

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE
PRACTICE DIRECTIONS
AMENDMENT NO. 5 OF 2017

It is hereby notified for general information that, with effect from 1 October 2017, the State Courts Practice Directions will be amended as follows:

- (a) the existing Practice Direction 90 (*Filing documents through service bureau*) will be deleted and replaced by the following Practice Direction:

New Practice Direction 90

- (b) the existing Practice Direction 118 (*Use of electronic and other devices*) will be deleted and replaced by the following Practice Direction:

New Practice Direction 118

2. The new Practice Direction 90 incorporates an amendment to paragraph (2) to state that the operating hours of the service bureau may be found on the Electronic Filing Service website. (Prior to the amendment, the opening hours of the service bureau were set out in paragraph (2) itself).

3. The new Practice Direction 118 incorporates an amendment to paragraph (6) to draw the attention of court users to the provisions of section 5 of the Administration of Justice (Protection) Act 2016 (Act No. 19 of 2016), which comes into operation on 1st October 2017.

Dated this 29th day of September 2017.



JENNIFER MARIE
REGISTRAR
STATE COURTS

90. Filing documents through service bureau

- (1) Solicitors and law firms are encouraged to 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 may be found on the Electronic Filing Service website at <https://www.elitigation.sg>.
- (3) Any document which is accepted for filing outside the time periods specified on the Electronic Filing Service website at <https://www.elitigation.sg>, will be treated by the service bureau as having been accepted on the following working day.
- (4) Documents to be filed through the service bureau must comply with these Practice Directions and all applicable administrative instructions and procedures prescribed by the service bureau with the approval of the superintendent.
- (5) Documents filed through the service bureau shall be subject to a Manual Handling Charge prescribed by Appendix B to the Rules of Court and additional services made available by the service bureau may be subject to other administrative charges imposed by the service bureau with the approval of the superintendent.

118. Use of electronic and other devices

- (1) In order to maintain the dignity of Court proceedings in the State Courts, court users are strictly prohibited from making any video and/or image recording in all hearings and sessions in open Court or in chambers.
- (2) Additionally, all communications with external parties and audio recording during a hearing or session are strictly prohibited without prior approval of the Judge or Registrar hearing the matter or the person presiding over the session.
- (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 or sessions, provided that such use does not in any way disrupt or trivialise the proceedings.
- (4) This Practice Direction shall apply to both civil and criminal proceedings in the State Courts (including the Small Claims Tribunals).
- (5) For the avoidance of doubt, this Practice Direction shall also apply to all alternative dispute resolution and counselling sessions conducted in the State Courts.
- (6) The attention of court users is also drawn to section 5 of the Administration of Justice (Protection) Act 2016 (Act No. 19 of 2016).