



USER GUIDE FOR WEB-BASED FRONT-END APPLICATION ELECTRONIC FILING SYSTEM

CrimsonLogic Pte Ltd

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About This User Guide

This user guide is intended for prospective users of the Web-based Front End Application to understand the functionalities provided by the application, to be used in Electronic Filing System.

This user guide helps the law firm users in understanding how to:

- Navigate within the main menu.
- Create, edit a case file and prepare submissions.
- electronically file documents to Courts
- index search the EFS documents previously filed, and
- Requests to File-n-Serve documents to another law firms.
- Use the various Trays.
- Familiarise with the different EFS modules. Details will be in the corresponding supplementary documents.

Objectives

At the end of this course, a trainee will be able to:

- Login to the FE-Web application
- Familiarize with the different functionalities/features within the main menu
- Create, maintain a case file and prepare submissions.
- Prepare the EFS submissions and send it to the Courts
- Receive replies / correspondence from the Courts
- Perform index searches of EFS documents
- Request for Extraction of EFS documents from Courts
- Requests to File-n-Serve documents to other law firms
- Familiarize with the different features in the In-Tray and new Out-Tray.
- Set up and change the user preference/settings

Conventions used in the Document

The following conventions are used in this training guide:

| | |
|-------------------|---|
| EFS | Electronic Filing System |
| FE-Web | Web-based Front End Application |
| LF | Law Firm |
| HC | High Court (or) Supreme Court |
| SU | Subordinate Courts |
| URN | Unique Reference Number |
| PDF | Portable Document Format |
| IE | Internet Explorer Web browser |
| FnS | File-N-Serve |
| ROC | Rules of Court |
| FRN | File Reference Number |
| Bold Text | Command options, commands on menus and buttons, dialog box, titles, options, and menu names |
| <text> | Menu bar / menu item/ URL link |
| URL | Uniform Resource Locator. It directs users to the location of a resource available electronically |
| SSL | Secure Sockets Layer |
| Click or Clicking | Press the left button of the mouse |

Standard Screen Elements

Title bar

Located at the top-most part of any window or screen, it carries the name of the application, module or function.



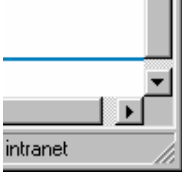
Minimize / Maximize / Close buttons

The buttons below (starting from the first button from the left to right) represents the Minimize/ Maximize/ Close buttons respectively. The user can click any of this buttons to minimize, maximize or close (respectively) the active browser window.



Vertical / Horizontal scroll bars

Scrolling up and down and sideways through Front-End application window or table is made possible by using the appropriate scroll bar on the right or bottom side of browser window.



Input field (Combo Box)

The user will be able to select an entry or item from a drop-down list which will be displayed upon clicking on the combo box down arrow. The user cannot amend the field values available in the list.



Input field (Check Box)

A Check Box control displays a when selected; the disappears when the Check Box is cleared. This control is used to give a True/False or Yes/No option. The Check Box controls are used in groups to display multiple choices from which the user can select one or more.



Input field (Radio Button)

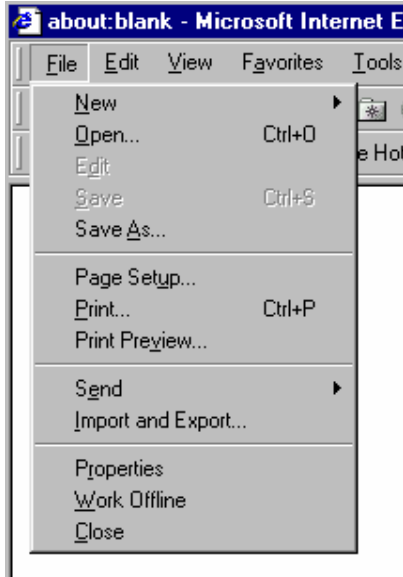
Check Box and Radio Button controls function similarly but with an important difference; any number of Check Box controls on a form can be selected. In contrast, only one Radio Button in a group can be selected at any given time.



Drop-Down Menu Bar

The drop-down menu bar, residing immediately below the browser window's title bar, provides the means to invoke standard functions of the browser being used. Some of the functions available are to open a URL, save/print a web page, change the properties of the browser (such as colours, fonts, etc.). Users can also use the <Ctrl> key as indicated, if available.

All items in the drop-down menu bar supports keyboard access (shortcuts), as indicated by an underline below the access key or character of the specific menu item. To activate an option using the shortcuts, hold down the <Alt> key and the underlined alphabet.



Status Bar

The status bar, residing at the bottom part of the browser window, indicates the status of the current event or operation of the Front-End application. The leftmost panel displays the status of the current operation (such as URL of the page being downloaded). The middle panel (if any) displays the progress indicator of the current operation. The rightmost panel displays the information about the web location the user is currently accessing (such as Internet, Trusted sites, etc.)

Moreover, when the user is accessing a "secure" web page, a lock icon will appear on the right hand side of the status bar. It indicates that the information being downloaded from or uploaded to that web page is being encrypted using SSL protocol.




Tool Bars

Browser toolbars, locating just below the drop-down menu bar, consist of buttons that can be clicked to access the most frequently used functions in web browsing. The standard toolbar buttons most commonly used are: Back, Forward, Stop Refresh and Home, as shown below. (The actual icons and text labels may vary slightly depending on the browser version used.)



Mouse Pointers

As the FE-Web application runs inside a browser, the normal mouse pointer behaviour in a

web browser will take effect. The default mouse pointer  can be used to access the drop-down menu items, selecting of a toolbar items, command button, dialog box item, text box, checkbox, combo/dropdown list, radio button, etc.

When the mouse pointer turns to the hand icon **Error! Objects cannot be created from editing field codes**, it represents hyperlink to a URL or function, which can be activated by clicking the link once.

Popup Menu

The popup menu shown below is commonly used throughout the Front-End application. The popup menu can be moved to any part of the screen by the drag and drop action. The menu items shown will vary depending on which tray view or the functions that the user has accessed. The Popup Menu below, shows the options available when the user has accessed the Draft Tray module.

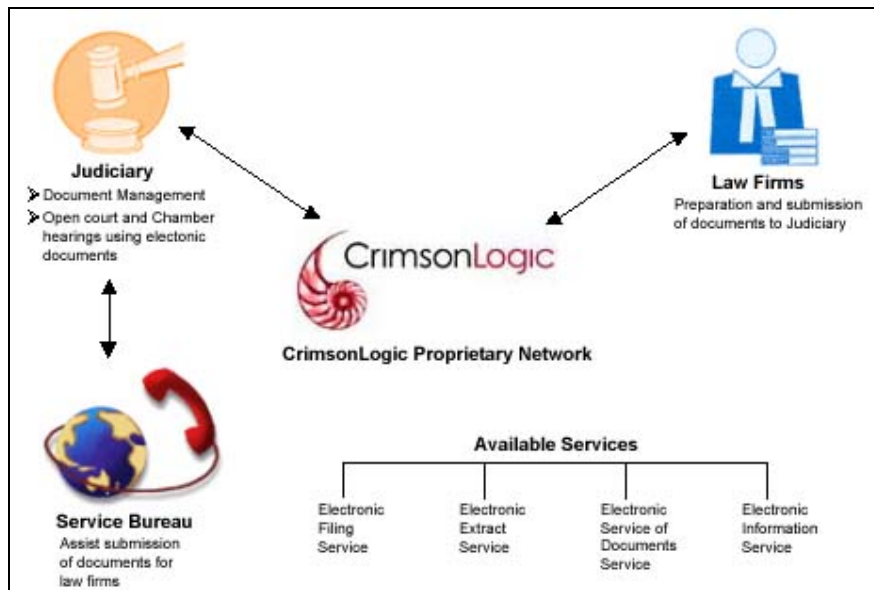


File Selection

This popup dialog box is used in the Front-End application for user to specify their file selection. On clicking of the Browse command button, this dialog box will be displayed.

Chapter 1 - Introduction to EFS

The Electronic Filing System



The Electronic Filing System paves the way for the World's first nation-wide paperless court system through the World Wide Web. It is comprehensive in its approach and will revolutionise the conduct of civil litigation through its facilities for electronic filing, electronic extracts, electronic service of documents and the provision of electronic information services. The introduction of court hearings in an electronic environment would also free lawyers from the logistical burden of managing physical files such as tracking, moving and storing them.

The Electronic Filing System application has two main modules. The Front-End system enables the law firms to file their court documents electronically from their office. The Service Bureau uses a similar Front-End system to file documents for law firms. The law firms' submissions will be supported by the Workflow system, which is also used by the various staff in Judiciary for the internal work processes.

1.1 Introduction to EFS Web Portal

FE-Web application is accessible via the EFS Web portal using a compatible browser. In order to use FE-Web, a user must first register at the portal, and LF System Administrator has to add application to this user.

1.1.1 Types (or Roles) of Users

- (i) General User (or Domain User)
- (ii) System Administrator

Two types (or roles) of users with different privilege levels and access rights are implemented in the FE-Web application. Users' roles are assigned by the System Administrator.

General User - The General User (also called Domain User) has full access rights to all modules in the FE-Web application except for the Maintenance and Utilities modules. In order for a general user to login to the EFS web portal, he/she needs to approach the LF Sys Admin to register a login Id. The LF Sys Admin will process the registration and inform the general user once ready. User then can use the login Id to gain access to the EFS web portal.

Law Firm System Administrator – User(s) with System Administrator role can access the System Administrator modules (System Configuration, LF Information, Work Group Maintenance, Case Transfer Information, Download Data, KGSG and CCS). A registered user can be assigned to the System Administrator role by the appointed LF System Administrator.

1.1.2 User Registration

To obtain a member id (or user id), user's should approach their System Administrator to create one for them. Individual LF Sys Admin has now the full control in managing their users online through the new ORA (Online Registration & Administration) portal (the link 'User Admin (ORA)' is provided on top of the page). A separate training will be provided for LF Sys Admin.

Once a new member id has been created, the user has to open the URL for EFS Home page (www.efs.com.sg) in the browser and login with the new member id.



Figure 1.1: EFS-FE- Web Homepage

1.1.3 Role Assignment

Access roles to the EFS Portal will be assigned by the LS Sys Admin through the new ORA Portal (details in the separate ORA documentation).



Figure 1.2: After login to EFS portal

1.2 System Requirements

- Personal Computer
(Minimum: Pentium III, 256 MB RAM, 10 GB HDD)
- Internet Connection to a local ISP (broadband connection is highly recommended)
- Smart Card Reader and Valid Smart Card
- Windows 2000 (Professional Edition) and Windows XP (Home/ Professional Edition)
- IE 6.0 and 7.0
- Adobe Acrobat 7.0 and 8.0

1.2.1 Hardware Requirements

- CPU: Pentium III or higher (Pentium IV highly recommended)
- RAM: 256 MB or more (512 MB highly recommended)
- PC should have at least 1 available **Serial (RS-232) port** (required for the EFS Smartcard reader), and **1 PS/2 port** (only required if using GemPLUS Smartcard reader)
- Disk Space: The recommended minimum free hard disk space is 10 GB.

1.2.2 Software Requirements

- Operating System: Windows 2000 (Professional Edition), or Windows XP (Home/Professional Edition).
- Web Browser: Internet Explorer 6.0 or 7.0
- Browser Encryption (SSL) strength: 128 bit
- Adobe Acrobat: 7.0 or 8.0
Adobe Acrobat Reader may be used, if PDF documents are accessed for viewing only.
- Microsoft Word for Windows or similar word processing software may be used to draft the documents to be e-filed.

1.2.3 Communication Requirements

- Internet access through a local ISP (such as SingNet, PacNet, StarHub, etc.)
Note:
 - Broadband connection (such as ADSL, or Cable) is highly recommended
 - Hardware/Software configuration as required by the ISP is to be catered for.
- For currently registered EFS users only:
Existing ISDN link to SNS (using ISDN router) can be used to access FE-Web application.

1.2.4 Other peripherals

- A smart card reader (Model: ADC E-Key LC, GemPLUS)
- [Optional] A compatible scanner with auto-document feeder
- [Optional] A compatible Printer

Refer to the System Requirements at <http://info.efs.com.sg/> for the full updated list.

1.3 EFS Milestone(s)

The Electronic Filing System is introduced in several phases:

Phase 1

Phase 1 is a pilot program to allow lawyers to experience the advantages of filing documents electronically, and to identify the problems that might arise from filing documents in this manner so that these problems might be addressed and resolved. It is on a voluntary basis, and launched in 1997.

Phase 1.2

Phase 1.2 was launched in March 2000. It introduces the compulsory filing of court documents electronically to the Supreme Court and the Subordinate Courts. Within the scope of Phase 1.2 are all proceedings commenced by a writ of summons, including all applications and proceedings brought under or arising from such proceedings but excluding:

- Interpleader proceedings
- Appeals from the Subordinate Courts to the High Court falling within Order 55D of the Rules of Court
- Taxation
- Appeals to the Court of Appeal

Phase 2

Phase 2 was launched in July 2001. After Phase 2 is implemented, the [Electronic Extract Service](#) and the [Electronic Service of Documents](#) Service become available. At the same time, EFS FE-Web application is introduced, which replaces FE-Windows as the mechanism for electronically filing documents to Courts.

Phase 3

Phase 3 was launched in December 2001 and it includes:

- Taxation of costs
- Interpleader proceedings
- Originating summon proceedings
- District Court appeals
- Appeals to the Court of Appeal and
- Admission of advocates

Phase 4a

Phase 4a was launched in May 2002 and it includes:

- Admiralty
- Originating Motion
- Originating Petition
- Originating Summons (Bankruptcy)
- Bankruptcy Petition
- Companies Winding-Up Petitions and
- Petition of Course
- Power of Attorney
- Probate (High Court)

Phase 4b

Phase 4b was implemented on 15 December 2003 and it includes the development of functions for:

- Divorce
- Adoption and
- Originating Summons for Family Matters
- Probate (High Court (*total revamp*) & Sub Court)

Phase 6

Phase 6 was launched in 10 January 2005 and it includes:

- Criminal module (*Refer to [Chapter 15](#) for details*)

TA (Technical Audit) Medium Term Enhancements

This phase was launched in October 2005 and it includes:

- Case File Centric. (*See details in [Chapter 4](#)*)
- File And Serve (FnS). (*Refer to [Chapter 9](#) for details*)
- Document Information Page (DIP) (*Refer to [Chapter 13, Section 1](#) for details*)

Phase 7.1 (Rules Of Court Changes Phase 1 (ROC 1))

ROC Phase 1 was launched in 1 January 2006 and it includes:

1. Changes to Modes of Commencement by way of Originating Summons (OS) for the following areas:
 - a) Admission Of Advocates And Solicitors (AAS)
 - b) Adoption (AP)
 - c) Probate (P/DCP)
 - d) Petition Of Course (POC)
 - e) Originating Motion (OM)
 - f) Originating Petition (OP – Judicial Management)
 - g) Originating Summons (OS)
 - h) Originating Summons – Family (OSF)
 - i) Originating Summons (Bankruptcy) (OSB)

For details, please refer to [Chapter 16](#).

Phase 7.2 (Rules Of Court Changes Phase 2 (ROC 2))

ROC Phase 2 was launched in 1 April 2006 and it includes:

1. Changes to Modes of Commencement by way of Originating Summons (OS) or Writ of Divorce for the following areas:
 - j) Bankruptcy (B)
 - k) Companies Winding Up (CWU)
 - l) Limited Liability Partnership Winding Up (LWU)
 - m) Originating Petition (OP – Judicial Management)
 - n) Divorce (D)

For details, please refer to [Chapter 17](#).

Phase 7.3

Phase 7.3 was launched in 4 August 2006 and it includes:

- New Home Page
- Enhanced Main Menu
- Document-Centric display of submissions
- Pack-N-Go functionality
- New Hearing List

Phase 7.4

Phase 7.4 was launched in 13 October 2006 and it includes:

- Three (3) Steps Case File creation. (*See details in [Chapter 4](#)*)
- Immediate File-n-Serve. (*Refer to [Chapter 9](#) for details*)

Phase 7.5

Phase 7.5 was launched in 15 January 2007 and it includes:

- Data item(s) changes for selected documents.
- New document(s) has been introduced.

- New validation Rules and Constraints.
For details, please refer to [Chapter 18](#).

Phase 8.0

Phase 8.0 will be launched in 18 June 2007 and it includes:

- [New Case File enhancements](#):
 - A new Case File feature to load the party/parties from the court's centralised database.
 - New 'Fee's tab.
 - Links and buttons has been introduced for user to directly perform SOD, Search from Case File.
- [Enhanced SOD](#).
- [File-n-Serve enhancements](#) (*Refer to [Chapter 9](#) for details*)
- [Multiple SMS and email alerts](#).
- [New In Tray 'Message' tab enhancement](#).

1.4 Services Offered in EFS

FE-Web enables LF users to use the following services offered in EFS:

- [Case File/Case Information Repository](#).
- Filing
- Document Index Search (Phase 2.0)
- 1 Click Fine-n-Serve

Each of these services can be accessed by selecting the respective button in EFS Main Menu (see figure below), after a successful login to EFS portal as a general user.



Figure 1.4: Services offered by EFS

1.4.1 Case File/Case Information Repository

The new Front-End will have a "case-centric" user interface. Users can create specific case files for specific matters and organise their messages (submissions, court replies, services) based on these case files.

When a case file is created, relevant case details now need only be entered once - there will be no need to re-enter party details for subsequent documents to be filed for that case file as the details can be automatically generated from the system.

Users can also check the hearing schedules for a particular matter through its case file. The hearing schedules will be available in summary and detailed views. The existing trays will be reorganised to enable a consolidated view of the various messages for a given case, or across different cases.

Document selection will be made easier by filtering the list based on the Court and Counter type selected.

Detailed procedures and steps for filing are explained in Chapter 5.

14.2 Filing

This service is used to for the preparation of documents, sending the submissions, and receiving the court replies. Detailed procedures and steps for filing are explained in Chapter 5.

1.4.3 Document Index Search

This service allows FE users to search for EFS documents previously filed by the law firms. Documents can be searched by Case No., and Court Type (it was previously filed to).

Upon a successful search, all relevant details and DCN of documents in the searched case will be displayed.

Based on the search result, a praecipe can subsequently be filed to request for soft copy, certified true copy of documents or file inspection, by selecting one or more DCNs in the search result.

Detailed procedures and steps for using index search and extract are explained in Chapter 8.

1.4.4 1 Click File-n-Serve / Service of Documents

A one-click 'File-and-Serve' feature will allow a party to automatically serve documents on one or more opponents. While creating a submission, users can make a "File-n-Serve" request for any documents being filed and select the intended recipient(s). The system will automatically serve the document(s) on the recipient(s) as soon as the court accepts the document(s) and replies through the system.

Using this FE-Web feature, a law firm can serve court documents to other “web-enabled” law firms electronically. A Certificate of Service will be generated upon a successful service.

Up to 99 documents may be served to a maximum of 99 recipient law firms in a single submission.

Detailed procedures and steps for using service of documents are explained in Chapter 10.

Chapter 2 - Main Menu

2.1 Main Menu

The new and simplified design of the main menu groups all the functionalities so that it provides more meaningful and easier navigation while using EFS. The collapsible & expandable menu option allows you to expand or to collapse the tabs so as to only show the functionalities relevant for your usage. The “Expand All” and “Collapse All” feature allows you to quickly expand or collapse all the sections.

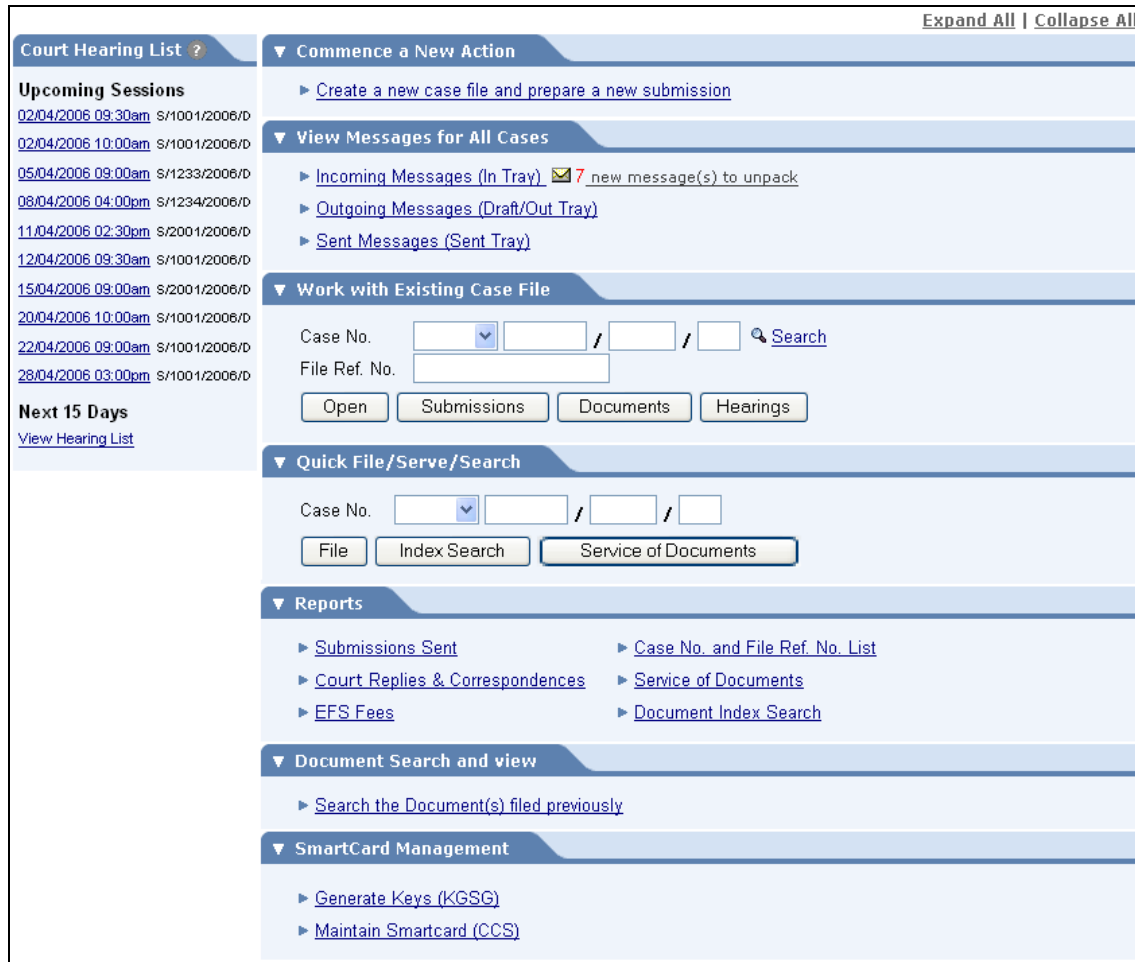


Figure 1.1a – Expanded View



Figure 2.1b – Collapsed View

The following functionalities are available in the main menu.

- **Commence a New Action**

This allows user to create a new case file, enter details about the case file, and immediately prepare a new submission.

 - Create a new case file and prepare a new submission

- **View Messages for All Cases**
 - **Incoming Messages (In Tray)**

Any new incoming messages to be unpacked (such as court replies, or services) are highlighted as “[x] new message(s) to unpack.” Clicking this link will take you to New Messages tray (a subset of In tray), where you can unpack these new incoming messages. New Messages tray displays only the messages to be unpacked. Click on “Incoming Messages...” to go to the In Tray which lists all Court replies and correspondences, and service of documents from other law firms.
 - **Outgoing Messages (Draft/Out Tray)**

Click on “Outgoing Messages...” to go to the Out Tray to view documents not yet submitted to Court.
 - **Sent Messages (Sent Tray)**

Click on “Sent Messages...” to go to the Sent Tray which lists all Sent submissions will be listed.

- **Work With Existing Case File**
 - **Open**

You can click this link to view or modify the existing case file details
 - **Submissions**

This will open the case file and lists all submissions, court replies and correspondences and services of documents, by providing a Case No. and/or File Reference No.
 - **Documents**

This will allow users to list of documents that have been filed for a particular case and/or File Reference No.
 - **Hearings**

This allows the LF user to see the upcoming hearing sessions for a particular case.

- **Quick File/Serve/Search**
To quickly create a new submission, EFS index search, or service for a given Case No. Please refer to the corresponding chapters for the function below.
 - File
 - Index Search
 - Service of Documents


- **Reports**
This will allow the user to print the various reports available for printing. Please refer to *Chapter 11* for details.
 - Submission Sent
 - Court Replies & Correspondences
 - EFS Fees
 - Case No. and File Ref. No. List
 - Service of Documents
 - Document Index Search

- **Document Index Search**
This allow user to perform search of documents previously filed to court. Please refer to *Chapter 8* for details.

- **Smart Case Management**
This function allows the user to manage the smart card(s) which is used in sending and unpacking replies.

2.2 Search Case File

This allows user to search for one or more case files, by giving a certain criteria, such as URN, Case No., File Ref. No., Party Name, or File Name.

Click on  icon next to Open an Existing Case File (in Main Menu). A search page is displayed in a new window (Figure 2.2a) where user can specify the case file search criteria.

Steps to search Case File by Unique Reference Number (URN):

- Enter the full URN, or at least the first 13 characters of the URN to be searched.
- Click on the **<Search>** button.
- All the case files that have the URN(s) specified will be returned. The search results page is displayed as in Figure 2.2b.

CASE FILE SEARCH CRITERIA

Search for cases which have:

Unique Reference Number:

Note: Partial search by URN can be done by entering (at least) first 13 characters of the URN.

(OR)

Search for cases which have:

Case No. : * / / * /

File Reference No. :

Party/Client Name:

File Name:

Note: Enter one of more fields as search criteria. Partial search by Case No. requires Case Type and Case Year to be entered.

Figure 2.2a: Case File Search Criteria

Steps to search Case File by other criteria:

- Enter one or more fields as search criteria. Partial search by Case No. requires Case Type and Case Year to be entered.
- Click on the **<Search>** button.
- All the case files that have the given Case No./File Ref No., or Party/File Name will be returned. The search results page is displayed as in Figure 2.2b.

Home | My Account | Feedback | About Us | Site Map | User Administration (ORA) | Logout

Powered by **CrimsonLogic**

Launch->

Case File Search Result List

| S/No. | File Reference No. | File Name | Case No. |
|-------|--------------------|-------------|-------------|
| 1. | 1TA2 | S 61/2004/W | S 61/2004/W |

>> Electronic Filing System

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Figure 2.2b: Case File Search Results

Steps to Open Case File or View Submissions, from a search result:

- Click on the radio button to select the case file which you want to open.
- Click on the **<Open Case>** button to open the case file.

Step to go Back to Main Menu:

- Click on the **<Cancel>** button in either the Case File Search Criteria page (Figure 2.2a) or the Case File Search Results page (Figure 2.2b).

Chapter 3 - General Overview Using FE-WEB

The following figures show the overall menu structure of the EFS FE-Web application.

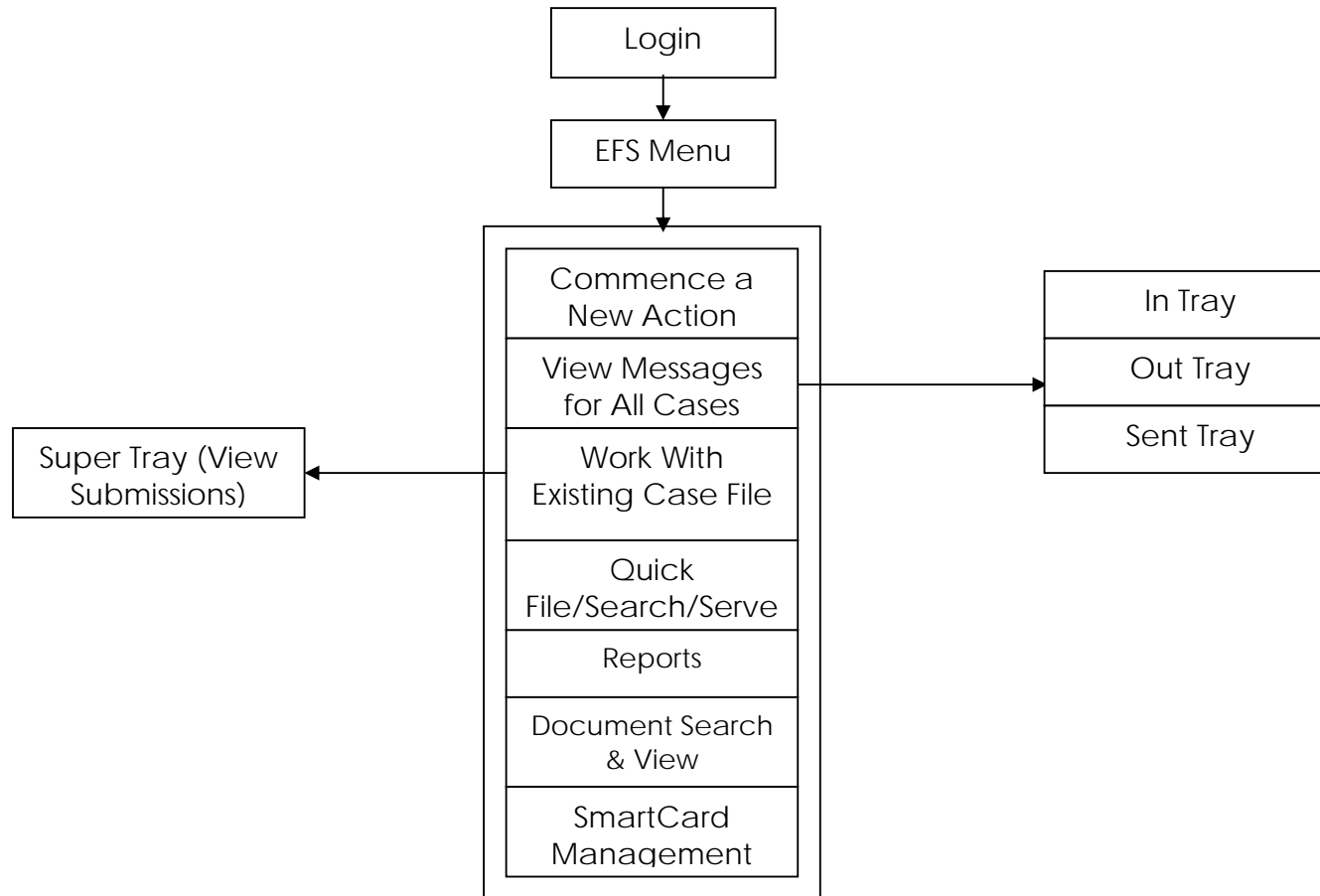


Figure 3.1a: Overview of EFS FE-Web Application's Menu Structure

In Tray

This is a location where all replies and incoming messages to the law firm can be viewed. The incoming messages – Replies/ Correspondences from Courts and Served Documents from other law firms – are displayed here after they are unpacked (and PDF files extracted).

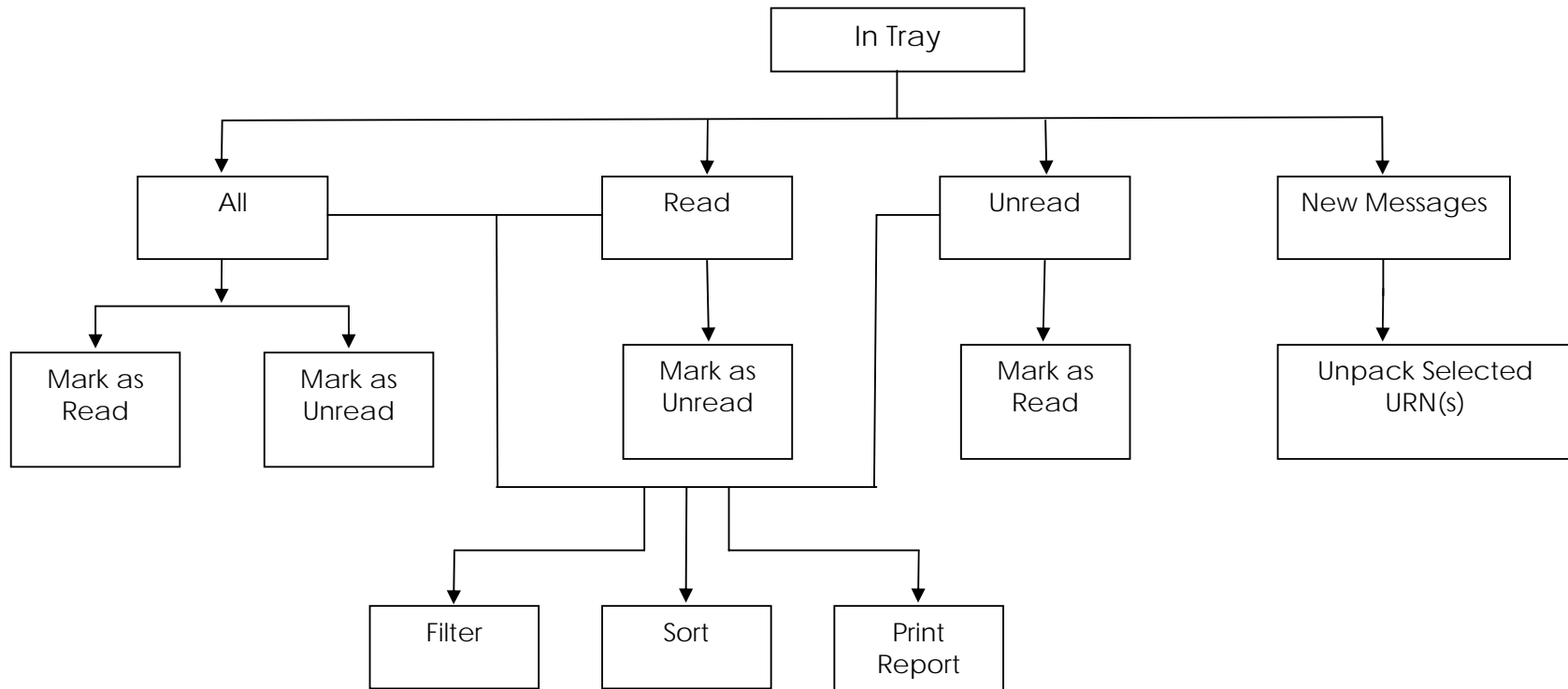


Figure 3.1b: Overview of In Tray

Out Tray (Draft Messages)

This is where submissions ready to send are kept. Users can verify the details of the submission by opening it, and have an option to send it out to Courts (if everything is in order), or to send it back to Draft Tray for further changes (if something is amiss).

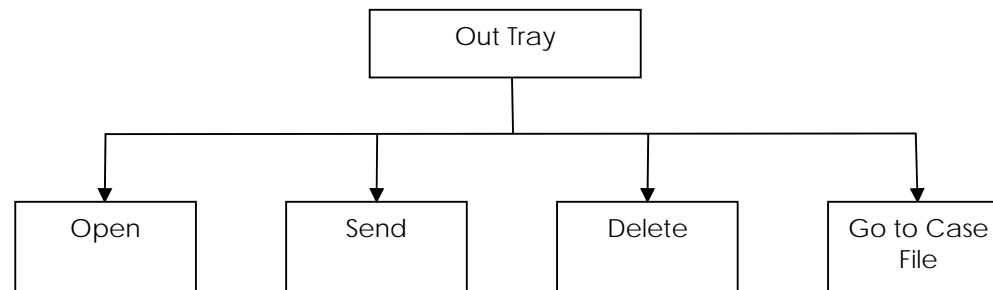


Figure 3.1c: Overview of Out Tray

Sent Tray

This is where submissions that were already sent are kept. Users can view the details of the submission by opening it, and have an option to duplicate a submission.

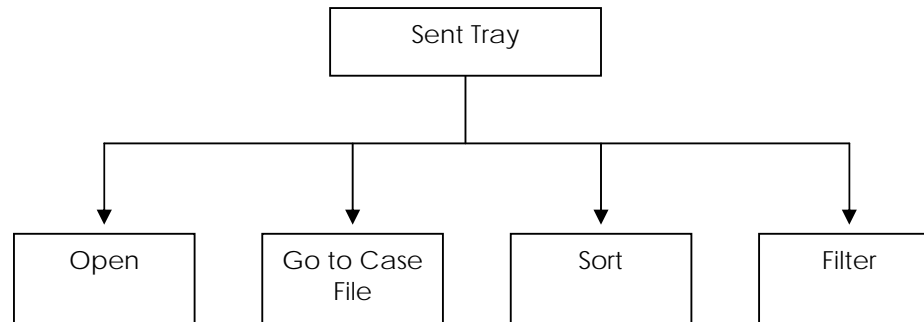


Figure 3.1d: Overview of Sent Tray

Super Tray (View Case File Submissions)

This is where submissions for the Case File are kept. Users can verify the details of the submission by opening it, and have an option to send it out to Courts (if everything is in order), delete a submission, duplicate a submission, or to refresh the display to load the Case File submissions, if any changes in the File Ref. No. or Case No.

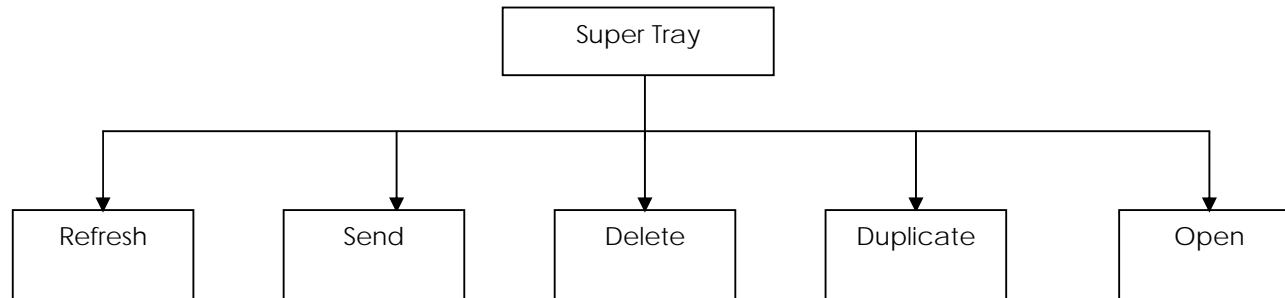


Figure 3.1e: Overview of Super Tray

Chapter 4 - Case File Repository

4.1 Commence a New Action (Create New Case File)

To begin creating a case file, click on “Create a new case file and prepare a new submission” in the main menu.

Creation of a new case file will require 3 steps, “Case Details”, “Party Details” and “Confirm & Save”. Upon completing each step, you can click on the “Next” button to be directed to the next step. You can also go back to previous steps by clicking on the previous steps in the wizard interface or the back button or click on the “Cancel” button to discard any changes and return to the main menu.

“Case Details” screen is used to capture the information related to the case file.

Figure 4.1 – Step 1, Case Details

| | |
|--------------------|---|
| File Reference No. | <p>The File Reference No. can be used to uniquely identify a case file. This is the firm’s internal reference assigned to a Case File and user can enter this number in free text format.</p> <p>Important: You must assign a unique File Reference No. for each case file. You may create multiple case files (File Ref. No.) for a given court case, but each case file can have only one EFS Case No. Therefore you need to create a new case file when you expect a different Case No.</p> |
| Case No. | <p>This is the Case No. assigned by the Courts, upon accepting of a fresh “originating document”. It consists of Case Type, Case Serial No., Case Year, and Case Suffix data elements, e.g. S69/1999/C.</p> |

| | |
|------------------------------------|---|
| | <p>For existing EFS cases, you may key in the Case No. if available.</p> <p>If you are commencing a new Case, you may leave it blank. When Court replies your filing (with the originating document) this field will be automatically updated with the Case No. assigned by Court.</p> |
| Court Type | Select the Court type, at which this case exists. |
| File Name | (Optional) You may choose to enter the name of the Case File. This is to help the users in identifying and searching the Case File subsequently. Free text entry. |
| Created On | (Optional) You can enter the date when the Case was first started/created. |
| Related/Originating Case Number | If the case has any related or originating cases, user may enter the related or originating case numbers (up to 9 cases). |
| Non-EFS Case Number. | If the case has any non-EFS originating case number, it can be provided in this free-text box. |
| MA/CC Sub Number | [Phase 6 only – Criminal cases] If the case type is "MA" or "CC" then a case extension box (2 digits) will be shown next to the case suffix. |
| Originating /Related Case | (Optional)This has 3 parts. Non-EFS , EFS Originating and Related Cases |
| Non – EFS (Optional) | If any Non-EFS case number exists, then user must select the Non-EFS check box and enter the Non-EFS case number. If either the check box or the non-EFS case number entered but the other one not entered, then system will prompt to enter. |
| Originating Case number (Optional) | If the case has any originating case number(s), user must select the check box and enter the originating case numbers. If the org case numbers exceeds 3, then user can click the Add More link and enter another 3 org case numbers. And if still exceeds 6 then again can click Add More link and enter them. So maximum 9 org case numbers can be entered. Upon saving the case file, the org case suffix will be validated and will be prompted to the user if entered wrong. |
| Related Case Numbers.(Optional) | If the case has any related case numbers, then user can enter maximum of 9 same as Originating case numbers. Suffix will be validated upon saving the case file. And also user must enter the Court Order number and check the related box provided in the page. |

“Party Details” screen is used to enter the parties involved in this particular case.

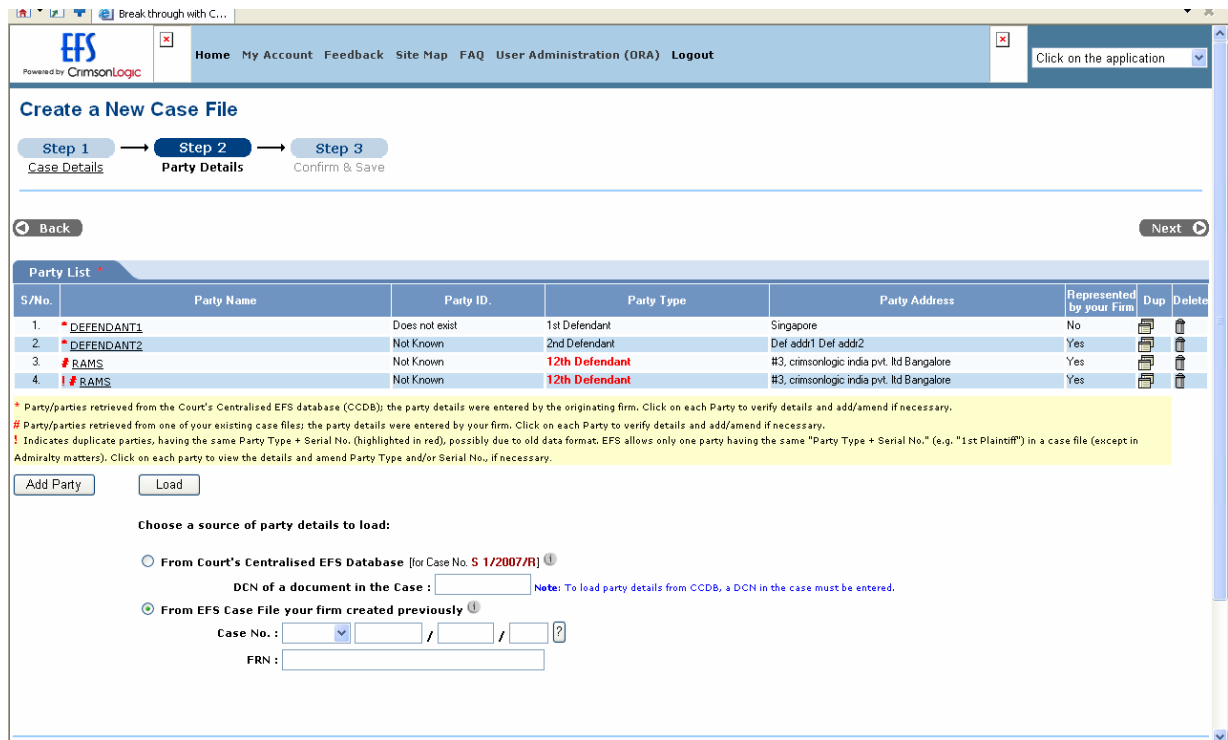


Figure 4.2 – Step 2, Party Details

To add a new party, click on the “Add Party” button and you will be directed to the following screen. The party pages displayed will vary on the type of court selected by the user. Upon completing all party details, click on “Save Party” to add the new party to the list. Please see details of the data items in Chapter 5, Section 5.1.1.

| | |
|-----------------------------|--|
| <p>Load Party details :</p> | <p>(Optional) This is used to load Parties from:</p> <ul style="list-style-type: none"> • Court’s Centralised EFS Database • Another Case File created previously. <p>These options can help you populate the party details from a centralised or previous case file.</p> <p>To load from ‘Centralised Court DB’:</p> <ol style="list-style-type: none"> 1. This option is available only for ‘S’, ‘MC’ or ‘DC’ cases types only. 2. If the user tries to load parties from this option, application will check whether this user (LF) involved in this case (in terms of eService or eFiling), if so it will populate parties from centralised court DB. 3. If user does not involve in eService or eFiling but involved in the case then the user has to enter a valid DCN for that case. 4. see Figure 4.3 a |
|-----------------------------|--|

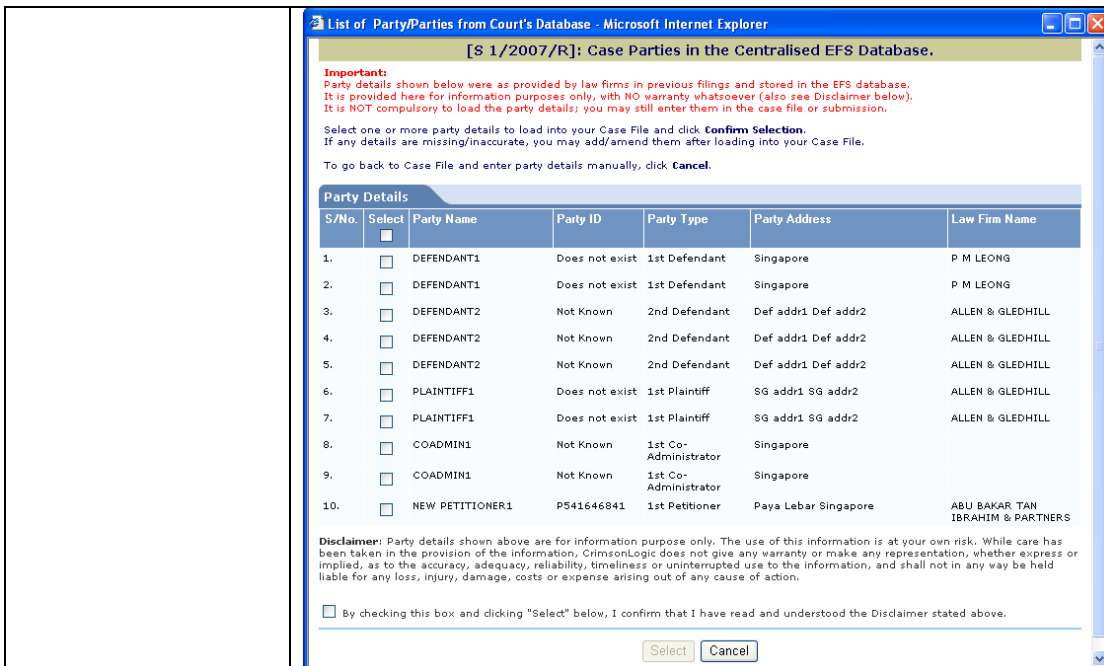


Figure 4.4 a – Step 2, Party Details

Select required parties and check the confirmation check box to confirm the selection and click < **Select**>, selected parties will be added to party list in Step 2.

To load from 'Previous Case File':

1. Parties can be loaded for a given case number or FRN or both.
2. If there are multiple FRN for a given case number or multiple case number for a given FRN then application will show all FRN/Case numbers in respective list and will be defaulted recent case file.
3. If user wants to switch over to another FRN/Case number just he/she has to select required FRN/Case number then click on <**Refresh**> button. The party list will be refreshed.
4. see Fig

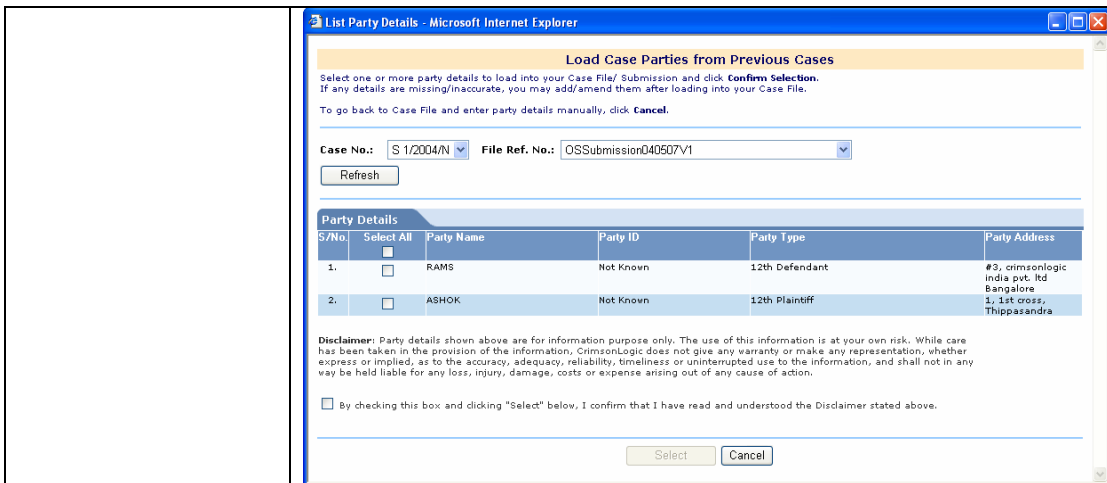
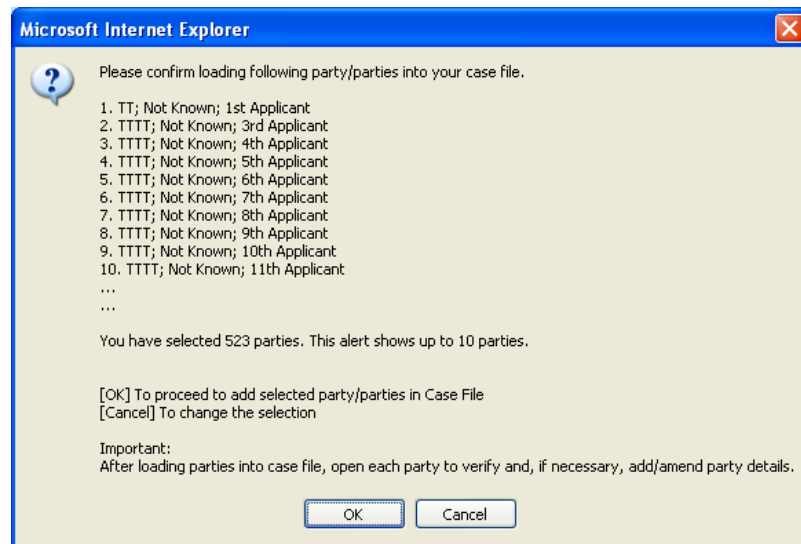


Figure 4.5 b – Step 2, Party Details

Select required parties and check the 'confirmation check box' to confirm the selection then click <Select>. The selected parties will be added to party list in Step2.

Parties loaded from Centralised court's database will be marked with '*' and parties loaded from the previous case file will be marked with '#'.

Upon Selection of parties from Court's Centralised Database/previous CaseFile, the system will prompt all selected parties. The alert is as follows:



Add
(Add DPP)

It is used to add or delete parties involved in this case.

[Phase 6 only – Criminal cases] If the court type selected is "High Court (Crime Section)" then an optional button <Add DPP> will be shown. It is used to add Public Prosecutor information for this case.

Dup

This allows the user to duplicate the selected party.

The following is the party page for Civil Proceedings

Create a New Case File

Step 1 Case Details → **Step 2 Party Details** → Step 3 Confirm & Save

Add Party

[Family](#) | [Criminal](#)

Party Name/ Owner of*
(Note: Vessel Name may be entered here, for Admiralty matters)

Party Type*

Party No.* **Party Genre**

Party Record Id (Note: "Company" covers Pte, Pte Ltd, Ltd, and exempt companies.)

Party Id. No.* Select (o) Enter

Operational Address* (for all correspondences)

Postal Code **Country***

Tel No.

Fax No.

Party Filing Capacity **Capacity (Select from list or enter)**

Party Bill Type

Place of Registration
(Notes: Applicable to Writ Of Summons In Admiralty Action document.
This is mandatory only if the Party Type is 'Defendant' and the Type of Admiralty is 'In Rem')

Represented by your Firm* Yes No

List of Solicitors Representing Party*

| S/No. | Solicitor Name | Solicitor Id. | Solicitor Tel | Solicitor Fax |
|-------|----------------|---------------|---------------|---------------|
|-------|----------------|---------------|---------------|---------------|

Party Alias Names

1. 2.

[Add More Alias](#)

List of Litigation Representatives

| S/No. | Name | Id. | Capacity | Alias Name |
|-------|------|-----|----------|------------|
|-------|------|-----|----------|------------|

Other Party Information (Mandatory for Probate)

Figure 4.6 – Party Details (Civil)

The following is the party page for Family Matters (Adoption, Divorce, OS (Family Matters))

Create a New Case File

Step 1
Case Details
Step 2
Party Details
Step 3
Confirm & Save

===== >>>>>> .r480

Add Party

Party Name*

Party Type*

Party Filing Capacity

Party Bill Type

Party No. * (Eg. For 1st Petitioner, enter '1') **Party Genre**
(Note: "Company" covers Pte, Pte Ltd, Ltd, and exempt companies.)

Party Id. No. * Select (o) **Party Id. Type**
 Enter (e)

Party Address * **Tel No.**
(All correspondence relating to family matters will be sent to this address for "In-Person" party.) **Fax No.**

Represented By Your Law Firm* Yes No
- If you are representing the party, select "Yes"
 - If you are **not** representing the party, or if you are filing **on behalf of** the party, select "No"

List of Solicitors Representing Party *

| S/No. | Solicitor Name | Solicitor Id. | Solicitor Tel | Solicitor Fax |
|--|----------------|---------------|---------------|---------------|
| <input type="button" value="Add Solicitor from List"/> <input type="button" value="Delete Solicitor"/> | | | | |

Party Alias Names

1. 2.

[Add More Alias](#)

List of Litigation Representatives

| S/No. | Name | Id. | Capacity | Alias Name |
|--|------|-----|----------|------------|
| <input type="button" value="Add Litigation Representative"/> <input type="button" value="Edit Litigation Representative"/> <input type="button" value="Delete Litigation Representative"/> | | | | |

More Party Information

(Mandatory for Petitioners and Respondents for filing of Adoption Petition/Divorce Petition; or for Male and/or Female Applicant for filing of Originating Summons (Adoption); or for Plaintiffs and Defendants for filing of Originating Summons for Family Matters/Writ of Divorce)

Figure 4.7a – Party Details (Family Matters)

The following is the party page for Criminal Proceeding (AGC).

Create a New Case File

Step 1 → Step 2 → Step 3
Case Details Party Details Confirm & Save

Add Party

Party Type *

Names of DPPs

- 1.*
2.
3.
4.

Save Party Cancel

Figure 4.8b – Party Details (Criminal Proceedings - AGC)

The following is the screen of the Party of Public Prosecutor Filing from Law Firm, Prison and Service Bureau.

Create a New Case File

Step 1 → Step 2 → Step 3
Case Details Party Details Confirm & Save

Add Party

Party Type *

Save Party Cancel

Figure 4.3c – Party Details (Criminal Proceedings- Public Prosecutor Filing from Law Firm, Prison and Service Bureau)

The following is the screen of the Party Information from AGC (Criminal Justice Division).

Create a New Case File

Step 1 Case Details → **Step 2 Party Details** → Step 3 Confirm & Save

Add Party

Party Type * [Dropdown]

Party Name * (As per IC#D) [Text Box]

Party Alias
1 [Text Box]
2 [Text Box]

Party Id No.*
Select or Enter
 [Dropdown] [Text Box]
(Please enter ID if available)

Party Id. Type [Dropdown]

Country of Issue [Dropdown]

Save Party Cancel

Figure 4.9c – Party Details (Criminal Proceedings-AGC)

The following is the party page for Criminal Proceeding (by Law Firms)

Create a New Case File

Step 1 Case Details → **Step 2 Party Details** → Step 3 Confirm & Save

Add Party

Party Type * [Accused]

Represented By your Law Firm * Yes No

Party Name * (As per IC#D) [JASON FONG]

Party Alias
1 [Text Box]
2 [Text Box]

Party Id No.*
Select or Enter
 [Does not exist] [Text Box]
(Please enter ID if available)

Party Id. Type [Dropdown]

Country of Issue [Dropdown]

List of Solicitors Representing Party *

| Solicitors in the Law Firm | Solicitors Representing the Party |
|---|-----------------------------------|
| ANG CHENG HOCK ANG HUI MING VIVIAN ANG TSU EN EVELYN ANG WEE TIONG AU HUEY LING BALAKRISHNAN ASHOK KUMAR BELMONTE MARIA THERESA AMA BENG LI-SHER BIN WERN SERN BOEY SWEE SIANG | ANG CHENG HOCK |

Save Party Cancel

Figure 4.10e – Party Details (Criminal Proceedings –Law Firm)

In “Confirm and Save” screen, you will see a summary of all the details entered for this case file. To proceed to complete the creation of this case file, click on the “Finish” button.

Create a New Case File

Step 1 → Step 2 → **Step 3**
Case Details Party Details **Confirm & Save**

Back Finish

Case File Details

Your Firm's File Ref. No.: FF32255123/LIT
Court: High Court
EFS Case No.: S 1/2004/N
File Name: -
Created on: 15-Jan-2005

Party List*

| Party Name | Party ID. | Party Type | Party Address | Represented by your Law Firm |
|-----------------|-----------|---------------|---------------|------------------------------|
| CHAN CHEE KWONG | S0016244B | 1st Plaintiff | Singapore | Yes |
| ZAMANI BIN AMAN | S7512216J | 1st Defendant | Singapore | Yes |

Originating (or) Related Case Details

This case has a Non-EFS originating case: -

This case is preceded by following EFS originating cases:
1. MC 23456/2001/N 2. MC 5682/2001/N

This case is a leading case of following related cases, which was consolidated by Order of Court : 12345
1. MC 23456/2001/N 2. MC 236/2001/P

Back Finish

Figure 4.11 – Step 3, Confirm & Save

If there are no parties entered, an error message will be shown. User will have to Add Party or Load Party Details based on the given case number and click on the "Save" button.

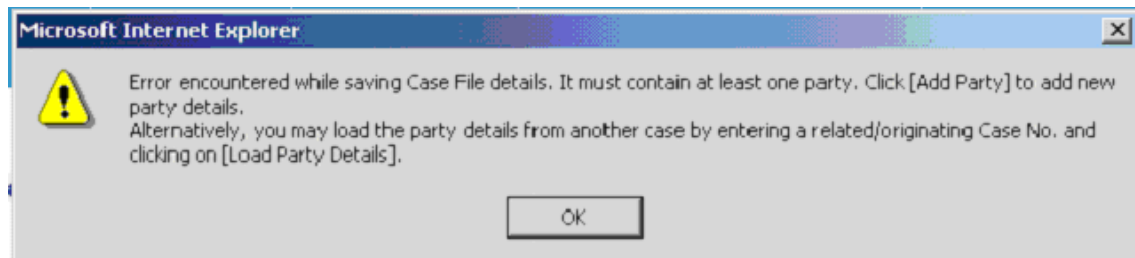


Figure 4.12 – Check for Party Information

Any incorrect/ invalid information in the Party will be highlighted with an exclamation mark (!). These Party records need to be edited by clicking on the corresponding hyperlink provided as in (Figure 3.3.b). Party Information page will then be displayed for the user to view/modify the relevant party details (Figure 3.3.b.1). An error window will be shown to the user with the related error message.

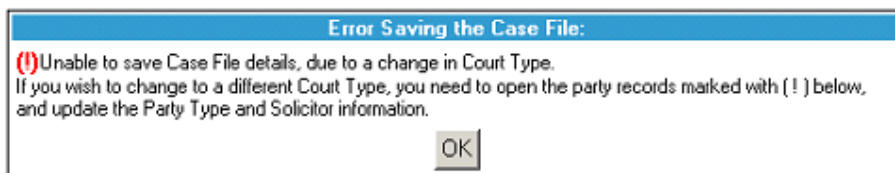


Figure 4.13 – Error saving case file

If there are no errors with the Case File details when clicking on the <Save> button in Case File page, the following message will appear to ask you whether you wish to proceed to prepare the submissions.

If you click <OK> the Case File will be saved and Create New Submission page will be displayed. You may then select the Counter Type and Submission Type, and proceed to prepare the draft submission as per normal.

If you click <Cancel> the Case File will be saved, but you will return to the Main Menu, without proceeding to Create New Submission page.

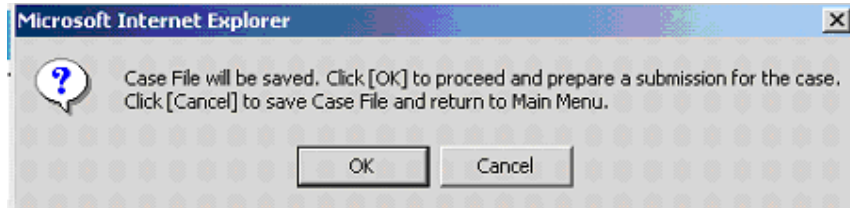


Figure 4.14 – Save case details message

4.2 Creating a case file using an existing FRN

The system will prompt you with the case numbers or pending cases for this FRN only if you do not enter in a case number (Figure 4.15). This is to allow you to double check that this case file you are creating has not already been created before as a pending case.

However, if you enter in a case number which already exists for this FRN, you will be prompted with an error message which will not allow you to proceed (Figure 4.16).

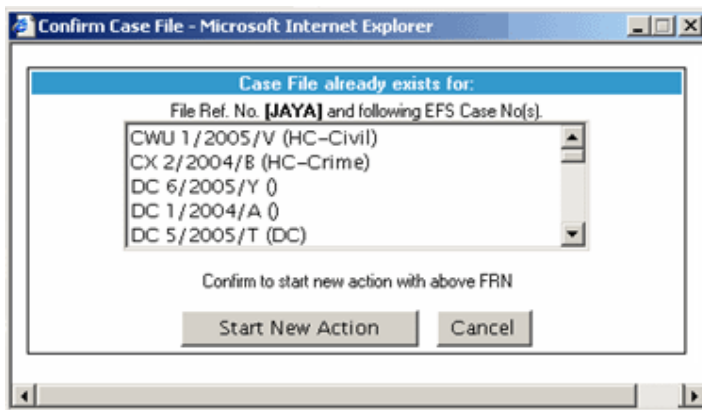


Figure 4.15 – Message prompt when creating case file with same FRN

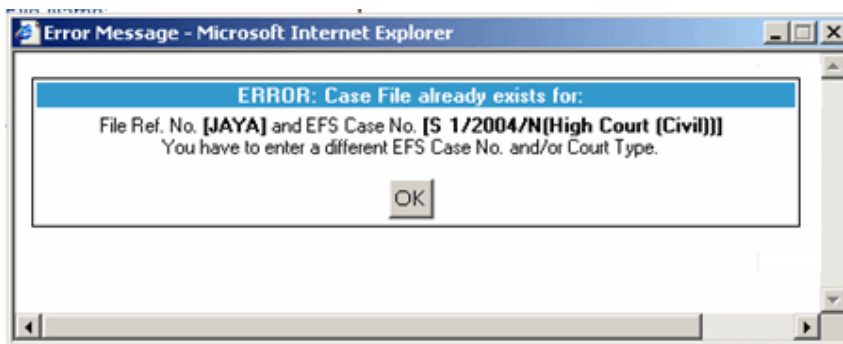


Figure 4.16 – Error creating case file with same FRN and case number

4.3 Opening an existing Case File

Existing Case File can be retrieved for viewing or modifying the details by entering the Case No. and/or the File Reference No. in the Main Menu.

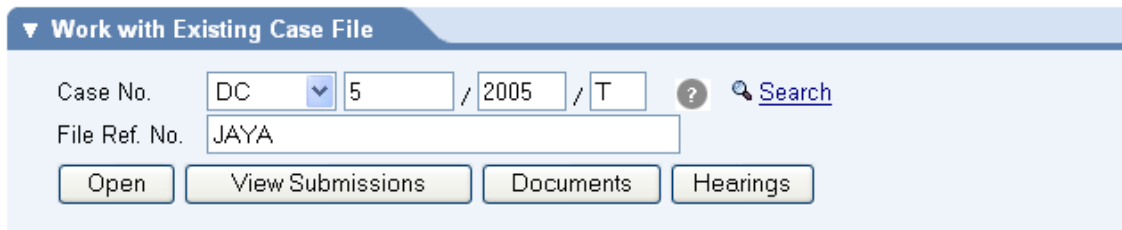


Figure 4.17 – Opening a case file

To view all the case files for a specific FRN, you only need to enter in the FRN field and press “Open”. This will show all the case files in the case no. drop down list but the File Ref. No. drop down list will only contain the given FRN.

To view all the FRN for a specific case, you only need to enter in the case number fields and press “Open”. This will show all the FRNs in the File Ref. No. drop down list but the Case no. drop down list will only contain the given Case number entered.

To view only a specific case and specific FRN, you need to enter in both the case number fields and FRN field and press “Open”. This will show only 1 entry (the case number and FRN that was entered) for both the case no. and file ref. no. drop down list.

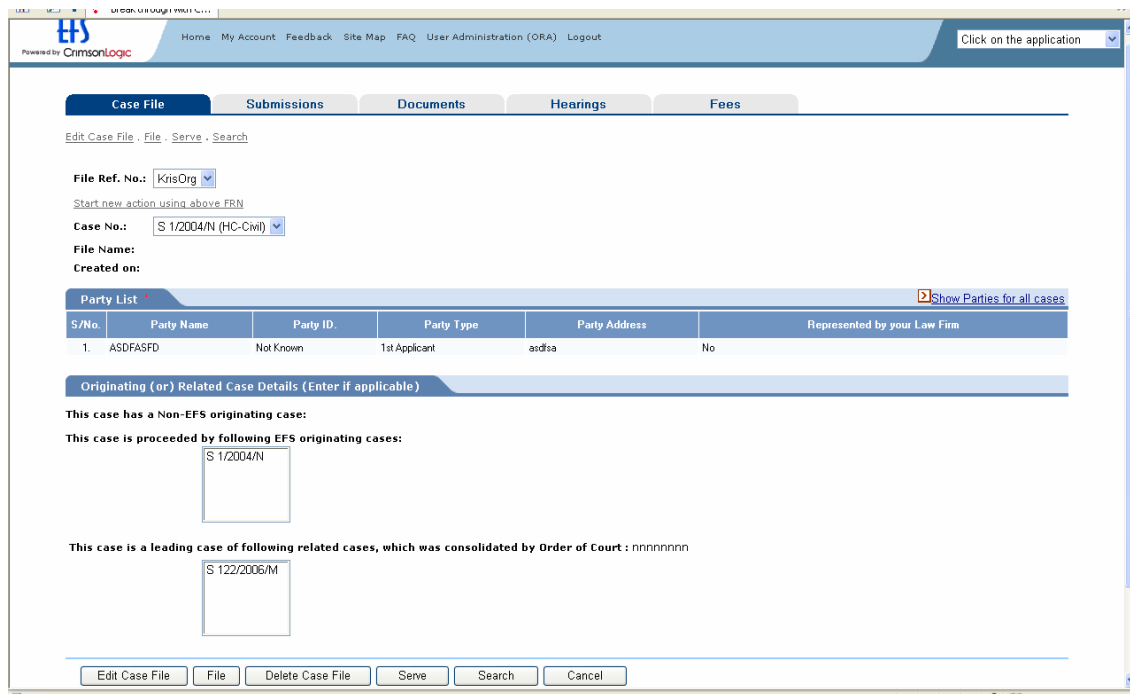


Figure 4.18 – Viewing the case file details

When opening a case file, if the FRN has more than one case files, they will all be listed in the Case No drop down list. The drop down list will contain the existing case numbers on the top of the list, followed by pending cases with the date/time created. The court type will also be

shown next to each case file. Upon changing the Case No, the respective case file will then be loaded.

From opened case file user can choose any one features like prepare a submission using 'File', serve a normal Service of Documents using 'Serve' and can do Index search using 'Search'. These features are available as hyper links at top of the page or as buttons at bottom of the page.

To edit a case file, you will need to press the "Edit Case File" button. If the case file doesn't have a case number (Pending cases), then upon editing it, the case number field will be editable. To save the case file, click on the "Finish" button (Figure 4.19) in the last step of the edit case file wizard. If there are no errors then the Case File details entered or updated by the users are saved and you will be returned to the Main Menu. To discard changes, click on the "Cancel" button at the bottom of each page.

