

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

**PRACTICE DIRECTION NO. 6 OF 2003**

**CHANGES TO THE FILING PROCEDURE FOR TRIAL BUNDLES  
AND REDUCTION OF EFS FEES**

To implement the recommendations of the EFS Review Committee on the reduction of the volume of documents filed through the Electronic Filing Service (“EFS”), the present practice of requiring the documents referred to in Order 34, Rule 3A of the Rules of Court (“trial bundles”) to be filed through the EFS will be dispensed with.

2 The main amendment is to paragraph 43Y of the Supreme Court Practice Directions, which will now allow parties to tender hardcopies of the trial bundles to the relevant Registry counter after the necessary payments, in particular of stamp fees, have been made at the cashier’s counter. However, in the interest of ensuring that the electronic case file remains complete, parties will be required to tender an electronic copy of the trial bundles, which must tally in all respects with the hardcopies filed at the Registry. The electronic copy must be stored on a CD-ROM in PDF format, and comply with guidelines set out on the EFS website (at [www.efs.com.sg](http://www.efs.com.sg)) on the resolution to be used. In accordance with Order 34, Rule 3A, both the hardcopies and the electronic copies of the trial bundles must be tendered to the Registry counter a minimum of five days before trial.

3 Consequential amendments follow to paragraphs 43D, 43BB and 43CCC of the Practice Directions from this change in filing procedure.

4 Additionally, Items 71D through 71I of Appendix B of the Rules of Court will be amended to effect the recommendations of the EFS Review Committee on the reduction of EFS fees. These amendments have already been approved by the Rules Committee. Amendments to paragraphs 43O, 43CC, 43DD, 43HH and 43II of the Practice Directions follow as a consequence.

5 This practice direction will take effect on 15 October 2003. For the avoidance of doubt, the new procedure will apply to all trial bundles filed on or after 15 October 2003.

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

Dated this 29th day of September 2003.



FOO CHEE HOCK  
DEPUTY REGISTRAR  
SUPREME COURT

## **APPENDIX**

### **Instructions for amendment of**

#### ***The Supreme Court Practice Directions (1997 Ed.)***

1. The existing page iiiA should be replaced with the attached page iiiA.
2. The existing pages 52B to 52C should be replaced with the attached pages 52B to 52C.
3. The existing pages 52K to 52L should be replaced with the attached pages 52K to 52L.
4. The existing pages 52W to 52X(I) should be replaced with the attached pages 52W to 52X(II).
5. The existing pages 52Z, 52AA to 52OO should be replaced with the attached pages 52Z, 52AA to 52OO.
6. The existing pages 52SS to 52VV should be replaced with the attached pages 52SS to 52VV.
7. The existing pages 52BBB to 52EEE should be replaced with the attached pages 52BBB to 52EEE(1).

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43EEE.	Bankruptcy proceedings.....	52EEE(I)
43FFF.	Petitions for grants of probate, letters of administration or resealing of grant .....	52EEE(I)
43GGG.	Instruments creating power of attorney .....	52FFF(II)

**43D. Documents which must be filed, served, etc., using the electronic filing service**

- (1) In pursuance to Order 63A, Rules 1 and 8, the Registrar hereby specifies that all documents to be filed with, served on, delivered or otherwise conveyed to the Registrar in the following proceedings, subject to the exceptions which appear later in this paragraph, must be so filed, served, delivered or otherwise conveyed using the electronic filing service:
- (a) any proceedings commenced by a writ of summons on or after 1 March 2000, subject to the provisions in sub-paragraphs (c), (d), (e) and (f);
  - (b) any proceedings commenced by an originating summons on or after 18 December 2001;
  - (c) any proceedings for taxation commenced by a bill of costs, including proceedings resulting or arising from such proceedings, filed on or after 18 December 2001;
  - (d) any proceedings commenced by an originating summons or summons for interpleader relief, including proceedings resulting or arising from such proceedings, filed on or after 18 December 2001;
  - (e) any notices of appeal under Order 55D, including proceedings resulting or arising from such appeals, filed on or after 18 December 2001;
  - (f) any notices of appeal under Order 57, including proceedings resulting or arising from such appeals, filed on or after 18 December 2001;
  - (g) any proceedings commenced by a petition for the admission of advocates and solicitors filed on or after 18 December 2001;
  - (h) any proceedings for winding up of a company commenced by a petition filed on or after 28 May 2002.
  - (i) any proceedings commenced by an Admiralty writ *in rem* or *in personam* filed on or after 28 May 2002;

- (j) any proceedings commenced by an originating motion filed on or after 28 May 2002;
- (k) any proceedings commenced by an originating petition filed on or after 28 May 2002;
- (l) any proceedings commenced by a petition of course filed on or after 28 May 2002;
- (m) any proceedings or applications under the Bankruptcy Act or Bankruptcy Rules filed on or after 28 May 2002;
- (n) any proceedings for a grant under order 71, Rule 5 of the Rules of Court filed on or after 28 May 2002; and
- (o) any applications to deposit an instrument creating a power of attorney filed on or after 28 May 2002.

The above documents shall be referred to in this part as “specified documents”.

