

IN THE SUBORDINATE COURTS OF THE REPUBLIC OF SINGAPORE

ePRACTICE DIRECTION NO. 2 OF 2007

**REQUEST FOR DIGITAL AUDIO RECORDING & TRANSCRIPTION
SERVICE**

The Subordinate Courts will be making available digital audio recording and transcription of court proceedings through a designated service provider. Such digital audio recording and transcription service will be available at the request of parties for open court proceedings in the Subordinate Courts. The request for such digital audio recording and transcription service will be subject to approval and/or directions of the Court hearing the proceedings, the approval of the Registrar, and the availability of the designated service provider to provide the service.

2. This Practice Direction introduces a new Paragraph 34A on the request for such digital audio recording and transcription service. A new Paragraph 34B has been introduced to specify the means by which the transcripts may be certified. A new Form 10A of Appendix B has been introduced for applications by parties for the use of such digital audio recording and transcription service.

3. For information as to the designated service provider and the digital audio recording and transcription service, please refer to <http://www.wordwave.com.sg>.

4. This Practice Direction will take effect on 28 May 2007.

5. A complete and updated version of The Subordinate Courts Practice Directions (2006 Ed.) may be downloaded in PDF Adobe Acrobat format at the “Legislation and Directions” section of the Subordinate Courts website at <http://www.subcourts.gov.sg>.

6. For manual and loose-leaf updating, the specific new and amended paragraphs and the directions for amendments may also be downloaded at the “Legislation and Directions” section of the Subordinate Courts website at <http://www.subcourts.gov.sg>.

Dated this 22nd day of May 2007.

TOH HAN LI
REGISTRAR
SUBORDINATE COURTS

Directions for Amendments

- (1) The existing Part IV of the Table of Contents to be removed and the new amended Part IV of the Table of Contents substituted therefor.
- (2) The existing Table of Contents from the page containing Appendix A to be removed and the new amended pages of the Table of Contents substituted therefor.
- (3) The existing Appendix A to be removed and the new amended Appendix A substituted therefor.
- (4) The new Paragraphs 34A and 34B should be inserted immediately after the existing Paragraph 34.
- (5) The new Form 10A should be inserted immediately after the existing Form 10.

PART IV

EVIDENCE - WITNESSES, AFFIDAVITS AND EXHIBITS

27. Witnesses
28. Form of affidavits
29. Exhibits to affidavits
30. Swearing affidavits electronically
31. Swearing or affirming of affidavits, statutory declarations and oaths
32. Effect of non-compliance
33. Order 41 of the Rules of Court
34. Objections to the contents of affidavits of evidence-in-chief
- 34A. Request for Digital Audio Recording & Transcription Service
- 34B. Certification of transcripts

APPENDIX A

APPENDIX B

FORMS

Form 1

REQUEST TO FILE DOCUMENT WITHOUT FURNISHING IDENTIFICATION NUMBERS

Form 2

NOTICE OF IDENTIFICATION NUMBERS

Form 3

NOTIFICATION UNDER ORDER 62, RULE 2 (1), OF THE RULES OF COURT

Form 4

ORDER TO ALLOW ENTRY AND SEARCH OF PREMISES

Form 5

INJUNCTION PROHIBITING DISPOSAL OF ASSETS WORLDWIDE

Form 6

INJUNCTION PROHIBITING DISPOSAL OF ASSETS IN SINGAPORE

Form 7

REQUEST FOR CDR

Form 8

REQUEST FOR ADJOURNMENT OF CDR

Form 9

NOTICE OF PRE-TRIAL CONFERENCE

Form 10

NOTICE OF OBJECTIONS TO CONTENTS OF AFFIDAVITS OF EVIDENCE-IN-CHIEF

Form 10A

APPLICATION FOR DIGITAL AUDIO RECORDING AND TRANSCRIPTION SERVICE

Form 11

INDEX TO AGREED BUNDLE OF DOCUMENTS

Form 12

CHECKLIST FOR ORIGINATING SUMMONS (PROBATE)

