

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE
PRACTICE DIRECTIONS
AMENDMENT NO. 2 OF 2016

It is hereby notified for general information that, with effect from 1st September 2016, the State Courts Practice Directions will be amended as follows:

- (a) the existing Practice Direction 141 will be deleted and replaced by the following Practice Direction:

New Practice Direction 141

- (b) the following new Forms will be inserted immediately after the existing Form 49 of Appendix A:

New Forms 50 to 64 of Appendix A

2. The amendment to Practice Direction 141 (Forms for proceedings before the Community Disputes Tribunals) prescribes certain new Forms that are to be used for the purposes of any proceedings before the Community Disputes Resolution Tribunals.
3. The new Forms 50 to 64 of Appendix A are to be used for the purposes of certain proceedings before the Community Disputes Resolution Tribunals.

Dated this 15th day of August 2016.



JENNIFER MARIE
REGISTRAR
STATE COURTS

PART XIX: COMMUNITY DISPUTES RESOLUTION

141. Forms for proceedings before the Community Disputes Resolution Tribunals

- (1) The Community Disputes Resolution Tribunals, established under the Community Disputes Resolution Act 2015 (Act No. 7 of 2015) (“CDRA”), have heard cases under the Act from 1st October 2015.
- (2) Forms 28 to 64 of Appendix A are the forms to be used for the purposes of any proceedings before the Community Disputes Resolution Tribunals.
- (3) Parties to any such proceedings must use the appropriate Form as follows:

Purpose	Form	Relevant rule in the Community Disputes Resolution Rules 2015
Claim	28	5(1)(a)
Declaration of Service	29	5(3), 9(3), 10(4), 11(3)
Reply	30	5(4)(a)
Notice of Pre-Trial Conference	31	6(1)
Notice of Hearing	32	8(b)
Application for Special Direction	33A	9(1)
Application for Compliance Bond	33B	10(1)
Reply to Application for Special Direction	34A	9(4)(a)
Reply to Application for Compliance Bond	34B	10(5)(a)
Application for Exclusion Order	35	11(1)
Reply to Application for Exclusion Order	36	11(4)(a)
Application to Set Aside Order / Judgment / Direction	37	14(2)(a)
Reply to Application to Set Aside Order / Judgement / Direction	38	14(4)
Notice of Hearing of Application to Set Aside Order	39	14(5)
Application for Leave to Appeal	40	16(1)
Reply to Application for Leave to Appeal	41	16(4)
Notice of Hearing for Application for Leave to Appeal	42	16(5)
Notice of Appeal	43	17(1)
Certificate for Security for Costs	44	17(3)(a)
Undertaking for Security for Costs	45	17(3)(b)
Certificate for Security for Costs (by way of Undertaking)	46	17(3)(b)
Order of Court	47	-
Special Direction of Court	48	-

Exclusion Order	49	-
Bond to Ensure Compliance with Special Direction under section 6(3) of the Community Disputes Resolution Act	50	-
Application for Representation under section 29(2)(a) of the Community Disputes Resolution Act	51	-
Application for Representation under section 29(2)(b) of the Community Disputes Resolution Act	52	-
Application for Representation under section 29(2)(c) of the Community Disputes Resolution Act – Self-initiated	53	-
Application for Representation under section 29(2)(c) of the Community Disputes Resolution Act – Initiated by third party	54	-
Application for Representation under section 29(3) of the Community Disputes Resolution Act	55	-
Order for Mediation under section 30(2) of the Community Disputes Resolution Act	56	-
Application for Order to a Witness	57	13(2)
Order to a Witness	58	13(2)
Notice of Appeal from Order of Registrar	59	15(1)
Notice of Hearing of Appeal from Order of Registrar	60	15(2)
Application for Variation of Mode of Service of Documents	61	21
Application for Redaction of Information	62	-
Written Consent for Withdrawal of Action	63	-
Application for which no specific form has been provided, e.g. for Extension of Time for Filing, Vacation of Hearing Dates etc.	64	-

