

**Form 9J (A)\***

*Confidential and Without Prejudice*

**IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE**

**[CASE NUMBER]**

**OPENING STATEMENT FOR PLAINTIFF/DEFENDANT (CONCILIATION)**

**1. Parties attending the conciliation session**

- (a) Plaintiff/Defendant/other party to suit
- (b) [Name of any other party attending; reason for attending]
- (c)

*Where party is a corporate entity,*

- (a) [Name and position of authorised representative of Plaintiff/Defendant]

**2. Brief summary of facts**

[Summarise your version of facts that gave rise to your claim/defence.]

**3. Claim/Defence/Counterclaim/Defence to Counterclaim**

[Summarise your legal claim or Defence.]

*\*This Form may be downloaded from: <http://www.statecourts.gov.sg> under "Resources, Forms, Civil Matters".*

*Confidential and Without Prejudice*

**4. Evidence supporting claim**

**A. Essential documents**

The following *essential* documents are currently being relied on to support our claim/defence (without prejudice to modification after discovery):

- (a) [Provide very brief details on how each document supports your case. Append a copy of the essential documents to your opening statement.]
- (b) ...

**B. Essential witnesses**

We currently intend to rely on the following *essential* witnesses if the case goes to court (without prejudice to modification after extracting order of court containing court's directions for exchange of affidavits of evidence-in-chief):

- (a) [Provide a very brief outline of what you believe each essential witness will say.]
- (b) ...

**5. Suggested Possible Solution/s at Resolving Dispute**

The Plaintiff/Defendant suggests the following to resolve the dispute:

- (a) [Provide details on the suggested solution/s and reason/s why the party thinks it is viable and effective. If the suggested solution is premised on statute or legal precedents, set out the statutory provision(s) or points of law briefly.]

**6. Other relevant information for settlement**

[Provide any other information that may be beneficial in reaching a settlement.]

Dated this [-] day of [-] 20\_\_

---

**SOLICITORS FOR THE [PLAINTIFF/DEFENDANT]**