Form 13

LETTER OF AUTHORISATION TO FILE DOCUMENTS AT SERVICE BUREAU

Form 14

APPLICATION TO BE REGISTERED USER OF THE ELECTRONIC FILING SERVICE OR AUTHORISED AGENT OF A REGISTERED USER

Form 15

REQUEST FOR CANCELLATION OF IDENTIFICATION NAME AND AUTHENTICATION CODE

Form 16

LETTER OF AUTHORISATION TO UTILISE SERVICE OF DOCUMENTS FACILITY AT THE SERVICE BUREAU

Form 17

FORM OF RECORD OF APPEAL

Form 18

REQUEST FOR CHECKING ELIGIBILITY OF PROPOSED PURCHASER(S)/TRANSFeree(S) UNDER OPTIONS 4 & 5 OF THE AGREED MATRIMONIAL PROPERTY PLAN

Form 19

STANDARD QUERY TO HOUSING & DEVELOPMENT BOARD ON HDB MATRIMONIAL ASSET (HDB FLAT)

Form 20

STANDARD QUERY TO THE HOUSING & DEVELOPMENT BOARD ON HDB MATRIMONIAL ASSET (AGREEMENT FOR LEASE OF HDB FLAT)

Form 21

STANDARD QUERY TO THE CENTRAL PROVIDENT FUND BOARD

Form 21A

AFFIDAVIT OF EVIDENCE IN CHIEF

(FOR PLAINTIFF PROCEEDING ON THE STATEMENT OF CLAIM IN UNCONTESTED MATRIMONIAL PROCEEDINGS)

Form 21B

AFFIDAVIT OF EVIDENCE IN CHIEF

(FOR DEFENDANT PROCEEDING ON THE COUNTERCLAIM IN UNCONTESTED MATRIMONIAL PROCEEDINGS)

Form 22

DECLARATION OF THE VALUE OF MATRIMONIAL ASSETS

Form 23

APPLICATION FOR THE APPOINTMENT OF EXPERT IN RESPECT OF CUSTODY
AND ACCESS ISSUES

Form 24

LETTER OF INSTRUCTION TO EXPERT WITNESS

Form 25

COVER LETTER FOR DRAFT CONSENT ORDERS

Form 26

COVER LETTER TO NOTIFY THE COURT OF FILING OF APPLICATION TO
EXTEND TIME FOR APPEALING AGAINST DECREE NISI/MEMORANDUM OF
APPEARANCE TO SHOW CAUSE AGAINST DECREE NISI BEING MADE
ABSOLUTE

Form 27

NOTICE TO PRODUCE DOCUMENTS REFERRED TO
IN PLEADINGS OR AFFIDAVITS

Form 28

NOTICE WHERE DOCUMENTS MAY BE INSPECTED

Form 29

REQUEST FOR DISCOVERY

Form 30

NOTICE IN RESPONSE TO REQUEST FOR DISCOVERY

Form 31

APPLICATION FOR DISCOVERY

Form 32

REQUEST FOR INTERROGATORIES

Form 33

NOTICE IN RESPONSE TO REQUEST FOR INTERROGATORIES

Form 34

APPLICATION FOR INTERROGATORIES

Form 35

AFFIDAVIT OF ASSETS AND MEANS

Form 35A

ANCILLARY MATTERS FACT AND POSITION SHEET

Form 36

LETTER FOR NOTIFICATION OF SYARIAH COURT PROCEEDINGS

Form 37

COVER LETTER FOR AMENDED STATEMENT

Form 38

COVER LETTER FOR SUBMISSION OF
ORIGINAL BIRTH CERTIFICATE IN ADOPTION PROCEEDINGS

Form 39

REQUEST FOR RE-FIXING OF HEARING DATE

Form 40

PROBATE CHECKLIST

Form 41

SUPPORTING AFFIDAVIT UNDER ORDER 71 RULE 5

Form 42

REQUEST FOR ATTENDANCE OF THE BAILIFF

Form 43

LETTER OF AUTHORITY TO ACT AS AUTHORISED BAILIFF

Form 44

QUESTIONNAIRE FOR THE EXAMINATION OF (NAME OF INDIVIDUAL
JUDGMENT DEBTOR)

Form 45

QUESTIONNAIRE FOR THE EXAMINATION OF (NAME OF OFFICER OF
JUDGMENT DEBTOR)

