

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE

REGISTRAR'S CIRCULAR NO. 4 OF 2016

As part of our efforts to optimise and better manage the State Courts' resources, the operating hours on Saturdays were revised last year. With effect from 15 December 2015, the following registries and counters have been closed on Saturdays:

- (a) the Civil Registry;
- (b) the Crime Registry (including the Magistrate's Complaint Counter);
- (c) the Neighbour Disputes / Harassment Cases Registry;
- (d) the Small Claims Tribunals; and
- (e) the Bailiffs Section

2. Based on our review of our court processes and services on Saturdays for the past year, the revision of operating hours on Saturdays will continue until further notice.

3. Criminal Mentions Court 26 will continue to hear cases and process bail applications on Saturdays from 8.30am to 1.00pm.

4. Court users and members of the public who wish to enquire about court processes and procedures may approach the Information Counter Officer for assistance. They may also call 1800-JUSTICE (1800-5878423) or visit our website at [www.statecourts.gov.sg](http://www.statecourts.gov.sg), for information.

5. Please refer to Appendix A for the operating and filing hours of the State Courts' registries and counters.

6. For any clarification, please email [contact@statecourts.gov.sg](mailto:contact@statecourts.gov.sg).

Dated this 2<sup>nd</sup> day of December 2016.



JENNIFER MARIE  
REGISTRAR  
STATE COURTS

## Operating and Filing Hours of State Courts' Registries and Counters

Registry/Counter	Location	Days	Operating Hours	Filing Hours
Civil Registry	Level 1, State Courts Building	<b>Mondays - Thursdays*</b>	8.30 am - 1.00 pm 2.00 pm - 6.00 pm	Filings for civil applications are to be done at: <b>LawNet &amp; CrimsonLogic Service Bureau</b> <b>133 New Bridge Road</b> <b>Chinatown Point, #19-01/02</b> <b>Singapore 059413</b>  Operating hours: <b>Mondays to Fridays*</b> 8.30 am - 5.00 pm  <b>Saturdays*</b> 8.30 am - 12.30 pm  <u>Contact details:</u> Tel: (65) 6538 9507 Fax: (65) 6438 6350 Email: apollo@crimsonlogic.com.sg  Website: www.crimsonlogic.com.sg/service- bureaus.html
		<b>Fridays*</b>	8.30 am - 1.00 pm 2.00 pm - 5.30 pm	
		<b>Saturdays</b>	Closed	
Crime Registry	Level 1, State Courts Building	<b>Mondays - Thursdays*</b>	8.30 am - 1.00 pm 2.00 pm - 5.30 pm	9.00 am - 12.00 pm 2.00 pm - 5.00 pm
		<b>Fridays*</b>	8.30 am - 1.00 pm 2.00 pm - 5.30 pm	9.00 am - 12.00 pm 2.00 pm - 4.30 pm
		<b>Saturdays</b>	Closed	
Bail Centre	Level 1, State Courts Building	<b>Mondays - Thursdays*</b>	9.00 am - 1.00 pm 2.00 pm - 6.00 pm	9.00 am - 12.30 pm 2.00 pm - 5.00 pm
		<b>Fridays*</b>	9.00 am - 1.00 pm 2.00 pm - 5.30 pm	9.00 am - 12.30 pm 2.00 pm - 4.30 pm
		<b>Saturdays*</b>	9.00 am - 1.00 pm  operating in Court 26 on Saturdays	9.00 am - 12.00 pm
Neighbour Disputes Registry	Level 1, State Courts Building	<b>Mondays - Thursdays*</b>	8.30 am - 1.00 pm 2.00 pm - 6.00 pm	9.00 am - 12.00 pm 2.00 pm - 5.00 pm
		<b>Fridays*</b>	8.30 am - 1.00 pm 2.00 pm - 5.30 pm	9.00 am - 12.00 pm 2.00 pm - 4.30 pm
		<b>Saturdays</b>	Closed	
Harassment Cases Registry	Level 1, State Courts Building	<b>Mondays - Thursdays*</b>	8.30 am - 1.00 pm 2.00 pm - 6.00 pm	From 1 November 2015, filings for protection from harassment (i.e. applications for protection order & non- publication order) are to be done at:
		<b>Fridays*</b>	8.30 am - 1.00 pm 2.00 pm - 5.30 pm	

