

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE
PRACTICE DIRECTIONS
AMENDMENT NO. 3 OF 2014

It is hereby notified for general information that, with effect from 17 March 2014, the State Courts Practice Directions will be amended as follows:

- (a) the existing paragraphs 156, 159, 161 and 164 will be deleted and replaced with the following new paragraphs respectively:

New paragraphs [156](#), [159](#), [161](#) and [164](#)

- (b) Form 59 in Appendix B will be deleted and replaced with the following new Form:

[New Form 59 in Appendix B](#)

2. These amendments to the State Courts Practice Directions arise from the implementation of the Integrated Criminal case filing and Management System (“ICMS”) in respect of all land divisions and departments of the Singapore Police Force, and set out the procedure for the electronic filing and service of documents and the obtainment of records in all criminal proceedings, criminal matters and other procedures referred to in the Criminal Procedure Code (Electronic Filing and Service for State Courts) (Amendment) Regulations 2014 in the District Courts, Magistrate’s Courts and Juvenile Court.

3. The schedule for the implementation of the ICMS in relation to other criminal trial procedures not referred to in those Regulations, the Traffic Court and other law enforcement agencies will be announced subsequently.

Dated this 12th day of March 2014.



JENNIFER MARIE
REGISTRAR
STATE COURTS

156. Application for Court Records for criminal matters

- (1) This paragraph shall apply only in respect of criminal proceedings.
- (2) An application for a copy of any part of the record of any criminal proceedings for a case registered via the Integrated Criminal case filing and Management System (“ICMS”) must be made via the ICMS portal under “Request for Court Records”.
- (3) Applications for all other cases must be made in Form 59 in Appendix B to these Practice Directions.
- (4) On approval of an application that has been e-filed via the ICMS, the record of proceedings will be available for online downloading via the ICMS portal or collection depending on the delivery mode chosen.
- (5) Upon approval of an application for all other cases, and for ICMS cases where the mode of collection chosen is at the counter, the requisite number of copies of the record of proceedings applied for shall be made available for collection by the applicant for a period of 21 calendar days from the date specified in the notification given to the applicant by the Crime Registry or Family Registry (as the case may be).
- (6) Where the copy of any record of proceedings applied for is not collected by the applicant within the time given by sub-paragraph (5), the copy of the record of proceedings shall be disposed of and the applicant must make a fresh application if he still requires a copy of the relevant record of proceedings.
- (7) The relevant fee prescribed by the Criminal Procedure Code (Prescribed Fees) Regulations 2013 or the Fees (State Courts – Criminal Jurisdiction, Protection of Family and Maintenance of Wife and Children) Order 2013 (as the case may be) must be paid by the applicant at the time he makes the application.
- (8) The applicant shall be allowed to download or collect the copy of the record of proceedings applied for only if the fees payable therefor, including any balance fee payable, have been fully paid by him.
- (9) Any application for the waiver or remission of any fee payable for a copy of any record of proceedings may be made to the Registrar of the State Courts and the grant of such an application shall be in the absolute discretion of the Registrar.

159. Application of this Part

- (1) The directions in this Part apply to any criminal proceeding or any criminal matter before a District Court, a Magistrate's Court or the Juvenile Court which relates to any —
 - (a) pre-trial or plead guilty procedure;
 - (b) procedure in respect of bails and bonds under Division 5 of Part VI of the Criminal Procedure Code (Cap. 68);
 - (c) procedure under section 370 of the Criminal Procedure Code;
 - (d) procedure for the search of premises or persons and the seizure of property (including any procedure under section 35(7) of the Criminal Procedure Code for the release of any property seized, or prohibited from being disposed of or dealt with under section 35(1) of the Code);
 - (e) procedure for an inquiry to determine the order or orders to be made in respect of any property produced before the Court for which there are competing claims;
 - (f) procedure for the surrender and return of travel documents under sections 112 and 113 of the Criminal Procedure Code;
 - (g) procedure for issuing summonses to persons to appear before the Court under section 115 of the Criminal Procedure Code;
 - (h) procedure for appeal under Division 1 of Part XX of the Criminal Procedure Code;
 - (i) procedure for the taking of evidence under section 21 of the Mutual Assistance in Criminal Matters Act (Cap. 190A); and
 - (j) application for the issue of a warrant under section 10(1) or 24(1) of the Extradition Act (Cap. 103).
- (2) The directions in this Part must be read in conjunction with the Criminal Procedure Code (Electronic Filing and Service for Criminal Proceedings in the State Courts) Regulations 2013.

