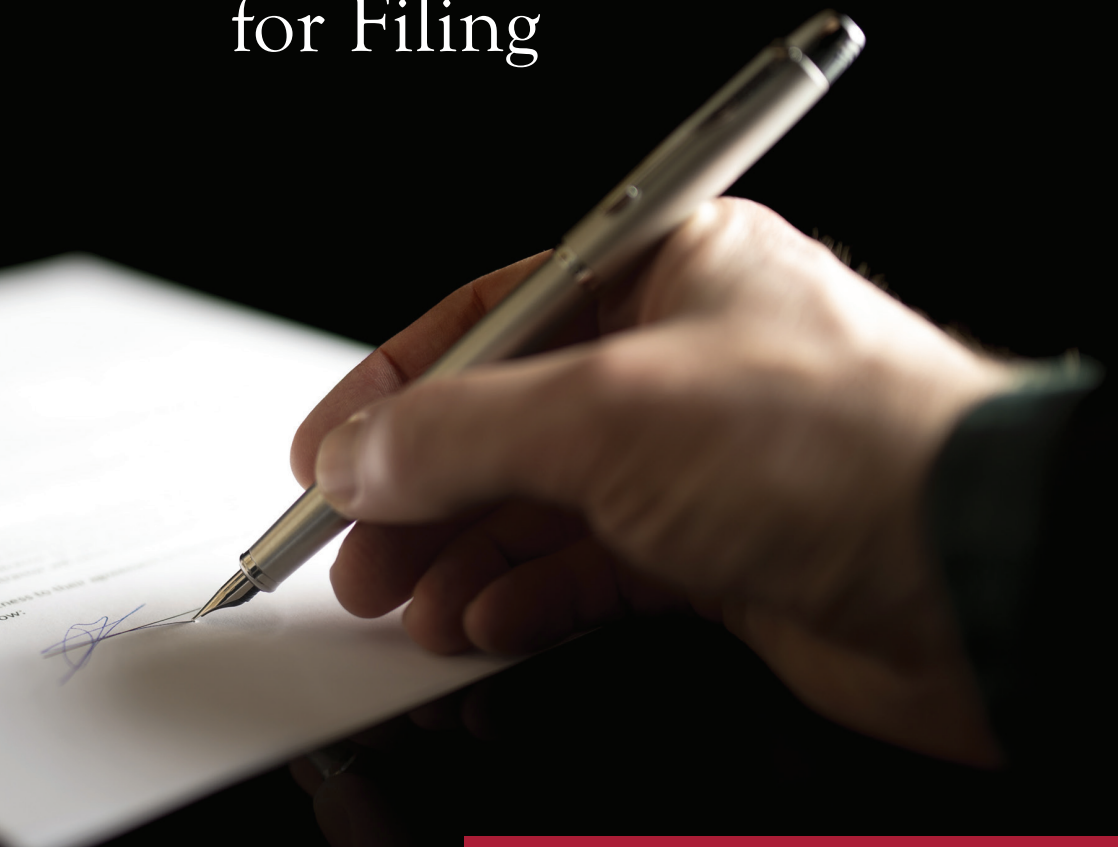


Chapter 6

Sample Information for Filing



Sample Information for Claims

All claims must be filed online through the Community Justice and Tribunals System (CJTS) from 5 February 2018. Here are examples of the types of information required when filing online. You will need to complete the forms according to your own case. The examples given are in Blue text.

You may file your information according to the fields allocated. To submit fuller details, pictures or photos, please pdf the document and upload it onto the CJTS.

