

## **PART I: INTRODUCTION**

### **7A. Business of the Registry**

(1) Pursuant to Order 60, Rule 1(3) of the Rules of Court, the business of the Registry is governed by the Rules of Court and these Practice Directions. For the avoidance of doubt, it is hereby declared that any instruction manuals which may be issued from time to time by the Government are not applicable to the business of the Registry.

## PART II: GENERAL MATTERS

### 24. Access to case file, inspection, taking copies and searches

[no changes to text]

#### *File inspection by non-parties or parties who are not registered users*

(5) In order to inspect a case file, the following procedure should be followed:

(a) A Request should be made to obtain leave to inspect the file. The Request should state the name of the person who is to carry out the search or inspection. If this person is not a solicitor, his identity card number should also be included in the Request after his name, and a copy of his identity card should be provided. The Request should also state the interest that the applicant has in the matter, and the reason for the search or inspection. If the search or inspection is requested for the purpose of ascertaining information for use in a separate suit or matter, the Request should clearly state the nature of the information sought and the relevance of such information to the separate suit or matter.

(b) Once approval for inspection has been received from the Court:

(i) registered users can inspect the case file online through the Electronic Filing Service;

(ii) parties who are not registered users can inspect the case file by presenting a copy of the approval ~~should be presented~~ at the service bureau. ~~(e)~~ After verifying the approval, the service bureau will assign the inspecting party a personal computer for the inspection to be carried out. ~~(d)~~ An inspecting party will usually be allowed 60 minutes to carry out the inspection. If a longer period is required, the service bureau may impose a charge for use of the computer. The service bureau may impose additional charges for downloading soft copies or printing hard copies of documents from the case file being inspected.

[no changes to text]

#### *Obtaining certified true copies of documents*

(8) Applications to obtain certified true paper copies of documents, should be made by way of filing a Request through the Electronic Filing Service.

(a) The intended use of the certified true copies should be clearly stated in the Request. The relevance and necessity of the certified true copies in relation to their intended use should also be clearly described.

(b) Once approval is received from the Court, the applicant should present a printed copy of the approved Request at the Legal Registry. After verifying that the Request has been approved, the Legal Registry will inform the applicant of any additional fees payable. ~~Where~~ Any additional fees should then be stamped on the Request at the Cashier's Office at the Legal Registry. Upon presentation of this stamped Request, the documents will be furnished to the applicant.

(c) The fees prescribed by Appendix B to the Rules of Court will be payable for the above services in addition to further printing charges which may be chargeable by the Court or the service bureau for reproducing the copies in paper form.

**Conducting searches of information Electronic cause books and registers maintained by the Registry**

(9) Order 60 of the Rules of Court provides that the Registry shall maintain information prescribed or required to be kept by the Rules of Court and ~~p~~Ppractice ~~d~~Directions issued by the Registrar. In addition to any provisions in the Rules of Court, the Registrar hereby directs that the following information shall be maintained by the Registry:

- (a) details of all originating processes, including:
  - (i) details of interlocutory applications;
  - (ii) details of appeals filed therein;
  - (iii) details of admiralty proceedings;
  - (iv) details of caveats filed against arrest of vessels;
  - (v) details of probate proceedings, including wills and caveats filed therein;
  - (vi) details of bankruptcy proceedings; and
  - (vii) details of winding up proceedings against companies and limited liability partnerships;
- (b) details of writs of execution, writs of distress and warrants of arrest;
- (c) details of appeals filed in the Court of Appeal; and
- (d) any other information as may from time to time be found necessary.

(10) Searches of this information under Order 60, Rule 3 may be conducted through the Electronic Filing Service at a service bureau or at the Legal Registry. The fees prescribed by Appendix B to the Rules of Court will be payable for such searches.

(11) An application may be made by any person for a licence to use any information contained in any electronic cause book or register subject to such terms and conditions as the Registrar may determine. Successful applicants will be required to enter into separate technical services agreements with the Electronic Filing Service provider. Applications under this paragraph must be made in writing, identifying the data fields sought and providing details of how the information will be used.

**24A. Personal Data**

(1) For the purposes of the following sub-paragraphs:

(a) “personal data” shall have the same meaning as defined in the Personal Data Protection Act 2012 (Act No. 26 of 2012); and

(b) “data subject” means a person whose personal data appears in any document filed in the Registry or an electronic cause book or register maintained by the Registry.

### **Consent to collection, use or disclosure of personal data**

(2) Consent to the collection, use or disclosure of personal data contained in any document filed with, served on, delivered or otherwise conveyed to the Registrar need not be obtained.

