

IN THE SUPREME COURT OF THE REPUBLIC OF SINGAPORE

REGISTRAR'S CIRCULAR NO. 3 OF 2005

THE NEW SUPREME COURT BUILDING

The Supreme Court will commence operations at the new Supreme Court building on **20 June 2005**. The new address of the Supreme Court is as follows:

1 Supreme Court Lane
Singapore 178879

The main telephone and fax numbers remain unchanged as follows:

Tel: (65) 6336 0644
Fax: (65) 6337 9450

ACCESS TO THE BUILDING

2 The new building is situated behind the old Supreme Court and City Hall buildings. The main entrance to the new Supreme Court building faces Parliament House, with the vehicle drop-off point situated along Supreme Court Lane (previously known as Colombo Court).

3 The car park in the new Supreme Court building is not open to the public. Lawyers and members of the public may park their cars at the public car parks of adjacent buildings, such as Parliament House and The Adelphi building.

SECURITY CHECKS

4 All lawyers and members of the public must pass through security screening at the main entrance before entering the building.

COURTROOMS AND CHAMBERS

5 The new Supreme Court building houses twelve civil courts, eight criminal courts and three appellate courts, situated on Levels 2 to 6 and at Level 9. They are configured in different sizes and can be used both by judges, in trials and appellate hearings, as well as by registrars when hearing assessments of damages and preliminary inquiries. Each courtroom has an adjacent chamber and two witness rooms. In addition, most courtrooms have a court conference room, which may be used by parties and their solicitors for their private discussions.

6 As the offices of the private secretaries to the Judges are no longer situated next to the courtrooms, lawyers or parties who wish to see the private secretaries should proceed to the “Enquiries and Despatch” Counter of the Legal Registry at Level 2 for arrangements to be made.

7 Most of the hearings before registrars will be conducted in Registrars’ Chambers 1 to 8 located on Level 2, with Chamber 7 designated as the Duty Registrar’s Chamber. Chamber 4A on Level 4 will usually be used for Pre-Trial Conferences.

8 The Electronic Queue Management System (EQMS) will be introduced for all registrars’ hearings, except hearings of bankruptcy petitions. The EQMS will enable registrars to manage their hearing queues more efficiently. Lawyers and parties will need to register their attendance and take a queue number for their hearings. The EQMS will then notify lawyers of the hearings via electronic display screens located at the Level 2 waiting area, outside Chamber 4A and at the Bar Room.

9 A brief guide on how to locate the various courtrooms and chambers in the new building is found at **Annex A**.

LEGAL REGISTRY

10 The Legal Registry is located at Level 2, near the Lift Lobby C landing. At the Legal Registry, there are seven counters for each of the units described in **Annex B**. Also located within the Legal Registry are the Cashier’s Counter and the Records Section where court records may be inspected by the public.

FACILITIES

11 The entrance to the Supreme Court Library is at Level 1. The library spans two floors – Level 1 and Basement 1. Lawyers may gain access to books and materials located in Basement 1 *via* a staircase inside the library. Other facilities include the Bar Room located at Basement 1 and the LawNet Service Bureau at Level 1. The Academy Bistro, which will soon be opened, can be found at Level 1, opposite the Supreme Court Gallery.

12 The complete directory is found at **Annex C**.

NEW WEBSITE

13 The Supreme Court has revamped its website and will be launching the new website at www.supremecourt.gov.sg on 17 June 2005. The website provides a comprehensive overview of the services and court facilities of the Supreme Court, and will serve as a one-stop information resource for lawyers, litigants and members of the public. The new website also allows lawyers to submit online requests for interpretation and translation services and to book the technology courts or the Mobile Info-Tech Trolley. In addition, the new website features an interactive virtual tour of the new building.

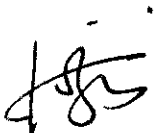
THE MOVE

14 The major move to the new building will take place on 17 June 2005 and over the weekend of 18 and 19 June 2005. Lawyers can continue to file documents through the Electronic Filing System (“EFS”) during this period, but registry staff will not be able to process the EFS documents due to the migration of the computer systems during the move.