- (2) Without affecting the generality of sub-paragraph (1), the following documents when filed in any of the proceedings specified in sub-paragraph (1) are “specified documents”:
  - (a) writs of summons;
  - (b) originating summonses;
  - (c) petitions for admission of advocates and solicitors;
  - (d) memoranda of appearance;
  - (e) pleadings;
  - (f) summonses-in-chambers;
  - (g) summonses for directions;
  - (h) interpleader summonses;
  - (i) all affidavits, unless expressly excluded in this paragraph;
  - (j) orders of Court and judgments;
  - (k) notices of appeal;
  - (l) appellant’s Cases and respondent’s Cases;
  - (m) bills of costs;

- (n) notices of objection;
  - (o) companies winding up petition;
  - (p) petitions of course;
  - (q) admiralty writs;
  - (r) originating motions;
  - (s) originating petitions;
  - (t) bankruptcy petitions;
  - (u) originating summonses for bankruptcy;
  - (v) petitions for grants of probate or letters of administration;
  - (w) instruments creating a power of attorney;
  - (x) all documents which pertain to assessment of damages, taking of accounts and inquiries before the Registrar;
  - (y) all documents which pertain to proceedings falling within the ambit of Orders 45 to 52 of the Rules of Court;
  - (z) requests for and notifications of setting down;
  - (aa) notices of motion;
  - (bb) writs of subpoena;
  - (cc) praecipes;
  - (dd) certificates, caveats and declarations;
  - (ee) letters; and
  - (ff) all other documents not otherwise specifically provided for in the preceding clauses.
- (2A) Parties are to note that the documents which are to be filed pursuant to Order 34, Rule 3A(1) may, instead of being filed through the electronic filing service, be filed in accordance with the procedure outlined in paragraph 43Y(7).
- (3) [Deleted]
- (4) The specification in sub-paragraph (1)(e) does not require the filing, service, delivery or conveyance of any specified document at the High Court using the electronic filing service if such filing, service, delivery or

otherwise conveyance is not required under Order 55D of the Rules of Court.

- (5) [Deleted]
- (6) In respect of all proceedings stipulated in sub-paragraph (1), any application which was previously brought by way of a notice for directions, a notice for further directions or a notice under the summons for directions must be brought by way of a summons in chambers.
- (7) Bundles of authorities which are specified documents can be filed, served, delivered or otherwise conveyed using the electronic filing service. A party may also choose not to file bundles of authorities and may instead use these for hearings in a paper form in accordance with the directions contained in this part.

**43E. Preparation and submission of a specified document to Court**

- (1) A specified document must be submitted to Court in one of 2 ways, as stated in Order 63A, Rule 8:
  - (a) by electronic transmission; or

*(The next page is page 52C(I)).*



- (3) Where endorsements must be made on a specified document which has already been filed or issued, a fresh copy of the specified document containing the relevant endorsements shall be prepared, and the document must be re-filed or re-issued, as the case may be. An example of this would be renewals of writs of summons.

**43M. Documents which cannot be converted into an electronic format**

- (1) If a document cannot be converted in whole or in part into an electronic format for any reason, it must nonetheless be filed using the electronic filing service.
- (2) Such a document must be filed via the service bureau.
- (3) Before filing a document as one which cannot be converted in whole or in part into an electronic format, the solicitor should satisfy himself that the document in fact cannot practicably be converted into an electronic format. If the Court receives a document which the filing party says cannot be converted in whole or in part into an electronic format, and it can discern no good reason why the document cannot be wholly converted into an electronic format, the document may be rejected.

**43N. Time for filing**

- (1) Users of the electronic filing service may file documents in Court at any time that the electronic filing service is operational, even if the Registry of the Supreme Court is not open at that time.
- (2) Order 63A, Rule 10 prescribes when a specified document is deemed to be filed when using the electronic filing service.

**43O. Rejection of documents, back-dating and waiver of filing fees**

- (1) Care must be taken to enter correct, complete and accurate information into the electronic template. If the information entered into the electronic template and the actual document differ, the document is likely to be rejected by the Court. If a document is rejected by the Court for any reason, a penalty is nonetheless payable in respect of the

document, as specified in item 71D(3) of Appendix B to the Rules of Court. In this regard, solicitors' attention is also drawn to Order 63A, Rule 17.

- (2) In the event however that any document is wrongly rejected by the Court, a solicitor may do one or both of the following:
  - (a) re-file the document with a request that the date and time of filing or issuance, as the case may be, be back-dated to an earlier date and time, in pursuance of Order 63A, Rule 10;
  - (b) re-file the document with a request that a part or the whole of the penalty be waived for the reasons specified.

**43P. Filing of writs of execution**

- (1) Under the current practice, when writs of execution are filed with the Bailiff's Section, it is necessary to attach a copy of the order of Court or judgment in pursuance of which the writ of execution is filed.
- (2) Where a writ of execution is a specified document, it will no longer be necessary to attach a copy of the order of Court or judgment. Instead, the Document Number of the relevant order of Court or judgment should be included in the Reference Document Number field in the electronic template for the writ of execution. If this information is not provided in this manner, or cannot be provided in this manner, a copy of the order of Court or judgment will then have to be attached to the writ of execution. This should be done by including the fresh writ of execution and the order of Court or judgment filed previously in a single PDF file.

*(The next page is page 52M.)*

The said (*name of the interpreter*) was then sworn that he had truly, distinctly and audibly translated the contents of the affidavit to the deponent and that he did truly and faithfully interpret the oath (*or affirmation*) administered to the deponent.

(*Name of commissioner for oaths*)

Commissioner for Oaths”.

- (3) After the affidavit has been sworn, commissioners for oaths must record the taking of the affidavit in the register kept for this purpose, as required by Order 63A, Rule 15(3)(d).
- (4) Affidavits which are specified documents may be sworn electronically before Supreme Court commissioners for oaths. However, if there is more than one deponent for an affidavit to be sworn electronically, all the deponents must attend before the Supreme Court commissioner for oaths at the same time.
- (5) The forms of jurat prescribed in sub-paragraph (2) may be modified to fit the circumstances, and an affidavit shall not be treated as being irregularly taken simply because the exact form of jurat was not used. It shall be sufficient if the form of jurat used complies in substance with those prescribed in sub-paragraph (2).

**43Y. Bundles of documents filed on setting down and for hearings**

- (1) Paragraphs 33 to 36 of these directions shall continue to apply to all proceedings in which specified documents are required to be used, subject to the modifications that appear in this paragraph.
- (2) Subject to any directions in this part to the contrary, in particular sub-paragraph (7), all bundles of documents, bundles of authorities, bundles of pleadings, bundles of affidavits, core bundles, and all other bundles, and all opening statements, which are specified documents must be filed in Court using the electronic filing service.