CLAIM

IN THE COMMUNITY DISPUTES RESOLUTION TRIBUNALS

Claim No. CDT/4/2016

Between

TAN MING KIAT (*Plaintiff*)

And

LIM AH YAT (*Respondent*)

Part A – Particulars of Plaintiff (particulars retrieved from “My Profile”)

- (a) Name: Tan Ming Kiat
- (b) NRIC No. (for Singapore citizen/Singapore Permanent Resident)/No., type and country of issue of foreign identification document (for foreign citizen): S1234567-A
- (c) Address: Block 123 Bedok South Avenue 1 #02-125, Singapore 123456
- (d) Telephone No.: 91234567
- (e) E-mail Address (optional): tan_ming_kiat@yahoo.com
- (f) Fax No. (if available): 61234567

Sample Information for Claims *(cont'd)*

Part B – Particulars of Respondent

Plaintiff wishes to lodge a claim under section 4 of the Community Disputes Resolution Act (Act No. 7 of 2015) against the following Respondent.

- (a) Name: [Lim Ah Yat](#)
- (b) Address: [Block 123 Bedok South Avenue 1 #02-123, Singapore 123456](#)
- (c) Telephone No. (if known): Unknown
- (d) E-mail Address (if known): Unknown
- (e) Fax No. (if known): Unknown

Part C – Particulars of Claim

The Respondent has caused unreasonable interference with my enjoyment or use of my place of residence in the following way/ways (please tick the relevant box/boxes):

- causing excessive noise, smell, smoke, light or vibration.
- littering at or in the vicinity of my place of residence.
- [obstructing my place of residence, by placing anything or object, or by any other manner, at or in the vicinity of my place of residence.](#)
- interfering with me/my movable property, at or in the vicinity of my place of residence.
- surveillance of me or my place of residence, where the surveillance is done at or in the vicinity of my place of residence.
- trespassing on my place of residence.


Sample Information for Claims (cont'd)

- allowing an animal owned by or under the care or control of the respondent to trespass on my place of residence, to cause excessive noise or smell, or to defecate or urinate at or in the vicinity of my place of residence.
- others (please state) _____.

Sequence of Incidents in Chronological Order

These are the fields seen in the CJTS.

Add Incident

1.	Incident Date	Incident Details
	2 October 2015	<p>The Respondent and his family moved into #02-123. From 2 October till today, the Respondent has placed the following items along the common corridor outside our flats:</p> <p>1) 2 large shoe cabinets 2) 5 bamboo poles used to hang wet laundry 3) 15 pots of plants</p> <p>Further details, photographs and drawing uploaded under Evidence.</p>
	Incident Time	
	12:30	
	Evidence (Document type)	 Evidence_doc.pdf
	Evidence (DVD/CD transcript type)	<p>Upload the transcript of the recording. Submit the DVD/CD at the CDRT counter after submitting your claim.</p>
2.	Incident Date	Incident Details
	15 November 2015	<p>On 15 November 2015 and 1 December 2015, my wife and I spoke to the Respondent and requested him to move the potted plants and bamboo poles away from the common corridor along the perimeter wall of my flat. The Respondent refused to entertain our request and shouted at us to buy a bungalow house if we cannot accept what he termed "minor inconveniences" of HDB living.</p>
	Incident Time	
	2:45	

The text field is limited to 300 words. To provide more details, please pdf your report of the incidents and upload it onto the CJTS "Evidence" field.

Sample Information for Claims *(cont'd)*

This is an example of fuller details of the incidences which you can pdf and upload onto the CJTS.

1. Date/Time

My flat (#02-125) is situated next to #02-123 and we share the same common corridor. The entrance of my flat is located about 7 meters from the entrance of #02-125. There are two window panels on either side of the main entrance of each flat. The previous owners of #02-123 sold their flat and moved out sometime in end-September 2015. The flat has been left empty since then.

On 2 October 2015, the respondent and his family moved into #02-123. From 2 October till today, the respondent has placed the following items along the common corridor outside our flats:

- 1) 2 large shoe cabinets
- 2) 5 bamboo poles used to hang wet laundry
- 3) 15 pots of plants

As seen in the diagram above, and the enclosed photographs, the 5 bamboo poles that the respondent uses to hang his wet laundry, and the 15 pots of plants are placed along the common corridor near the main entrance of my flat.

As a result, the common corridor is narrow and it makes it very difficult for my family and I to walk from the lift to our unit, as we have to walk past unit #02-123 in order to get to our flat.