Form 50

**BOND TO ENSURE COMPLIANCE WITH SPECIAL DIRECTION UNDER
SECTION 6(3) OF THE COMMUNITY DISPUTES RESOLUTION ACT
IN THE COMMUNITY DISPUTES RESOLUTION TRIBUNALS**

Whereas I, (*name, ID and address of Surety*), have been called upon to enter into a bond to ensure that (*name, ID and address of contravening party*), complies with the Special Direction as stated below within (specify time/period), I hereby bind myself to forfeit to the Government the sum of _____ dollars if the said (name of contravening party) fails to so comply.

Court Order:

- (1)
- (2)
- (3)

Special Direction:

- (1)
- (2)
- (3)

Dated this day of , 20 .

Signature:

Name:

NRIC No:

Interpreter

Tribunal Judge

[In _____]

Form 51

**APPLICATION FOR REPRESENTATION UNDER SECTION 29(2)(a) OF THE
COMMUNITY DISPUTES RESOLUTION ACT**

IN THE COMMUNITY DISPUTES RESOLUTION TRIBUNALS

Date: _____

Application No: _____ **(for official use only)**

1. _____, bearing Identification Number
_____ (Date of Birth: _____),
the *Plaintiff / Respondent in Case No. _____ is below 21 years old as at
_____.

2. I, _____, bearing Identification Number
_____, am related to _____ in the following way:

(Please tick the appropriate box)

- Parent
- Guardian
- State relationship: _____

My address is _____ and my contact number is
_____.

3. I am applying to present the case on *his/ her behalf as *he/ she is unable to present
*his/ her own case.

4. I enclose the following document(s) in support of this application:

5. I confirm that the *Plaintiff / Respondent has no objections to my application.

6. I declare that the information that I have provided in this application and the supporting
documents is true and correct. I am aware that I am liable to prosecution if I have provided in
this application and the supporting documents any information which I know or have reason to
believe is false.

Signature of *Plaintiff / Respondent

Signature of Representative

** Delete where inapplicable*

EXPLANATORY NOTE TO THE APPLICANT

[a] Please attach the following documents to the original application form:

- (i) Photocopy of the identification document (e.g. NRIC, passport) of the Plaintiff / Respondent and the intended representative; and
- (ii) Photocopy of the supporting document(s).

The original application form and the above documents must be submitted at the Community Justice and Tribunals Division located at Level 1 of the State Courts before the next scheduled Hearing.

[b] The Plaintiff / Respondent and the intended representative must attend the next scheduled Hearing, where the Tribunal will decide on the application.

[c] If the Plaintiff / Respondent is unable to attend the next scheduled Hearing, please provide full reasons on why he / she is unable to do so and enclose a photocopy of the supporting document(s).

[d] This application should be made only if the Plaintiff / Respondent is UNABLE to present his or her own case for the reason(s) stated.

[e] The intended representative must not be an agent, whether paid or otherwise.

[f] The intended representative must have sufficient knowledge of the case and must have sufficient authority to bind the party whom he represents.

IMPORTANT: THIS FORM MUST BE TYPE-WRITTEN.

Form 52

**APPLICATION FOR REPRESENTATION UNDER SECTION 29(2)(b) OF THE
COMMUNITY DISPUTES RESOLUTION ACT**

IN THE COMMUNITY DISPUTES RESOLUTION TRIBUNALS

Date: _____

Application No: _____ **(for official use only)**

1. I _____, bearing Identification Number _____, the *Plaintiff / Respondent in Case No. _____ am not a resident in Singapore and am unable to remain in Singapore until the hearing of the case.

2. I duly authorise _____, bearing Identification Number _____, to present the case on my behalf. *His / Her address is _____ and *his / her contact number is _____.

3. I enclose the following document(s) in support of this application:

4. I confirm that the Representative has no objections to my application.

5. I declare that the information that I have provided in this application and the supporting documents is true and correct. I am aware that I am liable to prosecution if I have provided in this application and the supporting documents any information which I know or have reason to believe is false.

