

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE
STATE COURTS PRACTICE DIRECTIONS 2014
AMENDMENT NO. 5 OF 2023

It is hereby notified for general information that amendments have been made to Part II, Practice Direction 17 of the State Courts Practice Directions 2014 on Access to case file, inspection and taking copies of documents and conducting searches.

2 The amendments will take effect on 1 December 2023 and will be reflected at <https://epd2014-statecourts.judiciary.gov.sg/> from 1 December 2023.

3 Please find attached a document reflecting the marked-up amendments to the Practice Directions 2014.

Dated this 20th day of November 2023.



EDWIN SAN
REGISTRAR
STATE COURTS

State Courts Practice Directions 2014 (Amendment No. 5 of 2023)

PART II: ORIGINATING PROCESSES AND DOCUMENTS

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

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File inspection by non-parties

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~~(6) — Requests in hard copy may be submitted to inspect case files containing documents which were not filed using the Electronic Filing Service. The Registry will only accept requests which are printed or typewritten on paper of good quality and signed by the solicitors concerned. Requests which have any erasure marks on them will be rejected. Requests which are double stamped, that is, if the requests were originally short stamped and later stamped to add up to the correct fee, may be rejected.~~

(6) To inspect a case file in civil proceedings that do not use the Electronic Filing Service, the following procedure should be followed:

(a) A Request should be submitted to the Registry to obtain permission to inspect the case file. The Request should state the name of the person who is to carry out the search or inspection. 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 produced for verification if requested. The Request should also state the interest that the applicant has in the matter, and the reason for the search or inspection. If the search or inspection is requested for the purpose of ascertaining information for use in a separate suit or matter, the Request should clearly state the nature of the information sought and the relevance of such information to the separate suit or matter.

(b) If approval for inspection is given by the Court, and upon confirmation of the receipt of payment of the fees payable, the inspection of the case file and Court documents will be carried out at the Registry.

(c) The fees prescribed by Appendix B to the Rules of Court will be payable for the provision of the above service.

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