

Supreme Court Practice Directions (Amendment No. 5 of 2017)

Part II: GENERAL MATTERS

21. Production of record of hearing

(1) Pursuant to Order 38A, Rule 1 of the Rules of Court, the Registrar hereby directs that with effect from 1 August 2005, there shall be audio recording of all open Court trials in actions begun by writs. Such audio recording shall be made using the Digital Transcription System (DTS) only.

~~(a) The audio recording made pursuant to sub-paragraph (1) shall, pursuant to Order 38A, Rule 1(1)(a), constitute the official record of hearing.~~

~~(b) In the event of any discrepancy between the audio recording and the transcript of the audio recording, the audio recording shall take precedence over the transcript.~~

~~(c) For the avoidance of doubt, any notes taken down by the Court in proceedings where audio recording is made shall not form part of the record of hearing.~~

(2) Pursuant to Order 38A, Rule 1(1)(b), ~~t~~The Registrar further directs that in proceedings where no audio recording is made, the notes of hearing shall be taken down by the Judge, judicial officer, Justices' Law Clerk or court officer, whether by hand or through the use of a computer or electronic device ~~and, pursuant to Order 38A, Rule 1(1)(b), the transcript of the notes of hearing shall constitute the official record of hearing.~~

(3) The provisions of sub-paragraph (1) and (2) are subject to any directions made by the Judge or judicial officer hearing the matter, or by the Registrar, whether or not upon application by the parties. Such directions may include the use of alternative means of producing transcripts.

(4) Where the Court makes such directions under sub-paragraph (3):

(a) the transcript of the notes of hearing shall, pursuant to Order 38A, Rule 1(1)(b), constitute the official record of hearing; and

(b) the parties shall inform the Registry by letter at least 7 working days before the scheduled hearing as to the mode by which the proceedings will be recorded.

(5) The costs of engaging a service provider shall be paid by the parties directly to the service provider.

(6) Requests for ~~copies of the record of hearing or certified~~ transcripts of the official record of hearing shall be made by filing the requisite Request electronic form through the Electronic Filing Service at least 7 working days before the scheduled hearing ~~and Form 3 of Appendix A of these Practice Directions in Portable Document Format (PDF) shall be attached to the Request electronic form.~~

(7) Sub-paragraph (6) shall apply to both civil and criminal proceedings.

22. Use of electronic and other devices

(1) In order to maintain the dignity of Court proceedings, the Honourable the Chief Justice has directed that, in all hearings in open Court or Chambers before a Judge or Registrar, video and/or image recording is strictly prohibited.

(2) Additionally, all communications with external parties and audio recording during a hearing are strictly prohibited without prior approval of the Judge or Registrar hearing the matter.

(3) Court users are permitted to use notebooks, tablets and other electronic devices to take notes of evidence and for other purposes pertaining to the proceedings during hearings, provided that such use does not in any way disrupt or trivialise the proceedings.

(4) The attention of court users is also drawn to [section 5 of the Administration of Justice \(Protection\) Act 2016 \(Act No. 19 of 2016\)](#). ~~Order 38A, Rule 4, which states:~~

~~Prohibition on unauthorised audio recording (O. 38A, r. 4)~~

~~4.—(1) No person shall make any audio recording of any hearing without the approval of the Court.~~

~~(2) A person who contravenes paragraph (1) is guilty of contempt of Court.~~

Part XIII: ELECTRONIC FILING AND SERVICE

108. Filing documents through service bureau

(1) Solicitors and law firms are encouraged file documents through the Electronic Filing Service. However, in the event that certain documents cannot be filed through the Electronic Filing Service, solicitors and law firms may file documents through the service bureau. Litigants in person may also file documents through the service bureau.

(2) The operating hours of the service bureau ~~are as follows:~~ **may be found on the eLitigation's website at <https://www.elitigation.sg>**

| Operating Hours | For filing | For collection |
|---|---------------------------------|---------------------------------|
| Mondays to Fridays (excluding Public Holidays) | 9 a.m. to 5 p.m. | 9 a.m. to 5 p.m. |
| Saturdays (excluding Public Holidays) | 9 a.m. to 12.30 p.m. | 9 a.m. to 12.30 p.m. |
| Sundays and Public Holidays | Closed | Closed |

Appendix A

3.

