

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**  
**PRACTICE DIRECTIONS**  
**AMENDMENT NO. 9 OF 2015**

It is hereby notified for general information that, with effect from 19 October 2015, the State Courts Practice Directions will be amended as follows:

- (a) the following new Practice Direction 24A will be inserted immediately after Practice Direction 24:

*New Practice Direction 24A*

- (b) the existing Practice Direction 84 will be deleted and replaced by the following Practice Direction:

*New Practice Direction 84*

- (c) the existing Practice Direction 110 will be deleted and replaced by the following Practice Direction:

*New Practice Direction 110*

2. The new Practice Direction 24A requires a party who intends to make more than one distinct substantive application in a cause or matter to file each application in a separate summons. (This new Practice Direction is similar to the new paragraph 34A of the Supreme Court's Practice Direction as inserted by the Supreme Court Practice Direction (Amendment No. 3 of 2015) to take effect from 15 October 2015).

3. The amendment to Practice Direction 84 reduces the size limit for the filing documents in eLitigation from 500 mega-bytes to 400 mega-bytes.

4. The amendment to Practice Direction 110 clarifies the hours for the hearing of urgent applications on weekends and public holidays.

Dated this 16<sup>th</sup> day of October 2015.



JENNIFER MARIE  
REGISTRAR  
STATE COURTS

## **24A. Filing of Distinct Applications in Separate Summonses**

- (1) A party who intends to make more than one distinct substantive application in a cause or matter must file each application in a separate summons.
- (2) Distinct applications should not be combined in a single summons, unless they are inextricably or closely linked, or involve overlapping or substantially similar issues (for example, where applications for the extension or abridgment of time, the amendment of pleadings and costs are closely linked to some other more substantive application).
- (3) In addition, applications should not contain alternative prayers when the alternative prayers sought in effect amount to distinct applications. For example, a party should not make an application for further and better particulars on particular issues, and in the alternative, interrogatories on different issues. In such a case, separate summonses should be filed. In contrast, the following is an example of an alternative prayer which may be permitted:

In the defendant's summons setting out a prayer for the striking out of certain paragraphs of the Statement of Claim, the defendant also includes an alternative prayer for the plaintiff to be ordered to amend those paragraphs of the Statement of Claim.

- (4) Any summons that is not in compliance with this Practice Direction may be rejected by the Civil Registry of the State Courts.
- (5) The Court may also direct the party to file separate summonses before proceeding with the hearing or proceed with the hearing on the solicitor's undertaking to file further summonses for the distinct applications.

## **84. Limits on the size and number of documents submitted using the Electronic Filing Service**

- (1) The following limits apply to the filing of documents using the Electronic Filing Service:
  - (a) the total number of documents in a single submission must not exceed 99;
  - (b) the total number of pages in a single document must not exceed 9,999; and
  - (c) the size of a single submission must not exceed 400 mega-bytes.
- (2) The limits described above apply to filing both online through the Electronic Filing Service and the service bureau.
- (3) The resolution for scanning, unless otherwise directed by the Court, must be no more than 300 DPI.
- (4) In the event that any solicitor wishes to file documents which exceed the limits specified in paragraph (1), he should inform the Registrar at least 14 days before the intended filing date. The solicitor will then be asked to attend before the Registrar for directions to be given on how the documents should be filed.

## **110. Hearing of urgent applications during weekends and public holidays**

- (1) There may be occasions when urgent applications for interim injunctions or interim preservation of subject matter of proceedings, evidence and assets to satisfy judgments need to be heard on weekends and public holidays. To request the urgent hearing of such applications, the applicant should contact the Duty Judicial Officer at 9654 0072 during the operating hours of 8.30 a.m. to 6:00 p.m. on weekends and Public Holidays. The Duty Judicial Officer will only arrange for the hearing of applications which are so urgent that they cannot be heard the next working day.
- (2) All the necessary papers required for the application must be prepared together with the appropriate draft orders of Court.
- (3) An undertaking from counsel shall be given to have all the documents (including the originating process) filed in Court the next available working day must be furnished to the Judicial Officer processing the application.
- (4) The hearing may take place in the Civil Registry of the State Courts or at any place as directed by the Judicial Officer hearing the matter.
- (5) For the avoidance of doubt, the above applies only to civil proceedings in the Magistrates' Courts or District Courts.