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		Saturdays	Closed	<p><b>LawNet &amp; CrimsonLogic Service Bureau</b>  <b>133 New Bridge Road</b>  <b>Chinatown Point, #19-01/02</b>  <b>Singapore 059413</b></p> <p><u>Operating hours:</u>  <b>Mondays to Fridays*</b>  8.30 am - 5.00 pm</p> <p><b>Saturdays*</b>  8.30 am – 12.30 pm</p> <p><u>Contact details:</u>  Tel: (65) 6538 9507  Fax: (65) 6438 6350  Email: apollo<b>sb</b>@crimsonlogic.com.sg</p> <p><u>Website:</u>  www.crimsonlogic.com.sg/service-bureaus.html</p>
<b>Small Claims Tribunals (SCT)</b>	Level 1, State Courts Building	<b>Mondays - Thursdays*</b>	8.30 am - 1.00 pm 2.00 pm – 6.00 pm	9.00 am - 12.00 pm 2.00 pm – 5.00 pm
		<b>Fridays*</b>	8.30 am - 1.00 pm 2.00 pm – 5.30 pm	9.00 am - 12.00 pm 2.00 pm – 4.30 pm
		<b>Saturdays</b>	<p>Closed</p> <p>Alternatives for filing SCT claims (<i>subject to the claim forms being properly completed and requirements adhered to</i>):</p> <p>(i) fax to 65364478 or 64355994</p> <p>(ii) “drop-in box” at the State Courts Information Counter</p> <p>The claim form can be downloaded from <a href="http://www.statecourts.gov.sg">www.statecourts.gov.sg</a>&gt;Filing a Claim at the Small Claims Tribunals.</p>	
<b>Bailiffs Section</b>	Level 1, State Courts Building	<b>Mondays - Thursdays*</b>	8.30 am - 1.00 pm 2.00 pm - 6.00 pm	<p>Filings for enforcement of civil court orders are to be done at:</p> <p><b>LawNet &amp; CrimsonLogic Service Bureau</b>  <b>133 New Bridge Road</b>  <b>Chinatown Point, #19-01/02</b>  <b>Singapore 059413</b></p> <p><u>Operating hours:</u>  <b>Mondays to Fridays*</b>  8.30 am - 5.00 pm</p> <p><b>Saturdays*</b>  8.30 am – 12.30 pm</p>
		<b>Fridays*</b>	8.30 am - 1.00 pm 2.00 pm - 5.30 pm	

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Registry/Counter	Location	Days	Operating Hours	Filing Hours
				Contact details: Tel: (65) 6538 9507 Fax: (65) 6438 6350 Email: apollo <b>s</b> @crimsonlogic.com.sg  Website: <a href="http://www.crimsonlogic.com.sg/service-bureaus.html">www.crimsonlogic.com.sg/service-bureaus.html</a>
		<b>Saturdays</b>		Closed
<b>State Courts Centre for Dispute Resolution</b>	Level 1, State Courts Building	<b>Mondays - Thursdays*</b>	8.30 am - 1.00 pm 2.00 pm - 6.00 pm	
		<b>Fridays*</b>	8.30 am - 1.00 pm 2.00 pm - 5.30 pm	
		<b>Saturdays</b>	Closed	
<b>Finance</b>	Level 1, State Courts Building	<b>Mondays - Fridays*</b>	8.30 am - 1.00 pm 2.00 pm - 5.00 pm	
		<b>Saturdays*</b>	8.30 am - 12.30 pm  Only for the payment of fine, cash bail, and court fee.  All other services, such as collection of bank documents by bailors (for non-cash bail) and bailiff-related payments, are available only from Mondays to Fridays.	
<b>Information Counter</b>	Level 1, State Courts Building	<b>Mondays - Thursdays*</b>	8.30 am - 6.00 pm	
		<b>Fridays*</b>	8.30 am - 5.30 pm	
		<b>Saturdays*</b>	8.30 am - 1.00 pm	

\*closed on public holidays