The screenshot shows a three-step wizard for editing a case file. Step 1 is 'Case Details', Step 2 is 'Party Details', and Step 3 is 'Confirm & Save'. A 'Back' button is on the left, and a 'Finish' button is on the right, circled in blue. A link 'Click to save the case file details' is also present. The form contains the following information:

Case File Details

Your Firm's File Ref. No.: JAYA
EFS Case No. & Court: AAS/1/2004/Q(HC)
File Name:
Created on:

Party List

| Party Name | Party ID. | Party Type | Party Address | Represented by your Law Firm |
|--|---------------|---------------|---------------|------------------------------|
| ASDFSDF.(A) SON/DAUGHTER'S OF ABC.'SLS'";<>?\' | S2719951H | 1st Applicant | fdsd | Yes |
| ADFASF | Not Available | 1st Accused | S | No |

Originating (or) Related Case Details (Enter if applicable)

This case has a Non-EFS originating case:
This case is preceded by following EFS originating cases:

Figure 4.19 – Saving the case file details

To prepare a submission for this case file, you will need to press the "Prepare Submission" button.

To delete this case file, you will need to press the "Delete Case File" button. If there are already submissions made for the case file, then this function will not work.

To duplicate a case file, you will have to click on "Start new action using above FRN" link. A message will be prompted to inform that changes will be discarded, if any, in the opened case file. Clicking <Ok> will proceed to create a new case file by duplicating all the information of the existing opened Case File (Figure 4.20). By Clicking <Cancel> it will remain in the current case file page

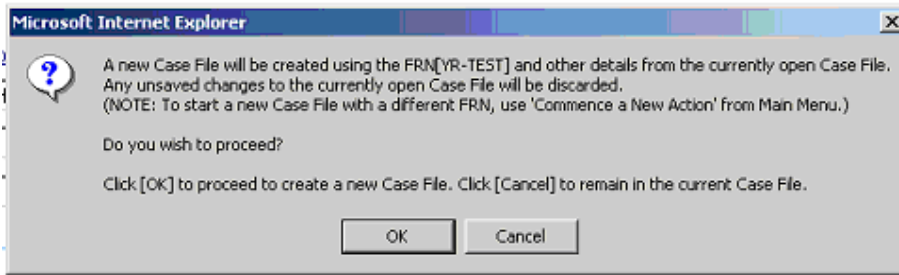


Figure 4.20 – Message prompt to duplicate the case file

To view all the party details for all the case files of this FRN, click on the “Show Parties for all Cases” link. The popup window will then show all the parties grouped into the various case numbers or pending cases.



Figure 4.21 – Showing parties' information across all case files

4.4 Case File Locking

Case File can be opened for modification by only one user at a time. If it is being opened by a user, it is locked by this user and other users opening the same case file can only view it in the Read-only Mode.

In Read-Only mode, Case File details cannot be edited/saved and new submissions cannot be created for this Case File. You can only edit case file details or make submissions when it is closed by the other user.

Note: If a user opens a case file, it is locked, and the lock will remain when the user's browser crashes or the Internet connection drops. The case file can only be opened in Read-Only mode by other users. To clear this lock, the first user has to log in again, and open and close the Case File (by clicking **<Cancel>** button) to clear the lock.

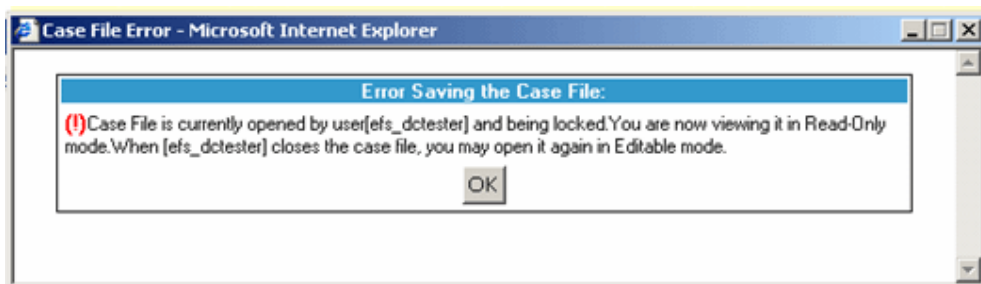


Figure 4.22 - Case File opened in Read-Only mode

To unlock the Case File, the same user who locked the case file must open this case file and subsequently, click the **"Cancel"** button at the bottom of the page. Doing this will unlock the case file and return back to the main menu.

4.5 Case File Conversion

When the Case File has been converted and you try to open a case file with the old Case Number, the system will prompt you to create a new case file with the converted case number and block you from further creating any submissions or editing the case file details (Figure 4.23).

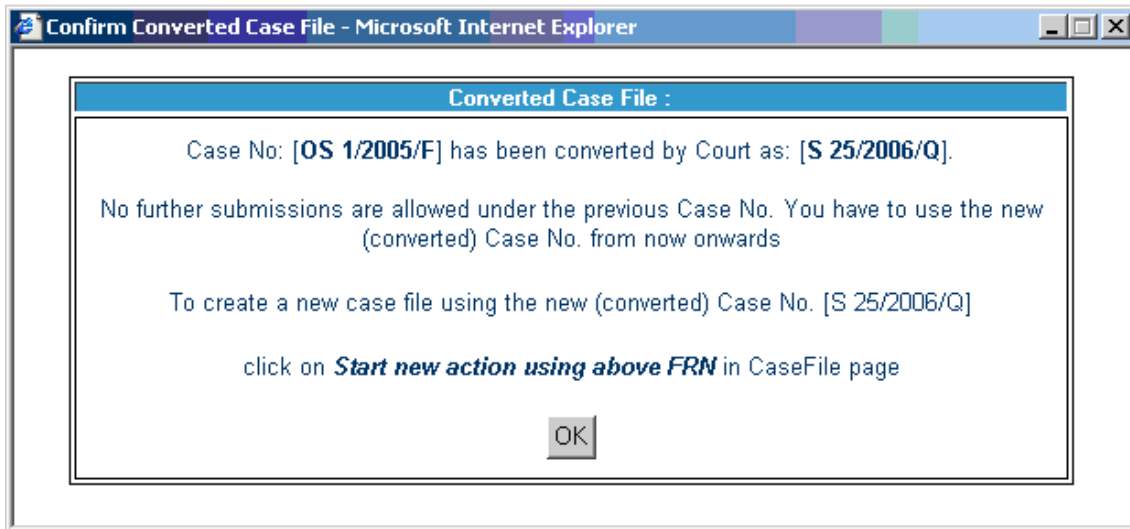


Figure 4.23 – Converted case file

System will further facilitate the redirection to the converted case number so that you can continue to save the case file. This can be done by clicking “Start new action using above FRN” link in the case file details main page. All the information from the old case will be duplicated and the converted case number auto populated for you to save as a new converted case file.

4.6 View Submissions (also known as Super Tray)

This page (Figure 2.4.a) is displayed when *[View Submissions]* tab is clicked from *View/Modify Case File Details* page, or *[View Submissions]* button is clicked from the *Main Menu*.

All submissions for the present open case – including the replies and correspondences (from courts), and service of documents (to and from other firms) – will be displayed as a single consolidated view (informally called “Super-Tray”).

Each row represents a trail of “submission” or “service” and is uniquely identified by the URN. If the URN is a court filing, there will be a link called *submission*, and another one called *reply* when it is replied by Court. Clicking on each link will open the submission or the court reply accordingly. If the URN is a service of document, then a link *service (out)* or *service (in)* will be displayed, indicating whether the service is an outgoing (to other firm) or incoming (from other firm) message.

| Document Name | Status | Date/Time Created | Date/Time Sent | Date/Time Received | File Ref. No. | URN | Dup |
|--|---------|------------------------|------------------------|------------------------|------------------------|--|-----|
| <input type="checkbox"/> 1. Writ Of Summons | Draft | 27/02/2007 11:49:14 AM | -- | -- | JAYA | R100120070227A0005 submission | |
| 1. Originating Petition | Replied | 23/02/2007 03:08:31 PM | 23/02/2007 03:48:51 PM | 23/02/2007 03:52:47 PM | JAYA | R100120070223A0003 submission reply | |
| 1. Originating Petition | Sent | 23/02/2007 03:00:38 PM | 23/02/2007 03:49:35 PM | -- | JAYA | R100120070223A0002 submission | |
| <input type="checkbox"/> 1. Charge (PIC) | Draft | 30/01/2007 02:48:42 PM | -- | -- | JAYA/REG.EDIL.CRIMINAL | R100120070130A0007 submission | |
| 1. Affidavit | Sent | 05/01/2007 10:37:20 AM | 05/01/2007 10:56:14 AM | -- | JAYA/vistaTest | R100120070105A0001 submission | |
| 1. Affidavit | Replied | 04/01/2007 10:32:19 AM | 05/01/2007 10:17:20 AM | 09/01/2007 02:09:22 PM | JAYA/vistaTest | R100120070104A0002 submission reply | |
| 1. Acknowledgement Of Service 2. Administration Oath 3. Administration Oath | Served | 29/12/2006 10:54:45 AM | 29/12/2006 10:54:45 AM | -- | JAYA | R100120061229S0008 service(out) | |
| 1. Acknowledgement Of Service 2. Acknowledgement Of Service 3. Administration Oath | Served | 29/12/2006 10:44:59 AM | 29/12/2006 10:44:59 AM | -- | JAYA | R100120061229S0007 service(out) | |
| 1. Administration Oath | Served | 29/12/2006 10:40:37 AM | 29/12/2006 10:40:37 AM | -- | JAYA | R100120061229S0006 service(out) | |
| 1. Affidavit | Sent | 14/12/2006 10:15:20 AM | 15/01/2007 05:24:24 PM | -- | JAYA/whiteout | R100120061214A0001 submission | |
| 1. Affidavit | Replied | 06/12/2006 04:52:27 PM | 06/12/2006 05:01:17 PM | 06/12/2006 05:21:45 PM | JAYA/print_3 | R100120061206A0043 submission reply | |
| 1. Affidavit | Replied | 06/12/2006 04:50:28 PM | 06/12/2006 05:02:05 PM | 06/12/2006 05:23:26 PM | JAYA/saveas1_3 | R100120061206A0042 submission reply | |
| 1. Originating Petition | Served | 05/12/2006 02:50:48 PM | 05/12/2006 02:50:48 PM | -- | JAYA | R100120061205S0003 service(out) | |
| 1. [IFNS] Originating Petition | Replied | 05/12/2006 02:48:42 PM | 05/12/2006 02:50:48 PM | 05/12/2006 05:57:22 PM | JAYA | R100120061206A0007 submission reply | |
| 1. Affidavit | Replied | 04/12/2006 05:09:07 PM | 06/12/2006 10:50:32 AM | 14/12/2006 10:56:59 AM | JAYA | R100120061204A0015 submission reply | |
| 1. Affidavit | Replied | 22/11/2006 02:35:37 PM | 22/11/2006 02:44:26 PM | 22/11/2006 03:00:02 PM | JAYA | R100120061122A0005 submission reply | |

Figure 4.1 View Submissions

Step to View submissions/Replies/Correspondences/Served Documents:

| | |
|--------------------|--|
| Document Name | Descriptions of the documents for the respective submission |
| Status | Status of the URN - Draft/Sent/Replied/Received/Served/Retrieved |
| Date/time Created | Date/time when URN was created |
| Date/time Sent | Date/time when URN was sent. |
| Date/time received | Date/time when submission, reply or service was received |

| | |
|---------------|--|
| File Ref. No. | File Ref. No. of the message |
| URN | Unique Ref. No. of the Submission, Reply, Court correspondence, Service of Documents |
| Dup | Draft or Sent submission may be duplicated by clicking on this icon. |

Following options are available in the **View Submissions**:

- Click on the Corresponding link under the URN to View details of a submission, reply, correspondence and service.
- Select the URNs by checking the checkbox in the first column and click on the **<Send>** button to send the submission(s).
- Select the URNs by checking the checkbox in the first column and click on the **<Delete>** button to delete the submission(s).
- Click on the **<Duplicate>** icon in the last column to duplicate an existing draft/sent/replied submission.
- Enter the different Case no. and/or File Ref. No. and click on **<Refresh>** button to load the submissions from another case file.
- Click on the **[View Case File Details]** tab to view case file details of the Case No.
- Click **<Cancel>** button to return to the Main Menu.

4.7 Document-Centric Display of Submissions

On click of “Documents” from the main menu, the case file and the related submissions that belong to that case file are displayed currently in 4 tabs. This will bring you to “Documents” tab which will give users the list of documents that have been filed for that particular case or FRN.

This document – Centric display of the documents related to the submissions for a particular File reference number or a case file will display all the URNs that are contained for a particular File Reference Number or a case number along with the source and reply paths of the PDF as shown below.

There will be a submission “type” filter for users to select 3 types of documents – Service of documents, Filing/Reply & correspondence, and ALL. Based on the Type selected (default to ALL), the documents will be displayed to the user for selection.

The document Page will also provide for pagination and single column sorting.

Case File
Submissions
Documents
Hearings

Case No. & Court: File Ref. No.:

Document Type:

To Pack-n-Go Case Documents (stored locally):

- Select one or more documents to be packed, in the list shown below.
- Click **Browse** and select a folder where the resulting Zip file is to be saved.
- Check an option (**Selected** documents, or **All** documents), and click **Pack-n-Go**

Important: Please ensure that you have access to local folders where incoming/outgoing EFS files are stored, and files to be packed exist in original folders.

1 2 3 4 5 6 7 8 9 10 Next

| | Document Name | Status | Outgoing PDF | | Incoming PDF | | Type | DCN | URJN |
|--------------------------|-----------------|--------|------------------------|----------------------------|--------------|----------|--------|-----|---------------------|
| | | | Date/Time | PDF File | Date/Time | PDF File | | | |
| <input type="checkbox"/> | Writ Of Summons | Sent | 07/02/2005 06:45:27 PM | Local Copy | -- | -- | Filing | -- | p2100120050207A0006 |
| <input type="checkbox"/> | Writ Of Summons | Sent | 07/02/2005 06:55:13 PM | Local Copy | -- | -- | Filing | -- | p2100120050207A0007 |
| <input type="checkbox"/> | Writ Of Summons | Sent | 15/02/2005 09:34:03 PM | Local Copy | -- | -- | Filing | -- | p2100120050215A0002 |
| <input type="checkbox"/> | Writ Of Summons | Sent | 11/03/2005 10:54:57 AM | Local Copy | -- | -- | Filing | -- | p2100120050311A0004 |
| <input type="checkbox"/> | Writ Of Summons | Sent | 11/03/2005 11:30:16 AM | Local Copy | -- | -- | Filing | -- | p2100120050311A0005 |
| <input type="checkbox"/> | Writ Of Summons | Sent | 11/03/2005 01:13:47 PM | Local Copy | -- | -- | Filing | -- | p2100120050311A0017 |
| <input type="checkbox"/> | Affidavit | Sent | 11/03/2005 01:13:47 PM | Local Copy | -- | -- | Filing | -- | p2100120050311A0017 |
| <input type="checkbox"/> | Writ Of Summons | Sent | 11/03/2005 01:14:14 PM | Local Copy | -- | -- | Filing | -- | p2100120050311A0016 |
| <input type="checkbox"/> | Affidavit | Sent | 11/03/2005 01:14:14 PM | Local Copy | -- | -- | Filing | -- | p2100120050311A0016 |
| <input type="checkbox"/> | Writ Of Summons | Sent | 11/03/2005 01:14:40 PM | Local Copy | -- | -- | Filing | -- | p2100120050311A0015 |

1 2 3 4 5 6 7 8 9 10 Next

Folder to save Packed (Zip) File:

Pack selected documents shown above
 Pack all documents in this case file
(Warning: It may result in a huge Packed File size.)

Figure 4.18 – Document-Centric View

4.8 Pack-n-Go functionality

The new Document-Centric page will allow the Law firm users to pack all the files belonging to a particular case or a File reference number or type into one single zip file. There will be a check box for selection of certain documents, if the users do not need to pack all the documents. The estimated file size will also be displayed in the screen for selection of the path to save the zip file.

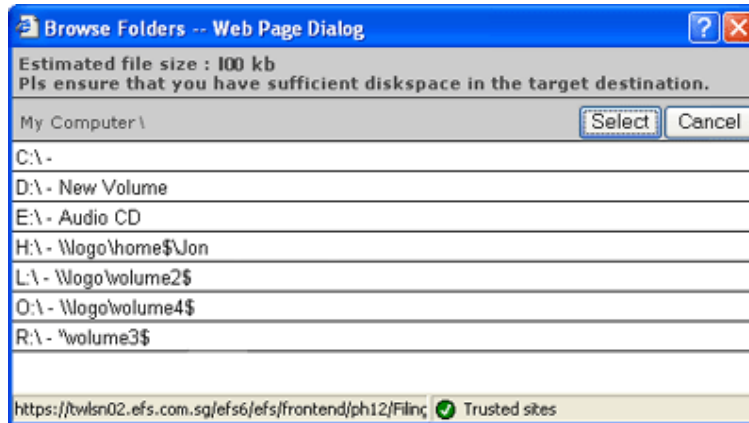


Figure 0.19 – Folder chooser popup window

Once the user has selected the path for Pack-N-Go, the user needs to click on “Pack-n-Go” button for either the selected documents or ALL documents for the case file/FRN by selecting the correct radio button.

On click on the “Start” button of the Pop up window , the Pack-n-Go process will be started .

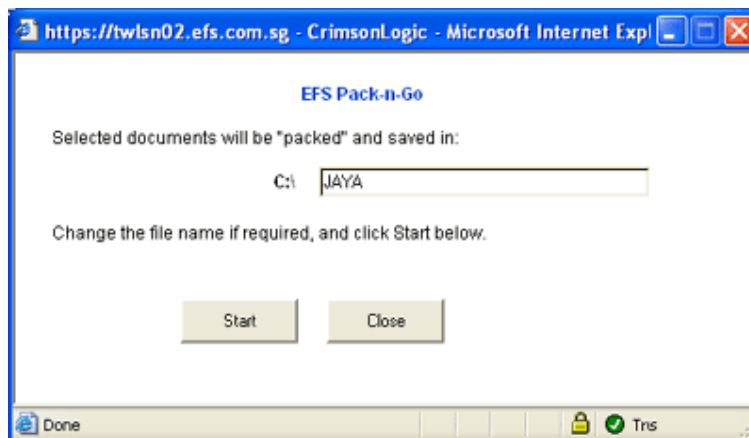


Figure 0.20 – Start Pack-n-Go process

Upon completion, the system will prompt the user on the statistics of the files that have been packed and inform the user on the completion of the process.

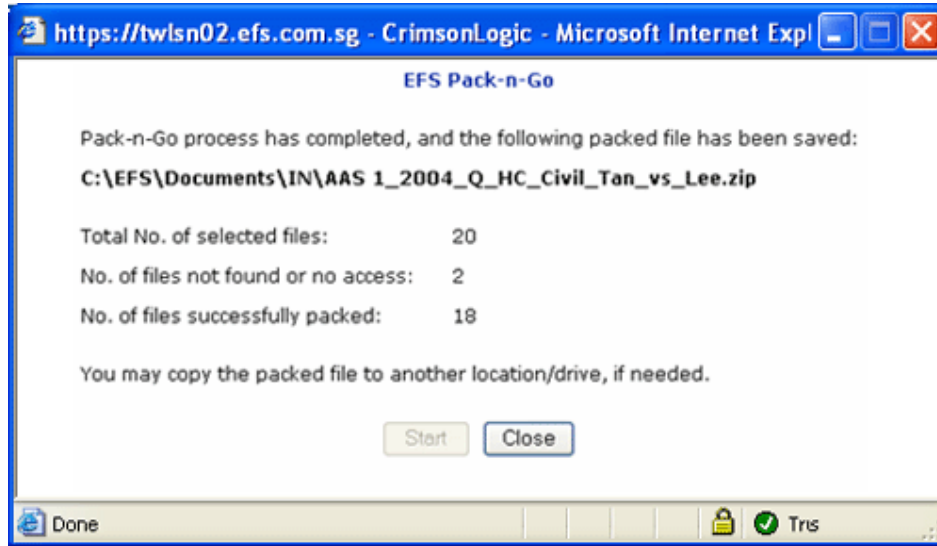


Figure 0.21 – Pack-n-Go process completed

The PDF files (source and reply PDFs existing in the local PC) will then be packed together along with an Index html which will contain the links to the appropriate PDF files. The user will need to indicate a path in the local PC for the creation of this zip file. Besides the PDFs and the index file, this zip file will also contain the style sheets necessary for the proper rendering of the html index file.

| | |
|-----------------------|-------------------------|
| File Ref. No.: | FF32255123/LIT |
| EFS Case No. & Court: | S/1/2004/N (High Court) |
| File Name: | John V/S Tan Peng |
| Created on: | 15-Jan-2005 |

| List of Documents that have been filed /served/replied (Documents with [FnS] are requested for File-n-Serve.) | | | | | | | | |
|---|--------------------|---------------------------|----------------------------------|---------------------------|--------------------------------------|----------------------|----------|----------------------|
| Document Name | Status | Outgoing PDF | | Incoming PDF | | Type | DCN | URN |
| | | Date/Time | PDF File | Date/Time | PDF File | | | |
| 1 Adoption - Interim Adoption Order | Draft | -- | WOS_John.pdf | -- | -- | Filing | 100234/D | p2i100120040107A0001 |
| 2 [FnS] Affidavit | Retrieved | -- | -- | 16/11/2003 03:30:00 PM | d34563reply_john.pdf | Service (in) | 222001/D | p2i100120040107S0002 |
| 3 Bundle of Documents | Draft | -- | Not Found | -- | -- | Filing | 012776/D | p2i100120040107A0003 |
| 4 Checklist For Petition | Replied (Approved) | 17/10/2003 12:14:39 PM | John_Tan.pdf | 17/11/2003 12:14:39 PM | d20060407_000.PDF | Filing | 278637/D | p2i100120040107A0004 |
| 5 Divorce - Petition for Divorce | Draft | -- | Letter_jh.pdf | -- | -- | Filing | 100233/D | p2i100120040107A0005 |
| 6 Judgment Made In Chambers | -- | -- | -- | 04/01/2004 11:31:39 PM | d34563reply_john.pdf | Court Correspondence | 222031/D | p2i100120040107A0006 |
| 7 Memorandum of Appearance | Served | 14/01/2004 05:12:52 PM | 123_tan_2006.pdf | -- | -- | Service (out) | 100434/D | p2i100120040107S0007 |
| 8 [FnS] Order Of Appeal | Sent | 04/02/2004 11:18:18 PM | Letter_jh.pdf | -- | -- | Filing | 222001/D | p2i100120040107A0008 |
| 9 Other Judgment | Replied (Rejected) | 22/02/2004 07:52:19 AM | Alt_Km | 03/03/2004 11:31:39 PM | d34563reply_john.pdf | Filing | 489122/G | p2i100120040107A0009 |

Figure 0.22 – Pack-n-Go documents index page

If the file cannot be found in the location that has been specified in the data base for a particular document, the index page will simply have an entry "Not Found" for that PDF file. The missing file can be due to the unpacking on a different PC or change of names of the PDF files on the local PC by the users.

Users can now unzip this file to any suitable location in another system taking care that all the contents should be unzipped into only one folder. They can then browse the case file PDFs off line.

4.9 Hearing List

There're 2 ways to access the court hearing session details: at the post login page, and Hearing tab.

Upon logging in, you would see Figure 4.23A. The "Upcoming Sessions" informs you about the 10 upcoming hearing sessions. The "Next 15 Days" informs you about court hearing sessions that you may have in the next 15 days.



Figure 4.23A – Court Hearing List after logging in

To view the details of a particular session, click on the hyperlink. You would see Figure 4.23B.

Court hearing Details for S/1234/2006/D

Important : *It is **not** an official Hearing List issued by the Courts, and may not always be up-to-date or accurate. Hearing sessions vacated subsequently are not reflected.*

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| | |
|-------------------------|---|
| Date: | 3 July 2007 |
| Time: | 10:30am |
| Type of Hearing: | Pre-Trial Conference |
| Subject Matter: | For Delivery Of Possession By Mortgagor (O83) |
| Session No: | 16 |
| Room: | AR CH 5 |
| Court: | High Court |
| Judge: | Assistant Registrar David Ang |
| File Ref. No.: | MYOB.2007.NYOB |

[Close](#)

Figure 4.23B – Hearing session details

To view the hearing list for the next 15 days, click on the hyperlink. You would see Figure 4.23C.

Court hearing list for the next 15 days

Important : *It is **not** an official Hearing List issued by the Courts, and may not always be up-to-date or accurate. Hearing sessions vacated subsequently are not reflected.*

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[Close](#)

| Date | Time | Type of Hearing | Subject Matter | Court Type | Session No | Room | Judge | Case No | File Ref No |
|-------------|---------|----------------------|---|-------------------|------------|---------------------|----------------------------------|--------------|--------------------|
| 06-MAR-2006 | 09:00am | Taxation | For An Order To Show Cause | High Court | 1 | Chamber 4A | Assistant Registrar David Senior | BC 38/2007/Y | MS/AWN/20042109 |
| 06-MAR-2006 | 09:00am | Setdown for Trial | Bankruptcy Order | High Court | 2 | Pending to be fixed | Justice John Senior | BC 39/2007/C | TKK/MS/20060876 |
| 07-MAR-2006 | 09:00am | Pre-Trial Conference | For Delivery Of Possession By Mortgagor (O83) | High Court | 15 | Room 12 | Assistant Registrar David Senior | S 763/2004/A | AY/MC/THY/20030946 |
| 07-MAR-2006 | 10:00am | Setdown for Trial | For An Order To Show Cause | Subordinate Court | 23 | AR CH 5 | Justice John Senior | S 965/2003/W | AY/MC/NKS/20030946 |

Figure 4.23C – Hearing sessions for the next 15 days

Hearing tab allows access to upcoming hearing sessions for a particular case for the next 10 years. Provide a case number under “Work with Existing Case File” and click on the “Hearings” button.

To view hearing sessions for a particular year, check the “Show hearing session for” radio button and select the year and press “refresh”.

You also view hearing sessions for other cases related to this file ref. no. by clicking on the “Case No & Court” dropdown list and press “refresh”

| | | | | |
|-----------|------------|----------------|----------|------|
| Case File | Submission | Hearing | Document | Fees |
|-----------|------------|----------------|----------|------|

Case No.: File Ref. No.:

Show all upcoming hearing sessions Show hearing sessions for

Important: It is not an official Hearing List issued by the Courts, and may not always be up-to-date or accurate. Hearing sessions vacated subsequently are not reflected.

Disclaimer: The use of this information is at your own risk. While care has been taken in the provision of the information, CrimsonLogic does not give any warranty or make any representation, whether express or implied, as to the accuracy, adequacy, reliability, timeliness or uninterrupted use to the information, and shall not in any way be held liable for any loss, injury, damage, costs or expense arising out of any cause of action.

| Hearing Schedule for SIC/1/2003/D | | | | | | | | |
|-----------------------------------|----------|-------------------|----------------------------|-------------------|------------|------------|----------------------------------|-----------------|
| Date | Time | Type of Hearing | Subject Matter | Court Type | Session No | Room | Judge | File Ref No |
| 15/07/2004 | 10:30 am | Taxation | For An Order To Show Cause | High Court | 21 | Chamber 4A | Assistant Registrar David Senior | MS/AWN/20042109 |
| 16/07/2004 | 11:00 am | Seddown for Trial | Bankruptcy Order | Subordinate Court | 2 | AR CH 5 | Justice John Senior | TKK/MS/20060876 |

| Hearing Schedule for S/1432/2004/K | | | | | | | | |
|------------------------------------|------|-----------------|----------------|------------|------------|------|-------|-------------|
| Date | Time | Type of Hearing | Subject Matter | Court Type | Session No | Room | Judge | File Ref No |
| No Records Found | | | | | | | | |

| Hearing Schedule for S/1455/2006/C | | | | | | | | |
|------------------------------------|----------|----------------------|---|------------|------------|---------|-------------------------------|--------------------|
| Date | Time | Type of Hearing | Subject Matter | Court Type | Session No | Room | Judge | File Ref No |
| 21/07/2004 | 10:30 am | Pre-Trial Conference | For Delivery Of Possession By Mortgagor (083) | High Court | 21 | Room 12 | Assistant Registrar John Bush | AY/MC/NKS/20030946 |

Figure 4.23D – Hearing list for a particular case number or file reference number

4.10 Document Fees Tab

The Document Fees Tab provide users with a summarized of 4 major fees which are Filing Fees, Index Search Fees, Service of Document Fees, and Alert Fees. The main purpose of this feature is to provide user with a quick reference to fee details while working on a Case File, therefore the fee details are based on the case no entered.

In order to view the fee details, user must click on the **Refresh** button after reaching the Fees Tab. The fee details will be displayed according to Case No and FRN if applicable. User also has the option to filter fee details with date range **From** and **To** by using the calendar button. For convenience, this document fee page also provides user with a **Printable Page** for the fee detail.

Please note that this page is designated to provide a sneak peek to the fee detail of the current Case No/File Ref no. Hence for more detailed fees breakdown of several Case No or FRN, please use the Fees Report provided from the main page.

| Case File | Submissions | Documents | Hearings | Fees | | |
|---|--------------------|---------------------------------|------------------------|-------------------------------|------------------|-------------------|
| Case No.: S/66/2005/T (High Court) | | File Ref. No.: JAYA | | | | |
| From: <input type="text"/> | | To: <input type="text"/> | | | | |
| <input type="button" value="Refresh"/> | | | | | | |
| ▼ Filing Fees | | | | | | |
| Case No. | File Reference No. | URN | Date/Time Filed | Document Name | Waiver Fees | Filing Fees |
| S/66/2005/T | JAYA | fr100120051108A0005 | 08/11/2005 05:11:53 pm | 1. Writ Of Summons | S\$ 0.00 | S\$ 508.80 |
| S/66/2005/T | JAYA | fr100120060502A0003 | 02/05/2006 12:05:21 pm | 1. Order Made In Chambers | S\$ 0.00 | S\$ 144.80 |
| S/66/2005/T | JAYA | fr100120061205A0007 | 05/12/2006 02:12:48 pm | 1. Originating Petition | S\$ 0.00 | S\$ 0.00 |
| S/66/2005/T | JAYA | fr100120070223A0003 | 23/02/2007 03:02:51 pm | 1. Originating Petition | S\$ 0.00 | S\$ 0.00 |
| TOTAL | | | | | S\$ 0.00 | S\$ 653.60 |
| ▼ Index Search Fees | | | | | | |
| Case No. | File Reference No. | Date/Time Search | Search Fee | | | |
| S/66/2005/T | JAYA | 03/04/2007 05:04:21 pm | S\$ 8.00 | | | |
| TOTAL | | | S\$ 8.00 | | | |
| ▼ Service of Documents Fees | | | | | | |
| Case No. | File Reference No. | URN | Date/Time Served | Document Name | Service Type | Service Fee |
| S/66/2005/T | JAYA | fr100120061205S0003 | 05/12/2006 02:12:48 pm | 1. Originating Petition | iFrS | S\$ 4.20 |
| S/66/2005/T | JAYA | fr100120061229S0006 | 29/12/2006 10:12:37 am | 1. Administration Oath | Std Service | S\$ 3.90 |
| S/66/2005/T | JAYA | fr100120061229S0007 | 29/12/2006 10:12:59 am | 1. Acknowledgement Of Service | Std Service | S\$ 3.90 |
| | | | | 2. Acknowledgement Of Service | Std Service | S\$ 8.00 |
| S/66/2005/T | JAYA | fr100120061229S0008 | 29/12/2006 10:12:45 am | 3. Administration Oath | Std Service | S\$ 18.00 |
| | | | | 1. Acknowledgement Of Service | Std Service | S\$ 18.00 |
| | | | | 2. Administration Oath | Std Service | S\$ 8.00 |
| TOTAL | | | | | S\$ 67.90 | |
| ▼ EFS Alert Fees | | | | | | |
| Case No. | File Reference No. | URN | Date/Time Sent | Mobile No | Alert Type | Alert Fee |
| S/66/2005/T | JAYA | fr100120051108A0005 | 12/11/2005 04:11:46 pm | 98515459 | Filing | S\$ 0.51 |
| TOTAL | | | | | S\$ 0.51 | |
| <input type="button" value="Printable Page"/> <input type="button" value="Cancel"/> | | | | | | |

Figure 4.24 – Document Fees for a particular Case No. and File Ref. No.

Chapter 5 - Filing

➤ Submission Selection Page

There are two ways to create a submission in the enhanced FE. It can be done either from Quick File or from the Case File. Figure 5.1 shows the create submission page.

Create New Submission

Case No. CWU112005N **Court** High Court (Civil)

File Ref. No. JAYA **Submission** Standard Court Document

Select a Counter to file to: (Tip: You can search for a counter using [Lookup Counters?](#))
(Documents associated with the selected counter will be shown in subsequent screen.)

| Writs | Originating Summons | Trials |
|---|--|---|
| <input type="radio"/> Admiralty | <input type="radio"/> Examination of Judgment Debtor | <input type="radio"/> District Court Appeal |
| <input type="radio"/> Court Of Appeal | <input type="radio"/> Garnishee | <input type="radio"/> Records Section |
| <input type="radio"/> Drafts Order/Judgment | <input type="radio"/> Originating Petition (Judicial Management) | <input type="radio"/> Registrar's Appeal |
| <input type="radio"/> Notice Of Assessment | <input type="radio"/> Originating Summons | <input type="radio"/> Set Down |
| <input type="radio"/> Pre-Trial Conference | <input type="radio"/> Summons | |
| <input type="radio"/> Service/Subpoena | <input type="radio"/> Taxation | |
| <input type="radio"/> Writ of Summons | | |
| Insolvency | Specialised | Sheriff |
| <input type="radio"/> Bankruptcy | <input type="radio"/> Admission Of Advocates And Solicitors | <input type="radio"/> Bailiff |
| <input type="radio"/> Companies Winding Up | <input type="radio"/> Power of Attorney | |
| | <input type="radio"/> Probate | |

Not sure which counter to file to. (Tip: Have you searched for a counter using [Lookup Counters?](#))
(If this is selected, documents associated with ALL counters will be shown in subsequent screen.)

Figure 5.1 – Create New Submission

| | |
|---------------|---|
| Case No. | Case number taken from the case file, if any. |
| File Ref. No. | If it is a quick file submission and the Case File has more than one (1) File Ref. No. then a combo list will be shown for user to select. The default selected FRN is the first one. If create submission request is from Case File, it will be displayed as a label since a specific FRN has been selected. |
| Court | Taken from the Case File and depends on the File Ref. No. selected, if in case of multiple FRN' displayed in the combo list. |
| Counter | Shows the counter lists based on the court type. User can click on "Lookup Counters" hyperlink to check the appropriate Counters for a particular document submission. |
| Submission | Basically, shows the available submission type. For HC & DC family division, Bundle Of Documents submission type won't be shown. |

Step to create a new submission:

1. Select the File Ref. No. , if any, select a counter, submission type and click on the **<OK>** button. It will take you to the Submission Information page.

Step to cancel creating a new submission:

1. Click on the **<Cancel>** button. It will take you back to the Main Menu.

➤ Lookup Counters

This page will be displayed upon clicking the **"Lookup Counters"** link in Create New Submission (Figure 5.2).

The screenshot shows a web application window titled "LOOKUP COUNTER". At the top, there is a yellow highlighted note: "Note: This screen will help the user to lookup the counter(s) for a document. By default, all documents for the court selected will be shown in the document list but a search function can be used to further shorten the lists of documents for easy navigation. Just enter the search string in the search space provided and click the 'Go' button." Below the note, the "Court Type" is set to "High Court (Civil)". There is a "Search" field with a "Go" button. A sub-note reads: "(Enter full or partial document name to filter the document list below. To show all the documents again, leave the above textbox empty and click 'Go')". Underneath is a "Document List" box containing a scrollable list of document types: "Acceptance Of Offer", "Acceptance Of Offer (Admiralty)", "Acknowledgement Of Service", and "Administration Bond". A sub-note below the list says: "(Select a document and click 'Show Counter(s)' button below to show the corresponding counter(s) for the document selected)". At the bottom of the window, there are two buttons: "Show Counter(s)" and "Close".

Figure 5.2: Lookup Counter(s)

Steps to lookup counters:

- 1) Select a Document.
 - 2) Click on the **<Show Counter(s)>** button and view the results (Figure 5.3).
 - 3) Enter a search text for the document and click **<Go>**. The documents will be filtered according to the search criteria entered.
- OR
- Click on the **<Close>** button to close the window and return to the Create New Submission page (Figure 5.1).

LOOKUP COUNTER

Note: This screen will help the user to lookup the counter(s) for a document. By default, all documents for the court selected will be shown in the document list but a search function can be used to further shorten the lists of documents for easy navigation. Just enter the search string in the search space provided and click the 'Go' button.

Court Type : High Court (Civil)

Search :

(Enter full or partial document name to filter the document list below. To show all the documents again, leave the above textbox empty and click 'Go')

Document List

| | |
|----------------------------------|---|
| Affidavit | ▲ |
| Affidavit (Bankruptcy) | |
| Affidavit (Companies Winding Up) | |
| Affidavit (FTO) | |
| Affidavit For Call To The Bar | ▼ |

(Select a document and click 'Show Counter(s)' button below to show the corresponding counter(s) for the document selected)

The document [Affidavit] may be filed to the following counter(s):

1. Admissibility
2. Drafts Order/Judgment
3. Originating Motion
4. Originating Petition (Judicial Management)
5. Originating Summons
6. Probate
7. Summons

Figure 5.3: Lookup Counter(s) search results

5.1 Submission Information

This page will be displayed by either the Create New Submission page (Figure 5.1)

Header Details

Case No.: **AAS 2/2005/W** Court: **High Court (Civil Proceedings)**

File Ref. No./Extension: **Alan test /**

Submission Remarks:

Encryption On
 Request for Urgent Handling
[Modify Access Rights for this Submission](#)

Filing for these parties

| S/No. | Party Type | Party Name | Party ID. | Party Address | Party Tel | Party Fax | Represented by your Law Firm |
|-------|--|------------|-----------|---------------|-----------|-----------|------------------------------|
| 1. | <input checked="" type="radio"/> 1st Applicant | APPLIANT | Not Known | asdlqsdqf | | | Yes |

Document List [View Summary of Estimated Fees](#)

Select Document Name Draft Engrossed

ABC
 Acceptance Of Offer
 Acceptance Of Offer (Admiralty)
 Acknowledgement Of Service
 Administration Bond
 Administration Oath
 Admission of facts, pursuant to notice
 Admission Of Liability And Consent To Reference To Registrar
 Advertisement For Originating Summons

[Show Full List of Docs](#)

| S/No. | Document Name | No. of Pages | PDF File Name | Document Fee (\$) | Transmission Fee (\$) | Processing Fee (\$) | Priority Fee (\$) | Compose Doc. Info. (Cover) Page |
|-------|--|--------------|---|-------------------|-----------------------|---------------------|-------------------|---------------------------------|
| 1. | <input checked="" type="radio"/> Declaration For Admission Of Advocates And Solicitors | 2 | L:\Shared\Temp\Legal Do not Delete\PDF Files\test_1.3.pdf | 20.00 | 1.60 | 4.00 | .00 | |

Other Details

Document No. / /

Reference Doc No. / /
 Not Applicable

Alert on Reply Status

Law Firm SMS Email

ANG HUI MING VIVIAN SMS Email

Note: Check the desired Alert (SMS, Email, or both), and ensure that correct number/email is entered. Selected person(s) will be alerted when the submission is replied.

>> Electronic Filing System

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Figure 5.4: Submission Information

| | |
|---------------|---|
| URN | Shown only if opening an existing draft submission, else it will be hidden. |
| Case No. | A label to display the Case No., if any. |
| Court Counter | A label to display the count counter where the submission is to be filed. |

| | |
|---|--|
| Encryption Indicator | A checkbox where user can indicate whether to encrypt the submission upon sending or not. |
| Request For Urgent Handling Indicator | A checkbox where user can indicate whether to request for urgent handling for the submission. Checking it will affect the fee calculation of the documents in the submission. |
| Modify Access Rights for the Submission | Allows the user to change access rights to the submission. By default, the submission will be accessible by all EFS users in the firm. Use this option if you wish to restrict access to the submission and its replies. <i>Note:</i> Previously in Classic FE, the submission access right is given only to the creator, and users that belong to Admin group. Now, in Enhanced FE, the Everyone group will also have an access to the submission. |
| File-n-Serve Request (FnS) | When the submission is first created, this File-n-Serve Request option will not be displayed. (This option is set upon creation of a submission.) After a draft submission is opened subsequently, the page will display 2 radio buttons indicating whether there is an FnS for the submission. If “Yes”, user may click on “ Modify File-n-Serve Request ” link to view and modify the FnS details (Figure 3.1b). |
| Documents | A list showing the available documents that can be filed to the counter and court type selected earlier. |
| Draft/Engross Indicator | To indicate if it is a Draft or Engrossed document. |
| Type of Originating Summons | This is shown only for selected documents like ‘Originatins Summons’, ‘Originatins Summons (Ex parte – Injunction)’, ‘Originatins Summons (Ex parte – Summons Nature)’, ‘Originatins Summons (Ex parte)’, ‘Originatins Summons (Summons Nature)’ and ‘Originating Summons (Court of Appeal)’. The types include ‘General’ which is applicable to all courts and ‘Queen’s Council’ & ‘Judicial Management’ which is applicable only to High Court. |
| Document List | Shows the document already selected for the submission, if any. |
| File Ref. No./Extension | File Ref. No. for the case is displayed as a label (non-editable) and the File Ref. No. extension (if your firm uses the extension). |
| Originating Case No. (EFS) | User may provide if applicable to the submission. |
| Originating Case No. (Non-EFS) | User may provide if applicable to the submission. |
| Document No. | User may provide if applicable to the submission. |
| Reference Doc. No. | User may provide if applicable to the submission. |
| Alert on Reply Status | User can enter here the Hand phone No. and Email of the LF and solicitors represented the Parties by which they want to receive an SMS message and Email when the court replies the submission. |
| Submission Remarks | A free text where user enters any remarks for the submission they are filing. |
| Party List | Shows the party selected, if any. |

Note: All functions and details in the new Enhanced submission detail page are the same as those in the existing Classic Front-End. Some differences can be found below.

Step to save the submission:

1. Click on the **<Save>** button. Upon saving, all details entered will be validated first. If any error is detected, user will be prompted to correct. If all details are in order, submission will be saved and user will be returned to the previous page.

Step to Save & File the submission:

1. Click on the **<Save & File>** button. Upon saving, all details entered will be validated first. If any error is detected, user will be prompted to correct. If all details are in order, submission will be saved and an alert message will be displayed informing the user that the submission has been saved successfully with a URN displayed. Another message then will be displayed asking the user to proceed sending the submission or not. If the user clicks **<OK>**, the submission will be sent.

Step to cancel the submission:

1. Click on the **<Cancel>** button. User will be returned to the **Create New Submission** page (Figure 5.1)

Step to go back to Main Menu:

1. Click on the **<Back To Main Menu>** button. User will be prompted by an alert message that all changes, if any, will be discarded if they click **<OK>** or they can click **<Cancel>** to remain in the page. If the user has clicked **<OK>**, the user will be back to the Main Menu page.

5.1.1 Party and Solicitor Details

5.1.1.1 Party Details

Users can specify party information for the document that is to be submitted to the Courts and or other law firms. In the Submission Information page (Figure 5.4), party details can be added, edited, deleted and duplicated. As in Header Details, appropriate error messages will be displayed when mandatory fields are not entered.

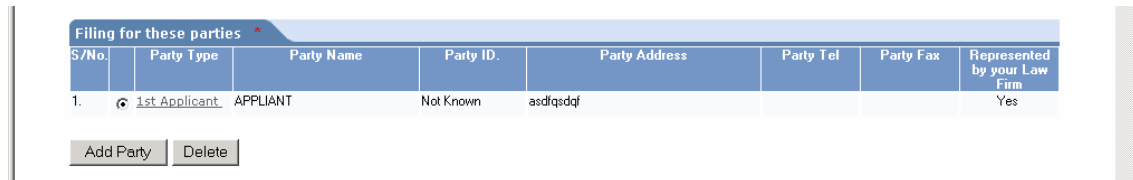


Figure 5.5: Submission Information (Party Details segment)

Step to add new party information:

1. Click on the <Add Party> button in Submission Information page (Figure 5.4). The Party Information page (Figure 5.6) will be displayed.

Steps to modify existing party information:

1. Select a record by choosing the appropriate radio button from Party List table in Submission Information page (Figure 5.5).
2. Click on the <Edit Party> button. The Party Information page (Figure 4.1.1b) will be displayed.

Steps to duplicate the party information:

1. Select a record by choosing the appropriate radio button from Party List table in Submission Information page (Figure 5.5).
2. Click on the <Duplicate Party> button. The Party Information page (Figure 5.6) will be displayed.

Steps to delete the party information

1. Select a record by choosing the appropriate radio button from Party List table in Submission Information page (Figure 5.5).
Click on the <Delete Party> button. The selected record is deleted from Party List table.

The Party Information page for Civil Cases is displayed as follows:

Party Information

Add Party

Party Name / Owner of: [TAN AH KAW]
(Note: Vessel Name may be entered here, for Admiralty matters)

Party Type*: [Plaintiff]

Party No.*: [1] Party Genre: [Individual]

Party Record Id: [] *(Note: Applicable for Admiralty cases only, leave it blank for non-Admiralty cases.)* Party Genre: [Individual] *(Note: "Company" covers Pte, Pte Ltd, Ltd, and exempt companies)*

Party Id. No.* Select (0) Enter S1234567B Party Id. Type: [Singapore IC (S)] Country of Issue: [Singapore]

Operational Address* (for all correspondences): [Block 123 Jalan Tiga] Tel No.: [688779000]
[#01-890] Fax No.: [65] [688779001]
[Singapore 123123]

Party Filing Capacity: [] Capacity (Select from list or enter): [] []

Party Bill Type: []

Place of Registration: []
(Notes: Applicable to Writ Of Summons In Admiralty Action document. This is mandatory only if the Party Type is 'Defendant' and the Type of Admiralty is 'In Rem'.)

Represented By your Law Firm* Yes No

List of Solicitors Representing Party*

| S/No. | Solicitor Name | Solicitor Id. | Solicitor Tel | Solicitor Fax |
|-------|----------------|---------------|---------------|---------------|
| 1. | ANG CHENG HOCK | S****110 | 68907188 | 6563273800 |

Add Solicitor from List Delete Solicitor

Party Alias Names

1. [LEE JERRY] 2. [LEE JOHN]
Add More Alias

List of Litigation Representatives

| S/No. | Name | Id. | Capacity | Alias Name |
|--|------|-----|----------|------------|
| <i>(No Litigation Representative provided)</i> | | | | |

Add Litigation Representative Edit Litigation Representative Delete Litigation Representative

Other Party Information (Mandatory for Probate)

Filing For: [Probate/LA]

Save Party Details Cancel

Figure 5.6: Party Information (Civil Cases)

| | |
|-----------------------|---|
| Party Name / Owner of | It represents the name of the party. For Admiralty matters Vessel Name may be entered here. |
| Party Type | It allows the users to specify the party type, e.g. Plaintiff, Defendant, etc. To specify the party type, click on the combo box and select from the predefined list of party types available. |
| Party No. | This is a numeric field and it indicates the party, e.g. 1st Plaintiff. |
| Party Genre | It represents the genre of the party. |
| Party Record ID | It denotes the party within the party, e.g. 1st person of 1st Plaintiff, 2nd person of 1st Plaintiff. This is applicable only to Admiralty cases. |
| Party Id No. | It represents the Identification Number of the party involved, the NRIC / Passport / Company Registration Number of the parties. To specify the party id no., users must select either one of the radio buttons available. This is to allow the users to either select |

| | |
|--|---|
| | from a predefined list of values from the combo box or enter a free text value if the selection is not made in the above field. If the information is not available, users can select from the combo box that contains values "Does Not Exist" or "Not Available". |
| Party Id. Type | It represents the type of Party Id. It is mandatory if the Party Id No. has been entered. |
| Country of Issue | It represents the country which issued the Party Id. |
| Operational Address (for all correspondence) | This is the address of the party. Up to 4 lines of 30 characters text can be entered as address. |
| Tel No. | The telephone no. of the party. |
| Fax No. | The fax no. is separated into the following: <ul style="list-style-type: none"> • Country Code • Area Code • Fax No |
| Party Filing Capacity | This represents the capacity in which a party sues or is being sued. It indicates whether this party is a judgment creditor, appellant, etc. To specify the party filing capacity, click on the combo box and select from the predefined list of values available. |
| Capacity | To specify the capacity, users must select either one of the radio buttons available. This is to allow the users to either select from a predefined list of values from the combo box or enter a free text value if the selection is not made in the above field. |
| Party Bill Type | Represents the bill type. |
| Place of Registration | Applicable to Writ Of Summons In Admiralty Action document. This is mandatory only if the Party Type is 'Defendant' and the Type of Admiralty is 'In Rem'. |
| Represented By Your Law Firm | There are two options available. If Yes option is chosen, it denotes that the party represented by the law firm and solicitor details must be provided. Each Party can have a maximum of 3 solicitors. |
| Site No. | The site no. of a law firm. It is applicable to parties not represented by the law firm. It allows the users to specify the law firm representing these parties. |
| Law Firm Code | It is applicable to parties not represented by the law firm. It allows the users to specify the law firm representing these parties. |
| List of Solicitors Representing Party | This table will show the list of solicitors representing the party. |
| Party Alias Names | It represents the alias name of the party. Each party can have a maximum of 10 alias names. |
| List of Litigation | This table will show the list of Litigation Representatives for the |

| | |
|-----------------|--------|
| Representatives | party. |
| | |

Additional Party information:

The information shown below (see Figure 5.7) is only applicable for Filing a Probate Petition submission for the user to enter additional information required pertaining to the party being entered.



Figure 5.7: More Party Information button for Probate

The Party Information page for Family Matters is displayed as follows:

Party Information

Edit Party

Party Name*

Party Type *

Party Filing Capacity

Party Bill Type

Party No. * (Eg. For 1st Petitioner, enter "1") **Party Genre** (Note: "Company" covers Pte, Pte Ltd, Ltd, and exempt companies.)

Party Id. No. * Select (o) Enter (e) **Party Id. Type** **Country of Issue**

Party Address * **Tel No.**
(All correspondence relating to family matters will be sent to this address for "In-Person" party.) **Fax No.**

Represented By Your Law Firm * Yes No
- If you are representing the party, select "Yes"
 - If you are **not** representing the party, or if you are filing **on behalf of** the party, select "No"

List of Solicitors Representing Party *

| S/No. | Solicitor Name | Solicitor Id. | Solicitor Tel | Solicitor Fax |
|-------|---|---------------|---------------|---------------|
| 1. | <input checked="" type="radio"/> BENG LISH-SHER | S****050E | 62251611 | 6562248210 |
| 2. | <input type="radio"/> CHAN WAN QI ANGELA | S****741Z | 68907188 | 6563273800 |
| 3. | <input type="radio"/> CHAN TUAN LI CLARA | S****001G | 68907188 | 6563273800 |

Party Alias Names

1. 2.

Add More Alias

List of Litigation Representatives

| S/No. | Name | Id. | Capacity | Alias Name |
|--|------|-----|----------|------------|
| <small>(No Litigation Representative provided)</small> | | | | |

More Party Information

(Mandatory for Petitioners and Respondents for filing of Adoption Petition/Divorce Petition, or for Male and/or Female Applicant for filing of Originating Summons (Adoption), or for Plaintiffs and Defendants for filing of Originating Summons for Family Matters/Writ of Divorce.)

Figure 5.8: Party Information for Phase 4b (Adoption, Divorce and OSF)

Additional information:

The information shown below (see Figure 5.9) is only applicable for Filing an Adoption, Divorce and OSF submissions for the user to enter additional information required pertaining to the party being entered. The party information displayed/required for Phase 4b (see Figure 5.8) document (like Adoption, Divorce, etc..) may contain less information as compared to other documents.

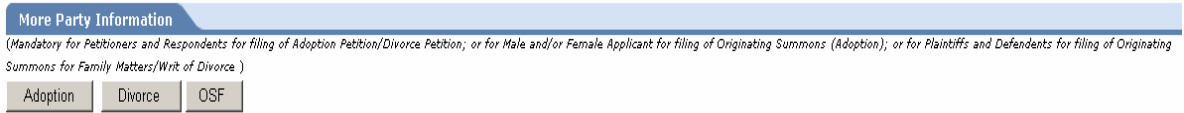


Figure 5.9: More Party Information Section

The following is the party page for Criminal Proceeding filing for AGC.

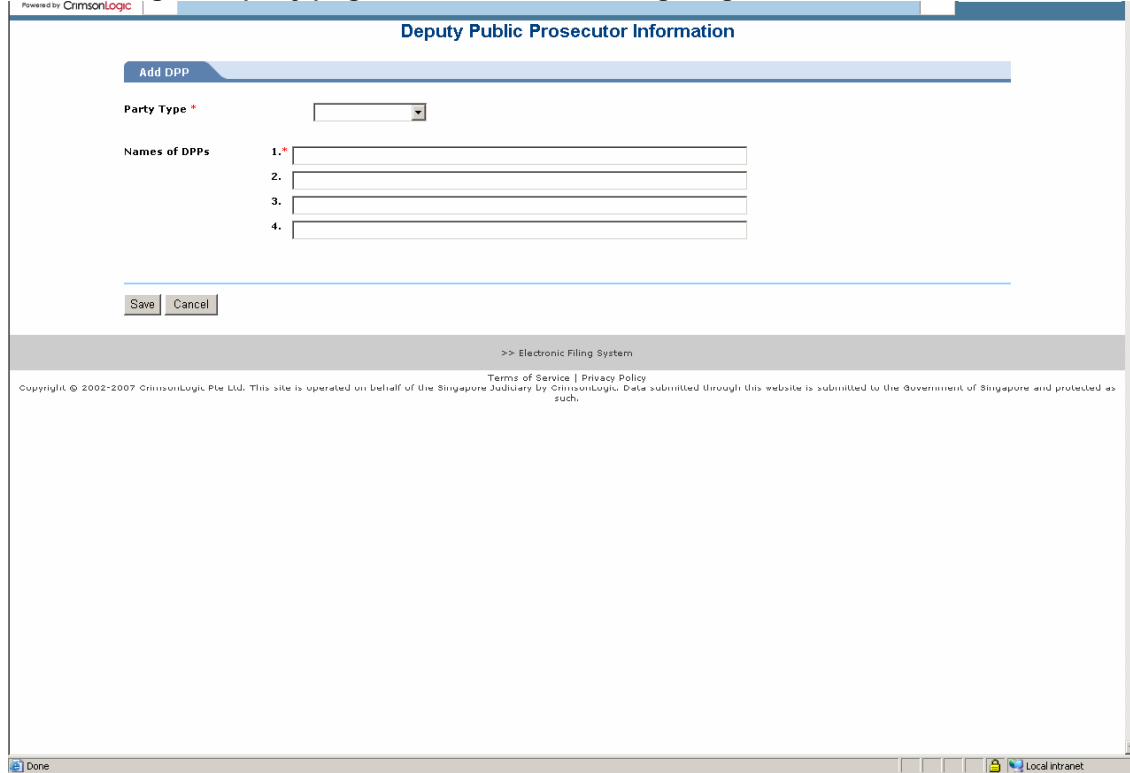


Figure 5.9a – Party Information (Criminal -AGC)

| | |
|--------------|---|
| Party Type | User can select from the predefined list of values, which are maintained by the Courts. |
| 1st DPP Name | Deputy Public Prosecutor Name 1 (Mandatory) |
| 2nd DPP Name | Deputy Public Prosecutor Name 2 |
| 3rd DPP Name | Deputy Public Prosecutor Name 3 |
| 4th DPP Name | Deputy Public Prosecutor Name 4 |

The following is the screen of the Party of Public Prosecutor Filing from Law Firm, Prison and Service Bureau.

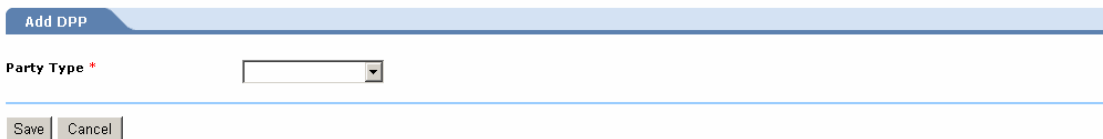


Figure 5.9b – Party Information (Criminal - Public Prosecutor Filing from Law Firm, Prison and Service Bureau)

| | |
|------------|---|
| Party Type | User can select from the predefined list of values, which are maintained by the Courts. |
|------------|---|

The following is the screen of the Party Information from AGC (Criminal Justice Division).

Figure 5.9c – Party Information (Criminal -AGC)

| | |
|-------------------|---|
| Party Type | It allows the users to specify the party type, e.g. Plaintiff, Defendant, etc. To specify the party type, click on the combo box and select from the predefined list of party types available. |
| Party Name | It represents the name of the party. |
| Party Id No. | It represents the Identification Number of the party involved, the NRIC / Passport / Company Registration Number of the parties. To specify the party id no., users must select either one of the radio buttons available. This is to allow the users to either select from a predefined list of values from the combo box or enter a free text value if the selection is not made in the above field. If the information is not available, users can select from the combo box that contains values "Does Not Exist" or "Not Available". |
| Party Id. Type | It represents the type of Party Id. It is mandatory if the Party Id No. has been entered. |
| Country of Issue | It represents the country which issued the Party Id. |
| Party Alias Names | It represents the alias name of the party. Each party can have a maximum of 2 alias names. |

The following is the party page for Criminal Proceeding (by Law Firms)

Figure 5.9d – Party Information (Criminal –Law Firm)

| | |
|------------------------------|---|
| Party Type | It allows the users to specify the party type, e.g. Plaintiff, Defendant, etc. To specify the party type, click on the combo box and select from the predefined list of party types available. |
| Represented By Your Law Firm | There are two options available. If 'Yes' option is chosen, it denotes that the party represented by the law firm and solicitor details must be provided. Each Party can have a maximum of 3 solicitors. The List of Solicitors Representing Party section will be shown only if the option selected is 'Yes', otherwise, it won't be shown. |
| Party Name | It represents the name of the party. |
| Party Id No. | It represents the Identification Number of the party involved, the NRIC / Passport / Company Registration Number of the parties. To specify the party id no., users must select either one of the radio buttons available. This is to allow the users to either select from a predefined list of values from the combo box or enter a free text value if the selection is not made in the above field. If the information is not available, users can select from the combo box that contains values "Does Not Exist" or "Not Available". |
| Party Id. Type | It represents the type of Party Id. It is mandatory if the Party Id No. has been entered. |
| Country of Issue | It represents the country which issued the Party Id. |
| Party Alias Names | It represents the alias name of the party. Each party can have a maximum of 2 alias names. |
| Solicitor List | List of solicitors representing the party. Only shown if 'Yes' is selected in the Represented by Your Law Firm option. |

Users can specify the details of the solicitor(s) representing the current party in **Party Information** page (Figure 5.6 & Figure 5.8). Each party can be represented by up to a maximum of 3 solicitors. Users can add and delete solicitor information.

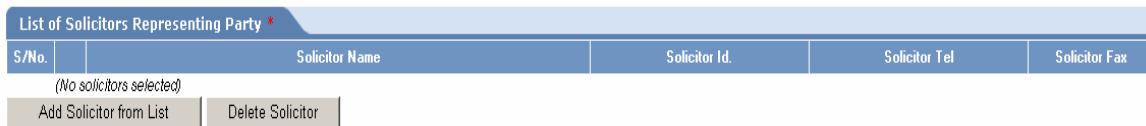


Figure 5.10: Party Information (Solicitor Details segment)

Steps to select solicitor information from a list:

1. Click on the <Add Solicitor from list> button in Party Information page (Figure 5.10).

The **List of Solicitors in Law Firm** page is displayed.



Figure 5.11: List of Solicitors in Law Firm

2. Select the record(s) by using the check box(es) in List of Solicitors in Law Firm page (Figure 5.11).
3. Click on the <Confirm Selection> button to save the solicitor information. The record will be inserted in the List of Solicitors Representing Party table in Party Information page (Figure 5.6 or Figure 5.8).
OR
Click on the <Cancel> button to discard the selection(s) in List of Solicitors in Law Firm page (Figure 5.11).
The solicitor information will not be inserted in the List of Solicitors Representing Party table in Party Information page (Figure 5.6 or Figure 5.8).

Steps to delete existing solicitor information:

1. Select a record by choosing the appropriate radio button from List of Solicitors Representing Party table in Party Information page (Figure 5.6 or Figure 5.8).
2. Click on the <Delete Solicitor> button. The selected record is deleted from List of Solicitors Representing Party table.

5.1.1.3 List of Litigation Representative

Users can enter the information of the related persons in **Litigation Representative** (Figure 5.12). Litigation Representative Information can be added, edited and deleted.

| List of Litigation Representatives | | | | |
|---|------|--------------------------------|----------|----------------------------------|
| S/No. | Name | Id. | Capacity | Alias Name |
| (No Litigation Representative provided) | | | | |
| Add Litigation Representative | | Edit Litigation Representative | | Delete Litigation Representative |

Figure 5.12: Party Information (Litigation Representative Detail segment)

Step to add new Litigation Representative Information:

1. Click on the <Add Litigation Representative > button in Party Information page (Figure 5.12). The Litigation Representative page (Figure 5.13) will be displayed.

Steps to modify existing Litigation Representative Information:

1. Select a record by choosing the appropriate radio button from List of Litigation Representatives table in Party Information page (Figure 5.12).
2. Click on the <Edit Litigation Representative > button. The Litigation Representative page (Figure 5.13) will be displayed.

The Litigation Representative page is displayed.

Litigation Representative

Id.*

Id. Type*

Country of Issue*

Name *

Capacity (Select from list or enter)*

Alias Name

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Figure 5.13: Litigation Representative

1. Specify the **Id.**, **Id Type**, **Country of Issued**, **Name**, **Capacity** and **Alias Name**.
2. Click on the <Save > button to save the Litigation Representative information. The

record will be inserted in the **List of Litigation Representatives** table in **Party Information** page (Figure 5.6 or Figure 5.8).
OR
Click on the **<Cancel>** button to discard the changes in **Litigation Representative** page (Figure 5.13).
The Litigation Representative information will not be inserted in **List of Litigation Representatives** table in **Party Information** page (Figure 5.6 or Figure 5.8).

Steps to delete Litigation Representative Information:

1. Select a record by choosing the appropriate radio button from List of Litigation Representatives table in Party Information page (Figure 5.6 or Figure 5.8).
2. Click on the **<Delete Litigation Representative>** button. The selected record is deleted from List of Litigation Representatives table.

5.1.1.4 Save Party Information

Step to save the party details:

1. Click on the **<Save Party Details>** button in **Party Information** page (Figure 5.6 or Figure 5.8). The party details entered by the user are saved temporarily and the record will be inserted in the **Party List** table in **Submission Information** page (Figure 5.4). The details are saved permanently when **<Save Draft>** button in the **Submission Information** page is selected (Figure 5.4).

Step to discard the party details:

1. Click on the **<Cancel>** button to discard changes in **Party Information** page (Figure 5.6 or Figure 5.8).
The party details will not be inserted in the **Party List** table in **Submission Information** page (Figure 5.4).

5.1.2 Document Details

The Document Details allows the users to specify the information for documents to be filed to the Courts. The users will be able to file one or more documents in a single submission.

In the Submission Information page (Figure 5.4), document details can be added, edited and deleted. As in Header Details, appropriate error messages will be displayed when mandatory fields are not entered.

Document List View Summary of Estimated Fees

Select Document Name Draft Engrossed

Acknowledgement Of Service (Divorce - By Plaintiff)
 Acknowledgement of Service (Divorce)
 Affidavit (Divorce)
 Affidavit For Divorce Hearing
 Affidavit in Reply
 Affidavit in Support of Application for Order for Examination of Judgment Debtor
 Affidavit in Support of Garnishee Order
 Affidavit Of Service (Divorce)
 Ancillary Matters Facts And Position Sheet

Add Document Show Full List of Docs

| S/No. | Document Name | No. of Pages | PDF File Name | Document Fee (\$) | Transmission Fee (\$) | Processing Fee (\$) | Priority Fee (\$) | Compose Doc. Info (Cover) Page |
|-------|--|--------------|------------------------|-------------------|-----------------------|---------------------|-------------------|--------------------------------|
| 1. | <input checked="" type="radio"/> Answer To Objection (Divorce) | 38 | C:\4602_User_Guide.pdf | 7.00 | 31.20 | 4.00 | .00 | |

Edit Document Delete Document Add DCN

Important: Always Preview the DIP for all applicable documents to ensure that correct DIP (Document Information Page) details are sent to the Court and a proper DIP generated. Do necessary formatting using Compose and save the DIP details, especially if changes are made in the Party or Filing Party details.

Figure 5.14: Submission Information (Document Details segment)

Steps to add new document information:

1. Click on the Document Name combo box in Submission Information page (Figure 5.4).
2. Select a document from the list of Court's documents available.
3. Click on the <Add Document> button. The Document Information page (Figure 5.15) will be displayed.

Steps to modify existing document information:

1. Select a record to be modified by choosing the appropriate radio button from the Document List table in Submission Information page (Figure 5.4).
2. Click on the <Edit Document> button. The Document Information page will be displayed (Figure 5.15).

Steps to delete existing document information:

1. Select a record to be deleted by choosing the appropriate radio button from the Document List table in Submission Information page (Figure 5.4).
Click on the <Delete Document> button. The selected record will be removed from the Document List table.

Steps to preview the auto-generated html (in PDF like format) for documents where it is applicable:

1. Select a record to be previewed by choosing the appropriate radio button from the Document List table in Submission Information page (Figure 5.4).
Click on the <Preview> button. The selected record's auto-generated html (in PDF like format) will be shown to the user. This is only applicable to documents where this feature is applicable and only shown when such document is in the list.

Steps to Compose/Preview the Cover Page for documents where it is applicable:

1. Select a record to be previewed by choosing the appropriate radio button from the Document List table in Submission Information page (Figure 5.4).
Click on the Compose Cover Page image. If compose is applicable to the document, the Compose Cover Page screen will be shown, otherwise, the Cover Page Preview screen will be displayed. For the complete detail of the Cover Page feature, please see the Compose Cover Page in Chapter 13.

The **Document Information** page is displayed as follow:

Document Information

Add Document

Document Name* : Writ Of Summons
 Document Nature* : Fully Filed Electronically Partially Filed Electronically
 Translation Indicator :
 Document Version* : Original
 Amendment No. *Note: Enter Amendment No. (1 or above) for an amended document.*
 Document Remarks :

Filing / Extracting Party*

Party
 TAN AH KAW
 Add >>
 << Remove

Filing Party
 TAN AH KAW

More Document Information*
 This document requires additional data items to be entered. Please click the button below to provide the information.
 More Document Information

PDF File

AMOUNT AWARDED IN THE ORIGINATING CASE*
 The originating case involved:
 Non-Monetary Claims Only
 One or More Monetary Claims OR a combination of Monetary and Non-Monetary Claims(s);
 and the total amount awarded by the lower Court is:
 up to S\$ 1 million
 more than S\$ 1 million
(i) Indicate the amount awarded for the Plaintiff's Claim(s) only. Estimate the amount in Singapore Dollar if other currencies are involved.
 (ii) Court will use this information to compute the filing fee. Only the amount awarded for the Plaintiff's Claim(s) is used in computing the filing fee.
 Filename : Browse... [View PDF](#)

Estimated Fees (S\$)

| | | | | | |
|------------------------------------|---|-------------|-------------------------------------|---|----------------------|
| Processing Fee | : | 0.00 | No. of Pages | : | 0 |
| Transmission Fee | : | 0.00 | No. of Colour Pages | : | <input type="text"/> |
| Document Fee | : | 0.00 | Est. Transmission Time (at 64 Kbps) | : | 0 seconds |
| Priority Fee | : | 0.00 | File Size (Bytes) | : | 0 |
| Estimated Total Filing Fees | : | 0.00 | | | |

Exemption/Waiver Information
(Note: Full waiver is usually applicable only for legally aided litigants.)

