

**IN THE SUPREME COURT OF THE REPUBLIC OF SINGAPORE**

**PRACTICE DIRECTION NO. 3 OF 2001**

**ELECTRONIC FILING AND SERVICE –**

- (1) MIGRATION OF SERVICES TO THE INTERNET**
- (2) INDEX SEARCH**
- (3) EXTRACT SERVICE**
- (4) DOCUMENT SERVICE FACILITY**
- (5) EXTENSION OF EFS TO OTHER PROCEEDINGS**

**AND**

**OTHER MISCELLANEOUS DIRECTIONS**

Currently, the Electronic Filing Service ('EFS') operates on a private EDI (Electronic Data Interchange) network. Submission by electronic transmission of all specified documents defined in paragraph 43D of these Practice Directions can now be conducted via the Internet at the EFS website ([www.efs.com.sg](http://www.efs.com.sg)) upon the migration of the data from the local front-end database of law firms to the central database at Singapore Network Services.

2 With effect from 2 July 2001, three new facilities are also available via the Internet at the EFS website. They are:

- (a) Index Search which allows court users to search for specified documents which have been filed in Court using the EFS;
- (b) Extract Service which allows court users to obtain soft copy extracts of specified documents or certified true paper copies of documents by filing the necessary praecipe through the EFS front-end system; and
- (c) Service of Documents Facility which allows court users to serve specified documents on a registered user using electronic transmission or via the service bureau.

3. With effect from 18 December 2001, EFS will extend to the following proceedings: (1) originating summons; (2) interpleader summons; (3) taxation; (4) civil appeal to the Court of Appeal; (5) district court appeal; and (6) petition for admission of advocate and solicitors.

4. Presently, parties are required to file certain requisite number of copies of the record of appeal, core bundle, supplemental core bundle (collectively known as “appeal bundles”) and written Cases for civil appeals to the Court of Appeal. For notices of appeal filed on or after 18 December 2001, apart from the written Cases, the parties are required to file via EFS only a single form of the record of appeal, form of the core bundle and form of the supplemental core bundle (if any) in lieu of the actual appeal bundles. The rationale is that the documents comprised in these appeal bundles are usually filed in the trial below or are already in existence in the electronic case file. As such, to avoid duplicity of filing and to save costs, these documents need not be filed again via EFS to constitute the appeal bundles. This practice direction contains specific directions regarding the format of these forms. With respect to notices of appeal filed for cases which were not commenced using EFS, the appeal bundles and the written Cases would have to be filed via EFS. However, in all cases, whether they be for cases which were or were not commenced using EFS, the parties are required to tender the same number of appeal bundles and written Cases to the Court of Appeal, as per the current practice, to facilitate the hearings.

5. This practice direction also contains other changes relating to EFS, namely: (1) the operating hours of the service bureau; (2) specific directions on the pagination of specified documents and in particular affidavits to facilitate the hearing process; (3) the filing of documents by reference to their Document Control Numbers; and (4) other miscellaneous changes.

6. This practice direction further specifies that where a request has been made by parties for the services of a Supreme Court interpreter, parties must notify the appropriate Head Interpreter in the event of the case having been vacated, adjourned or settled.

7. This practice direction shall come into effect on 18 December 2001.

8. This practice direction should be included in *The Supreme Court Practice Directions (1997 Ed.)* immediately before the first page of the table contents. The instructions for effecting the amendments to *The Supreme Court Practice Directions (1997 Ed.)* are contained in the Appendix hereto.

Dated the 15<sup>th</sup> day of December 2001.

CHIAM BOON KENG  
REGISTRAR  
SUPREME COURT