I have a 1 year old child and aged grandparents. It is very difficult for me to push the pram and for my grandparents to use their walking frame along the narrow corridor. My grandparents are not able to hold onto the wall or the railings along the common corridor, since the wall and railings are blocked by the shoe cabinets, bamboo poles and the potted plants.

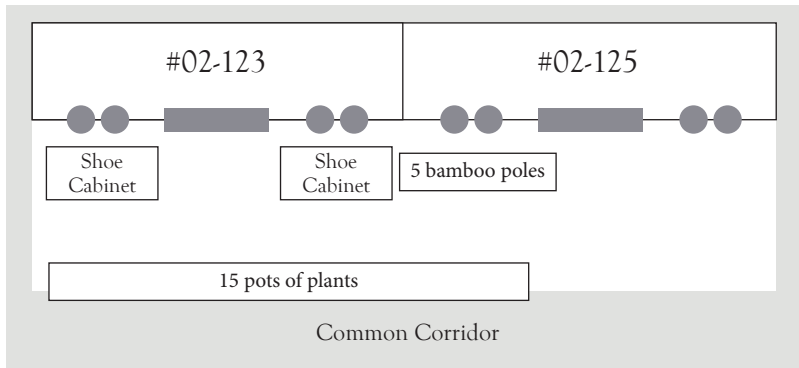
Sample Information for Claims (cont'd)

Since the respondent and his family started hanging their laundry along the common corridor outside the living room windows of my flat, we have to think twice about opening the windows, since we will see the wet clothes and undergarments that the respondent's family has hung out to dry, and smell the washing detergent and disinfectant that they have used to wash the laundry. The plants also reduce the amount of wind and light that is able to enter the living room windows, thus making the living room dim and stuffy.

On 15 November 2015 and 1 December 2015, my wife and I spoke to the respondent and requested him to move the potted plants and bamboo poles away from the common corridor along the perimeter wall of my flat. The respondent refused to entertain our request and shouted at us to buy a bungalow house if we cannot accept what he termed "minor inconveniences" of HDB living.

Sometime in end-November 2015, I approached HDB for help. HDB suggested inviting the respondent to attend mediation at the Community Mediation Centre. On 10 December 2015, the Community Mediation Centre sent me a letter informing me that the respondent had declined the invitation to attend mediation.

Evidence (Pdf Format)



Sample Information for Claims *(cont'd)*

1) Documents:

Letter from CMC dated 8 December 2015 informing me that the respondent has declined the invitation to attend mediation.

2) Photographs:

Photograph 1: Shows the 2 shoe cabinets along the common corridor outside the perimeter wall of #02-123.

Photograph 2: Shows the row of 15 pots of plants, as well as the bamboo poles with wet laundry hanging on them, along the common corridor outside the perimeter wall of #02-123 and #02-125.

Photograph 3: Shows the width of the common corridor between the potted plants and the shoe cabinets outside #02-123.

Photograph 4: Shows the width of the common corridor between the potted plants and the rows of wet laundry outside #02-125.

Photograph 5: Shows the dimness of the living room of #02-125 at 1pm on 20 December 2015, as well as the view when looking out of the living room windows of #02-125.

3) Video recordings:

Video recording 1: Shows the difficulty I face when pushing my child's pram from the lift lobby to #02-125.

Video recording 2: Shows the difficulty my grandparents face when walking with their walking frames from #02-125 to the lift lobby.

Video recording 3: Shows the conversation that my wife and I had with the respondent on 1 December 2015, and the respondent telling us to buy a bungalow house if we cannot accept what he termed "minor inconveniences" of HDB living.

