

Filing a counterclaim

Permitted filing method	Information	Mode of payment
At the Tribunals	<p>The counterclaim can only be filed at the Tribunals.</p> <p>When attending at the Tribunals, please take a Q number for registration from the Q machine at the SCT waiting area.</p> <p>Please take note of the following when filing the counterclaim:</p> <ul style="list-style-type: none"> i) If there is a pending claim against you and you wish to file a counterclaim, please ensure that you have properly completed the counterclaim Form. Please ensure that the Counterclaim form is legible and duly signed. Where you are claiming as a company, the stamp chop of your company must be affixed; ii) If you had indicated in the Summary of the Counterclaim Form that you are referring to any attached documents, please do make photocopies of such attached documents as well. Please note that a set of the Counterclaim Form and attached documents referred to in the said Form will be forwarded to the other party. Therefore, please have at the time of the registration 4 sets (1 original and 3 photocopies); iii) A clear photocopy each of any other supporting documents; iv) An original copy of the latest Instant Information search [Business Profile] of the other party you are claiming against if the other party is a business concern, obtained no earlier than 1 month from the date of filing of the Counterclaim; v) An original or clear photocopy of the Instant Information search [Business Profile] if you, as the Claimant, is a business concern; vi) Please also note that: 	<ul style="list-style-type: none"> • NETS • Cash • Cheque/Cashier's Order drawn on local banks will be accepted. All cheques or cashier's order must be crossed and made payable to "Registrar, State Courts"

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| | <ul style="list-style-type: none">• A counterclaim can only be filed if there is no Order made and standing against you;• No filing of a counterclaim will be accepted on the day of the hearing before a Referee• A counterclaim should be filed at least 3 days before the next attendance due at the Tribunals;• The responsibility for completion and contents remains with the party filing. Therefore, do ensure that the form is properly completed and the information is true and correct. | |
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