Backdating Information

Save Document Cancel

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Figure 5.15: Document Information

| | |
|------------------------|---|
| Document Name | It refers to the document to be filed, e.g. Writ of Summons, Affidavit, Summons in Chambers, etc. |
| Document Nature | Law firm users will indicate if the document template record is fully filed electronically or partially filed electronically. Full electronic submission allows the law firm users to file all the documents through the FE Web application. A submission partially filed by paper allows the law firm users to file the scannable pages of the documents electronically. The rest of the unscannable pages will have to be manually filed through the Service Bureau. Choose the Fully Filed Electronically radio button if the document |

| | |
|---|--|
| | is to be fully filed electronically. Otherwise, choose the Partially Filed Electronically if the document is to be partially filed electronically. |
| Translation Indicator | Indicates whether the document selected is translated from another language, e.g. from Chinese to English. If translation is involved for the document selected, this check box must be checked. If no translation is involved, this check box should not be checked. |
| Amendment Version | Indicates the version of the document. Enter '1' for 1 st amendment, '2' for 2 nd amendment, etc. |
| No. of Persons/ Defendants/ Witnesses/ Deponents | Enter number of Persons/Defendants/Witnesses/Deponents that is associated with the document. This will be shown for some documents only. |
| Document Remarks | This is the law firm's remarks for the document to be filed. |
| Date | Indicates the date for the document to be backdated. Users can key in the date in the text box (in DD/MM/YYYY format). Alternatively, users can select a date from the calendar icon. |
| Time | Indicates the time for the document to be backdated. The time entered must be in HH:MM (24 hours) format. |
| Reason | Indicates the reason for the document to be backdated. |

Note:

1) There's another section in the document information page that needs to be shown, only if the Tier Fee is applicable for the document filed. Calculation of fees will vary from the claim type and amount range selected by the user (see Figure 5.16).

ESTIMATED CLAIM AMOUNT *

This case/application involves:

- Non-Monetary Claims Only
- One or More Monetary Claims OR a combination of Monetary and Non-Monetary Claims(s); and the sum total of their estimated claims amount(s) is:
 - up to S\$ 1 million
 - more than S\$ 1 million

Notes:

(i) Indicate the total of all Monetary Claim(s), including both liquidated and non-liquidated claim(s). Estimate the amount in Singapore Dollar, if other currencies are involved.

(ii) In computing the total estimated claim amount in cases where there are both Non-Monetary and Monetary Claim(s), the value of the Non-Monetary Claim(s) should be taken as zero.

(iii) Court will use this information to compute the filing fee. Only the Monetary Claim(s) amount is used in computing the filing fee.

(iv) In filing Bill of Cost, the value of claim should be the total amount claimed in the Bill of Costs.

Figure 5.16: Estimated Claim Amount section. Only applicable for documents where Tier Fee is applicable.

Upon clicking the calendar icon, the popup calendar will be displayed.

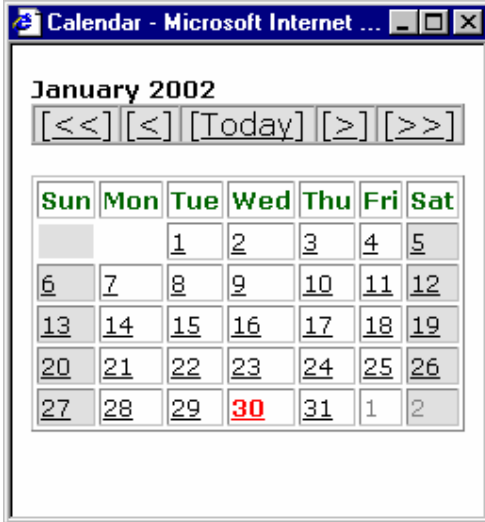


Figure 5.17: Popup Calendar

5.1.3 Filing Party Details

The **Filing Party Details** in **Document Information** page (Figure 5.15) allows the users to specify the parties filing the current document. Multiple selections are allowed.

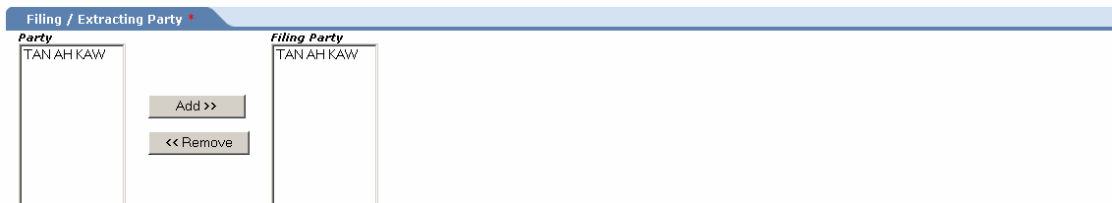


Figure 5.18: Document Information (Filing Party Details segment)

Steps to add a Filing Party:

1. Select the name of the party from the **Party** list box.
2. Click on the **<Add>** button.
3. The selected party is now moved to the **Filing Party** list box.

Steps to remove a Filing Party:

1. Select the name of a party from the **Filing Party** list.
2. Click on the **<Remove>** button.
3. The selected party is now removed from the **Filing Party** list box.



Figure 5.19: Document Information (Filing Party Details segment where File-On-Behalf is applicable)

Note:

Figure 5.18 has the same functionality as in Figure 5.19 only shown for Phase 4B (Family matters) and only applicable to Divorce case. Party names having a suffix of '(R)' indicates that the party is represented by the filing LF while those without are not. If the selected filing party is not represented by the Filing LF then it is an FOB (File-On-Behalf) case. The system won't allow the user to select mixed filing parties like one is represented by the filing LF, and the other one is not. It must be the same in all documents in the submission.

5.1.4 Attaching PDF Documents

All the documents filed to the Courts using FE-Web must be in PDF (Portable Document Format). The **PDF File** section in **Document Information** page (Figure 5.15) the users to attach a PDF document to be filed to the Courts. This is applicable to documents where the PDF is not auto-generated by the system.

| | |
|-----------------|--|
| Name | The name of the document to be filed to the Courts. User may enter the full path and filename of the local PDF file in the text box provided. Alternatively, user may select a PDF file by clicking the <Browse...> button. |
| View PDF | This is to view an existing PDF file. To view, select or enter a PDF file in the Name field. Click on the <View PDF> link and the selected PDF file will be displayed for viewing (Figure 5.20). |

Upon clicking the <View PDF> link, the Acrobat Exchange application is launched and the selected PDF file is displayed.

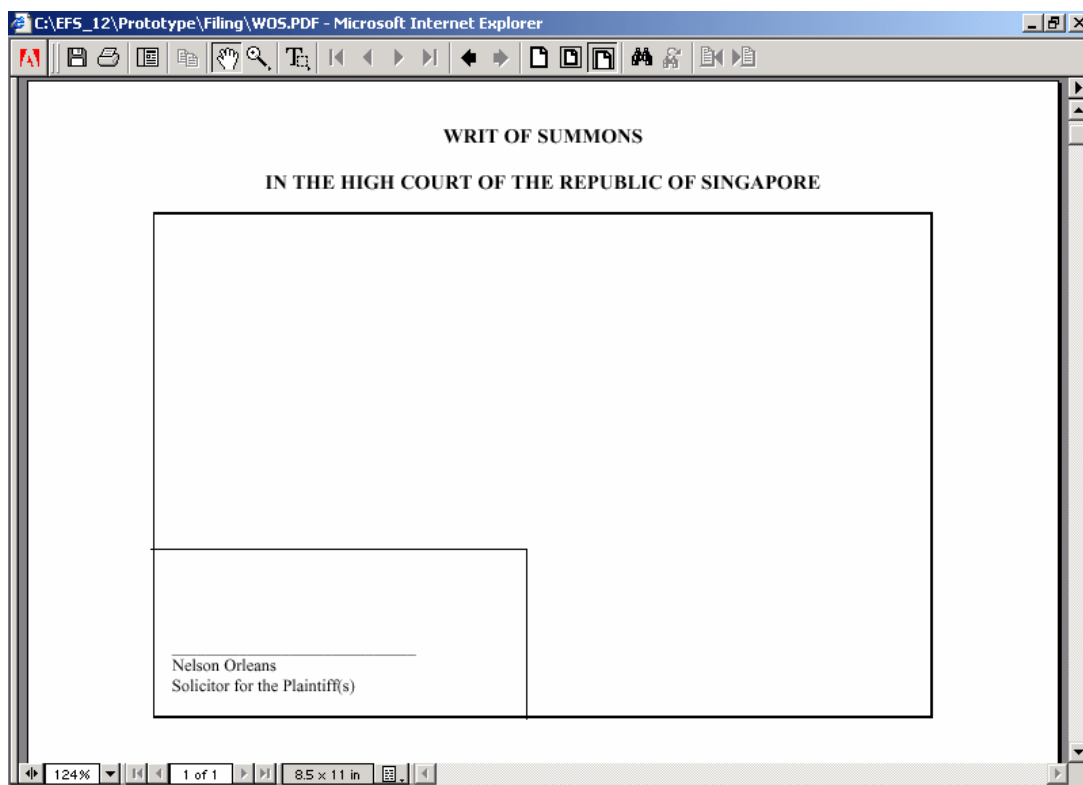


Figure 5.20: PDF File in Acrobat Exchange

5.1.5 Calculate Fees and Pages

The system will automatically calculate the court document filing fees and the miscellaneous data items for the selected document after the PDF has been selected. For auto-generated documents like Probate, Divorce, and Adoption, the fees will be calculated after clicking the 'Save Document' button.

The court document filing fees and miscellaneous data items are calculated and displayed.

| Estimated Fees (\$) | | | |
|------------------------------------|---|--------------|--|
| Processing Fee | : | 4.00 | No. of Pages : 38 |
| Transmission Fee | : | 31.20 | No. of Colour Pages : <input type="text" value="0"/> |
| Document Fee | : | 27.30 | Est. Transmission Time (at 64 Kbps) : 33.99 seconds |
| Priority Fee | : | 0.00 | File Size (Bytes) : 278419 |
| Estimated Total Filing Fees | : | 62.50 | |

Figure 5.21: Document Information (Filing Fees and Misc. Data Items segment)

| | |
|---|--|
| No. of Colour Pages | The number of colour pages in the document, if any. This is an input field. |
| No. of Pages | It represents the total number of pages in a document. The system will calculate the number of pages in the selected PDF file when the Fully Filed Electronically option is specified. This field is only editable when documents are Partially Filed Electronically . |
| Estimated Transmission Time (at 64 Kbps) | This is the estimated transmission time required to transmit the document selected from the law firm to the CrimsonLogic network. |
| File Size (Bytes) | This is the file size for the document selected. |
| Processing Fee | This is the processing fee for the document selected. |
| Transmission Fee | This is the transmission fee for the document selected. |
| Document Fee | This is the document fee for the document selected. |
| Priority Fee | This is the priority fee for the document selected. Priority fee is charged only if the submission is requesting for urgent handling. |
| Estimated Total Fees | This is the sum of the Processing, Transmission, Document and Priority fees. |

5.1.6 Waiver Details

5.1.6.1 Full Waiver Details

The Full Waiver section allows the entry of waiver details when the Exemption/Waiver type in the Document Information page (Figure 5.15) is indicated as "Full".

The screenshot shows a form titled "Exemption/Waiver Information" with a note: "(Note: Full waiver is usually applicable only for legally aided litigants.)". The "Type" dropdown menu is set to "Full". Below this, there is a text box for "Full Waiver Amount Requested (\$)" containing the number "0". Underneath, there are two radio buttons for "Reason (Select from list or enter)". The first radio button is selected and is followed by a dropdown menu. The second radio button is followed by a text input field.

Figure 5.22-a: Document Information (Exemption/Waiver segment) – Full Waiver

1. Select the **Exemption/Waiver Type** as "Full" from the **Type** combo box in **Document Information** page (Figure 5.22a).
2. Enter the requested amount in **Full Waiver Amount Requested** text box.
3. Specify the reason by choosing the appropriate radio button available. Select from combo box a list of predefined exemption/waiver reasons if the first radio button is chosen. Otherwise, select the second radio button to key in the reason in free text.

5.1.6.2 Partial Waiver Details

The screenshot shows the same "Exemption/Waiver Information" form with the note "(Note: Full waiver is usually applicable only for legally aided litigants.)". The "Type" dropdown menu is set to "Partial". To the right of the form, there is a button labeled "Partial Waiver for Filing Fees".

Figure 5.22-b: Document Information (Exemption/Waiver segment) – Partial Waiver

The <Partial Waiver for Filing Fees> button allows the entry of partial waiver details. It is enabled only when the Exemption/Waiver Type is selected as "Partial" from the combo box in Document Information page (Figure 5.22-b).

1. Select the **Exemption/Waiver Type** as "Partial" from the **Type** combo box in **Document Information** page (Figure 5.15).
2. Click on the <Partial Waiver for Filing Fees> button in Document Information page (Figure 5.15).

The Partial Waiver Information page is displayed.

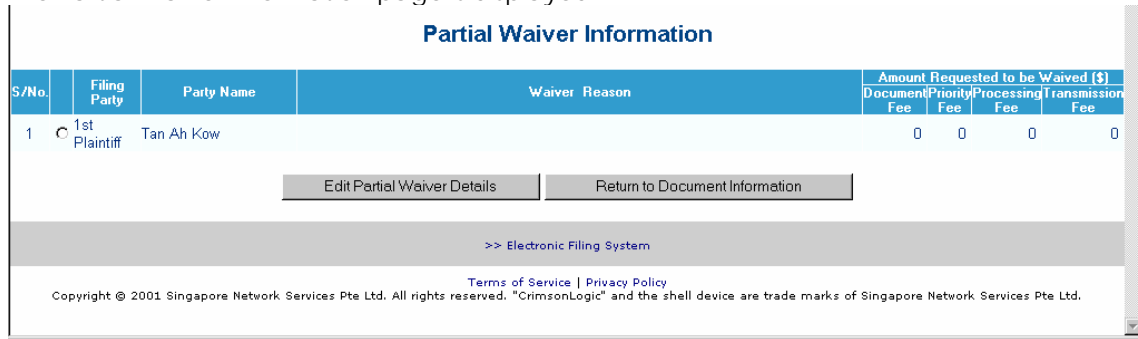


Figure 5.23: Partial Waiver Information

Step to add new partial waiver information:

1. Select a Filing party by selecting the appropriate radio button.
2. Click on the <Edit Partial Waiver Details> button in Partial Waiver Information page (Figure 5.23). The Partial Waiver Details page (Figure 5.24) will be displayed.

Steps to modify existing partial waiver information:

1. Select a record by choosing the appropriate radio button in Partial Waiver Information page (Figure 5.23).
2. Click on the <Edit Partial Waiver Details> button. The Partial Waiver Details page will be displayed (Figure 5.24).

The **Partial Waiver Details** page is displayed as follows:

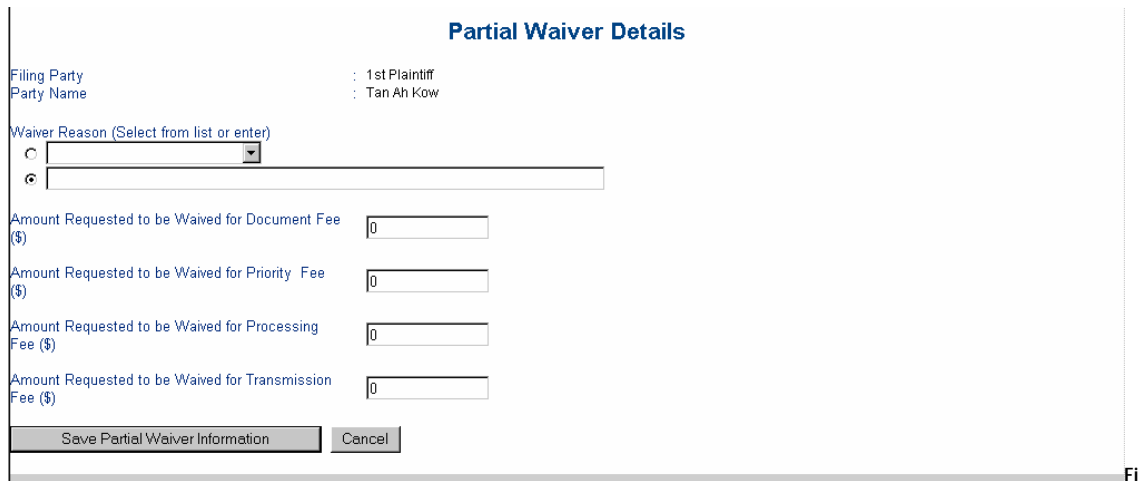


Figure 5.24: Partial Waiver Details

| | |
|-------------------------|---|
| Filing Party | This is a displayed field. It indicates the party type of the filing party. |
| Party Name | This is a displayed field. It displays the name of the filing party. |
| Waiver Reason | This allows the users to indicate the waiver reason. Users must choose the appropriate radio button to indicate the reason. Select from combo box a list of predefined exemption/waiver reasons if the first radio button is chosen. Otherwise, select the second radio button to key in the reason in free text. |
| Amount requested | |

| to be Waived (\$) | |
|------------------------------|--|
| Document Fee | This represents the request for the amount to be exempted for document fees. |
| Document Priority Fee | This represents the request for the amount to be exempted for document priority fees. This field is used when the Request for Urgent Handling check box is checked in the Header Details of the Submission Information page (Figure 5.4). |
| Processing Fee | This represents the request for the amount to be exempted for processing the document. |
| Transmission Fee | This represents the request for the amount to be exempted for transmission of the document. |

Steps to delete existing partial waiver information:

1. Select a record by choosing the appropriate radio button in Partial Waiver Information page (Figure 5.23).
2. Enter all zero(s) to the fees and save it. The record is still there but it won't be saved to the Partial Waiver Information table upon saving.

For criminal proceeding, there are 2 different document information pages depending on the type of users.

The following is the screen for the Document Information filing from AGC (Criminal Justice Division).

Document Information

Add Document

Document Name : Charge (PIC)

Document Nature * : Fully Filed Electronically Partially Filed Electronically

Document Version * : Original

Amendment No. Note: Enter Amendment No. (1 or above) for an amended document.

Document Remarks :

PDF File

This pdf document has been selected:

File [View PDF](#)

Backdating Information

Date Time (24-hr HH:MM format, e.g. 15:30)

Reason

Figure 5.15a: Document Information filing from AGC (Criminal Justice Division)

The following is the screen for the Document Information filing from Non-Criminal Justice Division).

Document Information

Add Document

Document Name : Charge (PIC)

Document Nature * : Fully Filed Electronically Partially Filed Electronically

Document Version * : Original

Document Remarks : Amendment No. Note: Enter Amendment No. (1 or above) for an amended document.

PDF File

This pdf document has been selected:

File [View PDF](#)

Filing / Extracting Party *

| Party | Filing Party |
|-------|--------------|
| FGGHF | FGGHF |

Backdating Information

Date Time (24-hr HH:MM format, e.g. 15:30)

Reason

>> Electronic Filing System

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Done

Figure 5.15b: Document Information filing from non-AGC (Criminal Justice Division)

5.1.7 More Document Information

Different More Document Information page is activated depending on the type of document chosen in the Document Name field in Submission Information page (Figure 5.4). This option is used to specify additional document details to be sent to the Courts and or other law firms.

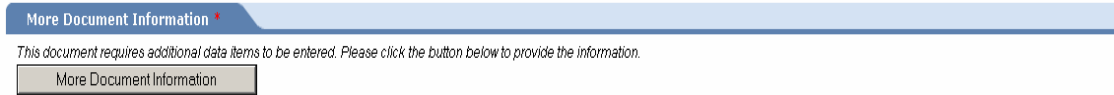


Figure 5.25A: More Document Information button

1. Select "Writ of Summons" from Document Name combo box in Submission Information page (Figure 5.4).
2. Click on the <Add Document> button. The Document Information page (Figure 5.15) will be displayed.
3. Click on the <More Document Information> button as shown in figure 5.25A.

The More Document Information page is displayed for Writ of Summons.

More Document Information

(Writ Of Summons)

Nature Of Claim *

- Arbitration Act (Cap 10)
- Arbitration Act (Cap 11)
- Banking
- Breach Of Contract
- Charter Party Claims
- Collision Between Vessels Claims
- Company Law
- Constitutional Law
- Contract For Services
- Contract Of Goods Sold

+ ADD

- REMOVE

- Administrative Law
- Agency Law
- Arbitration Act (Cap 10)
- Arbitration Act (Cap 11)
- Banking
- Breach Of Contract
- Charter Party Claims
- Collision Between Vessels Claims
- Company Law
- Constitutional Law

*Note: - You can now enter multiple Nature of Claim.
 - The first (top) Nature of Claim in the selected list will be treated as the Main Nature of Claim.
 - Please select most suitable Nature of Claim entries. Select "Miscellaneous" only when no suitable entries are found.*

Claim Details *

Notes on Claim Details


(a) With effect from [November 2003], filing a Writ requires one or more claim detail(s) to be provided (whether claim is monetary, non-monetary or a combination of both). For any monetary or combination claim, if the claim amount is not known or determined as at the date of filing of the Writ, an estimated amount must be provided. As for non-monetary claims, the nature of the remedy sought must be aptly described.

(b) If and when a separate Statement of Claim is filed (in the same or subsequent submission), claim amount or remedy details entered for filing of the Writ (in the same or earlier submission) will be duplicated, and you may update such duplicated details (if necessary). Please note that all claim details (i.e. claim amount and remedy details) provide d with the SOC will supersede those provided for the filing of the Writ (in the same or earlier submission).

(c) Please ensure that the total value of claims and/or estimated claims (in S\$ terms) corresponds to the Court Type selected, as follows:
 Magistrate Court: Up to S\$ 60,000
 District Court: Above S\$ 60,000 and up to S\$ 250,000
 High Court: Above S\$ 250,000

Monetary Claims (Provide estimates if not known)

| SNo. | Claim Amount | Claim Currency |
|------|--------------|------------------|
| 1. | 5000 | SINGAPORE DOLLAR |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |

Are there any Monetary Claims for which damages are yet to be assessed? 

Yes
 No

Total Monetary Claim Amount (in Singapore Dollars):

*Note: - It is the sum of all monetary claim amounts, converted into Singapore dollars.
- You are now required to enter the equivalent Singapore Dollar(S\$) value of the total claim amount. If the claim amounts are in different currencies, their total S\$ value must be entered in the field above.*

Non Monetary Claims (Provide if any)

| SNo. | Non Monetary Claim |
|------|----------------------|
| 1. | <input type="text"/> |
| 2. | <input type="text"/> |
| 3. | <input type="text"/> |
| 4. | <input type="text"/> |
| 5. | <input type="text"/> |
| 6. | <input type="text"/> |
| 7. | <input type="text"/> |
| 8. | <input type="text"/> |
| 9. | <input type="text"/> |

(B) Non Monetary Claim (if any)

| SNo. | Non Monetary Claim |
|------|----------------------|
| 1. | <input type="text"/> |
| 2. | <input type="text"/> |
| 3. | <input type="text"/> |
| 4. | <input type="text"/> |
| 5. | <input type="text"/> |
| 6. | <input type="text"/> |
| 7. | <input type="text"/> |
| 8. | <input type="text"/> |
| 9. | <input type="text"/> |

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Figure 5.25: More Document Information

1. Select the **Nature of Claim** from the combo box in **More Document Information** page and enter the other required information (Figure 5.25).
2. Click on the **<Save>** button to confirm the changes and to return to **Document Information** page (Figure 5.15).
OR
Click on the **<Cancel>** button to discard the selection and to return to **Document Information** page (Figure 5.15).

Save Document Information

Step to save the document details:

1. Click on the **<Save Document>** button in **Document Information** page (Figure 5.15). The document details entered by the user are saved temporarily and the record will be inserted in the **Document List** table in **Submission Information** page (Figure 5.4). The details are saved permanently when **<Save Draft>** or **<Save & File>** button in the **Submission Information** page is selected (Figure 5.4).

Step to discard the document details:

1. Click on the **<Cancel>** button to discard changes in **Document Information** page (Figure 5.15).
The document details will not be inserted in the **Document List** table in **Submission Information** page (Figure 5.4).

5.1.8 View Estimated Fees

The Estimated Billing Summary page (Figure 5.26) sums up the fees for all documents listed in the Document List table in Submission Information page (Figure 5.4).

1. Click on the **<View Summary of Estimated Fees>** link in Submission Information page (Figure 5.4).

The Estimated Billing Summary page is displayed.

The system will automatically calculate the fees taking into consideration the total number of pages and the type of document selected.

| Fees Per Submission (\$) | |
|---|---------------|
| Total No. of Court Document(s) | 1 |
| Total No. of Pages of Court Document(s) | 3 |
| Total No. of Items of Correspondence(s) | 0 |
| Total No. of Pages of Correspondence(s) | 0 |
| Processing Fee | 5.00 |
| Transmission Fee | 3.00 |
| Document Fee | 127.50 |
| Priority Fee | 0.00 |
| TOTAL FEES PAYABLE | 135.50 |

[Return to Header Information](#)

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Figure 5.26: Estimated Billing Summary

1. Click on the **<Return to Header Information>** button to return to the **Submission Information** page (Figure 5.4).

Save Submission Information

Step to save the submission information record:

1. Click on the <**Save Draft**> or <**Save & File**> button in **Submission Information** page (Figure 5.4).
The submission details entered by the users are saved and the Unique Reference No. (URN) will be generated by the system.

Step to discard the submission information record:

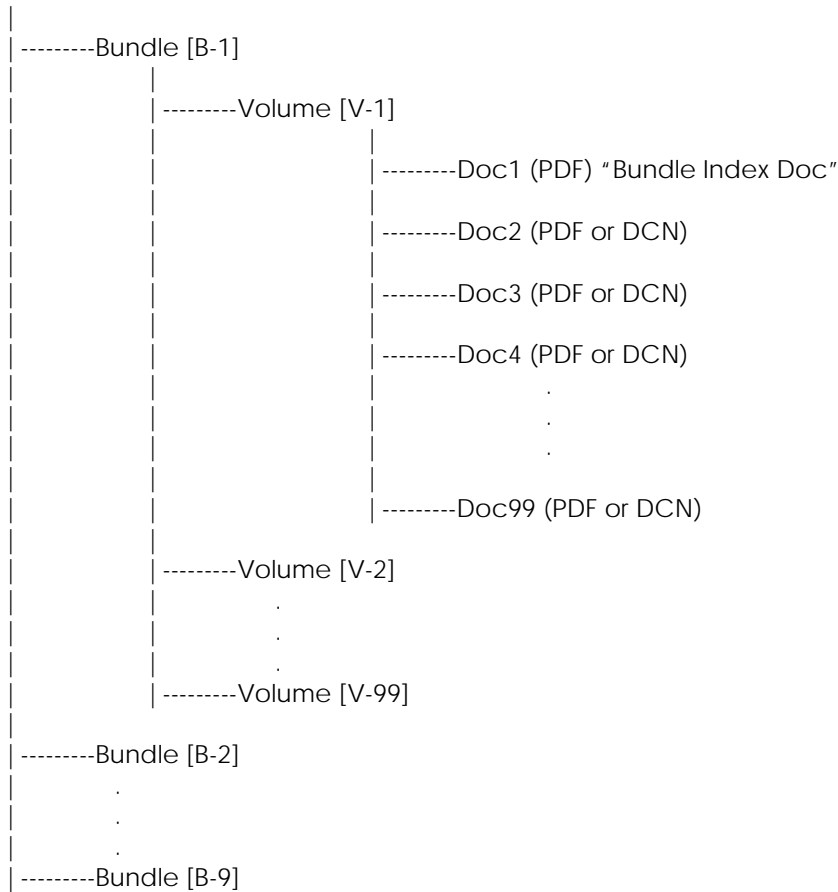
1. Click on the <**Cancel**> button to discard changes in **Submission Information** page (Figure 5.4).
The submission details will not be saved.

5.2 Bundle of Documents

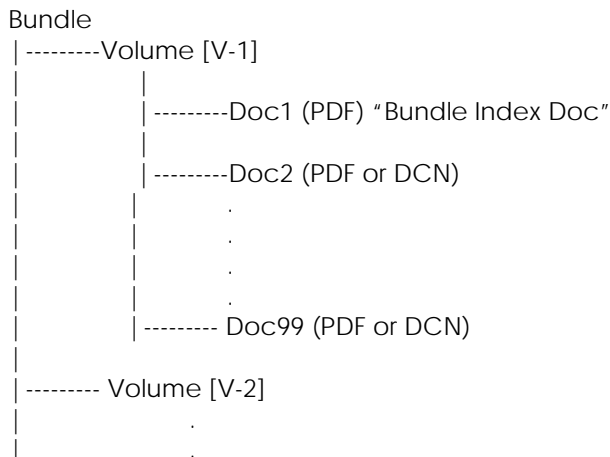
The documents in the Ph3.0 bundle are arranged logically in two ways. They are Bundle with volume break and Bundle without volume break

5.2.1 Structure of Bundle Submission

Bundle Submission



Structure of Bundle with volume break:



|-----Volume [V-99]

Structure of Bundle without volume break:

Bundle
|
|-----Doc1 (PDF) "Bundle Index Doc"
|
|-----Doc2 (PDF or DCN)
| .
| .
|----- Doc99 (PDF or DCN)

The user can confirm this volume option when the user starts to draft the main document of the bundle. All the subsequent documents / DCN can be added to the bundle via the compose bundle screen. The user can navigate to the compose bundle screen after drafting the main document of the bundle. From the compose bundle screen the user can add logically various other types of documents / DCN into the bundle.

5.2.2 Filing a Bundle

There are two ways to create a Bundle submission in the enhanced FE. It can be done either from Quick File or from the Case File. Figure 5.27 shows the create submission page.

The Create New Submission page is displayed.

Create New Submission

Case No. _____ **Court** High Court (Civil)

File Ref. No. BKY-HC **Submission** Bundle of Documents
Bundle of Documents
Standard Court Document

Select a Counter to file to: (Tip: You can search for a counter using [Lookup Counters?](#))
(Documents associated with the selected counter will be shown in subsequent screen.)

| | | |
|---|---|---|
| Writs <ul style="list-style-type: none"><input type="radio"/> Admiralty<input type="radio"/> Civil Appeals to Court of Appeal<input type="radio"/> Drafts Order/Judgment<input type="radio"/> Notice Of Assessment<input type="radio"/> PTC<input type="radio"/> Service/Subpoena<input type="radio"/> Writ of Summons | DS <ul style="list-style-type: none"><input type="radio"/> Examination of Judgment Debtor<input type="radio"/> Garnishee<input type="radio"/> Originating Summons<input type="radio"/> Summons<input type="radio"/> Taxation | Trials <ul style="list-style-type: none"><input type="radio"/> District Court Appeal<input type="radio"/> Records Section<input type="radio"/> Registrar's Appeal<input type="radio"/> Set Down |
| Insolvency <ul style="list-style-type: none"><input type="radio"/> Bankruptcy<input type="radio"/> Companies Winding Up<input type="radio"/> Limited Liability Partnership | Specialised <ul style="list-style-type: none"><input type="radio"/> Admission Of Advocates And Solicitors<input type="radio"/> Power of Attorney<input type="radio"/> Probate | Sheriff <ul style="list-style-type: none"><input type="radio"/> Bailiff |

Not sure which counter to file to. (Tip: Have you searched for a counter using [Lookup Counters?](#))
(If this is selected, documents associated with ALL counters will be shown in subsequent screen.)

Figure 5.27: Create New Submission

1. Select the Counter from the combo lists provided.
2. Select the 'Bundle of Documents' from the Submission Type lists.
3. Click <OK> button to confirm the type of filing. The Submission Information page (Figure 5.28) will be displayed.
Or
Click on the <Cancel> button to discard the document selection

On clicking the <OK> button on the Document Selection page, the overview of Submission Information page is displayed.

SUBMISSION INFORMATION

HEADER DETAILS

Case No.: S 57/2007/V Court: High Court (Civil Proceedings)
 Counter: Writ of Summons
 File Ref. No./Extension: EFSACS 4 / Encryption On
 Submission Remarks: Request for Urgent Handling
Modify Access Rights for this Submission

Filing for these parties

| S/No. | Party Type | Party Name | Party ID. | Party Address | Party Tel | Party Fax | Represented by your Law Firm |
|-------|---------------|------------|-----------|---------------------|-----------|-----------|------------------------------|
| 1. | 1st Plaintiff | PAUL SIMON | T98465489 | Singapore | | | Yes |
| 2. | 1st Defendant | KIM CHIU | Y84654987 | Singapore Singapore | | | No |

Document List View Summary of Estimated Fees

Select Bundle Doc. Name *

(Download the document templates [here](#))

| Bundle No. | Bundle Doc Name / PDF File Name | Bundle Details | Supp. Seq. No. | Supp-To Bundle No. | Supp-To DCN | Compose Doc. Info. (Cover) Page |
|----------------------|---------------------------------|----------------|----------------|--------------------|-------------|---------------------------------|
| No Bundles Available | | | | | | |

Important: Always **Preview** the DIP for all applicable documents to ensure that correct DIP (Document Information Page) details are sent to the Court and a proper DIP generated. Do necessary formatting using **Compose** and save the DIP details, especially if changes are made in the Party or Filing Party details.

Other Details

Document No. / /

Reference Doc No. / /
 Not Applicable

Alert on Reply Status

LAW FIRM REP SMS: 96637301 Email: jefs-fe@crimsonlogic.com

ASSMULL MADAN D T SMS: Email:

Note: Check the person to be alerted (by SMS or both), and ensure that correct number/email is entered. Selected person(s) will be alerted when the submission is replied.

Figure 5.28: Submission Information (Bundles)

The Submission Information page (Figure 5.28) is categorized into 3 segments:

1. Header Details
2. Party Details(Filing for these parties)
3. Document List

The difference between the earlier and current version of bundle is only in the Document Details. The earlier version of bundle is a flat structured one, where the user can add any number of documents and make it either part of bundle or not part of bundle. In the present case any document filed will be a part of the bundle and only after selecting the bundle main document user will be allowed to select other non main documents.

Filing for these parties

| S/No. | Party Type | Party Name | Party ID. | Party Address | Party Tel | Party Fax | Represented by your Law Firm |
|-------|---------------|------------|-----------|---------------|-----------|-----------|------------------------------|
| 1. | 1st Plaintiff | SDASD | Not Known | ASDASD | | | Yes |
| 2. | 1st Defendant | ASDASD | Not Known | ASDADS | | | No |

Document List View Summary of Estimated Fees

Select Bundle Doc. Name *

(Download the document templates [here](#))

| Bundle No. | Bundle Doc Name / PDF File Name | Bundle Details | Supp. Seq. No. | Supp-To Bundle No. | Supp-To DCN | Compose Doc. Info. (Cover) Page |
|----------------------|---------------------------------|----------------|----------------|--------------------|-------------|---------------------------------|
| No Bundles Available | | | | | | |

Important: Always **Preview** the DIP for all applicable documents to ensure that correct DIP (Document Information Page) details are sent to the Court and a proper DIP generated. Do necessary formatting using **Compose** and save the DIP details, especially if changes are made in the Party or Filing Party details.

Figure 5.29: Party Details and New Bundle Document Details Information

1. Select the Bundle Doc Name from the list box and the click the <Add Bundle Document> button to add a bundle.
OR
2. Select the radio button associated with any bundle and click <Edit Bundle Document> button to edit the main document of the bundle.
OR
3. Select the radio button associated with any bundle and click <Delete Bundle Document> button to delete the main document of the bundle.

On clicking the <Add Bundle Document> button, a confirmation dialog box is displayed.

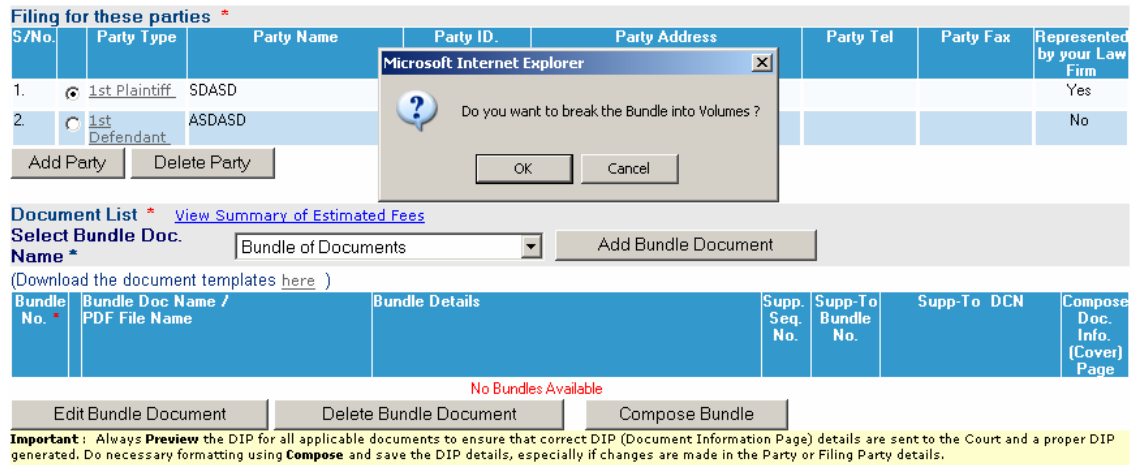


Figure 5.30: Confirmation for volume break up

1. Click <OK> for volume break up
OR
Click <Cancel> for no volume break up
2. Adding the document or DCN is done in the same way as in the previous version. The same rule is applied here also.

The Document Information drafting page is displayed. The only difference is that the More Document Information is not required for the main document of the bundle.

Bundle Information

Document Name* :Bundle of Documents
Bundle Number :1

Document Nature* Fully Filed Electronically Partially Filed Electronically
Translation Indicator

Document Version* Original
 Amendment No. Note: Enter Amendment No. (1 or above) for an amended document.

Filed Under Order/Rule* Please select "04365A" if the Bundle is being filed under this Order. Otherwise, select "Not Applicable".

Document Remarks

Filing / Extracting Party *

| Party | Filing Party |
|----------------|----------------|
| PLAINTIFF NAME | PLAINTIFF NAME |

(Applicable only for Letter for A/D/W for Hearing Fees)

Document Information
Document Details / Top
More Document Information
Filing Party
PDF File / Fees
Exemption / Waiver
Backdating

Figure 5.31: Bundle Information

The Figure 5.31 shows the drafting of the main document of the bundle. The main document of each bundle need not have More Document Information.

Following are the bundle main documents:

- 2.1 Amended Appellant's Case
- 2.2 Amended Joint Appellants' Case
- 2.3 Amended Joint Respondents' Case
- 2.4 Amended Respondent's Case
- 2.5 Appellant's Case
- 2.6 Bundle of Documents
- 2.7 Core Bundle
- 2.8 Joint Appellants' Case
- 2.9 Joint Core Bundle
- 2.10 Joint Record Of Appeal
- 2.11 Joint Respondents' Case
- 2.12 Record Of Appeal
- 2.13 Respondent's Case
- 2.14 Setting Down Bundle
- 2.15 Supplementary Core Bundle
- 2.16 Supplementary Record Of Appeal

2. Click on **<Save Document>** button to save information and return to Submission Information page (Figure 5.28)
3. On the Submission Information page (Figure 5.28), click the radio button associated with any bundle with volume break and click the **<Compose Bundle>** button.

The Composition of Bundle with Volume Break page is displayed.

Bundle Composition

Bundle No. 1

Enter Volume No.

Document Name

| SNo. | Document Name | DCN | PDF File Name | No. of Pages | Vol. No. | Doc. Seq. No. | Document Fee (\$) | Transmission Fee (\$) | Processing Fee (\$) | Priority Fee (\$) |
|------|---|-----|-------------------------|--------------|----------|---------------|-------------------|-----------------------|---------------------|-------------------|
| 1. | Core Bundle | | C:\Mydoc\PDFs\test1.pdf | 11 | 1 | 0 | 0.0 | 11.0 | 5.0 | 0.0 |
| 2. | <input checked="" type="radio"/> Answer | | C:\Mydoc\PDFs\test1.pdf | 11 | 1 | 1 | 8.5 | 11.0 | 5.0 | 0.0 |
| 3. | <input type="radio"/> Certificate Of Solicitor That Relief Under O 83 Not Claimed | | C:\Mydoc\PDFs\test1.pdf | 5 | 2 | 1 | 8.5 | 5.0 | 5.0 | 0.0 |

Figure 5.32: Composition of Bundle with volume break

1. Enter the volume number to be assigned in the **Enter Volume No** text box.
2. Choose the **Document Name** from the list box and click **<Add Document>** button if a document has to be added.
3. Else click the **<Add DCN>** if a DCN has to added to the Bundle.
4. The main document cannot be edited or deleted from this composition page.
5. Click on the radio button against the Document / DCN and click **<Edit Document / DCN>** to edit that particular Document / DCN.
6. Click on the radio button against the Document / DCN and click **<Delete Document / DCN>** to delete that particular Document / DCN.
7. Click on the **<Return to Header>** to return to the Submission Information page (Figure 4.2b).
8. On the Submission Information page (Figure 5.28), click the radio button associated with any bundle without volume break and click the **<Compose Bundle>** button.

The Composition of Bundle without Volume Break page is displayed.

Bundle Composition

Bundle No. 2

Document Name

| SNo. | Document Name | DCN | PDF File Name | No. of Pages | Doc. Seq. No. | Document Fee (\$) | Transmission Fee (\$) | Processing Fee (\$) | Priority Fee (\$) |
|------|------------------|-----|-------------------------|--------------|---------------|-------------------|-----------------------|---------------------|-------------------|
| 1. | Appellant's Case | | C:\Mydoc\PDFs\test1.pdf | 5 | 0 | 2550.0 | 5.0 | 5.0 | 0.0 |

Figure 5.33: Composition of Bundle without volume break

1. Choose the **Document Name** from the list box and click **<Add Document>** button if a document has to be added.
2. Else click the **<Add DCN>** if a DCN has to be added to the Bundle.
3. The main document cannot be edited or deleted from this composition page.
4. Click on the radio button against the Document / DCN and click **<Edit Document / DCN>** to edit that particular Document / DCN.
5. Click on the radio button against the Document / DCN and click **<Delete Document / DCN>** to delete that particular Document / DCN.
6. Click on the **<Return To Header>** to return to the Submission Information page (Figure 5.28).

Chapter 6 - Outgoing Messages (Out Tray) & Sent Messages (Sent Tray)

6.1 Outgoing Messages

It allows the law firm user to view draft messages (submissions not yet sent) and gives user an option to send selected submission(s) to Court.

1. Click on **“Outgoing Messages (Draft/Out Tray)”** hyperlink in the Main Menu under **“View Messages for all Cases”**.

The Out Tray page is displayed.

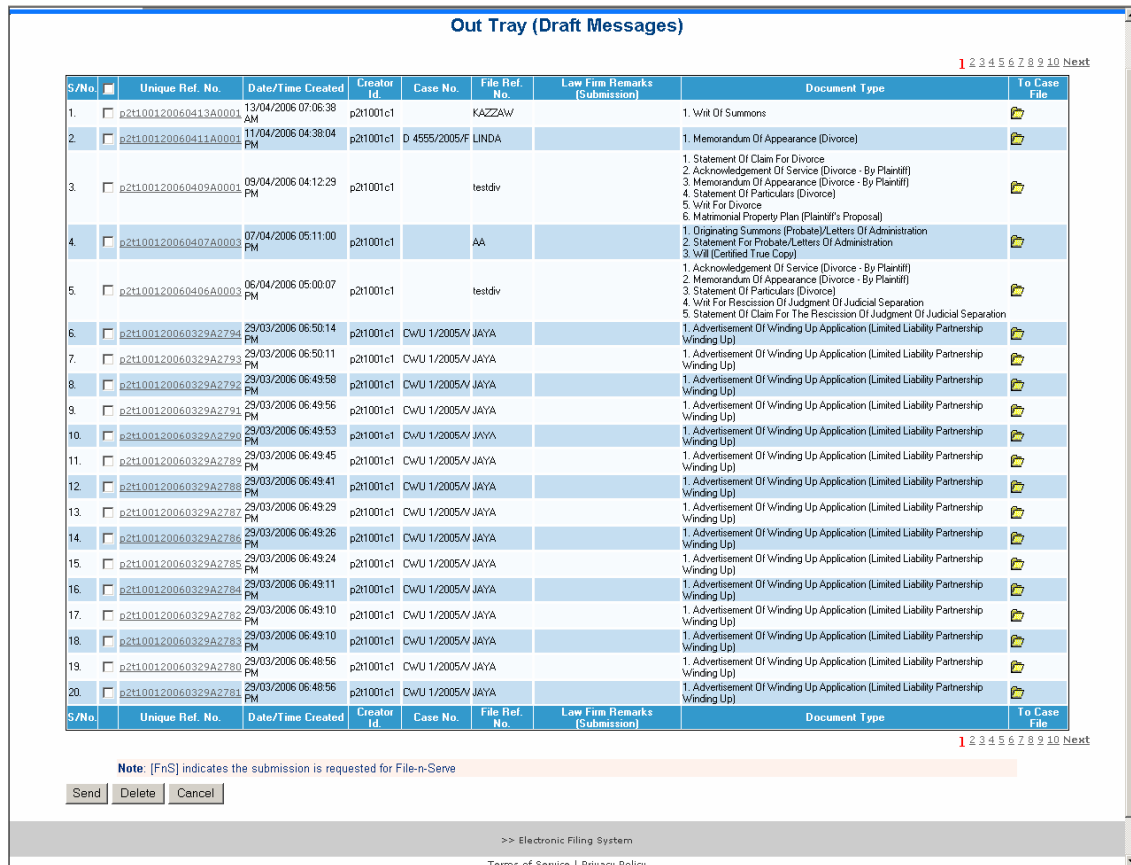


Figure 6.1: Out Tray (Draft Messages)

Steps to View Submission:

1. Click on the **“Unique Ref. No.”** link of the submission you want to view. Submission Information page will then be displayed for the user to view the submission details.

Steps to Send Submission:

a) Click on the Check box (es) to select the submissions which you want to send

- to Court.
- b) Click on the **<Send>** button.
- c) A message is displayed as shown in Figure 6.2. Click on **<OK>** button to proceed with the submission (Figure 6.3).
- d) Insert your smartcard in card reader and enter password.
- e) Click on the **<OK>** button.

Steps to Go to Case File:

1. Click on to the To Case File icon and you will be taken to the Case File details of the submission. See chapter 4 for Case File details.

| S/No. | Unique Ref. No. | Date/Time Created | Creator Id. | Case No. | File Ref. No. | Law Firm Remarks (Submission) | Document Type | To Case File |
|-------|----------------------|------------------------|-------------|-------------------|---------------|-------------------------------|---|--------------|
| 8. | p2t100120060329A2795 | 29/03/2006 06:49:58 PM | p21001c1 | CWU 1/2005/V JAYA | | | 1. Advertisement Of Winding Up Application (Limited Liability Partnership Winding Up) | |
| 9. | p2t100120060329A2795 | 29/03/2006 06:49:56 PM | p21001c1 | CWU 1/2005/V JAYA | | | 1. Advertisement Of Winding Up Application (Limited Liability Partnership Winding Up) | |
| 10. | p2t100120060329A2795 | 29/03/2006 06:49:53 PM | p21001c1 | CWU 1/2005/V JAYA | | | 1. Advertisement Of Winding Up Application (Limited Liability Partnership Winding Up) | |
| 11. | p2t100120060329A2795 | 29/03/2006 06:49:45 PM | p21001c1 | CWU 1/2005/V JAYA | | | 1. Advertisement Of Winding Up Application (Limited Liability Partnership Winding Up) | |
| 12. | p2t100120060329A2795 | 29/03/2006 06:49:41 PM | p21001c1 | CWU 1/2005/V JAYA | | | 1. Advertisement Of Winding Up Application (Limited Liability Partnership Winding Up) | |
| 13. | p2t100120060329A2795 | 29/03/2006 06:49:29 PM | p21001c1 | CWU 1/2005/V JAYA | | | 1. Advertisement Of Winding Up Application (Limited Liability Partnership Winding Up) | |
| 14. | p2t100120060329A2795 | 29/03/2006 06:49:26 PM | p21001c1 | CWU 1/2005/V JAYA | | | 1. Advertisement Of Winding Up Application (Limited Liability Partnership Winding Up) | |
| 15. | p2t100120060329A2795 | 29/03/2006 06:49:24 PM | p21001c1 | CWU 1/2005/V JAYA | | | 1. Advertisement Of Winding Up Application (Limited Liability Partnership Winding Up) | |
| 16. | p2t100120060329A2795 | 29/03/2006 06:49:11 PM | p21001c1 | CWU 1/2005/V JAYA | | | 1. Advertisement Of Winding Up Application (Limited Liability Partnership Winding Up) | |
| 17. | p2t100120060329A2795 | 29/03/2006 06:49:10 PM | p21001c1 | CWU 1/2005/V JAYA | | | 1. Advertisement Of Winding Up Application (Limited Liability Partnership Winding Up) | |
| 18. | p2t100120060329A2795 | 29/03/2006 06:49:10 PM | p21001c1 | CWU 1/2005/V JAYA | | | 1. Advertisement Of Winding Up Application (Limited Liability Partnership Winding Up) | |
| 19. | p2t100120060329A2795 | 29/03/2006 06:48:56 PM | p21001c1 | CWU 1/2005/V JAYA | | | 1. Advertisement Of Winding Up Application (Limited Liability Partnership Winding Up) | |
| 20. | p2t100120060329A2795 | 29/03/2006 06:48:56 PM | p21001c1 | CWU 1/2005/V JAYA | | | 1. Advertisement Of Winding Up Application (Limited Liability Partnership Winding Up) | |

Note: [FnS] indicates the submission is requested for File-n-Serve

Send Delete Cancel

Figure 6.2: Send Submission

Sending - Password Screen - Microsoft Internet Explorer

Please insert your smartcard in card reader properly and enter your smartcard password.

Note : Reading smartcard and verifying password take approx. 30 seconds.

Password

OK CANCEL

Figure 6.3: Smartcard

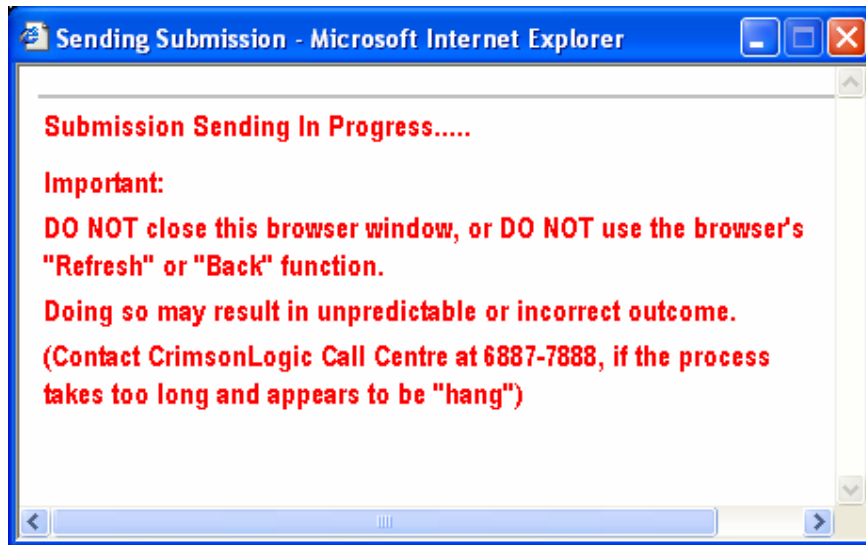


Figure 6.3(a): Submission Sending in progress

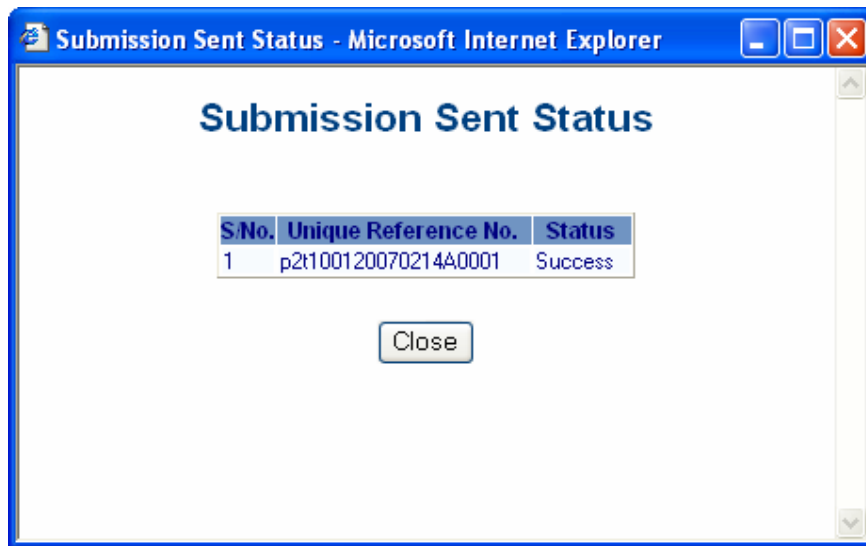


Figure 6.3(b): Submission Sent Status page.

Step to go back to Main Menu:

1. Click on the <Cancel> button.

6.2 Sent Messages

It allows the law firm user to view sent messages and gives user an option to view the selected submission(s).

1. Click on *“Sent Messages (Sent Tray)”* hyperlink in the Main Menu under *“View Messages for all Cases”*.

The Sent Tray page is displayed.

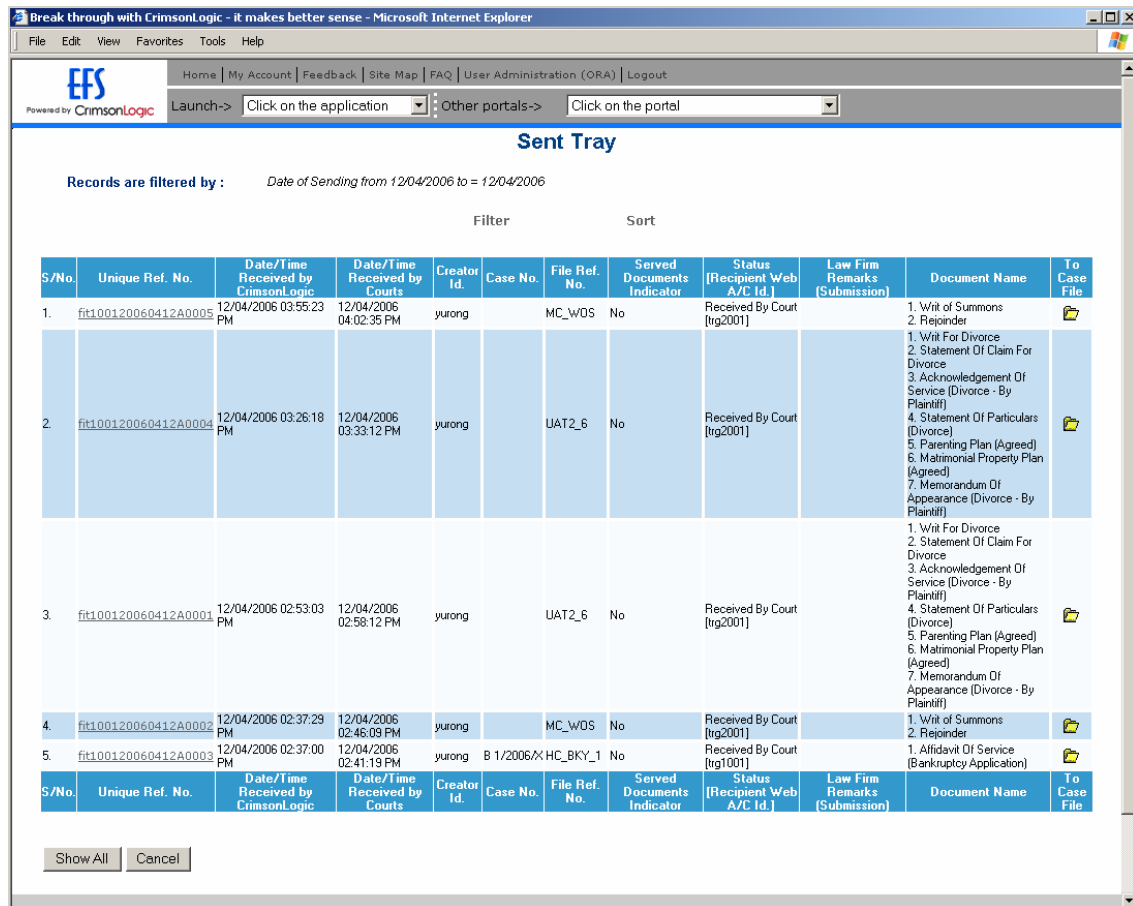


Figure 6.4: Sent Tray (Sent Messages)

Information displayed in Sent Tray:

| | |
|------------------------------------|---|
| Unique Ref. No | Unique Ref. No. of the Submission/Service of Documents |
| Date/Time Received by CrimsonLogic | Displays the CrimsonLogic Web server Date/Time when the first byte of the submission reaches the CrimsonLogic server |
| Date/Time Received by Court | Displays the SNS Web server Date/Time when the submission is received by Court. |
| Creator ID | Displays the user ID used when the submissions was created. |
| Case No. | Case No. of the filed document |
| File Ref. No | File Reference no. of the submission |
| Served Document Indicator | Indicates whether the submission sent is a document served to other law firm(s). |
| Status [Recipient Web A/C ID] | Status of Submission <ul style="list-style-type: none"> • Uploaded To CrimsonLogic • Forwarding to Court • Received by Court • System Error |

| | |
|------------------|---|
| | |
| Law Firm Remarks | Displays remarks for the submission entered by the law firm user. |
| Document Name | Indicates the document name |
| To Case File | To be taken to the Case File details of the submission |

Steps to View Submission:

1. Click on the "**Unique Ref. No.**" link of the submission you want to view. Submission Information page will then be displayed for the user to view the submission details.

Steps to Go to Case File:

- 1 Click on to the To Case File icon and you will be taken to the Case File details of the submission. See Chapter 4 for Case File details.

Chapter 7 - View Court Replies (In Tray)

This page is displayed when ***"Incoming Messages (In Tray)"*** link is clicked from **Main Menu** page (Figure 1.1a). All replies and correspondences (from courts), and service of documents (to and from other firms) will be displayed in "Super In-Tray" (Figure 7.1). User has options (in tab) to view the message list by **All** (default), **Read**, **Unread**, and **New Messages**.

Each row in the table represents a "submission" and is uniquely identified by the URN. The Case No., File Reference No., Sender, Type, and document submission status will also be displayed.

7.1 In- Tray

This will display all types of messages from courts, and service to and from other firms.

In Tray

All
Read
Unread
New Messages

Displaying: Court Replies and Correspondence + Service of Documents from other Law Firms
[AND] Date of Receiving from 01/04/2006 to 13/04/2006

Filter Sort

| S/No. | Unique Reference No. | Case No. | File Ref. No. | Sender | Type | Document [Submission Status] | Fees Report |
|-------|---|-------------|---------------|------------------|----------------------|---|-------------|
| 1. | <input type="checkbox"/> efs20012006040700003 | D 10/2006/A | | SU | Court Correspondence | 1. Memorandum Of Appearance (Divorce) [Approved for filing] | |
| 2. | <input type="checkbox"/> fit10012006040750002 | S 77/2005/D | | ALLEN & GLEDHILL | Service | 1. Administration Bond [Retrieved] 2. Acceptance Of Offer [Retrieved] 3. Affidavit [Retrieved] 4. Advertisement Of Petition (Companies Winding Up) [Retrieved] | |
| 3. | <input type="checkbox"/> fit100120060407A0005 | S 77/2005/D | ASR-2411 | High Court | Court Reply | 1. Administration Bond [Approved for filing] 2. Acceptance Of Offer [Approved for filing] 3. Affidavit [Approved for filing] 4. Advertisement Of Petition (Companies Winding Up) [Approved for filing] | |
| 4. | <input type="checkbox"/> fit100120060407S0001 | S 77/2005/D | | ALLEN & GLEDHILL | Service | 1. Affidavit In Opposition (Companies Winding Up) [Retrieved] | |
| 5. | <input type="checkbox"/> fit100120060405A0002 | S 77/2005/D | ASR-2411 | High Court | Court Reply | 1. Administration Bond [Approved for filing] 2. Acceptance Of Offer [Approved for filing] 3. Affidavit [Approved for filing] 4. Advertisement Of Petition (Companies Winding Up) [Approved for filing] | |
| 6. | <input type="checkbox"/> fit100120060404A0016 | S 77/2005/D | ASR-2411 | High Court | Court Reply | 1. Administration Bond [Approved for filing] 2. Acceptance Of Offer [Approved for filing] 3. Affidavit [Approved for filing] 4. Advertisement Of Petition (Companies Winding Up) [Approved for filing] | |
| 7. | <input type="checkbox"/> fit100120060306A0004 | S 77/2005/D | ASR-2411 | High Court | Court Reply | 1. Acceptance Of Offer [Approved for filing] 2. Affidavit [Approved for filing] 3. Advertisement Of Petition (Companies Winding Up) [Approved for filing] 4. Administration Bond [Approved for filing] | |

Legend: [URN in **BOLD**]: Unread messages (Non-Acted on)

Mark as Read
Mark as Unread
Cancel

Figure 7.1: In-Tray

Information displayed in In Tray:

| | |
|---------------|---|
| URN | Unique Ref. No. of the Submission/Service of Documents/Correspondence |
| Case No. | Case No. of the URN |
| File Ref. No. | File Ref. No. of the URN. |
| Sender | Source of the message like District Court, High Court, Magistrate Court, etc... |

| | |
|------------------------------|---|
| Type | Indicates the type of reply like Court Reply, Service, etc. |
| Document [Submission Status] | Shows the lists of document for the URN as well as the status. Example of status includes: Approved for Filing, Retrieved |
| Fee Report | Allows to print the Fees Report for the selected submission |

- Following options are available in the **In Tray**:
- Click on the Corresponding link under the URN to View details of a reply, correspondence and service. User can view the replied PDF file from the local PC, or view the server copy before archived (within 7 days).
 - Select the URNs by checking the checkbox in the first column and click on the **<Mark as Read>** button to mark an unread submission as read. The button is shown for both **[All]** & **[Unread]** tab options only.
 - Select the URNs by checking the checkbox in the first column and click on the **<Mark as Unread>** button to mark an already read submission as unread. The button is shown for both **[All]** & **[Read]** tab options only.
 - Click on the **"Filter"** link to filter the display according to criteria selected. (See Message Filtering section 7.2).
 - Click on the **"Sort"** link to sort the display according to criteria selected. (See Message Sorting section 7.3).
 - Click **<Cancel>** button to return to the Main Menu.
 - Click the print Fees Report icon to print the Fees Report of the selected URN.

7.2 Filter

The lists of messages displayed in **All**, **Read**, and **Unread** screen can be filtered according to the criteria entered by the user.

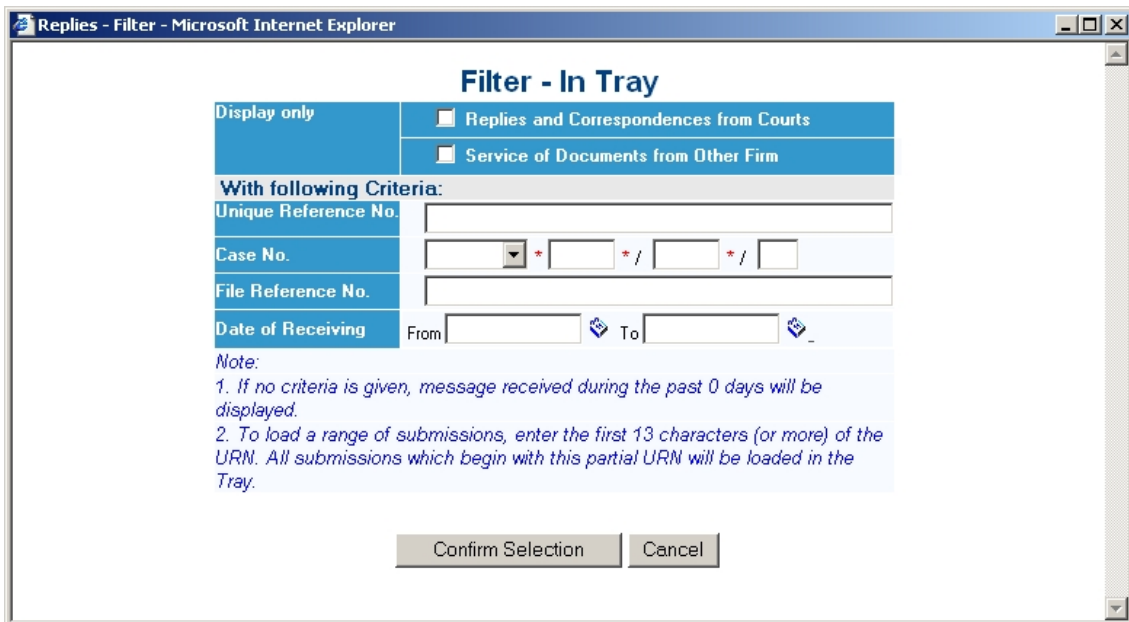


Figure 7.2: Filter (In-Tray)

Information displayed at Filter (In Tray):

| | |
|--------------|---|
| Display Only | User is given an option to display 1) Replies and Correspondences from Court and 2) Service of Documents from Other Firm. |
|--------------|---|

| | |
|-------------------|--|
| URN | Unique Reference No. |
| Case No. | Case Number |
| File Ref. No. | File Ref. No. |
| Date of Receiving | User can enter a date received range, from and to. |
| Note | Please read the notes displayed for additional information |

Following options are available in In-Tray **Filter**:

- Click on the **<Confirm Selection>** button to confirm the criteria entered and the system will filter the display in the In Tray screen.
- Click **<Cancel>** button to return to In Tray (figure 7.1).

7.3 Sort

The lists of messages displayed in **All**, **Read**, and **Unread** screen can be sorted according to the sorting criteria selected by the user.

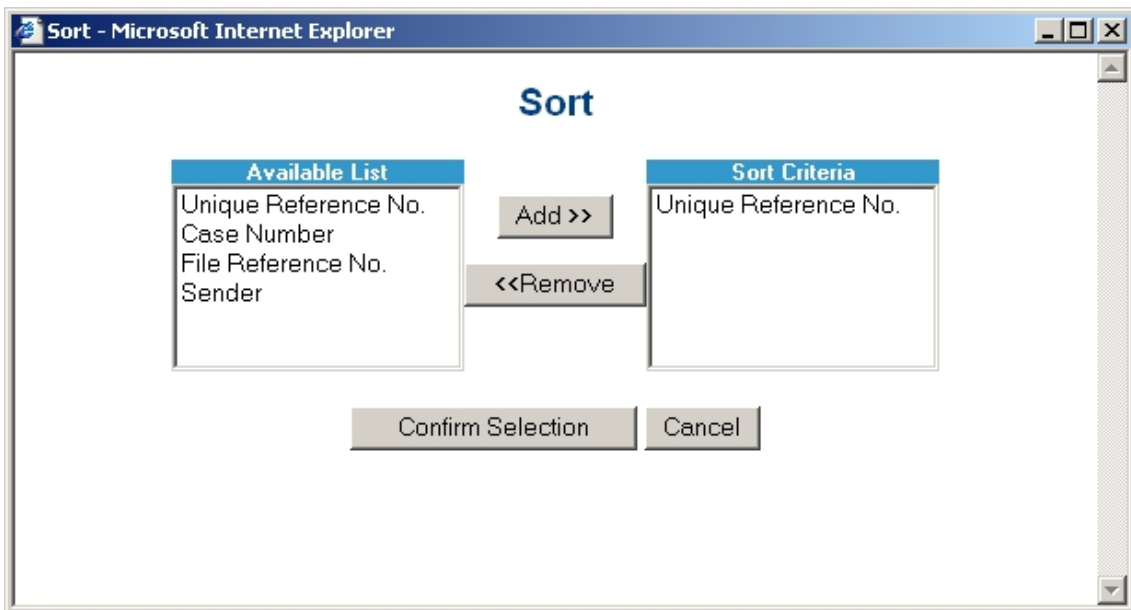


Figure 7.3: Sort (In-Tray)

Sorting criteria displayed in Sort (In Tray):

| | |
|--------------------|----------------------|
| URN | Unique Reference No. |
| Case No. | Case Number |
| File Reference No. | File Reference No. |
| Sender | Sender Name |

Following options are available in In-Tray **Sort**:

- Select the sort criteria from the available lists and click on the **<Add>** button to add the criteria to the Sort Criteria Lists.

- Select one of the sort criteria selected previously, if any and clicks on the **<Remove>** button to remove the criteria from Sort criteria lists.
- Click on the **<Confirm Selection>** button to confirm the criteria entered and the system will sort the display in the In Tray screen accordingly.
- Click **<Cancel>** button to return to In Tray (Figure 7.1).

