

**Singapore International Commercial Court Practice Directions  
(Amendment No. 1 of 2019)**

**11. Communications with the SICC Registry**

(1) All requests relating to or in connection with any pending cause or matter are to be made using the forms set out in Appendix B of these Practice Directions where available. Where a form is available for the request that is sought, the SICC Registry has the discretion to refuse acceptance of other forms of written correspondence (including emails, ~~and letters or facsimiles~~) and to refuse to act on such correspondence.

(2) Where there are no forms available for the request that is sought, the request may be made by way of correspondence addressed to the Registrar.

(3) ~~All~~ **Unless otherwise ordered by the Court, all** requests coming within subparagraphs (1) and (2) shall be submitted to the SICC Registry either:

- (a) by online submission using the applicable forms through the Electronic Filing Service;
- (b) by way of email forwarded to [Supcourt\\_SICCRegistry@supcourt.gov.sg](mailto:Supcourt_SICCRegistry@supcourt.gov.sg);
- ~~(c) by facsimile transmission to (65) 6337 9450; (deleted)~~
- (d) by post to the attention of the SICC Registry; or
- (e) by delivery at the counter of the SICC Registry.

(4) Further, all requests:

- (a) should be captioned with the number of the cause or matter to which they relate and the names of the parties. If the request or correspondence relates to an interlocutory application, the number of that interlocutory application should be stated in the caption below the parties' names; and
- (b) shall be copied to all other parties to the cause or matter or to their counsel unless there are good reasons for not so doing. Counsel are further reminded that the Court should not be copied on correspondence between parties or their counsel. The SICC Registry has the discretion to reject or refuse to act on any inappropriate or *ex parte* correspondence.

(5) Compliance with the directions in this paragraph will facilitate the expeditious location of the relevant cause file.

16. **Interpreters and translation**

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(6) In the event that the services of the interpreter are for any reason not required on any of the scheduled days specified in the Request, the requesting party shall immediately notify the appropriate Head Interpreter either by letter, ~~facsimile transmission~~ or email. This shall serve as a notice of cancellation.

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17. **Production of record of hearing**

(1) There shall be audio recording of all hearings in open Court or Chambers at the Court unless the Court directs otherwise. Such audio recording shall be made using the Digital Transcription System (DTS) only.

(2) Where the Court hearing the cause or matter directs that no audio recording be 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.

(3) The provisions of sub-paragraphs (1) and (2) are subject to any directions made by the Court hearing the cause or matter, 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 notes of hearing shall, pursuant to Order 38A, Rule 1(1)(b) of the Rules of Court, constitute the official record of hearing; and

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

(5) A copy of the certified transcripts of the official record of hearing ~~shall~~ may be provided to the parties upon request and upon payment of the applicable fees. The costs of engaging a service provider for the production of the transcripts of hearing shall be paid by the parties directly to the service provider.

(6) Requests for the certified transcripts of the official record of hearing shall be made in accordance with paragraph 11 of these Practice Directions.

18. **Use of electronic and other devices**

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

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

(3) Court users are permitted to use notebooks, tablets, mobile phones and other electronic devices to:

(a) take notes of evidence and for other purposes pertaining to the proceedings in open Court or Chambers; or

(b) communicate with external parties in all hearings in open Court,

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).

38. **Deductions from deposit**

(1) Deductions shall be made from the deposit of each party upon the occurrence of events and of the quantum so prescribed in Order 110, Rules 47 and 48 of the Rules of Court.

(2) Upon the occurrence of a prescribed event, the SICC Registry shall debit each party's deposit by the prescribed amount and shall make available to each party via the Electronic Filing Service a written advice of the exact amount deducted from its deposit. For charges and fees other than those payments under a prescribed event, the SICC Registry shall make available to a party via the Electronic Filing Service written notice of the amount to be debited from its deposit and may effect such debit no less than 3 working days after the date of such written notice.

(3) Where a party to the proceedings is not a subscriber to the Electronic Filing Service, the correspondence referred to in sub-paragraph (2) shall be furnished upon request to that party by e-mail ~~or facsimile transmission~~ sent to the party's e-mail address ~~or facsimile number~~ indicated in the electronic case file. Parties and counsel are therefore reminded to ensure that the administrative details contained in the electronic case file in the Electronic Filing Service are kept up-to-date. This may be done via the methods set out at paragraphs 20(2) and 20(3) of these Practice Directions.

