

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**

**REGISTRAR'S CIRCULAR NO. 4 OF 2015**

**REVISED OPERATING HOURS OF STATE COURTS'  
REGISTRIES AND COUNTERS ON SATURDAYS  
WITH EFFECT FROM 5 DECEMBER 2015**

To optimise and better manage the State Courts' resources, the operating hours of the State Courts' registries and counters on Saturdays will be revised from 5 December 2015.

2 The Civil Registry, Crime Registry (including Magistrate's Complaint Counter), Neighbour Disputes/Harassment Cases Registry, Small Claims Tribunals and Bailiffs Section will be closed on Saturdays. Criminal Mentions Court 26 will continue to hear cases on Saturdays from 8.30 am to 1.00 pm. While applications for bail will not be affected by the closure of the Crime Registry, the applications will be processed in Court 26 on Saturdays, with effect from 5 December 2015.

3 Court users and members of the public who wish to enquire about court processes and procedures may approach the Information Counter Officer for assistance. They may also call 1800-JUSTICE (1800-5878423) or visit [www.statecourts.gov.sg](http://www.statecourts.gov.sg) for information.

4 The revision of the operating hours of the registries and counters on Saturdays from 5 December 2015 is implemented via a three-month pilot scheme. We will review the operating hours at the end of the pilot period. Please email [contact@statecourts.gov.sg](mailto:contact@statecourts.gov.sg) for clarification.

Dated this 9<sup>th</sup> day of November 2015.



JENNIFER MARIE  
REGISTRAR  
STATE COURTS

**Updated Operating and Filing Hours of State Courts' Registries and Counters  
With Effect From 5 December 2015**

Registry/Counter	Location	Days	Operating Hours	Filing Hours
<b>Civil Registry</b>	Level 1, State Courts Building	<b>Mondays - Thursdays*</b>	8.30 am - 1.00 pm 2.00 pm - 6.00 pm	Filings for civil applications are to be done at: <b>LawNet &amp; CrimsonLogic Service Bureau</b> <b>133 New Bridge Road</b> <b>Chinatown Point, #19-01/02</b> <b>Singapore 059413</b>  Operating hours: <b>Mondays to Fridays*</b> 8.30 am - 5.00 pm  <b>Saturdays*</b> 8.30 am – 12.30 pm  <u>Contact details:</u> Tel: (65) 6538 9507 Fax: (65) 6438 6350 Email: apollosb@crimsonlogic.com.sg  Website: www.crimsonlogic.com.sg/service-bureaus.html
		<b>Fridays*</b>	8.30 am - 1.00 pm 2.00 pm - 5.30 pm	
		<b>Saturdays</b>	<b>Closed with effect from 5 Dec 2015</b>	
<b>Crime Registry</b>	Level 1, State Courts Building	<b>Mondays - Thursdays*</b>	8.30 am - 1.00 pm 2.00 pm - 5.30 pm	9.00 am - 12.00 pm 2.00 pm - 5.00 pm
		<b>Fridays*</b>	8.30 am - 1.00 pm 2.00 pm - 5.30 pm	9.00 am - 12.00 pm 2.00 pm - 4.30 pm
		<b>Saturdays</b>	<b>Closed with effect from 5 Dec 2015</b>	
<b>Bail Centre</b>	Level 1, State Courts Building	<b>Mondays - Thursdays*</b>	9.00 am - 1.00 pm 2.00 pm - 6.00 pm	9.00 am - 12.30 pm 2.00 pm - 5.00 pm
		<b>Fridays*</b>	9.00 am - 1.00 pm 2.00 pm - 5.30 pm	9.00 am - 12.30 pm 2.00 pm - 4.30 pm
		<b>Saturdays*</b>	9.00 am - 1.00 pm	9.00 am - 12.00 pm
		<b>operating in Court 26 on Saturdays with effect from 5 Dec 2015</b>		
<b>Neighbour Disputes Registry</b>	Level 1, State Courts Building	<b>Mondays - Thursdays*</b>	8.30 am - 1.00 pm 2.00 pm - 6.00 pm	9.00 am - 12.00 pm 2.00 pm - 5.00 pm
		<b>Fridays*</b>	8.30 am - 1.00 pm 2.00 pm - 5.30 pm	9.00 am - 12.00 pm 2.00 pm - 4.30 pm
		<b>Saturdays</b>	Closed	

