

Supreme Court Practice Directions (Amendment No. 1 of 2017)

Part II: GENERAL MATTERS

28. Authorisation for collection of mail and Court documents

(1) ~~Without prejudice to sub-paragraphs (3) and (4), a~~ All law firms are required to notify the Legal Registry of the Supreme Court of the particulars ~~indicate their authorisation of any particular~~ person(s) authorised to collect Court documents or mail from the Supreme Court on their behalf by submitting a request to authorise user through the Electronic Filing Service, providing such person with a card which shall conform with the specimen set out in Form 4 of Appendix A of these Practice Directions.

~~(2) The card shall:~~

~~(a) be clearly typed;~~

~~(b) measure 8.50 cm x 5.00 cm;~~

~~(c) be laminated, or held in a clear plastic envelope, case or wallet;~~

~~(d) be numbered, sealed, signed and dated by the issuing law firm; and~~

~~(e) remain valid only up to 31 December of each year, provided always that no card shall be valid for any period exceeding one year.~~

~~(23) Where such authorised persons are no longer so authorised, law firms are required to revoke or delete the authorisation immediately by submitting a request through the Electronic Filing Service. Until receipt of such notification of revocation or deletion, Court documents and mail shall continue to be released to such authorised persons upon production of evidence of identification. Law firms remain responsible to recall or destroy any cards issued to persons whose authority to collect that firm's documents has been revoked. The Legal Registry of the Supreme Court must be immediately informed in writing of any lost or misplaced cards.~~

~~(34) Court documents and mail will only be released to Court clerks bearing such written authorisation. However,~~ Any solicitor may collect Court documents and mail on behalf of his firm and any litigant in person may collect documents and mail intended for him in any matter in which he is a party.

~~(4) A law firm may authorise a courier service-provider to collect Court documents or mail from the Supreme Court on their behalf. At the time of collection, the courier service-provider should produce a letter of authorisation which is printed on the law firm's letterhead and addressed to the courier service-provider. The said letter of authorisation should clearly state the case number, the name of the courier service-provider appointed to collect and the Court documents or mail to be collected. An employee or representative of the courier service-provider collecting the Court documents or mail may be requested to provide evidence that will~~

allow the Supreme Court to verify that he is an employee or representative from the courier service-provider and will have to acknowledge receipt of the Court documents or mail collected.

Part III: ORIGINATING PROCESSES AND DOCUMENTS

32. Personal service of processes and documents

(1) The attention of solicitors is drawn to Order 62, Rule 2(1) of the Rules of Court, which provides:

“Personal service must be effected by a process server of the Supreme Court or by a solicitor or a *solicitor’s clerk whose name and particulars have been notified to the Registrar for this purpose*:

Provided that the Registrar may, in a particular cause or matter, allow personal service to be effected by any other named person and shall, in that case, cause to be marked on the document required to be served personally, a memorandum to that effect.” [emphasis added.]

(2) Solicitors are ~~therefore~~ required to notify the Legal Registry of the Supreme Court of the particulars, ~~and any change thereof~~, of such clerks who have been authorised by them to serve processes and documents (“authorised process servers”) by submitting a request to authorise user through the Electronic Filing Service. Where such authorised process servers are no longer so authorised, solicitors are to revoke or delete the authorisation immediately by submitting a request through the Electronic Filing Service~~Form 5 of Appendix A to these Practice Directions~~. Solicitors’ clerks do not require the authorisation of the Registrar to effect personal service of processes and documents.

(3) As personal service can be effected by a solicitor or a solicitor’s clerk, Court process servers will not be assigned to effect personal service of processes and documents unless there are special reasons.

(4) If there are special reasons requiring personal service by a Court process server, a Request for such service should be filed through the Electronic Filing Service, setting out the special reasons. The approval of the Duty Registrar should then be obtained for such service. Once approval has been obtained, a process server will be assigned to effect service and an appointment for service convenient to both the litigant and the assigned process server will be given.

(5) On the appointed date, the person accompanying the process server should call at the Legal Registry. The amount required for the transport charges of the process server (a record of which will be kept) should be tendered. Alternatively, the Legal Registry should be informed beforehand that transport for the process server will be provided. The Legal Registry will then instruct the process server to effect service.

(6) Under no circumstances should any payment be made directly to the process server.

Part XI: APPEALS AND HEARINGS BEFORE COURT OF 3 JUDGES

90. Skeletal arguments for appeals before the High Court, Court of Appeal and Court of 3 Judges

[no changes to text]

Further skeletal arguments for civil and criminal matters before the Court of Appeal

(8A) Where the Court of Appeal orders further skeletal arguments (including any submissions on costs) to be filed for any civil or criminal matter, such skeletal arguments shall not exceed 10 pages unless otherwise directed by the Court of Appeal. Any skeletal arguments filed in breach of this requirement will be rejected. The cover page and backing page shall be excluded from any computation of the number of pages.