~~Para. 21(6)~~ **Request for Record of Hearing**

~~Date:~~ ~~For Official Use Only~~

| | |
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| | CAT |
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Manager

Digital Transcription Services

Supreme Court of Singapore

1 Supreme Court Lane

Singapore 178879

(Fax number: 6332 3952)

REQUEST FOR RECORD OF HEARING

Case number: _____

Names of parties: _____

Hearing dates: _____

Court No (if known): _____

Party making request or on
whose behalf request is made: _____

(Plaintiff or Defendant or as the case may be)

Name of law firm and lawyer
of the requesting party: _____

Telephone number: _____

Facsimile number _____

E-mail address: _____

File reference of law firm: _____

1. We hereby apply for a record of the Court proceedings as follows:

| Format | Number of copies ‡ | Scope | Delivery timeline <input type="checkbox"/> |
|-----------------------------------|-----------------------|---|---|
| Transcript in paper format | | <input type="checkbox"/> (1) the full trial | <input type="checkbox"/> (1) 24-hour delivery (excluding Sat/Sun/ public holidays) |
| | | <input type="checkbox"/> (2) part thereof * <hr/> <hr/> | <input type="checkbox"/> <input type="checkbox"/> (2) 3-day delivery <input type="checkbox"/> (3) 5-day delivery <input type="checkbox"/> (4) 14-day delivery |
| Transcript in soft copy on CD-ROM | | <input type="checkbox"/> (1) the full trial | <input type="checkbox"/> (1) 24-hour delivery (excluding Sat/Sun/ public holidays) |
| | | <input type="checkbox"/> (2) part thereof * <hr/> <hr/> | <input type="checkbox"/> <input type="checkbox"/> (2) 3-day delivery <input type="checkbox"/> (3) 5-day delivery <input type="checkbox"/> (4) 14-day delivery |

| | | |
|---|--|---|
| <p>Audio recording on cassette tape</p> | | <p>(1) the full trial <input type="checkbox"/> _____ _____</p> <p>(2) part thereof * <input type="checkbox"/> _____ _____</p> |
| <p>Audio recording on CD-ROM</p> | | <p>(1) the full trial <input type="checkbox"/> _____ _____</p> <p>(2) part thereof * <input type="checkbox"/> _____ _____</p> |
| <p>Audio recording on DVD</p> | | <p>(1) the full trial <input type="checkbox"/> _____ _____</p> <p>(2) part thereof * <input type="checkbox"/> _____ _____</p> |

[† Insert the number of copies required. For transcripts in paper format, the minimum order is 3 copies (1 copy for the judge and 2 copies for the parties). For details of fees payable, please refer to http://www.wordwave.com.sg/Supreme_Court_Fee_Schedule.]

[* Specify dates of proceedings or names of witnesses.]

2. ~~We undertake:-~~

- ~~(1) to pay directly to the service provider the requisite fees for the services and audio recordings and/or transcripts requested; and~~
- ~~(2) if transcripts are requested, to supply to the service provider:

 - ~~(a) at least 2 clear working days before the commencement of the hearing or immediately upon submission of a request by any party after the hearing has concluded, one (1) copy each of such of the following documents as have already been filed in Court:

 - ~~(i) authorities or bundles of authorities;~~~~~~

- ~~(ii) — documentary exhibits or bundles of documents;~~
- ~~(iii) — written submissions; and~~
- ~~(iv) — lists of the names of witnesses;~~

~~(b) a copy of any document, authority or submission tendered during the hearing by that party immediately after such document, authority or submission is tendered if such document, authority or submission has not previously been supplied to the service provider; and~~

~~(3) — not to reproduce or transmit in any form or by any means any material contained in the transcript or on any audio record supplied to us.~~

~~Name and Signature of Requesting Party/Counsel~~

~~Company/Law Firm Stamp~~