Form 46

BILL OF COSTS FOR CONTENTIOUS BUSINESS - TRIALS

Form 47

BILL OF COSTS FOR CONTENTIOUS BUSINESS OTHER THAN TRIALS

Form 48

BILL OF COSTS FOR NON-CONTENTIOUS BUSINESS

Form 49

NOTICE OF DISPUTE ON BILL OF COSTS

Form 50

NOTICE OF

AGREEMENT/ DISAGREEMENT ON COSTS

FOR BILLS OF COSTS INVOLVING THE PUBLIC TRUSTEE

Form 51

NOTICE OF

AGREEMENT/ DISAGREEMENT ON COSTS

FOR BILLS OF COSTS INVOLVING THE DIRECTOR OF LEGAL AID

Form 52

SPECIMEN GOVERNMENT MEDICAL CERTIFICATE

Form 53

SPECIMEN AUTHORISATION CARD

Form 54

REQUISITION FOR IMPRESSED STAMPS

Form 55

NOTING OF APPEARANCE OF ADVOCATES/PROSECUTORS

Form 56

APPLICATION FOR NOTES OF EVIDENCE IN CIVIL PROCEEDINGS

Form 57

REQUEST FOR EARLY EXPERT PRE-TRIAL CONFERENCE

Form 58

NOTE TO EXPERT WITNESS

Form 59

APPLICATION FOR COURT RECORDS IN CRIMINAL PROCEEDINGS

Form 60

APPLICATION TO RESERVE TIME-SLOT FOR PRE-MENTION INTERVIEW

Form 61

MENTION SLIP

APPENDIX C

MEDIATION GUIDELINES FOR ROAD TRAFFIC ACCIDENT CASES AT THE e@dr/PRIMARY DISPUTE RESOLUTION CENTER AT THE SUBORDINATE COURTS

APPENDIX D

WAITING TIME (*) FOR TRIALS OR HEARINGS IN THE SUBORDINATE COURTS

APPENDIX E

INSTRUCTIONS TO DEFENDANT ON HOW TO MAKE THE STANDARD QUERY TO THE CENTRAL PROVIDENT FUND BOARD

APPENDIX F

ANNEXES TO NON INJURY MOTOR ACCIDENT LITIGATION PRACTICE DIRECTION

Annex A

Pre-action Protocol for Non-Injury Motor Accident Cases

Form 1

Sample Letter of Claim to Defendant

Form 2

Sample Acknowledgment of Letter of Claim

Form 3

Sample Letter by Claimant before issue of Writ of Summons

Form 4

Sample Statement of Claim

Form 5

Pre-action Protocol Checklist

APPENDIX FA

ANNEXES TO MEDICAL NEGLIGENCE LITIGATION PRACTICE DIRECTION

Annex A

Pre-Action Protocol for Medical Negligence Claims

Form 1

Sample Letter of Request for Medical Report

Form 1A

Sample Letter of Authorisation

Form 2

Sample Letter of Request for Discussion

Form 3

Sample Letter by Claimant Before Issue of Writ of Summons

APPENDIX G

BENCHMARK RATES FOR COSTS OF RENTAL AND LOSS OF USE

APPENDIX H

SAMPLE BILLS OF COSTS

Sample A

SAMPLE BILL OF COSTS FOR CONTENTIOUS BUSINESS - TRIALS

Sample B

SAMPLE BILL OF COSTS FOR CONTENTIOUS BUSINESS OTHER THAN TRIALS

Sample C

SAMPLE BILL OF COSTS FOR NON-CONTENTIOUS BUSINESS

APPENDIX I

REGISTRAR'S CIRCULARS ISSUED

APPENDIX J

**GUIDELINES FOR PARTIES USING EARLY EXPERT PRE-TRIAL
CONFERENCE**

APPENDIX A

PRACTICE DIRECTIONS ISSUED TO AMEND THE SUBORDINATE COURTS PRACTICE DIRECTIONS (2006 ED.)

As at [] May 2007

The following Practice Directions are issued to amend The Subordinate Courts Practice Directions (2006 Ed.):

1. ePD 1 of 2006 Change to Mode of Commencement of Matrimonial Proceedings
2. ePD 2 of 2006 Amendment of Originating Processes, Pleadings and Documents
3. ePD3 of 2006 (1) Amendments to the Rules of Court
(2) Pre-action Protocol for Medical Negligence Claims
4. ePD 1 of 2007 Interest on Judgments, Costs and under Order 30, Rule 6(2)
5. ePD 2 of 2007 Request for Digital Audio Recording and Transcription Service

34A. Request for Digital Audio Recording and Transcription Service

- (1) Digital audio recording and transcription of open court proceedings will be made available in the Subordinate Courts, to parties, through a designated service provider at the request of parties.
- (2) The request for digital audio recording and transcription service shall be subject to the approval and/or directions of the Court hearing the proceedings, the approval of the Registrar, and the availability of the designated service provider to provide the service.