7.4 New Messages

This will display all types of messages from courts, and service to and from other firms before the user unpack and download to the PC.

| S/No. | Unique Reference No. | Case No. File Ref. No. | Date/Time Received | Sender | Size (KB) | Status | Del |
|-------|--|----------------------------------|---|------------------------------|-----------|---|-----|
| | [Incoming Service Alert] Affidavit For Call To The Bar | AAS 13/2006/G Sara1 | File-n-Serve requested: 15/03/2006 10:04:10 AM (Status: Pending Court's approval) | ALLEN & GLEDHILL (fit1001) | - | - | - |
| | [Incoming Service Alert] Declaration For Admission Of Advocates And Solicitors | AAS 13/2006/G Sara1 | File-n-Serve requested: 15/03/2006 10:04:10 AM (Status: Pending Court's approval) | ALLEN & GLEDHILL (fit1001) | - | - | - |
| | [Incoming Service Alert] Request For Deed Of Instrument | AAS 13/2006/G Sara1 | File-n-Serve requested: 15/03/2006 10:04:10 AM (Status: Pending Court's approval) | ALLEN & GLEDHILL (fit1001) | - | - | - |
| | [Incoming Service Alert] Registrar's Certificate | AAS 13/2006/G Sara1 | File-n-Serve requested: 15/03/2006 10:04:10 AM (Status: Pending Court's approval) | ALLEN & GLEDHILL (fit1001) | - | - | - |
| 1. | hc200706120000000002 | | 12/06/2007 03:29:00 PM | (trg1001) | 138 | Error: [990099] Please call CrimsonLogic Helpdesk | |
| 2. | hc200706120000000001 | S 107/2006/Y | 12/06/2007 03:28:56 PM | High Court (trg1001) | 138 | Error: [5] Please call CrimsonLogic Helpdesk | |
| 3. | hc200706070000000002 | | 07/06/2007 04:09:46 PM | (trg1001) | 172 | Error: [990099] Please call CrimsonLogic Helpdesk | |
| 3. | hc200706070000000002 | | 07/06/2007 04:09:46 PM | (trg1001) | 172 | Error: [990099] Please call CrimsonLogic Helpdesk | |
| 4. | hc2007053000000000031 | S 1/2006/Q | 06/06/2007 02:00:34 PM | High Court (trg1001) | 1348 | Error: [5] Please call CrimsonLogic Helpdesk | |
| 5. | hc2007053000000000030 | S 1/2006/Q | 06/06/2007 02:00:15 PM | High Court (trg1001) | 39 | Error: [5] Please call CrimsonLogic Helpdesk | |
| 6. | hc2007053000000000029 | | 06/06/2007 01:59:26 PM | (trg1001) | 39 | Error: [990099] Please call CrimsonLogic Helpdesk | |
| 7. | qw2007053000000000028 | S 1/2006/Q | 06/06/2007 11:26:11 AM | High Court (trg1001) | 573 | Error: [5] Please call CrimsonLogic Helpdesk | |
| 8. | gw2007052300000000007 | | 01/06/2007 10:09:33 AM | (trg1001) | 283 | Error: [990099] Please call CrimsonLogic Helpdesk | |
| 9. | gw2007052100000000004 | | 01/06/2007 10:09:30 AM | (trg1001) | 172 | Error: [990099] Please call CrimsonLogic Helpdesk | |
| 10. | fit100120061012A0082 | S 62/2006/C rupalns2 | 15/05/2007 03:35:46 PM | High Court (trg1001) | 25 | | |
| 11. | fit100120070321A0005 | OS 12/2006/R ASR-2411 | 10/05/2007 07:30:20 PM | Subordinate Courts (trg2001) | 55 | | |
| 12. | fit100120061011A0013 | S 20/2007/Y 20061011-SERENE | 10/05/2007 04:46:37 PM | High Court (trg1001) | 151 | | |
| 13. | fit100120070208A0003 | OS 12/2006/R ASR-2411 | 09/05/2007 02:34:48 PM | Subordinate Courts (trg2001) | 337 | | |
| 14. | fit100120070508A0004 | S 18/2007/C rupalnstloadparty | 09/05/2007 01:19:27 PM | High Court (trg1001) | 148 | | |
| 15. | fit100120070420A0009 | AAS 2/2007/Y Alex tries AAS | 07/05/2007 02:43:25 PM | High Court (trg1001) | 167 | | |
| 16. | fit100120070423A0004 | CwU 3/2007/F asfdaasfadaaf | 07/05/2007 02:35:02 PM | High Court (trg1001) | 251 | | |
| 17. | fit100120070420A0003 | AAS 1/2007/T AAS TESTING ALEX | 03/05/2007 01:22:43 PM | High Court (trg1001) | 182 | | |
| 18. | fit100120070423A0003 | CwU 2/2007/B OS CWU | 02/05/2007 03:11:30 PM | High Court (trg1001) | 233 | | |
| 19. | fit100120070423A0010 | P 9/2007/Y CIS probate testing 2 | 24/04/2007 03:28:09 PM | High Court (trg1001) | 290 | | |
| 20. | fit100120070423A0009 | | 23/04/2007 06:28:10 PM | (trg1001) | 4 | | |

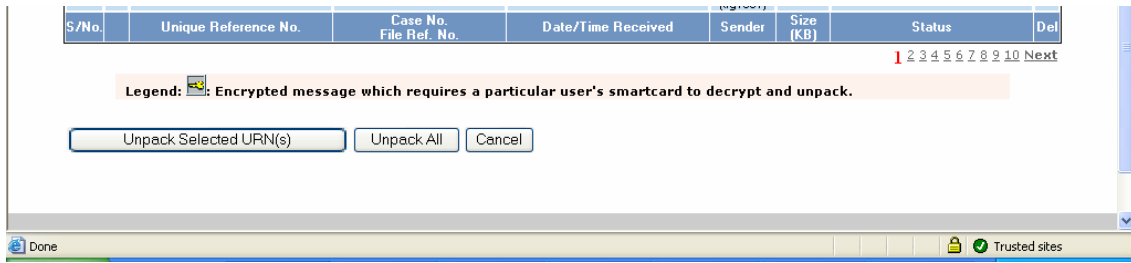


Figure 7.4: New Messages

Information displayed in In Tray (New Messages):

| | |
|--------------------------------|---|
| URN | Unique Reference No. Incoming Service Alert will be displayed in red for those messages requested for File and Serve by another firm and not yet. The alert will be disappeared once the actual service has been processed. If the court rejected the document from the sender, the colour of message will be changed to black and the status will be changed to 'Rejected by Court', this alert will be removed after 7 days. |
| Case No. File Reference No. | Case Number File Reference No. |
| Date/Time Received | Date/Time Received |
| Sender | Sender's name and Web Account Id. |
| Archive | To indicate if the messages have been archived |
| Size (KB) | The size of the received message |
| Status | Error and description code of the message |
| Del | Click to delete the message if it is archived |

Following options are available in In-Tray (**New Messages**):

- Click on the **<Unpack selected URN(s)>** button to unpack the messages selected from the check box. The user can check the incoming message from In-Tray (ALL tab or Unread tab).
- Click on the **<Unpack All>** button to unpack all the messages newly received.
- Click **<Cancel>** button to return to the Main Menu.

7.5 Viewing the Reply

After unpacking a submission(s), the submission details can be viewed from either the 'All' (Figure 7.5.1) or 'Unread' (Figure 7.5.2) tab by clicking on the URN.

In Tray

All Read **Unread** New Messages

Displaying: Court Replies and Correspondence which have been received in the past 7 days.
[AND] Date of Receiving from 02/01/2007 to 15/01/2007

Filter Sort

| S/No. | Unique Reference No. | Case No. | File Ref. No. | Sender | Type | Document [Submission Status] | Fees Report |
|-------|-----------------------------|---------------|----------------|----------------------|--|--|-------------|
| 1. | fit100120070112A0015 | S 112/2006/G | EFSCIS8.3 | High Court | Court Reply | 1. Judgment Under O 19 [Approved for filing] | |
| 2. | fit100120070112A0014 | OS 6/2005/C | jurong | High Court | Court Reply | 1. Interlocutory Judgment pursuant to O.13 [Approved for filing] | |
| 3. | fit100120070112A0007 | S 7/2007/S | jurong | High Court | Court Reply | 1. Writ Of Summons [Approved for filing] | |
| 4. | fit100120070112A0004 | S 6/2007/N | CCDB_LCW_WOS | High Court | Court Reply | 1. Writ Of Summons [Approved for filing] | |
| 5. | fit100120070112A0003 | S 5/2007/J | rupawos | High Court | Court Reply | 1. Writ Of Summons [Approved for filing] | |
| 6. | fit100120070104A0002 | AAS 1/2004/Q | JAYA/VistaTest | High Court | Court Reply | 1. Affidavit [Approved for filing] | |
| 7. | fit100120061228A0002 | DC 5/2006/V | NCP/Test1 | District Court | Court Reply | 1. Notice of Change of Particulars [Approved for filing] | |
| 8. | efs20012007010400001 | DC 593/2003/P | SU | Court Correspondence | 1. Request for Setting Down Action for Trial [Approved for filing] | | |
| 9. | fit100120070104A0003 | DC 593/2003/P | SIT_122006 | District Court | Court Reply | 1. Request for Setting Down Action for Trial [Approved for filing] | |

Legend: [URN in **BOLD**]: Unread messages (Non-Acted on)

Mark as Read Mark as Unread Cancel

Figure 7.5.1: All Messages

In Tray

All Read **Unread** New Messages

Displaying: Court Replies and Correspondence which have been received in the past 7 days.
[AND] Date of Receiving from 02/01/2007 to 15/01/2007

Filter Sort

| S/No. | Unique Reference No. | Case No. | File Ref. No. | Sender | Type | Document [Submission Status] | Fees Report |
|-------|-----------------------------|---------------|----------------|----------------------|--|--|-------------|
| 1. | fit100120070112A0015 | S 112/2006/G | EFSCIS8.3 | High Court | Court Reply | 1. Judgment Under O 19 [Approved for filing] | |
| 2. | fit100120070112A0014 | OS 6/2005/C | jurong | High Court | Court Reply | 1. Interlocutory Judgment pursuant to O.13 [Approved for filing] | |
| 3. | fit100120070112A0007 | S 7/2007/S | jurong | High Court | Court Reply | 1. Writ Of Summons [Approved for filing] | |
| 4. | fit100120070112A0004 | S 6/2007/N | CCDB_LCW_WOS | High Court | Court Reply | 1. Writ Of Summons [Approved for filing] | |
| 5. | fit100120070112A0003 | S 5/2007/J | rupawos | High Court | Court Reply | 1. Writ Of Summons [Approved for filing] | |
| 6. | fit100120070104A0002 | AAS 1/2004/Q | JAYA/VistaTest | High Court | Court Reply | 1. Affidavit [Approved for filing] | |
| 7. | fit100120061228A0002 | DC 5/2006/V | NCP/Test1 | District Court | Court Reply | 1. Notice of Change of Particulars [Approved for filing] | |
| 8. | efs20012007010400001 | DC 593/2003/P | SU | Court Correspondence | 1. Request for Setting Down Action for Trial [Approved for filing] | | |
| 9. | fit100120070104A0003 | DC 593/2003/P | SIT_122006 | District Court | Court Reply | 1. Request for Setting Down Action for Trial [Approved for filing] | |

Legend: [URN in **BOLD**]: Unread messages (Non-Acted on)

Mark as Read Cancel

Figure 7.5.2: Unread Messages

By clicking a URN, the submission details will be displayed (see Figure 7.5.3)

In Tray - Replies
Header
Work Group
Law Firm Information
Party
Document

Submission Information

Header Details

Unique Ref. No. : ftt100120070112A0015
 Submission Type : Other Court Document Filing
 Court Type : High Court (Civil)
 Counter Id. :
 Court Remarks (Submission) :
 Law Firm Remarks (Submission) :

Case No. : S 112/2006/G
 New Case No. :
 Originating Case No. :
 Document No. :
 Reference Doc No. :
 File Ref. No. : EFSCI88.3

Encryption On Request for Urgent Handling Creator Login Id. : yurong

Workgroup Info

Law Firm Information

Law Firm Name : ALLEN & GLEDHILL
 Law Firm Code : HCANG100155
 Law Firm Address : 1 RAFFLES PLACE, SINGAPORE 654321, .
 Law Firm Tel. No. : 812345678
 Law Firm Fax No. : 8877999
 Law Firm Web Account Id. : ftt1001

Party List

| S/No. | Party Type | Party Name | Party Id. | Party Address | Party Tel | Party Fax | Represented by your Law Firm |
|-------|---|--------------------|-----------|--|-----------|-----------|------------------------------|
| 1. | <input checked="" type="radio"/> 1st Plaintiff | MICKEY PLAINTIFF1 | A123123 | SG new address, SG new add2 | | 65556666 | Yes |
| 2. | <input type="radio"/> 1st Defendant | WINI DEFENDANT1 | C555666 | Singapore1, Singapore2 | | | No |
| 3. | <input type="radio"/> 2nd Defendant | MELANI DEFENDANT2 | B222333 | Def new add1, Def new add2 | | | No |
| 4. | <input type="radio"/> 2nd Plaintiff | BELINDA PLAINTIFF2 | B4556888 | 123 Bedok East Ave 7, Singapore. | | | Yes |
| 5. | <input type="radio"/> 1st Defendant in Counterclaim | ROMMEL DEFENDANTCC | B45458451 | Malaysia, Malaysia | | | No |
| 6. | <input type="radio"/> 1st Non-Party | WENG NONPARTY | PP4566566 | 123 Holland Ave, Singapore. | | 65558888 | Yes |
| 7. | <input type="radio"/> 1st Plaintiff in Counterclaim | LANA PLAINTIFFCC1 | B4555558 | 321 Telok Blangah, #03-052, Singapore. | | | Yes |
| 8. | <input type="radio"/> 1st Respondent | ANTI RESPONDENT1 | Not Known | 123 Toa Payoh Central, #02-222, Singapore. | | | Yes |

Party Details

Document List

| S/No. | Document Name | No. of Pages | PDF File / DCN | Document Fee (\$) | Transmission Fee (\$) | Processing Fee (\$) | Priority Fee (\$) | Rejection Fee (\$) |
|-------|--|--------------|---|-------------------|-----------------------|---------------------|-------------------|--------------------|
| 1. | <input checked="" type="radio"/> Judgment Under O 19 | 3 | d:\efs\in\edf\PP20070112181559002NTFTT100120070112A00150001_000.PDF | 100.00 | 4.00 | 4.00 | 0.00 | 0.00 |

Document Details

Return to In Tray - Replies/Court Initiated Correspondences

Figure 7.5.3: Submission Information details in In Tray

To view the document reply details, select a document in the document list and click on 'Document Details' button. The following screen will be displayed:

Document Information

In Tray - Replies
[Document Details / Top](#)
[Exemption / Waiver](#)
[Fees](#)
[PDF](#)

Document Name : Judgment Under O 19
 Document No. : JUD 5/2007/B
 Document Status : Approved for filing
 DCN : 10089494/H
 Draft/Engrossed : Engrossed
 New DCN :
 No. of Persons / Defendants / Witnesses / Deponents :

Court Remarks (Document) :
 Law Firm Remarks (Document) :

Date / Time Filed : 12/01/2007 04:37:35 PM
 Date / Time Accepted / Rejected : 12/01/2007 06:15:49 PM
 Date / Time Replied : 12/01/2007 06:15:59 PM
 Date / Time Received By CrimsonLogic : 12/01/2007 06:23:38 PM
 Date / Time Retrieved : 12/01/2007 06:40:01 PM

Exemption / Waiver Information

| S/No. | Filing Party | Party Name | Party Case No. | Party Doc. No. | Approved Waiver Amount (\$) | | | | Waiver Approved | Waiver Reason |
|-------|----------------------|--------------------|----------------|----------------|-----------------------------|--------------|----------------|------------------|-----------------|---------------|
| | | | | | Document Fee | Priority Fee | Processing Fee | Transmission Fee | | |
| 1 | 1st of 1st Plaintiff | MICKEY PLAINTIFF1 | | | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 2 | 1st of 2nd Plaintiff | BELINDA PLAINTIFF2 | | | 0.00 | 0.00 | 0.00 | 0.00 | | |

Full waiver Approved Amount : \$ 0.00
 Waiver Approved :
 Waiver Reason :

Fee Details

| | Estimated (\$) | Actual (\$) |
|-------------------------|----------------|---------------|
| Processing Fee | 4.00 | 4.00 |
| Priority Fee | 0.00 | 0.00 |
| Transmission Fee | 3.20 | 4.00 |
| Document Fee | 100.00 | 100.00 |
| Rejection Fee | 0.00 | 0.00 |
| Total Filing Fee | | 108.00 |
| Hearing Fee | 0.00 | 0.00 |
| Refund of Court Fees | 0.00 | 0.00 |

PDF File

Source PDF [View L:\Shared\Temp\Legal Do not Delete\PDF1_3.pdf](#)

Replied PDF [View d:\vaf\in\pdp\20070112181559002NTFIT100120070112A00150001_000.PDF](#)
View the Server Copy (The Server copy has been achieved, please contact CrimsonLogic if you want to download again)

Figure 7.5.4: Document Reply Details

User can view the Source and Reply PDF details by clicking on the corresponding link as seen above (Figure 7.5.4). If in case that there is a problem opening the Reply PDF, user can click on the View Server Copy button which can be seen only within 7 days after unpacking. After 7 days, the button will be replaced with a message (as shown above).

Chapter 8 - Index Search and Document Extract

This feature can be activated by clicking the <Index Search> button from the Main Menu's Quick File/Search/Serve tab.

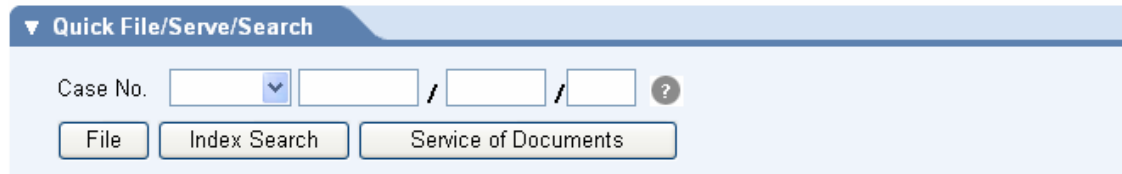


Figure 8.1: Quick File/Serve/ Search

8.1 Concept

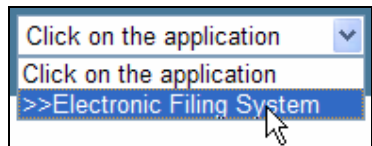
The Document Index Search module allows the user to search on the document index of either the Supreme Court or the Subordinate Courts system by specifying the case number. After a search is performed, the user will be able to view the list of data items for the documents returned in the Index Search Results page (Figure 8.4).

From the Index Search Results page, the user can:

- Sort each column in ascending or descending order
- Get additional details on the documents returned
- Obtain a copy of the search results in a printable format
- Obtain a copy of the search results in a text file
- Request for Soft Copy for selected documents
- Request for Certified True Copy for a selected document
- File Inspection for the case searched.

The user may generate reports on the searches that he has performed within a specified period.

At any point of time, to return to the EFS main menu, user could use the application launcher at the top right corner of the browser.



8.2 Performing Searches

The user can perform searches on the index of documents submitted to the Supreme Court or Subordinate Courts.

1. Enter the case number (case type, serial number and case year) at the Quick File/Search/Serve section (Figure 8.1).
2. Click on the <Index Search> button.

The Index Search Criteria page is displayed.

EFSS
Powered by **CrimsonLogic**

Home My Account Feedback Site Map FAQ User Administration (ORA) Logout Click on the application

INDEX SEARCH CRITERIA

Instruction:

- To list all documents filed under a Case, enter the Case No. in your search criteria.
- The File Reference No. (mandatory) is used for billing purposes only.

Important Note:

- Please click "Search" button only once and wait for the search results to be displayed. Clicking it more than once or refreshing your browser will result in multiple search transactions. In the event that no results are displayed after a few minutes, please contact CrimsonLogic for assistance.
- This Index Search covers **EFSS cases only**. To search for **Non-EFSS cases**, please use LawNet Search.

Court : * [dropdown]

Case No. : [P] [5] / [2004] / [C]

File Reference No. : * [text box] (For billing purposes only)

Fee charged for each search conducted : S\$ [text box]

Date/Time of last database update : [text box]

[Search] [Clear] [Return to Main Menu]

>> Electronic Filing System

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Figure 8.2: Index Search Criteria

1. Enter the case number (case type, serial number and case year).
2. Select from the Court Indicator combo box which court's database to search in.
3. Enter a File Reference Number (FRN). The FRN does not participate in the search and is used only for billing purposes.
4. To reset the values entered, click the <Clear> button.
5. To return to the main menu without searching, click the <Return to Main Menu> button.
6. Click on the <Search> button.

The Confirmation dialog box is displayed after clicking the <Search> button (Figure 8.3).

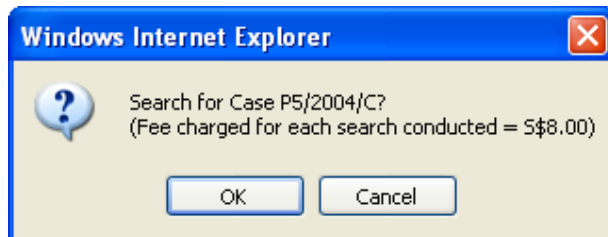


Figure 8.3: Confirmation Dialog Box

1. Click on the <OK> in the Confirmation dialog box (Figure 8.3).

8.3 Search Results

8.3.1 Summary / Details

After a search is performed as described above, the standard result set of the search is displayed in the Index Search Results page (Figure 8.4).

INDEX SEARCH RESULTS

Instruction:

- To list all documents filed under a Case, enter the Case No. in your search criteria.
- The File Reference No. (mandatory) is used for billing purposes only.

Important Note:

- Please click "Search" button only once and wait for the search results to be displayed. Clicking it more than once or refreshing your browser will result in multiple search transactions. In the event that no results are displayed after a few minutes, please contact CrimsonLogic for assistance.
- This Index Search covers EFS cases only. To search for Non-EFS cases, please use LawNet Search.

Index Search Criteria

Court : * [Dropdown]
Case No. : [Text Box] / [Text Box] / [Text Box]
File Reference No. : * [Text Box] (For billing purposes only)

[Search] [Clear] [Return to Main Menu]

Index Search Results

Index Search Result for Case No.
File Reference No. :
Court Indicator :
Fee charged for this search : S\$8.00
Date/Time Searched : 16-04-2007 04:06:05 P
Date/Time of last database update : 13-04-2007 11:22:03 PM

Note: "N/A" denotes that the data item is not applicable to the document.
"-" denotes that the data item is not viewable by the Law Firms.

[Printable Page] [Text File] [More Details...]

File: [Request For Soft Copy] [Request For Certified True Copy] [File Inspection]

| S/No | Select Document | Document Control Number | Document Description | 1st Filing Party Name | 1st Filing Party Law Firm | Date/Time Filed | Version No | Date/Time Accepted | Document Status | No. of Pages | Document Nature | Document Number |
|------|--------------------------|-------------------------|------------------------|-----------------------|---------------------------|---------------------|------------|---------------------|-----------------|--------------|-----------------|-----------------|
| 1 | <input type="checkbox"/> | | Affidavit | | | 15/02/2005 09:42:38 | 0 | 15/02/2005 10:38:36 | Accepted | 6 | Electronic | |
| 2 | <input type="checkbox"/> | | Certificate Of Service | | | 15/02/2005 09:42:38 | 0 | 15/02/2005 10:38:41 | Accepted | 2 | Electronic | |

Figure 8.4: Index Search Results

Users can view more details for the documents returned in the Index Search Results page (Figure 8.5).

1. Click on the <More Details> button in Index Search Results page (Figure 8.4).

The More Details page is displayed (Figure 8.5).

The screenshot displays the EFS (Electronic Filing System) interface. At the top, there is a navigation bar with the EFS logo, the text 'Powered by CrimsonLogic', and a menu with items: Home, My Account, Feedback, Site Map, FAQ, User Administration (ORA), and Logout. On the right side of the navigation bar, there is a dropdown menu labeled 'Click on the application'. The main content area is titled 'INDEX SEARCH RESULTS - MORE DETAILS'. Below the title, there is a note: 'Note: "N/A" denotes that the data item is not applicable to the document. "-" denotes that the data item is not viewable by the Law Firms.' The main content is divided into two sections, each representing a search result. The first section is titled 'Index Search Results - More Details' and 'Index Search Result for Case No.'. It lists the following information: File Reference No., Court Indicator, Fee charged for this search (\$58.00), Date/Time Searched (15-04-2007 04:17:54 P), and Date/Time of last database update (13-04-2007 11:22:03 PM). Below this information are three buttons: 'Printable Page', 'Text File', and 'Less Details ...'. The second section is a list of document details for two documents. The first document has S/No. 1, Document Control Number, Document Description 'Affidavit', 1st Filing Party Name, 1st Filing Party Law Firm, Date/Time Filed (15/02/2005 09:42:38), Version No. 0, Date/Time Accepted (15/02/2005 10:38:36), Document Status 'Accepted', No. of Pages 8, Document Nature 'Electronic', Document Number, and Deponent Name 2. The second document has S/No. 2, Document Control Number, Document Description 'Certificate Of Service', 1st Filing Party Name, 1st Filing Party Law Firm, Date/Time Filed (15/02/2005 09:42:38), Version No. 0, Date/Time Accepted (15/02/2005 10:38:41), Document Status 'Accepted', No. of Pages 2, Document Nature 'Electronic', Document Number, and Deponent Name.

Figure 8.5: Index Search Results – More Details

8.3.2 Printable Page

The user can get a hardcopy of the Index Search Results page (Figure 8.6) in printable format.

1. Click on the <Printable Page> button in Index Search Results page (Figure 8.5).

Users can preview the content before printing the page from the browser's Print function.

INDEX SEARCH RESULTS - MORE DETAILS

*Note: "N.A." denotes that the data item is not applicable to the document.
"- " denotes that the data item is not viewable by the Law Firms.*

Index Search Results - More Details

Index Search Result for Case No.
File Reference No. :
Court Indicator :
Fee charged for this search :S\$8.00
Date/Time Searched :16-04-2007 04:17:54 P
Date/Time of last database update :13-04-2007 11:22:03 PM

| | |
|-----------------------------------|------------------------------|
| S/No. | : 1 |
| Document Control Number | : |
| Document Description | : Affidavit |
| 1st Filing Party Name | : 1 |
| 1st Filing Party Law Firm: | |
| Date/Time Filed | : 15/02/2005 09:42:38 |
| Version No | : 0 |
| Date/Time Accepted | : 15/02/2005 10:38:36 |
| Document Status | : Accepted |
| No. of Pages | : 6 |
| Document Nature | : Electronic |
| Document Number | : |
| Deponent Name | : 2 |

| | |
|-----------------------------------|---------------------------------|
| S/No. | : 2 |
| Document Control Number | : 10050250E |
| Document Description | : Certificate Of Service |
| 1st Filing Party Name | : 1 |
| 1st Filing Party Law Firm: | |
| Date/Time Filed | : 15/02/2005 09:42:38 |
| Version No | : 0 |
| Date/Time Accepted | : 15/02/2005 10:38:41 |
| Document Status | : Accepted |

Figure 8.6: Index Search Results

8.3.3 Text File

The user can save the search result as a text file from the Index Search Results page (Figure 8.5).

1. Click on the <Text File> button in the Index Search Results page (Figure 8.5).

The text file content of the search result is displayed.

```
Index Search Results - More Details
Note: 'N.A.' denotes that the data items not applicable to the document.
      '-' denotes that the data item is not viewable by the Law Firms.
Index Search Result for Case No:
File Reference No.
Court Indicator:
Fee Charged for this Search: S$8.00
Date/Time Searched: 16-04-2007 04:17:54 P
Date/Time of last Database Update: 13-04-2007 11:22:03 PM

S/No.                : 1
Document Control Number      :
Document Description         : Affidavit
1st Filing Party Name       : 1
1st Filing Party Law Firm    :
Date/Time Filed             : 15/02/2005 09:42:38
Version No                 : 0
Date/Time Accepted          : 15/02/2005 10:38:36
Document Status              : Accepted
No. of Pages                : 6
```

Figure 8.7: Index Search Results – Text Format

8.4 Types of Requests for Document Extraction/File Inspection

After performing the Document Index Search, the user can request for extracting softcopy and/or certified true copies of the relevant documents or request for inspecting the case file from the Index Search Result page (Figure 8.4).

To Request for Soft Copy or Request for Certified True Copy:

1. At Index Search Result page (Figure 8.4), select the documents in the result table for the request.
2. Click on the <Request For Soft Copy> button or the <Request For Certified True Copy> button (Figure 8.4) to proceed.

To Request for File Inspection:

1. At Index Search Result page (Figure 8.4), click on the <File Inspection> button.

The user will be directed to the Filing module - Submission Information page (Figure 5.4) to file the required documents.

8.5 Search Reports

The user can generate a report for the searches performed within a specified period by selecting the Document Index Search option from the Reports tab.

1. Click on the <Document Index Search > option from the Reports tab (Figure 8.9).



Figure 8.9: Document Index Search Report option

The Document Index Search Report Criteria page is displayed.

The screenshot shows a web application interface for generating a document index search report. At the top, there is a navigation bar with links like 'Home', 'My Account', 'Feedback', 'Site Map', 'FAQ', 'User Administration (ORA)', and 'Logout'. The main heading is 'DOCUMENT INDEX SEARCH REPORT CRITERIA'. Below this, there is a note: 'An asterisk (*) denotes a compulsory field'. The form is titled 'Generate Document Index Search Report for date ranging'. It contains several input fields: 'from (DD-MM-YYYY)*' and 'to (DD-MM-YYYY)*' both set to '16/04/2007'; 'Court ID' with three checked checkboxes for 'Supreme Court', 'Magistrate Court', and 'District Court'; 'User ID' set to 'All Users'; 'Case No.' with sub-fields for 'Type', 'Serial No.', 'Year', and 'Suffix'; and 'File Reference No.'. At the bottom of the form are three buttons: 'Generate Report', 'Clear', and 'Return to Main Menu'. The footer contains copyright information for CrimsonLogic Pte Ltd and a link to the Terms of Service and Privacy Policy.

Figure 8.10: Document Index Search Report Criteria

1. Enter the date range in from and to fields.
2. Select the Court ID by checking the appropriate check box(es).
3. To return to the main menu, click on the <Return to Main Menu> button.
4. Click on the <Generate Report> button.

The following confirmation dialog box is displayed.

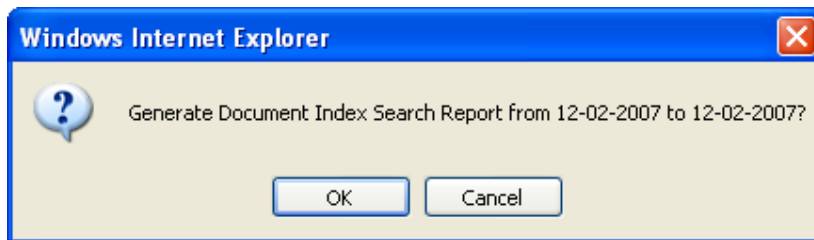


Figure 8.11: Confirmation Dialog Box

1. Click on the <OK> button in confirmation dialog box (Figure 8.11).

The Document Index Search Report Result page is displayed.

DOCUMENT INDEX SEARCH REPORT

User ID :
Law Firm :

Document Index Search Report from 16-APR-2007 to 16-APR-2007

Court ID : Supreme Court, Magistrate Court, District Court
User ID : All Users
Case No. :

| S/No | Date/Time Searched | Case Number | Court ID | User ID | File Reference No. | Document Index Search Fee (S\$) | Document Manual Handling Fee (S\$) | Total (S\$) |
|----------------|------------------------|-------------|----------------|---------|--------------------|---------------------------------|------------------------------------|--------------|
| 1 | 16-04-2007 04:03:46 PM | | District Court | | | 8.00 | 0.00 | 8.00 |
| 2 | 16-04-2007 04:06:05 PM | | District Court | | | 8.00 | 0.00 | 8.00 |
| Total : | | | | | | 16.00 | 0.00 | 16.00 |

Printable Page Text File Return to Main Menu

>> Electronic Filing System

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Figure 8.12: Document Index Search Report

1. Click on the <Printable Page> button to generate the report in a printable format.
2. Click on the <Return to Main Menu> button to return to the main menu.

Users can preview the content before printing the report from the browser's Print function.

DOCUMENT INDEX SEARCH REPORT

User ID :
Law Firm :

Document Index Search Report from 16-APR-2007 to 16-APR-2007

Court ID : Supreme Court, Magistrate Court, District Court
User ID : All Users
Case No. :
File Reference No. :

| S/No | Date/Time Searched | Case Number | Court ID | User ID | File Reference No. | Document Index Search Fee (S\$) | Document Manual Handling Fee (S\$) | Total (S\$) |
|----------------|------------------------|-------------|----------------|---------|--------------------|---------------------------------|------------------------------------|--------------|
| 1 | 16-04-2007 04:03:46 PM | | District Court | | | 8.00 | 0.00 | 8.00 |
| 2 | 16-04-2007 04:06:05 PM | | District Court | | | 8.00 | 0.00 | 8.00 |
| Total : | | | | | | 16.00 | 0.00 | 16.00 |

Figure 8.13: Document Index Search Report

A copy of the report can also be saved as a text file.

1. From Document Index Search Report Result (Figure 8.12) page, click on the <Text File> to view the Index Search Report Result in a text format.

Document Index Search Report

User ID:
Law Firm:

Document Index Search Report from 16-APR-2007 to 16-APR-2007
Court ID: Supreme Court, Magistrate Court, District Court
User ID: All Users
Case No:
File Reference No:

| S/No | Date/Time Searched | Case Number | Court ID | User ID | File Reference No. | Document Index Search Fee | Document Manual Handling Fee | Total |
|--------|------------------------|-------------|----------------|---------|--------------------|---------------------------|------------------------------|-------|
| 1 | 16-04-2007 04:03:46 PM | | District Court | | | 8.00 | 0.00 | 8.00 |
| 2 | 16-04-2007 04:06:05 PM | | District Court | | | 8.00 | 0.00 | 8.00 |
| Total: | | | | | | 16.00 | 0.00 | 16.00 |

Figure 8.14: Index Search Report – Text Format

8.6 Fee Structure

A flat fee is charged for each search performed in the Document Index Search module. If requests are filed from the Search Results page in the Document Index Search module, additional fees will be charged as prescribed in the Filing module.

The Court Document Filing Fees for Request for Soft Copy (RQTSC) are as follows:

1. Flat Document Fee for RQTSC
2. Document Fee on a per document basis for the extracts
3. Document Fee on a per page basis for the extracts
4. Processing Fee on a per document basis for the extracts and RQTSC
5. Transmission Fee on a per page basis for the extracts and RQTSC
6. Priority Fee is imposed on RQTSC only

A Manual Handling fee on a per document basis is chargeable if the service is done from the Service Bureau.

The Court Document Filing Fees for Request for True Copy (RQTCTC) are as follows:

1. Flat Document fee for RQTCTC
2. Document fee on a per document basis for the extracts
3. Document fee on a per page and per requested copy basis for the extracts
4. Processing fee on a per document basis for the extracts and RQTCTC
5. Transmission fee on a per page basis for the extracts and RQTCTC
6. Priority Fee is imposed on RQTCTC only

A Manual Handling fee on a per document basis is chargeable if the service is done from the Service Bureau.

Chapter 9 - Making a File-n-Serve Request

One-click File-n-Serve (FnS)

This is a new major feature in "Medium Term" EFS enhancements. It allows EFS users to request automatic service of document(s) on the opponent firm(s) in two different ways; one is Serve upon Court Reply, at the time of filing the document(s) to Court. And, the other option 'Serve at a later Date/Time', it will serve on user given date and time with in 7 days on court reply (the available hours from 6 – 23 hrs).

User simply indicates *File-n-Serve* request while preparing a draft submission and the requested document(s) will be automatically served on the requested firm(s) when the submission is accepted and replied by Court. It saves the law firm additional steps of preparing the document to be served (merging of cover page into the original document), preparing and sending a service of document.

9.1 Making File-n-Serve Request

When user selects <Save Draft> or <Save & File> button in the **Submission Information** page, the following One-Click File-n-Serve request screen (Figure 9.1.a) will be shown.

To request for File-n-Serve, click **OK**. To just file the documents to Court (without File-n-Serve), click <Cancel>.

Clicking on the <OK> button brings up the Request to File-n-Serve form (Figure 9.2.a).

The screenshot shows a web browser window displaying the EFS application. The page title is "One click File-n-Serve [FnS]". The main content area contains the following elements:

- URN: fit100120070207A0008 is ready for submission to Court.
- A promotional banner for "Service of Documents (standard rate) (11 June 2007)" with a "40% OFF" tag.
- Two radio button options:
 - I wish to make a File-n-Serve request.
 - I do not wish to serve; I only intend to file.
- Two buttons: "OK" and "Cancel".
- A "Terms of Use" section with a light blue background, containing five numbered points and a note: "* Waived until 31 March 2007."
- A footer area with the text ">> Electronic Filing System" and "Terms of Service | Privacy Policy".
- Copyright information: "Copyright © CrimsonLogic Pte Ltd 2002. All rights reserved. No portion of this web site may be used or reproduced without the prior written consent of CrimsonLogic Pte Ltd. CrimsonLogic and the CrimsonLogic Shell Device are trade marks of CrimsonLogic Pte Ltd."

Figure 9.1.a – Making a File-n-Serve Request

9.2 Request to File-n-Serve

This page is displayed when <OK> button was clicked from (Figure 9.1.a).

All documents in the draft submission being prepared will be displayed under the Document(s) Selection section.

Figure 9.2.a: File-n-Serve

Information to provide when making File-n-Serve Request:

| | |
|-------------------------------|---|
| Law Firms | List of all EFS Law Firms (Law firms involved in this case will be shown on top of the list) |
| Type of Service | By default it is 'up on court reply'. |
| Recipient(s) | List of all recipient law firms to be served with the document(s) Default empty. Select and add law firm one-by-one from the available list on the left. |
| Recipient Details | Upon clicking <Recipient Details> button, more details required for the recipients will become visible. Enter the information as required, such as, Law Firm Name, Solicitor Name, File Reference No. |
| Recipient Law Firm Names | Name of Recipient's law firm |
| Recipient's Solicitor Name | Name of Recipient's solicitor, to be shown in the service Solicitor can be selected from the drop-down list. |
| Recipient's File Reference No | File Ref. No. of the recipient, if any |

| | |
|---------------------------------|--|
| Select Type | Select the appropriate FnS type to be served for a document(s) are to be automatically served by File-n-Serve. |
| Document Name | Name of the document |
| PDF File Name | Name of document's PDF file |
| No. of Pages | No. of pages in the PDF file (used for Fee calculation) |
| Processing Fees (\$\$) | Processing Fee for document to be served (in SGD) |
| Transmission Fees (\$\$) | Transmission Fee for the document to be served (in SGD) |
| Additional Recipient Fee (\$\$) | Additional Recipient fee (in SGD), if there are more than one recipient law firms. |
| Calculate Estimated Fees | Click this link to recalculate and refresh the various fees for the documents to be served. |

Following options are available in the **Request to File-n-Serve**:

- Select a law firm from the available Law Firms list and click on the **<Add>** button to add into the Recipient list.
- Select a law firm from the Recipient and click the **<Remove>** button to remove from the Recipient.
- Click on **<Recipient Details>** button to view and enter more details for the recipient law firms.
- Select which document(s) to File-n-Serve, by selecting one or more check boxes.
- Click on the **"Calculate Estimated Fees"** link to refresh all the fees payable for the File-n-Serve request.
- Save File-n-Serve details.
- Click **<Cancel>** button to discard the request and return to the View Submission (Figure 8.2.a).

Steps to make File-n-Serve Request:

1. Select one or more recipient law firm(s) to be served from Law Firms list and **<Add>** to the recipient list.
2. Click on **<Recipient Details>** button to view/enter more details of the recipients. If there was no recipients added yet, an alert will be displayed (Figure 9.2.b).
3. Confirm the document(s) to be served using File-n-Serve. All the documents are default selected. At least one document must be selected to save FnS.
4. Click on **"Calculate Estimated Fees"** link to calculate or refresh the fees payable.
5. Click on **<Save>** button to save the FnS request together with draft submission. FnS request will be sent together with your submission. When the submission is approved and replied by Court, document(s) marked for FnS will be automatically served.

6. Upon saving of FnS request, data validation will be done. An alert will be prompted if no recipient was added (Figure 9.2.b, or if no document was selected (Figure 9.2.c). If the fees was not calculated, an alert will ask user to perform fee calculation by clicking on the **“Calculate Estimated Fees”** link (Figure 9.2.d).

Following images showing the alerts in FnS:

At least one recipient law firm must be selected for the File-n-Serve request. If no recipient law firm selected then the above alert will be shown.

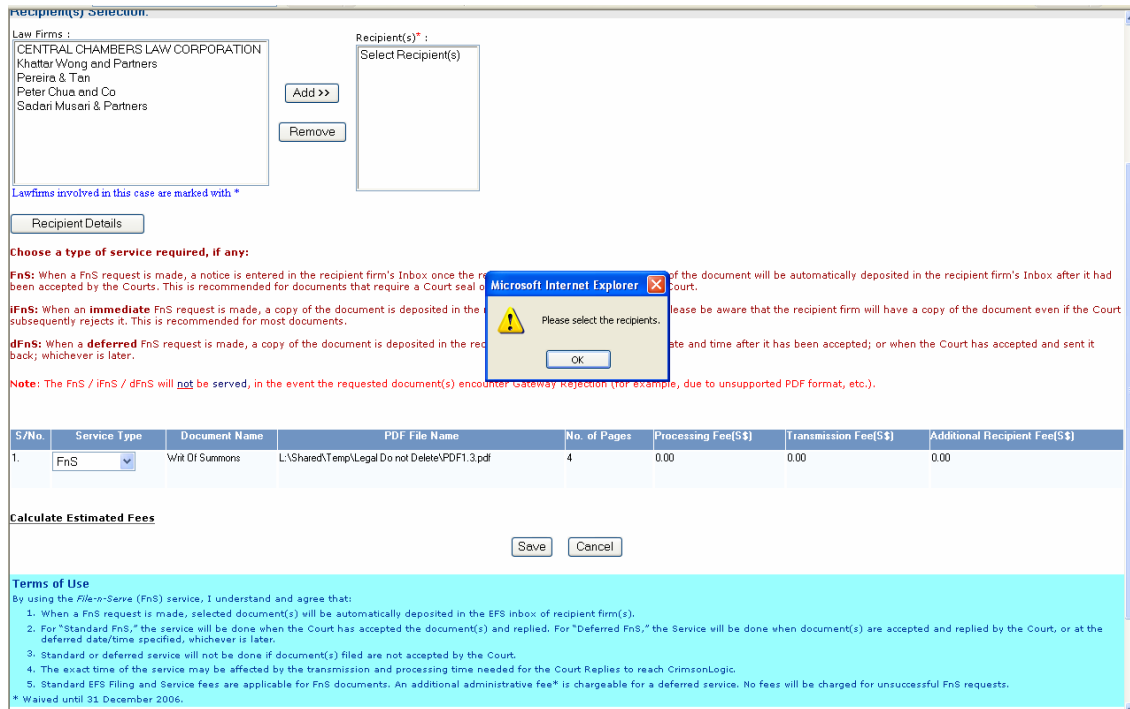


Figure 9.2.b: Recipient Alert

After selecting the recipient law firm and the document to be served, then Estimated fee must be calculated. Else the above alert will be shown.

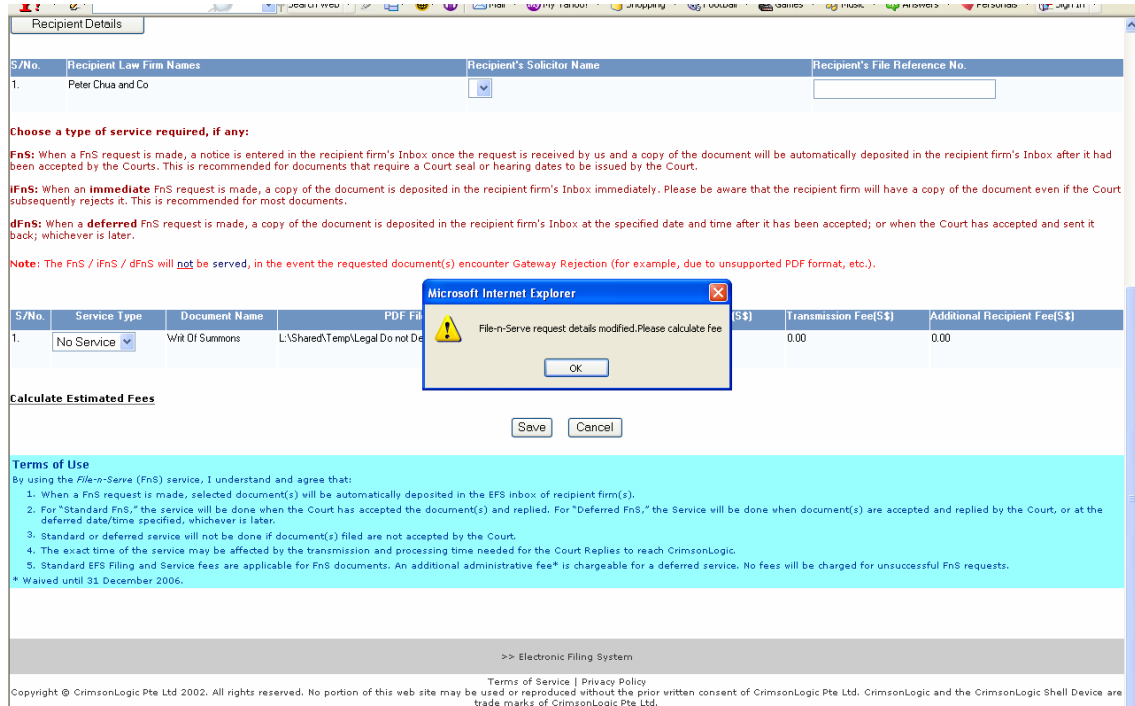



Figure 9.2.d: Calculate Total Fees

Steps to generate Certificate of Service:

1. Click on **"Modify File-n-Serve Request"** link in the **View Submission** page (Figure 9.3.a).
2. Click on **<Generate Certificate of Service>** button (Figure 9.3.b) to view the certificate (Figure 9.3.c).

Normal Service Certificate


SUPREME COURT
EFS Certificate of Service

Sender : yurong
User ID : fit1001
Law Firm : ALLEN & GLEDHILL

Sender Details

Unique Reference No. : fit100120051215S0003
Case No. : S77/2005D
Sender's File Reference Number : ASR-2411
Date/Time Served (First Byte) : 15-12-2005 02:11:15 PM
Number of Recipient(s) : 1
Number of Document(s) Served : 2

Recipient(s) Details

S/No. : 1
Law Firm : Khattar Wong and Partners
File Reference :
Solicitor Name :

Document(s) Served




S/No. : 1
Document Name : Administration Bond
Document No. :
DCN No. : 10085445E
No. of Page(s) : 4

S/No. : 2
Document Name : Advertisement Of Petition (Companies Winding Up)
Document No. :
DCN No. : 10085448H
No. of Page(s) : 4


Registrar's Certificate

This is to certify that ALLEN & GLEDHILL is deemed to have served, delivered or otherwise conveyed the document(s) described above on Khattar Wong and Partners on the date and at the time as stated.

REGISTRAR
Supreme Court

Deferred Service Certificate:


SUPREME COURT
EFS Certificate of Service

Sender : yurong
User ID : fit1001
Law Firm : ALLEN & GLEDHILL

Sender Details

Unique Reference No. : fit100120060201S0001
Case No. : S77/2005/D
Sender's File Reference Number : ASR-2411
Date/Time Served (First Byte) : 01-02-2006 06:04:35 PM
Date/Time Served (Deferred) : 01-02-2006 06:04:35 PM
(Deferred Service was requested)
Number of Recipient(s) : 1
Number of Document(s) Served : 2

Recipient(s) Details

S/No. : 1
Law Firm : Khattar Wong and Partners
File Reference :
Solicitor Name :

Document(s) Served

S/No. : 1
Document Name : Administration Bond
Document No. :
DCN No. : 10085558B
No. of Page(s) : 4

S/No. : 2
Document Name : Advertisement Of Petition (Companies Winding Up)
Document No. :
DCN No. : 10085561H
No. of Page(s) : 4

Registrar's Certificate

This is to certify that ALLEN & GLEDHILL is deemed to have served, delivered or otherwise conveyed the document(s) described above on Khattar Wong and Partners on the date and at the time as stated.

REGISTRAR
Supreme Court

Document(s) Served

S/No. : 1
Document Name : Administration Bond
Document No. :
DCN No. : 10085558B
No. of Page(s) : 4

S/No. : 2
Document Name : Advertisement Of Petition (Companies Winding Up)
Document No. :
DCN No. : 10085561H
No. of Page(s) : 4

Registrar's Certificate

This is to certify that ALLEN & GLEDHILL is deemed to have served, delivered or otherwise conveyed the document(s) described above on Khattar Wong and Partners on the date and at the time as stated.

REGISTRAR
Supreme Court






Figure 9.3.c: Certificate of Service

9.4 Editing File-n-Serve details (In Draft submission)

Whenever changes are made to a draft submission, which has a File-n-Serve request, Upon saving the submission the FnS pages will be to confirm the submission changes effected in FnS like 1) new document(s) has been added, (2) document(s) has been deleted, (3) document details, in particular PDF file, have been modified. Also it allows to modify the FnS details which have been saved earlier.

9.5 View File-n-Served details when Submission has been replied

When a submission is accepted and replied by Court, the corresponding File-n-Serve request will be processed by the system and the requested document(s) will be served on the requested recipient(s) automatically. The requestor can view the status of the File-n-Serve request, as well as details of the served documents in the **Submission Reply page**. A link File-n-Serve request “**View Details**” will be shown in the Submission Reply page as follows (Figure 9.5.a).

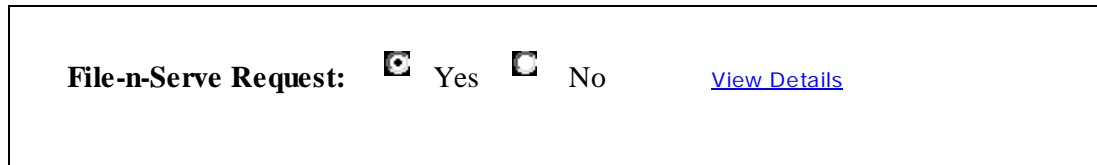


Figure 9.5.a

Upon clicking “**View details**” link, details of the File-n-Serve request, together with the status will be displayed (Figure 9.5.b). If the File-n-Serve request has been successfully done, user can also generate Certificate of Service.

The Document(s) details will be shown in two different sections. The ‘Document(s) Requested’ section shows all requested documents to be served as FnS. Another section ‘Document(s) Served’ shows document(s) which have/has been served successfully. The ‘Document(s) Served’ section will be hide when no document(s) replied.

Both sections will show each document’s fees as Estimated Fees in ‘Document(s) Requested’ section and Actual Fees in ‘Document(s) Served’.

Submission URN : fit100120061012A0007
Case No. : S 77/2005/D
Court Type: High Court
Sender's File Reference No. : ASR-2411

Recipient(s)

| S/N | Recipient Law Firm Names | Attention To | Recipient's File Reference No. |
|-----|----------------------------------|--------------|--------------------------------|
| 1. | CENTRAL CHAMBERS LAW CORPORATION | | |

Document(s) Requested

| S/N | FnS Type | Document Name | Status | Source PDF File Name | No. of Pages | Processing Fee(S\$) | Transmission Fee(S\$) | Additional Recipient Fee(S\$) |
|-----|----------|--|----------------|---|--------------|---------------------|-----------------------|-------------------------------|
| 1. | iFnS | Acceptance Of Offer | Not Served Yet | D:\PDF\ver2.pdf | 2 | 3.0 | 0.6 | 0.0 |
| 2. | iFnS | Acknowledgement Of Service | Not Served Yet | D:\PDF\ver2.pdf | 2 | 3.0 | 0.6 | 0.0 |
| 3. | iFnS | Administration Oath | Not Served Yet | D:\PDF\ver3.pdf | 3 | 3.0 | 0.9 | 0.0 |
| 4. | iFnS | Admission of facts, pursuant to notice | Not Served Yet | D:\PDF\ver2.pdf | 2 | 3.0 | 0.6 | 0.0 |
| 5. | iFnS | Admission Of Liability And Consent To Reference To Registrar | Not Served Yet | D:\PDF\ver2.pdf | 2 | 3.0 | 0.6 | 0.0 |
| 6. | iFnS | Advertisement Of Petition (Companies Winding Up) | Not Served Yet | D:\PDF\1779-06.Skeletal Submissions.pdf | 13 | 3.0 | 3.0 | 0.0 |
| 7. | iFnS | Advertisement Of Winding Up Application (Limited Liability Partnership Winding Up) | Not Served Yet | D:\PDF\Wos.pdf | 2 | 3.0 | 0.6 | 0.0 |
| 8. | FnS | Notice Of Change Of Name | Served | D:\PDF\ver1.pdf | 3 | 3.0 | 0.9 | 0.0 |
| 9. | FnS | Pay In Form | Served | D:\PDF\ver1.pdf | 3 | 3.0 | 0.9 | 0.0 |
| 10. | FnS | Affidavit | Served | D:\PDF\ver3.pdf | 3 | 3.0 | 0.9 | 0.0 |

Estimated Fees for this service: S\$ 39.6

Document(s) Served

| S/N | Documents Served | SOD URN | Document Name | Document No. | DCN | Served PDF | No. of Pages | Processing Fee (S\$) | Transmission Fee(S\$) | Additional Recipient Fee(S\$) |
|-----|------------------|----------------------|--------------------------|--------------|-----------|------------|--------------|----------------------|-----------------------|-------------------------------|
| 1. | FnS | fit100120070119S0002 | Notice Of Change Of Name | | 10087710L | | 3 | 5.0 | 1.5 | 0.0 |
| 2. | FnS | fit100120070119S0002 | Pay In Form | | 10087711A | | 3 | 5.0 | 1.5 | 0.0 |
| 3. | FnS | fit100120070119S0002 | Affidavit | | 10087712B | | 3 | 5.0 | 1.5 | 0.0 |

Fees for this service: S\$ 19.5

Generate Certificate of Service

Printable Page Close

Figure 9.5.b

Following options are available in the **Document(s) Served** section:

- Click <**Generate Certificate of Service**> button generate the Certificate of the Service for the requested File-n-Serve.
- Click on <**Printable Page**> button to print the
- Click <**Closes**> button will close the window.

9.6 Immediate FnS [iFnS]:

This type of service will be available only if there is a Case No. in the submission/document to be served, otherwise like for fresh filing(s), it won't be shown.

When an immediate FnS request is made, a copy of the document is deposited in the recipient firm's Inbox immediately. For each document, you can now individually specify the type of service (dFnS – Deferred FnS, iFnS – immediate FnS, FnS – normal FnS)

In the File-n-Serve screen, in the "Service Type" column, select the option "iFnS" to specify using iFnS for the selected document

Please be aware that the recipient firm will have a copy of the document even if the Court subsequently rejects it. This is recommended for most documents

Choose a type of service required, if any:

FnS: When a FnS request is made, a notice is entered in the recipient firm's Inbox once the request is received by us and a copy of the document will be automatically deposited in the recipient firm's Inbox after it had been accepted by the Courts. This is recommended for documents that require a Court seal or hearing dates to be issued by the Court.

iFnS: When an **immediate** FnS request is made, a copy of the document is deposited in the recipient firm's Inbox immediately. Please be aware that the recipient firm will have a copy of the document even if the Court subsequently rejects it. This is recommended for most documents.

dFnS: When a **deferred** FnS request is made, a copy of the document is deposited in the recipient firm's Inbox at the specified date and time after it has been accepted; or when the Court has accepted and sent it back; whichever is later.

| Following document(s) will be served | | | | | | | |
|--------------------------------------|--|------------------------------------|-------------------|--------------|---------------------|-----------------------|------------------------------|
| S/No. | Service Type | Document Name | PDF File Name | No. of Pages | Processing Fee (\$) | Transmission Fee (\$) | Additional Recipient Fee(\$) |
| 1. | FnS | Notice Of Appeal | F:\docs\NDA.pdf | 2 | 0.00 | 0.00 | 0.00 |
| 2. | iFnS | Certificate For Security For Costs | D:\pdf\CSC.pdf | 5 | 0.00 | 0.00 | 0.00 |
| 3. | dFnS Defer Service on: Date: <input type="text"/> (DD/MM/YYYY) Time: <input type="text"/> :00 Hrs | Acceptance Of Offer | D:\pdf\accept.pdf | 25 | 0.00 | 0.00 | 0.00 |

Figure 9.6.a – selecting iFnS option

After serving a document, you can generate a certificate of service by clicking the Click on "Modify File-n-Serve Request" link in the View Submission page (Figure)

This can be done only when the submission has been sent and FnS request has been successfully done.

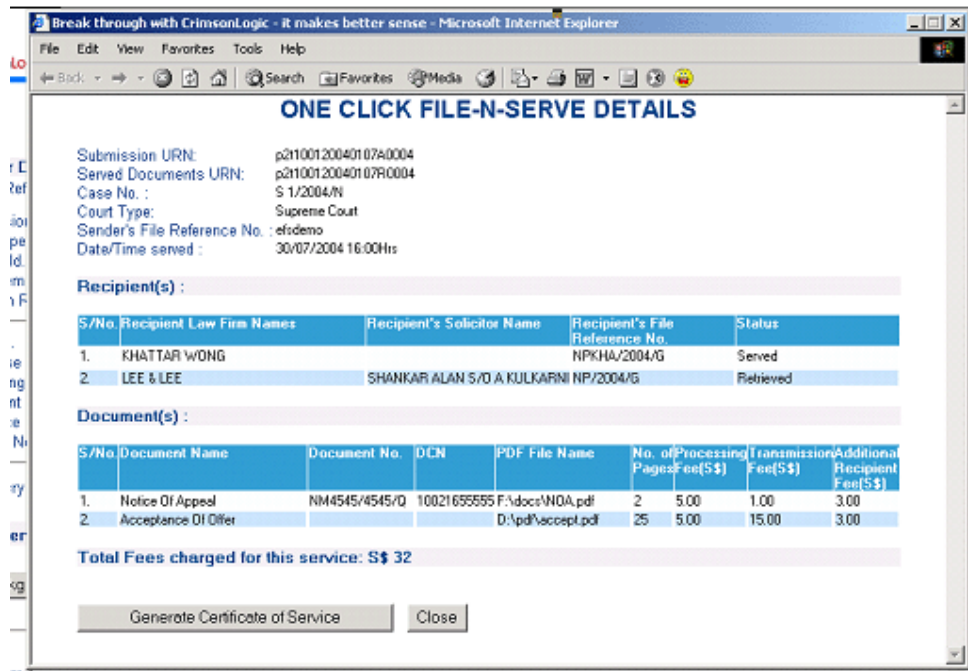


Figure 9.6.b – Generating certificate of service

9.7 Screens FnS Fee Report:

User can print the File-n-Serve Fee Report from the submission In-tray. When user opens the unpacked submission reply message from the court, a link [View Details](#) will be displayed if any of the documents in the submission requested for FnS as shown in Figure 9.7.

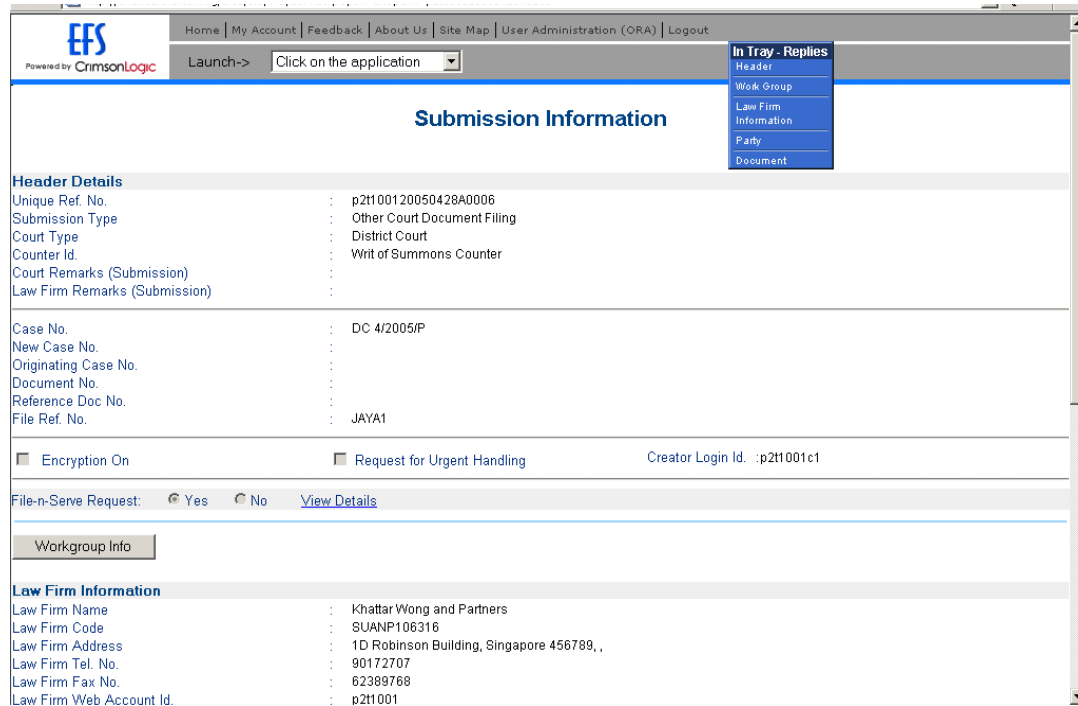


Figure 9.7

Upon clicking the [View Details](#) link in the File-n-Serve section of the reply, User will get the screen 9.7.2 as shown below which displays the details of the FnS request and the actual fees of the service.

ONE CLICK FILE-N-SERVE DETAILS - Microsoft Internet Explorer

File-n-Serve Details

Submission URN : fit100120061012A0007
Case No. : S 77/2005/D
Court Type: High Court
Sender's File Reference No. : ASR-2411

| Recipient(s) | | | |
|--------------|----------------------------------|--------------|--------------------------------|
| S/N | Recipient Law Firm Names | Attention To | Recipient's File Reference No. |
| 1. | CENTRAL CHAMBERS LAW CORPORATION | | |

| Document(s) Requested | | | | | | | | |
|-----------------------|----------|--|----------------|---|--------------|---------------------|-----------------------|-------------------------------|
| S/N | FnS Type | Document Name | Status | Source PDF File Name | No. of Pages | Processing Fee(S\$) | Transmission Fee(S\$) | Additional Recipient Fee(S\$) |
| 1. | iFnS | Acceptance Of Offer | Not Served Yet | D:\PDF\ver2.pdf | 2 | 3.0 | 0.6 | 0.0 |
| 2. | iFnS | Acknowledgement Of Service | Not Served Yet | D:\PDF\ver2.pdf | 2 | 3.0 | 0.6 | 0.0 |
| 3. | iFnS | Administration Oath | Not Served Yet | D:\PDF\ver3.pdf | 3 | 3.0 | 0.9 | 0.0 |
| 4. | iFnS | Admission of facts, pursuant to notice | Not Served Yet | D:\PDF\ver2.pdf | 2 | 3.0 | 0.6 | 0.0 |
| 5. | iFnS | Admission Of Liability And Consent To Reference To Registrar | Not Served Yet | D:\PDF\ver2.pdf | 2 | 3.0 | 0.6 | 0.0 |
| 6. | iFnS | Advertisement Of Petition (Companies Winding Up) | Not Served Yet | D:\PDF\1779-06.Skeletal Submissions.pdf | 13 | 3.0 | 3.0 | 0.0 |
| 7. | iFnS | Advertisement Of Winding Up Application (Limited Liability Partnership Winding Up) | Not Served Yet | D:\PDF\Wos.pdf | 2 | 3.0 | 0.6 | 0.0 |
| 8. | FnS | Notice Of Change Of Name | Served | D:\PDF\ver1.pdf | 3 | 3.0 | 0.9 | 0.0 |
| 9. | FnS | Pay In Form | Served | D:\PDF\ver1.pdf | 3 | 3.0 | 0.9 | 0.0 |
| 10. | FnS | Affidavit | Served | D:\PDF\ver3.pdf | 3 | 3.0 | 0.9 | 0.0 |

Estimated Fees for this service: S\$ 39.6

| Document(s) Served | | | | | | | | | | |
|--------------------|------------------|----------------------|--------------------------|--------------|-----------|------------|--------------|----------------------|-----------------------|-------------------------------|
| S/N | Documents Served | SOD URN | Document Name | Document No. | DCN | Served PDF | No. of Pages | Processing Fee (S\$) | Transmission Fee(S\$) | Additional Recipient Fee(S\$) |
| 1. | FnS | fit100120070119S0002 | Notice Of Change Of Name | | 10087710L | | 3 | 5.0 | 1.5 | 0.0 |
| 2. | FnS | fit100120070119S0002 | Pay In Form | | 10087711A | | 3 | 5.0 | 1.5 | 0.0 |
| 3. | FnS | fit100120070119S0002 | Affidavit | | 10087712B | | 3 | 5.0 | 1.5 | 0.0 |

Fees for this service: S\$ 19.5

Figure 9.7.2

Clicking the button <<Printable Page>> in the above screen, user will be shown the Figure 9.7.3 which shows the Fee Details of the service in the printable format.

Service of Documents Status Report

User ID : yurong
Law Firm : ALLEN & GLEDHILL

Service of Documents Report for URN : fit100120060613S0004

Case No. : S 77/2005/D
Sender's File Reference No. : ASR-2411
Grand Total : S\$

S/No. : 1
Date/Time Served : 13/06/2006 04:00:00 PM
URN : fit100120060613S0004
Case No. : S/77/2005/D
Court Indicator : Supreme Court
Sender User ID : fit1001
Sender's File Reference No. : ASR-2411

| S/No. | Recipient Law Firm | Recipient File Reference No. | Recipient Solicitor Name | Status | Date/Time Retrieved |
|-------|----------------------------------|------------------------------|--------------------------|--------|---------------------|
| 1 | CENTRAL CHAMBERS LAW CORPORATION | | | Served | |
| 2 | Khatar Wong and Partners | | | Served | |

Document Fee : S\$0.00
Document Processing Fee : S\$16.00
Document Transmission Fee : S\$10.00
Document Manual Handling Fee : S\$0.00
Total Fee : S\$26.00

| S/No. | Document Name | Document No. | DCN | No. of Page(s) | Files | Served |
|-------|---------------------|--------------|-----|----------------|---|--------|
| 1 | Writ Of Summons | 10087057E | 22 | | d:\efs\in\pdf\d20060613124305000\efs100120060613000010001.000.PDF | |
| 2 | Acceptance Of Offer | 10087059G | 22 | | d:\efs\in\pdf\d20060613124305000\efs100120060613000010002.000.PDF | |

>> Electronic Filing System

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Figure 9.7.3

Chapter 10 - Service of Documents

10.1 Concept

This service allows the requesting party to serve court documents on law firms / defendants / Bailiffs (up to 99 recipients in a single service) electronically. This service is provided for Law Firms who are registered FE-Web users. Users will be able to send up to 99 documents with a total of 9999 pages or with a maximum total file(s) size of 500 MB in a single service.

1. Click on the <Service of Documents> link in EFS Menu page (Figure 1.3).

The Service of Documents page is displayed.

The screenshot shows the 'SERVICE OF DOCUMENTS' page in the EFS system. The page is divided into several sections:

- Case Details:** Includes a dropdown for 'Court Type' (Supreme Court), a dropdown for 'Case No.' (S 122 / 2006 / M), and a text field for 'Sender's File Reference No.' (HC_Filing1).
- Law Firm(s) to be served upon:** A list of law firms is displayed, including 'CENTRAL CHAMBERS LAW CORPORATION', 'Khatlar Wong and Partners', 'Pereira & Tan', 'Peter Chua and Co', and 'Sadari Musari & Partners'. An 'Add as Recipient' button is present.
- Table:** A table with columns: S/N, Law Firm, File Ref. No., Attention To (Solicitor), and Delete. Two rows are visible, one for 'CENTRAL CHAMBERS LAW CORPORATION' and one for 'Khatlar Wong and Partners'.
- Attachment Details:** Fields for 'DCN', 'Document No.', 'Document Name', and 'File to be Served' with a 'Browse...' button.
- Summary Table:** A table with columns: S/N, File to be Served, Document Name, Document No., DCN, No. of Page(s), Document Fee (\$), Processing Fee (\$), Transmission Fee (\$), Manual Fee (\$), Total (\$), and Delete.
- Buttons:** 'Serve' and 'Cancel' buttons at the bottom.

Figure 10.1: Service of Documents

10.2 Preparing Service of Document Submission

To serve the documents, the user specifies the case number, the recipients and the documents to be served.

