be filed or provided in hard copy by the time of the hearing before the Judge, and I wish to seek a dispensation of this requirement. My reasons for seeking dispensation are set out below:

(Please state your reasons to support your request for dispensation of filing or providing the skeletal submissions by the time of the hearing.)

Signature of Counsel for Applicant or of Applicant:

Name:

Date:

** The skeletal submissions must comply with the requirements stated in paragraphs 159A(6) and (7) of the Family Justice Courts Practice Directions.*

Appendix B

DISCOVERY AND INSPECTION OF ELECTRONIC DOCUMENTS

Part 1: Agreed electronic discovery protocol

...

(7) Discovery and production only if necessary

For the avoidance of doubt, nothing in this protocol shall compel any party to give discovery of any document or produce any document for inspection which is not otherwise discoverable under rules 468 or 474 of the Family Justice Rules.

...

Part 2: Protocol for Inspection of Computer Databases and Electronic Media or Recording Devices

(1) Appointment of computer experts

...

(b) Costs and expenses of Joint Expert.

All costs and expenses relating to the appointment of the Joint Expert under this protocol shall initially be borne equally between the Producing Party and the Inspecting Party. Nothing in this protocol is intended to or shall be taken to prevent any party to the cause or matter from seeking the recovery of such costs and expenses in accordance with the Family Justice Rules.

...

(2) Acquisition of the Original Acquired Image

(a) Where Joint Expert appointed.

The Joint Expert shall acquire the Original Acquired Image under the supervision of all parties concerned in the inspection, their representatives or computer experts. Sufficient copies of the Original Acquired Image shall be made as necessary in order that the Producing Party and each Inspecting Party

may be supplied with an electronic copy of the Original Acquired Image. The Joint Expert shall provide sufficient information with the copy of the Original Acquired Image to enable the party's computer expert to access the copy supplied. The Original Acquired Image shall be sealed and delivered to the custody of the Producing Party, who shall enumerate it in a list of documents to be filed under Part 18 Division 19 of the Family Justice Rules.

(b) **Where Joint Expert not appointed.**

The Producing Party's computer expert shall be responsible for acquiring the Original Acquired Image under the supervision of all parties concerned in the inspection, their representatives or computer experts. Sufficient copies of the Original Acquired Image shall be made as necessary for the purposes of inspection and reasonable search to be provided under this protocol. The Original Acquired Image shall be sealed and delivered to the custody of the Producing Party, who shall enumerate it in a list of documents to be filed under Part 18 Division 19 of the Family Justice Rules.

...

(6) **Discovery and production only if necessary**

For the avoidance of doubt, nothing in this protocol shall compel any party to give discovery of any document or produce any document for inspection which is not otherwise discoverable under rules 468 or 474 of the Family Justice Rules.

...