- (3) Rather than preparing these documents in paper and binding them, as required by paragraphs 33 to 36 of these directions, the documents must be prepared in an electronic format.
- (3A) In addition, parties should endeavour to file a core bundle of documents rather than the numerous bundles that are often filed. This core bundle should comprise only documents that are relevant to the hearing in question, or which will be referred to in the course of the hearing.
- (3B) If there are other documents, the relevance of which is uncertain, these documents should be brought to the hearing in a paper form. Such other documents should only be filed electronically as and when directed by the Court.
- (4) A bundle to be filed in Court using the electronic filing service may take 3 different forms:
- (a) It may comprise a cover page, together with one or more PDF documents.
  - (b) It may comprise a cover page, together with one or more PDF documents. In addition, if a specified document has already been filed in Court, and a party wishes to include this document in the bundle to be filed in Court, the party need not, if it so chooses, include an actual PDF copy of that document in the bundle. The party may instead, when creating the bundle, include a reference (using the system function in the computer system provided by the network service provider) to the Document Control Number of the document already filed. If this is done, when the bundle is eventually filed and used in Court, a logical view of the document referred to by way of the Document Control Number will appear as part of the bundle.
  - (c) It may comprise a cover page, together with the Document Control Numbers of the documents already filed.
- (5) The following directions shall apply to all bundles and opening statements:

- (a) Index pages, where required under paragraphs 33 to 36 of these directions, shall continue to be prepared. However, it will no longer be necessary to include the page number reference in the index.
  - (b) In addition to these index pages, however, where the index refers to more than one document within a single PDF file in a bundle, a book-mark should be created in that 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.
  - (c) The book-marking should be effected using the book-marking function provided in the Adobe Acrobat Exchange (Versions 3.01 and 4.0x) programme.
  - (d) The name given to each book-mark should be the same as the corresponding reference in the index.
  - (e) If a bundle of documents includes
    - (i) more than one PDF document;
    - (ii) a number of references to Document Control Numbers and also PDF documents; or
    - (iii) a number of references to Document Control Numbers,then the various PDF documents or Document Control Number references, as the case may be, should be arranged chronologically or in some logical order.
- (6) The fees payable for the filing of documents by way of references to their Document Control Numbers are found in items 71D(1)(d) and 71D(2)(d) of Appendix B to the Rules of Court.
- (7) Sub-paragraphs (2), (3), (3A), (4) and (6) of this paragraph do not apply to the documents that are filed in Court pursuant to the provisions of Order 34, Rule 3A(1).
- (a) Such documents may be tendered to the Registry in hardcopy together with an electronic copy stored on a CD-

ROM in PDF format and complying with the provisions of sub-paragraph (5) of this paragraph.

- (b) Order 34, Rule 3A requires the documents in this sub-paragraph to be tendered to Court not less than 5 days before trial. Parties are to note that this timeline is to be adhered to strictly, and that it will in particular apply to the electronic copy on CD-ROM.
- (c) Any court fees payable, pursuant to Appendix B of the Rules of Court, on filing the documents in this sub-paragraph, shall be payable at the cashier. Parties should, when making payment at the cashier, indicate to the cashier the precise number of pages which comprise the documents. For the avoidance of doubt, item 71D of Appendix B shall not apply to such documents.
- (d) It is emphasised that payment of the court fees on such documents should be made before the documents are tendered to Court in compliance with Order 34, Rule 3A. As such, the hardcopy of documents tendered to Court should show, on the front page, the amount of court fees paid on the document.
- (e) The electronic copy must tally in all respects with the hardcopy, as it will be uploaded into the case file by the Registry staff and will form part of the electronic case file. The importance of not submitting unnecessarily large electronic files is emphasised. To this end, parties are to adhere as far as possible to the guidelines set out on the EFS website (currently at [www.efs.com.sg](http://www.efs.com.sg)), or its equivalent as may be set up from time to time, on the resolution to be used when scanning documents into PDF format.

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after they have received notification from the Court that the document has been accepted.

- (b) Attend before the Duty Registrar with the paper documents, if these exist. The Duty Registrar will require the solicitor to give an undertaking to file all the documents by the next working day after the attendance before dealing with the matter.

#### **43AA. Filing a document for which a hearing date is required**

- (1) If a document is filed for which the Court is requested to assign a hearing date or a trial date, the number of law firms that are likely to be involved in the hearing or trial should be stated in the appropriate box in the electronic template.
- (2) This information is needed so that a venue with a sufficient number of personal computers can be assigned for the hearing.

#### **43BB. Hearings**

- (1) Hearings involving specified documents, whether in open Court or in Chambers, will be conducted in an electronic environment.
  - (a) Solicitors will be given access to the Solicitors' Case Query module at the start of the hearing by the Judge or the Registrar conducting the hearing.
  - (b) Solicitors should use the Solicitors' Case Query module to access and navigate around the relevant electronic case file. The Judge or Registrar, and other counsel, should be referred to relevant documents using the Video Switching Devices. Counsel may bring their own paper copies of documents to Court for their own reference, but these may not be tendered to the Court save as otherwise provided in this paragraph. If counsel bring electronic copies of their documents, these may not normally be loaded into

the Court's personal computer. Instead, these should be read using the counsel's own notebook or other computers.