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Registry/Counter	Location	Days	Operating Hours	Filing Hours
<b>Harassment Cases Registry</b>	Level 1, State Courts Building	<b>Mondays - Thursdays*</b>	8.30 am - 1.00 pm 2.00 pm - 6.00 pm	From 1 November 2015, filings for protection from harassment (i.e. applications for protection order & non-publication order) are to be done at: <b>LawNet &amp; CrimsonLogic Service Bureau</b> <b>133 New Bridge Road</b> <b>Chinatown Point, #19-01/02</b> <b>Singapore 059413</b>  <u>Operating hours:</u> <b>Mondays to Fridays*</b> 8.30 am - 5.00 pm  <b>Saturdays*</b> 8.30 am – 12.30 pm  <u>Contact details:</u> Tel: (65) 6538 9507 Fax: (65) 6438 6350 Email: apollo <b>sb</b> @crimsonlogic.com.sg  Website: <a href="http://www.crimsonlogic.com.sg/service-bureaus.html">www.crimsonlogic.com.sg/service-bureaus.html</a>
		<b>Fridays*</b>	8.30 am - 1.00 pm 2.00 pm - 5.30 pm	
		<b>Saturdays</b>	<b>Closed with effect from 5 Dec 2015</b>	
<b>Small Claims Tribunals (SCT)</b>	Level 1, State Courts Building	<b>Mondays - Thursdays*</b>	8.30 am - 6.00 pm	9.00 am - 5.00 pm
		<b>Fridays*</b>	8.30 am - 5.30 pm	9.00 am - 4.30 pm
		<b>Saturdays</b>	<b>Closed with effect from 5 Dec 2015</b>	Alternatives for filing SCT claims ( <i>subject to the claim forms being properly completed and requirements adhered to</i> ):  (i) fax to 65364478 or 64355994  (ii) “drop-in box” at the State Courts Information Counter  The claim form can be downloaded from <a href="http://www.statecourts.gov.sg">www.statecourts.gov.sg</a> >Filing a Claim at the Small Claims Tribunals.
<b>Bailiffs Section</b>	Level 1, State Courts Building	<b>Mondays - Thursdays*</b>	8.30 am - 1.00 pm 2.00 pm - 6.00 pm	Filings for enforcement of civil court orders are to be done at: <b>LawNet &amp; CrimsonLogic Service Bureau</b> <b>133 New Bridge Road</b> <b>Chinatown Point, #19-01/02</b> <b>Singapore 059413</b>
		<b>Fridays*</b>	8.30 am - 1.00 pm 2.00 pm - 5.30 pm	

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Registry/Counter	Location	Days	Operating Hours	Filing Hours
				<p><u>Operating hours:</u>  <b>Mondays to Fridays*</b>            8.30 am - 5.00 pm</p> <p><b>Saturdays*</b>            8.30 am – 12.30 pm</p> <p><u>Contact details:</u>            Tel: (65) 6538 9507            Fax: (65) 6438 6350            Email:            apollosb@crimsonlogic.com.sg</p> <p>Website:            www.crimsonlogic.com.sg/service-bureaus.html</p>
		<b>Saturdays</b>	<b>Closed with effect from 5 Dec 2015</b>	
<b>State Courts Centre for Dispute Resolution</b>	Level 1, State Courts Building	<b>Mondays - Thursdays*</b>	8.30 am - 1.00 pm 2.00 pm - 6.00 pm	
		<b>Fridays*</b>	8.30 am - 1.00 pm 2.00 pm - 5.30 pm	
		<b>Saturdays</b>	Closed	
<b>Finance</b>	Level 1, State Courts Building	<b>Mondays - Fridays*</b>	8.30 am - 1.00 pm 2.00 pm - 5.00 pm	
		<b>Saturdays*</b>	8.30 am - 12.30 pm  Only for the payment of fine, cash bail, and court fee.  All other services, such as collection of bank documents by bailors (for non-cash bail) and bailiff-related payments, are available only from Mondays to Fridays.	
<b>Information Counter</b>	Level 1, State Courts Building	<b>Mondays - Thursdays*</b>	8.30 am - 6.00 pm	
		<b>Fridays*</b>	8.30 am - 5.30 pm	
		<b>Saturdays*</b>	8.30 am - 1.00 pm	

