

Guidance Note on Hyperlinking of Bundles

EXECUTIVE SUMMARY

- Parties are to work together to submit a single CD-ROM or DVD-R containing all the hyperlinked documents (including hyperlinked written Cases) by no later than 4pm on the Monday three weeks before the start of the sitting period of the CA or the AD (as the case may be) within which the appeal is scheduled for hearing. The parties should not be submitting the hyperlinked documents separately.
- If the aggregate file size of the hyperlinked documents exceeds 8.5GB, parties may submit a single: (i) thumb drive; (ii) link to download from the parties' server; or (iii) link to download from a document sharing platform.
- There should be a single electronic folder (i.e. with no sub-folders) containing each party's documents, and the Record of Appeal.
- The electronic folder is to contain the relevant documents in full, and not extracts. For example, the Appellant's Core Bundle is to be contained in the electronic folder in full. It is not permissible to include just the specific pages of the Appellant's Core Bundle that the written Case refers to.

GENERAL HYPERLINKING REQUIREMENTS

- 1 Parties are required to insert hyperlinks for references made to any Core Bundle, Record of Appeal or Bundle of Authorities found in the following documents (collectively described as "**written Cases**"):
 - (a) the Appellant's Case;
 - (b) the Respondent's Case; and
 - (c) the Appellant's Reply.
- 2 If a party refers to a specific paragraph in another written Case, such a reference should also be hyperlinked to the hyperlinked version of the written Case.
- 3 The hyperlinks are to be embedded within each reference that is set out in the margin or footnote of each of the documents mentioned at paragraph 1 above. The hyperlink should navigate to the specific page of the document referred to. All hyperlinks must be "relative links" and not "absolute links" that depend on the specific file location in the computer that is used to create the hyperlink. To ensure that "relative links" are created, parties should create the folder on a local folder (and not a network drive) in the computer that is used to create the hyperlinks.

- 4 Parties should verify that each of the created hyperlinks are “relative links” by transferring the folder to an external storage medium and testing the hyperlinks therein while using that external storage medium. Alternatively, the folder may be transferred to a separate computer and the hyperlinks may then be tested using that separate computer.
- 5 Parties may also choose to engage an external litigation document service provider that will manage the hyperlinking processes to ensure that the relevant documents are hyperlinked in the manner as specified in this Guidance Note.
- 6 The documents should be in Portable Document Format (“**PDF**”). When hyperlinking to another PDF, selecting the linked document should lead to the linked document opening in a new window. Further information on how to use Adobe Professional to create hyperlinks is set out at Annex A below.

GUIDELINES ON SUBMISSION OF HYPERLINKED DOCUMENTS

Single Submission

- 7 Parties are to work together to submit a single CD-ROM or DVD-R, containing all the hyperlinked written Cases. In other words, the single CD-ROM or DVD-R submitted should contain the Record of Appeal, the Appellant’s Core Bundle and Bundle of Authorities, the Respondent’s Core Bundle and Bundle of Authorities, the hyperlinked Appellant’s Case, the hyperlinked Respondent’s Case and the hyperlinked Appellant’s Reply (if any).
- 8 The parties should not be submitting the hyperlinked documents separately. For example, it is not permissible for the Appellant to submit the hyperlinked Appellant’s Case and the hyperlinked Appellant’s Reply in one CD-ROM or DVD-R and for the Respondent to submit the hyperlinked Respondent’s Case in another CD-ROM or DVD-R.

Mode of Submission

- 9 The hyperlinked documents should be submitted in a CD-ROM or DVD-R by default.
- 10 If the aggregate file size of the hyperlinked documents exceeds 8.5GB, the parties may submit a single: (a) thumb drive; (b) link to download from the parties’ server; or (c) link to download from a document sharing platform. The submission of the link to download

the documents from the parties' server or a document sharing platform, if any, is to be made via email to supct_registry@judiciary.gov.sg.

Organisation of Hyperlinked Documents

- 11 Please take note of the points set out at paragraphs 12 to 16 below for the organisation of the hyperlinked documents.

