

Workflow for Hearings before the Duty Registrar and Duty Judicial Officer

1. Pursuant to Section F of the Schedule to Registrar’s Circular No. 5 of 2020 and paragraph 2 of Registrar’s Circular No. 10 of 2020, with effect from 2 June 2020 until further notice, the applicable workflow for matters before the Duty Registrar and Duty Judicial Officer shall be as follows.

Duty Registrar matters (on weekdays)

2. Any party who wishes to obtain directions and/or orders from the Duty Registrar shall file a letter of request on eLitigation instead of attending physically before the Duty Registrar. On eLitigation, please file the letter of request under “Other Hearing Related Request” and rename the title of the document to “**Request to attend before Duty Registrar**” (“Request”). If the Request pertains to a particular Summons, it should be filed under the relevant Summons or sub-case number. Requests that do not comply with these requirements may be refused. For urgent Requests, parties may call **67217705** to notify the Registry of the filing.
3. The Request shall state:
 - a. the directions and/or orders sought; and
 - b. whether a hearing is required, and if so, the availability of all parties concerned and their telephone numbers.
4. If parties are unable to file a Request on eLitigation (for e.g. because the originating papers for the case have not been filed or accepted), parties may call **67217705** to seek directions. In doing so parties should be prepared to explain the urgency of the application or request.
5. The Duty Registrar has the discretion to decide whether a hearing is required.
 - a. Where a hearing is not required, the Duty Registrar may proceed to issue directions and/or orders *via* eLitigation.
 - b. Where a hearing is required, the hearing will be conducted *via* video-conferencing using the Zoom application or telephone-conferencing, unless otherwise directed by the Duty Registrar. The Duty Registrar will inform parties of the mode and time of hearing *via* eLitigation.
6. For the avoidance of doubt, for the recording of settlement or consent judgment *via* Form 9I of Appendix A to the State Courts Practice Directions, the duly completed Form 9I shall be attached to the Request. The Request shall also state:
 - a. the date(s) of all hearings (including trial or assessment of damages) to be vacated; and
 - b. whether a costs indication is required. If so, parties may state their respective positions on costs on the Form 9I or in a separate document attached to the Form 9I. The Duty Registrar may conduct a hearing in accordance with paragraph 2(b) above or provide the cost indication asynchronously *via* eLitigation.

Duty Judicial Officer matters (on weekends and public holidays)

7. Please be reminded that the Duty Judicial Officer will only arrange a hearing for urgent applications that cannot be heard the next working day.
8. The workflow stated in paragraph 110 of the State Courts Practice Directions shall continue to apply with the following modifications.
9. For the hearing of urgent applications during weekends and public holidays, if the Duty Judicial Officer deems the application to be sufficiently urgent:
 - a. the Duty Judicial Officer may direct the applicant to send the application and supporting documents by email instead of in hardcopy; and
 - b. the Duty Judicial Officer has the discretion to decide whether to deal with the application by email or conduct a hearing *via* video-conferencing using the Zoom application or telephone-conferencing.