10.2.1 Recipient Law Firms List

Service of Documents can be made to selected Law Firms are commonly served documents. The Law Firm(s) list will also contains the law firms involved in the provided case number and will be marked with "*" and placed at top of the list.

10.2.2 PDF Documents to be Served

To serve documents, the user is required to provide the case number as well as the list of recipient(s). After the recipient(s) are chosen, the user is required to select the documents to be served to the recipients.

In **Service of Documents** page (Figure 10.1)

1. **Case Details**
Enter the case number, Court Type and File Reference Number.
2. **Add Recipient(s)**
Select the recipient(s) from the **Law Firms** list box with the **<Add as Recipient >** and **Can Remove** using trash icon buttons. Enter the Recipient's File Reference number and Solicitor name if available
3. **Attach Document.**
 - i. If user entered DCN, the system will be defaulted the DCN's document in document list.
 - ii. Select the PDF document using the **<Browse>** button and enter the information for the document to be served.
 - iii. If no DCN entered, user has to select desired document to be served from the document list.
 - iv. Click on **<Attach Document>** button to attach document.
 - v. Click on trash icon to delete the document.
 - vi. Upon attach the document, the document's fees will be calculated automatically. The document fees will be recalculate upon delete document(s) or change in recipient list.
4. **Serve Document(s).**
 - i. Click on **<Serve>** button to start serving of document(s). upon click on **<Serve>** button system will prompt the SOD details user entered and upon confirmation the service will be continue.
5. **Change of court type.**
 - i. If user changes the court type, the entire information entered in Service of Document page will be discarded, and the document list will be re-populated to specified court.

10.3 Service of Documents Report

This allows the user to generate reports for Service of Documents for a specified period.

- 1 Click on the **<Service of Documents>** link in **EFS Menu** page (Figure 1.3).
- 2 Click on the **<Service of Documents Report>** in the popup menu.

The **Service of Documents Report Criteria** page is displayed.

Report Criteria(*)
An asterisk (*) denotes a compulsory field.

Generate Service of Documents Report for date ranging
from (DD-MM-YYYY)* : 08 / 05 / 2007
to (DD-MM-YYYY)* : 08 / 05 / 2007

Case No. : [Type] [Serial No.] [Year] [Suffix]

Sender's File Reference No. : [Text Box]

[Generate Report] [Clear]

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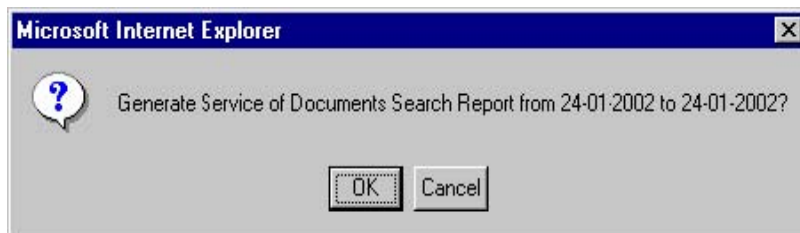
Figure 10.7: Service of Documents Report Criteria

1. Enter the period (from date and to date) to generate the report. User may also specify the **Case No.** and **Sender's File Reference No.** to return only results for the additional conditions.
2. Click on the <**Generate Report**> button.

The following confirmation dialog box is displayed.

Figure 10.8: Confirmation Dialog Box

1. Click on the <**OK**> button to proceed.



The **Service of Documents Status Report** is displayed.

The screenshot displays the 'SERVICE OF DOCUMENTS STATUS REPORT' page. At the top, there is a navigation bar with links for Home, My Account, Feedback, About Us, Site Map, FAQ, User Administration (ORA), and Logout. Below this, the user's ID (p211001c1) and Law Firm (ASSOMULL & PARTNERS) are listed. The report covers the period from 01-05-2007 to 08-05-2007. A table lists the service records with columns for S/W Certificate of Service, Date/Time Served, URN, Case No., Court Indicator, Sender User ID, Sender's File Reference No., Document Fee, Document Processing Fee, Document Transmission Fee, Document Manual Handling Fee, Total Fee, Document Name, Document No., DCN, and No. of Page(s). A single record is shown for a document titled 'Acceptance Of Offer' with a total fee of \$111.00. Below the table are buttons for 'Generate Certificate of Service for selected record', 'Printable Page', and 'Text File'. The footer includes copyright information for CrimsonLogic Pte Ltd and a disclaimer.

| S/W Certificate of Service | Date/Time Served | URN | Case No. | Court Indicator | Sender User ID | Sender's File Reference No. | Document Fee | Document Processing Fee | Document Transmission Fee | Document Manual Handling Fee | Total Fee | Document Name | Document No. | DCN | No. of Page(s) |
|----------------------------|------------------------|----------------------|--------------|-----------------|----------------|-----------------------------|--------------|-------------------------|---------------------------|------------------------------|-----------|---------------------|--------------|-----|----------------|
| 1 | 07/05/2007 01:57:48 PM | p2110012007050750005 | S/122/2006/M | Supreme Court | p211001 | Kite | \$40.00 | \$38.00 | \$43.00 | \$40.00 | \$111.00 | Acceptance Of Offer | | | 37 |

Figure 10.9: Service of Documents Status Report

10.3.1 Printable Page

The user can generate the report in a printable format and preview the report before activating the **Print** function from the browser.

1. Click on the **<Printable Page>** button in the **Service of Documents Status Report** page (Figure 10.9) to generate the report in a printable format.

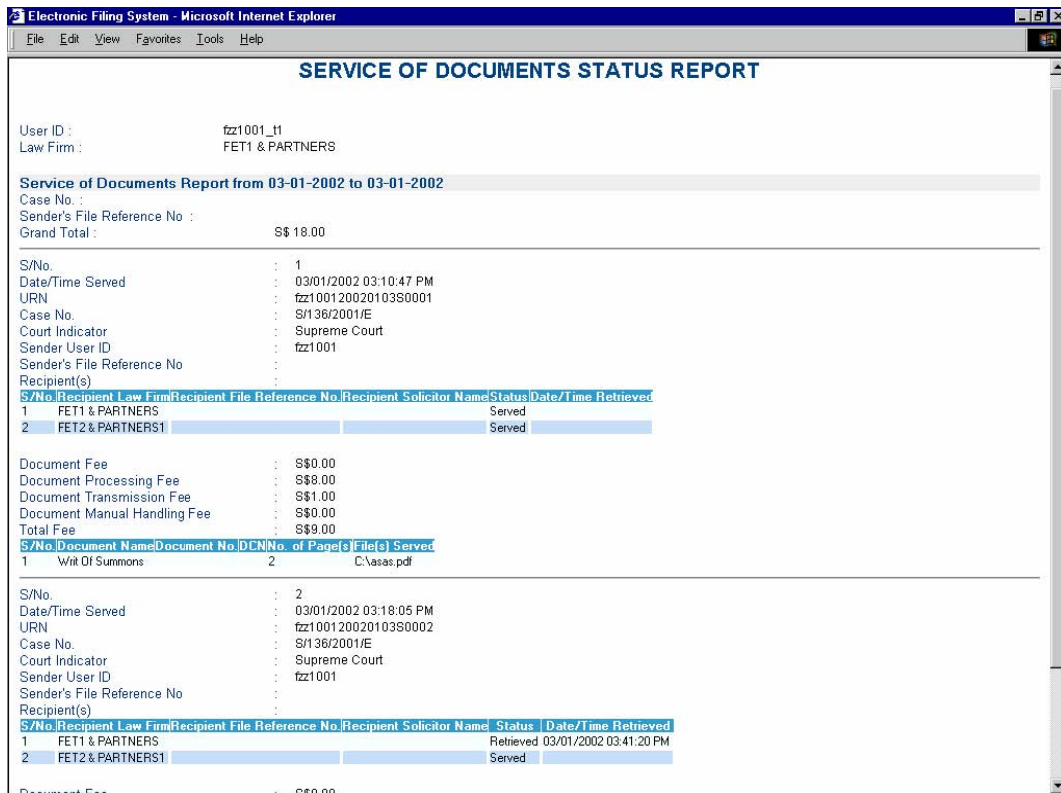
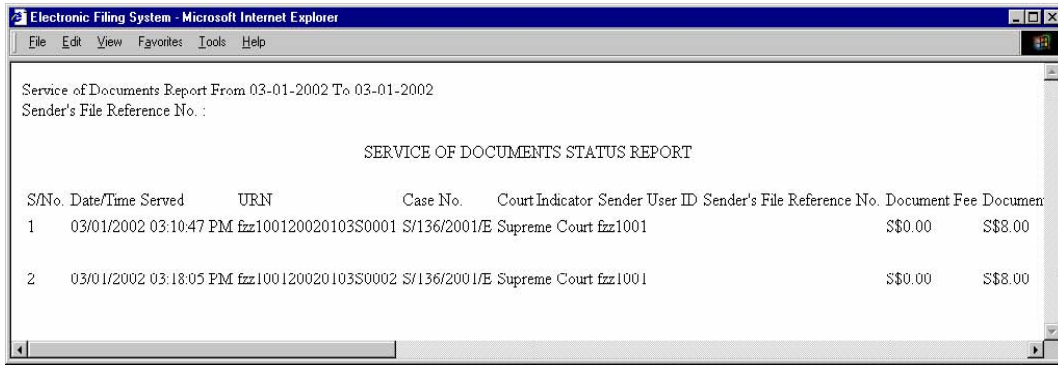


Figure 10.10: Service of Documents Status Report

10.3.2 Text File

This allows the user to generate a text file of **Service of Documents** report.

1. Click on the **<Text File>** button in the **Service of Documents Status Report** page (Figure 10.9) to generate a text file for the report.



Service of Documents Report From 03-01-2002 To 03-01-2002
Sender's File Reference No. :

SERVICE OF DOCUMENTS STATUS REPORT

| S/No. | Date/Time Served | URN | Case No. | Court Indicator | Sender User ID | Sender's File Reference No. | Document Fee | Document |
|-------|------------------------|----------------------|--------------|-----------------|----------------|-----------------------------|--------------|----------|
| 1 | 03/01/2002 03:10:47 PM | fzz100120020103S0001 | S/136/2001/E | Supreme Court | fzz1001 | | \$0.00 | \$8.00 |
| 2 | 03/01/2002 03:18:05 PM | fzz100120020103S0002 | S/136/2001/E | Supreme Court | fzz1001 | | \$0.00 | \$8.00 |

Figure 10.3.3: Certificate of Service

This allows the user to generate a Certificate of Service for a service selected from the report.

1. Select a document from the Service of Documents Status Report page (Figure 10.9).
2. Click on the <Generate Certificate of Service > button in the Service of Documents Status Report page (Figure 10.9) to generate a Certificate of Service for the selected document.

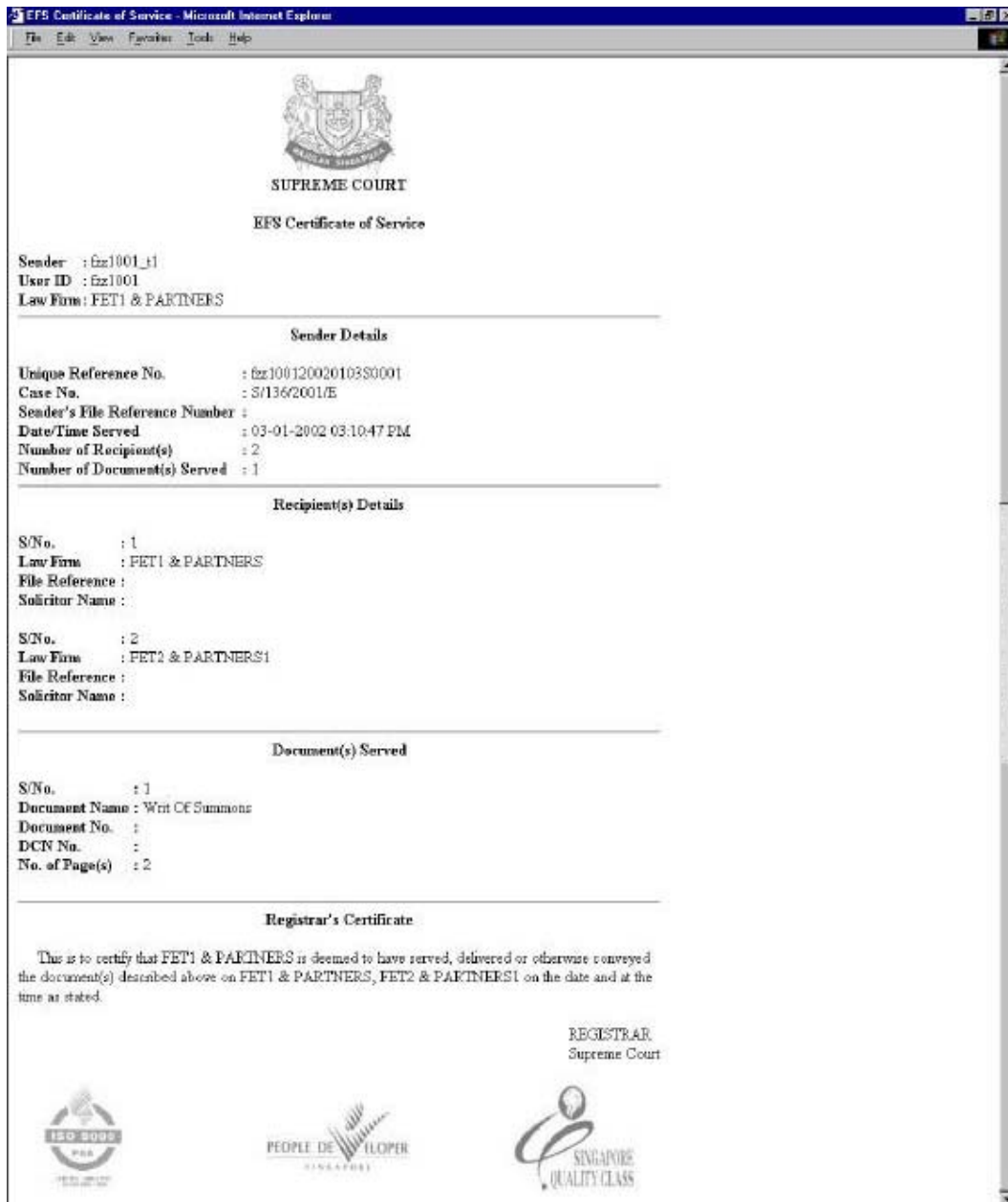


Figure 10.12: EFS Certificate of Service

Note: *The Date/Time Served is derived from the Date & Time that the service reaches CrimsonLogic server based on the 1st byte that the server received.*

10.4 Fee Structure

The fees chargeable for **Service of Documents** are as follows:

- Document fee on a per document basis
- Processing fee on a per document basis
- Document Fee on a per page basis
- Transmission fee on a per page basis
- Fee for each additional recipient

A Manual Handling fee on a per document basis, regardless of the number of Recipient(s) is chargeable, if the service is done from the Service Bureau.

Chapter 11 - Reports

Generation of reports can be activated by selecting 'Reports' from the Main Menu. See figure 11.1.

11.1 Concept

This module allows the users to generate reports based on the data that is stored in the Front-End application. The report can be previewed on screen and there is an option to print the report to the printer. There are two formats to view the Reports.

1. HTML Format - Best used for viewing.
2. PDF Format - Best used for printing.

There are four types of reports available:

- (i) Submission Sent Report
- (ii) Court Replies / Correspondence Report
- (iii) EFS Fees
- (iv) Case No. and File Ref. No. List
- (v) Service of Documents
- (vi) Document Index Search
- (vii) Transmission Log



Figure 11.1: Main Menu (Reports)

11.2 Submission Sent Report

This report allows the user to print the list of submissions, which have been sent to the Courts/Other law firms. It allows the user to filter and sort the records for printing based on Unique Ref. No., Case No. and File Ref. No and Date Received by SNS Server on uploading the files. This report does not include the documents served to other law firms.

From the Submission Sent Report page a user can get the following lookup information.

1. Case Number lookup by entering case type and clicking Case No button.
2. File Reference Number lookup by clicking the File Reference Number button.
3. A Calendar to populate the date range for the search criteria.

User Entry Check List:

1. The user must enter at least one among the URN, Case Number or File reference number to proceed.
If you do not provide that information a message is prompted asking you to enter a search criteria.
1. From-Date must be earlier than To-Date. To-Date must not be later than Today's Date. Otherwise it will prompt you to enter valid date.
2. The user cannot add the same field more than once from the Available Fields box to Fields to Sort By box. If you add, it will prompt you with the message saying "Sorry, you have already selected".
3. The user cannot press the Print to Screen button more than once. If you do, it will prompt with the message saying "You can only submit this request once". So the user has to go back to the previous screen by clicking cancel and again come back to the same screen to submit the request.

- | |
|--|
| <ol style="list-style-type: none">4. Click on the <Submission Sent Report> link in the Filing Menu page (Figure 11.1). |
|--|

The Submission Sent Report page is displayed.

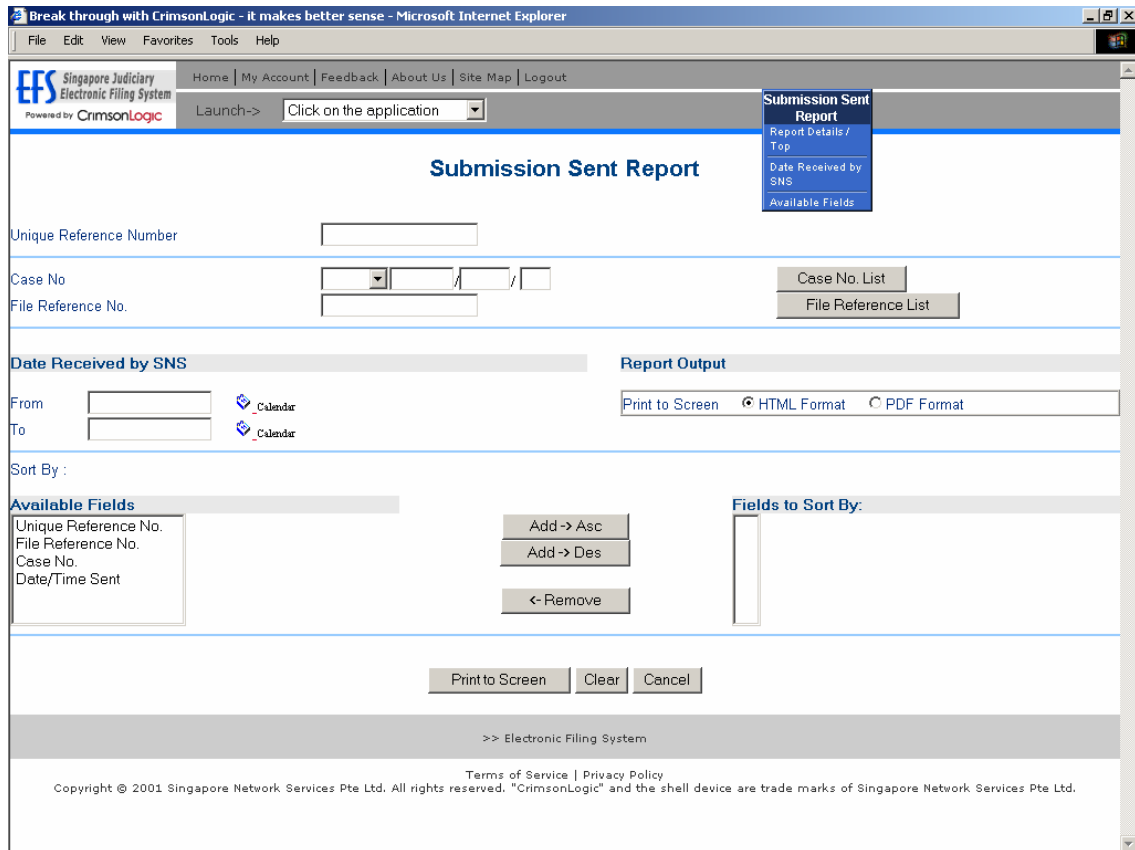


Figure 11.2: Submission Sent Report

Select Case Type and click on the <Case No. List> button in the Submission Sent Report page (Figure 11.2).

The Case No. List page is displayed.

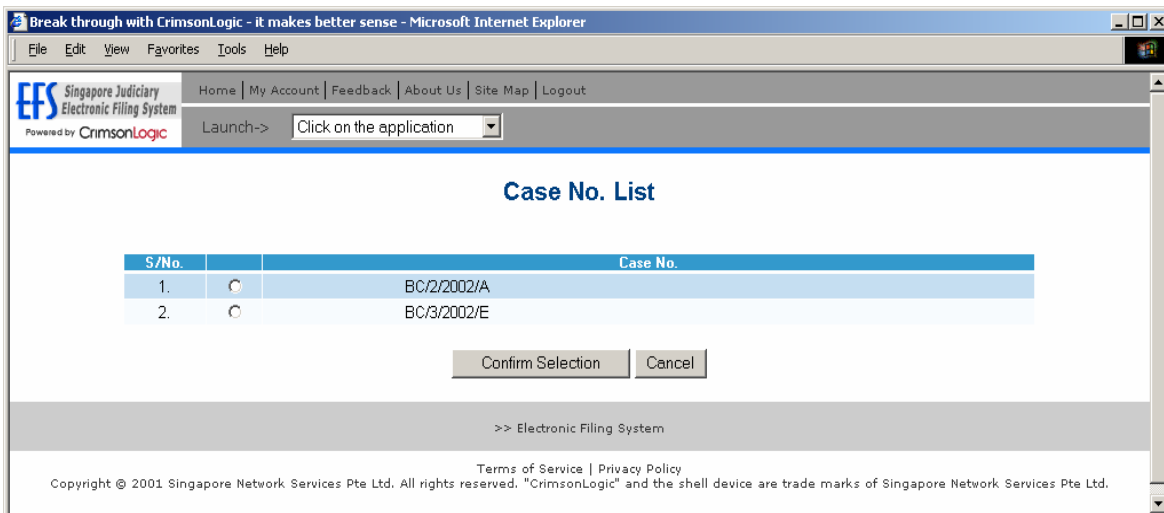


Figure 11.3: Case No. List

Case Numbers will be displayed in the Case No. List page pertaining to the particular case type. The user has to select one and click <Confirm Selection> to populate the case no field in Submission Sent report page.

◆ Click on the <File Reference List> button in Submission Sent Report page.

The File Ref. No. List page is displayed.



Figure 11.4: File Ref. No. List

File Reference Numbers will be displayed in the File Ref. No List page. The user has to select one and click confirm selection to populate the File Ref. No field in Submission Sent Report page.

1) Click on the <Calendar> icon in the Submission Sent report page.

The calendar is displayed.

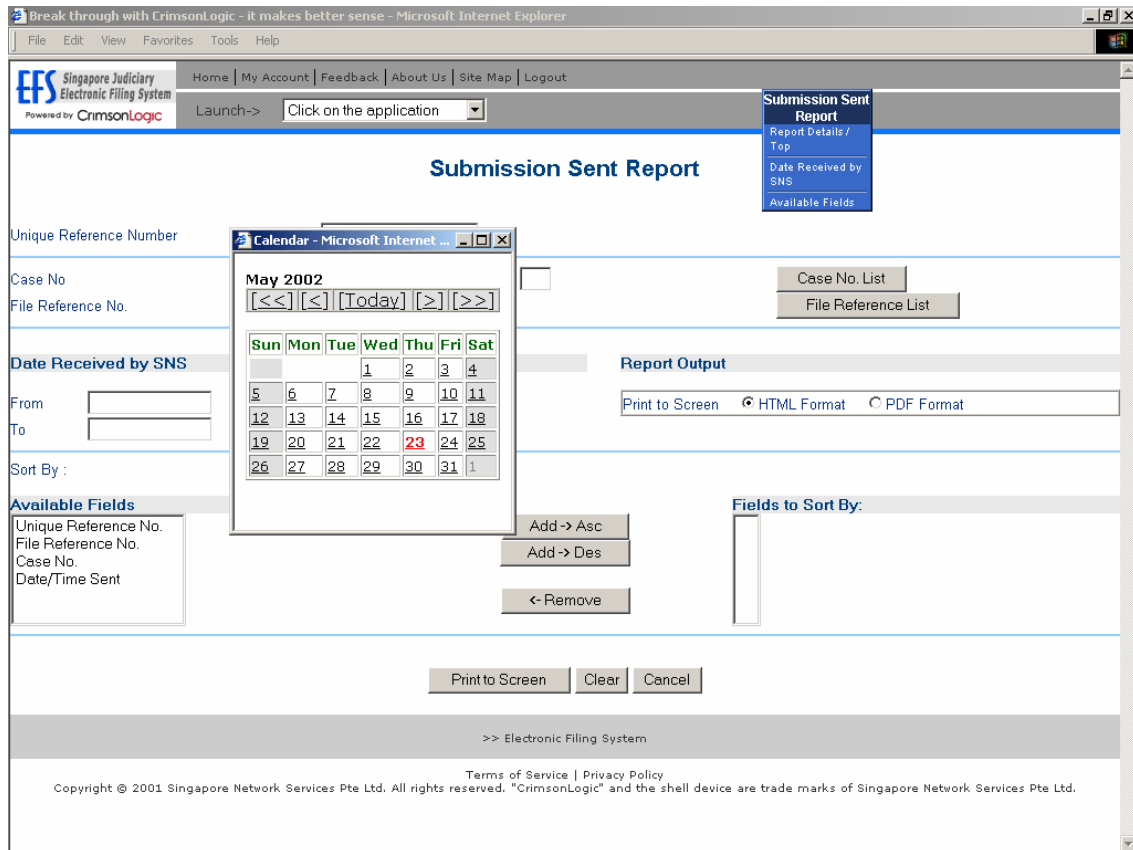


Figure 11.5: Calendar

This function opens a calendar through which, user will be able to select the date. The date will be populated to the date field and the calendar window will be closed.

Select field in the Available Fields list and click Add->Asc button to sort the records in ascending order.
(Or)
Select field in the Available Fields list and click Add->Des button to sort the records in descending order
(Or)
Select fields in the Fields to Sort By list and click <-Remove button to remove the field in that list.
Click <Clear> button to clear all data entry fields.
Click <Cancel> button to return to the Filing Menu screen.
Click the <Print to Screen> button in Submission Sent Report page.

The user will be able to see the following information in the report.

1. Law Firm File reference No
2. Case No
3. Date/Time Received by SNS
4. Unique Reference No.
5. CC Party
6. Status
7. Recipient Court/Web Acct ID
8. Date/Time received by courts.
9. No of Docs not replied by Courts.

The report can be viewed in two formats. This should be specified in Submission Sent Report page.

1. HTML Format
2. PDF Format

HTML Format

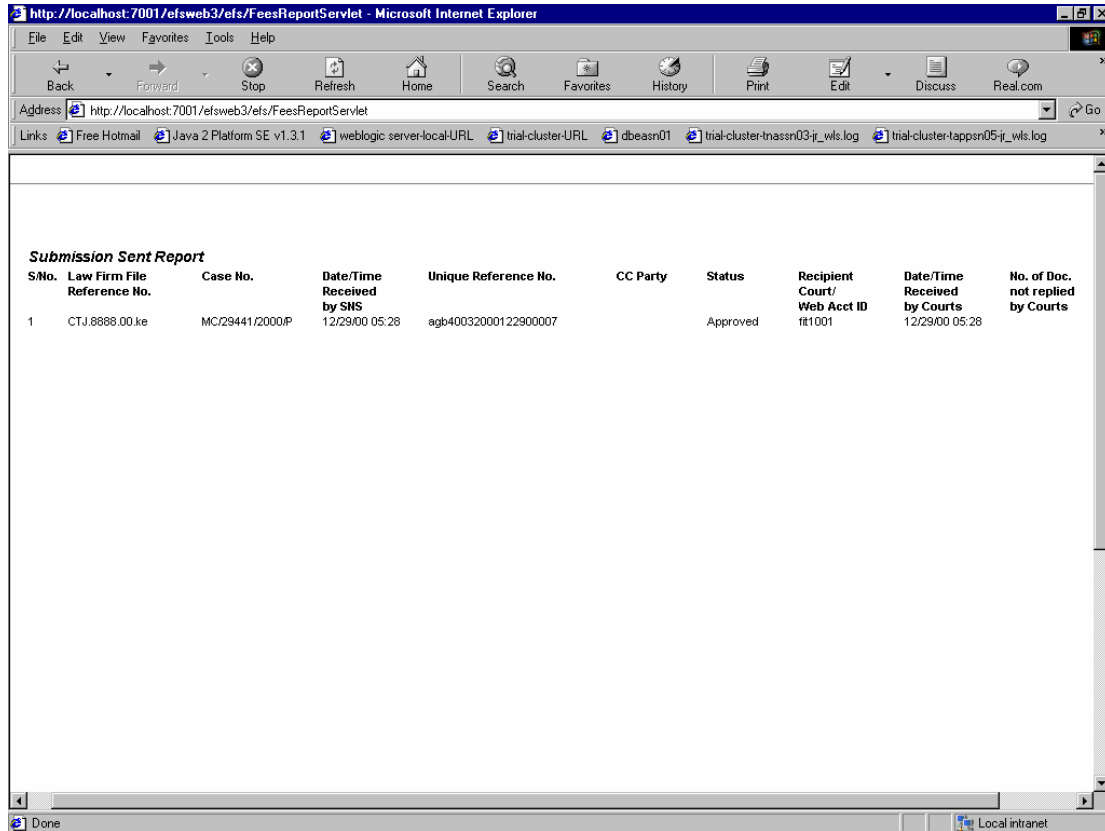
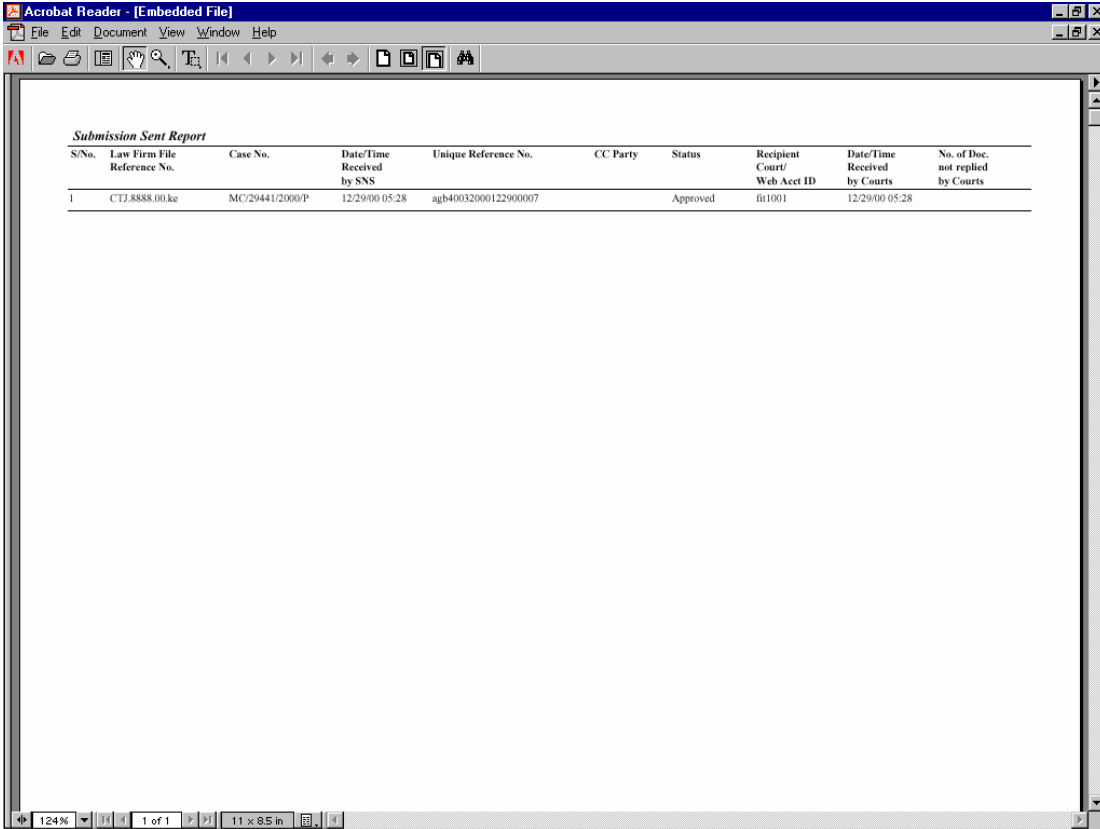


Figure 11.6: HTML Format of Submission Sent Report

PDF Format



The screenshot shows the Acrobat Reader interface with a PDF document titled "Submission Sent Report". The document contains a table with the following data:

| S/No. | Law Firm File Reference No. | Case No. | Date/Time Received by SNS | Unique Reference No. | CC Party | Status | Recipient Court/ Web Act ID | Date/Time Received by Courts | No. of Doc. not replied by Courts |
|-------|-----------------------------|-----------------|---------------------------|----------------------|----------|----------|-----------------------------|------------------------------|-----------------------------------|
| 1 | CTJ.8888.00.ke | MC/29441/2000/P | 12/29/00 05:28 | agb40032000122900007 | | Approved | fit1001 | 12/29/00 05:28 | |

Figure 11.7: PDF Format of Submission Sent Report

11.3 Received Replies/Correspondence Report

This report allows the user to print the list of replies/correspondences/served documents, which have been received by the law firm from the Courts/other law firms. It allows the user to filter and sort the records for printing based on Unique Ref.No, case No, File Ref.No, Date Downloaded and Date Replied.

Documents will be selected based on one of the following items the user has clicked. The default selection will be as show only Court Replies/Correspondence

1. Show only Court Replies/Correspondence
2. Show only Served Documents
3. Show all received Documents.

From the Received Replies/Correspondence Report a user can get the following lookup information.

1. Case Number lookup by entering case type and clicking Case No button.
2. File Reference Number lookup by clicking the File Reference Number button.
3. A Calendar to populate the date range for the search criteria.

User Entry Check List:

1. The user must enter at least one among the URN, Case Number or File reference number to proceed. If you do not provide that information a message is prompted asking you to enter a search criteria.
2. From-Date must be earlier than To-Date. To-Date must not be later than Today's date. Otherwise it will prompt you to enter valid date.
3. The user cannot add the same field more than once from the Available Fields box to Fields to Sort By box. If you add, it will prompt you with the message saying "Sorry, you have already selected".
4. The user cannot press the Print to Screen button more than once. If you do, it will prompt with the message saying "You can only submit this request once". So the user has to go back to the previous screen by clicking cancel and again come back to the same screen to submit the request.

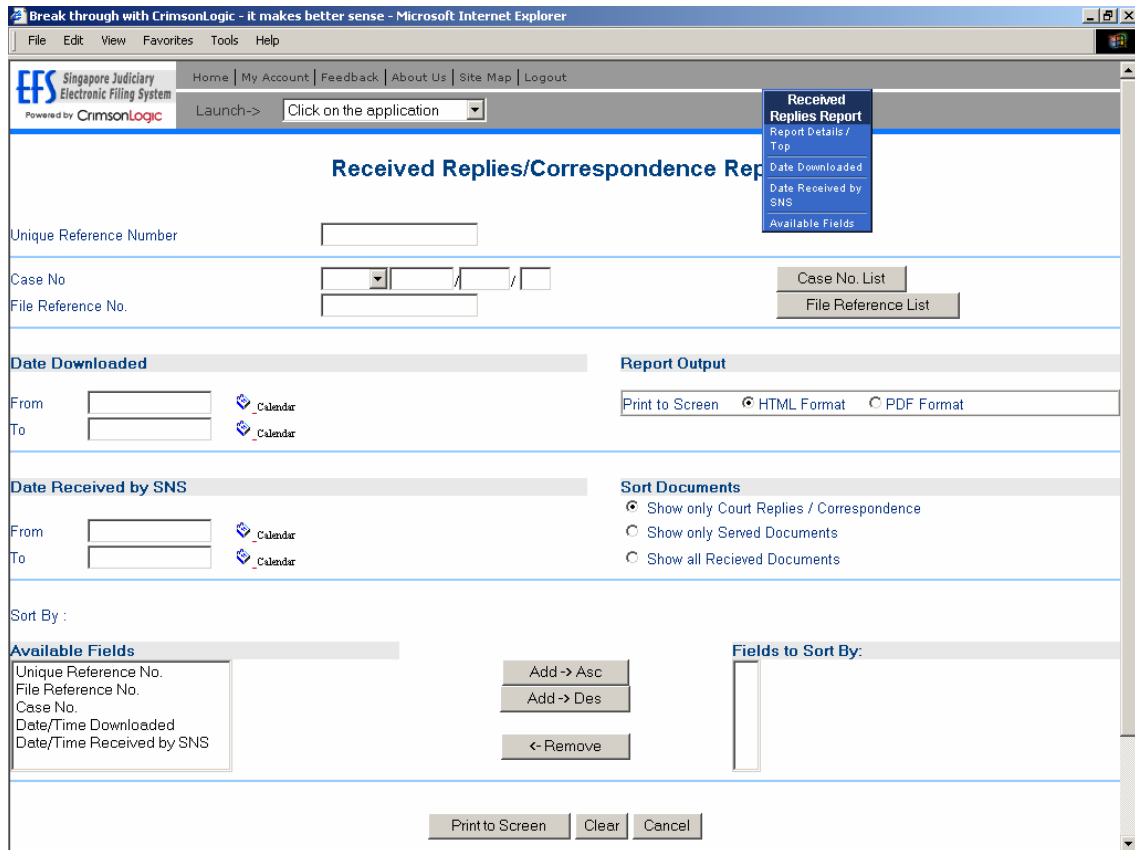


Figure 11.8: Received Replies / Correspondence Report.

Select Case Type and click on the <Case No. List> button in Received Replies/Correspondence Report page.

The Case No. List page is displayed.

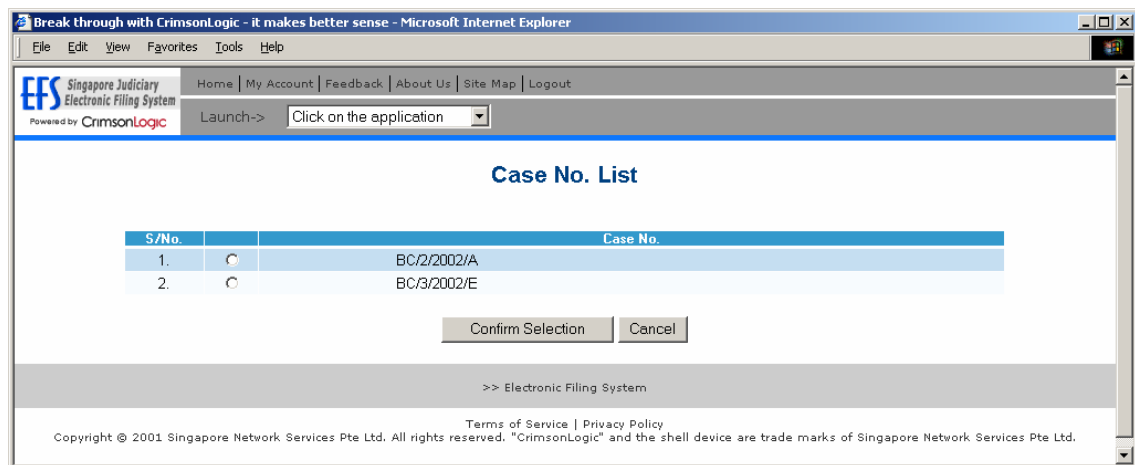


Figure 11.9: Case No. List

Case Numbers will be displayed in the Case No. List page pertaining to the particular case type. The user has to select one and click <Confirm Selection> to populate the case no field in Received Replies/Correspondence Report page.

- Click on the <File Reference List> button in Received Replies/Correspondence Report page.

The File Ref. No. List page is displayed.



Figure 11.10: File Ref. No. List

File Reference Numbers will be displayed in the File Ref. No List page. The user has to select one and click <Confirm Selection> to populate the File Ref. No field in Received Replies/Correspondence Report page.

1. Click on the <Calendar> icon in the Received Replies/Correspondence Report page.

The Calendar is displayed.

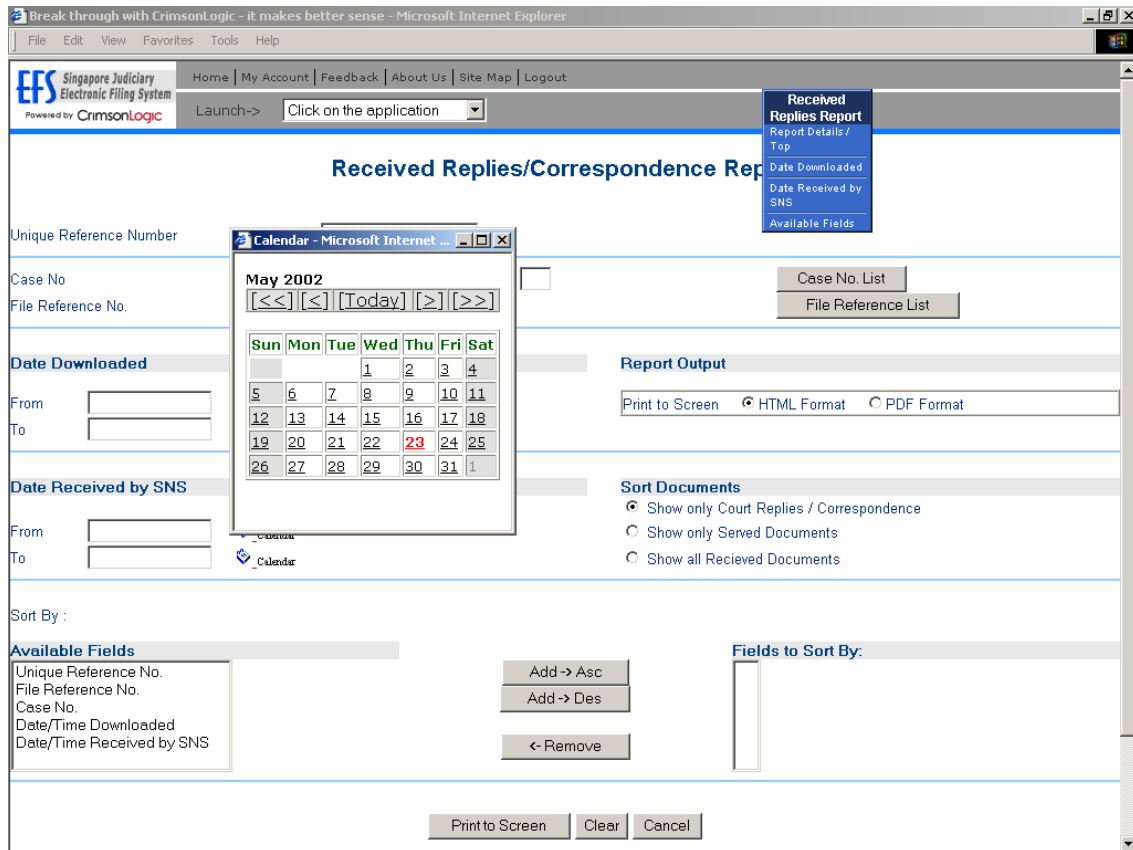


Figure 11.11: Calendar

This function opens a calendar through which, user will be able to select the date. The date will be populated to the date field and the calendar window will be closed.

1. Select field in the Available Fields list and click Add->Asc button to sort the records in ascending order
(Or)
Select field in the Available Fields list and click Add->Des button to sort the records in Descending order
(Or)
Select fields in the Fields to Sort By list and click <-Remove button to remove the fields in that list
2. Click <Clear> button to clear all data entry fields.
3. Click <Cancel> button to return to the Filing Menu screen
4. Click on the <Print to Screen> button in Receive Replies/Correspondence Report page.

The user can be able to see the following information in the report.

1. Recipient File Reference No.
2. Case No
3. Unique Reference No
4. Served Document
5. Document Type
6. Date/Time Replied
7. Date/Time Received by SNS.
8. Date/Time Retrieved.

The report can be viewed in two formats. This should be specified in Receive Replies/Correspondence Report page.

1. HTML Format
2. PDF Format

HTML Format

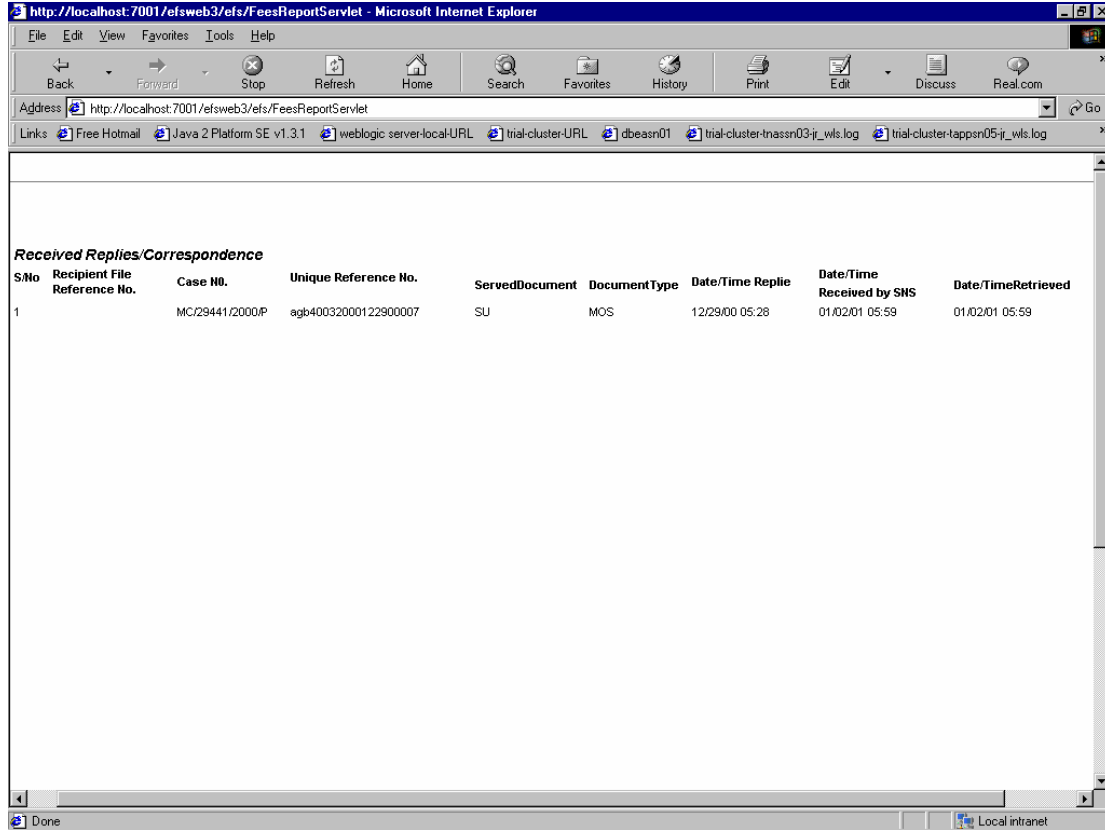
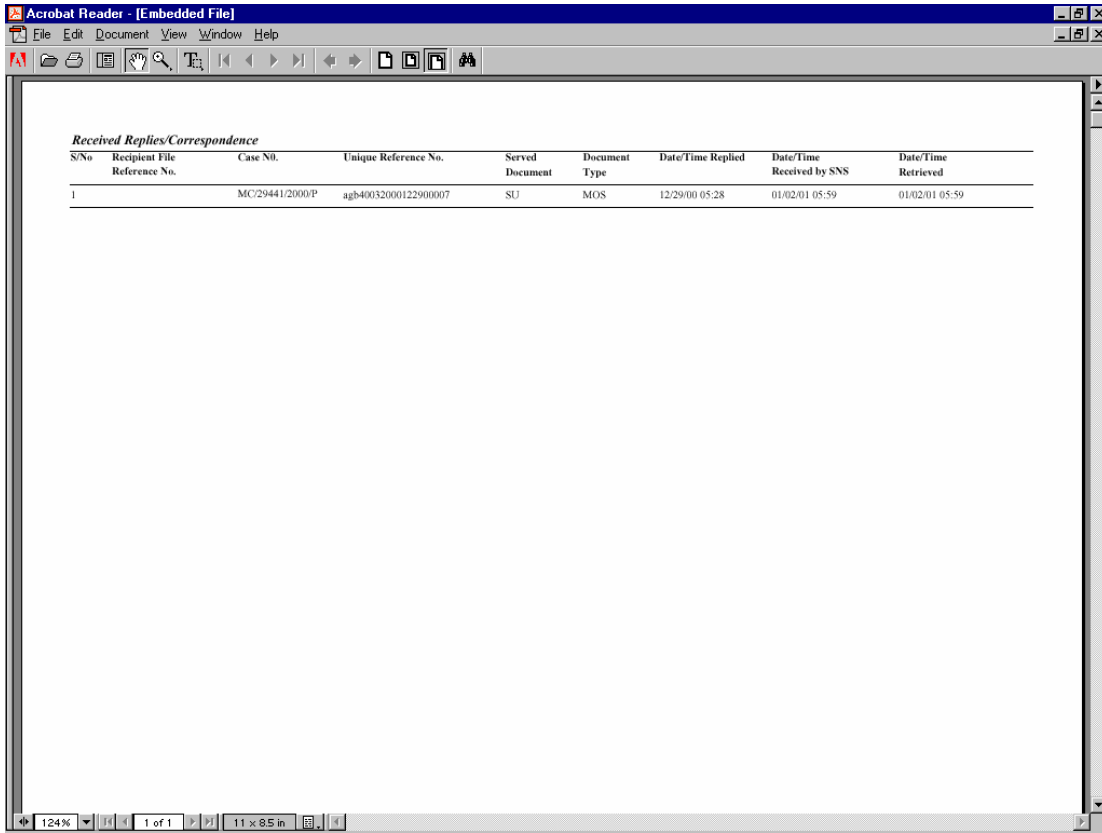


Figure 11.12: HTML Format of Received Replies / Correspondence Report

PDF Format



The screenshot shows a window titled "Acrobat Reader - [Embedded File]". The window contains a PDF document with a table titled "Received Replies/Correspondence". The table has the following columns: S/No, Recipient File Reference No., Case No., Unique Reference No., Served Document, Document Type, Date/Time Replied, Date/Time Received by SNS, and Date/Time Retrieved. The table contains one row of data.

| S/No | Recipient File Reference No. | Case No. | Unique Reference No. | Served Document | Document Type | Date/Time Replied | Date/Time Received by SNS | Date/Time Retrieved |
|------|------------------------------|-----------------|----------------------|-----------------|---------------|-------------------|---------------------------|---------------------|
| 1 | | MC/29441/2000/P | agb40032000122900007 | SU | MOS | 12/29/00 05:28 | 01/02/01 05:59 | 01/02/01 05:59 |

Figure 11.13: PDF Format of Received Replies / Correspondence Report

11.4 Fees Report

This report allows the user to print the fee details of the list of replies/correspondence, which have been received by the law firm from the Courts/other law firms. It allows the user to filter and sort the records for printing based on Unique Ref. No., Case No. and File Ref. No and Date of Filing or Attempted Filing. This report does not include documents served by other law firms.

From the Fees Report a user can get the following lookup information.

1. Case Number lookup by entering case type and clicking Case No button.
2. File Reference Number lookup by clicking the File Reference Number button.
3. A Calendar to populate the date range for the search criteria.

User Entry Check List:

5. The user must enter at least one among the URN, Case Number or File reference number to proceed. If you do not provide that information a message is prompted asking you to enter a search criteria.
6. From-Date must be earlier than To-Date. To-Date must not be later than Today's date. Otherwise it will prompt you to enter valid date.
7. The user cannot add the same field more than once from the Available Fields box to Fields to Sort By box. If you add, it will prompt you with the message saying "Sorry, you have already selected".
8. The user cannot press the Print to Screen button more than once. If you do, it will prompt with the message saying "You can only submit this request once". So the user has to go back to the previous screen by clicking cancel and again come back to the same screen to submit the request.

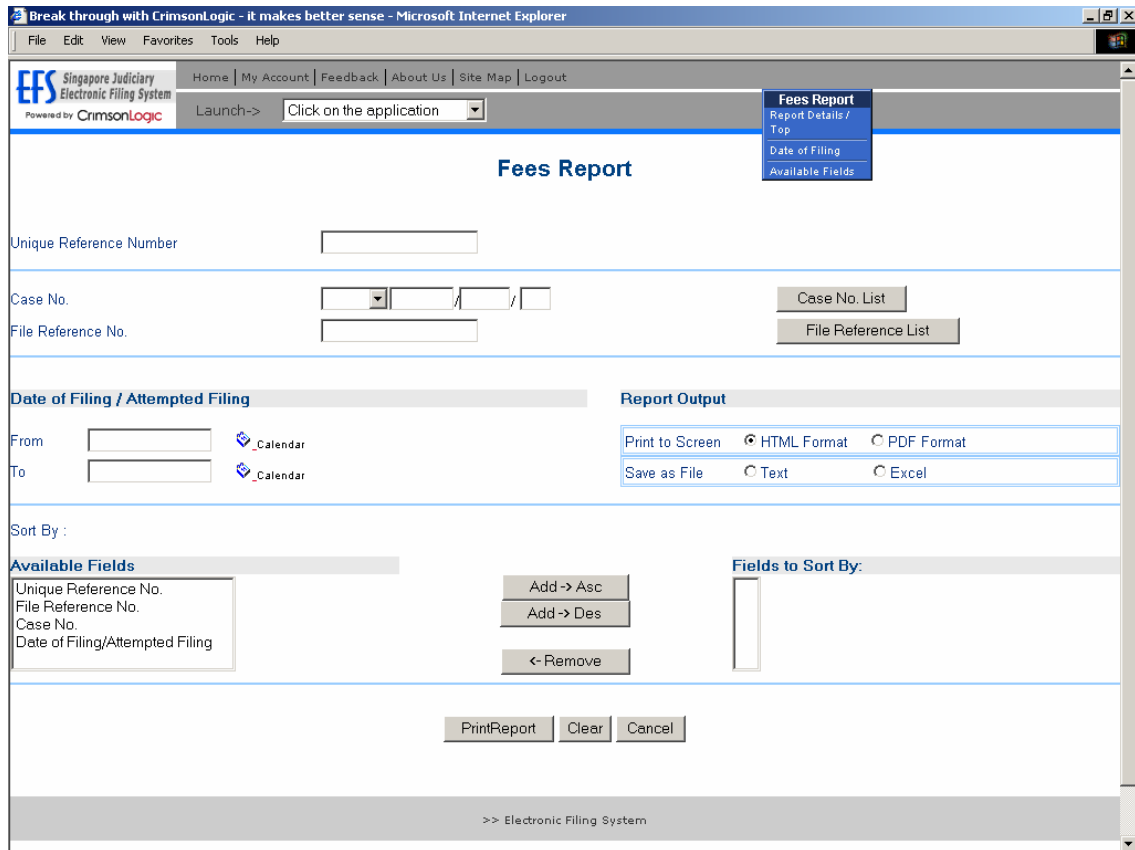


Figure 11.14: Fees Report

1. Select Case Type and click on the <Case No. List> button in Fees Report page.

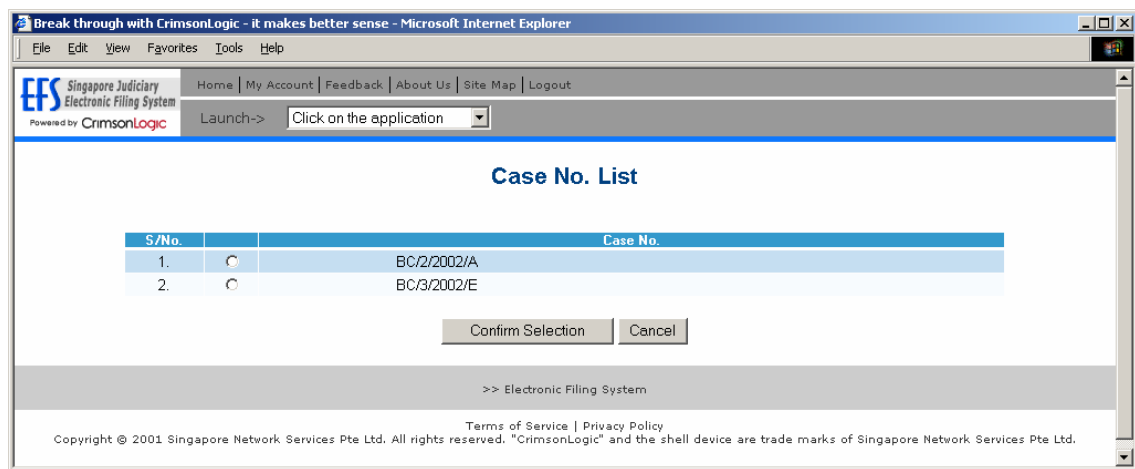


Figure 11.15: Case No. List

Case Numbers will be displayed in the Case No. List page pertaining to the particular case type. The user has to select one and click <Confirm Selection> to populate the case no field in Fees Report page.

1. Click on the <File Reference List> button in Fees Report page



Figure 11.16: File Ref. No. List

File Reference Numbers will be displayed in the File Ref. No List page. The user has to select one and click <Confirm Selection> to populate the File Ref. No field in Fees Report page.

1. Click on the <Calendar>icon in the Fees Report page.

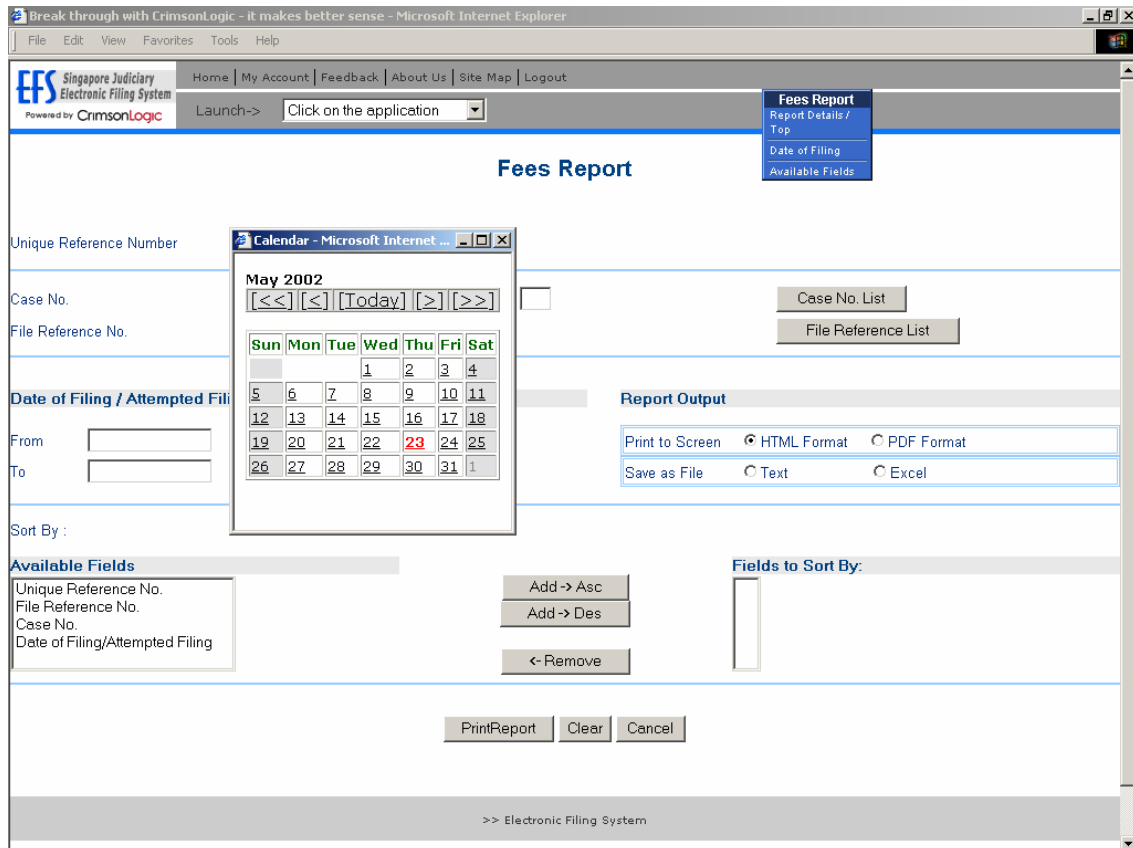


Figure 11.17: Calendar

This function opens a calendar through which, user will be able to select the date. The date will be populated to the date field and the calendar window will be closed.

1. Select field in the Available Fields list and click Add->Asc button to sort the records in ascending order.
(Or)
Select field in the Available Fields list and click Add->Des button to sort the records in descending order.
(Or)
Select fields in the Fields to Sort By list and click <-Remove button to remove the fields in that list.
2. Click <Clear> button to clear all data entry fields.
3. Click <Cancel> button to return to the Filing Menu page.
4. Click on the <Print to Screen> button in Fees Report page.

The user can be able to see the following information in the report.

1. Document Code
2. Document Control No
3. Processing Fee
4. Transmission Fee
5. Doc Colour Pages
6. Manual Handling Fee
7. Doc/Admin Fee
8. Priority Fee
9. Commissioning Fee

10. Hearing Fee
11. Swear Fee
12. Exhibit Fee

Partial Waiver Detail

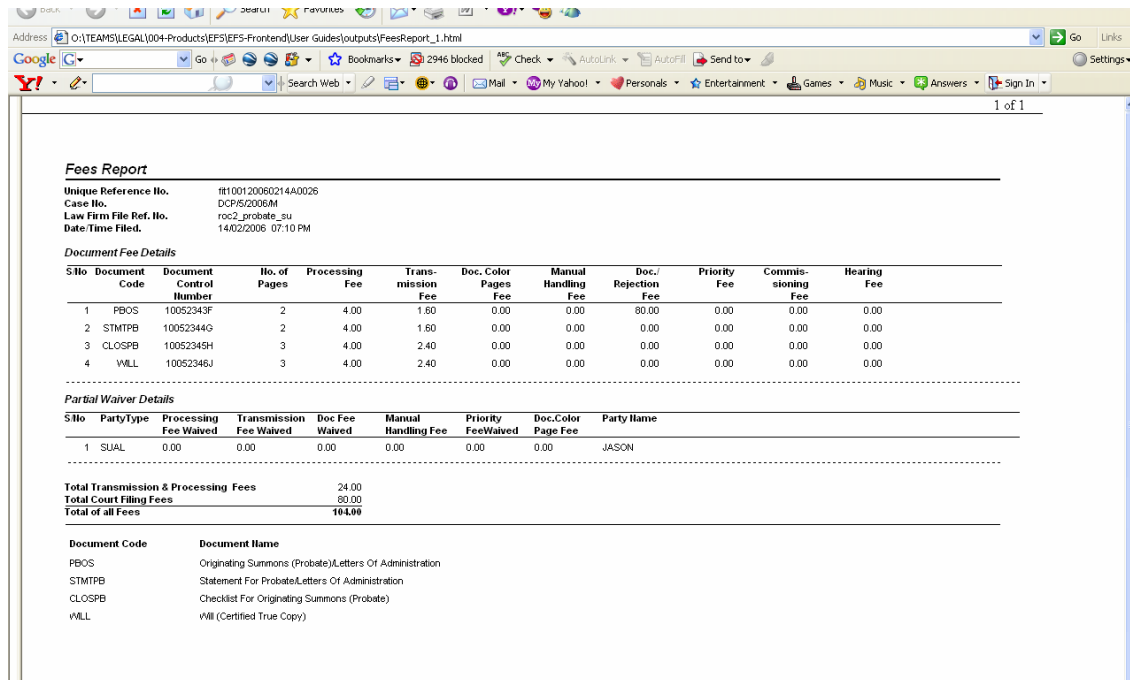
1. Party Type
2. Processing Fee Waived
3. Transmission Fee Waived
4. Doc Fee Waived
5. Manual Handling Fee
6. Priority Fee Waived
7. Doc. Colour Page Fee
8. Party Name

The report can be viewed in two formats. This should be specified in Fees Report page.

1. HTML Format
2. PDF Format

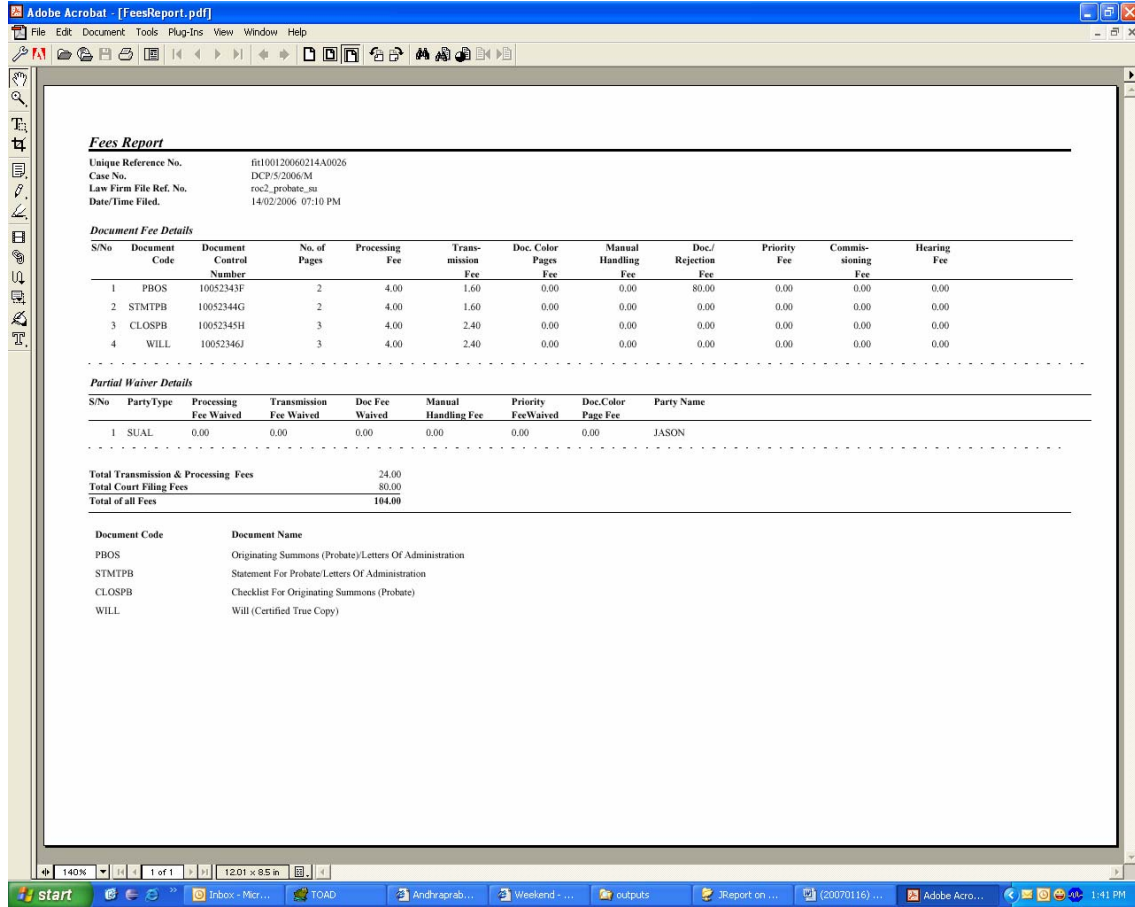
The file can be saved in two types.