Single Folder and Folder Name

- 12 There should be a single electronic folder containing each party's documents, and the Record of Appeal. No electronic sub-folders should be created with the single electronic folder. Further directions may be given on how to name the documents in matters involving cross-appeals or related appeals.

- 13 The electronic folder must be named as the Appeal Number. For example, "CA_CA_2_2021".

No Duplication and No Extraction of Documents

- 14 Parties are to note that there is to be no duplication of documents across the electronic folder. For example, the folder is to contain only one copy of the Appellant's Case.
- 15 The electronic folder is to contain the relevant documents in full, and not extracts. For example, the Appellant's Core Bundle is to be contained in the electronic folder in full. It is not permissible to include just the specific pages of the Appellant's Core Bundle that the relevant written Case has cited.

Document Names

- 16 The files in the electronic folder must be named in accordance with the format set out in paragraph 122(16) of the Supreme Court Practice Directions 2021:

<party> - <document title>

For example:

1st Appellant - Appellant's Case

1st Appellant - Appellant's Reply

1st Appellant - Bundle of Authorities Vol 1

1st Appellant - Bundle of Authorities Vol 2

1st Appellant - Record of Appeal Vol 1

1st Appellant - Record of Appeal Vol 2

Timelines for Submission

- 17 The hyperlinked documents are to be submitted to the Registry no later than 4pm on the Monday three weeks before the start of the sitting period of the Court of Appeal (“**CA**”) or the Appellate Division of the High Court (“**AD**”) within which the appeal is scheduled for hearing, regardless of the actual day (within that sitting period) on which the appeal is scheduled for hearing before the CA or the AD.
- 18 If an external service provider is engaged, the Registry should be informed as soon as possible and the Registry should also be given access (i.e., instructions, user ID and password) to the document sharing platform on which the hyperlinked documents may be accessed, no later than 4pm on the Monday three weeks before the start of the sitting period of the CA or the AD within which the appeal is scheduled for hearing, regardless of the actual day (within that sitting period) on which the appeal is scheduled for hearing before the CA or the AD.

Other Requirements

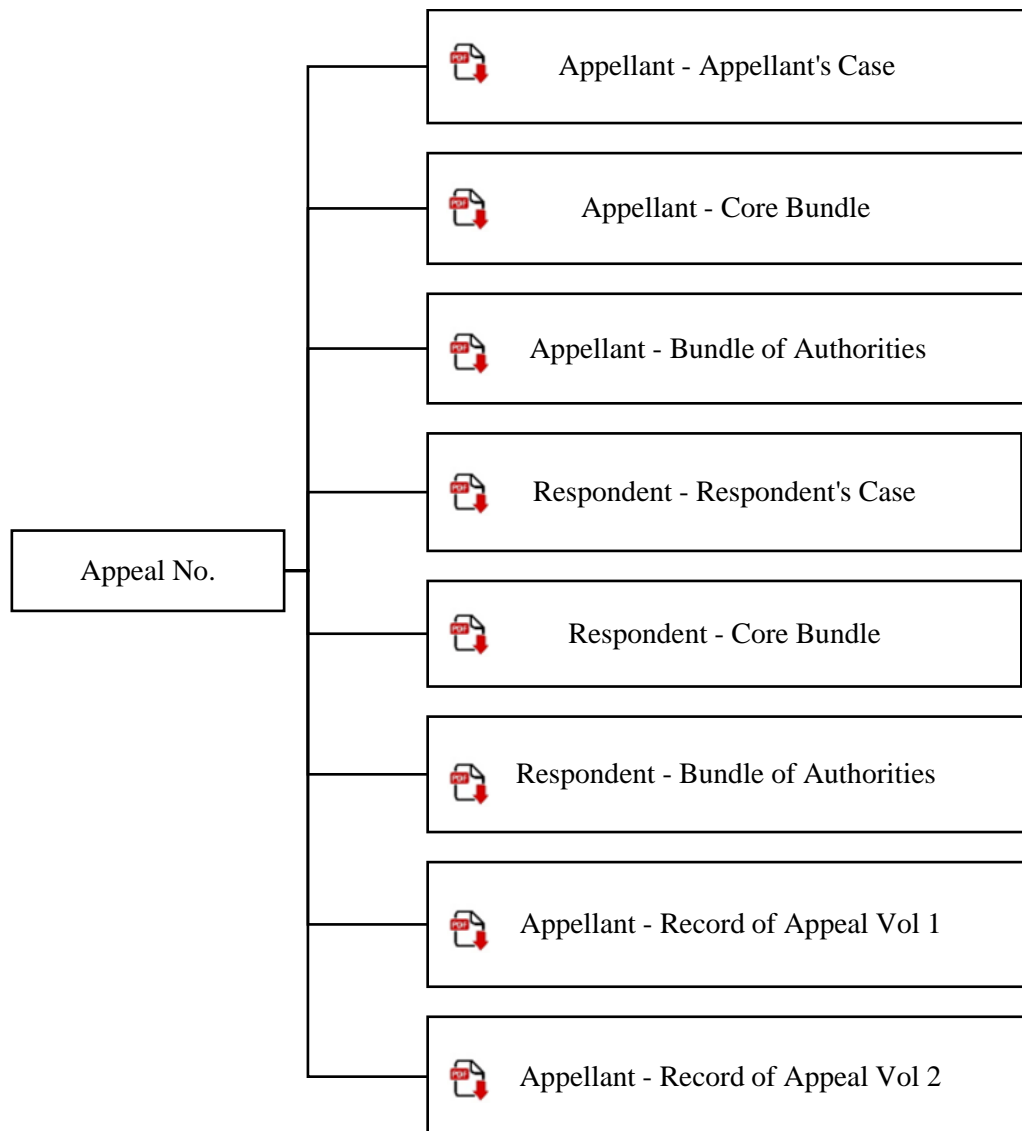
- 19 For the avoidance of doubt, unless the court directs otherwise, hard copy documents and soft copy documents will still need to be submitted in accordance with the Rules of Court 2021 and Supreme Court Practice Directions 2021.