Sample Information for Claims *(cont'd)*

D. Requested Remedies

a tribunal order for damages in the sum of \$_____.

an injunction (*please state the specific act/acts which you want to be stopped*):
For the respondent to stop hanging wet laundry along the common corridor, in particular, along the perimeter wall of #02-125.

specific performance (*please state the specific act/acts which you want to be performed*):
For the respondent to move the 5 bamboo poles and their metal stands, as well as all potted plants, away from the common corridor along the perimeter wall of #02-125. For the respondent to replace the two shoe cabinets with cabinets which are shorter in depth.

an apology to me, in such form or manner as the court thinks fit.

other remedies (*please specify what other remedies*):

_____.

E. Supporting Documents

< If any >

Please pdf your supporting documents and upload it onto the CJTS e.g. CMC letter, HDB emails, etc.

Sample Information for Claims (cont'd)

EXPLANATORY NOTE TO THE PLAINTIFF

IMPORTANT: You must provide the full name of your neighbour and his/her address. Please fill in all the fields in the form. An incomplete form and/or incomplete supporting evidence will delay the processing of your application.

1

You may lodge a Claim in the Community Disputes Resolution Tribunals (CDRT) against your neighbour if he/she has by an act or omission, directly or indirectly, and whether intentionally, recklessly or negligently, caused unreasonable interference with your enjoyment or use of your place of residence.

2

You must include in your Claim all supporting evidence (including documents, photographs, video recordings, audio recordings, electronic evidence etc.) to prove the matters which are stated in your Claim. If you are submitting video or audio recordings, you must provide them in CD-ROM and also provide relevant transcripts. Any evidence that is not in English must be translated into English by a certified translator before submission.

3

The fee for filing a Claim is \$150.00.

CONDITIONS FOR MAKING A CLAIM

4

Your neighbour must be an individual who lawfully resides in a place of residence that is:

- (a) in the same building as your place of residence; or
- (b) within 100 metres of your place of residence.

This does not include an individual who occupies the same place of residence as you, such as a person who lives with you in the same flat/house but in a different room.

Sample Information for Claims *(cont'd)*

BRIEF PROCEDURE FOR LODGING A CLAIM

5

If you have indicated any video or audio recordings in your evidence, you must provide them in CD-ROM/DVD (3 copies - according to the “Instructions on filing of documents and evidence in the CDRT”) at the CDRT counter by the next working day.

6

After filing your Claim online in the CJTS, you must serve a copy of the Claim and supporting evidence on your neighbour within 14 days.

7

You must file a Declaration of Service online in CJTS before the time of the first Pre-Trial Conference, which will be provided to you.

8

Upon receiving your Claim, your neighbour may initiate e-Negotiation with you in CJTS. Both of you will have 5 rounds to e-Negotiate in CJTS.

9

Your neighbour has 14 days after the date on which you served the Claim and supporting evidence on him/her to file a Reply online in CJTS to contest your Claim and serve it on you.

10

You must attend the Pre-Trial Conference on the date, time and place which will be given to you. If you fail to attend the Pre-Trial Conference, the Judge may proceed with the Pre-Trial Conference in your absence and may make such orders as the Judge thinks fit, including dismissing your Claim.

11

Parties may contact the CDRT Registry for a e-Mediation session to resolve your dispute. If the case can be resolved, CDRT will issue a Court Order.

Sample Information for Filing a Reply

The Respondent may file a Reply on the Plaintiff's Claim. Here is an example on how to file a reply online on the CJTS in Green. You will have to provide the relevant information pertaining to your case.

REPLY

IN THE COMMUNITY DISPUTES RESOLUTION TRIBUNALS

Claim No. CDT/4/2016

Between

TAN MING KIAT (*Plaintiff*)

And

LIM AH YAT (*Respondent*)

Part A – Particulars of Plaintiff

- (a) Name: Tan Ming Kiat
- (b) NRIC No. (for Singapore citizen/Singapore Permanent Resident)/No., type and country of issue of foreign identification document (for foreign citizen): S1234567-A
- (c) Address: Block 123 Bedok South Avenue 1 #02-125, Singapore 123456
- (d) Telephone No.: 91234567
- (e) E-mail Address (optional): tan_ming_kiat@yahoo.com
- (f) Fax No. (if available): 61234567

Part B – Particulars of Respondent

Plaintiff wishes to lodge a claim under section 4 of the Community Disputes Resolution Act (Act No. 7 of 2015) against the following Respondent.

