

4.

O. 7, r. 2

ORIGINATING SUMMONS  
IN THE HIGH COURT/SUBORDINATE COURTS OF  
THE REPUBLIC OF SINGAPORE

O.S. No. )

of 20 . )

(Seal) )

(In the matter of )

Between

Plaintiff.

And

Defendant.

Let all parties concerned attend before the Judge (or Registrar) on

(date/time), on the hearing of an application by the plaintiff  
that .

Dated this day of 20 .

Registrar.

Memorandum to be subscribed on the summons.

This summons is taken out by of

solicitor for the said plaintiff whose address is  
(or where the plaintiff sues in person). This summons is taken out by the said  
plaintiff who resides at and is (state occupation) and  
(if the plaintiff does not reside within the jurisdiction) whose address for service is

*Note:* This summons may not be served more than 6 calendar months after the above date  
unless renewed by order of the Court.

If a defendant does not attend personally or by his counsel or solicitor at the time and  
place abovementioned such order will be made as the Court may think just and expedient.

Unless otherwise provided in any written law, where the plaintiff intends to adduce  
evidence in support of an originating summons he must do so by affidavit, and must file  
the affidavit or affidavits and serve a copy thereof on every defendant not later than 7  
days after the service of the originating summons.

5.

O. 7, r. 2

EX PARTE ORIGINATING SUMMONS  
IN THE HIGH COURT/SUBORDINATE COURTS OF  
THE REPUBLIC OF SINGAPORE

O.S. No. )  
of 20 . )  
(Seal) )

(In the matter of )

And

Applicant.

Let all parties concerned attend before the Judge (or Registrar) on  
(date/time), on the hearing of an application by  
that

Dated this day of 20 .

Registrar.

This summons is taken out by of  
solicitor for the applicant whose address is

*Note:* Unless otherwise provided in any written law, the applicant must file a supporting affidavit or affidavits at the time of filing of the originating summons.