ANNEX A – HOW TO ADD HYPERLINKS IN A PDF USING ADOBE PROFESSIONAL

(NB: This is only for reference. Parties may choose to use any other software that is compatible with the PDF format to create the same hyperlinking result.)

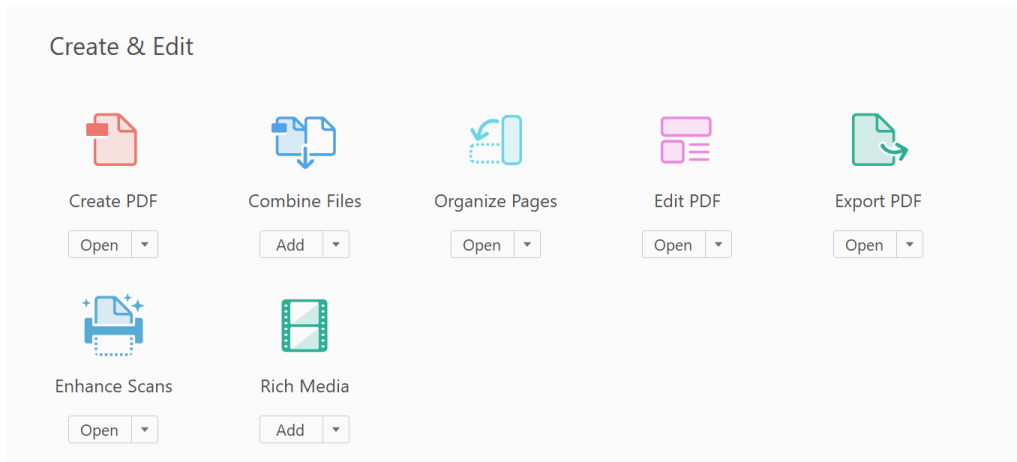
1. Documents must all be saved and stay fixed in the same folder, named according to the Supreme Court Practice Directions 2021.

E.g.