- (c) In the event that a solicitor closes down the Solicitors' Case Query module in the course of the hearing for any reason, the solicitor in question must ask the Judge or Registrar to give him fresh access to the case file in question.
  - (d) At the end of the hearing, or if the hearing is halted for any significant length of time, solicitors should close down the Solicitors' Case Query module. This will prevent unauthorised access to the electronic case file. If the Solicitors' Case Query module is not closed down, it will be possible for persons not involved in the case to peruse the documents contained in the electronic case file.
  - (e) In the event that a solicitor wishes to refer to case files other than those which have been fixed for hearing, the solicitor should file a praecipe for production of the case file at least one clear day before the day fixed for the hearing. The filing should be done using the electronic filing service. The case file will then be available for use during the hearing by the Judge or Registrar, and all counsel, during the hearing.
- (2) Subject to any directions in this part to the contrary, in particular paragraph 43Y(7), all specified documents for use at any hearing should be filed using the electronic filing service at least one clear day in advance of the hearing. These will include written submissions, skeletal arguments, bundles of documents, bundles of authorities, and bundles of pleadings. In the event, however, 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 use paper documents during the hearing. The counsel 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.

- (3) For very urgent hearings, such as applications for ex parte interim injunctions, solicitors should avail themselves of the "Immediate" filing function which is available at the service bureau. Before a document can be presented for immediate filing, the approval of the Duty Registrar must be obtained for the "Immediate" filing to take place. After an "Immediate" filing at the service bureau, the document so filed should be ready for use in Court very shortly after the document was processed by the service bureau.
- (4) In the event that a matter is so urgent that "Immediate" filing is not sufficiently fast, or if the service bureau is not open at the relevant time, then solicitors may still appear before the Judge or Registrar with paper documents for the urgent hearing. The solicitors so appearing must give an undertaking to file all the documents used at the hearing using the electronic filing service 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.
- (5) Notwithstanding anything else in this paragraph, in the event that a party chooses to use bundles of authorities in a paper form for a hearing, in pursuance of paragraph 43D(6), the directions in this sub-paragraph shall apply:
  - (a) The party using the paper copy of the bundle of authorities shall bear the onus of producing the bundle at every hearing at which it is required. The Court will neither retain nor undertake to produce for hearings the paper copy of the bundle.
  - (b) The party using the paper copy of the bundle of authorities should file via the electronic filing service a list of authorities to be used at least one clear day in advance of the hearing. In the event that it is not possible for the party to do so, he must explain

to the Judge or Registrar conducting the hearing why it was not possible for him 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.

- (c) The Judge or Registrar may, if he so chooses, retain the paper copy of the bundle of authorities for his own reference. The paper copy so retained will not however form part of the Court's record in respect of the proceedings in which it was used.

#### **43CC. Filing documents via service bureau**

- (1) Solicitors and law firms are encouraged to acquire the necessary computer system to file documents by electronic transmission using the electronic filing service. However, in the event that they have not done so or if certain documents cannot be filed using electronic transmission, solicitors and law firms may file documents via the service bureau. Litigants in person may also file documents via the service bureau.
- (2) The filing of documents at the service bureau comprises 2 separate stages, namely, the submission of documents and the collection of replies from the Court.
  - (a) The submission of documents stage essentially consists of 6 steps:
    - (i) Preparation of the Paper Filing Template for the documents to be filed.
    - (ii) For each set of Paper Filing Templates prepared, preparation of 2 copies of the Requisition Form.
    - (iii) Submission of the Paper Filing Templates, the Requisition Forms and the documents to be filed to the service bureau.
    - (iv) Payment of fees, whereupon one copy of the Requisition Form will be received as a receipt and proof of submission.

- (v) Verification of the information entered into the electronic template by the service bureau after the transcription has been carried out. This step must be carried out if a party has chosen to verify that the information entered into the Paper Filing Templates has been correctly transcribed into the electronic template to be sent to the Court.
- (vi) Submission of the documents to Court.
- (b) The collection of the reply from the Court stage consists of 3 steps:
  - (i) Production of the Requisition Form to the service bureau.
  - (ii) Collection and checking of the reply from the Court.
  - (iii) Signing the “Acknowledgement of Collection”.
- (c) These procedures will be elaborated on in the remainder of this paragraph.
- (3) The operating hours of the service bureau are as follows:

<b>Operating hours</b>	<b>For filing</b>	<b>For collection</b>
Mondays to Fridays (excluding Public Holidays)	9 a.m. to 4.30 p.m.	9 a.m. to 5 p.m.
Saturdays (excluding Public Holidays)	9 a.m. to 12 p.m.	9 a.m. to 12 p.m.
Sundays and Public Holidays	Closed	Closed

- (4) Any document which is accepted for filing outside the time periods specified in sub-paragraph (3) will be treated by the service bureau as having been accepted on the following working day.
- (5) Documents submitted to the service bureau for filing can be submitted on 3 different bases of urgency:
  - (a) Normal. Such submissions will be processed by the service bureau in the usual way, on a first-come-first-served basis.

- (b) Urgent. Such submissions will be given priority over Normal submissions. An additional fee, as specified in item 71D(2)(a) of Appendix B to the Rules of Court, will be payable if Urgent processing is requested.
  - (c) Immediate. Such submissions will be given the highest priority. Before a submission can be submitted on an Immediate basis, the “Request for Immediate Handling/Processing of Court Document(s) via the EFS Service Bureau” form must be obtained from the service bureau. After this is filled in, approval of the request from the Duty Registrar must be sought. A submission can be submitted on an Immediate basis only after the approval is obtained.
- (6) The usual procedure for submitting any document to the service bureau for filing will be as follows:
- (a) Every submission of documents for filing to the service bureau should be accompanied by the following:
    - (i) 1 set of the Paper Filing Templates.
    - (ii) 2 copies of the Requisition Form.
    - (iii) If the person filing is filing on behalf of a law firm, a company or an organisation, a letter of authorisation from the company or organisation for the filing to take place by that person.
    - (iv) The fees payable.
    - (v) The documents listed in the Requisition Form.
  - (b) Where multiple sets of submissions are given to the service bureau at the same time, each set of documents must be arranged in the following order:
    - (i) 2 copies of the Requisition Form.
    - (ii) 1 set of the Paper Filing Templates.
    - (iii) The documents listed in the Requisition Form.