\*closed on public holidays

**Revised Operating Hours of State Courts'  
Registries and Counters on Saturdays  
With Effect From 5 December 2015**

**Frequently Asked Questions and Answers**

1. *Why did you decide to close the registry and counter operations on Saturdays?*

The decision to revise our operating hours on Saturdays was made after careful consideration. We recognise that court users may prefer to come to the State Courts on Saturdays to find out more about the processes and procedures related to their matters, or file their applications over the counters without having to take time off work to do so on a weekday. However, it was also observed that the number of court users coming to the State Courts on Saturdays is not large. Therefore, we surveyed the number of enquiries and filings made on Saturdays over a period of six months. The results showed significantly fewer enquiries and filings made on Saturdays than on weekdays.

Thus, to optimise and better manage our resources, we are closing the operations of the registries and counters on Saturdays from 5 December 2015.

As the Criminal Mentions Court 26 will continue to hear cases on Saturdays from 8.30 am to 1.00 pm, the supporting services such as the Finance and Bail Counters will remain open on Saturdays. To streamline the management of bail applications on Saturdays, the applications will be processed in Court 26 on Saturdays, with effect from 5 December 2015.

The revised operating hours on Saturdays is implemented via a three-month pilot scheme. We will review the operating hours at the end of the pilot to assess if refinements to our operations of Saturdays are necessary.

2. *What can one do if he/she needs to make enquiries about court matters on Saturdays?*

Court users who are seeking information about court processes and procedures can approach our Information Counter Officer for assistance. Instead of coming to the State Courts, they can also call 1800-JUSTICE (1800-5878423) or visit [www.statecourts.gov.sg](http://www.statecourts.gov.sg).

3. *So, no application can be filed on Saturdays?*

**Bail applications in Court 26**

Only bail applications can be filed and processed on Saturdays. Applicants (bailors) should go to Court 26 to make the applications.

**Filing for civil matters to be made at the CrimsonLogic Service Bureau in Chinatown Point**

Filings for civil matters, including protection from harassment and writ of seizure and sale, are to be made at the LawNet & CrimsonLogic Service Bureau.

LawNet & CrimsonLogic Service Bureau  
133 New Bridge Road  
Chinatown Point, #19-01/02  
Singapore 059413

Operating hours:

<b>Mondays to Fridays*</b>	<b>Saturdays*</b>
8.30 am - 5.00 pm	8.30 am – 12.30 pm

\* closed on public holidays

Contact details:

Tel: (65) 6538 9507  
Fax: (65) 6438 635

Email: [apollosb@crimsonlogic.com.sg](mailto:apollosb@crimsonlogic.com.sg)  
Website:  
[www.crimsonlogic.com.sg/service-bureaus.html](http://www.crimsonlogic.com.sg/service-bureaus.html)

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**Frequently Asked Questions and Answers**

**Alternative filing options for small claims**

For the filing of small claims, the claimant can either:

- (a) fax the completed claim form and relevant documents to 65364478 or 64355994; or
- (b) deposit the completed claim form and relevant documents into the “drop-in box” at the Information Counter.

The claim form can be downloaded from [www.statecourts.gov.sg](http://www.statecourts.gov.sg)>Filing a Claim at the Small Claims Tribunals.

The claim form filed via the above options must adhere to the SCT's requirements and be properly completed.

The SCT accepts filing from 9.00 am to 5.00 pm on Mondays to Thursdays and from 9.00 am to 4.30 pm on Fridays, excluding public holidays. Therefore claimants can also consider filing an SCT claim on a weekday.

**Filing of Magistrate's Complaints on weekdays only**

Magistrate's Complaints can only be filed on weekdays, except public holidays, from 9.00 am to 5.00 pm on Mondays to Thursdays and from 9.00 am to 4.30 pm on Fridays, excluding lunch time between 1.00 pm and 2.00 pm.