

Supreme Court Practice Directions (Amendment No. 1 of 2019)

Part II: GENERAL MATTERS

20. Interpreters and translation

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(5) In the event that the services of the interpreter are for any reason not required on any of the scheduled days specified in the Request, the requesting party shall immediately notify the appropriate Head Interpreter either by letter, ~~facsimile transmission~~ or email. This shall serve as a notice of cancellation.

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22. Use of electronic and other devices

(1) In order to maintain the dignity of Court proceedings, the Honourable the Chief Justice has directed that, in all hearings in open Court or Chambers before a Judge or Registrar, video and/or image recording is strictly prohibited.

(2) Additionally, ~~all communications with external parties and~~ audio recording during a hearing ~~are is~~ strictly prohibited without prior approval of the Judge or Registrar hearing the matter.

~~(3) Court users are permitted to use notebooks, tablets and other electronic devices to take notes of evidence and for other purposes pertaining to the proceedings during hearings, provided that such use does not in any way disrupt or trivialise the proceedings.~~

~~(3) Court users are permitted to use notebooks, tablets, mobile phones and other electronic devices to:~~

~~(a) take notes of evidence and for other purposes pertaining to the proceedings in open Court or Chambers; or~~

~~(b) communicate with external parties in all hearings in open Court,~~

~~provided that such use does not in any way disrupt or trivialise the proceedings.~~

(4) The attention of court users is also drawn to section 5 of the Administration of Justice (Protection) Act 2016 (Act No. 19 of 2016).

27. Request and other correspondence

(1) All Requests relating to or in connection with any pending cause or matter are to be made using the electronic forms available through the Electronic Filing Service. Where an electronic form is available through the Electronic Filing Service for the Request that is sought, the Registry has the discretion to refuse acceptance of other forms of written correspondence (including letters ~~or facsimiles~~) and to refuse to act on such correspondence.

...

(5) A letter may be sent to the Court by a law firm ~~only in one of 2 ways:~~

~~(a) Using the Electronic Filing Service only; or~~

~~(b) By facsimile transmission.~~

If a letter is sent to the Court by a law firm in any other way, it is liable to be rejected.

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Part VII: FIXING OF MATTERS FOR HEARING

64. Waiting time for the hearing of matters

(1) The average waiting times between the filing of certain processes or other steps in the proceedings and the date for the hearing or pre-trial conference of the matter are set out in Appendix B of these Practice Directions. Solicitors are directed to take note of these waiting times as they must be ready to proceed at the end of the relevant period. **The average waiting times in Appendix B do not apply to special date fixings.**

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Part XXII: CIVIL PROCEEDINGS THAT DO NOT USE THE ELECTRONIC FILING SERVICE

154. Information to be provided in cause papers and documents that are filed in the Legal Registry of the Supreme Court

To facilitate the contacting of lawyers having conduct of an action or charge of a matter by members of the staff of the Supreme Court, the following information shall be inserted on backing sheets of all cause papers and documents filed in the Legal Registry in the format set out:

(Name of lawyer(s) having conduct of action or charge of matter.)

(Name of law firm.)

(Address of law firm.)

Tel : (Contact telephone number.)

~~Fax : (Contact facsimile number.)~~

Ref : (File reference of law firm.)

The information is to be inserted as a block near the bottom right hand corner of the backing sheets.

Appendix A

2.

Para. 20

Request for Interpretation Services

Date:

To: Head Interpreter (Chinese) / Head Interpreter (Indian) /
Head Interpreter (Malay) (delete as applicable)
Supreme Court
1 Supreme Court Lane
Singapore 178879
~~(Fax No. 6337 9450)~~
(Email: SUPCOURT_Head_Interpreters@supcourt.gov.sg)

REQUEST FOR INTERPRETATION SERVICES

Application by : Law Firm Individual

Party making request or on
whose behalf request is made : _____
(Plaintiff or Defendant as the case may be)

Name of applicant/law firm : _____

Name of lawyer/secretary-in-charge of matter : _____

Address : _____

E-mail address : _____

Telephone number : _____

Case number : _____

Name of parties : _____

Court number or
Chamber number (if known) : _____

Date(s) and time(s) interpretation
services are required : _____

Name(s) of party (parties) and/or witness(es) requiring interpretation : _____

Language/dialect : Cantonese Hokkien Teochew
 Mandarin Tamil Malayalam
 Malay Javanese Boyanese

Date of previous hearing (to be filled if the hearing described above is an adjourned or a part-heard hearing) : _____

We undertake to pay the applicable fee prescribed by the Rules of Court immediately upon approval of the request.

We undertake to inform the appropriate Head Interpreter immediately by letter/~~facsimile transmission~~/email in the event that the services of the interpreter are not required for any reason on any of the scheduled days specified in the request.

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