- (c) The Paper Filing Templates allow the person filing to fill in information on the documents to be filed. This information will later be transcribed into electronic templates for submission to the Court.
- (i) The Paper Filing Templates may be obtained in paper from the service bureau. Soft copies of the templates may also be downloaded from the internet at the EFS website ([www.efs.com.sg](http://www.efs.com.sg)) with effect from 3 January 2000.
  - (ii) Only 1 copy of each set of Paper Filing Templates needs to be submitted to the service bureau. However, this copy will be retained by the service bureau, so if the person filing wishes to keep a copy, this should be made before submission to the service bureau.
  - (iii) A separate set of Paper Filing Templates must be filled in for each submission of documents to the service bureau.
  - (iv) A submission of documents can comprise more than one document, subject to the following restrictions:
    - I. All the documents in the submission must be filed in relation to the same case. For example, a memorandum of appearance for one case and a defence for another case, must be included in different submissions.
    - II. Each submission, with one exception, can only include one Main Document. The exception is where a fresh writ of summons is filed with a fresh ex parte summons-in-chambers for an interim injunction.
    - III. All documents in the submission must be processed on the same basis of urgency. For

example, documents which are to be processed on the Normal basis must be included in separate submissions from those to be processed on the Urgent basis.

- IV. The counter or section of the Supreme Court to which the person filing wishes to submit the documents need not be specified. However, if this is specified by the person filing, then all the documents in 1 submission must be submitted to this 1 counter or section.
  - (v) Each set of Paper Filing Templates must be signed by the solicitor in charge.
  - (vi) The Paper Filing Templates should be filled in carefully and clearly. These documents will be relied on by the service bureau to fill in the electronic template for submission to Court, and illegibility will delay the process of submission. The service bureau may also reject incomplete Paper Filing Templates.
  - (vii) When submitting the Paper Filing Templates, the person filing must indicate if he wishes to verify the information transcribed from the Paper Filing Template into the electronic template.
    - I. If the person filing chooses not to verify the transcription, then the submission will be sent to Court by the service bureau once the submission has been processed.
    - II. If the person filing chooses to verify the transcription, he should wait his turn until the submission has been processed. He may then verify the submission. It should be noted that once the election to verify the transcription has been made, the service bureau will not submit the documents in question to Court until these have been

verified. The person filing must also ensure that he attends to verify the information transcribed within 2 working days of the submission, including the day of submission. If he does not, the service bureau will treat the submission as having been abandoned, and will delete it. The fees prescribed by item 71D(2)(f) of Appendix B to the Rules of Court will then be payable.

- (d) The Requisition Form allows the person filing to list all the documents being filed in that submission, and to indicate the basis on which the submission should be processed.
  - (i) The Requisition Form may be obtained in paper from the service bureau. Soft copies of the form may also be downloaded from the Internet via the Supreme Court website ([www.supcourt.gov.sg](http://www.supcourt.gov.sg)) or the EFS website ([www.efs.com.sg](http://www.efs.com.sg)) with effect from 3 January 2000.
  - (ii) 1 set of 2 Requisition Forms must accompany each set of Paper Filing Templates.
  - (iii) The person filing will be required to pay the fee that he has filled into the Requisition Form to the service bureau before the service bureau will accept the submission.
- (e) The letter of authorisation for the person filing should be on the law firm's or organisation's letterhead paper, and should include the name and identification number of the person filing. It should clearly authorise the person filing to file the documents on behalf of the law firm or organisation, and should identify the documents he is authorised to file. A sample of a letter is included as Form 14A of Appendix B. The service bureau will retain this letter, and will also check the particulars stated in the letter against the identification card or document of the person filing.

- (f) Payment to the service bureau can be made in one of 3 ways:
  - (i) Cash.
  - (ii) Cashier's order made payable to Singapore Network Services Pte Ltd.
  - (iii) Law firm's or company's cheque made payable to Singapore Network Services Pte Ltd.
- (7) The following documents may be filed at the service bureau:
  - (a) Paper documents which can be converted into an electronic form by scanning.
  - (b) Documents in an electronic form.
  - (c) Documents which, in whole or in part, cannot be converted into an electronic form by scanning.
- (8) Affidavits which have not yet been sworn, and which a party wishes to send to a commissioner for oaths to be sworn electronically, may not be filed via a service bureau.
- (9) ALL Main Documents which are submitted to the service bureau must follow the form set out in paragraph 43G. This will apply to documents in both paper and electronic form.
- (10) For paper documents which can be converted into an electronic form by scanning, the following directions shall apply:
  - (a) The documents submitted must be no larger than A3 in size. Documents which are larger than A3 in size should be reduced to that size before they are submitted to the service bureau.
  - (b) Documents should be printed on one side of the paper only.
  - (c) To facilitate the rapid processing of documents:
    - (i) Thin documents not exceeding 30 pages should be stapled.
    - (ii) Documents which comprise more than 30 pages should be submitted loose-leaf in a 2-hole ring binder.



- (d) Documents which are not in the formats described in the preceding 3 clauses, e.g., double-sided documents, bound or stitched documents, may still be submitted to the service bureau, but the processing of these will be slower.
  - (e) Documents up to A3 in size may be scanned by the service bureau in black-and-white or in colour. If any page is required to be scanned in colour by the service bureau, the service bureau should be informed of this. The fees prescribed by item 71D(2)(d) of Appendix B to the Rules of Court will be payable.
  - (f) Documents should be serially numbered at the top right hand corner of each document. The serial numbers used should correspond to the serial numbers appearing in the Requisition Form.
  - (g) The documents submitted will be returned to the person filing when the Court's reply is collected.
- (11) For documents in an electronic form, the following directions shall apply:
- (a) The documents must be stored in:
    - (i) 100 Mb Iomega ZIP cartridges.
    - (ii) 1.44 Mb 3½" floppy diskettes.
    - (iii) CD-ROM.
  - (b) The electronic format of the documents must be:
    - (i) Microsoft Word 6.0.
    - (ii) Microsoft Word 95.
    - (iii) Microsoft Word 97.
    - (iv) PDF.
  - (c) The portable media submitted must be labelled with the name of the law firm or company and the filenames of the documents contained therein. The filenames used in the portable media must match those stated in the Paper Filing Templates submitted

with the media. Unnamed or illegibly named diskettes or other media will be rejected by the service bureau.

