

IN THE SUBORDINATE COURTS OF THE REPUBLIC OF SINGAPORE

REGISTRAR'S CIRCULAR NO. 1 OF 2005

CHANGES TO THE MODES OF COMMENCEMENT OF PROCEEDINGS

LEGISLATIVE CHANGES

The Statutes (Miscellaneous Amendments) (No. 2) Act 2005 was passed by Parliament on 21 November 2005 and assented to by the President on 7th December 2005. Under this Act, several statutes have been amended to reduce the number of modes of commencement of proceedings from four to two. The Rules of Court (Amendment No. 3) Amendment Rules have also been gazetted to provide for similar amendments. There will be two phases to these statutory amendments. The first phase will commence on 1 January 2006 and second phase will be operative in the second quarter of 2006, on a date to be announced. Lawyers may refer to other materials concerning these amendments on the Subordinate Courts website at <http://www.subcourts.gov.sg>.

SHUTDOWN OF ELECTRONIC FILING SYSTEM

2. CrimsonLogic Pte Ltd has made the necessary modifications to the Electronic Filing System (EFS) to accommodate these changes. As these modifications affect many modules within the EFS, the EFS server will have to be shut down from Thursday, 29 December 2005 at 11.59 p.m. in order to roll out these technical changes. The EFS server will be ready for use on 1 January 2006 at 8 p.m.

3 It will not be possible to file any documents through EFS from Friday, 30 December 2005 to 8 p.m. to Sunday, 1 January 2006.

4 During the office hours of the civil and family registries, lawyers with exceptionally urgent applications may see the Duty Registrar for leave to file hard copies of the relevant documents upon undertaking to file them electronically subsequently. Both registries will be open from 8.30 a.m. to 5 p.m. on Friday, 30 December 2005 and from 8.30 a.m. to 12.30 p.m. on Saturday, 31 December 2005. Manual filing of documents will not be processed after 1 p.m. on Saturday, 31 December 2005.

5. For urgent applications which will be time-barred if not filed between 1 p.m. on Saturday, 31 December 2005 to 8 p.m. on Sunday, 1 January 2006, they may be sent to the Subordinate Courts Registry via email to subct_registrar@subct.gov.sg. Once the EFS server is activated, these documents should be electronically filed with a request to backdate the time of filing. When the civil and family registries resume operation on 3 January 2006, they will backdate the EFS application to the date and time of receipt of the email, upon accepting that there is a need to backdate the application to preserve time. However, the registries reserve the right not to backdate the documents where the applications are not genuinely urgent.

6. Such emails should bear the subject title “Urgent Application (Reason: potential time bar)”. Lawyers should also include a brief description of the urgency of the application and attach the documents to be filed as portable document format (PDF) files.

CRIMSONLOGIC HELPDESK

7 From January 2006 onwards, the hotline 6887 7888 manned by CrimsonLogic Pte Ltd’s Helpdesk will answer all queries concerning filing procedure in EFS and other technical difficulties arising from the legislative changes. In keeping with the current practice, no legal advice will be provided.

Dated 16th day of December 2005.

TOH HAN LI
REGISTRAR
SUBORDINATE COURTS