161. E-filing of charges

- (1) All new and amended charges must be e-filed prior to the scheduled court session.
- (2) The charges must be in Word Document format (.doc or .docx) or in the Portable Document Format (PDF).
- (3) The charge sheet for each distinct offence must be e-filed separately, and the system will assign and stamp a unique number on each charge sheet.
- (4) The investigation officer or prosecutor framing the charge is not required to sign the charge but must key in “ /s/ ” followed by his name above his personal information in the charge sheet.

164. Documents

- (1) Except for the Statement of Facts and Schedule of Offences, all documents must be e-filed using the Portable Document Format (PDF).
- (2) The Statement of Facts and the Schedule of Offences may be filed in Word Document Format (.doc or .docx).
- (3) The investigation officer or prosecutor putting up the Statement of Facts must key in “ /s/ ” followed by his name.
- (4) The proper document type must be selected and a clear and appropriate document title must be entered. The document title should not be abbreviated.
- (5) It is not necessary for documents to have a cover page or backing sheet.
- (6) Every page of a document must be paginated consecutively so that the pagination on the actual document corresponds with the pagination of the Portable Document Format (PDF) document in the electronic case file, and the page number must be inserted at the centre top of the page.
- (7) The prosecution or defence must provide hard copies of documents that are electronically filed to the unrepresented litigant.

FORM 59
APPLICATION FOR RECORDS OF CRIMINAL PROCEEDINGS FOR NON-ICMS CASES

Name of Applicant / Solicitor's Firm : NRIC No. : Address : File Reference No: Email: Telephone No: Facsimile No:	Date of Application Solicitor Acting For :- (✓ where applicable) <input type="checkbox"/> Complainant <input type="checkbox"/> Respondent <input type="checkbox"/> Others: (please specify)
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DOCUMENTS APPLIED FOR

CRIMINAL JUSTICE DIVISION	FAMILY & JUVENILE JUSTICE DIVISION
NRIC/ Name of Accused / Complainant / Respondent / Deceased:	Case No. Name of Parties cited in case Complainant: Respondent:
Case No. (Please specify Case Reference No.) DAC/MAC No(s): Coroner's Inquiry No: Others:	Court No Hearing/Mention Date: Name of JO Other Information: (if any)
Type of Document (✓ where applicable) <input type="checkbox"/> Charges <input type="checkbox"/> Complaint Form <input type="checkbox"/> Notes of Evidence: (please specify hearing dates) <input type="checkbox"/> Registrar's Certificate <input type="checkbox"/> Statement of Facts <input type="checkbox"/> Others (please specify)	Type of Document (✓ where applicable) <input type="checkbox"/> Complaint Form <input type="checkbox"/> Notes of Evidence: (please specify hearing dates) <input type="checkbox"/> Court Order No: (please specify) <input type="checkbox"/> Others (please specify)

Reasons For Application (✓ where applicable)

<input type="checkbox"/> Misplaced Original Copy of the Order/Charge/Others <input type="checkbox"/> For reference	<input type="checkbox"/> To seek legal advice/ representation <input type="checkbox"/> Others : (please specify)
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(1) I understand that I am to pay the required fees for the above in accordance with regulation 2(1)(a) (ii), (1)(b) and (2) of the Criminal Procedure Code (Prescribed Fees) Regulations 2013, or with paragraph 3(1) and (2) of the Fees (State Courts – Criminal Jurisdiction, Protection of Family and Maintenance of Wife and Children) Order 2013, as applicable, upon submission of the application form. I also understand that the document(s) applied for can only be collected after the stipulated payment has been made.

(2) I also understand that the Court, upon approval of the application, will only release the document(s) applied for to parties named in the action or their solicitors.