Signature of *Plaintiff / Respondent

Signature of Representative

** Delete where inapplicable*

EXPLANATORY NOTE TO THE APPLICANT

[a] Please attach the following documents to the original application form:

- (i) Photocopy of the identification document (e.g. NRIC, passport) of the Plaintiff / Respondent and the intended representative; and
- (ii) Photocopy of the supporting document(s).

The original application form and the above documents must be submitted at the Community Justice and Tribunals Division located at Level 1 of the State Courts before the next scheduled Hearing.

[b] The Plaintiff / Respondent and the intended representative must attend the next scheduled Hearing, where the Tribunal will decide on the application.

[c] If the Plaintiff / Respondent is unable to attend the next scheduled Hearing, please provide full reasons on why he / she is unable to do so and enclose a photocopy of the supporting document(s).

[d] This application should be made only if the Plaintiff / Respondent is UNABLE to present his or her own case for the reason(s) stated.

[e] The intended representative must not be an agent, whether paid or otherwise.

[f] The intended representative must have sufficient knowledge of the case and must have sufficient authority to bind the party whom he represents.

IMPORTANT: THIS FORM MUST BE TYPE-WRITTEN.

Form 53

**APPLICATION FOR REPRESENTATION UNDER SECTION 29(2)(c) OF THE
COMMUNITY DISPUTES RESOLUTION ACT – SELF-INITIATED
IN THE COMMUNITY DISPUTES RESOLUTION TRIBUNALS**

Date: _____

Application No: _____ (for official use only)

1. I _____, bearing Identification Number _____, the *Plaintiff / Respondent in Case No. _____, am unable to present my own case by reason of:

(Please tick the appropriate box)

- Old age
- Illiteracy
- Infirmity of mind
- Infirmity of body

2. I duly authorise _____, bearing Identification Number _____, to present the case on my behalf. *His / Her address is _____ and *his / her contact number is _____.

3. I enclose the following document(s) in support of this application:

4. I confirm that the Representative has no objections to my application.

5. I declare that the information that I have provided in this application and the supporting documents is true and correct. I am aware that I am liable to prosecution if I have provided in this application and the supporting documents any information which I know or have reason to believe is false.

Signature of *Plaintiff / Respondent

Signature of Representative

** Delete where inapplicable*

EXPLANATORY NOTE TO THE APPLICANT

[a] Please attach the following documents to the original application form:

- (i) Photocopy of the identification document (e.g. NRIC, passport) of the Plaintiff / Respondent and the intended representative; and
- (ii) Photocopy of the supporting document(s).

The original application form and the above documents must be submitted at the Community Justice and Tribunals Division located at Level 1 of the State Courts before the next scheduled Hearing.

[b] The Plaintiff / Respondent and the intended representative must attend the next scheduled Hearing, where the Tribunal will decide on the application.

[c] If the Plaintiff / Respondent is unable to attend the next scheduled Hearing, please provide full reasons on why he / she is unable to do so and enclose a photocopy of the supporting document(s).

[d] This application should be made only if the Plaintiff / Respondent is UNABLE to present his or her own case for the reason(s) stated.

[e] The intended representative must not be an agent, whether paid or otherwise.

[f] The intended representative must have sufficient knowledge of the case and must have sufficient authority to bind the party whom he represents.

IMPORTANT: THIS FORM MUST BE TYPE-WRITTEN.

Form 54

**APPLICATION FOR REPRESENTATION UNDER SECTION 29(2)(c) OF THE
COMMUNITY DISPUTES RESOLUTION ACT – INITIATED BY THIRD PARTY
IN THE COMMUNITY DISPUTES RESOLUTION TRIBUNALS**

Date: _____

Application No: _____ **(for official use only)**

1. _____, bearing Identification Number _____, the *Plaintiff / Respondent in Case No. _____, is unable to present *his / her own case by reason of:

(Please tick the appropriate box)

- Old age
- Illiteracy
- Infirmity of mind
- Infirmity of body

2. I, _____, bearing Identification Number _____, am applying to present the case on *his / her behalf. My address is _____ and my contact number is _____.