- (d) Each set of portable media given to the service bureau must contain only the documents included in the submission. Portable media which contains other documents, or documents from 2 or more submissions, are liable to be rejected.
  - (e) The portable media submitted will be returned to the person filing when the Court's reply is collected.
- (12) For documents which, in whole or in part, cannot be converted into an electronic form by scanning, the following shall apply:
- (a) All such documents MUST be filed via the service bureau. These documents cannot be filed using electronic transmission.
  - (b) The entire document must be submitted in paper for processing, including the parts that can be converted into an electronic form and those that cannot be so converted.
  - (c) Fees will be payable in respect of all the pages of the document, including those which cannot be scanned.
  - (d) The paper document submitted will be sent to the Court, and will not be returned to the person filing.
- (13) As specified in this part of these directions, some documents are required to be book-marked and linked. Those directions must be complied with where documents are filed via the service bureau.
- (a) In order to request the service bureau to insert book-marks, the following procedure should be followed:
    - (i) The form for book-marking should be obtained from the service bureau before the submission is given to the service bureau.
    - (ii) The form should be filled in with the following details of the book-marks required:
      - I. Serial number of the book-mark.
      - II. Name of the book-mark.

- III. Page number of the page to be book-marked.
    - (iii) The form should be submitted together with the submission to the service bureau.
  - (b) In order to request the service bureau to insert links, the following procedure should be followed:
    - (i) The form for links should be obtained from the service bureau before the submission is given to the service bureau.
    - (ii) The form should be filled in with the following details of the links required:
      - I. Serial number of the link.
      - II. A transcript of the text on which the link is to be created. The text in the document on which the link is to be created should also be highlighted.
      - III. The page, section or paragraph number from where the link is to start.
      - IV. The destination of the link. For example, the page number or section number being referred to.
    - (iii) This form should be submitted together with the submission to the service bureau.
  - (c) Book-marking and linking can only be done within the same PDF document, and not across multiple PDF documents.
- (14) If any person filing wishes to seek waiver of the filing fees, either in whole or in part, he should obtain the “Request for Partial/Full Waiver of Court Fees” form from the service bureau. He should then attend before the Duty Registrar. Once the approval of the Duty Registrar has been endorsed on the form, the endorsed form should be included in the submission to the service bureau.
- (15) In the event that any person filing wishes to cancel the sending of a submission to the Court, he must attend in person and tender a letter

requesting the cancellation, as well as the Requisition Form he received for the submission. The submission may be cancelled so long as the transmission to the Court has not yet been initiated. The fees prescribed by item 71D(2)(f) of Appendix B to the Rules of Court will be payable upon cancellation.

- (16) After the submission has been sent to the Court, the documents will be processed, and the Court will send a reply back to the service bureau.
  - (a) In order to collect this reply, the Requisition Form should be produced to the service bureau.
  - (b) As a submission can contain more than one document, and the Court may send a different reply in respect of each document, the Requisition Form must be retained until all the documents included in the submission have been replied to.
  - (c) In the event that the Requisition Form is lost, the person filing must himself attend at the service bureau and produce his identification document.
- (17) As the filing fees are set and charged by the Court, the actual filing fees payable will only be confirmed upon reply by the Court.
  - (a) In the event that the fees paid when giving the submission to the service bureau are lower than the fees charged by the Court, then the person collecting the reply of the Court will be asked to pay the difference before the reply is released to him.
  - (b) If the fees charged by the Court are lower than the fees initially paid, then after the reply to the last document in the submission has been received by the service bureau, the difference will be refunded to the person who produces the Requisition Form to collect that reply.
- (18) If a document filed via the service bureau is rejected by the Court for any reason, the penalty, if any, prescribed by item 71D(3) of Appendix B to the Rules of Court will be payable.

- (a) In the event that the person filing is of the view that the document was wrongly rejected, he may proceed in accordance with the procedure set out in paragraph 43O.
  - (b) In the event that the person filing is of the view that the rejection of the document is due to the fault of the service bureau, he should inform the service bureau.
- (19) If a reply from the Court is lost, and a party requires another copy of the reply, he should produce the Requisition Form to the service bureau within 1 month of the receipt of the reply and request the copies required. An administrative charge of \$10 will be charged for each copy of each reply given.

**43DD.** [Deleted]

**43EE. Filing of documents to the Supreme Court via a Subordinate Courts service bureau**

In pursuance of Order 63A, Rule 18(4), the Registrar hereby prescribes that any service bureau established or authorised to be established by the Registrar of the Subordinate Courts may assist in the filing, service, delivery or conveyance of documents pertaining to Supreme Court proceedings using the electronic filing service if the service bureau, or, if there are more than one, all the service bureaux, established or authorised to be established by the Registrar are unable to provide such services owing to failure of hardware or software, or both.

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#### **43FF. Registered users**

- (1) Under Order 63A of the Rules of Court, any person who wishes to file documents using electronic transmission or to swear documents electronically must first apply to the Registrar to be a registered user. The Registrar has directed that such applications shall be dealt with by the Supreme Court EFS Certification Authority.
- (2) The following procedures shall apply to applications to become a registered user or an authorised agent of a registered user:
  - (a) The application to become a registered user or an authorised agent of a registered user must be made to the Supreme Court EFS Certification Authority using Form 14B of Appendix B.
  - (b) Any natural person who is accepted as a registered user or an authorised agent of a registered user will be issued with an EFS digital certificate.
  - (c) There are five different types of EFS digital certificates, namely:
    - (i) Court.
    - (ii) Service bureau.
    - (iii) Commissioner for oaths (employed by the Court).
    - (iv) Advocate and solicitor.
    - (v) Commissioner for oaths (not employed by the Court).