[no changes to text]

Part XIV: ELECTRONIC FILING AND SERVICE FOR CRIMINAL PROCEEDINGS

118. Timelines for filing

(1) Skeletal arguments that are to be electronically filed must be filed and served in accordance with the following timelines:~~at least 10 days before the hearing.~~

(a) in a case where the matter is before the High Court, at least 10 days before the hearing; and

(b) in a case where the matter is before the Court of Appeal, at least 10 days before the week of the Court of Appeal sitting (e.g., the skeletal arguments for matters listed for hearing in the Court of Appeal sitting commencing on 10 April 2017 must be filed no later than 31 March 2017).

[no changes to text]

Part XVI: ADMIRALTY MATTERS

130. Registration of service clerks for admiralty matters

(1) Pursuant to Order 70, Rule 7(3) and Rule 9(2) of the Rules of Court, service of a writ or execution of a warrant of arrest may be effected by a solicitor or a solicitor's clerk whose name and particulars have been notified to the Registrar.

(2) Solicitors' attention is drawn to paragraph 32(2) of these Practice Directions which requires solititorsare therefore required to notify the Legal Registry of the Supreme Court of the particulars of authorised process servers, ~~and any change thereof~~, who have been authorised by them to serve processes and execute warrants of arrest by submitting a request to authorise user through the Electronic Filing Service. Where such authorised process servers are no longer so authorised, solicitors are to revoke or delete the authorisation immediately by submitting a request through the Electronic Filing Service ~~Form 5 of Appendix A to these Practice Directions~~. Solicitors' clerks do not require the authorisation of the Registrar to effect personal service of processes and documents.

(3) Paragraphs 32(3) to 32(6) of these Practice Directions shall, mutatis mutandis, apply to the assignment of the Sheriff to effect service of a writ or execute a warrant of arrest.

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)

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 of Chamber number : _____
(if known)

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

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

Language/dialect:

<input type="checkbox"/>	Cantonese	<input checked="" type="checkbox"/>	Hainanese	<input checked="" type="checkbox"/>	Hakka
<input checked="" type="checkbox"/>	Hokkechew	<input type="checkbox"/>	Hokkien	<input type="checkbox"/>	Mandarin
<input checked="" type="checkbox"/>	Shanghainese	<input type="checkbox"/>	Teochew	<input type="checkbox"/>	Malayalam
<input type="checkbox"/>	Tamil	<input type="checkbox"/>	Javanese	<input type="checkbox"/>	Malay
<input type="checkbox"/>	Boyanese				

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

We undertake to inform the Head Interpreter by letter/facsimile transmission/telephone in the event of the case having been vacated, adjourned or settled.

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

Para. 28(1) ~~Specimen Authorisation Card~~

~~AUTHORISATION CARD FOR COLLECTION
OF MAIL AND COURT DOCUMENTS~~

~~The holder of this card [Name] [NRIC No.] is
authorised to collect mail and Court documents for M/s
..... for the year ending 31 December 20
:~~

~~AUTHORISATION CARD NO.~~

~~{Seal, signature and date}~~

~~M/s~~

~~Advocates and solicitors~~

~~Para. 32(2) Notification under Order 62, Rule 2(1) of the Rules of Court~~

To the Registrar of the Supreme Court

~~Notification under Order 62, Rule 2
(1) of the Rules of Court~~

~~S/No. NRIC No.
Name Comments~~

(See Note)

~~The above persons are employed by our firm, and have been authorised by us to serve and process documents under Order 62, Rule 2 (1) of the Rules of Court.~~

Sgd

Firm's Name

Date

~~Note:—To indicate here the solicitor's clerks who have left the employment of the firm, and whose authorisations to serve processes and documents have been revoked.~~

APPENDIX B

Para. 64(1)

WAITING PERIODS

S/N TYPE OF PROCEEDINGS

Target

[no changes to text]

17. Appeals in criminal matters from the State Courts (Magistrate's Appeals) **128** weeks from the date of receipt of the record of proceedings

Court of Appeal

18. Civil Appeals

Appeals before 3 or more Judges:
Ready to be heard in 19 weeks from date of Notification to collect Records of Proceedings*

Appeals before 2 Judges:
Ready to be heard in 15 weeks from date of Notification to collect Records of Proceedings

19. Criminal Appeals

158 weeks after the week of receipt of the last confirmation of the Record of Proceedings

* Counsel should note that in appropriate appeals, including appeals of public importance or jurisprudential significance, the time period may be extended to 25 weeks from date of Notification to collect Records of Proceedings.