3. I enclose the following document(s) in support of this application:

4. I confirm that the *Plaintiff / Respondent has no objections to my application.

5. I declare that the information that I have provided in this application and the supporting documents is true and correct. I am aware that I am liable to prosecution if I have provided in this application and the supporting documents any information which I know or have reason to believe is false.

Signature of *Plaintiff / Respondent

Signature of Representative

** Delete where inapplicable*

EXPLANATORY NOTE TO THE APPLICANT

[a] Please attach the following documents to the original application form:

- (i) Photocopy of the identification document (e.g. NRIC, passport) of the Plaintiff / Respondent and the intended representative; and
- (ii) Photocopy of the supporting document(s).

The original application form and the above documents must be submitted at the Community Justice and Tribunals Division located at Level 1 of the State Courts before the next scheduled Hearing.

[b] The Plaintiff / Respondent and the intended representative must attend the next scheduled Hearing, where the Tribunal will decide on the application.

[c] If the Plaintiff / Respondent is unable to attend the next scheduled Hearing, please provide full reasons on why he / she is unable to do so and enclose a photocopy of the supporting document(s).

[d] This application should be made only if the Plaintiff / Respondent is UNABLE to present his or her own case for the reason(s) stated.

[e] The intended representative must not be an agent, whether paid or otherwise.

[f] The intended representative must have sufficient knowledge of the case and must have sufficient authority to bind the party whom he represents.

IMPORTANT: THIS FORM MUST BE TYPE-WRITTEN.

Form 55

**APPLICATION FOR REPRESENTATION UNDER SECTION 29(3) OF THE
COMMUNITY DISPUTES RESOLUTION ACT**

IN THE COMMUNITY DISPUTES RESOLUTION TRIBUNALS

Date: _____

Application No: _____ **(for official use only)**

1. I _____, bearing Identification Number _____, the *Plaintiff / Respondent in Case No. _____, am applying for leave to be represented by an advocate and solicitor in the proceedings for the following reason(s):

2. I *have / have not confirmed that all the parties to the proceedings agree for me to be represented by an advocate and solicitor.

3. The particulars of the advocate and solicitor whom I intend to instruct are:

Name of advocate and solicitor: _____

Name of Law Firm: _____

Address of Law Firm: _____

Contact Number: _____

4. I accept that even if leave is given for an advocate and solicitor to represent me in the proceedings, costs, other than disbursements, may not be granted to me.

Signature of *Plaintiff / Respondent

IMPORTANT: THIS FORM MUST BE TYPE-WRITTEN.

** Delete where inapplicable*

Form 56

**ORDER FOR MEDIATION UNDER SECTION 30(2) OF THE COMMUNITY
DISPUTES RESOLUTION ACT**

IN THE COMMUNITY DISPUTES RESOLUTION TRIBUNALS

Claim No./ Application No.)

Of 20 .)

You, (Name of Plaintiff)

and

You, (Name of Respondent)

ARE HEREBY ORDERED to attend personally before a Mediator of [Organisation] located at [Address] on [Day], [Date] at [Time], as well as any subsequent mediation session that is scheduled by the [Organisation].

Dated this day of , 20 .

(Signature)

Deputy Registrar/ Tribunal Judge

Community Disputes Resolution Tribunal

State Courts

Singapore

SECTION 30(3) COMMUNITY DISPUTES RESOLUTION ACT 2015

Any person who fails to comply with the Registrar's or tribunal judge's order made under subsection (2) commits contempt of court and action may be taken against that person under section 8 of the State Courts Act (Cap. 321).