1. Text
2. Excel



HTML Format

Figure 11.18: HTML Format of Fees Report



PDF Format
Figure 10.19: PDF Format of Fees Report

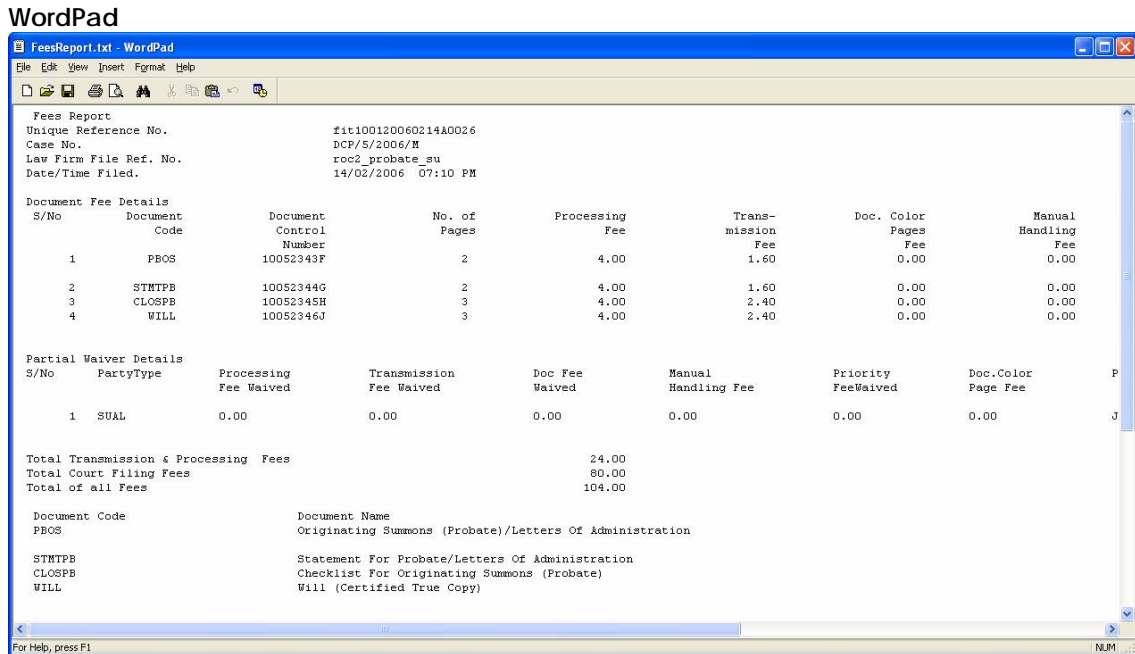


Figure 11.20: Downloadable Text Format of Fees Report

MS-Excel

| Fees Report | | | | | | | | | | | | | |
|---|---|------------------|-------------------|---------------------------|--------------------|------------------|------------|-----------------|------------------|----------|----------|-------------------|---------|
| Document Fee Details | | | | | | | | | | | | | |
| S.No | Code | Document Control | Document Pages | No. of Pages | Processing Fee | Transmission Fee | Doc. Color | Manual Handling | Manual Rejection | Doc. Fee | Priority | Commissioning Fee | Hearing |
| 1 | | PBOS | 10052343F | 2 | 4.00 | 1.60 | 0.00 | 0.00 | 80.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2 | | STMPB | 10052344G | 2 | 4.00 | 1.60 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3 | | CLOSPB | 10052345H | 3 | 4.00 | 2.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4 | | WILL | 10052346J | 3 | 4.00 | 2.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Partial Waiver Details | | | | | | | | | | | | | |
| S.No | Party Type | Fee Waived | Processing Waived | Transmission Handling Fee | Doc Fee Fee Waived | Manual Page Fee | Priority | Doc. Color | Party Name | | | | |
| 1 | SUAL | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | JASON | | | | |
| Total Transmission & Processing Fees | | | | | 24.00 | | | | | | | | |
| Total Court Filing Fees | | | | | 80.00 | | | | | | | | |
| Total of all Fees | | | | | 104.00 | | | | | | | | |
| Document Code | Document Name | | | | | | | | | | | | |
| PBOS | Originating Summons (Probate)/Letters Of Administration | | | | | | | | | | | | |
| STMPB | Statement For Probate/Letters Of Administration | | | | | | | | | | | | |
| CLOSPB | Checklist For Originating Summons (Probate) | | | | | | | | | | | | |
| WILL | Will (Certified True Copy) | | | | | | | | | | | | |

Figure 11.21: Downloadable Excel Format of Fees Report

11.5 Case No/File reference No Report

This report allows the user to print the list of case no and the corresponding file ref. no available in the database for the law firm. The user can select to print either a range of case nos. or file ref. nos.

From the Case No/File Reference No Report a user can get the following lookup information.

1. Case Number lookup by entering case type and clicking Case No button.
2. File Reference Number lookup by clicking the File Reference Number button.

User Entry Check List:

1. Either one of Case Number range or File Reference Number range has to be given. Otherwise it will prompt you to enter valid range.
2. If user clicks Case Number radio button, only the records pertaining to the particular Case Number range will be displayed.
3. If user clicks File Reference No radio button, only the records pertaining to the particular File Reference no range will be displayed.

The screenshot shows a web browser window titled "Break through with CrimsonLogic - it makes better sense - Microsoft Internet Explorer". The page header includes the Singapore Judiciary Electronic Filing System logo and navigation links: Home, My Account, Feedback, About Us, Site Map, and Logout. A "Launch->" dropdown menu is set to "Click on the application". The main content area is titled "Case No. and File Ref. No. Report". It features two radio buttons: "Case No." (selected) and "File Reference No.". Under "Case No.", there are "From" and "To" date pickers, each followed by a "Case No. List" button. Under "File Reference No.", there are "From" and "To" text input fields, each followed by a "File Reference List" button. Below these sections is a "Report Output" section with a "Print to Screen" dropdown menu (set to "HTML Format") and "PDF Format" options. At the bottom of this section are "Print to Screen", "Clear", and "Cancel" buttons. The footer contains the text ">> Electronic Filing System", "Terms of Service | Privacy Policy", and "Copyright © 2001 Singapore Network Services Pte Ltd. All rights reserved. 'CrimsonLogic' and the shell device are trade marks of Singapore Network Services Pte Ltd."

Figure 11.22: Case No/File Reference No Report

- Select Case Type and click on the <Case No. List>button in Case No/File Reference No Report page.

The Case No. List page is displayed.

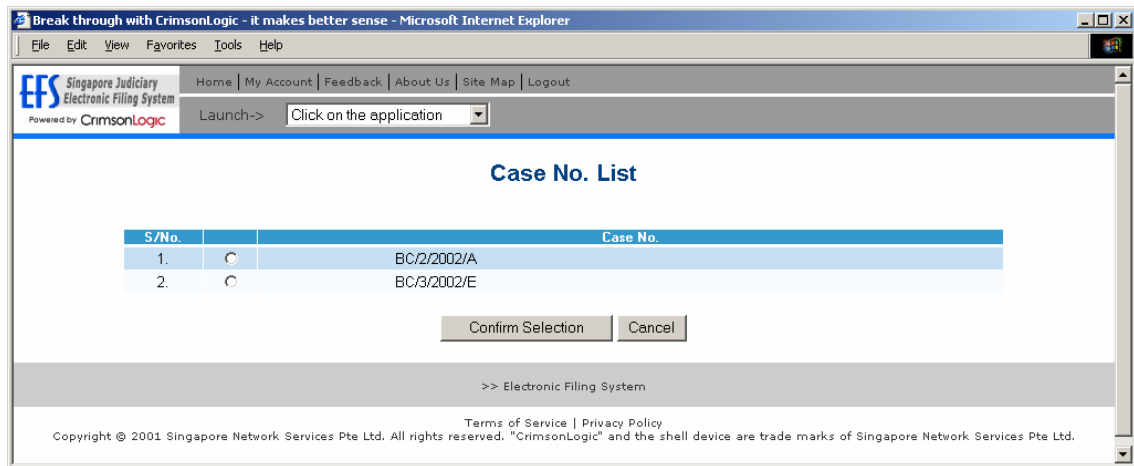


Figure 11.23: Case No List

Case Numbers will be displayed in the Case No. List page pertaining to the particular case type. The user has to select one and click <Confirm Selection> to populate the case no field in Case No/File Reference No Report page.

- Click on the <File Reference List> button in Case No/File Reference No Report page

The File Ref. No. List is displayed.

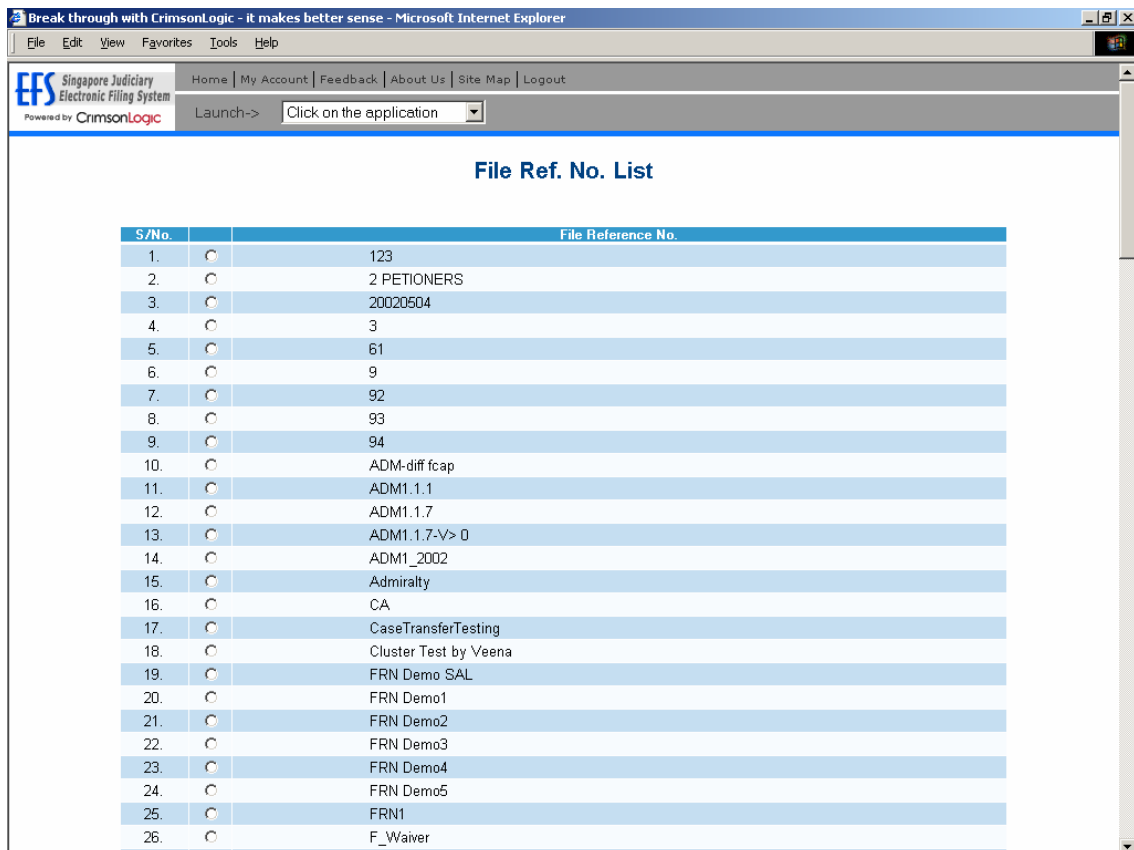
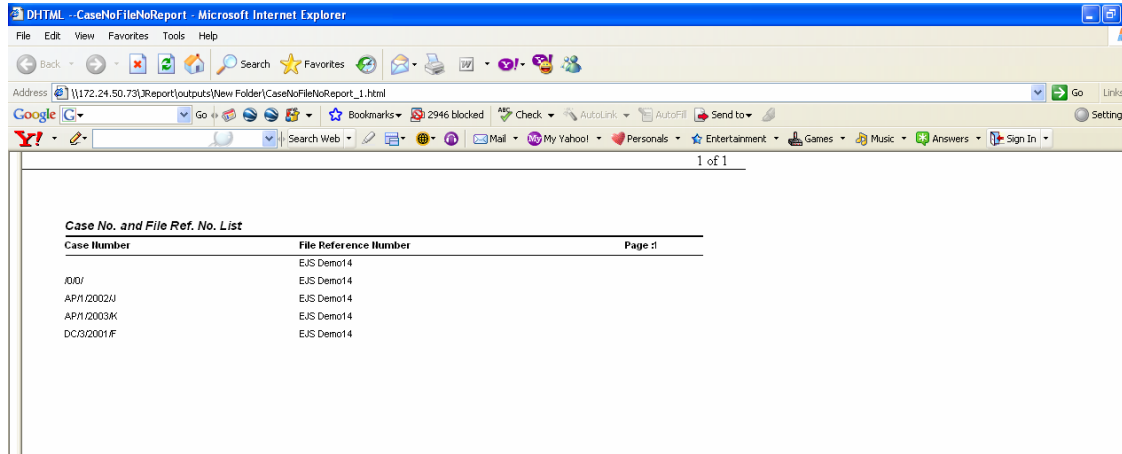


Figure 11.24: File Reference No List

File Reference Numbers will be displayed in the File Ref. No List page. The user has to select one and click <Confirm Selection> to populate the File Ref. No field in Case No/File Reference No. Report page.

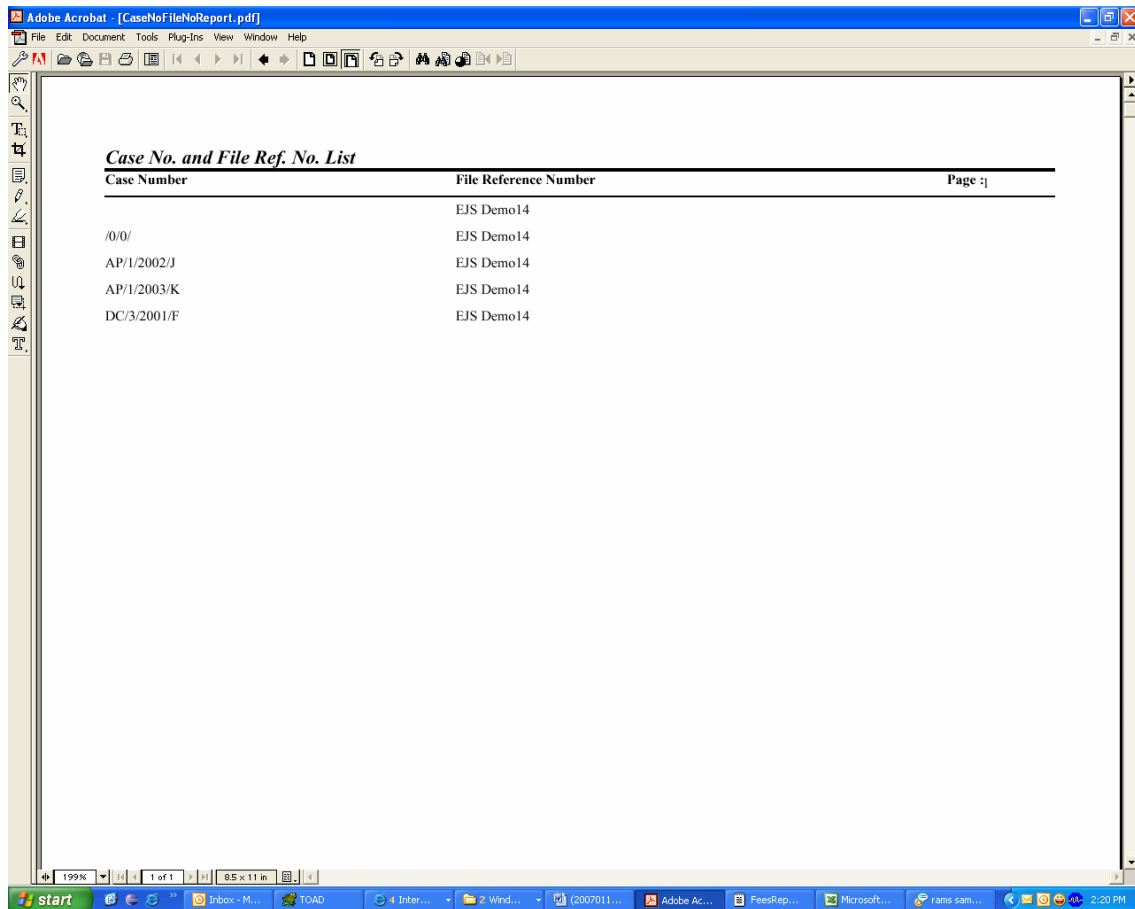
The report can be viewed in two formats. This should be specified in Case No/File Reference No Report page.

1. HTML Format
2. PDF Format



HTML Format

Figure 11.25: HTML Format of Case No/File Reference No Report



PDF Format

Figure 11.26: PDF Format of Case No/File Reference No Report

11.6 Transmission Log Report

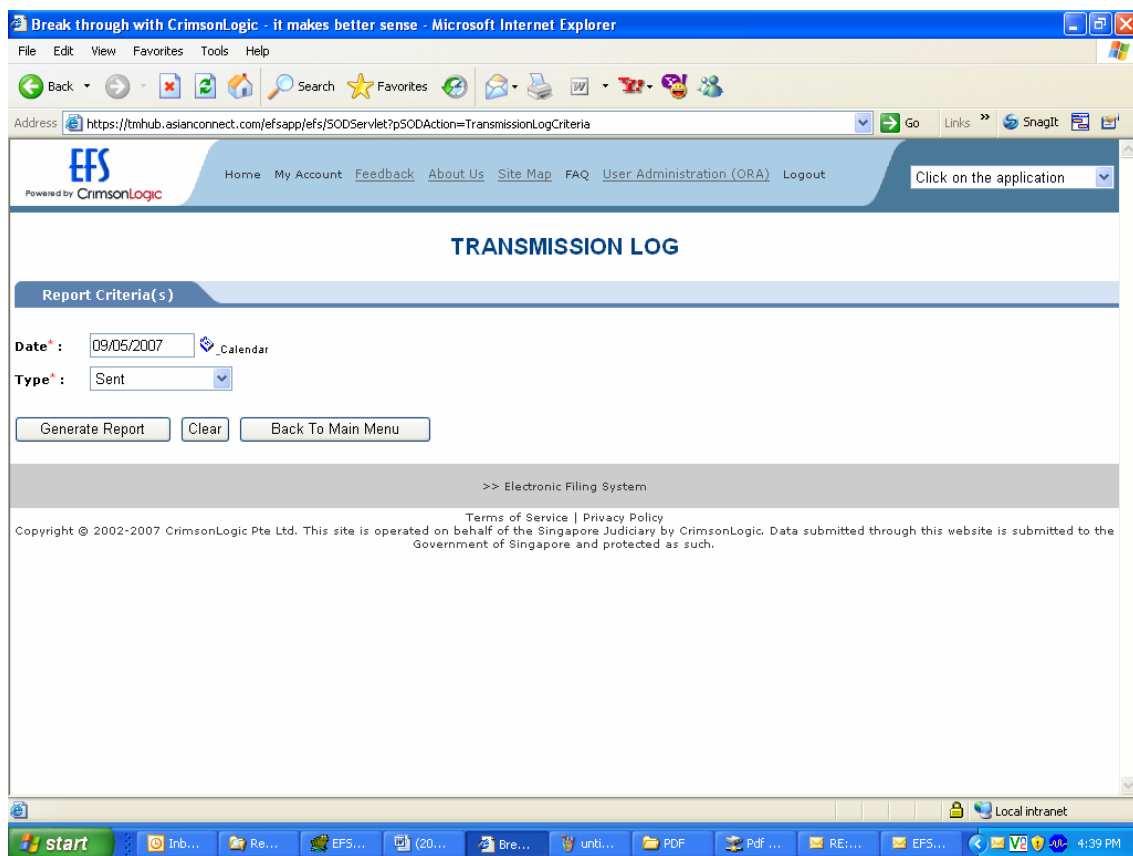
This report allows the user to print the list of Uniqueref Numbers of the submissions and Services sent, Unpacked. And also gives the log for the View Server Copy function usage to retrieve the PDF.

User Entry Check List:

1. Need to select the Date from which he wish to see the Transmission Log.
2. Need to select the Mode for which the report need to be generated.

Modes:

- Sent
- Unpacked
- View Server Copy



Report:

The report displays Submissions and Services in two different sections with the following details:

Unique Reference No, Date time, Status, Userid and Remarks.

Print button enables the user to print this report to the printer and get the hard copy.

Break through with CrimsonLogic - it makes better sense - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: O:\TEAMS\LEGAL\004-Products\EFS\EFS-Frontend\Prototype\Prototype for Phase 8.0\CommunicationLogResult.html

Home My Account [Feedback](#) [About Us](#) [Site Map](#) [FAQ](#) [User Administration \(ORA\)](#) Logout

Click on the application

TRANSMISSION LOG REPORT

Date : 08-02-2007
Type : Sent

| Submissions | | | | | | |
|-------------|---------------------|---------------------|---------|------------------|---------|--|
| S/N | Unique Reference No | Date | Status | Remarks | User ID | |
| 1 | fr100120070207A0009 | 08-02-2007 10:30 am | Success | | yurong | |
| 2 | fr100120070208A0005 | 08-02-2007 11:30 am | Success | | yurong | |
| 3 | fr100120070208A0003 | 08-02-2007 10:30 pm | Failed | Locked By yurong | rupa1 | |
| 4 | fr100120070208A0002 | 08-02-2007 09:30 am | Failed | Locked By yurong | rupa1 | |

| Services | | | | | | |
|----------|---------------------|---------------------|---------|------------------|---------|--|
| S/N | Unique Reference No | Date | Status | Remarks | User ID | |
| 1 | fr100120070207A0009 | 08/02/2007 10:30 am | Success | | yurong | |
| 2 | fr100120070208A0005 | 08-02-2007 10:39 am | Success | | yurong | |
| 3 | fr100120070208A0003 | 08-02-2007 10:30 am | Failed | Locked By yurong | rupa1 | |
| 4 | fr100120070208A0002 | 08-02-2007 10:30 am | Failed | Locked By yurong | rupa1 | |

Print OK

Done Local intranet

start In... Pr... EF... (2... Br... un... PDF Pd... RE... EF... Br... 4:40 PM

Chapter 12 - Document Search and View

This Document Search and View Module allows the users to perform searches on the documents submitted to the Courts with corresponding replies and any correspondence exchanged with the Courts or other law firms. The document based on Search criteria like partial string of URN, Case Number, File Reference Number, documents based on court type and Date range.

From the document search and view search criteria page a user can get the following lookup information

1. Case Number lookup by entering case type and case year in the lookup screen.
2. File Reference Number by entering first few letters of the file reference number.
3. A Calendar to populate the date range for the search criteria.

- Click on the <Document Search and View: Search the Document(s) filed previously> link in the Main Menu.

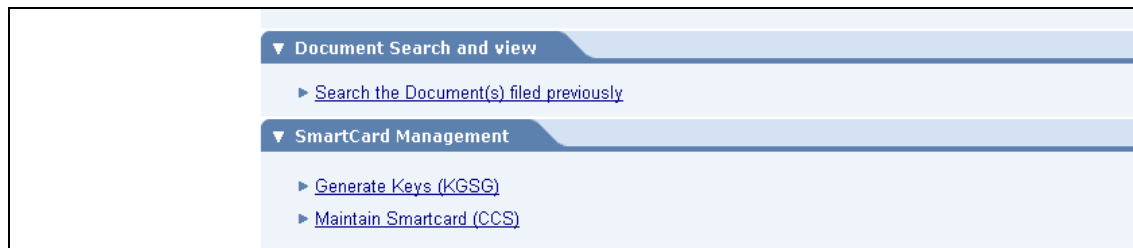


Figure 12.1: Document Search and View link from the Main Menu

Document Search and View page is displayed.

This page accepts the following information

1. Partial string of urn,
2. Case number,
3. File Reference Number
4. Name of document,
5. Date sent (date range)
6. Date retrieved by SNS. (Date range)

The user must enter/select minimum of one search criteria to proceed. If you do not provide that information a message is prompted asking you to enter a search criteria.

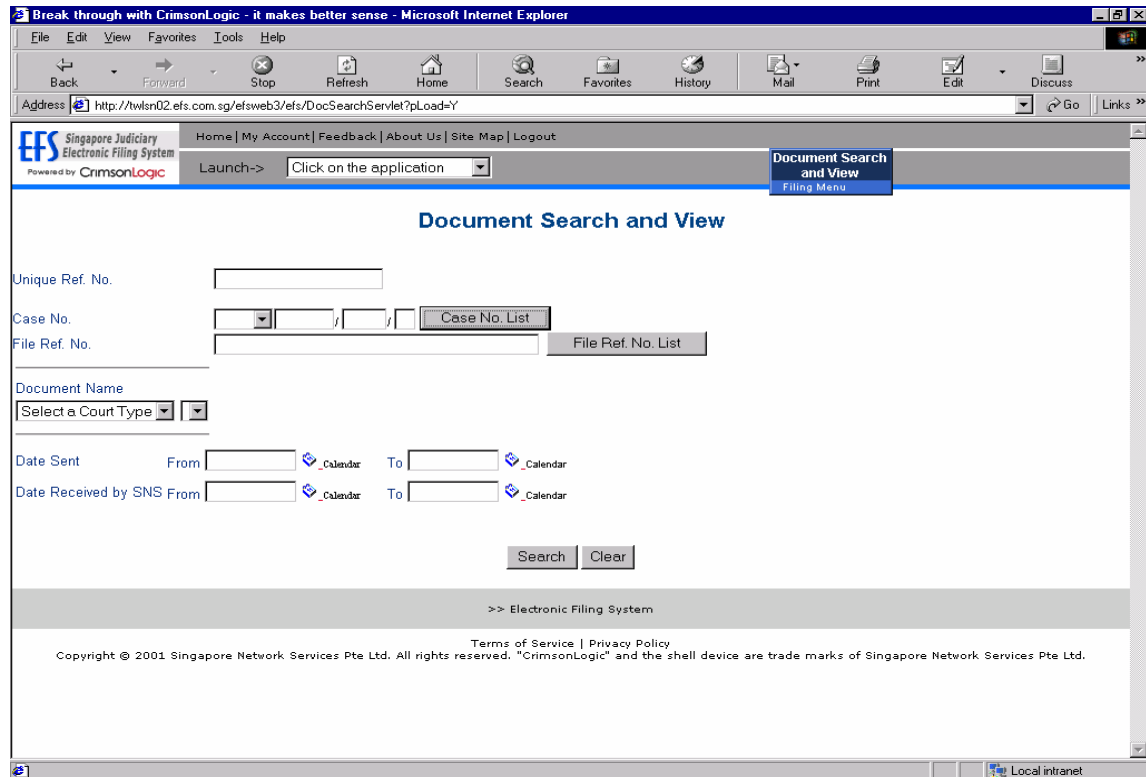


Figure 12 .2: Document Search & View

- Click on the <Case No. List> button in Document Search and View page

A pop-up window is displayed from which you can enter search string to display the list of case numbers for the search criteria.

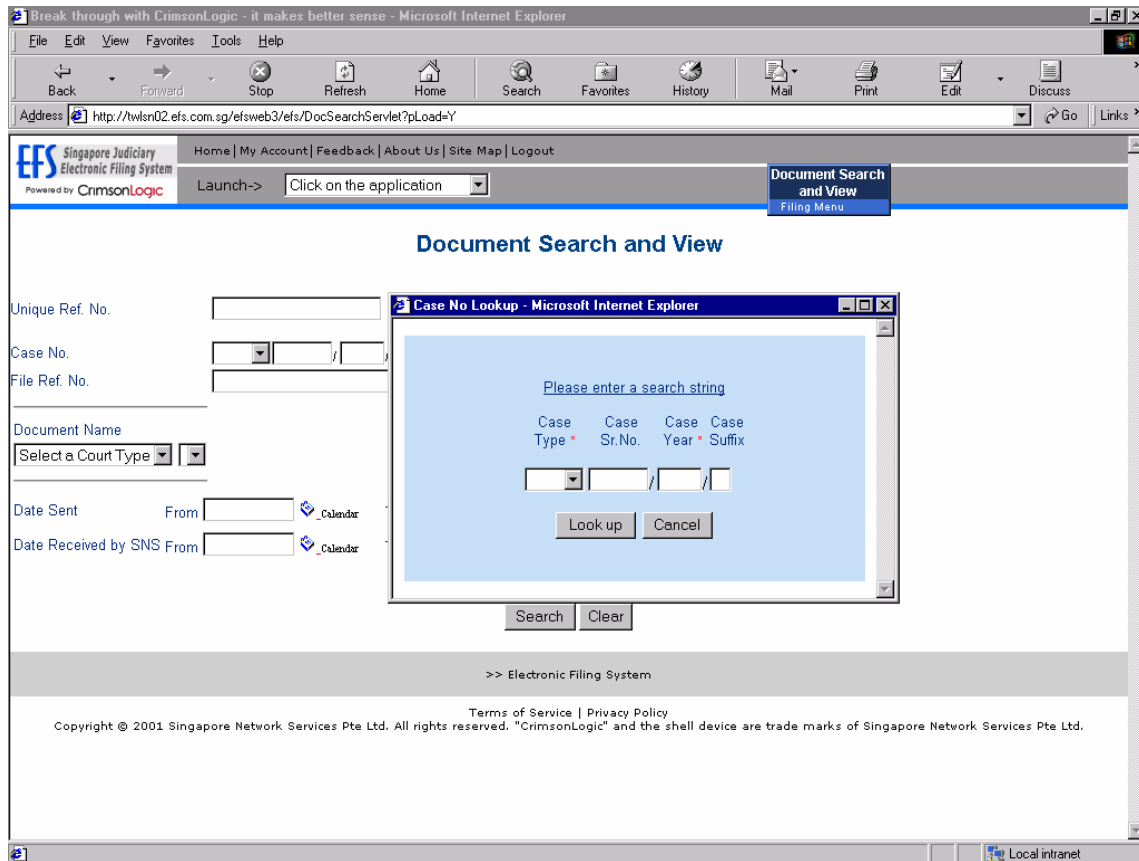


Figure 12.3: Search string entry by Case No.

The user can see the search result for the given search string of Case number as follows.

- Click on the <Case No. > hyperlink in the result page

On click of the case number from the case number list page, the selected case number will be populated in the Document Search and View criteria page and the child window will be closed.

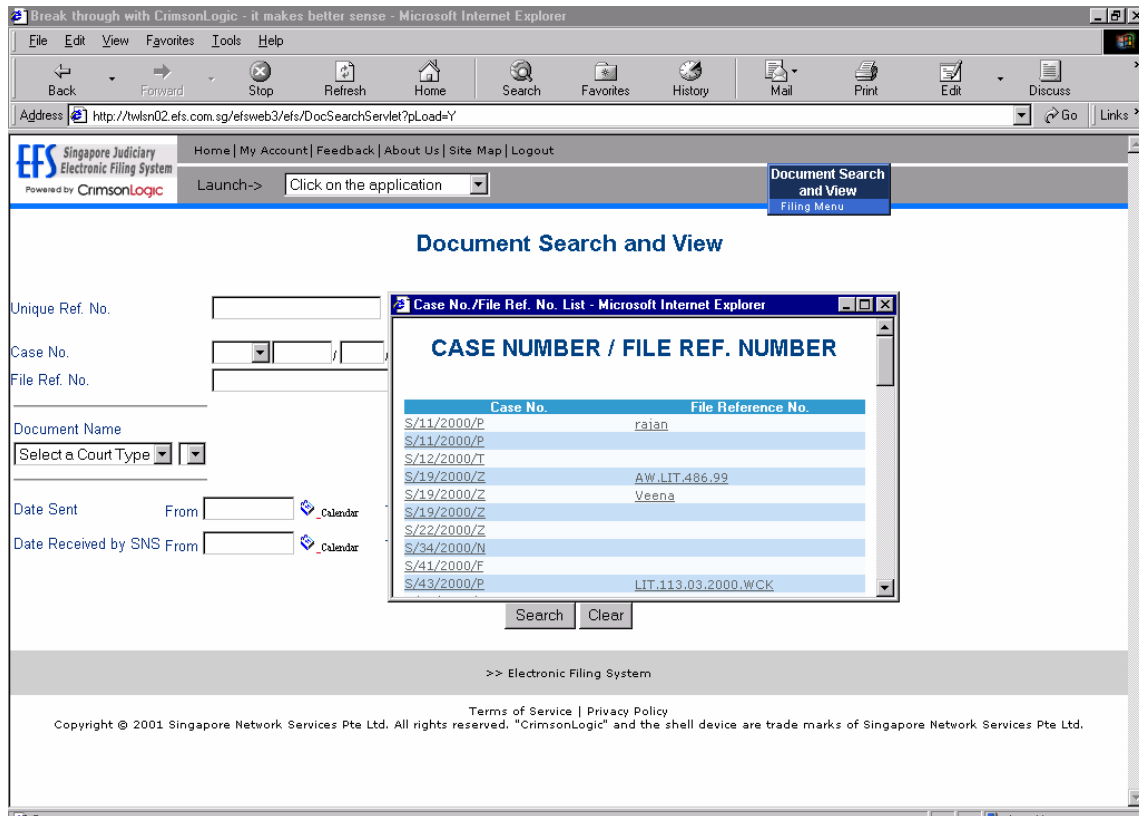


Figure 12.4: Case No./File Ref. No. Lists

- Click on the <File Ref. No > button in the Doc Search and View page

A pop-up window is opened with a text field to enter first few letters of the File reference number . On click of Look-up button it retrieves all the file reference number starting with the search string.

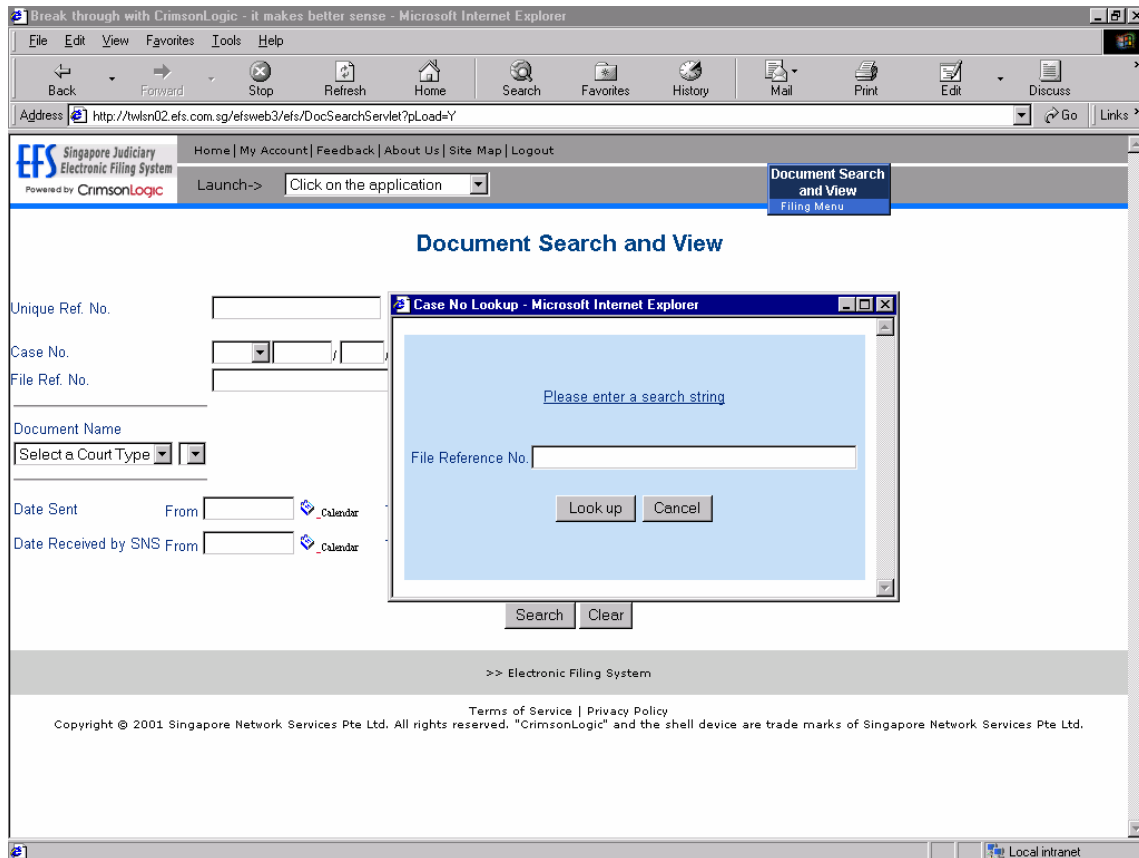


Figure 12.5: Search string entry by File Ref No.

- Click on the <Calendar > icon in the Doc Search and View page

This function opens a calendar through which user will be able to select the date. The date will be populated to the date field and the calendar window will be closed.

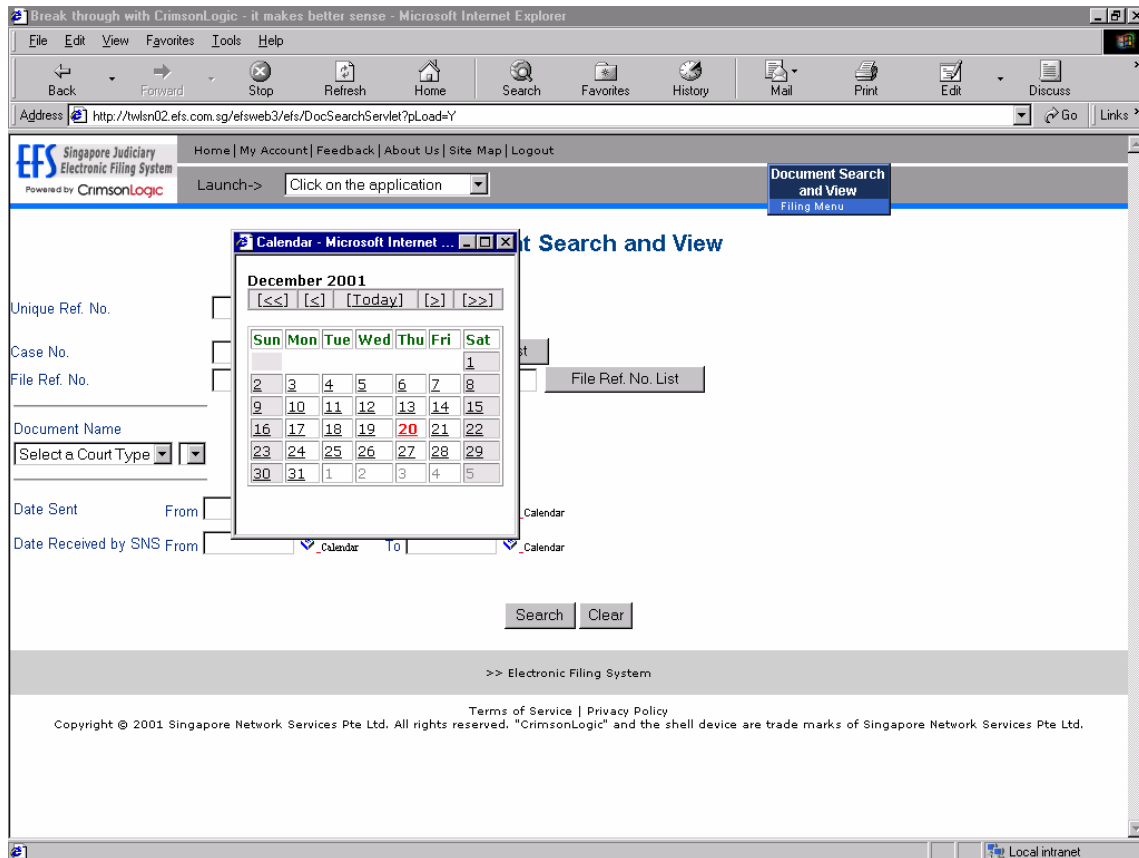


Figure 12.6: Calendar

- Click on the <Court Type > drop-down in the Doc Search and View page

On selection of the court type, the list of documents for the selection is displayed in the drop-down menu. Please select a document you want to search for.

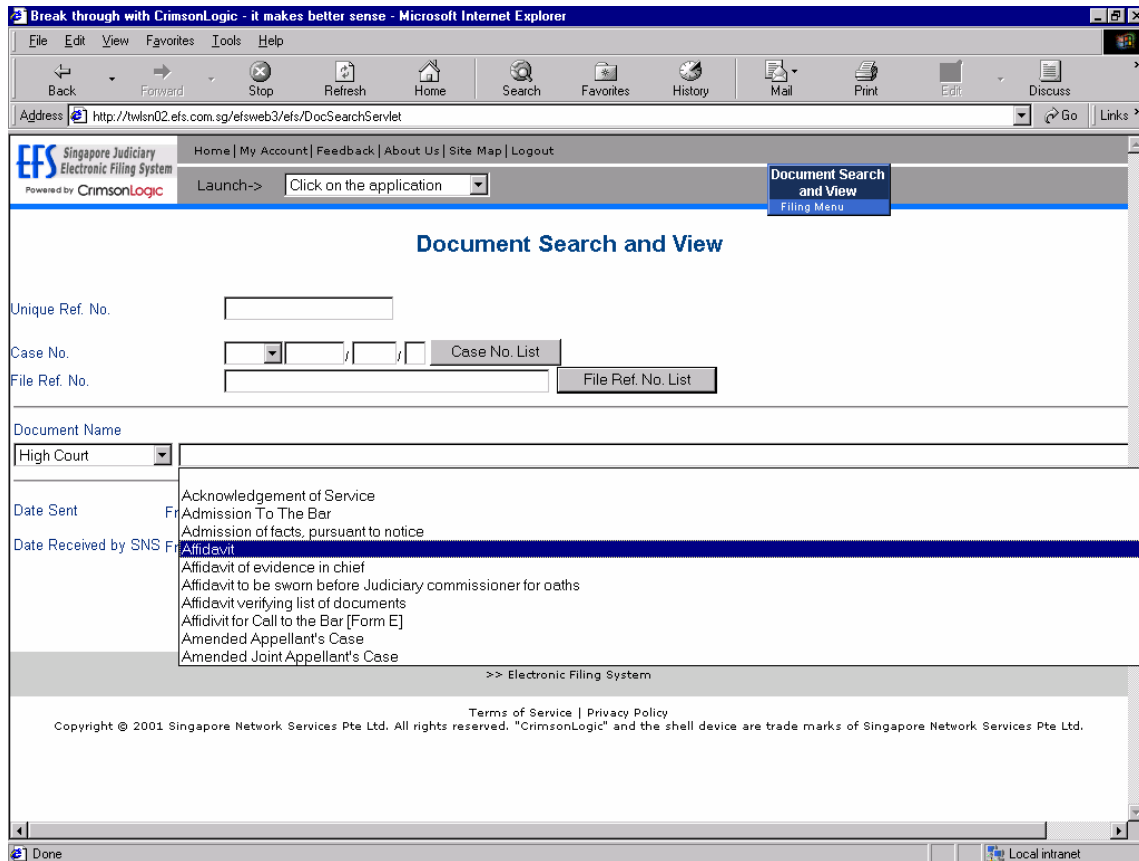


Figure 12.7: Document selection

- Click on the <Search > button in the Doc Search and View page

This performs the search for the information provided in the Document search and view screen. The results are displayed in the Document Search Results page. The details for the first 20 urns are displayed in the first page. There are hyper-links provided in the same page to go to the next page.

The screenshot shows a web browser window displaying the 'Document Search Results' page for the Singapore Judiciary Electronic Filing System. The page features a table with the following data:

| S/No. | Unique Ref. No. | Case No. | (1) Sender's File Ref. No. (2) Recipient's File Ref. No. | DCN | Document No. | Source PDF | Reply PDF | (1) Date/Time Fetched by (2) Date/Time Filed (3) Date/Time Retrieved |
|-------------------------------|-----------------|--------------|---|-----|--------------|--|-----------|--|
| 1. cpw40012000042800002 | | | | | | | | |
| Affidavit | | S 145/2000/E | (1) EL/9724/2000 (2) | | | c:\EFS\EFS_DATA\PDF\EL9724AFF.pdf | | (1) 28/04/2000 05:29:50 PM (2) 28/04/2000 05:14:03 PM (3) |
| Certificate Of Non-Appearence | | S 145/2000/E | (1) EL/9724/2000 (2) | | | c:\EFS\EFS_DATA\PDF\EL9724CERT.pdf | | (1) 28/04/2000 05:29:50 PM (2) 28/04/2000 05:14:03 PM (3) |
| Judgment Under O 13 | | S 145/2000/E | (1) EL/9724/2000 (2) | | | c:\EFS\EFS_DATA\PDF\EL9724JUDG.pdf | | (1) 28/04/2000 05:29:50 PM (2) 28/04/2000 05:14:03 PM (3) |
| Note Of Costs | | S 145/2000/E | (1) EL/9724/2000 (2) | | | c:\EFS\EFS_DATA\PDF\EL9724NOC.pdf | | (1) 28/04/2000 05:29:50 PM (2) 28/04/2000 05:14:03 PM (3) |

Below the table, there is a link '>> Electronic Filing System' and a footer containing 'Terms of Service | Privacy Policy' and 'Copyright © 2001 Singapore Network Services Pte Ltd. All rights reserved. "CrimsonLogic" and the shell device are trade marks of Singapore Network Services Pte Ltd.'

Figure 12.8: Search Results

There are links provided in the floating pop-up menu bars to go to Document Search and View and Filing menu page

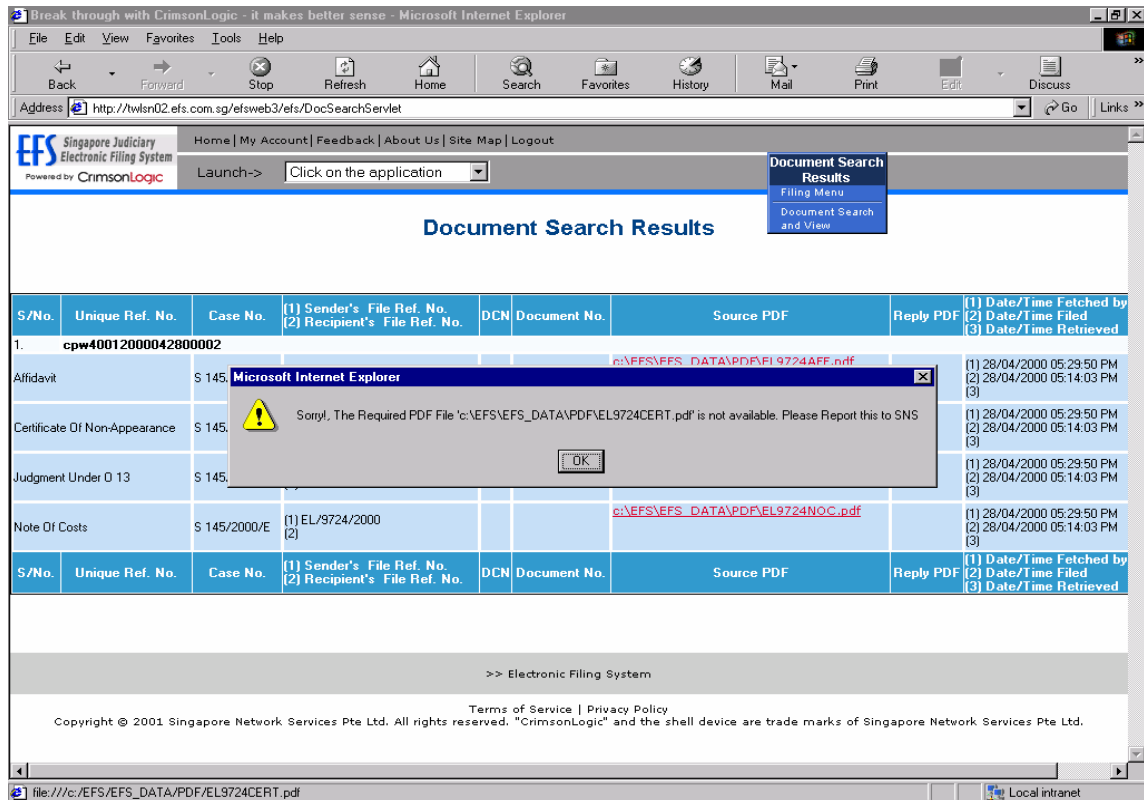


Figure 12.9: Error prompt

The user can be able to see the following information in the result page.

1. Unique reference number
2. Case Number,
3. Sender's File Reference Number
4. Recipient File Reference Number
5. DCN
6. Document Number
7. Source PDF
8. Reply PDF
9. Date/Time Fetched
10. Date/Time Filed
11. Date/Time Retrieved

The PDF files can be viewed by way of clicking the hyperlink provided in the result page. If the selected PDF file is not found in the path specified in the hyper-link, a message will be prompted to the user accordingly.

There are links provided in the floating pop-up menu bars to go to Document Search and View and Filing menu page

Chapter 13 - Miscellaneous

13.1 Composing a Cover Page

Users no need to attach a cover page document upon filing. The system will check for required cover page for the document filed and will be generated by the system. But user needs to compose a cover page upon filing a document.

Following are the steps involved for composing a cover page:

Step 1:

If a submission is a fresh i.e. cover page not yet composed then after adding a document to the submission, "Compose Cover Page" link will be shown for each document if cover page required and upon clicking the link, system will alert if a cover page is not composed yet.

If a submission is already created with the cover page and when opening or duplicating the submission, the cover page information for all the documents will also be loaded in to the compose cover page.

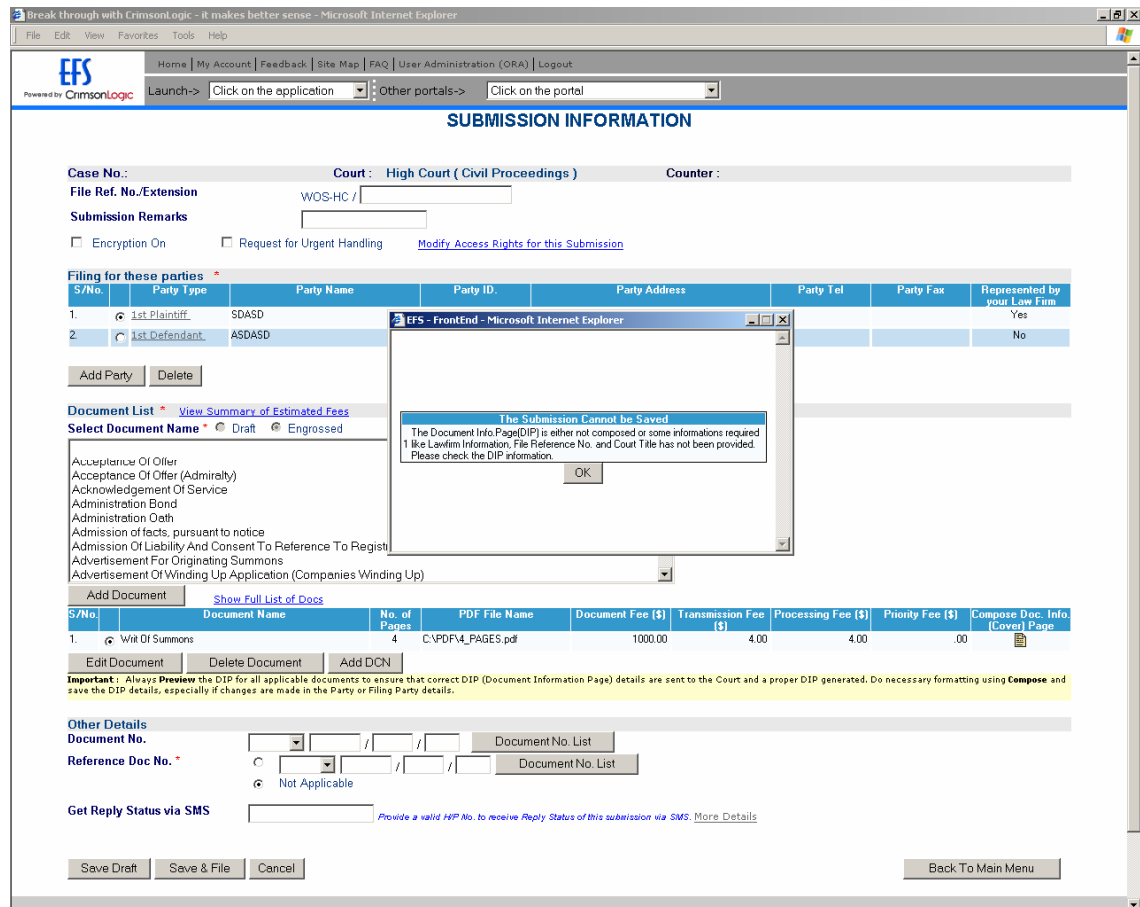


Figure 13.1: Document Info. Page prompt

Step 2:

Click <OK> will proceed to compose the Document Info. Page (Fig 13.2).

COMPOSE COVER PAGE

IN THE SUBORDINATE COURTS OF THE REPUBLIC OF SINGAPORE

Parties in the Case ?

Enter "IN THE MATTER OF" paragraph below, if any (max. 500 letters). Delete the text, if not applicable.

In the matter of

Add more paragraph

Seq. No. **BETWEEN**

| Seq. No. | Sr. | Name | Id. No. | |
|----------|-----|------------|-----------|------|
| 1 | 1 | John Doe | F1234567A | Up |
| 2 | 2 | Mary Doe | F7654321B | Down |
| 3 | 3 | James Bond | UK-007 | |

...Plaintiff(s)

Seq. No. **AND**

| Seq. No. | Sr. | Name | Id. No. | |
|----------|-----|-------------|-----------------|------|
| 1 | 1 | Lai Sue Mee | S1234567X | Up |
| 2 | 2 | Lim Oh Zin | (Not Available) | Down |

...Defendant(s)

Parties in Originating Case: S/1/2004/X ?

Show this Originating Case section on the cover page

Enter "IN THE MATTER OF" paragraph below, if any (max. 500 letters). Delete the text, if not applicable.

In the matter of

Add more paragraph

BETWEEN

Party Type:

AND

Party Type:

Add more party

Filing Law Firm Details ?

| Solicitor Name(s)* | Law Firm Address and Contact Nos.* |
|--------------------|---|
| Andrew Law | M/s Andrew Law & Partners No. 1 Litigation Rd. #01-01 ALP Tower Singapore 123456 Tel: (65) 66667777 Fax: (65) 66668888 |

File Ref. No.*

AL/2004/99999/XYZ

Filed on:

13-NOV-2004

Save Cover Page Undo Changes Close

>> Electronic Filing System

Terms of Service | Privacy Policy

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Figure 13.2: Compose Document Info. Page

Following Sections are available in the Compose Cover Page:

- Parties in the Case.
- Parties in the Originating Case.
- Filing Law firm Details.

1. Parties in the Case Section:

All the parties added in the submission will be taken over to this page as in the same order of Submission i.e. parties will be grouped by party type (like plaintiff, defendant). If each group contains more than one party, then the parties in the group will be order in the party number. (Like 1st Plaintiff, 2nd Plaintiff etc ...)

Depending on the type of document, the party group will be placed for BETWEEN, AND section in the party. Next to the each party group, a list with the sequence number of total party group will be shown. User can re-sequence the party groups so that the BETWEEN, AND sections will be re-arranged.

User can also re-arrange the parties inside the each party group for the cover page only. The change in the party order will not be updated for submission. User can select the radio button in the party group and click the <Up> or <Down> button so that the selected party in the party group will be moved up or down in the same party group.

2. Parties in the Origination Case Section:

a) If user creating a submission from the case file, then the originating case numbers added in the case file will taken over to this submission and for each originating case number, the party section and "IN THE MATTER OF" section will be shown. User not allowed adding more Originating case numbers in this page.

b) If user creating a submission in the classic EFS, then the originating case number can be added in the submission header page. For each originating case number, the party section and "IN THE MATTER OF" section will be shown. User can add more Originating case numbers in this page.

3. Filing Law Firm Details:

Users are allowed to change the Law Firm details like solicitor(s) names, Law Firm address and contact number, File Ref. Number to be shown in the cover page. They can enter those information in the compose cover page Filing Law Firm Details section.

| | |
|---|---|
| Parties : | |
| ITMO (IN THE MATTER OF) | User can enter max 500 char in the text area and can add more sections by clicking Add More Paragraph link. Maximum of 20 "IN THE MATTER OF" paragraphs can be added for the party section. |
| Sequence List | To re-arrange the "BETWEEN, AND "sections i.e., the grouped parties can be re-sequence by selecting the sequence number in this list. |
| <Up> & <DOWN> button | Parties inside each party group can be re-sequenced by selecting the radio button and click either <UP> or <Down> button. |
| Originating Case Parties : | |
| Show this Originating Case section on the | User can check this box to show the selected originating case number to be shown in the cover page |

| | |
|---------------------------------------|---|
| cover page | |
| IN THE MATTER OF | This text area is available for each originating case numbers. Each text area can have maximum of 500 char length and user can click Add More Paragraph link to add more paragraph. Maximum of 20 sections can be added. |
| BETWEEN Party | Text area will be shown to enter the party information for the selected originating case number. User can group the originating case party information by party type and can enter by party order number like <SR Num> <PARTY NAME> <PARTY ID>. User can add more party groups by clicking Add More Party link and also can remove the party group by clicking Remove above Party link. |
| Filing Law Firm Details : | |
| Solicitor Name(s): | Text area to enter the solicitor details to be shown in the cover page. This is mandatory field. |
| Law Firm Address and Contact Nos | Text area to enter the law firm address and contact number that to be shown in the cover page. |
| File Ref. No. | File Reference number to be shown in the cover page. |
| | |
| <Save Cover Page> Button | Upon clicking this button, the information provided in the compose cover page will be saved. But if the submission cancelled, then the composed cover details changes also will be cancelled. |
| <Undo Changes> button. | Clicking this button will reset the changes done in the page without saving. |
| <Close> button | Clicking this button will close the page. |

13.1.1 Preview a Cover Page

After the cover page is composed, user can preview the cover page before saving. By clicking the Preview tab in the compose cover page, preview will be shown. The previewed cover page can be printed by clicking the print image in the preview.

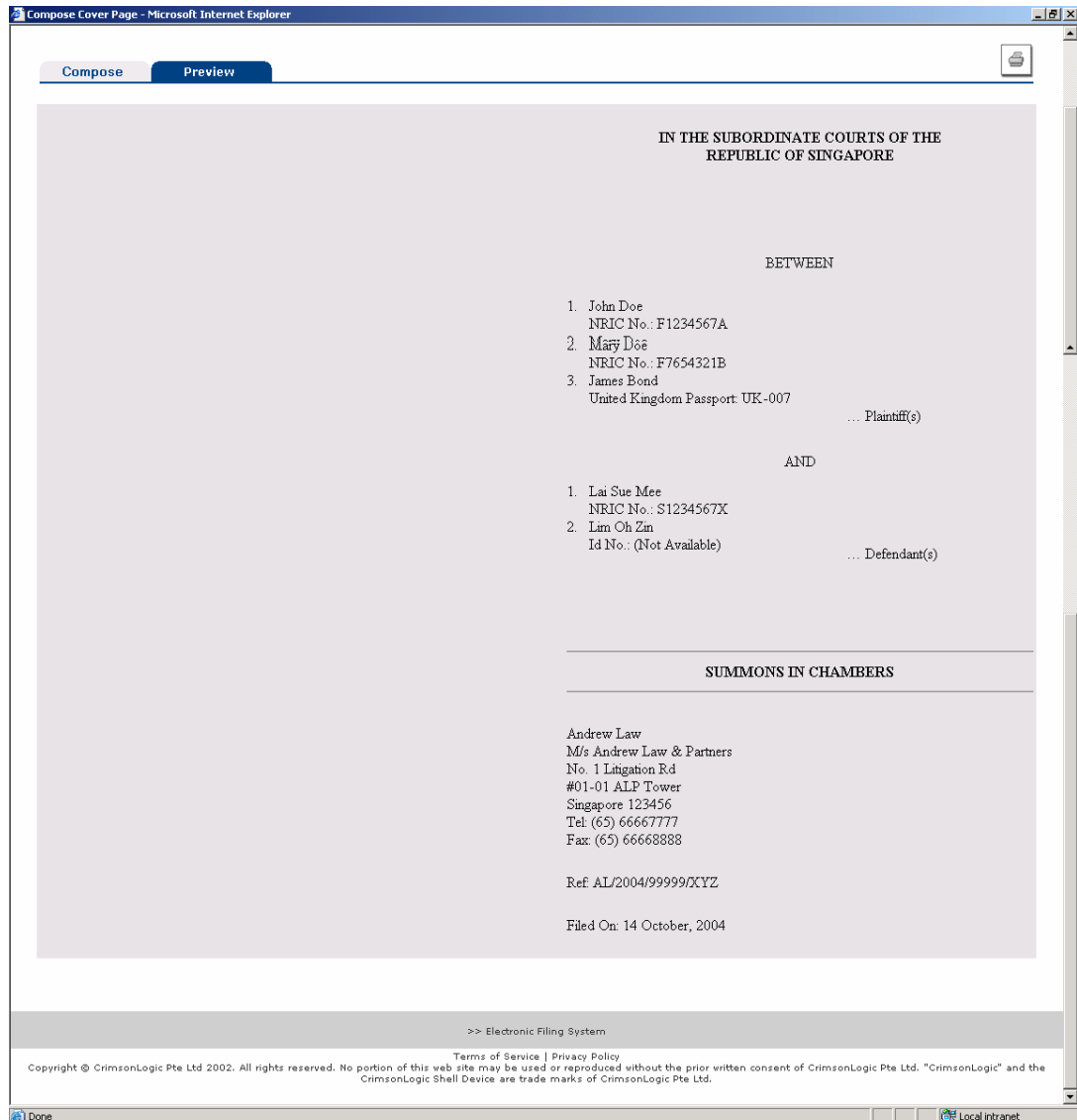


Figure 13.3: Preview Document Info. Page

13.2 PDF Viewer

Overview

The PDF Viewer is an Adobe Acrobat plug-in/add-on product. It provides the functionality for creating, editing, reviewing and rendering of annotations on Portable Document Format (PDF) files being viewed by the Acrobat Exchange viewer. Apart from providing some of the standard annotation features, the PDF Viewer also allows the users to set security options for the annotations.

Before using the PDF Viewer, it is important to understand the relationship between the annotations created by PDF Viewer and the PDF document. Annotations are the comments and additions added to the PDF document. Annotations may be drawings, text highlights, whiteouts etc. These annotations are saved as part of the PDF document. They, however, do not change the contents of the original PDF document in any way.

When a PDF document is annotated, a separate layer is created on top of the document, similar to a clear sheet of paper. Annotations are part of this separate layer. Therefore, when an annotation is edited or deleted, the original PDF document remains unchanged. Annotations will also not appear when a PDF document is printed unless they are rendered into the document.

The PDF Viewer comes with the following tools for annotating on a PDF document:

| | |
|-----------------------|--|
| Text | For textual information |
| Highlight | For highlighting a bounded area |
| Stamp | For affixing stamps |
| Strikeout | For striking out text |
| Underline | For underlining text |
| Ellipse | For drawing ellipses/circles |
| Rectangle | For drawing rectangles |
| Ink | For free-form drawing |
| Colour | To facilitate setting of colours |
| Line style | To facilitate setting of line styles |
| Deselect | To deselect any annotations |
| Delete-all | To removing all annotations from a document |
| Line | For drawing lines |
| Arrow | For drawing arrows |
| Whiteout | For hiding a bounded region |
| User's Guide | For the PDF Viewer on-line help |
| Configuration Manager | For configuring certain behaviour of the PDF Viewer. For example, to prompt user for confirmation before deleting any annotation |
| Annotation Manager | For easy management of annotations in a document. For e.g. to list all the annotations by date or by type |

EFS Tools Bar

The behavioural characteristics of the tools present in the PDF Viewer are described here. The user can modify and control the properties of the EFS tool bar.

EFS Tools Bar

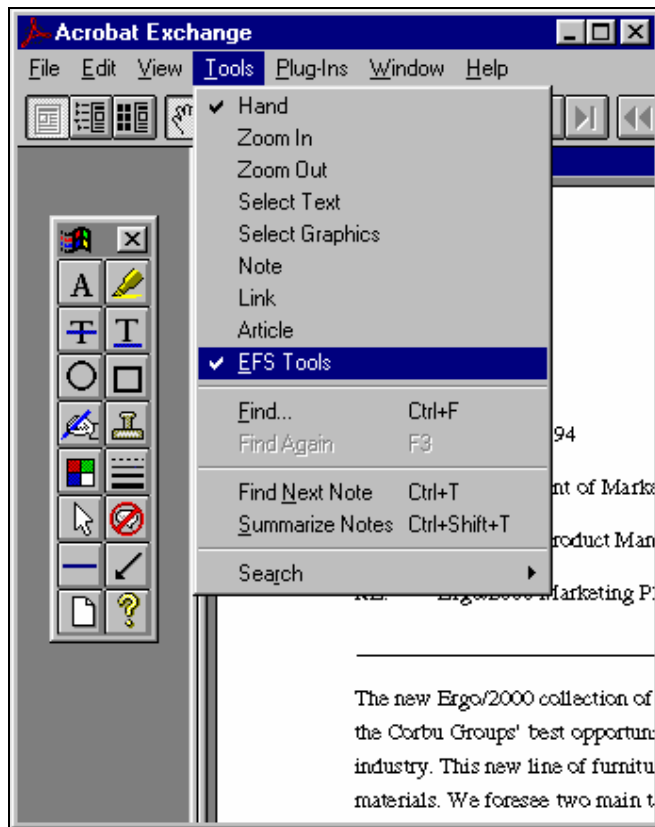


Figure 13.4: Invoking EFS Tools Bar

PDF Viewer plug-in appears as "EFS Tools" under the "Tools" Menu of Acrobat Exchange. Clicking on EFS Tools option opens the EFS Tools bar on the left as shown in Figure 12.4.





















An EFS Tools button is also provided in the PDF Viewer's toolbar. Selecting this button will also enable the EFS Tools bar. Deselecting this button will close the bar. (Note: The user has the option to show or hide this button).

The EFS Tools bar can be moved anywhere on the screen. Simply grab the rectangle on the top of the palette with the left mouse button. Hold the button down and drag the palette to a new location.



Figure 13.5: EFS Tools Bar

Each tool can be selected by clicking on the appropriate button. The tool bar contains the following tools, as shown in Figure 12.5.

| | |
|-----------------------|---|
| Text Annotation |  |
| Highlight Region |  |
| Strikeout Text |  |
| Underline Text |  |
| Ellipse |  |
| Rectangle |  |
| Ink |  |
| Stamp |  |
| Colour Palette |  |
| Line Style |  |
| Deselect |  |
| Delete All |  |
| Line |  |
| Arrow |  |
| Whiteout |  |
| User's Guide |  |
| Configuration Manager |  |
| Annotation Manager |  |

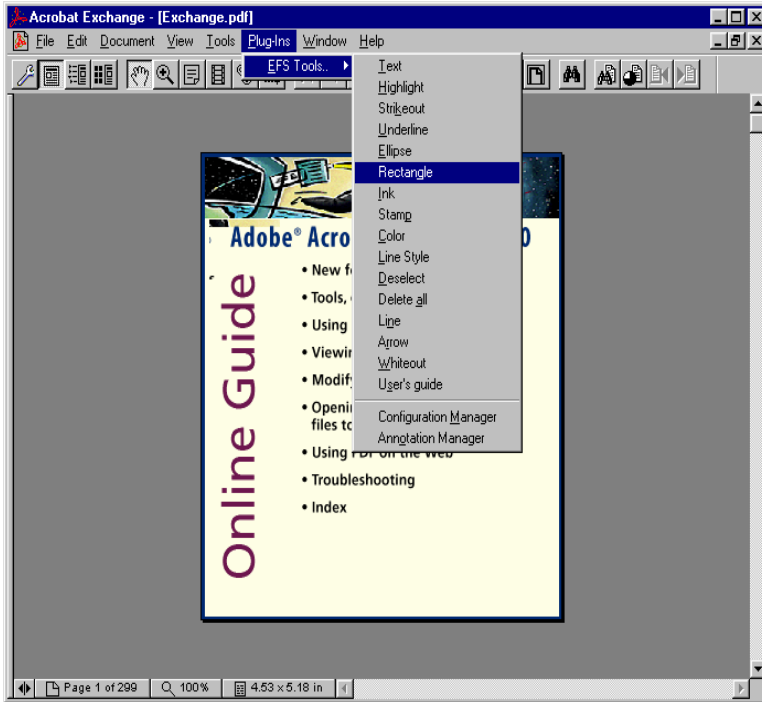


Figure 13.6: Invoking Tools from within menu


Alternatively, each annotation tool can also be selected by checking its menu item under the "Plug-In" menu of "EFS Tools" (see Figure 13.6).

Common Features

This section describes the common functionality for all annotations. The common features include the following:

- ⇒ Selection
- ⇒ Properties
- ⇒ Colour
- ⇒ Security

All annotation tools when selected can be used only once. However, the Ink tool can be used as long as the user does not deselect it.

Press the  icon whenever you need to deselect any selected annotation.

Whenever a tool is selected, the cursor changes to a plus shape. Whenever the mouse cursor crosses an annotation, it changes to a 'pointing hand' cursor shape. When selecting text, the cursor changes to an 'I' shape.

The PDF Viewer follows a consistent mechanism to select annotations and perform various operations.

Selection

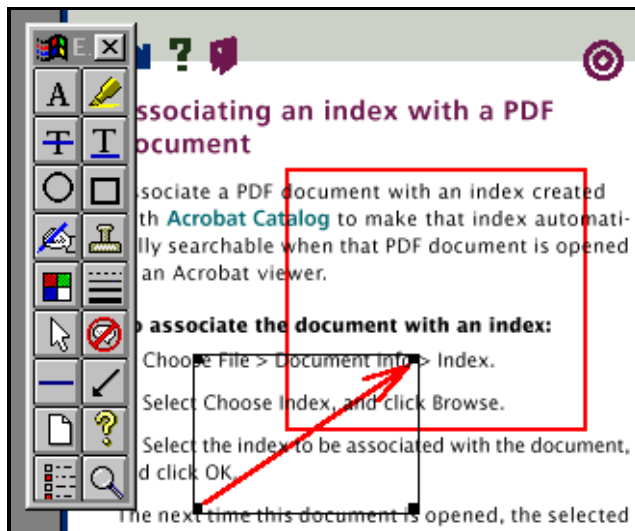


Figure 13.7: Selecting the line with arrow annotation

A single click of the left button on the mouse selects an annotation. This is displayed by a black bounding box enclosing the annotation, as shown in Figure 12.7. The Four Corners of this bounding box is thickened. These tiny boxes can be used for resizing an annotation when appropriate.