Applications for Digital Audio Recording and Transcription Service

- (3) Any party who intends to use the digital audio recording and transcription service shall write to the Court hearing the proceedings for approval at least 12 working days before the commencement of the proceedings.
- (4) Upon written notification of the approval by the Court hearing the proceedings, the requesting party shall submit the application for digital audio recording and transcription service using Form 10A of Appendix B to the designated service provider at least 8 working days before the commencement of the proceedings. The requesting party shall also comply with any direction(s) that may be given by the Court hearing the proceedings, in respect of the party's written request for digital audio recording and transcription service.
- (5) The designated service provider shall inform the requesting party whether the application for digital audio recording and transcription service has received final approval by the Registrar.
- (6) The cost of engaging the designated service provider for digital audio recording and transcription service shall be paid by the requesting party directly to the designated service provider. The engagement of

and payment to the designated service provider are subject to its terms and conditions.

- (7) The party or parties engaging the designated service provider shall apply for sufficient copies of the transcript to be furnished to the Court hearing the proceedings and all other parties to the proceedings.

34B. Certification of transcripts

The transcript(s) of 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.

Form 10A
APPLICATION FOR
DIGITAL AUDIO RECORDING AND TRANSCRIPTION SERVICE
(Subordinate Courts)

Date: _____

For Official Use Only

Reg No	
--------	--

To:

Manager

WORDWAVE INTERNATIONAL ASIA LIMITED

1 Coleman Street, #09-05

The Adelphi

Singapore 179803

Tel: 67200103

(Fax number: 67200104)

APPLICATION FOR AUDIO RECORDING AND DIGITAL TRANSCRIPTION SERVICES

Case number: _____

Names of parties: _____

Hearing dates: _____

Court No (if known): _____

Party making request or on
whose behalf request is made: _____
(Plaintiff or Defendant or as the case may be)

Name of law firm and solicitor
for the requesting party: _____

Telephone number: _____

Facsimile number: _____

E-mail address: _____

File reference of law firm: _____

1. We hereby apply for a record of the court proceedings as follows:

Format	Number of copies †	Delivery timeline
Transcript in standard size (1 to 1 page)		<p><u>Court Reporting Transcription Services</u></p> <p>(1) Real time via LiveNote (text in real time and transcript within 3 hours after court day) <input type="checkbox"/></p> <p>(a) Please indicate number of real time connections <input type="checkbox"/></p> <p>(b) Please indicate number of laptop rentals <input type="checkbox"/></p> <p>(2) Daily (within 3 hrs after court day) <input type="checkbox"/></p> <p>(3) Next working day <input type="checkbox"/></p>
Transcript in Min-u-script (4 to 1 page)		
E-Transcript (Non-Printable)		
E-transcript (Printable up to 5 copies per email)		
Transcript in Word Format (optional)		
Transcript in standard size (1 to 1 page)		<p><u>Delayed Transcription Services</u></p> <p>(1) 3 working days <input type="checkbox"/></p> <p>(2) 5 working days <input type="checkbox"/></p> <p>(3) 14 working days <input type="checkbox"/></p>
Transcript in Word Format (optional)		
Audio recording on CD-ROM		

[† Insert the number of copies required. For transcripts in 3, 5 & 14 working day delivery timeline, the minimum order is 3 hard copies (1 copy for the court and 2 copies for the parties). For details of fees payable, please refer to http://www.wordwave.com.sg/Subordinate_Courts_Fee_Schedule]

2. We understand that we need to apply for sufficient copies of the transcript to be furnished to the court and all parties.

3. We accept the terms and conditions of this quotation as stipulated by WordWave International Asia Limited and hereby engage their services for the aforementioned case.

For and on behalf of

Date

For Approval (To Be Filled By Trial Judge, Subordinate Courts)	
The request to engage Court Transcription services for the above mentioned hearing is	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Trial Judge: _____	Court No: _____
Date: _____	Signature: _____
Remarks:	_____

For Endorsement (To Be Filled By Registrar, Subordinate Courts)	
Request is	<input type="checkbox"/> Endorsed <input type="checkbox"/> Not Endorsed
Date: _____	Signature: _____
Remarks:	_____