Form 57

**APPLICATION FOR ORDER TO A WITNESS UNDER RULE 13(2) OF THE
COMMUNITY DISPUTES RESOLUTION TRIBUNALS RULES 2015
IN THE COMMUNITY DISPUTES RESOLUTION TRIBUNALS**

Date: _____

Application No: _____ (for official use only)

1. I, _____, bearing Identification Number _____, the *Plaintiff / Respondent in Case No. _____, am applying for an order for the following persons to be called as witnesses to give evidence / produce documents / file a written report at the Hearing on _____ before Tribunal Judge _____:

S/n	Full Name & Address	Brief description of the nature of the evidence to be given / document to be produced / report to be filed & its relevance to the Hearing	Available to attend the Hearing (Yes / No)
1			
2			

2. I declare that the information that I have provided in this application and the supporting documents is true and correct. I am aware that I am liable to prosecution if I have provided in this application and the supporting documents any information which I know or have reason to believe is false.

Signature of *Plaintiff / Respondent

IMPORTANT: THIS FORM MUST BE TYPE-WRITTEN.

** Delete where inapplicable*

Form 58

**ORDER TO A WITNESS UNDER RULE 13(2) OF THE COMMUNITY DISPUTES
RESOLUTION TRIBUNALS RULES 2015**

IN THE COMMUNITY DISPUTES RESOLUTION TRIBUNALS

Claim No./ Application No.)

Of 20 .)

Between

(Name of Plaintiff)

And

(Name of Respondent)

ORDER TO A WITNESS

To: (Name of person) of (Official Address)

You are required to attend at:

Hearing date / time:

Venue: State Courts, Community Justice and Tribunals Division, Counter

Before: Tribunal Judge

Mode of attendance:

In person.

Purpose of attendance:

(1) To give evidence at the Hearing where you shall be examined and cross-examined.

(2) To produce the following specified documents at the Hearing:

(Specify the documents to be produced).

(3) To file the following written report at the Hearing.

(Specify the nature of report to be filed).

Dated this day of , 20 .

Registrar

Form 59

NOTICE OF APPEAL

(Title as in action)

Application No.)

Of 20 .)

Between

(Name of Appellant)

And

(Name of Respondent)

IMPORTANT: THIS FORM MUST BE TYPE-WRITTEN.

To the Registrar and to [name of other party] *(please specify)*:

Take notice that an appeal has been filed by the above-named appellant to the Tribunal Judge.

The appeal is against the judgment / order / direction of the Deputy Registrar [name] given on [date], as follows: *(please state the whole or part of the decision which you are appealing against)*:

Dated this day of , 20 .

[Signature of appellant]

Name of appellant

Form 60

NOTICE OF HEARING OF APPEAL

(Title as in action)

To the appellant and the respondent:

Take notice that the appellant, being dissatisfied with the judgment, order or direction of the Deputy Registrar [name] given on [date] (a copy of which is attached), has filed an appeal to the Tribunal Judge.

And take further notice that you are required to attend before the Tribunal Judge on [date] at [time] at [place] for the hearing of the above appeal.

If you fail to attend the hearing on the date and time appointed, the Tribunal Judge may proceed with the hearing in your absence and make such orders as the Tribunal Judge thinks fit.

Dated this day of , 20

Registrar

Form 61

**APPLICATION FOR VARIATION OF MODE OF SERVICE OF DOCUMENTS
UNDER RULE 21 OF THE COMMUNITY DISPUTES RESOLUTION TRIBUNALS
RULES 2015**

IN THE COMMUNITY DISPUTES RESOLUTION TRIBUNALS

Date: _____

Application No: _____ **(for official use only)**

1. I, _____, bearing Identification Number _____, am the *Plaintiff / Respondent / Plaintiff's Representative / Respondent's Representative in Case No. _____.