39. **Statements of account**

(1) The SICC Registry shall make available to each party with statements of such amounts standing to its credit in its deposit via the Electronic Filing Service.

(2) Where a party to the proceedings is not a subscriber to the Electronic Filing Service, such statement shall be furnished upon request to the party by e-mail ~~or facsimile transmission~~ sent to the party's e-mail address ~~or facsimile number~~ indicated in the electronic case file. Parties and counsel are therefore reminded to ensure that the administrative details contained in the electronic case file in the Electronic Filing Service are kept up-to-date. This may be done via the methods set out at paragraphs 20(2) and 20(3) of these Practice Directions.

149. **Skeletal arguments for appeals before the Court of Appeal**

(1) This paragraph applies to civil appeals and any other civil matters, ~~including applications,~~ before the Court of Appeal.

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(6) Where the appeal or matter is before the Court of Appeal, the skeletal arguments must be filed by 4 p.m. on the Monday three weeks before the ~~week start~~ of the Court of Appeal sitting ~~period within which that appeal or matter is scheduled for hearing,~~ regardless of the actual day (within that sitting period) on which that appeal or matter is scheduled for hearing before the Court of Appeal. (For example, if the sitting period starts on Monday, 18 February 2019 and ends on Friday, 8 March 2019, all skeletal arguments for appeals or matters listed before the Court of Appeal in that sitting period must be filed by 4 p.m. on Monday, 28 January 2019.) ~~(e.g., the skeletal arguments for the Court of Appeal sitting in the week of 8 April 2013 must be filed by 4 p.m. on 18 March 2013).~~ The skeletal arguments should be filed by tendering hard copies to the SICC Registry and filing, serving, delivering or otherwise conveying to the SICC Registry one soft copy in accordance with paragraph 44, 45 or 46 of these Practice Directions). Skeletal arguments filed in breach of this timeline will be rejected. ~~For the avoidance of doubt, this timeline applies regardless of the actual day on which the particular appeal is scheduled for hearing before the Court of Appeal.~~

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#### **149B. Applications before the Court of Appeal**

- (1) Unless otherwise provided by any written law or otherwise directed, reply affidavits (if any) for applications before the Court of Appeal are to be filed and served within 7 days after the date the application and the affidavit in support of the application (if any) are served on the party.
- (2) No further affidavits shall be filed without the leave of the Court of Appeal.
- (3) Unless otherwise provided by any written law or unless otherwise directed, parties are to file and serve submissions (if any) in respect of the application before the Court of Appeal within 7 days after the date the reply affidavit is due for filing and service.
- (4) The submissions should comply with the following requirements:
  - (a) they should not exceed 20 pages, excluding the cover page and the backing page;
  - (b) all pages should be paginated, with the first page (not including any cover page) number as “Page 1”;
  - (c) the minimum font size to be used is Times New Roman 12 or its equivalent;
  - (d) the print of every page shall be double-spaced; and
  - (e) every page shall have a margin on all 4 sides, each of at least 35mm in width.
- (5) If no affidavits or submissions are filed by the timelines prescribed by this paragraph, the Court of Appeal will proceed on the basis that the party does not intend to file any affidavit or submissions and may decide the matter based on the documents before it without hearing oral arguments.

**Form 2A**

Para 16(3)

**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)~~  
(Email: SUPCOURT\_Head\_Interpreter@supcourt.gov.sg)

**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 or Chamber number : \_\_\_\_\_  
(if known)

Date(s) and time(s) interpretation  
services are required : \_\_\_\_\_

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

Language/dialect :  Cantonese     Hokkien     Teochew  
 Mandarin     Tamil     Malayalam  
 Malay     Javanese     Boyanese

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

We undertake to pay the applicable fee prescribed by the Rules of Court immediately upon approval of the request.

We undertake to inform the appropriate Head Interpreter immediately by letter/~~facsimile transmission~~/email in the event that the services of the interpreter are not required for any reason on any of the scheduled days specified in the request.

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