15 Lawyers with urgent applications may bring the hard copies of the relevant documents to the Legal Registry at Level 1, City Hall building, which will continue to operate on 17 and 18 June 2005 during the usual office hours.

16 The LawNet Service Bureau at Level 2, City Hall building will also continue to operate on 17 June 2005 during its usual office hours. However, it will be closed on 18 June 2005. Lawyers who wish to file documents through the Bureau on that day may proceed to the LawNet Service Bureau located at Apollo Centre, 2 Havelock Road #06-01/11 Singapore 059765.

Dated this 16th day of June 2005.

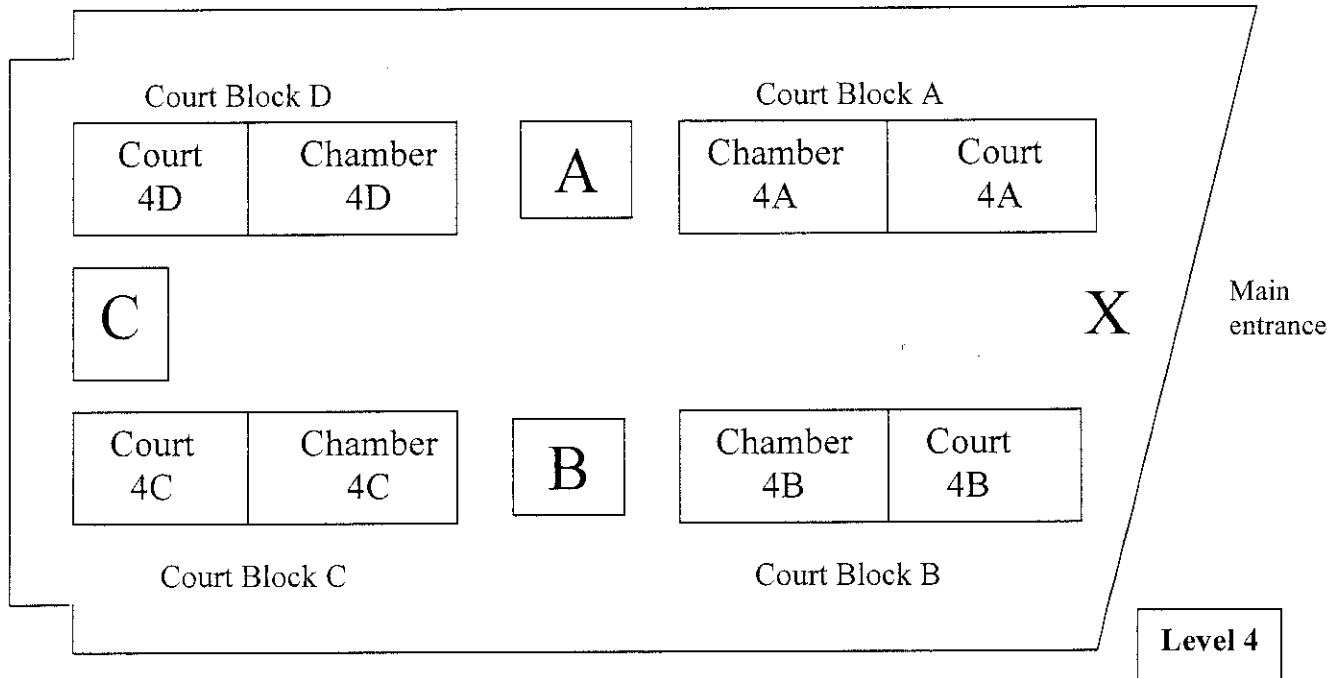


KOH JUAT JONG
REGISTRAR
SUPREME COURT

HOW TO LOCATE COURTROOMS AND CHAMBERS

Courtrooms and chambers are located on Levels 2 to 6 and at Level 9. They are numbered to enable the visitor or court user to locate them easily and quickly.

