

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**  
**PRACTICE DIRECTIONS**  
**AMENDMENT NO. 11 OF 2014**

It is hereby notified for general information that, with effect from 1st January 2015, the State Courts Practice Directions will be amended as follows:

- (a) the following new paragraph 9A will be inserted immediately after the existing paragraph 9:

*New paragraph 9A*

- (b) the following new paragraph 151 will be inserted immediately after the existing paragraph 150:

*New paragraph 151*

- (c) the following new paragraph 164A will be inserted immediately after the existing paragraph 164:

*New paragraph 164A*

- 2 The new paragraph 9A provides for new prefixes to be used in all civil matters filed in the State Courts on or after 1st January 2015.
- 3 The new paragraph 151 imposes certain restrictions on the publication of, and the making of reports and comments on, cases pending before the State Courts, in line with paragraph 29A of the Supreme Court Practice Directions.

- 4 The new paragraph 164A introduces certain new requirements for the filing of documents to be used in criminal trials.

Dated this 15<sup>th</sup> day of December 2014.

A handwritten signature in black ink, appearing to read 'Jm', is positioned above the typed name.

JENNIFER MARIE  
REGISTRAR  
STATE COURTS

## 9A. Citation of Case Numbers / New Court Forum Prefix

- (1) All originating processes and summonses filed in civil matters in the State Courts on or after 1st January 2015 shall bear case numbers in the following format:

**Description of Court / Type of Application [Case number] / Year filed**

For example :

<i>Case number format</i>	<i>Type of case</i>
DC / DC 1 / 2015	Writ of Summons filed in the District Court
MC / MC 1 / 2015	Writ of Summons filed in the Magistrate's Court
DC / OSS 1 / 2015	Originating Summons filed in the District Court
MC / OSS 1 / 2015	Originating Summons filed in the Magistrate's Court
DC / SUM 1 / 2015	Summons filed in a District Court Suit
MC / SUM 1 / 2015	Summons filed in a Magistrate's Court Suit

- (2) The new Court description or court forum prefix will not be displayed in the Electronic Queue System. Counsel and parties should disregard the same when taking their queue numbers.
- (3) Parties must cite the case number in full in all documents and Requests filed in Court.

## **151. Publication of & Reports and Comments on Court Cases**

- (1) This paragraph applies to any solicitor, litigant (whether represented or unrepresented), the media and any other person who reports or comments on any proceedings which are pending before the State Courts.
- (2) Every person to whom this paragraphs applies —
  - (a) must ensure that any report or comment made by him or her in public on any pending proceedings before the State Courts —
    - (i) does not contravene any existing law or order of court; and
    - (ii) is not calculated to affect, or be reasonably capable of affecting, the outcome of any decision by the court.
  - (b) must not publish or publicly report or comment on —
    - (i) any affidavit or statutory declaration which has not been adduced as evidence or been referred to in any hearing whether in open court or in chambers;
    - (ii) any other court document which has not been served on the relevant party or parties in the proceedings;
    - (ii) any statement made by any person in proceedings in chambers where such statement is expressly stated to be confidential or is impliedly confidential, except that a solicitor may inform his or her client of any such statement made in chambers when it is necessary for the solicitor to render proper advice to the clients.

## **164A. Documents for use in criminal trials**

- (1) The party intending to tender a document as evidence to the court during a trial must, before the commencement of the trial, file an electronic copy of the document.
- (2) The court may, in its discretion, allow a party to tender a document as evidence during a trial, notwithstanding that the party has not complied with paragraph 165(1).
- (3) The electronic copy must tally in all respects with the hardcopy as it will form part of the electronic case file.
- (4) If another party objects to the admissibility of certain documents, those documents on which agreement cannot be reached must not be e-filed. A hard copy of those documents must be tendered at the trial.
- (5) The importance of not submitting unnecessarily large electronic files is emphasised. If there are a large number of documents to be tendered, parties should submit an electronic copy of the documents stored on a CD-ROM instead of e-filing the documents. These documents will be uploaded into the case file by the court officer and will form part of the electronic case file.
- (6) Parties may obtain directions of the PTC/CCDC court or trial court if they are uncertain if the documents should be e-filed, submitted on a CD-ROM or tendered by hard copy.
- (7) The party tendering a document(s) at trial (i.e. the prosecution or defence) must provide hard copies of documents at trial to the unrepresented litigant and to the witness.