

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

**PRACTICE DIRECTION NO. 1 OF 2009**

**TABLE OF CONTENTS IN BUNDLES OF AUTHORITIES**

1 Counsel must adhere to the following directions when preparing bundles of authorities for use in Court:

- (a) The bundle of authorities shall have a table of contents immediately after the first title page. Where the bundle of authorities consists of more than one volume, each volume shall have a table of contents clearly indicating the authorities that are contained in that volume.
- (b) The items in the table of contents shall be numbered sequentially, and bound in the order in which they are listed.
- (c) The table of contents shall contain a concise statement of the relevance of each authority to the specific issues before the Court. The relevance of each authority shall be succinctly expressed and comprise no more than 3 sentences. The statement shall be set out immediately after the name of the case. For example:

*Cartier International BV v Lee Hock Lee and another application*

[1993] 1 SLR 616

Relevance: Where the Court is asked to punish an alleged contemnor by incarceration, the charge against him must be proved to the high standard required in a criminal charge.

*Rickshaw Investments Ltd and Another v Nicolai Baron von Uexkull* [2007] 1 SLR 377

Relevance: Choice of law considerations are relevant even when determining the natural forum to hear a dispute.

2 The Court may reject bundles of authorities that are not in compliance with this practice direction, and in exercising its discretion as to costs, take such non-compliance into account.

3 This practice direction will take effect on 31 August 2009 and shall apply to bundles of authorities used in all Court proceedings on or after this date.

4 This practice direction shall be included in *The Supreme Court Practice Directions (2007 Ed)* immediately before the first page of the table of contents. Instructions for effecting the amendments to *The Supreme Court Practice Directions (2007 Ed)* are contained in the Appendix hereto.

Dated this 27<sup>th</sup> day of July 2009



FOO CHEE HOCK  
REGISTRAR  
SUPREME COURT

## APPENDIX

- 1) The existing page PART VII-3 is to be replaced with the attached page PART VII-3.
- 2) The existing page PART VII-9 is to be replaced with the attached page PART VII-9.

retain the paper copy of the bundle of authorities for his or her 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.

- (5) Counsel must adhere to the following directions when preparing bundles of authorities for use in Court. These requirements shall also apply to paragraphs 60 to 62 of these Practice Directions:

(a) The bundle of authorities shall have a table of contents immediately after the first title page. Where the bundle of authorities consists of more than one volume, each volume shall have a table of contents clearly indicating the authorities that are contained in that volume.

(b) The items in the table of contents shall be numbered sequentially, and bound in the order in which they are listed.

(c) The table of contents shall contain a concise statement of the relevance of each authority to the specific issues before the Court. The relevance of each authority shall be succinctly expressed and comprise no more than 3 sentences. The statement shall be set out immediately after the name of the case. For example:

*Cartier International BV v Lee Hock Lee and another application*  
[1993] 1 SLR 616

Relevance: Where the Court is asked to punish an alleged contemnor by incarceration, the charge against him must be proved to the high standard required in a criminal charge.

*Rickshaw Investments Ltd and Another v Nicolai Baron von Uexkull* [2007] 1 SLR 377

Relevance: Choice of law considerations are relevant even when determining the natural forum to hear a dispute.

- (6) The Court may reject bundles of authorities that are not in compliance with sub-paragraph (5) above, and in exercising its discretion as to costs, take such non-compliance into account.

- (iii) be legible. Clear and legible photocopies of original documents may be exhibited instead of the originals provided the originals are made available for inspection by the other parties before the hearing and by the Judge at the hearing.
- (d) Where originals and copies of documents are included in one bundle, it should be stated in the index which documents are originals and which are copies.
- (e) Only documents which are relevant or necessary for the trial shall be included in the bundles. In cases where the Court is of the opinion that costs have been wasted by the inclusion of unnecessary documents, the Court will have no hesitation in making a special order for costs against the relevant person.
- (f) A core bundle should also be provided, unless one is clearly unnecessary. The core bundle should contain the most important documents upon which the case will turn or to which repeated reference will have to be made. The documents in this bundle should not only be paginated but should also be cross-referenced to copies of the documents included in the main bundles. The bundle supplied to the Court should be contained in a loose-leaf file which can easily have further documents added to it if required.

*Bundles of authorities*

- (12) In addition to requirements set out in paragraph 58(5) of these Practice Directions, the bundle of authorities must:
  - (a) contain all the authorities, cases, statutes, subsidiary legislation and any other materials relied on;
  - (b) be properly bound with plastic ring binding or plastic spine thermal binding. The rings or spines should be red for plaintiffs and blue for defendants with a transparent plastic cover in front and at the back;