- (a) Name: Lim Ah Yat
- (b) Address: Block 123 Bedok South Avenue 1 #02-123, Singapore 123456
- (c) Telephone No. (if known): Unknown
- (d) E-mail Address (if known): Unknown
- (e) Fax No. (if known): Unknown

Sample Information for Filing a Reply (cont'd)

Part C – Particulars of Claim


Neighbour Dispute

Obstructing my place of residence, by placing anything or object, or by any other manner, at or in the vicinity of my place of residence.

Sequence of Incidents in Chronological Order

These are the fields seen in the CJTS.

Add Incident

1.	Incident Date	Incident Details
	2 October 2015	<p>The Respondent and his family moved into #02-123. From 2 October till today, the Respondent has placed the following items along the common corridor outside our flats:</p> <ol style="list-style-type: none"> 1) 2 large shoe cabinets 2) 5 bamboo poles used to hang wet laundry 3) 15 pots of plants <p>Further details, photographs and drawing uploaded under Evidence.</p>
	Incident Time	
	12:30	
	Evidence (Document type)	 Evidence_doc.pdf
	Evidence (DVD/CD transcript type)	<p>Upload the transcript of the recording. Submit the DVD/CD at the CDRT counter after submitting your claim.</p>
	Reply	<p>As we live on the second floor of the block of flats, with ten floors above us, we have found it nearly impossible to hang our laundry from the kitchen window as the laundry frequently gets wet and dirty from wet clothes, bed sheets, carpets and mops that the units above us hang out to dry, not to mention bird faeces.</p> <p>I feel that it is reasonable for my family to place the 2 shoe cabinets outside our flat. My wife and I are working professionals. So are our 23 and 25 year old daughters.</p> <p>The 15 pots of plants along the common corridor provide greenery and fresh air to the units along the corridor.</p>

Sample Information for Filing a Reply (cont'd)

2.	Incident Date	Incident Details
	15 November 2015	On 15 November 2015 and 1 December 2015, my wife and I spoke to the Respondent and requested him to move the potted plants and bamboo poles away from the common corridor along the perimeter wall of my flat. The Respondent refused to entertain our request and shouted at us to buy a bungalow house if we cannot accept what he termed “minor inconveniences” of HDB living.
	Incident Time	
	2:45	

The text field is limited to 300 words. To provide more details, please pdf your report of the incidents and upload it onto the CJTS “Evidence” field.

This is an example of fuller details of the incidences which you can pdf and upload onto the CJTS.

1. REPLY

On 2 October 2015, I moved into #02-123 with my wife, my five children aged 15, 17, 19, 23 and 25 years old, as well as my 75 year old mother-in-law. My wife and I are working full-time jobs and rely on my 75 year old mother-in-law to help out with the household chores, including washing and hanging the laundry.

As we live on the second floor of the block of flats, with ten floors above us, we have found it nearly impossible to hang our laundry from the kitchen window as the laundry frequently gets wet and dirty from wet clothes, bed sheets, carpets and mops that the units above us hang out to dry, not to mention bird faeces. In addition, it is extremely dangerous for my aged mother-in-law to put out the bamboo poles with wet laundry on them, as she might sprain her arm or back, or lose her balance and fall out of the window.

We have installed overhead bamboo pole holders in our kitchen but there is space for only 4 bamboo poles. Considering that we are a family of 8, there is hardly enough space for us to dry our laundry using only the 4 bamboo poles in the kitchen. The 5 bamboo poles and the 2 metal stands along the corridor is for our laundry as well. Due to the length of the bamboo poles and the shoe cabinets outside my flat, we cannot help but to borrow some of the space in front of #02-125 to dry our laundry.