(3) Pursuant to Order 60, Rule 2 of the Rules of Court, the Registrar may compile and maintain electronic cause books and registers by extracting information, including personal data, contained in any document filed with, served on, delivered or otherwise conveyed to the Registrar.

### **Access to personal data**

(4) **Contained in documents filed with, served on, delivered or otherwise conveyed to the Registrar.** A data subject who wishes to access his personal data contained in any document filed with, served on, delivered or otherwise conveyed to the Registrar must comply with the applicable provisions in the Rules of Court and these Practice Directions relating to the access to and inspection of case files. A data subject shall not be entitled to request information about the ways in which his personal data contained in any document filed with, served on, delivered or otherwise conveyed to the Registrar has been used or disclosed.

(5) **Contained in electronic cause books and registers maintained by the Registry.** A data subject who wishes to access his personal data contained in any electronic cause book or register must conduct a search through the Electronic Filing Service at a service bureau or at the Legal Registry and shall pay the fees prescribed by Appendix B to the Rules of Court. A data subject shall not be entitled to request information about the ways in which his personal data contained in any electronic cause book or register has been used or disclosed.

### **Correction of personal data**

(6) **Contained in documents filed with, served on, delivered or otherwise conveyed to the Registrar.** A data subject who wishes to correct any error or omission in his personal data in any document filed with, served on, delivered or otherwise conveyed to the Registrar must comply with the applicable provisions in the Rules of Court and these Practice Directions relating to the amendment of the relevant document.

(7) **Contained in electronic cause books and registers maintained by the Registry.** A data subject who wishes to correct any error or omission of his personal data in any electronic cause book or register maintained by the Registry shall comply with the following procedure:

(a) The request to correct the error or omission must be made in writing by the data subject or by his solicitor, together with the reason for the requested correction. The request must clearly identify the record and the personal data to be corrected;

(b) If the data subject is not represented, his identity card number should also be included in the request and a copy of his identity card should be provided; and

(c) The following documents should accompany the request:

(i) recent copy of the record identifying the error or omission; and

(ii) supporting document(s) to substantiate the proposed correction.

(8) Where a correction is made pursuant to a request under sub-paragraph (7), any information that is licensed for use under paragraph 24(11) will be updated accordingly with the corrected personal data.

## **Part VIII: DOCUMENTS AND AUTHORITIES FOR USE IN COURT**

### **73A. Written submissions and bundles of authorities for special date hearings**

(1) For any contested special date hearing before a Judge in the High Court, each party shall:

(a) submit to the Court and serve on the other party a hard copy of the following documents at least 1 clear day in advance of the hearing:

(i) written submissions; and

(ii) bundle of authorities (which are in compliance with the requirements under paragraphs 69(5), 71(12) to (13) of these Practice Directions); and

(b) file a soft copy of his written submissions using the Electronic Filing Service no later than 1 working day after the hearing.

(2) If any party does not intend to rely on written submissions at the contested hearing referred to in sub-paragraph (1) above (e.g., where the hearing does not involve complex issues), the party should seek the Court's approval for a waiver by way of a Request using the Electronic Filing Service at least 7 days before the hearing.

(3) This paragraph does not apply to any hearing before a Judge which is fixed on the normal list. However, parties are encouraged to adhere to the directions set out in sub-paragraph (1) above if the application will be contested. In the event that this is not done, the Judge may adjourn the hearing to enable the filing of written submissions or bundle of authorities if appropriate.

(4) For any special date hearing before a Registrar, any party who wishes to rely on written submissions at the hearing is required to comply with sub-paragraph (1) above.

(5) This paragraph does not apply to any hearings for which specific directions on the filing of written submissions or bundle of authorities are provided for in these Practice Directions.

## **PART XI: APPEALS AND HEARINGS BEFORE COURT OF 3 JUDGES**

### **87B. Requests for waiver or deferment of appeal court fees**

A request for the waiver or deferment of the whole or any part of any appeal court fees under Order 91, rule 5 of the Rules of Court must be supported by an affidavit in Form 14A of Appendix A of these Practice Directions. The affidavit in Form 14A must verify Form 14B of Appendix A of these Practice Directions.

## PART XII: TAXATION MATTERS AND COSTS

### 99A. Costs scheduling

(1) The directions contained in this Paragraph shall apply to:

(a) trials in open court for all writ actions and originating summonses ordered to be continued as if the cause or matter had been begun by writ;

(b) originating summonses involving cross-examination of any deponent; and

(c) civil appeals before the Court of Appeal.