Courtrooms and Chambers on Levels 2 to 6



The number refers to the level and the alphabet refers to the court block in which the courtroom or chamber is located.

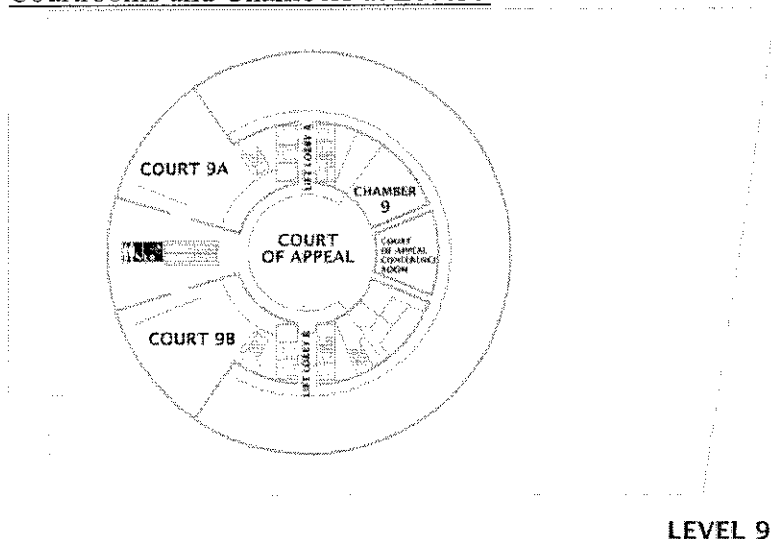
For example, Court 4A is located at Level 4 at Court Block 'A', while Chamber 6C is located at Level 6 at Court Block 'C'.

Please also note the following:-

On Level 5, Courts 5E and 5F are located at **Court Blocks A and B** respectively.

On Level 6, Chambers 6E and 6F are located at **Court Blocks A and B** respectively.

Courtrooms and Chambers at Level 9



LEVEL 9.

ORGANISATION OF THE LEGAL REGISTRY

Name of Unit	Matters handled by the Unit
Writs	<ul style="list-style-type: none"> • Writs • Draft Orders of Court/ Judgments • Service of Processes out of jurisdiction • Subpoena • Pre-trial Conferences • Assessment of Damages • Ancillary Matters in Divorce Proceedings • Civil Appeals to the Court of Appeal
Originating Summons	<ul style="list-style-type: none"> • Originating Summons • Originating Motions • Petitions • Summons-in-chambers • Motions • Taxation
Trials and Appeals	<ul style="list-style-type: none"> • Trials • Registrar's Appeals • Appeals from the Subordinate Courts and Small Claims Tribunals • Other appeals (other than appeals to the Court of Appeal) • Records • Booking of Technology Courts
Insolvency	<ul style="list-style-type: none"> • All bankruptcy matters • Company Winding-up matters • Judicial Management matters • Limited Liability Partnership matters
Specialised Matters	<ul style="list-style-type: none"> • All probate matters • Power of Attorney • Practising Certificates • Admission of Advocates and Solicitors
Sheriff's Section	<ul style="list-style-type: none"> • Writs of Seizure and Sale • Writs of Possession • Warrants of Arrest (Admiralty) • Bills of Sale
Criminal Matters	<ul style="list-style-type: none"> • Preliminary Inquiries • Criminal Cases • Criminal Appeals to the Court of Appeal • Magistrate's Appeals from the Subordinate Courts • Criminal Motions • Criminal Revisions • Criminal References • Show Cause proceedings

