

IN THE SUBORDINATE COURTS OF THE REPUBLIC OF SINGAPORE

REGISTRAR'S CIRCULAR NO. 1 OF 2006

ELECTRONIC HEARINGS IN CHAMBERS BEFORE THE REGISTRAR

Several enhancements have been made to the Electronic Filing System and the info-technology resources within the Supreme Court to facilitate the efficient conduct of hearings before registrars in chambers. Notable improvements include the introduction of “local prefetch” in the Electronic Filing System and the use of dual screens within the chambers. These enhancements have been in place for about a year.

2 In view of these developments over the past year, registrars have been increasingly relying on documents filed on the Electronic Filing System instead of hard copies of documents tendered by solicitors during the hearings. In order to facilitate the conduct of hearings before registrars in a “paper-less” manner, solicitors appearing before the registrars should no longer reproduce hard copies of documents that have been filed electronically for the registrars’ reference. This applies to all hearings in chambers before the registrars except:

- (a) hearings for assessment of damages, in which solicitors may prepare bundles of affidavits of evidence-in-chief and bundles of documents for the witnesses and, if they are conducive to the efficient conduct of the assessment, for the registrar hearing the assessment;
- (b) hearings involving voluminous documents; or
- (c) where reference is made to documents that could not have been filed before the hearing (e.g. written submissions) or documents that need not be filed (e.g. bundles of authorities).

3 To facilitate ease of reference to the documents filed within the Electronic Filing System, solicitors should refer registrars to documents according to the date in which they have been filed, the relevant page number within the document as well as the relevant paragraph number. In addition, solicitors’ attention are drawn to

Paragraphs 28(1)(e) and 29(2)(b) of the Subordinate Courts Practice Directions (2006 Ed.), which provides that all separators and dividing pages between exhibits within affidavits ought to be paginated. Compliance with these directions will ensure the smooth conduct of proceedings within chambers.

Dated this 13th day of February 2006.

A handwritten signature in black ink, appearing to read 'Toh Han Li', written in a cursive style.

TOH HAN LI
REGISTRAR
SUBORDINATE COURTS