(3) I also understand that my application will be deemed as lapsed if the document(s) applied for is/are not collected within 21 days from the date I am informed on the availability thereof. I also understand that I am required to provide a **Letter of Authorisation** for another person to collect the requested document(s) on my behalf if I am unable to collect them personally.

_____ Signature of Applicant _____ Date

FOR OFFICIAL USE ONLY

The application is: (✓ where applicable)	<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved Reasons for rejection (where applicable):
Name and Signature of District Judge/Magistrate/Deputy Registrar _____		
- Total Fees payable : - Minimum Fees payable (\$15 x no. of document types applied): - Paid on: _____ Receipt No: - Balance Fees payable (\$0.50 per page, where applicable): - Paid on: _____ Receipt No:	No. of documents collected: Document(s) collected by: Name & Signature of Collector NRIC/Passport/ FIN No: Date:	No. of Pages:

Collection Time: Mondays to Fridays – 9.00 am to 1:00pm & 2.00pm to 5.00pm

1. All requests for copies of the records of any criminal proceedings are subject to the approval of the court.
2. Once the request has been approved and the applicant has been informed on the availability of the requested document(s) and the cost (where applicable), the said documents will be available for collection for a period of 21 days. Any document(s) not collected within the stipulated period will be destroyed and a fresh request must be submitted thereafter if the applicant still requires the document(s).
3. An application for copies of the records of any criminal proceedings will only be processed after the stipulated payment has been made.

Prescribed Fees

4. The fees payable are as follows:

Document Type	Fee Amount	Remarks
Registrar's Certificate ¹	\$20	Payable upon Application
All other documents (including a copy of any Judgment, Sentence, Order, Deposition or other part of the record of any criminal proceedings ²	\$5 for each type of document requested in the application and \$0.50 per page thereof, subject to a minimum of \$15 per document	Minimum of \$15 (per document) payable upon Application <i>*Any additional amount (based on number of pages) may be payable before collection of the document(s).</i>
Application for an additional copy of the record of any criminal proceedings or the Grounds of Decision ³	\$0.50 for each page thereof, subject to a minimum of \$10 for each copy of the record of proceedings and Grounds of Decision	Minimum of \$10 (per document) payable upon Application <i>*Any additional amount (based on number of pages) may be payable before collection of the document(s).</i>

5. There is a \$5 non-refundable application fee for each type of document applied for. A fee of \$0.50 for each page of the document, subject to a minimum fee of \$15 for each type of document requested is also payable. The total sum of \$15 is payable when the application for the records is submitted.
6. The additional amount of fee (based on the actual number of pages provided) is payable before the document(s) can be collected.

Refund of Fees Paid

7. The \$5 application fee is non-refundable.
8. A refund of the minimum fee already collected will only be made through directly crediting the applicant's bank account. The applicant must furnish the photocopies of the following:
 - a. applicant's NRIC or Passport; and
 - b. applicant's bank statement or savings passbook (reflecting his name and the account number)

Payment Modes

9. Local Applicants: Cash, NETS or local Solicitor's cheque
[For cheque payment, please make the cheque payable to "Registrar, State Courts" and indicate the Case Number at the back of the cheque]
10. Overseas Applicants: Bank Draft in Singapore Currency (payable to Registrar, State Courts)
Payment should also include all bank charges

Contact Us

- For enquiries pertaining to Criminal Justice matters, please email to us at STATECOURTS_CRIME_REGISTRY@statecourts.gov.sg or contact us at (65) 6435 5095.
- For enquiries pertaining to Family & Juvenile matters, please email to us at STATECOURTS_MAINTPOS@statecourts.gov.sg or contact us at (65) 6435 5110.

¹ Pursuant to section 45A(4) of the Evidence Act (Cap. 97).

² Pursuant to paragraph 3(1) of the Fees (State Courts — Criminal Jurisdiction, Protection of Family and Maintenance of Wife and Children) Order 2013, and regulation 2(2) of the Criminal Procedure Code (Prescribed Fees) Regulations 2013, read with section 426(1) of the Criminal Procedure Code (Cap. 68).

³ Pursuant to regulation 2(1)(b) of the Criminal Procedure Code (Prescribed Fees) Regulations 2013, read with section 377(6) of the Criminal Procedure Code (Cap. 68).