2. On _____, Deputy Registrar/ Tribunal Judge _____ directed me to serve the *Claim / Application / Reply / Tribunal Order on the *Respondent / Plaintiff / Respondent's Representative / Plaintiff's Representative in the following way:

Personal Service

Leaving at the usual or last known address of the person to be served

Post to the usual or last known address of the person to be served

As agreed between parties:

As directed by the CDRT:

3. I have attempted to serve the *Claim / Application / Reply / Tribunal Order on the *Respondent / Plaintiff / Respondent's Representative / Plaintiff's Representative on the following occasions but have not been able to do so successfully:

1st service attempt: [Date] at [Time] [Reason:_____]

2nd service attempt: [Date] at [Time] [Reason:_____]

3rd service attempt: [Date] at [Time] [Reason:_____]

4. In the circumstances, I am applying for the *Claim / Application / Reply / Tribunal Order to be served on the *Respondent / Plaintiff / Respondent's Representative / Plaintiff's Representative in the following way:

Personal Service

Leaving at the usual or last known address of the person to be served

Post to the usual or last known address of the person to be served

As directed by the CDRT: _____

5. I declare that the information that I have provided in this application and the supporting documents is true and correct. I am aware that I am liable to prosecution if I have provided in this application and the supporting documents any information which I know or have reason to believe is false.

Signature of *Plaintiff / Respondent / Plaintiff's Representative / Respondent's Representative

EXPLANATORY NOTE TO THE APPLICANT

“Representative” refers to a person whom the Deputy Registrar / Tribunal Judge has granted permission to represent a party to the proceedings under section 29 of the Community Disputes Resolution Act.

IMPORTANT: THIS FORM MUST BE TYPE-WRITTEN.

Form 62

**APPLICATION FOR REDACTION OF INFORMATION
IN THE COMMUNITY DISPUTES RESOLUTION TRIBUNALS**

Date: _____

Application No: _____ **(for official use only)**

1. I, _____, bearing Identification Number _____, the *Plaintiff / Respondent in Case No. _____, am applying for the following information to be redacted from the documents that are to be served on the *Respondent / Plaintiff:

S/n	Document (including page / paragraph no.)	Information to be redacted	Reason for redaction
1			
2			

2. I declare that the information that I have provided in this application and the supporting documents is true and correct. I am aware that I am liable to prosecution if I have provided in this application and the supporting documents any information which I know or have reason to believe is false.

Signature of *Plaintiff / Respondent

EXPLANATORY NOTE TO THE APPLICANT

The Name and Residential Address of the Plaintiff / Respondent shall NOT be redacted.

IMPORTANT: THIS FORM MUST BE TYPE-WRITTEN.

** Delete where inapplicable*

Form 63

**WRITTEN CONSENT FOR WITHDRAWAL OF ACTION
IN THE COMMUNITY DISPUTES RESOLUTION TRIBUNALS**

To: The Community Disputes Resolution Tribunal
State Courts
1 Havelock Square
Singapore 059724

Claim / Application No.: _____

Name of *Plaintiff / Applicant: _____

I wish to withdraw my *Claim / Application with immediate effect. Please close my case.

Signature: _____
(*Plaintiff / Applicant)

Contact No.: _____

Date: _____

Name of Respondent: _____

I consent to the withdrawal of the *Plaintiff's / Applicant's *Claim / Application and closure of the case.

Signature: _____
(Respondent)

Contact No.: _____

Date: _____

** Delete where inapplicable*

Form 64

APPLICATION FORM - GENERAL

IN THE COMMUNITY DISPUTES RESOLUTION TRIBUNALS

Date: _____

Application No: _____ **(for official use only)**

1. I, _____, bearing Identification Number
_____, the *Plaintiff / Respondent in Case No.
_____, am applying for

2. The reasons for my application are: _____

3. I enclose the following documents in support of my application:

4. I declare that the information that I have provided in this application and the supporting documents is true and correct. I am aware that I am liable to prosecution if I have provided in this application and the supporting documents any information which I know or have reason to believe is false.

Signature of *Plaintiff / Respondent

IMPORTANT: THIS FORM MUST BE TYPE-WRITTEN.

** Delete where inapplicable*