(2) Each party to the proceedings described in sub-paragraph (1) shall be required to file a costs schedule using Form 18A in Appendix A of these Practice Directions. The costs schedule should set out with sufficient particularity the quantum of party-and-party costs and disbursements that the party intends to claim in the event that the party succeeds. A specimen form illustrating the use of Form 18A can be found in Appendix F of these Practice Directions.

(3) The relevant costs schedule will be taken into account for the purposes of assessing the quantum of costs to be awarded for the proceedings.

(4) The costs schedule for the proceedings described in sub-paragraphs (1)(a) and (b) shall be filed together with the parties' written closing submissions or, where there are no written closing submissions, before the parties' oral closing submissions are presented.

(5) The costs schedule for the proceedings described in sub-paragraph 1(c) shall be filed together with the parties' skeletal arguments.



## PART XV: TECHNOLOGY FACILITIES

### 120. Use of the Technology Courts and the Mobile Infocomm Technology Facilities Trolley

(1) The Technology Courts and the Mobile Infocomm Technology Facilities Trolley (“MIT facilities”) may, at the discretion of the Registrar and subject to the payment of the appropriate fees, be used:

(a) for the hearing of any matter, whether before a Judge or Registrar, in open Court or in Chambers; or

(b) for any other dispute resolution process.

(2) The Registrar may refuse any request for the use of any of the services described in this Part at any time owing to the unavailability of staff or equipment or for any other reason. The Registrar need not give any reasons for the refusal of such a request.

### 121. Applications to use the Technology Courts

(1) A request to use a Technology Court for the hearing of any matter before a Judge or Registrar must be made by filing a Request through the Electronic Filing Service at least 14 working days before the hearing at which the Technology Court is to be used and Form 21 of Appendix A of these Practice Directions in Portable Document Format (PDF) must be annexed to the Request electronic form.

(2) An application to use a Technology Court for any other dispute resolution process must be made by submitting Form 21~~2~~ of Appendix A of these Practice Directions to the Registrar through the relevant person-in-charge at the organisation at which the dispute resolution process is carried out at least 14 working days before the dispute resolution proceedings at which it is to be used.

[no changes to text]

### 122. Applications to use the Mobile Infocomm Technology Facilities Trolley

(1) A request to use the MIT facilities Mobile-Info-Technology Trolley for the hearing of any matter in open Court or in Chambers before a Judge or Registrar must be made by filing a Request through the Electronic Filing Service at least 5 working days before the hearing at which the MIT facilities are Mobile-Info-Technology Trolley is to be used and Form 21~~3~~ of Appendix A of these Practice Directions in Portable Document Format (PDF) must be annexed to the Request electronic form.

(2) An application to use the MIT facilities Mobile-Info-Technology Trolley for any other dispute resolution process must be made by submitting Form 21~~8~~ to the Registrar through the relevant person-in-charge at the organisation at which the dispute resolution process is carried out as soon as practicable, as availability of the resources are on a first-come-first served basis.

(3) The mobile audio-visual equipment is available for use in both ~~the traditional~~ open Courtroom and ~~in the hearing~~ eChambers while the mobile videoconferencing equipment is only for use in ~~the hearing~~ eChambers.

[no changes to text]

### **123. Fees**

The fees for the use of the Technology Courts and the MIT facilities ~~Mobile Info Technology~~ ~~Trolley~~ are set out in Appendix D of these Practice Directions.

**14A.**

Para. 87B

**Affidavit Verifying Form Showing Lack of Means**

I, ..... of ..... holder of \*Singapore NRIC/Passport No. ....\* make oath/affirm and say that the particulars contained in the Form Showing Lack of Means dated ..... in relation to my request for waiver/deferment\* and signed by me are true and complete to the best of my knowledge and belief.

Sworn/Affirmed at .....)  
this.....day of .....20.....)

Before me,

.....)  
Commissioner for Oaths

\*Delete where applicable.

Note: Please note that the affidavit is to be sworn/affirmed in accordance with Form 78 of the Rules of Court and the above is only an illustration.

**14B.**

Para. 87B

**Form Showing Lack of Means**

[Title in action]

**FORM SHOWING LACK OF MEANS**

NOTE: You should check if you qualify for Legal Aid (see <<https://www.mlaw.gov.sg/content/lab/en/eligibility/do-i-qualify-for-legal-aid.html>>) before filling this form. If you qualify for Legal Aid, you can only use this form if you have applied for Legal Aid and your application has been rejected.