Note: -

- For the manual filing of non-EFS documents, this should be done at the relevant counters handling the specific matter. For instance, a summons-in-chambers can be filed in general at the “Originating Summons” counter but a summons-in-chambers application for a bankruptcy matter should be filed at the ‘Insolvency’ counter at the Legal Registry.
- Please also note that in general any hard copy documents for use in civil trials should be filed at the “Trials and Appeals” Counter while any hard copy documents for use in criminal trials should be filed at the “Criminal Matters” Counter.
- Lawyers or court clerks may leave documents intended for a specific Judge or Registrar at the “Enquiries and Despatch” counter. Please ensure that the documents have been clearly marked with the name of the specific Judge or Registrar before they are placed at the dispatch counter.
- After the Legal Registry is closed for the day, lawyers or court clerks may deposit documents intended for filing at the Legal Registry in the deposit box at the Information Counter at Level 1. Please ensure that the documents have been clearly marked with the registry counter with which the documents would have been filed if they had been filed at the Legal Registry or alternatively, with the name of the specific Judge or Registrar to whom the documents are intended to be submitted. Please note that the deposit box at the Information Counter is cleared at 8.45 am each day and documents deposited in the deposit box will be deemed to be filed at the time of clearance.
- Requests for urgent processing and the fixing of urgent dates by registrars should be directed at the court staff stationed at the counters, who will route the relevant documents to the Duty Registrar’s chambers.
- If you are acting for an accused person in criminal proceedings and have been given leave by the Judge to see your client at the lock-up after the hearing, please proceed to the “Criminal Matters” Counter at the Legal Registry and inform the court staff at the counter. He or she will arrange for a prison officer to escort you from the Legal Registry to the lock-up.
- Any query in relation to a specific matter (including queries on rejection of documents or the date fixed for a particular hearing) or any request in relation to the fixing of cases or applications for hearing should be directed at the counter that is in charge of the matter. For example, any query in relation to the filing of bankruptcy petitions may be directed to the court staff at the “Insolvency” counter. However, please note that while court staff may give general procedural information, they are not permitted to give specific legal advice. In addition, the responsibility for any document filed remains with the person who filed the document.

DIRECTORY FOR LAWYERS

LEVEL	
Basement 2	<ul style="list-style-type: none"> • Supreme Court Auditorium
Basement 1	<ul style="list-style-type: none"> • Bar Room • Conference Room B1-4 • Industrial Arbitration Court • Meeting Rooms B1-1 to 3
Level 1	<ul style="list-style-type: none"> • Information Counter • Children's Corner • Disciplinary Committee Secretariat • Electronic Filing System Unit • LawNet Service Bureau • Meeting Room 1-1 • Public Lounge • Supreme Court Gallery • Supreme Court Library • The Academy Bistro
Level 2	<ul style="list-style-type: none"> • Courts 2A to 2B • Chambers 2A to 2B • Legal Registry • Mediation Chambers 1 to 4 - Breakout Rooms A to H • Registrars' Chambers 1 to 8
Level 2A	<ul style="list-style-type: none"> • Appeals Board (Land Acquisition) • Court Reporting Services
Level 3	<ul style="list-style-type: none"> • Courts 3A to 3D • Chambers 3A to 3D
Level 3A	<ul style="list-style-type: none"> • Commissioners for Oaths
Level 4	<ul style="list-style-type: none"> • Courts 4A to 4D • Chambers 4A to 4D • LawNet Training Centre • Media Centre • Meeting Room 4-1 • Singapore Academy of Law - Board of Commissioners for Oaths & Notaries Public • Singapore Mediation Centre

Annex C

Level 4A	<ul style="list-style-type: none"> • Singapore Academy of Law <ul style="list-style-type: none"> - Human Resource & Administration - Management Information Systems - Stakeholding Services
Level 5	<ul style="list-style-type: none"> • Courts 5A to 5F • Chambers 5A to 5D
Level 5A	<ul style="list-style-type: none"> • Singapore Academy of Law <ul style="list-style-type: none"> - Accounts & Membership - Corporate Communications - Law Reporting - Legal Education & Studies - Professional Affairs
Level 6	<ul style="list-style-type: none"> • Courts 6A to 6D • Chambers 6A to 6F • Singapore Academy of Law <ul style="list-style-type: none"> - Director's Office - International Promotion of Singapore Law - LawNet - Publications - Research & Law Reform
Level 9	<ul style="list-style-type: none"> • Court of Appeal • Courts 9A to 9B • Chamber 9 • Court of Appeal Conference Room