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**43GG. Hard copies of documents**

- (1) The Registrar may, at his discretion, request for hard copies of any documents filed electronically.
- (2) Upon such request, the filing party or his solicitors shall furnish hard copies of the relevant documents at the venue specified by the Registrar.
  - (a) within the specified time frame; or
  - (b) within 24 hours of the request, if no time frame is specified.
- (3) The Registrar may also direct that any or all specified documents shall be filed in hard copy instead of using electronic filing service for such period or periods as he in his discretion thinks fit.

**43HH. Amount allowed as disbursement on account of use of electronic transmission**

- (1) If a specified document is filed using the electronic filing system by electronic transmission, \$0.40 for each page of the document thus filed shall be allowed as costs between parties to proceedings. Such costs may be claimed by a receiving party from the paying party where the receiving party is entitled to costs for the filing of the document. These costs shall be allowed in addition to all other disbursements and Court fees.
- (2) This paragraph shall apply to the taxation of costs as well as cases where the Court fixes a gross sum in lieu of taxation.
- (3) This paragraph shall not apply to any specified document filed via the service bureau.

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#### **43II. Use of Index Search, Extract Service and Service of Documents Facility at the service bureau**

- (1) Solicitors, law firms and litigants in person who wish to utilise the Index Search, Extract Service and Service of Documents Facility may do so via the service bureau. Unlike a request for extract of specified documents made by way of electronic transmission described in paragraph 43U, a soft copy extract will not be available at the service bureau. Instead, the extract will be made available in hardcopy.
- (2) The procedure for filing of documents via service bureau as set out in paragraph 43CC continues to apply to Extract Service. The praecipes for extract and certified true paper copies of specified documents can be submitted for filing in Court on 3 different bases of urgency as set out in paragraph 43CC(5). The relevant fees prescribed by items 71H and 71I of Appendix B to the Rules of Court will then be payable. The fees prescribed by items 71H(3) or 71I(f) of Appendix B to the Rules of Court, as the case may be, shall be payable upon the rejection of the praecipes by the Court.
- (3) Persons who wish to use the Index Search should have the following with them:
  - (a) 1 set of the Index Search Request Template.
  - (b) The fees payable under item 71F(b) of Appendix B to the Rules of Court.
- (4) Persons who wish to use the Service of Documents Facility should have the following with them:
  - (a) 1 set of the Service of Documents Request Template.
  - (b) If the person utilising any of the services above is doing so on behalf of a law firm, a company or an organisation, a letter of authorisation from the law firm, company or organisation for the filing to take place by that person.
  - (c) The fees payable under item 71E of Appendix B to the Rules of Court.
  - (d) The documents listed in the Service of Documents Request Template.



- (5) The Request Templates allow the person utilising the services to fill in information necessary for the request. The information will be transcribed into electronic templates for submission.
- (a) The Request Templates may be obtained in paper from the service bureau. Soft copies of the templates may also be downloaded from the Internet at the EFS website ([www.efs.com.sg](http://www.efs.com.sg)).
  - (b) Only 1 copy of each set of Request Templates needs to be submitted to the service bureau. However, this copy will be retained by the service bureau, so if the person serving wishes to keep a copy, this should be made before submission to the service bureau.
  - (c) The Request Templates should be filled in carefully and clearly. These documents will be relied on by the service bureau to fill in the electronic templates for submission and illegibility will delay the process of submission. The service bureau may also reject incomplete Request Templates.
  - (d) When submitting the Request Templates, the person utilising the services must indicate if he wishes to verify the information transcribed from the Request Templates into the electronic template.
    - (i) If the person utilising the services chooses not to verify the transcription, then the transmission will be conducted once it has been processed.
    - (ii) If the person utilising the services chooses to verify the transcription, he should wait his turn until the submission has been processed. He may then verify the submission. It should be noted that once the election to verify the transcription has been made, the service bureau will not submit the request until

the transcription has been verified. The person utilising the services must also ensure that he attends to verify the information transcribed within 2 working days of the submission, including the day of submission. If he does not, the service bureau will treat the submission as having been abandoned and will delete it.

- (e) The letter of authorisation for the person utilising the Service of Documents Facility should be on the law firm's or organisation's letterhead paper, and should include the name and identification number of the person utilising the services. It should clearly authorise the person utilising the services on behalf of the law firm or organisation. A sample of the letter is included as Form 14AA of Appendix B. The service bureau will retain this letter, and will also check the particulars stated in the letter against the identification card or document of the person utilising the services.
- (f) Payment to the service bureau will be in the same mode as stated in paragraph 43CC(6)(f).
- (g) In the event that any person utilising the services wishes to cancel the submission, he must attend in person and tender a letter requesting the cancellation. The submission may be cancelled so long as the transmission has not yet been initiated.

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the Registrar's certificate. Should the receiving party not be aware of what has been allowed, the receiving party can make the usual request to either inspect or extract a copy of the taxed bill of costs.

**43CCC. Filing of records of appeal, core bundles and written Cases for civil appeals under Order 57 Rules 9 and 9A of the Rules of Court**

- (1) Under Order 57 Rule 9(1) of the Rules of Court, the appellant is required to file 1 copy of a record of appeal, 4 copies of the Appellant's Case and core bundle if the appeal is to be heard by a 3 judge court. If the appeal is heard by a 2 judge court, only 3 copies of the Appellant's Case and core bundle are required to be filed. Under Order 57 Rule 9A(2), the respondent has to file an equivalent number of copies of the Respondent's Case and supplemental core bundle (if any). The record of appeal, core bundle and supplemental core bundle are collectively referred to in this paragraph as "appeal bundles".
- (2) The following directions apply to civil appeals that arise from proceedings that were commenced using the specified documents as defined in paragraph 43D. To avoid repeated filing of documents which already exist in the electronic case file, the Registrar has directed that with effect from 18 December 2001, for the purpose of complying with Order 57 Rules 9 and 9A, the parties are required to file the following documents using the electronic filing service in accordance with the specified time frames in Order 57 Rules 9(1) and 9A(2):
  - (a) The Appellant is required to file a single copy of the following:
    - (i) Form of the record of appeal in lieu of the record of appeal;
    - (ii) Form of the core bundle in lieu of the core bundle; and
    - (iii) Appellant's Case.