Selecting Text To Hyperlink

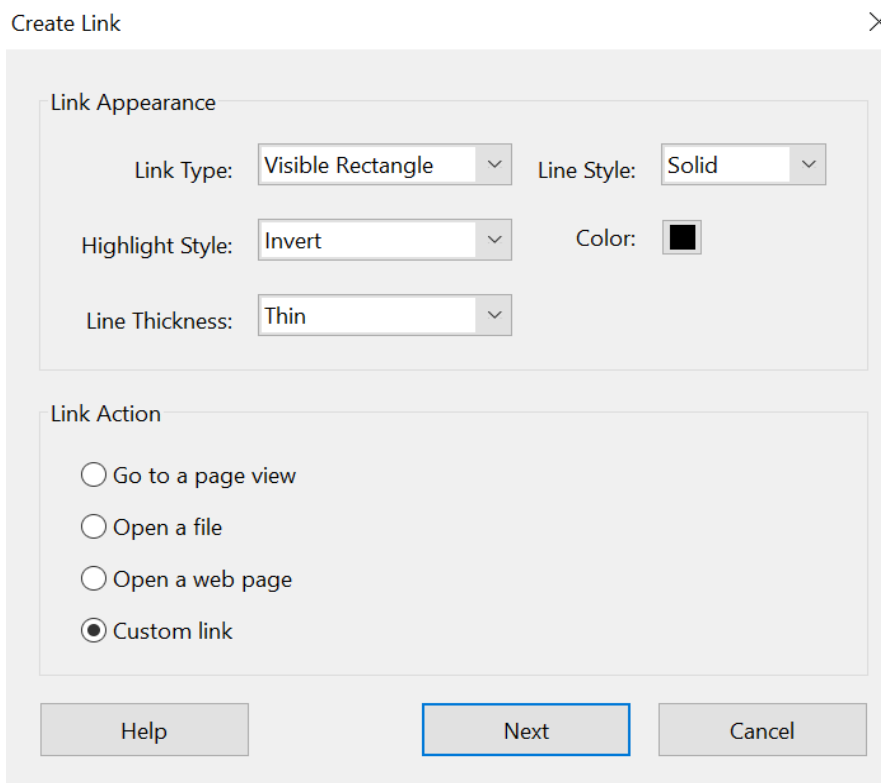
2. Using Adobe Professional, open both the "source" and "destination" document(s). In the "source" document, select "Tools", and "Edit PDF".



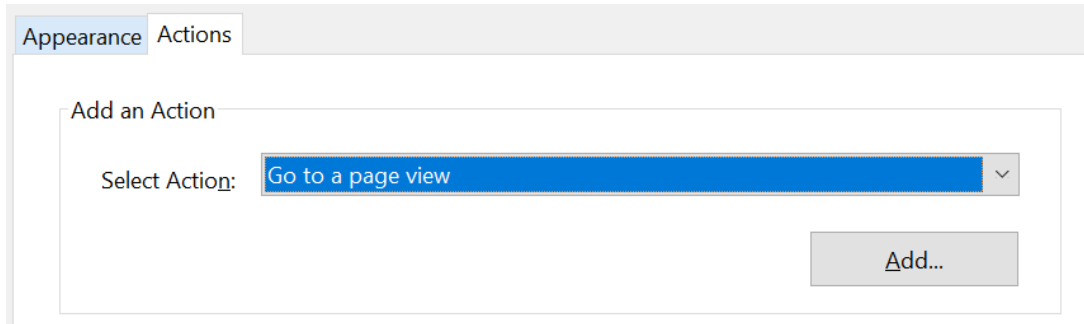
3. Select "Link" from the list of new edit options that appear.
4. Select "Add/Edit Web or Document Link" and draw a box around the "source words".
5. Alternatively, if the document has been scanned for Optical Character Recognition ("OCR"), you may (a) select the text that you wish to hyperlink; (b) right click on the selected text; and (c) select "Create Link" from the list of options that appear.