Sample Information for Filing a Reply *(cont'd)*

I feel that it is reasonable for my family to place the 2 shoe cabinets outside our flat. My wife and I are working professionals. So are our 23 and 25 year old daughters. It is necessary for my wife and two daughters to have multiple pairs of shoes to match their working outfits with. With about 30 pairs of shoes for a family of 8, we are not able to reduce the size of the shoe cabinets.

The 15 pots of plants along the common corridor provide greenery and fresh air to the units along the corridor. The plaintiff is complaining about the plants only because he is a fussy man who is very particular about cleanliness and neatness. I am prepared to trim the plants regularly to prevent them from growing too tall or big, and have started doing so.

Evidence (Pdf Format)

Photographs:

Photograph 1: Shows bird faeces, food waste and stains on the laundry that we hung out to dry from the kitchen window.

Photograph 2: Shows my 75 year old mother-in-law.

Photograph 3: Shows the amount of laundry that my family of 8 uses on a daily basis.

Photograph 4: Shows the pairs of shoes kept in the 2 shoe cabinets.

Photograph 5: Shows me trimming the potted plants along the common corridor.

F. Supporting Documents

<If any>

Please pdf your supporting documents and upload it onto the CJTS.

Sample Information for Filing a Reply *(cont'd)*

EXPLANATORY NOTE TO THE RESPONDENT

IMPORTANT: Please fill in all the fields in the form. An incomplete form and/or incomplete supporting evidence will delay the processing of your submission.

BRIEF PROCEDURE FOR FILING A REPLY

1

Upon receiving the Claim, you as the Respondent must log on to the CJTS with your SingPass and using the one time password given in the Notice of Pre-Trial Conference.

2

You may initiate e-Negotiation with the Plaintiff in CJTS. Instructions have been attached to the Claim form served to you. Both of you will have 5 rounds to e-Negotiate in CJTS.

3

If you wish to contest the Claim, you must file a Reply online in CJTS and include all supporting evidence (including documents, photographs, video recordings, audio recordings, electronic evidence etc.) to prove the matters which are stated. If you are submitting video or audio recordings, you must provide them in CD-ROM and also provide relevant transcripts. Any evidence that is not in English must be translated into English by a certified translator before submission.

4

You have 14 days after the date on which you are served the Claim and supporting evidence to file a Reply online in CJTS to contest the Claim against you and serve it on the plaintiff.

5

You must attend the Pre-Trial Conference on the date, time and place which will be given to you. If you fail to attend the Pre-Trial Conference, the Judge may proceed with the Pre-Trial Conference in your absence and may make such orders as the Judge thinks fit, including making an order against you.

Sample Information for Filing a Reply (cont'd)

6

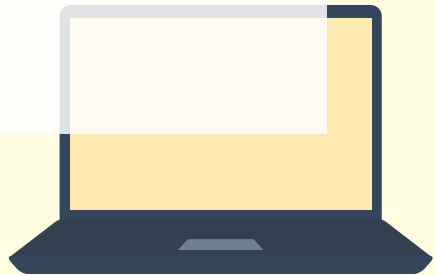
Parties may request for e-Mediation to resolve their dispute. If both parties can resolve the dispute through e-Mediation, CDRT can make a Court Order.

FOR MORE INFORMATION

Ministry of Law website: www.minlaw.gov.sg

Community Justice and Tribunals System: www.statecourts.gov.sg/CJTS/

State Courts website: www.statecourts.gov.sg



Disclaimer:

This publication is produced for general information only and is not intended as substitution for legal advice. A Lawyer should be consulted should you require legal advice on your case. The State Courts disclaim any and all liabilities arising from and in connection with the contents of this publication.

Free legal advice is available at legal clinics at certain community clubs, a list of which can be obtained from www.pa.gov.sg.

You may also wish to approach the Legal Aid Bureau to obtain legal aid. Please note that you will have to satisfy the means and merits test administered by the Legal Aid Bureau before aid is extended.

Alternatively, you may also approach the Community Justice Centre at the 1st floor of the State Courts for informational assistance and to arrange an appointment for a free legal consultation with a volunteer lawyer.