

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**  
**STATE COURTS PRACTICE DIRECTIONS 2021**  
**AMENDMENT NO. 4 OF 2023**

It is hereby notified for general information that amendments have been made to Parts III, IV and VIII and Appendix A1 of the State Courts Practice Directions 2021. The amendments are summarised below:

- (1) amendments to Practice Direction 27 on Personal service of processes and documents;
- (2) amendments to Practice Direction 34 on Overview of case management and court dispute resolution frameworks for civil cases;
- (3) amendments to Practice Direction 36 on Simplified Process under Order 65 of the Rules of Court 2021;
- (4) amendments to Practice Direction 37 on General Process;
- (5) introduction of a new Practice Direction 65A on Notice to admit hearsay evidence;
- (6) amendments to Practice Direction 70 on Certification of transcripts;
- (7) introduction of the following new Forms under Appendix A1:
  - (a) Form 18A (Notice to Admit Documentary Hearsay Evidence); and
  - (b) Form 18B (Notice to Admit Non-Documentary Hearsay Evidence).

2 The amendments will take effect on 1 July 2023 and will be reflected at <https://epd-statecourts-2021.opendoc.gov.sg/> from 1 July 2023.

3 Please find attached a document reflecting the marked-up amendments to the Practice Directions 2021.

Dated this 26th day of June 2023.



CHRISTOPHER TAN  
REGISTRAR  
STATE COURTS

## State Courts Practice Directions 2021 (Amendment No. 4 of 2023)

### PART III: ORIGINATING PROCESSES AND DOCUMENTS

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#### 27. Personal service of processes and documents

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#### *Application for service out of Singapore of originating process or other court document*

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- (7) Where applicable, for the purposes of sub-paragraph 6(a), the claimant should refer to any of the following non-exhaustive list of factors (as may be applicable) in the supporting affidavit:

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(s) the claim concerns the construction, effect or enforcement of any written law;  
~~or~~

(t) the claim is for a committal order under Order 23 of the Rules of Court 2021;  
~~or~~

(u) the application is for the production of documents or information:

(i) to identify possible parties to proceedings before the commencement of those proceedings in Singapore;

(ii) to enable tracing of property before the commencement of proceedings in Singapore relating to the property; or

(iii) where the production of the documents or information is in the interests of justice.

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## PART IV: CASE MANAGEMENT AND COURT ALTERNATIVE DISPUTE RESOLUTION

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### 34. Overview of case management and court dispute resolution frameworks for civil cases

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- (2) Once a CC has been fixed, a notice will be sent to the claimant and any other party who has filed a notice of intention to contest or not contest and/or a Defence, informing them of the date of the CC, as well as which of the four following case management frameworks applies to the proceedings, namely:
  - (a) the Specially Managed Civil List (“SMCL”);
  - (b) the Civil Simplified Process ~~pursuant to Order 65 of the Rules of Court 2021~~ (“Civil Simplified Process”);
  - (c) the General Process (“General Process”); or
  - (d) the Court Dispute Resolution (“CDR”) process at the Court Dispute Resolution Cluster (“CDRC”).
- (3) This Part of the Practice Directions sets out the provisions relating to the abovementioned frameworks, as follows:
  - (a) The provisions pertaining to matters undergoing the SMCL process are provided for in Practice Direction 35.
  - (b) The provisions pertaining to matters undergoing the Civil Simplified Process are provided for in Practice Direction 36.
  - (c) The provisions pertaining to matters undergoing the General Process are provided for in Practice Direction 37.
  - (d) The provisions pertaining to matters undergoing the CDR Process are provided for in Practice Directions 38 to 41.

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**36. Civil Simplified Process** ~~under Order 65 of the Rules of Court 2021~~

*Scope of Order 65 of the Rules of Court 2021*~~the Simplified Process~~

- (1) All Originating Claims filed in the Magistrate’s Court on or after 1 April 2022, ~~save for personal injury claims, non-injury motor accident claims, claims in negligence (including professional negligence claims) and medical negligence claims,~~ are subject to ~~the Simplified Process~~ Order 65 of the Rules of Court 2021 (~~“Simplified Process”~~). Where parties to Originating Claims filed in the District Courts (“DC”) on or after 1 April 2022 consent for Order 65 to apply to those proceedings by filing Form 3 of Appendix A1 to these Practice Directions, those proceedings will also be subject to ~~the Simplified Process~~ Order 65 upon the filing of Form 3. ~~Where parties to a DC claim have filed Form 3 consenting to the Simplified Process, the parties shall also separately file a Request through the Electronic Filing Service for a Civil Simplified Case Conference (“CC”) to be convened.~~

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*CCs under the Civil Simplified Process case management framework (“Civil Simplified CC”)*

- (2A) The provisions relating to the Civil Simplified Process case management framework set out below in this Practice Direction apply to all cases in paragraph (1), save for:
- (a) Personal injury claims;
  - (b) Non-injury motor accident claims;
  - (c) Claims in negligence (including professional negligence claims); and
  - (d) Medical negligence claims.

