

IN THE SUPREME COURT OF THE REPUBLIC OF SINGAPORE

PRACTICE DIRECTION NO. 6 OF 2005

**AVAILABILITY OF DUTY REGISTRAR ON WEEKENDS AND PUBLIC
HOLIDAYS**

For urgent applications on weekends and public holidays, counsel may now contact the duty registrar by telephone number 63324351 or 63324352, instead of by pager.

2 In addition, the duty registrar will no longer be present in chambers on Saturday mornings from 9.00 am to 12.30 pm. Instead, counsel may contact the duty registrar from 10.00 am to 5.00 pm on Saturdays for urgent applications via telephone. This is the same arrangement which currently applies on Sundays and public holidays.

3 Since the implementation of the five-day work week in the Registry, there has been a very low demand for the services of the duty registrar in chambers on Saturday mornings. The change will increase the hours of availability of the duty registrar, but at the same time, also remove the need for the duty registrar to be physically present in chambers on Saturday mornings, unless contacted by counsel and arrangements are duly made for urgent applications.

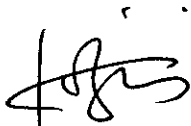
4 This practice direction makes the necessary updates to paragraphs 68 and 69 of *The Supreme Court Practice Directions (1997 Ed.)*.

5 This practice direction will have immediate effect.

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 4th day of May 2005



KOH JUAT JONG
REGISTRAR
SUPREME COURT

APPENDIX

- 1) The existing page v to be replaced with the attached page v.
- 2) The existing page 80A to be replaced with the attached page 80A.
- 3) The existing pages 86 to 88 to be replaced with the attached pages 86 to 88.

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- (3) Compliance with the directions in this paragraph will facilitate the expeditious location of the relevant cause file.

68. Duty Registrar

- (1) The duties of the Duty Registrar are:
 - (a) to hear applications made ex parte or by consent (except probate matters) provided that the summons has been entered in the summonses-in-chambers book;
 - (b) granting approval for any matter pertaining to the administration of the Registry, including giving early or urgent dates and allowing inspection of files; and
 - (c) signing and certifying documents.
- (2) The duty hours shall be:

Mondays to Fridays - 9.00 a.m. to 12.30 p.m.

and

2.30 p.m. to 5.00 p.m.;
- (3) Only advocates and solicitors shall appear before the Duty Registrar.
- (4) Except where the attendance of the advocate and solicitor is required under sub-paragraph (6), the filing of the relevant documents will be sufficient for the Duty Registrar's disposal of any application or matter. All documents which are to be returned to the advocate and solicitor shall be collected from the Registry not earlier than 1 clear day after the documents have been filed.
- (5) All documents should be duly stamped before presentation to the Duty Registrar for his signature and/or decision.
- (6) The advocate and solicitor's attendance is compulsory only:

- (a) when he is requesting an early or urgent date for hearing before the Registrar or Judge;
 - (b) when an application or document is returned marked with “solicitor to attend”; or
 - (c) when so required by any provision of law.
- (7) A solicitor may, if he wishes to expedite matters, attend before the Duty Registrar even if his attendance is not ordinarily required.

69. Urgent applications on weekends and public holidays

- (1) There may be occasions when urgent applications for interim injunctions or interim preservation of subject matter of proceedings, evidence and assets to satisfy judgments are required to be heard on weekends and public holidays.
- (2) To facilitate such hearings and for the convenience of all parties, the Honourable the Chief Justice has directed, pursuant to Order 32, Rule 9, of the Rules of Court 1996, that such applications may be heard on weekends and public holidays from 10 a.m. to 5 p.m. by a Registrar.
- (3) Such applications will be entertained only if they are so urgent that they cannot wait until the next working day.
- (4) All the necessary papers required for the application must be prepared together with the appropriate draft orders of Court.
- (5) A signed written undertaking from counsel to have all the documents stamped with the appropriate stamp fees and filed in Court on the next available working day must be furnished to the Registrar hearing the application.
- (6) The hearing may take place in the Registrar’s Chambers in the Supreme Court or at any place as directed by the Registrar hearing the matter.

- (7) To request for the hearing of such applications, the applicant need only call telephone no. 63324351 or 63324352. Arrangements will then be made for the hearing of the application.

70. Forms of address

The Honourable the Chief Justice, on the advice of the Council of Judges, has directed that the following forms of address shall apply:

- (1) The Chief Justice, the Judges and Judicial Commissioners shall, when sitting in open Court or in Chambers, be addressed as “Your Honour”, and on social occasions or other extra-judicial occasions, as “Chief Justice” or “Judge”, as the case may be.
- (2) The Chief Justice, the Judges and the Judicial Commissioners shall, in all cause lists, orders of Court, correspondence and other documents be described respectively as “Chief Justice”. “Chief Justice”, “Justice” or “Judicial Commissioner” without any accompanying gender prefix.

71. Hours for the sittings of the Supreme Court

The Honourable the Chief Justice has directed that the hours for the sittings of the High Court and the Court of Appeal shall be from 10.00 a.m. to 1.00 p.m. and from 2.15 p.m. to 5.00 p.m., subject to the presiding Judge’s discretion in any case to conclude a sitting at such earlier or later time as he may direct.

72. Information to be provided in cause papers and documents filed in the Supreme Court Registry

- (1) Occasionally when members of the staff of the Supreme Court have to contact lawyers having conduct of an action or charge of a matter, they have sometimes encountered difficulties for reasons such as changes to the constitution of the law firm,