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**Section 1**

Name of applicant:

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Occupation:

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Contact Address:

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Contact phone numbers:

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**Section 2**

This application relates to court fees for [e.g., the filing of a notice of appeal] in the sum of S\$ \_\_\_\_\_

**Please state if you are applying for waiver or deferment. [A waiver or deferment of appeal court fees will only be granted in exceptional circumstances]:**

- a full waiver;
- a partial waiver of \_\_\_\_\_; or
- the payment to be deferred until \_\_\_\_\_  
\_\_\_\_\_ Date

**Confirm your application status:**

I have not previously applied for a waiver or deferment

**or**

I applied for a waiver or deferment on \_\_\_\_\_  
\_\_\_\_\_ Date

**Please confirm if you qualify for Legal Aid:**     Yes     No

**If you do not qualify for Legal Aid, briefly state the reasons why this is so:**

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**If you qualify for Legal Aid, please confirm if you have made an application with the Legal Aid Bureau:**

Yes     No

**If you have made an application with the Legal Aid Bureau, was your application successful:**

Yes     No

**If your application with the Legal Aid Bureau was not successful, briefly state the reasons why this is so:**

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**Section 3**

**Please provide the reasons for your request (for example, details of any undue financial hardship which may be suffered by you if you had to pay the court fee):**

[Applicant to provide details]

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**Please provide information on your personal financial circumstances:**

- I am not employed
- I am employed and my total monthly income for the last 3 months is \$\_\_\_\_\_.
- I run my own business and my total monthly income is \$\_\_\_\_\_.
- I am a bankrupt and my bankruptcy number is\_\_\_\_\_.

**Please attach the necessary documentation to support the information provided in this form, in particular:**

(a) To include a recent copy of your CPF Statement of Account, pay advice and a copy of your latest notice of income tax assessment; and

(b) Please answer the following questions and support your answers with the relevant documents:

(i) Are you on any government financial assistance plan? If yes, please state type of assistance.

(ii) Are you gainfully employed? If yes, state what your monthly income for the past 3 months is. If no, state when you were last gainfully employed and who is supporting you now.

(iii) Are you suffering from any medical condition that requires long term medication or treatment? If yes, please provide us with a note from a doctor confirming that you require long term medication or treatment.

(iv) Do you have any outstanding conservancy, rental, utilities or medical bills, or any other outstanding legal liabilities? If yes, please provide evidence of your liabilities.

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Please state the source(s) of your income:

- Wages or salary:
- Other source. (Please provide details.)

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Please state other funds which you have:

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Please state the assets in your ownership (e.g., house, other property, car, boat, shares):

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Please state your debts and liabilities (e.g., mortgage, hire purchase, repayment of loans) below and attach the necessary documentation in support at the back of this form.

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Please state the number of dependents which you have: \_\_\_\_\_

Please state your monthly living expenses:

mortgage/rent \$ \_\_\_\_\_

food/groceries \$ \_\_\_\_\_

electricity bills \$ \_\_\_\_\_

phone/internet \$ \_\_\_\_\_

petrol/travel \$ \_\_\_\_\_

insurance \$ \_\_\_\_\_

hire purchase \$ \_\_\_\_\_

loan repayment \$ \_\_\_\_\_

others, e.g., medical \$ \_\_\_\_\_

**total monthly expenses** \$ \_\_\_\_\_

Please state how much income the other members of your household contribute to meeting these monthly living expenses:

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Please state if you able to raise the monies from other sources, and provide details of your efforts in seeking funding.

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If you are the appellant, please describe the appeal. Briefly explain the grounds of appeal.

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Name of applicant

Signature

Date

**18A.**

Para. 99A

**Costs Schedule**

**SUIT [STATE THE SUIT NUMBER]**

**Between**

**... Plaintiff**

**And**

**... Defendant**

**[State the party for whom the costs schedule is filed e.g., PLAINTIFF'S or DEFENDANT'S] COSTS SCHEDULE**

<u>Stage of proceedings</u>	<u>Work done</u>	<u>Estimated party-and-party costs</u> <u>(Section I Costs)</u>	<u>Disbursements</u> <u>(Section III Costs)</u>	<u>Total</u>
<i>[Give a brief description of the nature of claim, such as whether the substantive claim is for breach of contract or negligence].</i>				
<i>[Give a brief description of the nature of each stage of proceedings, e.g., close of pleadings and completion of general discovery].</i>	<i>[Give a brief description of the work done, the documents filed (including the affidavits filed), the number of pages of each document filed, the amount of time taken for the hearing, and such other relevant information as will enable the Court to determine the costs to be awarded].</i>	<i>[Set out the estimated party-and-party costs to be claimed for each stage of proceedings if successful].</i>	<i>[Set out the amount of disbursements incurred. There is no need for a breakdown of standard disbursements such as filing fees, service fees, transport charges, photocopying charges, telephone and facsimile charges. There should be a breakdown of expert fees, assessor fees, translator fees, hearing fees and such other non-standard items of disbursements as the Court may specify].</i>	
<b><u>TOTAL</u></b>				