- (b) The Respondent is required to file a single copy of the following:
  - (i) Respondent's Case; and
  - (ii) Form of the supplemental core bundle (if any) in lieu of the supplemental core bundle.
- (3) The form of the record of appeal, form of core bundle and form of supplemental core bundle (collectively referred to in this paragraph as "forms of appeal bundles") filed pursuant to subparagraph (2) must be in accordance with Forms 14D and 14E of Appendix B.
- (4) A document which a party intends to list in the forms of appeal bundles, either in whole or in part, need not be filed again if the document already exist in the electronic case file. Such documents are deemed to be filed. However, a party is required to provide the following information:
  - (a) Document control number (DCN) of the document;
  - (b) Filing date of the document (unless such a filing date is unavailable in the electronic case file);
  - (c) Description of the document; and
  - (d) Where only a portion of the document is referred to, the specific pages of the document must be stated.
- (4A) If the document to be listed is tendered pursuant to paragraph 43Y(7), the party need not furnish the DCN of that document if it is not available. It will suffice if a suitable description of the document is provided.
- (4B) The attention of parties is also drawn to the provisions of Order 90B of the Rules of Court and the importance of brevity and restraint in the compilation of core bundles. To that end, it is permissible for parties to indicate, in the last column of Form 14E, the specific pages of a document lacking a DCN which are intended for inclusion in the core bundle as stated in subparagraph (4)(d).

- (5) If a party wishes to rely on a document which does not exist in the electronic case file, he must file the document *together* with the respective forms of appeal bundles. Further, a table of contents must be included for these documents. These documents must be paginated consecutively at the centre top of the page and the solicitor must ensure that the pagination takes into account the pages comprising the respective forms of appeal bundles and the table of contents for these additional documents. For example, if the form of the core bundle is 5 pages and the table of contents for the additional documents is 2 pages, the first page of the first document should be paginated as page 8.
- (6) The Registrar further directs that the appellant and the respondent tender the requisite copies of the record of appeal, core bundle and written Cases in accordance with Order 57 Rules 9(1) and 9A(2) in hardcopy form to assist the Judges of the Court of Appeal. The directions set out in paragraph 53 continue to apply in relation to the preparation of the appeal bundles in hardcopy form. For the avoidance of doubt, the documents contained in the appeal bundles must coincide with the documents listed in the form of appeal bundles.
- (7) The fees payable for the filing of the written Cases are found in items 63, 63A, 71D(1)(c) and 71D(2)(c). The fees payable for the filing of the form of record of appeal, form of core bundle and form of supplemental core bundle are found in items 70A, 71D(1)(c) and 71D(2)(c) of Appendix B to the Rules of Court. When the core bundles and supplemental core bundles are tendered at the Registry pursuant to sub-paragraph (6), the Registry staff will state on the top right hand corner of the bundle the exact amount of court fees payable under Order 90B of the Rules of Court. The parties will then pay the court fees as indicated.

- (8) In the event that a party files a document together with the forms of appeal bundles which need not be filed pursuant to sub-paragraph (4) or would have been exempted from the court fees imposed by Order 90B of the Rules of Court, the fees under items 71D(1)(c) or 71D(2)(c) of Appendix B to the Rules of Court will be charged on this document and such fees shall not be refundable.
- (9) For civil appeals that arise from proceedings that were not commenced using the specified documents as described in paragraph 43D, the following directions shall apply. To comply with Order 57 Rules 9 and 9A of the Rules of Court, the parties are required to file the appeal bundles and written Cases using the electronic filing service. The directions in sub-paragraph (6) continue to apply to these civil appeal
- (10) The fees payable for the filing of the written Cases are found in items 63, 63A, 71D(1)(c) and 71D(2)(c). The fees payable for the filing of the appeal bundles using the electronic filing service are found in items 71D(1)(c) and 71D(2)(c) of Appendix B to the Rules of Court. When the core bundles and supplemental core bundles are tendered at the Registry pursuant to sub-paragraph (6), the Registry staff will state on the top right hand corner of the bundle the exact amount of court fees payable under Order 90B of the Rules of Court. The parties will then pay the court fees as indicated.

**43DDD. Filing of praecipes for caveats against arrest or release pursuant to Order 70 of the Rules of Court**

A praecipe for a caveat against arrest under Order 70 Rule 5 (Form 158) and a praecipe for a caveat against release and payment under Order 70 Rule 13 (Form 162) should contain the name of *only* one property and one caveator.

#### **43EEE. Bankruptcy proceedings**

All specified documents filed with, served on, delivered or otherwise conveyed to the Registrar in respect of the bankruptcy proceedings shall be filed using white-coloured paper regardless of whether the specified documents are filed, served, delivered or otherwise conveyed by electronic transmission or via the service bureau.

#### **43FFF. Petitions for grants of probate, letters of administration or resealing of grant**

- (1) A petition for the grant of probate, letters of administration or resealing of grant under Order 71 Rule 5 of the Rules of Court, filed on or after 14 April 2003, shall be submitted by entering the relevant information in the appropriate electronic template without attaching the document in the PDF format. It shall not be necessary for a petition filed on or after 14 April 2003 to be signed. Any petition filed on or after 14 April 2003 must also be accompanied by a checklist as prescribed in Form 14F of Appendix B, which

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