To move an annotation, hold down the left button and reposition it on a new location. The bounding box will be drawn to the new location. Releasing the button will reposition the annotation in this new location.

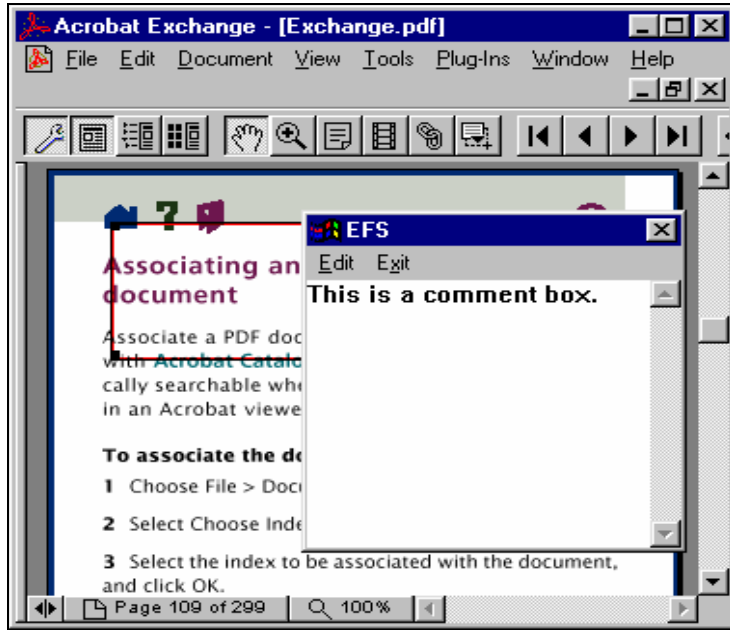


Figure 13.8: Example of a non-editable comment box

A non-editable comment box will appear if the left button is pressed and the mouse not moved within a few seconds, as shown in Figure 13.8.

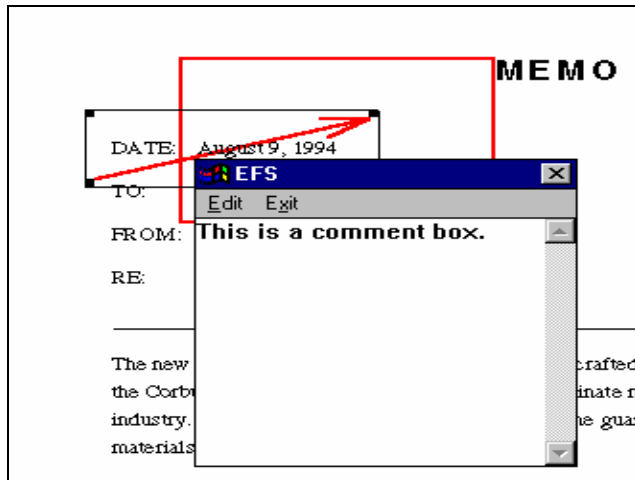


Figure 13.9: Example of Editable comment box

A double click on the left button of the mouse will display an editable comment box (see Figure 13.9). You can add comments to the annotation in this comment box. Clicking outside the comment box (anywhere on the document) will close this comment box.

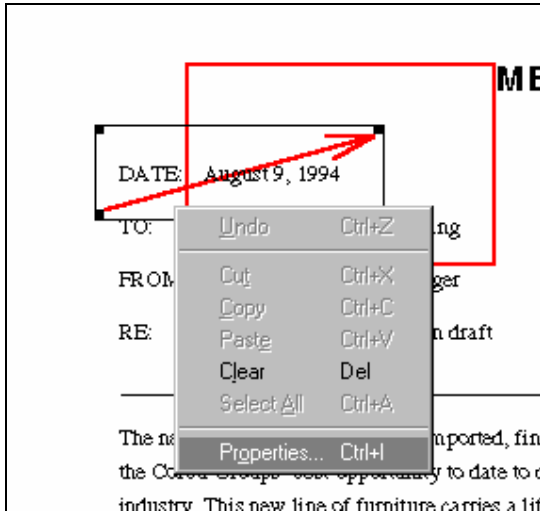


Figure 13.10: Annotation POP UP menu box

All annotations support a pop up menu (see Figure 13.10) to enable the user to set properties for that annotation or to delete the annotation. The menu appears when the right mouse button is clicked. Most of the menu items are greyed meaning that they are not accessible. If a user does not have delete access (see explanations on Security in later sections) for that annotation, this option will also appear greyed.

Properties

Selecting the Properties item will open up the properties dialogue box (see Figure 13.10). The Properties dialogue box will have the following:

| | |
|-----------------|---|
| Annotation type | Type of the selected annotation. |
| Owner | Name of the person who created the selected annotation. |
| Date | Date and time when the selected annotation was created. |
| Colour | Colour of the selected annotation. For text annotation, this can be text colour or background colour. |
| Line Style | Style of line, in case of line or arrow annotation. |
| Arrow Style | Style of arrow, in case of arrow annotation. |
| Security | Security level of the selected annotation. |

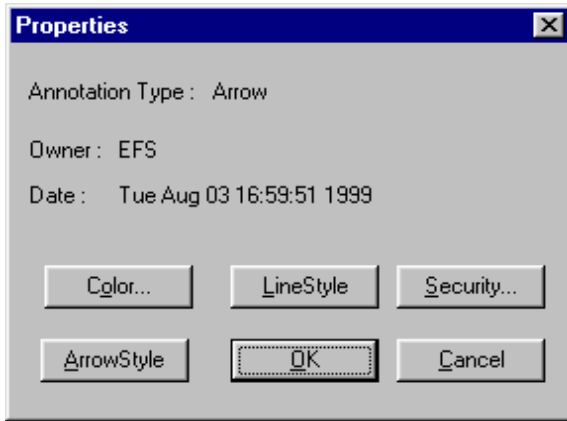


Figure 13.11: Properties dialogue box of Arrow Annotation

The Colour and Security options are standard.

Colour

The Colour option allows the setting of the colour for the annotation in question. By clicking on the **Color...** button, a colour palette (see Figure 13.12) will appear for you to select the colour you want the annotation to assume.

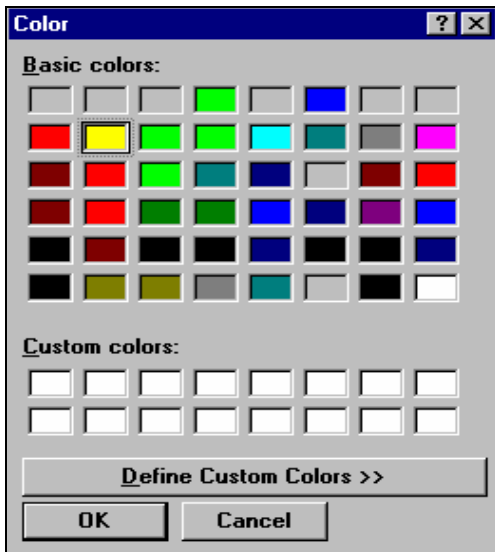


Figure 13.12: Properties - Colour Palette

Security

The Security option implements the security features within the PDF Viewer plug-in. By clicking on the **Security...** button, the Annotation Security box will appear.

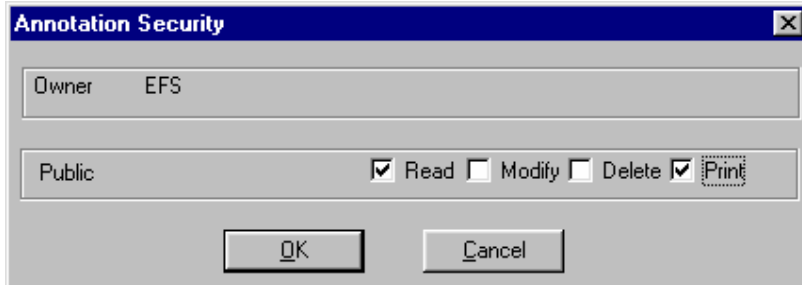


Figure 13.13: Annotation Security dialog box

Users can secure annotations created by him against unauthorised access. Users can also grant access to an annotation to groups of users.

Annotations have access privileges associated with them. The creator of the annotation is known as the owner. Only the owner can modify the access privileges of the annotation and privileges to the public user.

- ⇒ Owner
- ⇒ Public

Owner can assign privileges to the public user for the following options.

- ⇒ Read
- ⇒ Modify
- ⇒ Delete
- ⇒ Print

If a public user logs in and if the owner has not given him the privilege for read permission for a particular annotation, then the annotation will not be visible to him. If a user does not have modified, delete or render permission then he cannot modify, delete or print that annotation respectively. (Note: Render permission is required for printing an annotation)

Comment Box

This is useful in describing an annotation. Double clicking an annotation opens a comment box associated with it. This is a simple editor. User can modify the text in it if he has the modify permission for the annotation.

If user holds the left mouse button for a while on a selected annotation, the comment associated with it will be displayed in a non-editable box. This box will disappear if the mouse is moved or mouse button released.

If settings have been made in the Configuration Manager, the comment box will be displayed automatically whenever a new annotation is created.

Text Annotation Tool

The text annotation tool enables users to add descriptive text to their document. Users can create a text annotation the same way they create a Highlight, i.e., by stretching a box over the document. Text annotations can be resized and moved.

To create a text annotation

Select the Text Annotation tool on the EFS Tools palette.

Stretch out a rectangular area on the document in which you wish to type text. This box will act like a bounding box for the text you type.

Release the mouse button. A box with a cursor will be created for you to type any text. You can edit the text inside the box like you do in an edit field control. The text will be word wrapped and left aligned.

On closing the box, the annotation will appear as a transparent note.

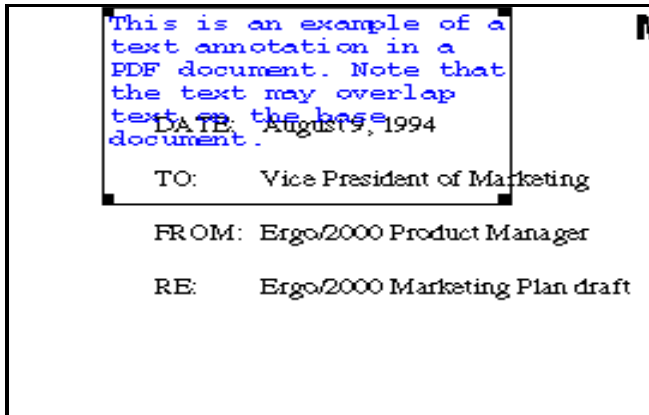


Figure 13.14: example of Transparent Text Annotation

The Properties box (see Figure 13.15) for a Text annotation has the following options

- ⇒ Mode
- ⇒ Text Colour
- ⇒ Border
- ⇒ Font Style
- ⇒ Background colour
- ⇒ Security

Clicking on each of the button will display another dialogue box, except for border, which will invoke a list.

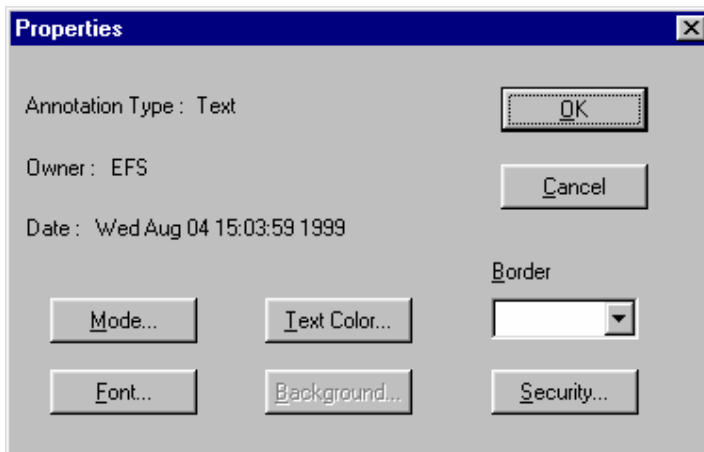


Figure 13.15: Text Annotation Properties box

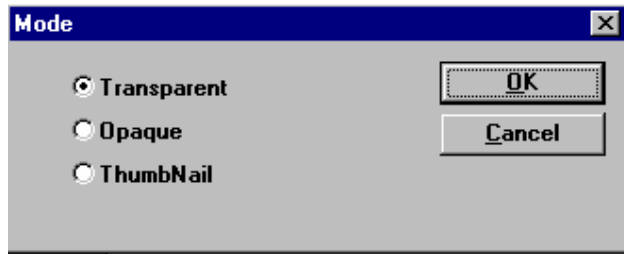


Figure 13.16: Text Mode options

The mode option provides a facility to let the text annotation appear as transparent, opaque or as a thumbnail. Figure 13.14 shows an example of a transparent Text annotation (notice that the text on the base document is visible). Figure 13.17 shows an example of an Opaque Text annotation with the text on the base document being obscured. Figure 13.18 shows an example of a Thumbnail.

Note: If user creates a text object without any text, and with a transparent background, the resulting object will exist but will not be visible.

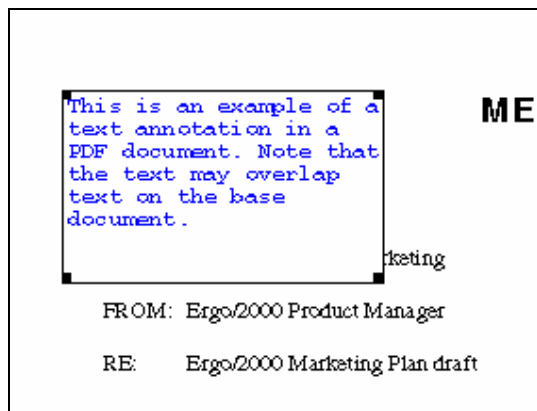


Figure 13.17: example of Opaque Text Annotation

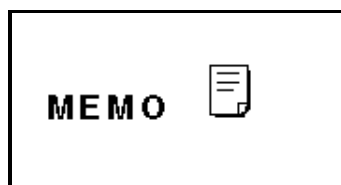


Figure 12.18: example of a Thumbnail

The appearance of the Thumbnail is the same for all other annotations. Double clicking on the thumbnail will select the annotation and convert it into actual size. The thumbnail image can be repositioned but not resized. The user can change the annotation into a thumbnail image by setting the appropriate property.

Note: No comment box is provided for this annotation.

The Font option allows the setting of the required font style for the text annotation. The text colour option allows the setting of colour for the text entered. The background colour allows the setting of the background colour for the bounded region of the text annotation. The border list allows the setting of the border size of the bounded text annotation.

Highlight Tool

The Highlight tool accents a selected area of the PDF document with a transparent colour. It is similar to the highlight marker in functionality, i.e. to focus the reader's attention on an important portion of the document.

To highlight a region

Select the Highlight tool on the EFS Tools bar.

Drag a rectangular area over the region of the document to be highlighted.

Release the mouse button. The selected rectangular area is highlighted.

The default colour for the Highlight is yellow. However, the default colour can be changed by editing the EFS Tools.ini file. Once highlighted, the colour can be changed through the colour palette or through the properties-colour option.

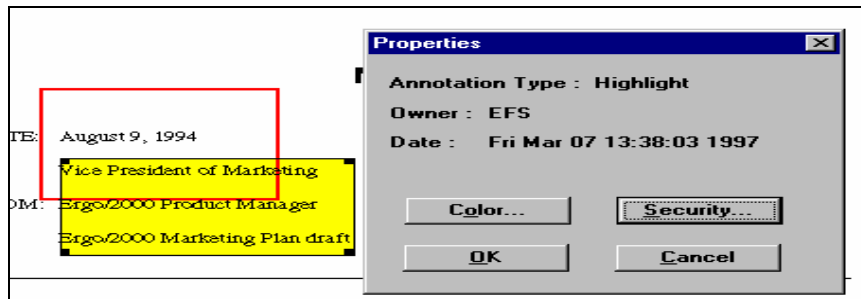


Figure 13.19: Highlight region overlapping a rectangle

A user can set the following properties for a Highlight (see Figure 7.18):

- ⇒ Colour
- ⇒ Security

This annotation cannot be moved or resized. If the PDF document is zoomed (in or out), the annotation will be resized accordingly.

Underline Text Tool

Text underlining is used to underline a portion of text with a default colour line. The purpose of using the underline annotation is similar to that of highlighting a region. The only difference is that only textual regions can be underlined.

To Underline Text region

Select the Underline tool on the EFS Tools palette.

Drag out the Horizontal rectangular area over the region of text to be underlined.

Release the mouse button. The selected text area is under-lined.

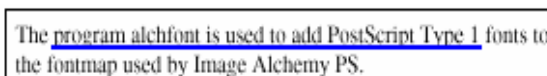


Figure 13.20: example of underline annotation

A user can set the following Underline annotation properties:

- ⇒ Colour
- ⇒ Security



Figure 13.21: Underline annotation Properties box

This annotation cannot be moved. If the PDF document is zoomed in or out, the annotation will be resized accordingly. The default colour for the underlining text is blue.

Strikeout Text Tool

Text strikeout is used to strikeout a portion of text with a default colour line. The purpose of the strikeout annotation is opposed to that of the underline/highlight tool. This tool works only with textual region.

To Strikeout Text region

Select the Strikeout tool on the EFS Tools palette.

Drag out the Horizontal rectangular area over the region of text to be strike out.

Release the mouse button. The selected text area is strike out.

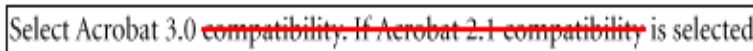


Figure 13.22: example of Strikeout Annotation

A user can set the following Strikeout Annotation properties

- ⇒ Colour
- ⇒ Security

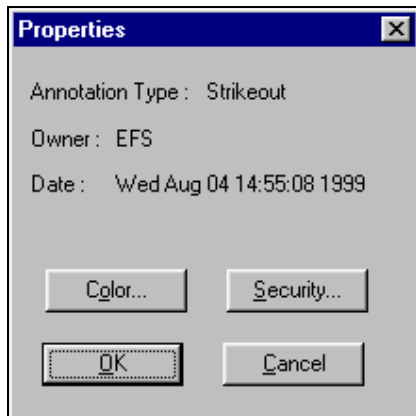


Figure 13.23: Strikeout Annotation Properties box

A user cannot move this annotation however if the PDF document is zoomed in or out the annotation is resized appropriately.

Drawing Tools (Ellipse / Rectangle / Line / Arrow)

Annotation tool bar has four related drawing tools that allow a user to emphasise a portion of the PDF document. These drawing tools are namely:

- ⇒ Ellipse
- ⇒ Rectangle
- ⇒ Line
- ⇒ Arrow

These tools allow a user to place and drag out the respective geometric shapes as in figure.

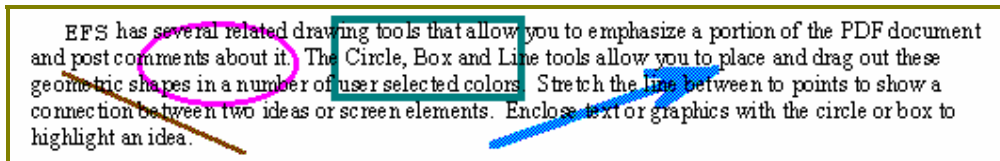


Figure 13.24: Example of Drawing Annotations

To create a Drawing annotation

- Click on the required Drawing Tool icon from the EFS Tools palette.
- Click on the PDF document and hold down the left mouse button.
- Drag out the shape to the desired size while holding down the left mouse button.
- Release the left mouse button when the desired size is reached. The Annotation is created.

To resize

- Select the Annotation on the PDF document by clicking on it once with the left mouse button. This will cause the annotation to be enclosed with Small Square stretching rectangles along the edges.
- Grab a stretching Rectangle by clicking on it and holding down the left mouse button.
- Drag the object to its desired shape and size.
- Release the mouse button.

A user can set the following properties for these tools:

- ⇒ Colour
- ⇒ Security
- ⇒ Line Style

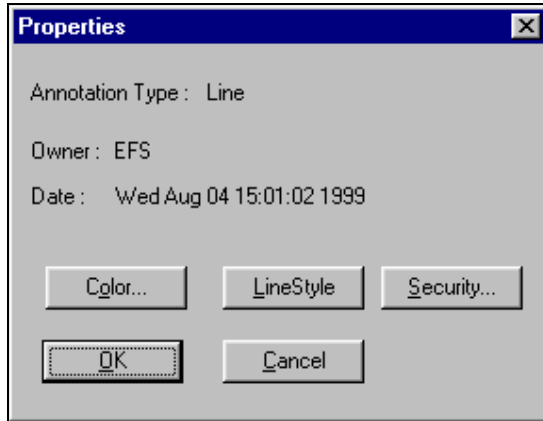


Figure 13.25: Drawing Annotations Properties box

The LineStyle Property option allows you to change the line style of a selected annotation.

For the Arrow Annotation, the user can also choose the arrowhead style.

Ink drawing tool

The Ink tool enables users to use freehand drawing as an annotation. With this tool, users will be able to create drawings the same way they can with a pen and paper.

To create an Ink Drawing

Click on the Ink Tool icon from the EFS Tools palette.

Position mouse at the start of the Ink drawing.

Click the left mouse button to initiate, and release left mouse button after the desired drawing is finished.

(Note: The tool is selected until the mouse is double clicked in the document or the Deselect tool in the EFS Tools Palette is clicked.)

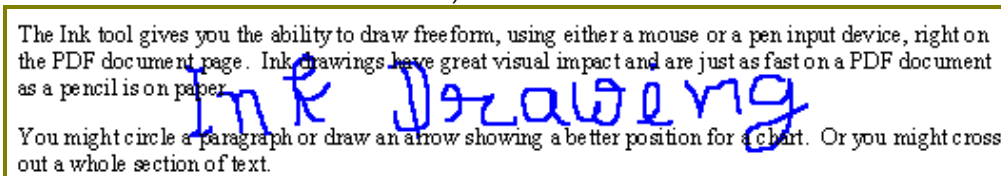


Figure 13.26: Example of Ink Drawing

A user can set the following properties for this tool:

- ⇒ Security
- ⇒ Colour
- ⇒ Line Style

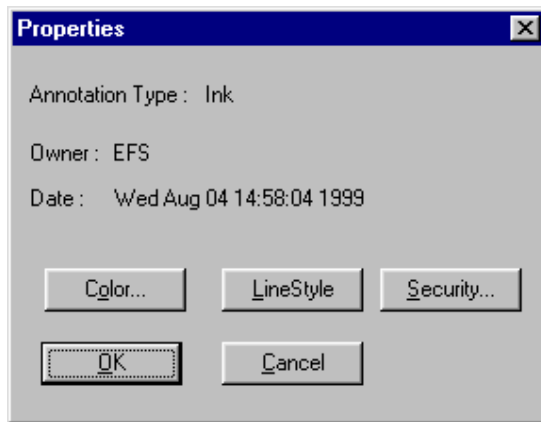


Figure 13.27: Ink Annotation Properties box

The LineStyle property option allows the users to change the line style of a selected annotation.

Stamper Tool

The Stamper Tool allows users to annotate documents with bitmaps from a list of predefined stampers.

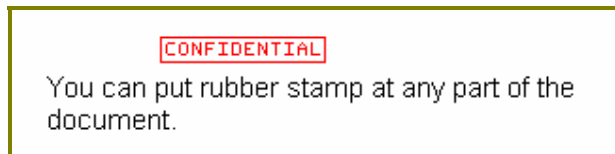


Figure 13.28: example of Stamp Annotation

To create a Stamp Annotation

Select the Stamp tool from the EFS Tools Palette. A dialog box (see Figure 12.29) appears.

Choose the desired bitmap by clicking on it.

Close the dialog box by clicking OK.

Move the mouse to the desired location where the Stamp is to be placed and click the left mouse button.

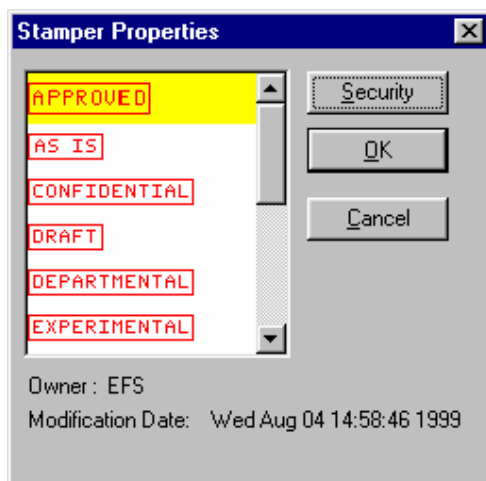


Figure 13.29: Stamper Properties Box
The Stamper Annotation cannot be zoomed.

User can set the following properties for the Stamper tool:

Security

Whiteout Tool

The Whiteout Tool allows a user to whiteout a rectangular area on a particular page. It hides the underlying document contents. The tool allows a user to drag a rectangular area for whiteout of any area on the page.

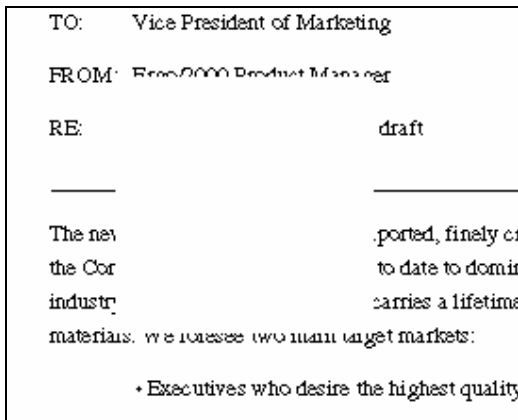


Figure 13.30: Example of Whiteout Annotation

A user can set the following properties for this tool:

⇒ Security

Deselect

User can deselect any active EFS annotation using this option. Any active EFS annotations such as Ink, Highlight, Stamper etc. can be deselected from the EFS Tools palette or from EFS tools menu.

User's Guide

This option provides the on-line help for the PDF Viewer. It describes the various functions provided by this product. Every one should read this guide before using this product.

Colour

User can change the colour of the selected annotation using this option. Selecting this option opens a colour palette (see Figure 13.31). To change the colour of an annotation:

Select the annotation.

Select a colour from the Colour Tool Palette.

The colour of the annotation will change to the selected colour.

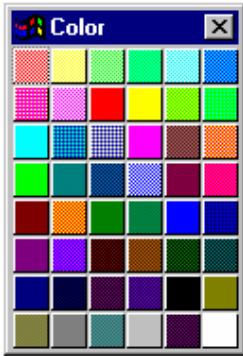


Figure 13.31: Colour Tool Palette

This is an easy and fast method to change the colour of annotations. User can also change colours via the Annotations Properties Box option.

This tool has no effect on the following annotation types:

- ⇒ Stamper
- ⇒ Whiteout

Line Style

User can change the Line style of the selected annotation using this option. Selecting this option opens a Line Style palette. To change the Line style of an annotation:

Select the annotation.

Select a Line Style from the palette.

The Line Style of the annotation will change to the selected one.



Figure 13.32: Line Style options

This is an easy and fast method to change the Line Style of annotations. Users can alternatively change Line Style via the annotation's properties box option.

This tool has no effect on the following annotation types:

- ⇒ Free hand text
- ⇒ Highlight
- ⇒ Underline
- ⇒ Strikeout
- ⇒ Stamper
- ⇒ Whiteout

The next section describes the two additional non-drawing tools, namely:

Configuration Manager Annotation Manager

They are not annotation tools but tools that modify annotation properties. These tools can only be invoked via the Plug-ins - EFS Tools menu selection.

Configuration Manager

The Configuration Manager allows users to configure the PDF Viewer plug-in with the following options:

- Placing EFS icon on the PDF Viewer toolbar
- Displaying popup comment box automatically
- Confirming deletion of all annotations

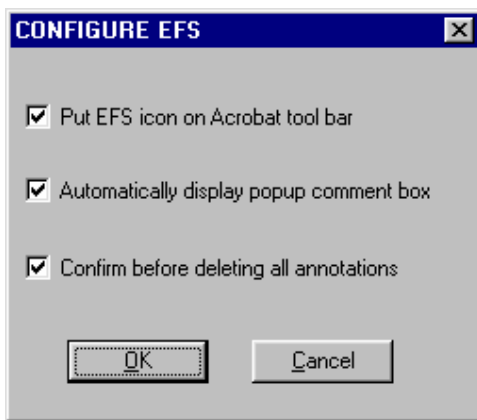


Figure 13.33: Configuration Manager

The first option puts the EFS Tools button on the toolbar of PDF Viewer. If this option is not enabled, then you have to invoke the EFS Tools Palette from the Tools menu of the PDF Viewer.

The second option opens a comment box automatically whenever an annotation is created except for free text annotation, which does not have a comment box. If this option is not enabled, the pop up comment box will not appear automatically but will appear if the annotation is double clicked or when mouse is held down for a while.

The third option brings a confirmation box whenever Delete-All tool is selected from EFS Tools Palette or EFS Tools menu. If this option is not enabled, all annotations will be deleted without asking for confirmation.

These parameters take effect immediately after the user exits from the Configuration Manager by pressing the "OK" button.

Annotation Manager

This is a helpful tool for getting a consolidated view of all the annotations present in the document. It displays a list containing the comments on the annotations. This list can be viewed in one of the following formats:

- ⇒ Page number
- ⇒ Annotation type
- ⇒ Owner
- ⇒ Date

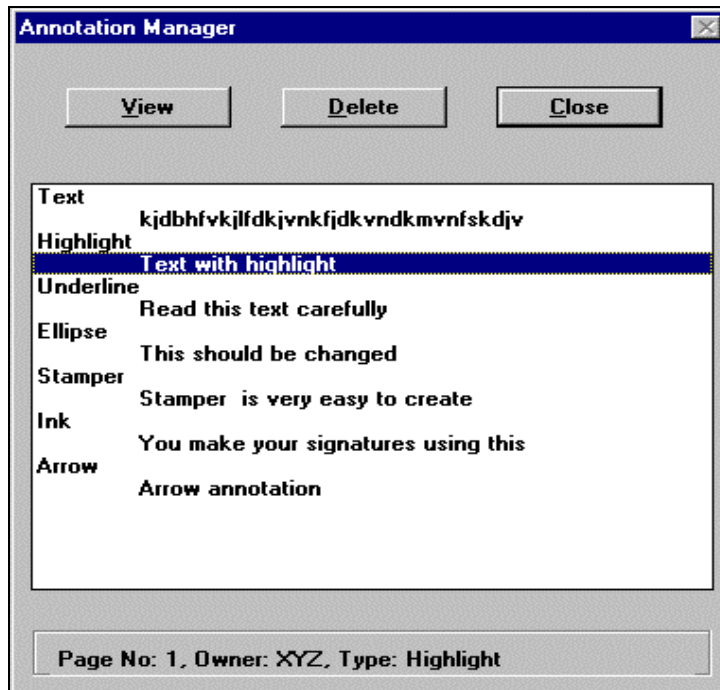


Figure 13.34: Annotation Manager View by Type

The first option displays all the annotations by page numbers. The second option displays them by the annotation type. The third option displays by the Owner of the annotation and the fourth option displays by the date of modification of the annotation. View by page number is the default.

The highlight in the list (see Figure 12.34) shows the current selection. This can be changed by the arrow keys or by pressing the left mouse button on another item. The status line at the bottom of the Annotation Manager box displays the Page number, Owner and Annotation type. The annotation corresponding to the current selection can be deleted by clicking on the delete button in the Annotation Manager box. No confirmation message is asked before deletion. If the current user does not have the delete permission, a message will be display. The annotation corresponding to an item can be selected in the document by double clicking the item in the list. This selection brings the page containing the annotation to the display window. Group deletion is not permitted in the Annotation Manager.

How to crop a page in a PDF file?

Pages in a PDF file selected for printing or the presentation screens may have unnecessary areas of white space. The margins of all pages in the PDF file document can be adjusted.

Cropping the pages does not reduce the size of the file and user can reverse the crop if necessary.

1. If the margin selected is Single Page layout, click on <View->Single Page> or select Single Page from the page dimension box in the status bar. (You can crop pages only in Single Page layout.)
2. Choose <Document-> Crop>. Margin sizes are displayed in the page units set in General Preferences.
3. Enter values for the top, bottom, left, and right margins. When the new margin values are selected by the user, notice that the lines are displayed in the viewing window to indicate the new margins.
4. When new margin is set, enter the range of pages for which the new margins should apply.
5. Click on <OK> button. The Crop Pages dialog box closes, and document pages are displayed with the new margins.

How to rotate pages in a PDF file?

User has the option to rotate selected pages or all of the pages in a document. For example, rotate a page from an application that is printed in portrait mode so that it displays as a landscape page on the screen.

1. Select the <Document>Rotate Pages> option.
2. Select clockwise or counter clockwise (the default) to rotate the page 90 degrees in that direction.
3. Specify the range of pages to rotate.
4. Click on <OK> button.

How to insert pages?

User has the option to insert any range of pages from one PDF document into another. The thumbnails option can also be used to insert pages.

1. Choose <Document > Insert Pages>.
2. Select the document to insert, and click on OK button.
3. Highlight <Before> to insert the document before the specified page or choose <After> to insert the document after the specified page.
4. Type the range of pages to insert.
5. Click on <OK> button. The document is inserted at the location you specified.

How to delete pages?

User can use thumbnails or the Delete Pages command to delete pages from a PDF file. Undo of deleted pages is not allowed.

To delete pages by using thumbnails command:

1. Select the thumbnail for the page to be deleted by clicking its page number box. Shift-click to select multiple thumbnails. A range of pages can be selected by dragging a marquee around several thumbnails.
2. Choose <Edit><Clear>, or press <Delete>.

To delete pages by using the Delete Pages command:

1. Select <Document>Delete Pages>.

2. Enter the page range to be deleted; then click on <OK> button. (User is not allowed to delete all pages, at least one page must remain in the document).

How to extract pages?

User can create a new PDF document that consists of pages extracted from an existing (source) PDF document. When the pages are extracted, page contents, notes, and links (except those to non extracted pages) are also extracted. Note: Bookmarks and articles are not extracted. User cannot extract pages from a secure file.

To extract pages:

1. Choose <Document>Extract Pages>, and enter the pages from the PDF source document that are to be extracted. If you want to delete the extracted pages from the source document, click Delete Pages after Extraction.
2. Click on <OK> button. A new document is displayed with the name Pages from <source-document>.

How to replace pages?

When pages are replaced, the existing links and bookmarks in the target document are maintained and notes from both documents are combined. Links and bookmarks from the replacement pages, however, are not transferred. Notes and links are maintained in their exact physical positions in PDF documents.

To replace pages by using thumbnails:

1. Open two PDF documents. Display thumbnails by choosing <View>Thumbnails> and Page.
2. Select one or more thumbnails to copy, and drag them to the thumbnail area in the target document. When the pointer is directly over the page number box of a thumbnail, the pages to be replaced are inverted.
3. Release the mouse to replace the inverted pages.

Note: The exact number of pages that you select in Document A is replaced in Document B. The pages selected in Document A do not have to be contiguous, but the pages replaced in Document B will be.

To replace the contents of a page by using the Replace command:

1. Open the PDF document you want to modify.
2. Choose <File>Pages>Replace>.
3. Select the document containing the replacement pages, and click on <Select> button. The Replace Pages dialog box appears.
4. Under Original, enter the pages to be replaced in the original document.
5. Under Replacement, enter the first page of the replacement page range, and then click on the <OK> button. The last page is calculated by the number of pages to be replaced in the original document. There must be a one-to-one correspondence of pages.

Understanding Bookmarks

Bookmarks, represented by text in the overview area, allow you to link to specific areas in a PDF document, to other documents, and to Web pages, and they perform actions such as play a movie or sound, execute a menu item, or reset or submit a form.

Bookmarks can mark parts of a document for quick access, link to page views in other documents, link to the Web, play a movie or sound, enter an article, and reset or submit a form.

Creating bookmarks

To create a bookmark that links to a specific area in the open file:

1. Click the Bookmarks and Page button, or select <View>**Bookmarks and Page**>. The overview area displays bookmarks if they exist. If the document already contains bookmarks, click on the bookmark beneath which you want to place a new bookmark. If you don't select a bookmark, the new bookmark is placed at the end of the bookmark list.
2. Navigate to the bookmark destination, select <Document>New Bookmark>, and type in the text to represent the bookmark.
3. Navigate to the bookmark destination, use the select text tool to select text, and select <Document>New Bookmark>. The selected text becomes the bookmark text.
4. Choose <Document>New Bookmark>, type in the text to represent the new bookmark, navigate to the bookmark destination, choose a magnification setting, and select <Document>Reset Bookmark Destination>.
5. To ensure that the correct location and magnification has been set, change to a page other than the book-mark's destination and test the bookmark.

Scanning from the Acrobat Exchange menu

Using Acrobat Scan

Use the Scan command in Acrobat Exchange together with a desktop scanner to convert paper documents to PDF Image Only files. You can view these files, as is, in Exchange. The same image file scanned as black and white, greyscale or colour will produce different size files when converted to PDF. In Exchange, you can use the Capture Pages command to convert PDF Image Only files to more compact documents you can correct, index, and search. Capture Pages performs this conversion with optical character recognition (OCR), which is actually page, font, character, and word recognition.

Creating a PDF file from a word document

1. Start the MS Word application, and open the document that needs to be printed to a PDF file.
2. Choose <File>Print>.
3. Select Acrobat PDF Writer from the printer list, and click on <OK> button.
4. Enter a pathname and filename for the PDF file.
5. Launch Acrobat Exchange and view the document created.

Printing functions added in the menu by the plug-in

⇒ EFS Print

This option allows the user to print the base text along with all the whiteout annotations only from PDF document.

1. Start the Acrobat Exchange application, and open the document to be printed
2. Choose <File>EFS Print>.

⇒ EFS Print Bookmarks

The above option allows the user to print all the bookmarks present in the PDF document. No base text or annotations are printed out.

1. Start the Acrobat Exchange application, and open the document to be printed
2. Choose <File>EFS Print Bookmarks>.

⇒ EFS Print with annotations

A PDF document without any annotations is a base PDF document. The user selects some annotation tools provided and makes some changes in the document. If the user needs to print these annotations along with the original document then he needs to select this option. All the annotations and the base document will be printed.

1. Start the Acrobat Exchange application, and open the document to be printed
2. Choose <File>EFS Print with annotations>.

⇒ EFS print annotations

This option allows the user to print only the annotations from the entire document. The base document will not be printed. The position of the annotations will be the same as they were in the document.

1. Start the Acrobat Exchange application, and open the document to be printed
2. Choose <File>EFS Print annotations>.

Only the annotations will be printed out.

Scanning image files and converting to PDF format

Generally scanned files are stored with a tiff extension. These files can be imported into Acrobat Exchange. When user imports BMP, Compuserve GIF, PCX, or TIFF image files into Exchange for viewing, they are converted to the PDF Image Only format.

1. Start the Acrobat Exchange application, and open the document to be printed
2. Choose <File>import>image..>.
3. Select an image file, and click on <Open> button. If a PDF document is already open, user will be asked either to Append Images to Current Document or to Create New Document. If Create New Document, the extension (.pdf) is added to the original filename. If the file already has a file extension, Acrobat replaces it with the extension (.pdf).

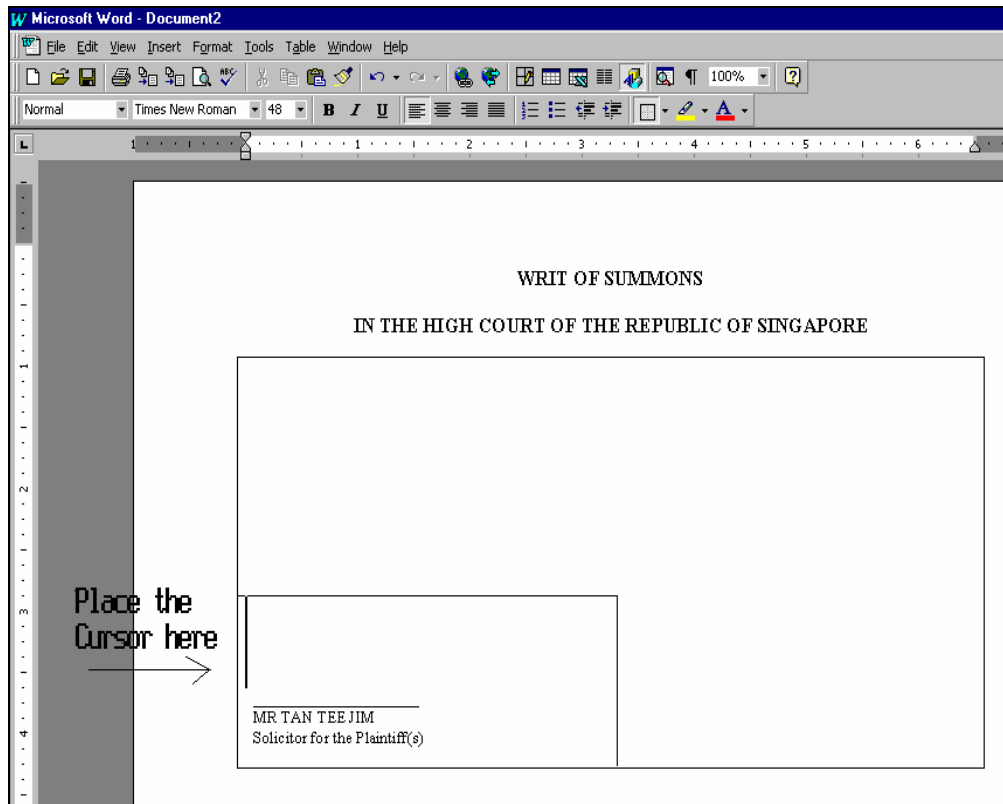
This new imported image needs to be converted to PDF file so that all the other plug-ins recognises it. To do this user will have to capture the image.

To capture the image into the document:

1. Choose <Document > Capture Pages>.
2. Determine the pages to be captured by selecting All Pages, Current Page, or Specified Range and entering the page numbers in the text box.

After doing this, the captured page becomes a part of the document. It can now use optical character recognition (OCR) and other facilities the other plug-ins provide.

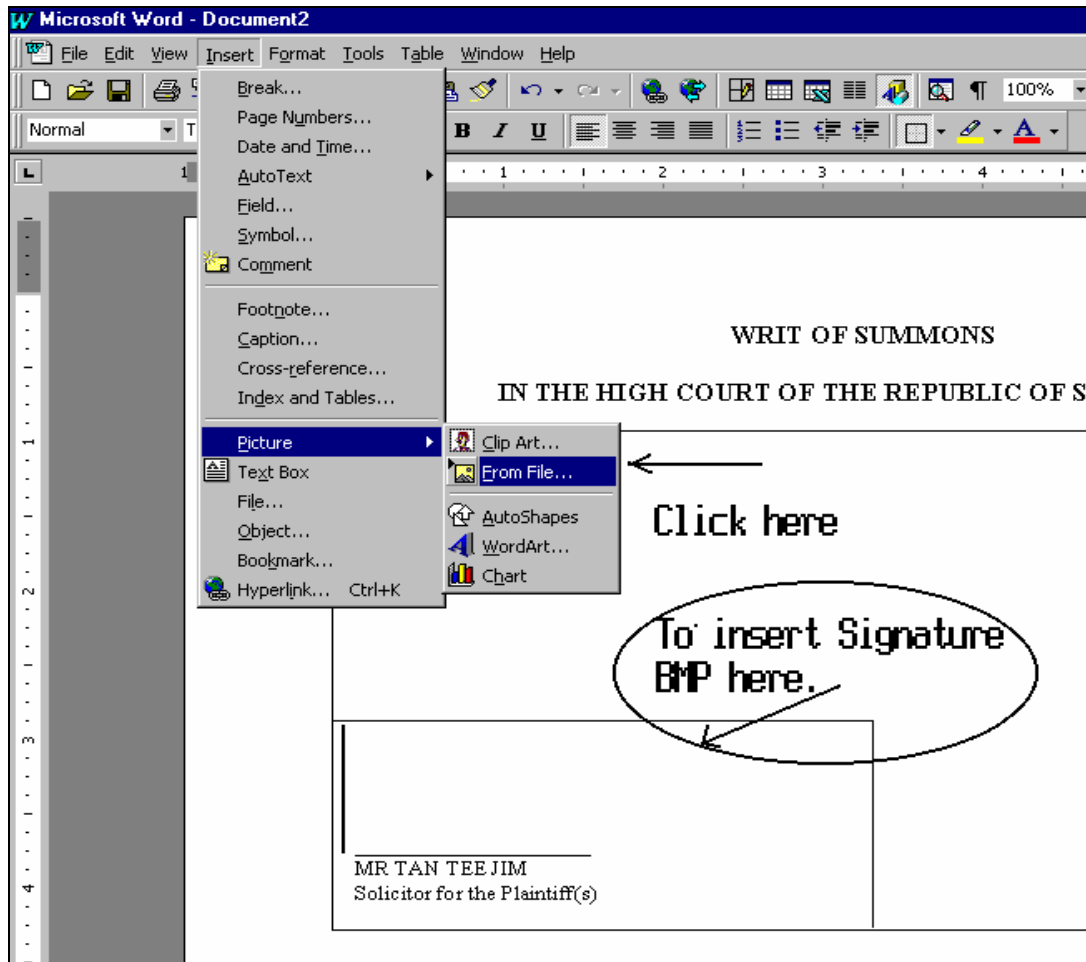
13.3 Bitmap Signature



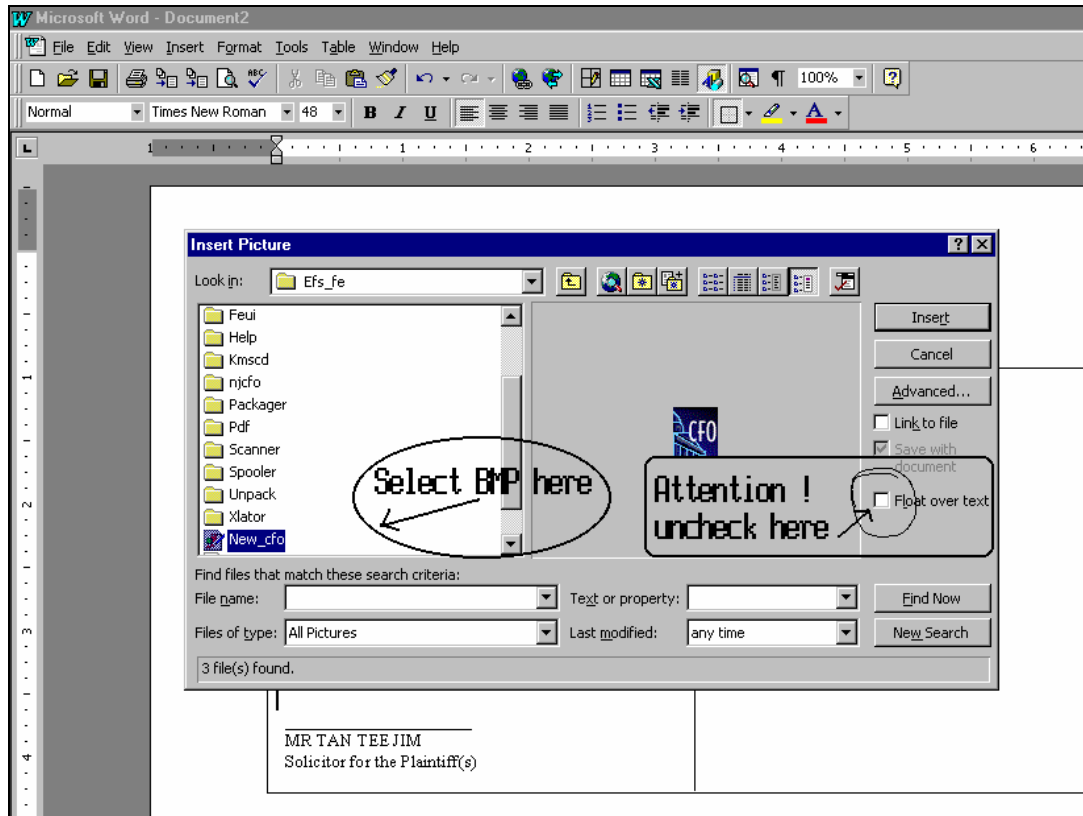
Steps to insert bitmap signature in the PDF file:

Open the PDF file.

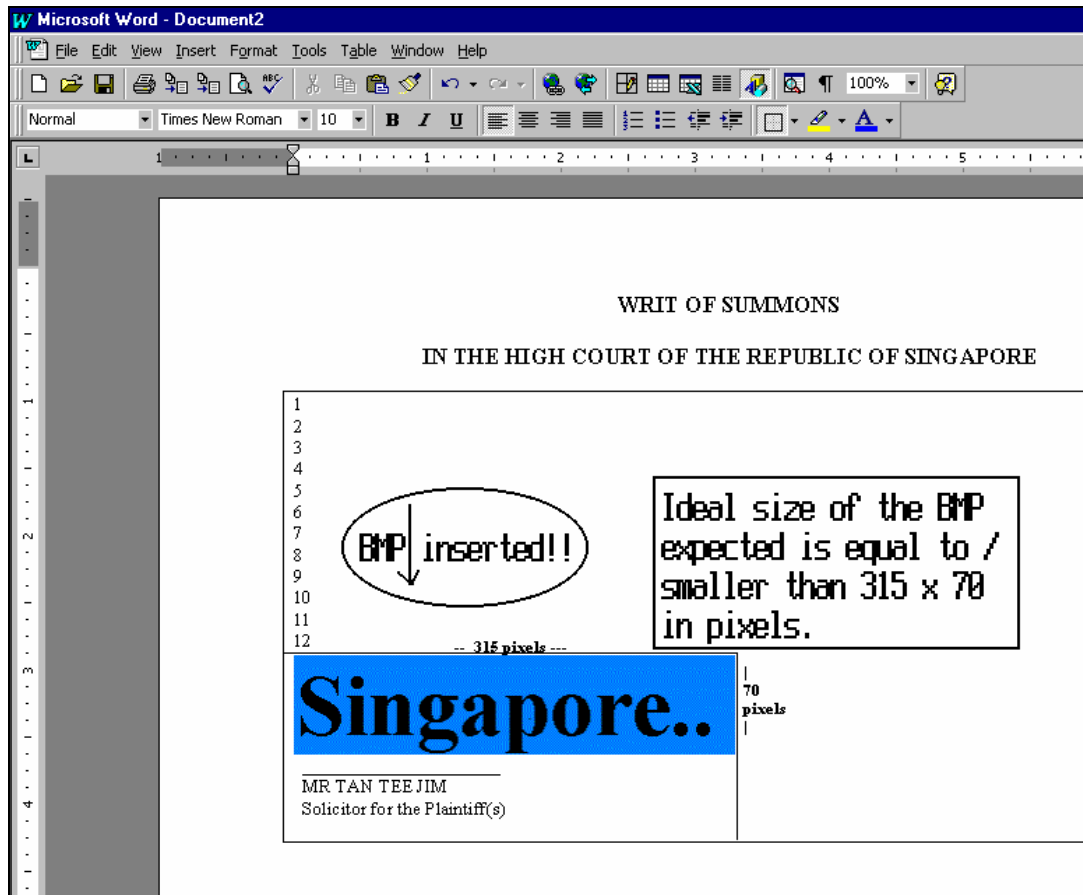
Place the cursor in the position where the bitmap signature is to be inserted.



Click on <Insert> tool bar.
Choose the <Picture> menu from the drop down list.
Select the <From File> option to insert the bitmap signature.



Select the signature.bmp file from the list.
Click on <Insert> button to insert the signature.bmp into the PDF file.



The signature.bmp file is inserted in the position where the cursor was positioned.

The size of the file should be equal to or less than 315 x 70 in pixels. This can be set at the time of creation of the bitmap file. (Signature.bmp)

13.4 Details on the Usage of SMS Notification Service

1. SMS message will be sent to the Mobile Tel. No. provided, when the Court replies to this submission. The SMS message will display the status of this submission (Accepted/Rejected) as well as other relevant details (such as URN, Case No., etc.). You may then login to FE-Web to process the reply as usual.
2. Provide a valid Mobile Tel. No. belonging to your firm; the SMS message will be sent to this No. when the Court replies. If you do not wish to receive any status notification for this submission, please clear the H/P No. (if any) in the text box and leave it blank.
3. Per-message fee is applicable for each SMS message successfully sent out by CrimsonLogic.
4. While every reasonable effort has been made to ensure that the SMS alert is successful, it is subject to the constraints of the SMS service, as provided by the Telecom Service Providers. Usage of this service is bound by the Terms and Conditions stated in the Registration Form (which can be downloaded from <http://info.efs.com.sg/Download/smtrialreg.pdf>).

13.5 Using FE-Web from Different Locations

With Web-based FE application, LF users are no longer restricted to a single location to prepare and/or access their EFS submissions. However, due to the FE configuration design, the following important points should be noted when submissions (especially the local PDF documents) are to be accessed from different locations via FE-Web.

1. In FE-Web, the LF office is considered as the primary location, and this is where the PDF files (source and reply) are stored (on an individual PC or a shared LAN Server). The pathname configurations for a LF, such as default pathnames for source and reply PDF files, are tied to its primary location, and PDF files are saved in these paths by default. A user accessing FE-Web from the LF office will always be able to view the local PDF files, provided that the path names on the PC or LAN server are correctly configured by the LF Sys Admin.
2. All other places outside of LF office are considered secondary locations. When submissions are opened in FE-Web from a secondary location, the local PDF documents may not be accessible, if they are stored at the primary location. Conversely, if a submission is created and filed from a secondary location, its PDF documents may not be accessible from the primary location (i.e. LF office).
3. The above concept applies to Court Replies as well. PDF documents in Court Replies, which were previously unpacked and downloaded to a primary location, cannot be viewed from a secondary location, and vice versa. However, the submission details (data items) can be accessed from any location through FE-Web, because these data are stored in the central database at SNS.

13.6 Some Usage Guidelines and Tips

1. Always use your own login ID; do not share it. Keep your password private to yourself.
2. Remember to log out from FE-Web application after finishing your work. Do not leave it idle for a long period after login.
3. Avoid using the browser's Back and Forward functions. To navigate through FE-Web application, use the Pop-up Menu, URL links, and command buttons provided throughout the application screens.
4. Prepare the PDF documents (to be sent to Courts or other law firms) offline, and later attach to the submissions when they are prepared online.
5. If an unusually large submission is to be sent/received, schedule the job at non-peak hours (in late evening or on weekend) to achieve a faster transmission speed.

13.7 Frequently Asked Questions (and Answers) for EFS FE-Web

Refer to the online up-to-date FAQ at <http://info.efs.com.sg/>.

13.8 Filing an Amended Document

There are two ways to file an amended document. You can either duplicate the previous submission submitted from Super Tray or by creating a new submission from Case File. Please refer to [Chapter 4](#) details.

Some colour scheme needs to be used when doing amendment(s) to the attached PDF. Please note that the colour black is to be used to indicate the first round of amendments. The subsequent colours to be used are red, green, blue and brown. The previous convention of using the colours red, green, violet and yellow is no longer applicable. Please refer to para 36(5)(a) of the Practice Directions.

Chapter 14 – SMS Alert Service

This feature is only available for System Administrator.

Introduction to SMS Alert service

This service allows you to get instantly alerted with an SMS message (to a designated telephone), as soon as the Court replies to your EFS filings or when another law firm has served on your firm through EFS.

The Court Reply alert will display the status (Accepted/Rejected) of your submission, as well as relevant details (such as URN, Case No, and Document Name). The SOD alert will display the sender law firm name, date and time of service, and Case No.

How to configure the telephone number for SMS-alerts

(a) First, your law firm's EFS system administrator has to configure the SMS telephone number using the Sys Admin module of EFS Front-End application.

(b) Login as the Sys Admin at www.efs.com.sg and invoke Law Firm Information function. If you have subscribed to the SMS-alert service, SMS telephone number field will be displayed along with other details of your firm. (See Fig below)

(c) Enter a designated telephone number belonging to your firm, where you wish the SMS alerts to be sent to. This is the default number to be used for SMS alerts, when the court replies to your filings or other firms serve on your firm. (This field is not displayed for non-subscribers, who will not be able to configure it.)

| Field | Value |
|----------------------------|--|
| Law Firm Web Account ID | efs9009 |
| Law Firm Code | FTAAA |
| Law Firm Site No. | 1 |
| Law Firm Domain No. | 1 |
| Law Firm Name * | Tan and Partners |
| Law Firm Address * | 31 Science park road The Crimson Singapore 117611 |
| Law Firm Tel No. * | 68877888 |
| Law Firm Fax No. | Country: 065, Area: 1, Fax No.: 68877888 |
| Law Firm SMS Handphone No. | 90009000 |

It must be a valid working number of GSM mobile phone, or any other compatible phone where local SMS messages can be received. Users must be able to receive SMS messages from any of the providers (SingTel, MobileOne, StarHub). Other terms and conditions also apply (see <http://info.efs.com.sg> for more details).

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How to request SMS-alert for a submission filed to court

(a) Both subscribers and non-subscribers may request for SMS alerts to be sent, when the Court replies to a particular submission². To request for the alert, FE user needs to provide the telephone number, as an additional submission detail.

(b) [For subscribers] SMS telephone number configured by Law Firm FE Sys Admin will be displayed in each of the submission your firm is filing. You can overwrite this default number with another valid SMS telephone number, if you wish the alerts be sent to a different phone. You can clear this field and leave it blank, if you wish not to get any alert for this particular submission. (See Fig below)

(c) [For non-subscribers] The SMS phone number field will be blank initially. You may request for SMS alert for this submission by entering a valid SMS telephone number³.

SUBMISSION INFORMATION

Case No.: Court: High Court (Civil Proceedings) Counter :

File Ref. No./Extension PROBATE /

Submission Remarks

Encryption On Request for Urgent Handling [Modify Access Rights for this Submission](#)

Filing for these parties *

| S/No. | Party Type | Party Name | Party ID | Party Address | Party Tel | Party Fax | Represented by your Law Firm |
|-------|------------------|--------------|-----------|-------------------------|-----------|-----------|------------------------------|
| 1. | # 1st Petitioner | LEE HAN PECK | S1720952C | Singapore | | | Yes |
| 2. | # 1st Petitioner | JOHN LEE | Not Known | 123 Jalan Membina Barat | | | Yes |

Warning : Some parties (marked with #) in the submission may be duplicated (having the same Party Type and Serial No.). You may be using parties created prior to the ROC changes (Jan 06), where Party Record ID was available. Please open these party records and update the Party Type and/or Serial No. to make them unique. (For Admiralty cases, you may also update the Party Record ID.)

Document List * [View Summary of Estimated Fees](#)

Select Document Name * Draft Engrossed

Acceptance Of Offer
Acceptance Of Offer (Admiralty)
Acknowledgement Of Service
Administration Bond
Administration Oath
Admission of facts, pursuant to notice
Admission Of Liability And Consent To Reference To Registrar
Advertisement Of Petition (Companies Winding Up)
Advertisement Of Petition (Originating Petition)

[Show Full List of Docs](#)

| S/No. | Document Name | No. of Pages | PDF File Name | Document Fee (\$) | Transmission Fee (\$) | Processing Fee (\$) | Priority Fee (\$) | Compose Doc. Info. [Cover] Page |
|-------|---------------|--------------|---------------|-------------------|-----------------------|---------------------|-------------------|---------------------------------|
|-------|---------------|--------------|---------------|-------------------|-----------------------|---------------------|-------------------|---------------------------------|

Important : Always **Preview** the DIP for all applicable documents to ensure that correct DIP (Document Information Page) details are sent to the Court and a proper DIP generated. Do necessary formatting using **Compose** and save the DIP details, especially if changes are made in the Party or Filing Party details.

Other Details

Document No. [] / [] / [] / []

Reference Doc No. * [] / [] / [] / []
 Not Applicable

Get Reply Status via SMS [] [Provide a valid HSP No. to receive Reply Status of this submission via SMS. More Details](#)

How to request SMS-alert for a service of documents

(a) [For subscribers] You need not do anything, provided your firm's SMS telephone no. has been configured (see Section 2). SMS-alerts will be sent automatically to this number, whenever other law firms serve on your firm.

(b) [For non-subscribers] This is not applicable. SMS-alerts will not be sent to non-subscribers, when there is a service of document on them.

2 Subscribers will enjoy a lower transaction fee, for each SMS-alert requested. Subscription and transaction fees for SMS-alert service can be found at (http://info.efs.com.sg/file/sms_register.htm)³ Non-subscribers will incur a higher transaction fee, for each SMS-alert requested.

Chapter 15 – Criminal Proceedings

The following are the more document information of documents pertaining to Criminal Proceedings.

15.1 Screens for Petition Of Appeal (Crime)(CCA)

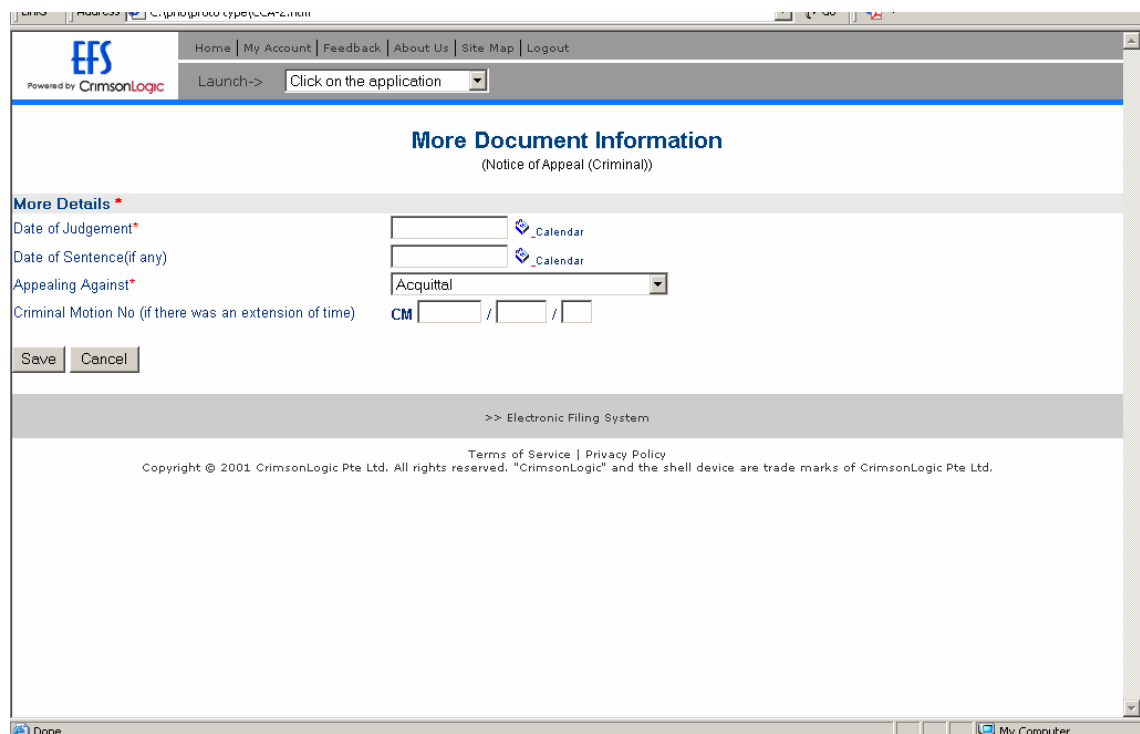
The following is the "More Document Information" section for the CCA work area.

15.1.1. Screen ID: FECCA.S02

Documents using these screens:

- Notice of Appeal (Crime)

Screen ID: FECCA.S02



Input/Display Fields:

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remarks |
|--------------------|----------------|---------------|-----------------------|-----------|--|
| Criminal Motion No | | Input | Nil | No | |
| Appealing Against | | Input | Must be checked. | Yes | User can only select from a list of predefined values, which are maintained by the Courts. |
| Date of Sentence | | Input | Must be a valid date. | No | Date format: DD/MM/YYYY. User may manually enter it or select from the |

| Field Label | Data Item Ref. | Input/ Display | Field Validation | Mand -atory | Remarks |
|-------------------|----------------|----------------|-----------------------|-------------|---|
| | | | | | calendar box. |
| Date of Judgement | | Input | Must be a valid date. | Yes | Date format: DD/MM/YYYY. User may manually enter it or select from the calendar box. |

Screen Validation:

1. All mandatory fields are entered.

Functions Supported:

1. Upon clicking of the **Save Document** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.
2. Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Submission Information** screen) will be returned to the user.

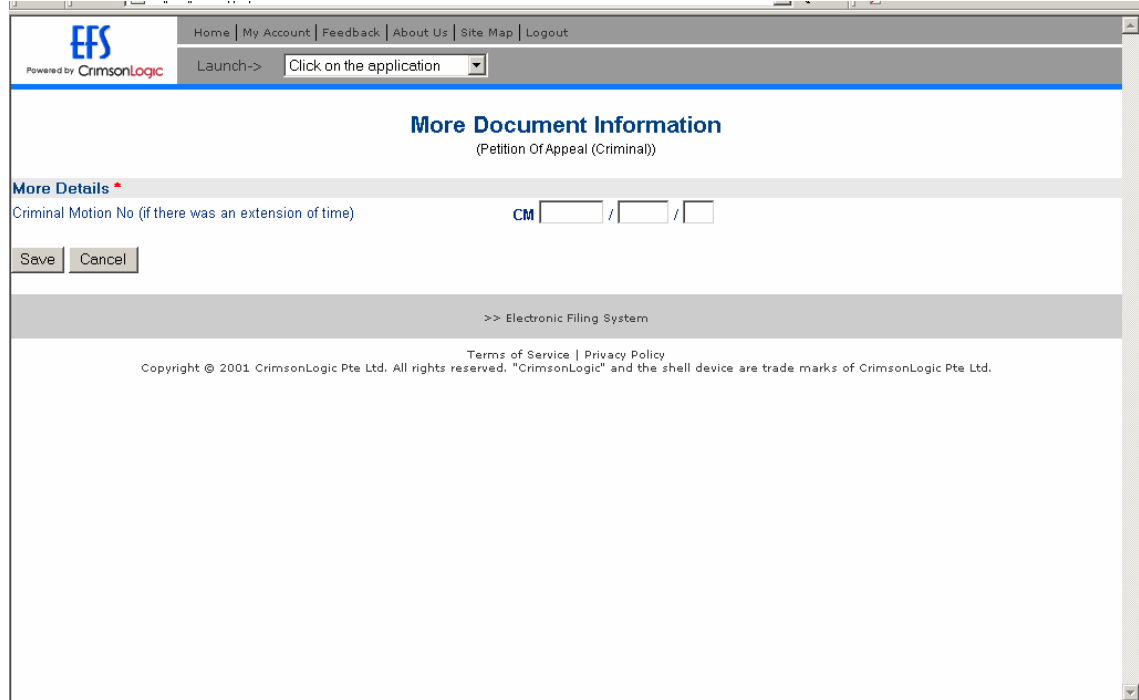
*Note: Refer to Section 3.5.2 of the External Design Specification for Web-based Front-End Application (EFS Phase 1.2) for description of the **Save Draft** function and **Submission Information** screen, respectively.*

15.1.2. Screen ID: FECCA.S04

Documents using these screens:

- Petition Of Appeal (Crime)

Screen ID: FECCA.S04



Input/Display Fields:

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remarks |
|-------------------------------------|----------------|---------------|------------------|-----------|---------|
| Time extended by Criminal Motion No | | Input | Nil | No | |

Screen Validation:

All mandatory fields are entered.

Functions Supported:

Upon clicking of the **Save Document** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.

Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Submission Information** screen) will be returned to the user.

*Note: Refer to Section 3.5.2 and 3.5.4 of the External Design Specification for Web-based Front-End Application (EFS Phase 1.2) for description of the **Save Draft** function and **Submission Information** screen, respectively.*

15.2 Screens for Criminal Motion (CM)

The following is the “More document Information” section for the CM work area.