**COMPLETED INTERLOCUTORY APPLICATIONS / INTERLOCUTORY APPEALS WITH COSTS ORDERS MADE IN [State the party for whom the costs schedule is filed e.g., PLAINTIFF'S or DEFENDANT'S] FAVOUR**

<b><u>Completed interlocutory applications with costs orders made and quantum fixed</u></b>				
<b><u>Interlocutory Application</u></b>	<b><u>Work done</u></b>	<b><u>Quantum of costs order</u></b>	<b><u>Disbursements (Section III Costs)</u></b>	<b><u>Costs recovered or to be recovered</u></b>
<i>[Set out in relation to each interlocutory application, the application number and the nature of the application, e.g., striking out].</i>	<i>[Set out in relation to each interlocutory application, the documents filed (including the affidavits filed), the number of pages of each document filed, the amount of time taken for the hearing, and such other relevant information as enabled the Court to determine the costs awarded for the application].</i>	<i>[Set out in relation to each interlocutory application, the amount of costs awarded].</i>	<i>[Set out the amount of disbursements incurred. There is no need for a breakdown of standard disbursements such as filing fees, service fees, transport charges, photocopying charges, telephone and facsimile charges. There should be a breakdown of other non-standard items of disbursements as the Court may specify].</i>	<i>[Set out the total amount of costs (inclusive of disbursements) recovered or to be recovered].</i>

Completed interlocutory applications with costs orders made but quantum not fixed

<u>Interlocutory Application</u>	<u>Work done</u>	<u>Estimated party-and-party costs</u>	<u>Disbursements (Section III Costs)</u>	<u>Estimated costs to be recovered</u>
<p><u>[Set out in relation to each interlocutory application, the application number and the nature of the application]</u></p>	<p><u>[Set out in relation to each interlocutory application, the documents filed (including the affidavits filed), the number of pages of each document filed, the amount of time taken for the hearing, and such other relevant information as will enable the Court to determine the costs to be awarded for the application.]</u></p>	<p><u>[Set out in relation to each interlocutory application, the estimated party-and-party costs to be claimed].</u></p>	<p><u>[Set out the amount of disbursements incurred. There is no need for a breakdown of standard disbursements such as filing fees, service fees, transport charges, photocopying charges, telephone and facsimile charges. There should be a breakdown of other non-standard items of disbursements as the Court may specify].</u></p>	<p><u>[Set out the estimated total amount of costs (inclusive of disbursements) to be recovered].</u></p>
<b><u>TOTAL</u></b>				

\*The figures in the tables above exclude GST (if applicable), costs of taxation, costs of any appeals (which have not taken place and which are not anticipated as at the date of this costs schedule) and costs of enforcing any judgment.



**PART II**

Application for the use of:

Technology Court     MIT facilities

In respect of:

Court Proceedings     Alternative Dispute Resolution

(a) Date(s) and time when use of Technology Court is required:

<u>Facility (tick box)</u>	<u>Date(s)</u>	<u>Time (state from to )</u>
<b><u>1. Audio-visual system</u></b>		
<u>(a) Multi-system S-VHS video cassette player</u>		
<u>(b) Multi-format disc player</u>		
<u>(c) Document camera</u>		
<u>(d) Personal computer with dual screen for EFS hearing</u>		
<u>(e) Audio cassette player</u> <i>(Subject to availability)</i>		
<u>f) Wired clip-on lavalier microphone for lead counsel</u> <i>(Subject to availability)</i>		
<u>(g) Other audio-visual or computer equipment as follows:</u> <u>(i)</u>  <u>(ii)</u>  <u>(iii)</u>  <u>which are to be connected to the Technology Court's audio-visual system</u>		
<b><u>2. Video-Conferencing system</u></b> (State the country, state and city)		
<b><u>3. Other equipment</u></b> (a) <u>Colour video printer</u>		

(b) Date(s) and time when use of MIT facilities are required:

<u>Facility (Tick box)</u>	<u>Date(s)</u>	<u>Time (state from to )</u>
<b><u>1. Interactive Display Board with HD display</u></b>		
<u>(a) 65" HD touch-screen display</u>		
<u>(b) Internet access via browser</u>		
<u>(c) Recording of voices and actions (e.g., annotations on image or on google maps)</u>		
<u>(d) Multi-format disc player (which allows the playback of DVD-audio, DVD-video, DVDRAM, DVD-R, CD, CD-R/RW and SVCD media)</u>		
<b><u>2. Audio visual Cart with display</u></b>		
<u>(a) 43" plasma display</u>		
<u>(b) Multi-system S-VHS video cassette player (which allows playback of analogue S-VHS video cassette tapes)</u>		
<u>(c) Multi-format disc player (which allows the playback of DVD-audio, DVD-video, DVDRAM, DVD-R, CD, CD-R/RW and SVCD media)</u>		
<b><u>3. Audio visual Cart with projector</u></b>		
<u>(a) XGA 2500 ANSI Lumens projector</u>		
<u>(b) Multi-system S-VHS video cassette player (which allows the playback of analogue S-VHS video cassette tapes)</u>		
<u>(c) Multi-format disc player (which allows the playback of DVD-Audio, DVD-Video, DVD-RAM, DVD-R, CD, CDR/ RW and SVCD media)</u>		
<u>(d) Portable 90 or 100 inch tripod screen</u>		
<b><u>4. Video conferencing Mobile Cart*</u></b>		
<u>(a) single 34" Multimedia Display</u>		



<u>(b) Polycom VSX 7000 videoconferencing system</u>			
<b><u>5. Other Audio Visual Equipment</u></b>			
<u>(a) Projector system</u>			
<u>(b) Audio cassette player</u>			
<u>(c) Document camera capable of displaying images of, <i>inter alia</i>, ordinary paper documents, 3- dimensional objects, slides, negatives and X-ray films</u>			

\* applicable only for hearing in chambers

We undertake to pay all prescribed fees and to compensate the Supreme Court for all damage caused to the equipment, furniture or fittings in connection with the hearing.

*[The Plaintiff/Defendant or the solicitors for the Plaintiff/Defendant as the case may be]*

Form 22 (deleted)

Form 23 (deleted)

**APPENDIX D**

Para. 123

**FEES FOR USE OF THE TECHNOLOGY COURTS  
AND THE MOBILE INFOCOMM TECHNOLOGY ~~TROLLEY~~ FACILITIES**

<i>No.</i>	<i>Items.</i>	<i>Fees. \$</i>	<i>Point of time at which fee must be paid</i>	<i>Document on which the stamp is to be affixed</i>
1.	For each day or part thereof in respect of a particular hearing or matter in which a Technology Court is used.	50	On filing Form 21 <del>or Form 22</del> of Appendix A save that the Registrar may allow a refund for the fees paid in respect of days on which the Technology Court was not used.	Form 21 <del>or Form 22</del> of Appendix A.
2.	For each day or part thereof in respect of a particular hearing or matter in which the videoconferencing equipment installed in a Technology Court is used.	1,000	On filing Form 21 <del>or Form 22</del> of Appendix A, save that the Registrar may allow a refund for the fees paid in respect of days on which the videoconferencing equipment was not used.	Form 21 <del>or Form 22</del> of Appendix A.
3.	For each day or part thereof in respect of a particular hearing or matter in which the Mobile Info <u>comm</u> Technology <del>Trolley</del> <u>facilities are is</u> used.	100	On filing Form 21 <del>or Form 22</del> of Appendix A save that the Registrar may allow a refund for the fees paid in respect of days on which the Mobile Info <u>comm</u> Technology <del>Trolley</del> <u>facilities were was</u> not used.	Form 21 <del>or Form 22</del> of Appendix A
4.	For each day or part thereof in respect of a particular hearing or matter in which the videoconferencing equipment from the <del>m</del> Mobile Info <u>comm</u> Technology <del>Trolley</del> <u>facilities are is</u> used.	250	On filing Form 21 <del>or Form 22</del> of Appendix A save that the Registrar may allow a refund for the fees paid in respect of days on which the videoconferencing Equipment was not used.	Form 21 <del>or Form 22</del> of Appendix A.

5.	Telecommunication charges incurred in using the videoconferencing equipment installed in a Technology Court or on using the <u>Infocomm Technology Trolley facilities</u>	Actual Cost	On receiving a letter from the Registry stating the telephone charges incurred.	Request.*
6.	Charges incurred in using the video printer.	\$5 per printed sheet	On receiving a letter from the Registry stating the charges incurred.	Request.*

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\*Formerly known as “praecipe”.