Creating Hyperlink

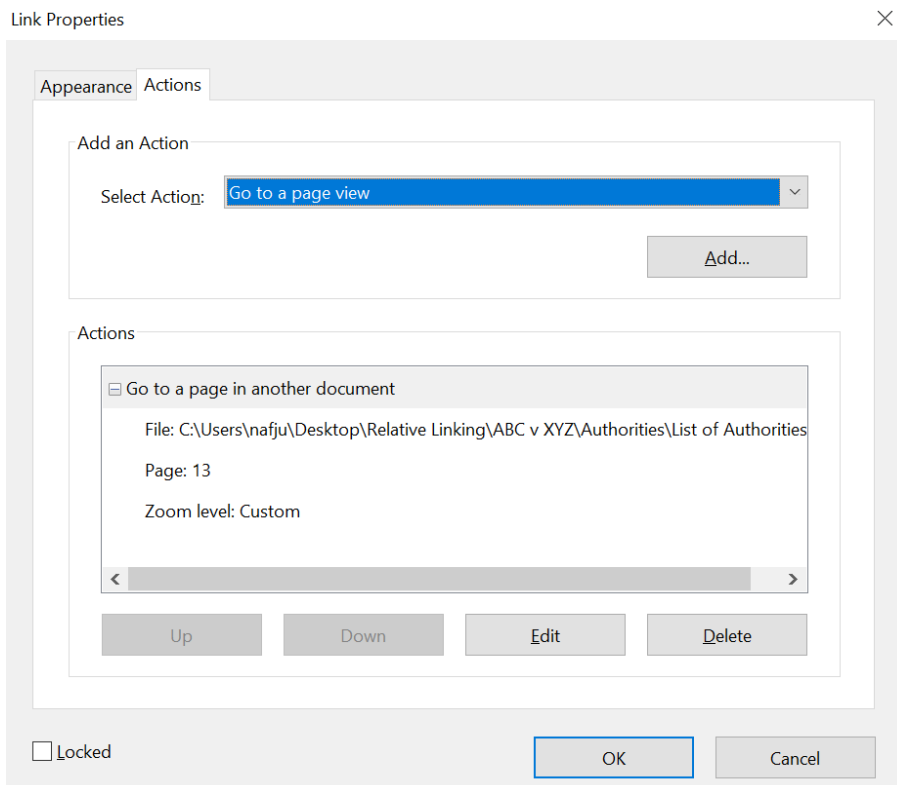
6. Select "Custom Link". Please select the "Link Type: Visible Rectangle".



7. In the new overlay window, select "Actions" > "Go to a page view" > Click "Add".

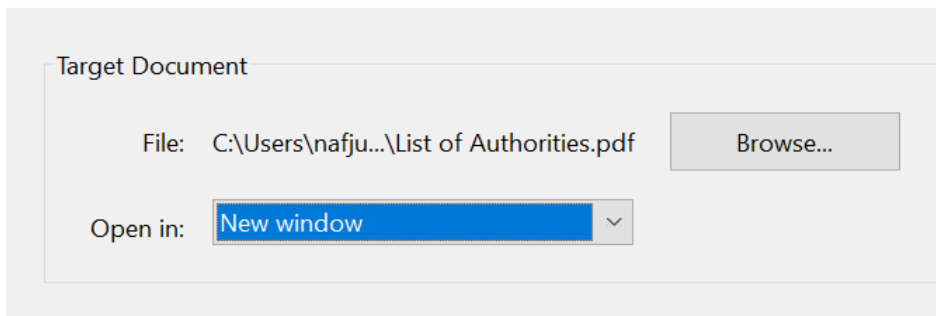


8. You will be asked to indicate the “destination” page, which can be on a different document. Select your “destination” document and scroll to the relevant page or section, and draw a rectangle there. Click “Set Link”.
9. Return to your “source” document and “edit” the link that was just created. Under “Link Properties”, it should state under “Actions” that the link will “Go to a page in another document”:



10. Click “Edit”.
11. Under the “Open in:” option, select “New window”:

Go to a page in another document



12. Click "OK" and save your "source" PDF.
13. The whole set of PDFs should retain their file name and remain in their original folder that they were in at the time the hyperlink was created. So long as that is done, the folder can be copied onto other computers, and the hyperlinks between/across documents will continue to work.