The Court Dispute Resolution case management process under Practice Directions 38 to 41 will apply to the proceedings referred to in paragraph (2A)(a) to (d).

- (2B) Where parties to a DC claim have filed Form 3 of Appendix A1 to these Practice Directions consenting for Order 65 to apply to those proceedings and the Civil Simplified Process case management framework applies, the parties shall also separately file a Request through the Electronic Filing Service for a Civil Simplified CC to be convened.

Before the first Civil Simplified CC

- (3) Subject to the discretion of the Court, where a case is identified for the Civil Simplified Process case management framework:

- (a) A first Civil Simplified CC will be fixed around 7 weeks from the date that the Defence was filed.
- (b) A Civil Simplified CC Notice will be issued to the claimant and any other party who has filed a notice of intention to contest and/or Defence notifying parties that the case has been identified for the **Civil** Simplified Process, of the date of the first Civil Simplified CC, and directing parties to file the necessary documents and take the necessary steps within a prescribed time for the purposes of the Civil Simplified CC.
- (c) Where both parties are represented, a Civil Simplified CC will be fixed to be conducted by remote hearing via video conferencing. Where at least one party is unrepresented, a physical Civil Simplified CC will be fixed.

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### **37. General Process**

#### *Scope of the General Process*

- (1) All Originating Claims filed in the District Courts on or after 1 April 2022 that are not subject to the Specially Managed Civil List (“SMCL”), **Civil** Simplified Process or Court Dispute Resolution (“CDR”) Process will be subject to the General Process described in this Practice Direction.

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## **PART VIII: EVIDENCE – WITNESSES, AFFIDAVITS AND EXHIBITS**

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### **65A. Notice to admit hearsay evidence**

- (1) For the purposes of Order 15, Rule 16(9) of the Rules of Court 2021, the notice in Order 15, Rule 16(7) of those Rules must be in Form 18A of Appendix A1 of these Practice Directions.
- (2) For the purposes of Order 15, Rule 16(10) of the Rules of Court 2021, the notice in Order 15, Rule 16(7) of those Rules must be in Form 18B of Appendix A1 of these Practice Directions.

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### **70. Certification of transcripts**

Pursuant to Order 15, Rule 11(10) of the Rules of Court 2021, the Registrar hereby directs that the transcript(s) of the official record of the hearing may be certified by: ~~any record of hearing or notes of hearing will be certified by the judicial officer having conduct of the proceedings, or in the absence of the judicial officer, any other judicial officer as directed by the Registrar.~~

- (a) the judicial officer having conduct of the proceedings, or in the absence of the judicial officer, any other judicial officer as directed by the Registrar; or
- (b) with the approval of the Court, the service provider.

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# Appendix A1

## Form 18A

### Notice to Admit Documentary Hearsay Evidence

Date:

To:

#### Title of action

Please note that the claimant (or defendant) in this action, pursuant to paragraph [number] of section 32(1) of the Evidence Act 1893, intends to introduce in evidence the statement made in the document(s) specified below, of which a copy (each) of item(s) [number(s)] is/are attached:

Description of document(s)*	Time and place at which statement was made#	Name of maker of the statement and (unless the maker is dead) the maker's address, if known##	If the maker of the statement is dead, the date of the death of the maker, if known**	Name of maker of the document and (unless the maker is dead), the address of the maker, if known###	If the maker of the document is dead, the date of the death of the maker, if known**
1.					
2.					
3.					
4.					

\*This may refer to any document in any list of documents that a party may serve, in which case a copy of the document need not be attached.

#This information is to be included only if the information is not readily apparent from the document or the relevant part of the document.

\*\* This information is to be given to the best of the information and belief of the party serving the notice.

## This information is to be included only if the maker of the document is different from the maker of the statement and the information is not readily apparent from the document or the relevant part of the document.

Signature of solicitor

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Solicitor for the [party]



**Form 18B**

**Notice to Admit Non-Documentary Hearsay Evidence**

Date:

To:

**Title of action**

Please note that the claimant (or defendant) in this action, pursuant to paragraph [number] of section 32(1) of the Evidence Act 1893, intends to introduce in evidence the statement specified below:

Time and place at which the statement was made	Name of maker of the statement and (unless the maker is dead) the maker's address, if known	If the maker of the statement is dead, the date of the death of the maker, if known*	Manner in which the statement was made (whether oral or otherwise)	Name and address of person who heard or perceived the statement being made	Substance of the statement or, if it was made orally and the exact words used in making it are material, the actual words used
1.					
2.					
3.					
4.					

\*This information is to be given to the best of the information and belief of the party serving the notice.

Signature of solicitor

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Solicitor for the [party]