**APPENDIX F**

Para. 99A

**SAMPLE COSTS SCHEDULE<sup>1</sup>**

**SUIT 999 OF 2013**

**Between**

**AAA Pte Ltd ... Plaintiff**

**And**

**BBB ... Defendant**

**PLAINTIFF'S COSTS SCHEDULE**

<b><u>Stage of proceedings</u></b>	<b><u>Work done</u></b>	<b><u>Estimated party-and-party costs</u> <u>(Section I Costs)</u></b>	<b><u>Disbursements</u> <u>(Section III Costs)</u></b>	<b><u>Total</u></b>
<b><u>The plaintiff ("Pf") is a developer which engaged the defendant ("Df") architect to carry out the design of a building which subsequently developed defects.</u></b>				

<sup>1</sup> This sample costs schedule is for illustrative purposes only. The figures used in this sample should not be used as precedents or authorities to support any amount claimed.

<u>Stage of proceedings</u>	<u>Work done</u>	<u>Estimated party-and-party costs</u> <u>(Section I Costs)</u>	<u>Disbursements</u> <u>(Section III Costs)</u>	<u>Total</u>
<p><u>The Pf's claim is for damages in excess of S\$5m for breach of duties owed to it in contract and at common law (in negligence) by the Df. The Pf alleges, among other things, that the Df was negligent in designing the building.</u></p> <p><u>Causes of action:</u></p> <p>(a) <u>Contract: breach of contractual duty to design building that was fit for purpose; and</u>  (b) <u>Negligence: breach of common law duty to exercise reasonable skill and care in designing the building.</u></p> <p><u>Defence raised:</u></p> <p>(a) <u>Defects were caused by ground conditions which were not communicated to the Df. The Df was not required to carry out soil investigations under the terms of his engagement.</u></p>				
<u>Close of Pleadings</u>	<ul style="list-style-type: none"> <li>• <u>Writ and Statement of Claim: 20 pages</u></li> <li>• <u>Reviewing Defence: 13 pages</u></li> <li>• <u>Reply: 10 pages</u></li> </ul>	<u>S\$10,000</u>	<u>S\$2,000</u>	<u>\$12,000</u>
<u>Completion of General Discovery</u>	<ul style="list-style-type: none"> <li>• <u>One List of Documents ("LOD")</u></li> <li>• <u>Pf: 500 pages disclosed</u></li> </ul>	<u>S\$30,000</u>	<u>S\$1,000</u>	<u>S\$31,000</u>

<u>Stage of proceedings</u>	<u>Work done</u>	<u>Estimated party-and-party costs</u> <u>(Section I Costs)</u>	<u>Disbursements</u> <u>(Section III Costs)</u>	<u>Total</u>
	<p><u>(Affidavit verifying LOD (“AvLOD”): 3 pages, LOD: 10 pages).</u></p> <ul style="list-style-type: none"> <li>• <u>Df: 600 pages disclosed (AvLOD: 3 pages, LOD: 10 pages).</u></li> <li>• <u>Paper discovery only.</u></li> </ul>			
<p><b><u>Exchange of Affidavits of Evidence-in-Chief</u></b> <b><u>(including in connection with expert reports)</u></b></p>	<ul style="list-style-type: none"> <li>• <u>3 witnesses of fact and 2 expert witnesses (1 architect, 1 geotechnical expert) for the Pf.</u></li> <li>• <u>2 witnesses of fact and 2 expert witnesses (1 architect, 1 geotechnical expert) for the Df.</u></li> </ul> <p><u>[Total: 5 witnesses of fact and 4 expert witnesses.]</u></p>	<p><b><u>S\$45,000</u></b></p>	<p><b><u>Experts fees for preparation of reports:<sup>2</sup></u></b> <b><u>S\$40,000</u></b></p> <p><b><u>Others:<sup>3</sup> S\$5,000</u></b></p>	<p><b><u>S\$90,000</u></b></p>

<sup>2</sup> There should be a breakdown of expert fees, assessor fees, translation fees, hearing fees and such other non-standard items of disbursements as the Court may specify.

<sup>3</sup> There is no need for a breakdown of standard disbursements such as filing fees, service fees, transport charges, photocopying charges, telephone and facsimile charges, etc.

<u>Stage of proceedings</u>	<u>Work done</u>	<u>Estimated party-and-party costs</u> <u>(Section I Costs)</u>	<u>Disbursements</u> <u>(Section III Costs)</u>	<u>Total</u>
	<ul style="list-style-type: none"> <li>• <u>One affidavit for each witness.</u></li> </ul>			
<b><u>Set down and Commencement of Trial</u></b>	<ul style="list-style-type: none"> <li>• <u>Includes work done for getting up, meetings with clients, meetings with experts, research on case law, preparing objections to AEICs.</u></li> <li>• <u>Opening statement: 20 pages.</u></li> </ul>	<b><u>S\$80,000</u></b>	<b><u>Experts fees for pre-trial meetings: S\$30,000</u></b>  <b><u>Hearing fees for 10-day trial:<sup>4</sup></u></b>  <b><u>S\$37,000</u></b>  <b><u>Others: S\$8,000</u></b>	<b><u>S\$155,000</u></b>
<b><u>End of Trial and Closing Submissions</u></b>	<ul style="list-style-type: none"> <li>• <u>Trial of 10 days in a single tranche.</u></li> <li>• <u>Work includes cross-</u></li> </ul>	<b><u>S\$200,000</u></b>	<b><u>Experts fees for attendance of trial: S\$50,000</u></b>	<b><u>S\$253,000</u></b>

<sup>4</sup> Non-standard items such as hearing fees for a trial of more than 3 days should be specified.

<u>Stage of proceedings</u>	<u>Work done</u>	<u>Estimated party-and-party costs</u> <u>(Section I Costs)</u>	<u>Disbursements</u> <u>(Section III Costs)</u>	<u>Total</u>
	<u>examination and re-examination of witnesses.</u> <ul style="list-style-type: none"> <li>• <u>Written closing submissions of no more than 80 pages.</u></li> </ul>		<u>Others: S\$3,000</u>	
<u>Completed interlocutory applications with costs contingent on outcome of proceedings</u>	<u>Application for summary judgment (leave to defend with costs in the cause)</u> <ul style="list-style-type: none"> <li>• <u>Summons: 2 pages</u></li> <li>• <u>2 affidavits: total 40 pages</u></li> </ul>	<u>S\$15,000</u>	<u>S\$2,000</u>	<u>S\$17,000</u>
<u>TOTAL</u>		<u>S\$380,000</u>	<u>S\$178,000</u>	<u>S\$558,000</u>



**COMPLETED INTERLOCUTORY APPLICATIONS / INTERLOCUTORY APPEALS WITH COSTS ORDERS MADE IN PLAINTIFF'S FAVOUR**

<i><u>Completed interlocutory applications with costs orders made and quantum fixed</u></i>				
<b><u>Interlocutory Application</u></b>	<b><u>Work done</u></b>	<b><u>Quantum of costs order</u></b>	<b><u>Disbursements (Section III Costs)</u></b>	<b><u>Costs recovered or to be recovered</u></b>
<b><u>SUM 111/2013</u></b> <b><u>Further &amp; better particulars</u></b>	<p><u>Pf's application for further &amp; better particulars.</u></p> <ul style="list-style-type: none"> <li><u>Summons: 3 pages (including schedule)</u></li> <li><u>Affidavit: 6 pages</u></li> <li><u>Approximately 1 hour hearing on normal OS/SUMS list before AR</u></li> </ul>	<b><u>S\$2,500 including disbursements</u></b>	<b><u>S\$1,500</u></b>	<b><u>S\$2,500</u></b>
<b><u>SUM 222/2013</u></b> <b><u>Specific discovery</u></b>	<p><u>Pf's application for specific discovery.</u></p> <ul style="list-style-type: none"> <li><u>Summons: 3 pages</u></li> <li><u>Affidavit: 10 pages</u></li> <li><u>Approximately 45 minutes hearing on normal OS/SUMS list before AR</u></li> </ul>	<b><u>S\$2,500 plus reasonable disbursements</u></b>	<b><u>S\$1,500</u></b>	<b><u>S\$4,000</u></b>

<u>Completed interlocutory applications with costs orders made but quantum not fixed</u>				
<u>Interlocutory Application</u>	<u>Work done</u>	<u>Estimated party-and-party costs</u>	<u>Disbursements (Section III Costs)</u>	<u>Estimated costs to be recovered</u>
<u>SUM 333/2013</u> <u>Striking out</u>	<u>Df's application to strike out paragraphs of Statement of Claim.</u> <ul style="list-style-type: none"> <li><u>Reply affidavit: 20 pages</u></li> <li><u>Approximately 1 hour hearing on normal OS/SUMS list before AR</u></li> </ul>	<u>S\$3,000 plus reasonable disbursements</u>	<u>S\$1,500</u>	<u>S\$4,500</u>
<u>TOTAL</u>		<u>S\$8,000</u>	<u>S\$4,500</u>	<u>S\$11,000</u>

\*The figures in the tables above exclude GST (if applicable), costs of taxation, costs of any appeals (which have not taken place and which are not anticipated as at the date of this costs schedule) and costs of enforcing any judgment