15.2.1. Screen ID: FECM.S02

Documents using these screens:

- Notice Of Motion (Crime - High Court)
- Notice Of Motion (Crime - Court Of Appeal)

Screen ID: FECM.S02

The screenshot shows a web browser window displaying the 'More Document Information' page. At the top, there is a navigation bar with links for Home, My Account, Feedback, About Us, Site Map, and Logout. Below this is a 'Launch->' dropdown menu with 'Click on the application' selected. The main content area is titled 'More Document Information' and includes sub-titles '(Notice Of Motion (Criminal))' and '(Notice Of Motion (Court Of Appeal, Criminal))'. A 'More Details' section contains three main input areas: 'Originating Charge Numbers' with a dropdown and two text boxes, 'Others Originating Case Numbers' with a single text box, and 'Nature of Application' with a dropdown menu. Each of these three areas has 'Add >>' and 'Remove' buttons. To the right of the 'Nature of Application' area is a text area labeled 'For Bail Pending Trial'. At the bottom left of the form are 'Save' and 'Cancel' buttons. The footer of the page includes '>> Electronic Filing System', 'Terms of Service | Privacy Policy', and 'Copyright © 2001. CrimsonLogic Pte Ltd. All rights reserved. "CrimsonLogic" and the shell device are trade marks of CrimsonLogic Pte Ltd.'

Input/Display Fields:

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remarks |
|--------------------------------|----------------|---------------|---------------------|-----------|---|
| Originating Charge Numbers | | Input | Maximum 10 entries. | No | Originating Charge Number, Case Type is Magistrate Arrest Charge "MAC" or District Arrest Charge "DAC" or "PIC" It is a composite data element. It comprises the Case Type (an..5), Case Serial Number (an..6), Case Year (an004) |
| Other Originating Case Numbers | | Input | Nil | No | It is a free text field. |
| Nature of Application | | Input | Maximum 2 entries. | Yes | User can only select from a list of predefined values, which are maintained by the Courts. |

Screen Validation:

1. All mandatory fields are entered.

- Must enter at least one of the following: Originating Case Numbers, Originating Charge Numbers, Other Originating Case Numbers.

Functions Supported:

Upon clicking of the **Save Document** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.

Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **submission Information** screen) will be returned to the user.

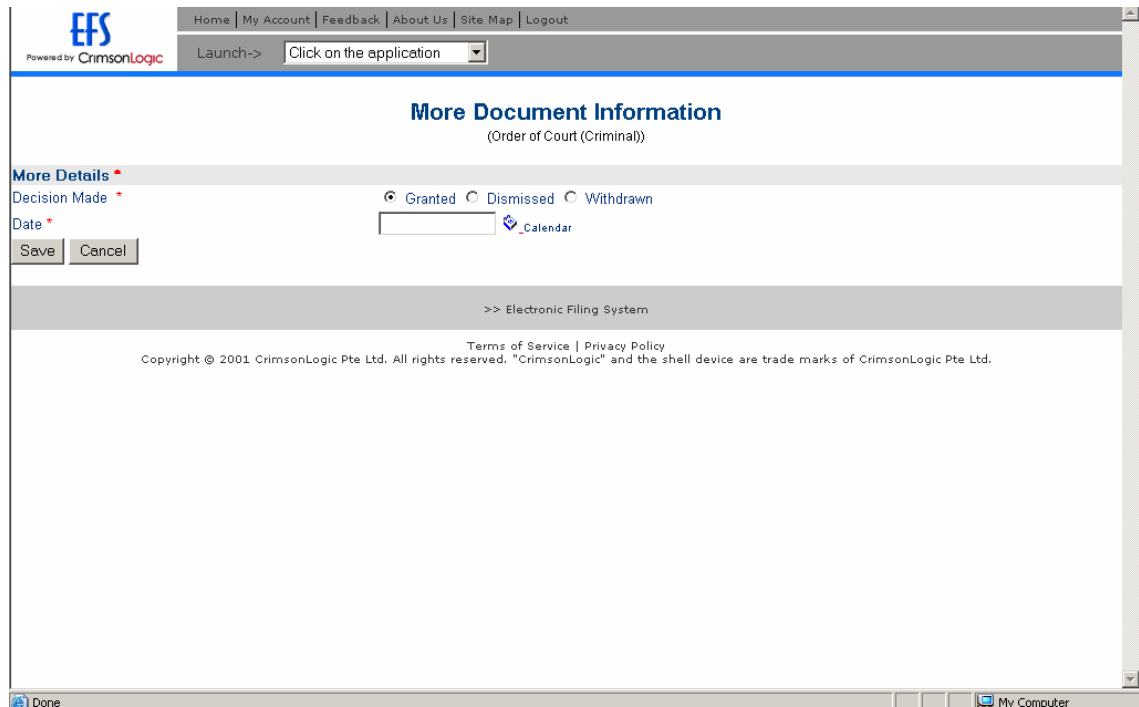
*Note: Refer to Section 3.5.2 of the External Design Specification for Web-based Front-End Application (EFS Phase 1.2) for description of the **Save Draft** function and **Submission Information** screen, respectively.*

15.2.2. Screen ID: FECM.S03

Documents using these screens:

- Order of Court (Crime))

Screen ID: FECM.S03



Input/Display Fields:

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remarks |
|---------------|----------------|---------------|------------------|-----------|---------|
| Decision made | | Input | Selection of 3 | Yes | |

| Field Label | Data Item Ref. | Input/ Display | Field Validation | Mand -atory | Remarks |
|-------------|----------------|----------------|--|-------------|--|
| | | | values : "Granted", "Dismissed" and "Withdrawn" | | |
| Date | | Input | Must be a valid date. | Yes | Date format: DD/MM/YYYY. User may manually enter it or select from the calendar box. |

Screen Validation:

1. All mandatory fields are entered.

Functions Supported:

Upon clicking of the **Calendar** icon or button, the calendar box will be displayed, from which the user can make a selection for date.

Upon clicking of the **Save** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.

Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Submission Information** screen) will be returned to the user.

*Note: Refer to Section 3.5.2 of the External Design Specification for Web-based Front-End Application (EFS Phase 1.2) for description of the **Save Draft** function and **Submission Information** screen, respectively.*

15.3 Screens Criminal Revision (CR)

The following are the "More Details" section for the CR work area.

15.3.1. Screen ID: FECR.S01

Documents using these screens:

- Petition for Revision

Screen ID: FECR.S01

Input/Display Fields:

| Field Label | Data Item Ref. | Input/ Display | Field Validation | Mand -atory | Remarks |
|-----------------------------|----------------|----------------|---------------------|-------------|---|
| Originating Charge Numbers | | Input | Maximum 10 entries. | No | Originating Charge Number, Case Type is Magistrate Arrest Charge "MAC" or District Arrest Charge "DAC". It is a composite data element. It comprises the Case Type (an..5), Case Serial Number (an..6), Case Year (an004) |
| Other Case / Charge Numbers | | Input | Nil | No | It is a free text field. |
| Trial Judge | | Input | Nil | Yes | User can only select from a list of predefined values, which are maintained by the Courts. |
| Trial Judge Designation | | Input | Nil | Yes | User can select from a list of 4 values: "District Judge", "Magistrate Judge", "Senior district judge" and "Others" |
| Subordinate | | Input | Nil | Yes | |

| Field Label | Data Item Ref. | Input/ Display | Field Validation | Mand -atory | Remarks |
|---------------------------|----------------|----------------|------------------|-------------|--|
| Courts Number | | | | | |
| Date of Judgment | | Input | Nil | Yes | Date format: DD/MM/YYYY. User may manually enter it or select from the calendar box. |
| Date of Sentence (if any) | | Input | Nil | No | Date format: DD/MM/YYYY. User may manually enter it or select from the calendar box. |
| Grounds for Petition | | Input | Nil | No | User can only select from a list of predefined values, which are maintained by the Courts. |
| Prayer(s) | | Input | Nil | Yes | It is a free text area field. |

Screen Validation:

All mandatory fields are entered.

Must enter at least one of the following: Originating Case Numbers, Originating Charge Numbers, Other Originating Case Numbers.

Functions Supported:

Upon clicking of the **Save Document** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the ***Save Draft*** function.

Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **submission Information** screen) will be returned to the user.

*Note: Refer to Section 3.5.2 of the External Design Specification for Web-based Front-End Application (EFS Phase 1.2) for description of the ***Save Draft*** function and ***Submission Information*** screen, respectively.*

15.4 Screens Record of Proceedings (Special Case)

The following are the “More Details” section for the SPC work area.

15.4.1. Screen ID: FESPC.S01

Input/Display Fields:

| Field Label | Data Item Ref. | Input/ Display | Field Validation | Mand -atory | Remarks |
|-----------------------------------|----------------|----------------|---------------------|-------------|---|
| Charge Numbers | | Input | Maximum 10 entries. | No | Originating Charge Number, Case Type is Magistrate Arrest Charge "MAC" or District Arrest Charge "DAC". It is a composite data element. It comprises the Case Type (an..5), Case Serial Number (an..6), Case Year (an004) |
| Other Case / Charge Numbers | | Input | Nil | No | It is a free text field. |
| Courts | | Input | Nil | No | User can select either "subordinate court" or "High Court" |
| High Court/ Subordinate Courts No | | Input | Nil | No | Free Text field |
| Date Referred to HC | | Input | Nil | Yes | |
| Date of Sentence (if any) | | Input | Nil | No | Date format: DD/MM/YYYY. User may manually enter it or select from the calendar box. |

| Field Label | Data Item Ref. | Input/ Display | Field Validation | Mand -atory | Remarks |
|---------------------------|----------------|----------------|------------------|-------------|-------------------------------|
| Grounds for Special Cases | | Input | Nil | No | Free Text field. |
| Prayer(s) | | Input | Nil | Yes | It is a free text area field. |

Chapter 16 – Phase 7.2 (Rules of Court Changes Phase 1 (ROC 1))

ROC 1 change(s) includes the following:

- Changes to Modes of Commencement by way of Originating Summons (OS) for below areas:
 - a) Admission Of Advocates And Solicitors (AAS)
 - b) Adoption (AP)
 - c) Probate (P/DCP)
 - d) Petition Of Course (POC)
 - e) Originating Motion (OM)
 - f) Originating Petition (OP – Judicial Management)
 - g) Originating Summons (OS)
 - h) Originating Summons – Family (OSF)
 - i) Originating Summons (Bankruptcy) (OSB)
- Changes to Latin and Archaic Terms
- Document Filing Process Validation
- New Case Type/ Doc Type Assignment
- Auto Generation of PDF for OS and Statement Document

16.1 Screens for Originating Summons (Type of OS: General, Queen’s Counsel and Judicial Management)

The following is the “More Document Information” section for the Originating Summons documents, to allow user to enter “More Document” details for the OS.

a) Screen ID: FEOS.S01 (OS – General)

Documents using these screens:

- Originating Summons
- Originating Summons (Summons Nature). Applicable to SU only.
- Originating Summons (Exparte)
- Originating Summons (Exparte - Summons Nature). Applicable to SU only.
- Originating Summons (Exparte - Injunction)
- Originating Summons (Court of Appeal)

“Type of Originating Summons” is “general”

Screen ID: FEOS.S01

The screenshot shows a web application interface for 'More Document Information (Originating Summons)'. At the top, there is a navigation bar with links like 'Home', 'My Account', 'Feedback', 'Site Map', 'User Administration (ORA)', and 'Logout'. Below this is a 'Launch' section with two dropdown menus: 'Click on the application' and 'Click on the portal'. The main content area is titled 'More Document Information (Originating Summons)'. It contains three main sections:

- Nature Of Application ***: A dropdown menu with options: 'A Decree Of Judicial Separation Be Granted', 'Access To A Child Of The Marriage', 'All Necessary And Consequential Directions', 'All Necessary Inquiries And Directions', and 'All Necessary Inquiries And Directions'. Below the dropdown are '+ ADD' and '- REMOVE' buttons.
- Following Rule of Court is being referred to ***: A radio button selection between 'Applicable Order/Rule' and 'No Applicable Order/Rule'. Under 'Applicable Order/Rule', there are input fields for 'Order No.' and 'Rule No.'.
- Following Act of Parliament, or Subsidiary Legislation is being referred to ***: A radio button selection between 'Applicable Statute/Regulation' and 'No Applicable Statute/Regulation'. Under 'Applicable Statute/Regulation', there are a dropdown menu for 'Select a Statute/Regulation (or) Enter a Statute/Regulation' and an input field for 'Section/Rule of the Statute/Regulation'.

At the bottom of the form are 'Save' and 'Cancel' buttons. A footer contains the text '>> Electronic Filing System' and copyright information for CrimsonLogic Pte Ltd 2002.

Input/Display Fields:

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remarks |
|--|----------------|---------------|------------------|-----------|--|
| Nature of Application | | Input | | Yes | User can only select from a list of predefined values, which are maintained by the Courts. |
| Rule of Court referred to: Order No. | | Input | | No | |
| Rule of Court referred to: Rule No. | | Input | | No | |
| Act of Parliament/ Subsidiary Legislation referred to: Statute/ Regulation | | Input | | No | User can only select from a list of predefined values, which are maintained by the Courts. |
| Act of Parliament/ Subsidiary Legislation | | Input | | No | |

| Field Label | Data Item Ref. | Input/ Display | Field Validation | Mandatory | Remarks |
|---|----------------|----------------|------------------|-----------|---------|
| referred to: Other Statute/ Regulation | | | | | |
| Section/Rule of the Statute/ Regulation | | Input | | No | |

Screen Validation:

- All mandatory fields are entered.

Functions Supported:

- Upon clicking of the **Save Document** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.
- Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Submission Information** screen) will be returned to the user.

Mapping of Documents:

| S/ | Existing Document Description | New Document Description |
|----|---|---|
| 1. | Originating Summons Form 7 (OS Nature) | Originating Summons |
| 2. | Originating Summons Form 7 (SIC Nature) | Originating Summons (Summons Nature) Applicable to SU only |
| 3. | Originating Summons Form 8 (OS Nature) | Originating Summons (Exparte) |
| 4. | Originating Summons Form 8 (SIC Nature) | Originating Summons (Exparte - Summons Nature) Applicable to SU only |
| 5. | Originating Summons Form 8 Exparte Injunction | Originating Summons (Exparte - Injunction) |
| 6. | Originating Motion (Court Of Appeal) | Originating Summons (Court Of Appeal) |

After ROC rollout (1 January 2006), the existing documents can be filed for the Old cases; The New documents can be filed in fresh submission (without case number) and for the New Cases.

b) Screen ID: FEOS.S02 (OS – Queens Counsel)

Documents using these screens:

- Originating Summons
- Originating Summons (Summons Nature). Applicable to SU only.
- Originating Summons (Exparte)
- Originating Summons (Exparte - Summons Nature). Applicable to SU only.
- Originating Summons (Exparte - Injunction)
- Originating Summons (Court of Appeal)

type of Originating Summons is "Queens Counsel")

Screen ID: FEOS.S02

The screenshot shows a web application interface for 'More Document Information (Originating Summons)'. At the top, there is a navigation bar with links like 'Home', 'My Account', and 'User Administration (ORA)'. Below this, there are dropdown menus for 'Launch->' and 'Other portals->'. The main content area is titled 'More Document Information (Originating Summons)'. It contains several sections:

- Legislation for Originating Motion**: A dropdown menu set to 'Select One' and a text input field for 'Legislation Remarks'.
- Nature Of Application**: A list of predefined options including 'A Decree Of Judicial Separation Be Granted', 'Access To A Child Of The Marriage', and 'All Necessary And Consequential Directions'. Below the list are '+ ADD' and '- REMOVE' buttons.
- Queen's Counsel Details**: A section with multiple input fields: 'Queen's Counsel Name', 'Queen's Counsel Id.', 'Id. No.', 'Id. Type', 'Country of Issue', and 'Queen's Counsel Qualification'. Below these are three date input fields labeled '1.', '2.', and '3.', each with a dropdown menu and slashes for day, month, and year. There is also an 'Add More' link.

 At the bottom of the form are 'Save' and 'Cancel' buttons. The footer contains copyright information for CrimsonLogic Pte Ltd 2002 and a link to the 'Electronic Filing System'.

Input/Display Fields:

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remarks |
|------------------------------------|----------------|---------------|------------------|-----------|--|
| Legislation for Originating Motion | | Input | Nil | Yes | User can only select from a list of predefined values, |

| Field Label | Data Item Ref. | Input/ Display | Field Validation | Mand- atory | Remarks |
|--|----------------|----------------|------------------|-------------|---|
| | | | | | which are maintained by the Courts. |
| Legislation Remarks | | Input | Nil | No | |
| Nature of Application | | Input | Nil | Yes | User can only select from a list of predefined values, which are maintained by the Courts. Up to 9 entries can be made. |
| Queen’s Counsel Name | | Input | Nil | No | |
| Queen’s Counsel Id. : Id. No. | | Input | Nil | No | |
| Queen’s Counsel Id. : Id. Type | | Input | Nil | No | User can only select from a list of predefined values, which are maintained by the Courts. |
| Queen’s Counsel Id. : Country of Issue | | Input | Nil | No | User can only select from a list of predefined values, which are maintained by the Courts. |
| Queen’s Counsel Qualification | | Input | Nil | No | User can only select from a list of predefined values, which are maintained by the Courts. |
| Queen’s Counsel Case No. • Case Type • Case No. Year • Case No. Serial No. • Case No. suffix / check character | | Input | Nil | No | Case No. for up to 10 cases can be entered. User may enter non-efs case no. |

Screen Validation:

All mandatory fields are entered.

Functions Supported:

Upon clicking of the **Save Document** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.

Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Submission Information** screen) will be returned to the user.

Mapping of Documents:

| S/ | Existing Document Description | New Document Description |
|----|--|--------------------------|
| 1. | Originating Summons Form 7 (OS Nature) Originating Motion | Originating Summons |

| S/ | Existing Document Description | New Document Description |
|----|---|--|
| 2. | Originating Summons Form 8 (OS Nature) Originating Motion | Originating Summons (Exparte) |
| 3. | Originating Summons Form 8 Exparte Injunction Originating Motion | Originating Summons (Exparte - Injunction) |
| 4. | Originating Motion (Court Of Appeal) | Originating Summons (Court Of Appeal) |
| 5. | Order Made in Trial Or Hearing In Open Court | Order Made for Admission of QC under LPA |
| 6. | Praecipe For Practicing Certificate For Queen's Counsel | Request For Practicing Certificate For Queen's Counsel |

After ROC rollout (1 January 2006), the Existing documents can be filed for the Old cases; The New documents can be filed in fresh submission (without case number) and for the New Cases.

16.2 Adoption

After the implementation of the changes to the Rules of Court (Jan 1, 2006 onwards), the current main case level document namely "Adoption Petition" can be filed only as amended versions. There will still be a need to attach the marked up PDF while filing amended version of "Adoption petition" document. The case type "AP" should be quoted while creating such submissions.

The new case level document which replaces "Adoption Petition" is called "Originating Summons (Adoption)" and will have to be filed together with another document namely "Statement (Adoption)". On acceptance by court, this document will now generate a new case type "OSA" which will be used for subsequent filings. There is no need now to attach a PDF while filing the amended versions of Originating Summons (Adoption) as well as the Statement (adoption) as these will always be auto generated by the system. The case type "OSA" should be quoted while filing subsequent documents to the new case.

The system will display the document list depending on the type of case selected to be filed.

Mapping of Documents

| S/N | Existing Document Description | New Document Description |
|-----|--|---|
| 1. | Adoption Petition | Originating Summons (Adoption) |
| 2. | Adoption – Notice of Hearing of Petition | Adoption – Notice of further hearing of Originating Summons |

| S/N | Existing Document Description | New Document Description |
|-----|--|--|
| 3. | Adoption Petition | Statement (Adoption) |
| 4. | Adoption – Affidavit in Support of Adoption Petition | Adoption – Affidavit in Support of Originating Summons |
| 5. | Adoption – Consent of Guardian Ad Litem | Adoption – Consent of Guardian In Adoption |
| 6. | Praecipe for Service By Court Process Server | Request for Service By Court Process Server |

The following are the more details section of the Originating Summons (Adoption)

Screen ID: FEOSA.S01

Documents using this screen are:
Originating Summons (Adoption)

The screenshot shows the EFS (Electronic Filing System) web application interface. At the top, there is a navigation bar with links for Home, My Account, Feedback, About Us, Site Map, User Administration (ORA), and Logout. Below this is a 'Launch->' dropdown menu set to 'Click on the application'. The main content area is titled 'More Document Information (Originating Summons (Adoption))'. It contains several form fields: 'Type of Application*' with a dropdown menu set to 'Married Applicant (Joint Application)', 'Date of Order/Judgment/Decision' with a calendar icon, and 'Judge/Judicial Officer's Name' with a dropdown menu. Below these is a table titled 'Person(s) Whom Originating Summons is to be served' with columns for S/No., Select, Name, Id No., Relationship, and Address. There are three buttons below the table: 'Add Other Person Details', 'Edit Other Person Details', and 'Delete Other Person Details'. At the bottom, there is a section titled 'Nature of Applications / Prayers *' with two checkboxes: 'To Appoint Director of Social Welfare at Ministry of Community Development and Sports As Guardian Ad Litem' and 'To Appoint Director of Social Welfare at Ministry of Community Development, Youth and Sports As Guardian In Adoption'. Both checkboxes are currently unchecked.

Adoption Order

For Costs

Dispensation of Consent

Dispensation of Service

Others

To Provide Cost For Guardian In Adoption

Save Cancel

>> Electronic Filing System

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Input/Display fields:

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remarks |
|---------------------------------|----------------|---------------|------------------|-------------------------------|---|
| Date of Order/Judgment/Decision | | Input | Date format | Mandatory for amended version | |
| Judge/Judicial Officer's Name | | Input | | Mandatory for amended version | User can only select from a list of predefined values, which are maintained by the Courts |
| Type of Application | | Input | Nil | Yes | |
| Nature of Applications | | Input | Nil | Yes | User can only select from a list of predefined values, which are |

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remarks |
|----------------|----------------|---------------|------------------|-----------|--|
| | | | | | maintained by the Courts. Up to 9 entries can be made. If a nature is selected, it is mandatory to enter the prayer remarks. |
| Prayer Remarks | | Input | | Yes | Text area for user to enter information of up to 600 chars. |

Screen Validation

Validate that at least one Nature of Application is specified.

Functions Supported

Upon clicking of the **Save** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.

Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Document Information** screen) will be returned to the user.

*Note: Refer to Section 3.5.2 and 3.5.4 of the External Design Specification for Web-based Front-End Application (EFS Phase 1.2) for description of the **Save Draft** function and **Document Information** screen, respectively*

Screen ID: FEOSA.S02

Documents using this screen:

Statement (Adoption)

The screenshot displays the 'More Document Information' form for a Statement (Adoption). The form includes the following fields and options:

- Date of Marriage:** 01/12/2005 (with a calendar icon)
- Marriage Certificate No.:** 12334
- Applicant Domiciled in Singapore:** Radio buttons for Yes (selected) and No.
- Date of Order/Judgment/Decision:** (with a calendar icon)
- Judge/Judicial Officer's Name:** (with a dropdown arrow)
- Place of Marriage:** Arab (with a dropdown arrow)
- Date of Petitioner Start Supporting Child:** (with a calendar icon)
- Place of Domicile of Applicant:** (with a calendar icon)
- Undertaking Description [Para 11]:** Maintenance and Education
- Rewards Description [Para 13](if any):** (empty text area)

Below the form is a section titled 'Persons Residing With Applicant Details' with a table structure:

| S/No. | Select | Name | ID No. | Date of Birth | Relationship | Related To |
|--------------------|--------|---------------------|--------|-----------------------|--------------|------------|
| Add Person Details | | | | | | |
| | | Edit Person Details | | Delete Person Details | | |

Infant Details [Para 8]

Name In Birth Certificate john

Name In Passport johnson
(if different from above)

Name In Previous Adoption Order jones
(if different from above)

Other Original Names in Other Documents

1.

2.

3.

4.

New Name by which Infant is to be Called*

Date of Birth Calendar

Birth Certificate No.

Date of Issue of Birth Certificate Calendar
(for Singapore-born child only)

Nationality*

Infant Nationality Remarks

Race*

Infant Race Remarks

Place of Birth*

Sex* Male Female

Marital Status*

Current Country of Residence*

Current Address in Singapore*

Dependent Pass Expiry Date 01/12/2006 Calendar

Previous Adoption Case No.

Previous Adoption Order No.

Current Custodian's Name*

Note: For Joint Application, if the child is under the custody of both petitioners, please enter the name as: "<Male Applicant> & <Female Applicant>".

has no relationship with the Applicant. Male

The Child is a of the Female Applicant(s).

(State Relationship) Both

Document Details

Request For Dispensation of Consent* Yes No

Spouse Consent Obtained Yes No Not Applicable

Natural Parent(s) / Previous Adoptive Parent(s) [Para 8 & 12]

Are Natural Parents/Previous Adoptive Parents Information Available?* Yes No

| S/No. | Select | Name | ID No. | Relationship | Nationality | Religion | Address |
|--------------------|---------------------|-----------------------|--------|--------------|-------------|----------|---------|
| Add Parent Details | Edit Parent Details | Delete Parent Details | | | | | |

Other Person(s) Whose Consent May Be Required. [Para 12]

| S/No. | Select | Name | Id No. | Relationship | Consent Obtained | Address |
|--------------------------|---------------------------|-----------------------------|--------|--------------|------------------|---------|
| Add Other Person Details | Edit Other Person Details | Delete Other Person Details | | | | |

| Exhibits Provided* (in the supporting affidavit to be filed separately within 7 days of filing of Originating Summons(Adoption)) | | |
|--|-------------------------------------|--|
| S/No. | Exhibit Provided | Exhibit Description |
| 1 | <input checked="" type="checkbox"/> | A Copy Of The Infant's Original Birth Certificate |
| 2 | <input checked="" type="checkbox"/> | A Letter With Reason (If A Copy Of The Infant's Original Birth Certificate Can Not Be Produced On The Filing Date) |
| 3 | <input checked="" type="checkbox"/> | A Copy Of Infant Dependand Pass |
| 4 | <input type="checkbox"/> | A Copy Of The Petitioner's/Applicant's Work Permits/Employment Passes/Dependant's Passes (If Any) |
| 5 | <input type="checkbox"/> | A Copy Of The Marriage Certificate Of The Petitioner/Applicant |
| 6 | <input type="checkbox"/> | A Copy Of The Translation Of Marriage Certificate Of The Petitioner/Applicant |
| 7 | <input type="checkbox"/> | A Copy Of The Death Certificate Of The Natural Parents |
| 8 | <input type="checkbox"/> | A Copy Of The Translation Of Death Certificate Of The Natural Parents |
| 9 | <input type="checkbox"/> | A Copy Of Deed Poll |
| 10 | <input type="checkbox"/> | A Copy Of Adoption Certificate |
| 11 | <input type="checkbox"/> | A Copy Of Notarial Certificate |
| 12 | <input type="checkbox"/> | A Copy Of Translation Of Notarial Certificate |
| 13 | <input type="checkbox"/> | CTC Of Birth Certificate |
| 14 | <input type="checkbox"/> | Others |
| 15 | <input type="checkbox"/> | Consent Of NP And GD |
| 16 | <input type="checkbox"/> | A Copy Of The Translation Of Infant's Original Birth Certificate |

(Note: The original of the Infant's Birth Certificate may be submitted to the Adoption Counter, at least 3 clear days prior to the hearing.)

Save Cancel

>> Electronic Filing System

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| Data Item | Ma n/ Op t | Description | Remark |
|--|---------------------|---|---|
| Date of Marriage | O | Applicant's date of marriage. | Conditional. Mandatory, if Applicant is married. |
| Place of Marriage | O | Applicant's place of marriage. | Conditional. Mandatory, if Applicant is married. |
| Marriage Certificate No. | O | Applicant's marriage certificate no. | Conditional. Mandatory, if Applicant is married. |
| Date Applicant Started Supporting Child | O | Date on which Applicant Started Supporting Child. | |
| The Applicant Agrees To Provide Costs for the Petition and Guardian Ad-Litem | M | To indicate whether the Applicant Agrees To Provide Costs for the Petition and Guardian Ad-Litem. Y - Yes N - No Default = "Y" | Must be set to "Y" at FE otherwise do not allow filing. |
| Applicant domicile in Singapore | M | Applicants place of Domicile | |
| Place of domicile | O | Applicants place of domicile if it is other than Singapore. | |
| Date of Order/Judgment/Decision | O | Applicants date of order | |

| Data Item | Ma n/ Op t | Description | Remark |
|---|---------------------|---|--|
| Judge/Judicial Officer's Name | O | User can only select from a list of predefined values, which are maintained by the Courts | |
| Undertaking Description [Para 11] | O | Applicant's undertaking description for child. | |
| Rewards Description [Para 13] | O | Receive rewards description. | |
| Name | O (10) | Name of person residing with Applicant. | Conditional. Mandatory, if other details is entered for "Persons Residing with Applicant" Maximum 10 entries. |
| Person ID | O (10) | ID of person residing with Applicant. | Conditional. Mandatory, if other details is entered for "Persons Residing with Applicant". Provide "Not Available/Does not Exist/Unknown" option. Maximum 10 entries. |
| Date of Birth | O (10) | Date of birth of person residing with Applicant. | Conditional. Mandatory, if other details is entered for "Persons Residing with Applicant" Maximum 10 entries. |
| Relationship | O (10) | Relationship of person residing with Applicant. | Maximum 10 entries. |
| Related to Applicant | M (10) | To describe person residing is related to 'Applicant' or 'Joint Applicant' | Only Applicant and Joint Applicant Party Type are applicable. Joint Applicant party type will be applicable only if Type of Application = J is selected. |
| Name in Birth Certificate | O | Infant Original Name appear in Birth Certificate | Out of the 3 names, At least one name must be entered. |
| Name in Passport | O | Infant Original Name appear in Passport | |
| Name in Previous Adoption Order | O | Infant Original Name appear in previous adoption order | |
| Other Original Names in other documents | O (4) | Other Original Names in other documents | Maximum 10 entries. |
| New Name | M | Infant's new name to be used after adoption petition is | |

| Data Item | Ma n/ Op t | Description | Remark |
|-------------------------------------|---------------------|--|---|
| | | granted. If there is no new name, enter the Original Name here. | |
| Date of Birth | M | Infant's date of birth. | |
| Birth Certificate No. | O | Infant's birth certificate no. | |
| Date of Issue of Birth Certificate | O | Infant's birth certificate registration date. | Conditional. Mandatory, if Born in Singapore = "Y". |
| Nationality | M | Infant's nationality at birth. | |
| Nationality remarks | O | Infants Nationality if 'others' is selected in nationality | |
| Place of Birth | M | Infant's country of birth. | |
| Sex | M | Infant's sex. F - Female M - Male | |
| Marital Status | M | Infant's marital status. M - Married U - Un-Married Default = "U" | |
| Race | M | Infant's race. | |
| Race remarks | O | Infants race if 'others' is selected in race field. | |
| Current Country of Residence | M | Infant's current country of residence. | |
| Current Address in Singapore | M | Infant's current address in Singapore. Expressed in 4 lines of 30 characters each. | Default to Applicant Address |
| Dependant Pass Expiry Date | O | Infant's dependant pass expiry date. | |
| Previous Adoption Petition No. | O | Previous Adoption Petition No. | |
| Previous Adoption Order No. | O | Previous Adoption Order No. | |
| Current Custodian's Name | M | Current custodian's name of the infant. | Default to Applicant Name |
| Relationship with Applicant | O | Infant's relationship to Applicant. | User needs to specify if there is any relationship. If its there, should state the relationship and with whom (Male/Female/both Applicant) |
| Request for Dispensation of Consent | M | Indicator for the request for dispensation of consent. Y - Yes N - No | |

| Data Item | Ma n/ Op t | Description | Remark |
|---|---------------------|---|--|
| | | Default to "N" | |
| Request for Dispensation of Service | M | Indicator for the request for dispensation of service. Y - Yes N - No Default to "N" | |
| Spouse Consent Obtained Indicator | O | Spouse Consent Obtained Indicator Y - Yes N - No | Mandatory if Type of Application 'Married (Spouse Consent To Adoption)' is selected. |
| Are Natural Parents/ Previous Adoptive Parents information available? | M | Y = 'Yes', N = 'No', Defaulted to 'Y' | |
| Name | O (2) | Person Name | if 'Are Natural parents/ previous adoptive parents information available' is Yes, it is mandatory |
| ID. | M (2) | Person ID | if 'Are Natural parents/ previous adoptive parents information available' is Yes, it is mandatory. Provide "Not Available/Does not Exist/Unknown" option. |
| Relationship | ⊖ M (2) | Person Relationship with Infant. | if 'Are Natural parents/ previous adoptive parents information available' is Yes, it is mandatory and must be Natural Father and/or Natural Mother. If 'No', will be disabled. |
| Religion | M (2) | | Mandatory if 'Are Natural parents/ previous adoptive parents information available' is Yes. If 'No', will be disabled. |
| Religion remarks | O | | |
| Nationality | M (2) | Nationality. | Mandatory if 'Are Natural parents/ previous adoptive parents information available' is Yes. If 'No', will be disabled. |
| Nationality Remarks | O | | |
| Deceased Indicator | M (2) | Deceased indicator. Y = 'Yes', N = 'No', Defaulted to 'Y' | |
| Consent Obtained | M (2) | Indicator for consent obtained | Y = Yes, N = No, Default to 'Y'. |

| Data Item | Ma n/ Op t | Description | Remark |
|-------------------------------|---------------------|---|--|
| Service of Document Indicator | M (2) | Y = 'Yes', N = 'No', Defaulted to 'Y' | |
| Address | O (2) | Address Expressed in 4 lines of 30 characters each. | Mandatory if 'Are Natural parents/ previous adoptive parents information available' is Yes and Service of Document Indicator is 'Yes'. If 'No', will be disabled. |
| Name | O (5) | Person Name | |
| ID. | M (5) | Person ID | if 'Are Natural parents/ previous adoptive parents information available' is Yes, it is mandatory |
| Relationship | M (5) | Person Relationship with Infant. | |
| Remarks | O (5) | Remarks | Only Application if Relationship = "Others" |
| Consent Obtained | M (5) | Indicator for consent obtained Y = Yes, N = No, Default to 'Y'. | Y = Yes, N = No, Default to 'Y'. |
| Service of Document Indicator | M (5) | Y = 'Yes', N = 'No', Defaulted to 'Y' | |
| Address to be Served | O (5) | Address to be Served Expressed in 4 lines of 30 characters each. | Mandatory if "Service of Document Indicator" is 'Yes'. |
| Exhibit | M (20) | Exhibit required for filing of adoption petition | |

Screen Validation

Validate that All Mandatory fields are specified.

Functions Supported

Upon clicking of the **Save** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.

Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Document Information** screen) will be returned to the user.

16.3 Probate

ROC changes have a major impact in filing submissions for Probate. 'Probate Petition' will now become 'Originating Summons (Probate)' and it must be filed together with the newly introduced document named 'Statement for Probate'. Previously, all required data items will be entered in the petition itself. With the new changes, the data items will be split into and to be shown and entered in the OS and Statement respectively.

As a general rule and validation, the following will be applied when filing the OS (Probate) and/or Statement for Probate.

For Fresh filing

- OS and Statement must be filed together
- As per rule, other docs are required depending on the Nature of Probate selected
- Newly introduced Checklist for Probate will be required for filing to Sub court only. For High Court, it's optional.

For Amendment(s)

- If there's a change in Nature of Probate in the OS, both the OS & Statement must be filed together
- When there are changes to the Deceased Information like Name, ID (id No., Type & Country of issue), and Alias name(s), both the Statement and OS must be filed together.
- Other changes in the MDI that may not affect the common data items, OS or Statement can be filed alone.
- Whether filing both OS and Statement or separately, the amended version for the document must be non-zero.

In connection to the above rules, proper validation has been implemented and user will be prompted accordingly when the validation fails.

Mapping of Documents

| S/N | Existing Document Description | New Document Description |
|-----|--|---|
| 1. | Petition for Probate/Letters of Administration | Originating Summons (Probate)/Letters of Administration |
| 2. | Petition for Probate/Letters of Administration | Statement for Probate/Letters of Administration |
| 3. | Checklist for Petition | Checklist for Originating Summons (Probate) |

16.3.1 Originating Summons (Probate)/Letters of Administration

The following is the "More Document Information" section for the Originating Summons documents, to allow user to enter "More Document" details for the OS.

a) Screen ID: FEPB.S01 (Originating Summons (Probate/LA))

Documents using these screens:

- Originating Summons (Probate/Letters of Administration)

More Document Information
(Originating Summons (Probate)/Letters Of Administration)

Nature of Probate *

Date of Order Granted to Amend Calendar
(Note: Only applicable to amended Originating Summons)

Prayers *

Note: Please check the selected/entered prayer and enter the required information (normally in between braces and the words are all in UPPER CASE letters). Enter the required information, if any, by replacing the entire string in between the braces (including the pair of braces). For example, "{(NAMES OF CO-ADMINISTRATOR(S) SEPARATED BY COMMA)}" to "Tan Ah Kaw, Tan Ah Beng". Any additional prayer can be entered right after the selected prayer (at the same prayer textbox).

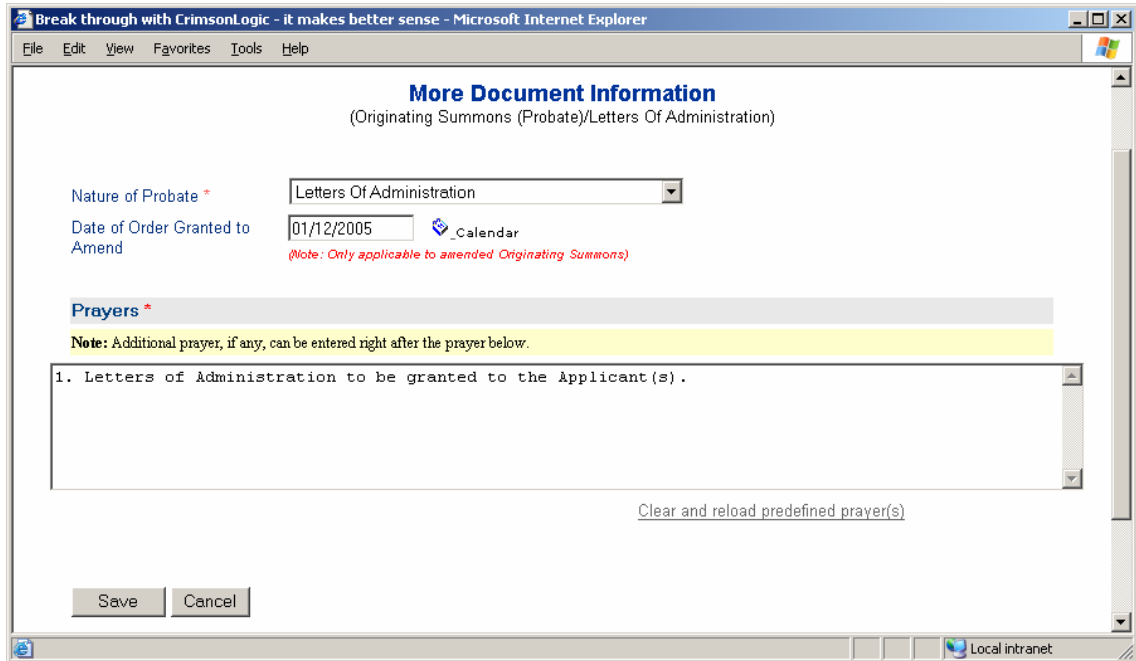
Letters of Administration to be granted to the Applicant(s).

Letters of Administration to be granted to the Applicant(s) and {(NAMES OF CO-ADMINISTRATOR(S) SEPARATED BY COMMA)} as Co-Administrator(s).

Letters of Administration to be granted to the Applicant(s) as the duly constituted Attorney(s), limited until the Donor(s) shall apply for Grant of Letters of Administration.

Letters of Administration to be granted to the Applicant(s) as the duly constituted Attorney(s) and {(NAMES OF CO-ADMINISTRATOR(S) SEPARATED BY COMMA)} as Co-Administrator(s), limited until the Donor(s) shall apply for Grant of Letters of Administration.

Screen after selecting a new Nature of Probate



Screen when opening a previously saved more document information.

Input/Display Fields:

| Field Label | Data Item Ref. | Input/ Display | Field Validation | Mand atory | Remarks |
|--------------------------------|----------------|----------------|------------------|------------|--|
| Nature of Probate | | Input | Nil | Yes | User can only select from a list of predefined values, which are maintained by the Courts. |
| Date of Order Granted to Amend | | Input | Nil | No | |
| Prayers | | Input | Nil | Yes | User can only select from a list of predefined values, which are maintained by the Courts. Additional prayer can be entered at the same textbox entry. |

Screen Validation:

1. All mandatory fields are entered.

Functions Supported:

1. Upon clicking of the **View Prayer details** button, the selected predefined prayer and/or any additional/other prayer will be taken, and proper formatting will be applied and to be displayed at the space provided for the entire prayer details.
2. Upon clicking of the **Reset** button, any prayer selected, additional/other prayer entered, and the entire prayer, if any, will be cleared or removed.

3. Upon clicking of the **Save** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.
4. Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Document Information** screen) will be returned to the user.

16.3.2 Statement for Probate/Letters of Administration

The following is the “More Document Information” section for the Originating Summons documents, to allow user to enter “More Document” details for the OS.

a) **Screen ID: FEPB.S02**

Documents using these screens:

- Statement for Probate/Letters of Administration

The screenshot shows a web browser window titled "Break through with CrimsonLogic - it makes better sense - Microsoft Internet Explorer". The page content is titled "More Document Information (Statement For Probate/Letters Of Administration)".

The form includes the following fields and sections:

- Nature of Probate ***: A dropdown menu with "Letters Of Administration" selected.
- Date of Order Granted to Amend**: A text input field with a calendar icon and a note: "(Note: Only applicable to amended Originating Summons)".
- Deceased Details**:
 - Deceased Name ***: Text input field containing "TANAH KAW".
 - Deceased Alias**: A table with 10 rows and 2 columns for aliases.

| | | | |
|---|-----------|----|--|
| 1 | TAN SHAUN | 2 | |
| 3 | | 4 | |
| 5 | | 6 | |
| 7 | | 8 | |
| 9 | | 10 | |
 - Deceased Gender***: A dropdown menu with "Male" selected.
 - Deceased Id. ***:
 - Unknown
 - Id. details as follows
 - Id No.**: Text input field.
 - Id Type**: Dropdown menu.
 - Country of Issue**: Dropdown menu.

Deceased Address

Not Available
 Address details as follows:

Line 1
 Line 2
 Line 3
 Line 4

Place of Death*
(Country must also be stated, enter 'Unknown' if not known)

Date of Death*

Exact Date
(mm) / (yy) (yy) (if other value, please enter both Month and Year or Year only)

Estimated Date Range

From To
(mm) / (yy) (yy) (mm) / (yy) (yy) (if other value, enter the Month and Year or Year only)

Country of Domicile*

Deceased True Name
(Enter if and only if Deceased Name differs from that in Death Certificate or Will)

Deceased Property in Alias Name (s)
(Leave it blank if there is none)

Deceased Marital Status*

Deceased Nationality*
(If Others is selected, please specify)

Deceased Religion*
(If Others is selected, please specify)

Deceased School of Religion
(Note: For Muslim Religion only)

General Details

Estate Value Exceed 3 Millions? Yes No

Applicant(s) Relationship To Deceased*
(All Applicant(s) capacities must be stated. If none of the listed capacities describes their relationship accurately, then select 'Other's and to enter in the space provided)

Reason for Delay

Particulars of the Beneficiary(s)*

| SN. | Name | Gender | Age or Date of Birth | Relationship to Deceased |
|-----|--------------------------------|--------|----------------------|--------------------------|
| 1. | <input type="radio"/> MARY TAN | Female | 45 | Lawful Wife |

| Particulars of the Spouse and Next-of-Kin Who Are Deceased | | | | |
|--|------------|----------------------|-----------------------|--------------------------|
| SNo. | Name | Gender | Date of Death | Relationship to Deceased |
| <input type="button" value="Add Next-Of-Kin"/> <input type="button" value="Edit Next-Of-Kin"/> <input type="button" value="Delete Next-Of-Kin"/> | | | | |
| Renunciation of Person(s) With Prior/Equal Rights | | | | |
| SNo. | Name | Date of Renunciation | | |
| <input type="button" value="Add Renounced Person"/> <input type="button" value="Edit Renounced Person"/> <input type="button" value="Delete Renounced Person"/> | | | | |
| Particulars of Minor | | | | |
| SNo. | Name | Share Entitlement | | |
| <input type="button" value="Add Minor"/> <input type="button" value="Edit Minor"/> <input type="button" value="Delete Minor"/> | | | | |
| Particulars of Power of Attorney(s) | | | | |
| SNo. | Donor Name | Gender | Power Of Attorney No. | Power Of Attorney Date |
| <input type="button" value="Add Donor/Grantee"/> <input type="button" value="Edit Donor/Grantee"/> <input type="button" value="Delete Donor/Grantee"/> | | | | |
| Any Other Relevant Information(if any) in support of the Originating Summons | | | | |
| <div style="border: 1px solid black; width: 100%; height: 100%;"></div> | | | | |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | | | |
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| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remark |
|---------------------------------|----------------|---------------|--|-----------|---|
| Nature of Probate | | Input | | Yes | |
| Date of Order Granted to Amend | | | | No | Display a note on the web "Only applicable to amended petition". |
| Estate Value Exceed 3 Millions? | | Input | Estate Value Exceed 3 Millions indicator Y-Yes N-No For High Court : No default value For Sub Courts: Default to "No" and do not allow user to edit. | Yes | Applicable and mandatory for Form 168(a), 168(b), 168(c), 168(d), 168(e). |
| Will with Codicil? | | Input | Will with Codicil? | No | Applicable and mandatory for Nature of |

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remark |
|---------------------------------------|----------------|---------------|---|-----------|---|
| | | | Y – Yes N – No No default value | | Probate = "PB", "DPB", "TPB", "LAW", "LAWDMR", "LADWR", "PBTC", "LAWTC". |
| Reason for Delay | | Input | Reason for Delay | No | Applicable and optional for Form 168(a), 168(b), 168(c), 168(d) & 168(e) Optional for "DPB", "TPB", "LADR", "LADWR" For the rest of Nature of Probate; It is mandatory only if the application is taken out <u>after</u> 6 months from the Date of Death. However, system should not allow user to enter anything here if the application is taken out <u>within</u> 6 months from the Date of Death. For partial Date of Death, the assumed date will be as follows: YYYYMM – last day of the month YYYY – last day of the year |
| Applicant(s) Relationship To Deceased | | Input | Applicant(s) Relationship With Deceased | No | Applicable and mandatory for Form 168(a), 168(b), 168(c), 168(d) and Nature of Probate = "PBTC". Applicable and optional for Nature of Probate = "LATC", "LAWTC". To display the caption as "Applicant(s) Capacity" for "PB, DPB, TPB, LAW, LADWR", "PBTC" and to display as "Applicant(s) Relationship To Deceased" for the rest. Display a note on the web "All Applicants' capacities must be stated. If none of the listed capacities describes their relationship accurately, |

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remark |
|--|----------------|---------------|--|-----------|---|
| | | | | | then select 'Others' and to enter in the space provided. |
| Applicant(s) Relationship To Deceased Remark | | Input | Applicant(s) Relationship With Deceased Remark. | No | <p>Applicable and optional for Form 168(a), 168(b), 168(c), 168(d) and Nature of Probate = "PBTC".</p> <p>To display the caption as "Applicant(s) Capacity Remark" for "PB, DPB, TPB, LAW, LADWR" and to display as "Applicant(s) Relationship To Deceased Remark" for the rest.</p> <p>Display a note on the web "If Others is selected, please specify"</p> <p>Upon saving at FE: If Applicant(s) Relationship To Deceased = "OTH" Store what is keyed-in (free-text info) by user into this field Else Translate the code into actual description and store into this field End-if</p> |
| Applicant's Status in the Will | | Input | Applicant's Status Stated in the Will | No | Applicable and mandatory for Form 168(c). |
| Applicant's Status in the Will Remarks | | Input | Applicant's Role Stated in the Will Possible values: the residuary legatee(s) one of the beneficiaries the beneficiaries | No | <p>Applicable and optional for Form 168(c).</p> <p>Display a note on the web "If Others is selected, please specify"</p> <p>Upon saving at FE: If Applicant's Status in the Will = "OTH" Store what is keyed-in (free-text info) by user into this field Else Translate the code into actual</p> |

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remark |
|---|----------------|---------------|--|-----------|---|
| | | | | | description and store into this field End-if |
| Did Deceased name any Executor in the Will? | | Input | Did Deceased name any Executor in the Will? Y – Yes N – No No Default | No | Applicable and Mandatory for Form 168(c). |
| Deceased Name | | Input | Name of the Deceased. | Yes | |
| Deceased ID | | Input | Deceased's ID. | Yes | User may enter valid ID information or select "Unknown" option. |
| Deceased ID Type | | Input | The type of identity document of the Deceased. | No | |
| Deceased ID Country Of Issue | | Input | The country issued the Deceased's identity document. | No | |
| Deceased Alias | | | Alias of the Deceased. | No | Maximum 10 entries. |
| Exact Date of Death | Input | Input | | No | Conditional. Either the Exact Date of Death or the Estimated Date of Death (From / Date) must be specified. Should be allowed to key in any of the following formats. dd/mm/yyyy (full date) mm/yyyy (month & year) yyyy (year) Validation: Full date – must be earlier than (to-date) Month & Year – must be a valid month & year and must be earlier than (to-date) Display a note on the web "If only month & year is known" Year – must be a valid year and must be earlier |

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remark |
|-------------------------------------|----------------|---------------|------------------|-----------|--|
| | | | | | than to-date |
| Estimated Date of Death (From-Date) | | Input | | No | <p>Conditional. Either the Exact Date of Death or the Estimated Date of Death (From / Date) must be specified.</p> <p>(From-Date) must be earlier than (To-Date).</p> <p>Should be allowed to key in any of the following formats. dd/mm/yyyy (full date) mm/yyyy (month & year) yyyy (year)</p> <p>Validation: Full date – must be earlier than (to-date)</p> <p>Month & Year – must be a valid month & year and must be earlier than (to-date) Display a note on the web "If only month & year is known"</p> <p>Year – must be a valid year and must be earlier than to-date</p> |
| Estimated Date of Death (To-Date) | | Input | | No | <p>(From-Date) must be earlier than (To-Date).</p> <p>Should be allowed to key in any of the following formats. dd/mm/yyyy (full date) mm/yyyy (month & year) yyyy (year)</p> <p>Validation: Full date – must be earlier than (to-date) Month & Year – must be a valid month & year and must be earlier than)to-date Year – must be a valid year and must be earlier than to-date</p> |

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remark |
|------------------------------|----------------|---------------|---|-----------|--|
| Deceased Address | | Input | Address of the Deceased expressed in 4 lines of 30 characters each. | No | User may enter address or select "Not Available" option. |
| Place of Death | | Input | Place of Death of the Deceased. (Country must also be stated) | No | Display a note on the web "Country must also be stated, enter "Unknown" if not known". Applicable and mandatory for Form 168(a), 168(b), 168(c), 168(d), 168(e). |
| Deceased Gender | | Input | Gender Type: M – Male F – Female | Yes | |
| Country of Domicile | | Input | Deceased Domicile | Yes | |
| Deceased Nationality | | Input | Deceased Nationality | No | Applicable and mandatory for Form 168(b), 168(c), 168(d), 168(e). |
| Deceased Nationality Remarks | | Input | Deceased Nationality Remarks | No | Applicable and optional for Form 168(b), 168(c), 168(d), 168(e). Upon saving at FE: If Deceased Nationality = "OTH" Store what is keyed-in (free-text info) by user into this field Else Translate the code into actual description and store into this field End-if |
| Deceased Religion | | Input | Deceased Religion | No | Applicable and mandatory for Form 168(b), 168(c), 168(d), 168(e). |
| Deceased Religion Remarks | | Input | Deceased Religion Remarks | No | Applicable and mandatory for Form 168(b), 168(c), 168(d), 168(e). Upon saving at FE: If Deceased Religion = "OTH" |

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remark |
|---|----------------|---------------|---|-----------|---|
| | | | | | Store what is keyed-in (free-text info) by user into this field Else Translate the code into actual description and store into this field End-if |
| Deceased School of Religion | | Input | Deceased School of Religion | No | Mandatory if Deceased Religion = "M" (Muslim). |
| Deceased Marital Status | | Input | Deceased Marital Status S – Single M – Married D – Divorced W – Widowed U - Unknown No default value | No | Applicable and mandatory for Form 168(b), 168(c), 168(d), 168(e), 168(f). |
| Deceased Had Resided or Carried on Business in Singapore Within 12 Months Before Death? | | Input | Deceased had Resided or carried on business in Singapore within 12 months before death indicator Y – Yes N – No No default value | No | Applicable and mandatory for Form 168(f). |
| Is There Debts Due From the Deceased Estate to Creditors Residing in Singapore? | | Input | Debts due from the deceased estate to creditors residing in Singapore indicator Y – Yes N – No No default value | No | Applicable and mandatory for Form 168(f). |
| Deceased True Name | | Input | Deceased True Name | No | Applicable and optional for Form 168(a), 168(b), 168(c), 168(d), 168(e), 168(f). Display a note on the web "Enter if and <u>only if</u> Deceased Name differs from that in Death Certificate or Will". |

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remark |
|--|----------------|---------------|---|-----------|---|
| Property in Alias Name | | Input | Property in Alias Name | No | Applicable and optional for Form 168(a), 168(b), 168(c), 168(d), 168(e), 168(f). Can only be entered if Deceased True Name is not NULL. Display a note on the web "Leave blank if there is none". |
| Particular of Previous Probate. Applicable and mandatory for Nature of probate code = "DPB", "TPB". | | | | | |
| Probate No | | Input | Previous Probate No | Yes | |
| Grant Date | | Input | Previous Probate Grant Date | Yes | Format: DD/MM/YYYY |
| Executor Name | | Input | Executor named in previous probate | Yes | At least 1 must be supplied. |
| Executor's Gender | | Input | Executor's Gender F-Female M-Male No default value | Yes | Mandatory, if Executor Name is supplied. |
| Other Executor Name | | Input | Other Executor with leave being reserved in the previous probate | No | |
| Other Executor's Gender | | Input | Other Executor's Gender F-Female M-Male No default value | No | Mandatory, if Other Executor Name is supplied. |
| Particular of Beneficiary, maximum 99 entries Applicable and mandatory for Form 168(b), 168(c), 168(d), "LATC" and "LAWTC" only. Display a note on the web "If name entered is a company, Gender and Age or Date of Birth are not required otherwise please provide information" | | | | | |
| Name | | Input | Beneficiary Name | Yes | Display a note on the web "Include alias names, if any) |
| Gender | | Input | Beneficiary Gender F-Female M-Male No default value | No | Optional for "LATC" and "LAWTC" but mandatory for the rest of nature of probate code (if applicable). |
| Age or Date of | | Input | Beneficiary Age | Yes | Display a note on the |

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remark |
|---|----------------|---------------|---|-----------|--|
| Birth | | | or Date of Birth | | web "Enter "Unknown" if Age or Date of Birth is not known". Optional for "LATC" and "LAWTC" but mandatory for the rest of nature of probate code (if applicable). |
| Relationship To Deceased | | Input | Beneficiary Relationship to Deceased | Yes | |
| Relationship To Deceased Remarks | | Input | Beneficiary Relationship To Deceased Remarks | Yes | Upon saving at FE: If Beneficiary Relationship To Deceased = "OTH" Store what is keyed-in (free-text info) by user into this field Else Translate the code into actual description and store into this field End-if |
| Particulars of Spouse and Next-of-kin Who Are Deceased, maximum 99 entries Applicable and optional for Form 168(b), 168(c), 168(d), "LATC" and "LAWTC" only. | | | | | |
| Name | | Input | Spouse and Next-of-kin Name | Yes | |
| Gender | | Input | Spouse and Next-of-kin Gender F-Female M-Male No default value | Yes | |
| Date of Death | | Input | Spouse and Next-of-kin Date of Death | Yes | |
| Relationship To Deceased | | Input | Spouse and Next-of-kin Relationship to Deceased | Yes | |
| Relationship To Deceased Remarks | | Input | Spouse and Next-of-kin Relationship To Deceased Remarks | Yes | Upon saving at FE: If Spouse and Next-of-kin Relationship To Deceased = "OTH" Store what is keyed-in (free-text info) by user into this field Else Translate the code |

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remark |
|---|----------------|---------------|---|-----------|---|
| | | | | | into actual description and store into this field End-if |
| FE is to display as the following 3 sections: 1. Particular of Executor(s) who are deceased - Applicable and optional for Form 168(a), 168(c) and "PBTC". 2. Renunciation of Executor(s) - Applicable and optional for Form 168(a), 168(c) and "PBTC". 3. Renunciation of Person(s) with prior/equal rights - Applicable and optional for Form 168(b), 168(c), 168(d), "LATC" and "LAWTC". maximum 99 entries | | | | | |
| Executor/Person with Prior/Equal Rights | | Input | Executor/Person with Prior/Equal Rights Indicator Possible values: E – Executor R – Person With Prior/Equal Rights No default value | Yes | |
| Name | | Input | Executor/Person with Prior/Equal Rights Name | Yes | |
| Date of Death | | Input | Executor/Person with Prior/Equal Rights Date of Death | No | Display a note on the web "Enter 'Unknown' if Date of Death is not known" Either Date of Death or Date of Renunciation must be supplied. |
| Date of Renunciation | | Input | Executor/Person with Prior/Equal Rights Date of Renunciation | No | Either Date of Death or Date of Renunciation must be supplied. |
| Name | | Input | Minor Name | Yes | |
| Share Entitlement | | Input | Minor's Share Entitlement | Yes | |
| Particulars of Administrator(s) in Previous Probate. Maximum 4 entries Applicable and optional for Form 168(d) only. | | | | | |
| Probate No | | Input | Previous Probate No | Yes | |
| Granted Date | | Input | Previous Administrator Granted Date | Yes | |
| Grant Issued By | | Input | Grant Issued By Which Court E.g.: High Court | Yes | Free Text. |

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remark |
|---|----------------|---------------|---|-----------|---|
| | | | Subordinate Courts | | |
| Name | | Input | Previous Administrator Name | Yes | |
| Relationship To Deceased | | Input | Previous Administrator Relationship To Deceased | Yes | |
| Relationship To Deceased Remarks | | Input | Previous Administrator Relationship To Deceased Remarks | Yes | Upon saving at FE: If Previous Administrator Relationship To Deceased = "OTH" Store what is keyed-in (free-text info) by user into this field Else Translate the code into actual description and store into this field End-if |
| Death Date | | Input | Previous Administrator Death Date | No | |
| Appointment of Legal Guardian Details, Optional. Applicable and optional for Nature of Probate = "LAMR", "LAWDMR". | | | | | |
| Order Date | | Input | Order Date | No | Display a note on the web "Enter only if required" |
| Appointment of Testamentary Guardian Details, Optional. Applicable and optional for Nature of Probate = "LAWDMR". | | | | | |
| Testamentary Guardian | | Input | Testamentary Guardian Indicator Y – Yes N – No No default value | No | Display a note on the web "Select only if required" |
| By Nomination of Infant Details, Optional. Applicable and optional for Nature of Probate = "LAMR" & "LAWDMR". | | | | | |
| Nominate by Infant(s) | | Input | Nominate by Infant(s) indicator. Y – Yes N – No No default value | No | Display a note on the web "Select only if required" |
| Other Information. Applicable For all forms | | | | | |
| Any Other Relevant | | Input | Any Other Relevant | No | Free text field. |

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remark |
|--|----------------|---------------|--|-----------|--|
| Information (if any) in Support of the Petition | | | Information (if any) in Support of the Petition | | |
| Property in Resealing Probate. Applicable and mandatory for Form 168(f) only. | | | | | |
| Deceased Property in Singapore | | Input | Deceased property in Singapore | Yes | |
| Particulars of Donor(s) / Original Foreign Grantee(s). Applicable and optional For Form 168(b), 168(c), 168(d), 168(e) & 168(f) only. For Form 168(b), 168(c), 168(d), 168(e) display the section heading as "Particulars of Power of Attorney(s)". For Form 168(f) display the section heading as "Particulars of Donor(s) / Original Foreign Grantee(s)". | | | | | |
| Full Name Of The Foreign Court In Which Probate Is Granted? | | Input | Court which Foreign Probate is granted. | Yes | Display note on the web "Country must also be stated". Applicable and mandatory For Form 168(f) only. |
| Donor or Grantee | | Input | D – Donor G – Grantee | Yes | Applicable to Form 168(b), 168(c) & 168(f) but DO NOT display this data item. Default to "D" for Form 168(b) & 168(c). Default to "G" for Form 168(f). |
| Name | | Input | Foreign Grantee | Yes | To display the caption as "Donor Name" in Form 168(b) & 168(c). To display the caption as "Grantee Name" in Form 168(f). Display a note on the web "Enter multiple names, separate names by comma" |
| Gender | | Input | Gender Type: F-Female M-Male No default value | Yes | Applicable and mandatory For Form 168(f) only. |
| Power of Attorney No | | Input | Power of Attorney No | No | Applicable and mandatory For Form 168(b) & 168(c). For Form 168(f), it is mandatory, if Power of Attorney Date is supplied. |
| Power of Attorney Date | | Input | Power of Attorney Date | No | Applicable and mandatory For Form 168(b) & 168(c). For Form 168(f), it is |

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remark |
|---|----------------|---------------|------------------------------|-----------|---|
| | | | | | mandatory, if Power of Attorney No is supplied. |
| Foreign Probate in Resealing Probate. Applicable and mandatory for Form 168(f) only. | | | | | |
| Foreign Probate Description | | Input | Foreign Probate description. | Yes | Applicable and mandatory For Form 168(f) only. |

Screen Validation:

1. All mandatory fields are entered.

Functions Supported:

1. Upon clicking of the **Save** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.
2. Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Document Information** screen) will be returned to the user.
3. Other buttons function will be as per existing.

16.3.3 Checklist for Originating Summons (Probate)

a) Screen ID: FEPB.S03

Documents using these screens:

- Checklist for Originating Summons(Probate)

Deceased Name* : TAN AH KAW
(Deceased Name taken from OS/Statement)

| S/No. | Select | Checklist Items |
|--|--------------------------|---|
| Contents of Originating Summons | | |
| (1) | <input type="checkbox"/> | Correct Originating Summons Template used |
| (2) | <input type="checkbox"/> | Particulars of Deceased (i.e., Name, Place of Residence, Death and Domicile Citizenship, Marital Status and Religion) correctly stated |
| (3) | <input type="checkbox"/> | Relationship of Applicant to Deceased or Applicant's status correctly stated |
| (4) | <input type="checkbox"/> | Value of estate does not exceed \$3 million |
| (5) | <input type="checkbox"/> | Affidavit of due execution of Will (Affidavit of person(s) who interpreted contents of Will to Testator) |
| (6) | <input type="checkbox"/> | Appointment of Co-Administrator |
| (7) | <input type="checkbox"/> | Clearing of parties with prior rights |
| (8) | <input type="checkbox"/> | Minority Interests Clause |
| (9) | <input type="checkbox"/> | Delay Clause |
| (10) | <input type="checkbox"/> | Grant in additional name (Description on Deceased's alias name(s) – to state which is the true name and what part of the property is in the alias name) |
| (11) | <input type="checkbox"/> | Interpretation clause (Language / Dialect of Interpretation) |
| Documents to be filed in support of Originating Summons | | |
| (1) | <input type="checkbox"/> | Original Certificate of Extract Deaths or Death Certificate issued by the authority from the country of death (including official translation if the document is not in the English language) or Certified True Copy of the Order of Court for presumption of death of the deceased (original hardcopy to be submitted to Probate Counter by 4:30pm of the next working day.) |
| (2) | <input type="checkbox"/> | Original Will (including official translation if the document is not in the English language) (original hardcopy to be submitted to Probate Counter by 4:30pm of the next working day) |
| (3) | <input type="checkbox"/> | Administration Oath |
| (4) | <input type="checkbox"/> | Original Inheritance Certificate (for Muslim estates) (original hardcopy to be submitted to Probate Counter by 4:30pm of the next working day) |
| (5) | <input type="checkbox"/> | Consent of Co-Administrator |
| (6) | <input type="checkbox"/> | Renunciation of person(s) with prior rights |
| (7) | <input type="checkbox"/> | Renunciation of Executor |
| (8) | <input type="checkbox"/> | Certified true copy of Death Certificate of person(s) with prior rights / Beneficiary / Executor / Administrator |
| (9) | <input type="checkbox"/> | Affidavit of Foreign Law under Ord 71 r 16 and r 25 (Affidavit to state that Applicant has the right to file Originating Summons Probate or that the Will is valid under the law of the country of domicile of the Deceased) |
| (10) | <input type="checkbox"/> | Certified true copy of Power of Attorney |
| (11) | <input type="checkbox"/> | Certified true copy of Order of Court appointing Guardian under Ord 71 r 27(1)(a) |
| (12) | <input type="checkbox"/> | Nomination by infant under Order 71 Rule 27(1)(b) |
| (13) | <input type="checkbox"/> | Certified true copy of Order of High Court / Affidavit in respect of Grants in cases of mental or physical incapacity under Ord 71 r 29 |
| (14) | <input type="checkbox"/> | Certified true copy of resolution under Ord 71 r 30 to be exhibited in supporting affidavit under Ord 71 r 5 |
| (15) | <input type="checkbox"/> | Certified true copy of Order of Court admitting the Will under Ord 71 r 46 |
| (16) | <input type="checkbox"/> | Certified true copy of previous Grants of Probate / Letters of Administration (in applications for Letters of Administration For Unadministered Estate) |
| (17) | <input type="checkbox"/> | Certified true copy of Will (scanned upright) |
| (18) | <input type="checkbox"/> | Supporting affidavit under Ord 71 r 5 (to be submitted within 7 days after the acceptance of the OS Probate and the Statement) |
| (19) | <input type="checkbox"/> | Certified true copy of Order of Court for Presumption of Death |

I certify that I have checked the Originating Summons and accompanying documents and that they are in order.

Save Cancel

>> Electronic Filing System

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Input/Display Fields:

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remarks |
|-----------------|----------------|---------------|------------------|-----------|--|
| Deceased Name | | Input/Display | Nil | Yes | If OS and Statement is in the submission, this info will be retrieved from the Statement, otherwise, user will enter it. |
| Checklist items | | Input | Nil | Yes | At least one must be selected. |

Screen Validation:

1. All mandatory fields are entered.

Functions Supported:

1. Upon clicking of the **Save** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.
2. Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Document Information** screen) will be returned to the user.

16.4 AAS

Documents using these screens:

- Originating Summons (Admission of Advocates and Solicitors)
- Affidavit for Call to the Bar [Form E]

The screenshot shows a web application interface for 'More Document Information'. At the top, there is a navigation bar with links like 'Home', 'My Account', 'Feedback', 'Site Map', 'User Administration (CORA)', and 'Logout'. Below this is a search bar with 'Launch->' and 'Other portals->' dropdowns. The main content area is titled 'More Document Information' and includes a sub-header '(Originating Summons (Admission Of Advocates And Solicitors))'. A note states: 'Note: The mandatory fields (marked with *) are applicable only to Form B or Form C.' The form is divided into 'Petitioner's Details' and includes the following fields:

- Gender ***: Radio buttons for Male and Female.
- Nationality ***: Dropdown menu with 'Singapore Citizen' selected.
- Race ***: Dropdown menu with 'Pakistani' selected.
- Date of Birth ***: Text input with '07/11/2005' and a calendar icon.
- Place of Birth ***: Dropdown menu with 'Belize' selected.
- Marital Status ***: Dropdown menu with 'Divorce' selected.
- Type of Identification Doc. ***: Dropdown menu with 'Limited Liability Partnership' selected.
- Ref. LPA LPR Section or Provision ***: Dropdown menu with '16(4)' selected.
- Declaration Mode ***: Dropdown menu with 'Affirming' selected.

 At the bottom of the form are 'Save' and 'Cancel' buttons.

Fig 4.4.a

| Field Label | Data Item Ref. | Input/ Display | Field Validation | Mand- atory | Remarks |
|------------------------------|----------------|----------------|------------------|-------------|--|
| Case Number | | Input | Nil | No | AAS No. Generated by the Court and returned to LF. |
| Party Nationality | | Input | Nil | Yes | |
| Party Gender | | Input | Nil | Yes | |
| Party Identification Type | | Input | | Yes | |
| Party Race | | Input | | Yes | |
| Party Date of Birth | | Input | | Yes | |
| Party Place of Birth | | Input | | Yes | |
| Party Marital Status | | Input | | Yes | |
| Reference LPA or LPR Section | | Input | | Yes | |
| Declaration Mode | | Input | | Yes | |

Home | My Account | Feedback | Site Map | User Administration (ORA) | Logout

Powered by **CrimsonLogic** Launch-> Click on the application Other portals-> Click on the portal

More Document Information

(Affidavit For Call To The Bar)

Please enter the data in chronological order.

| SNo. | Name of Pupil Master | Law Firm Name | No. of Months | Pupillage Duration | |
|------|----------------------|---------------|---------------|----------------------|----------------------|
| | | | | From-Date | To-Date |
| 1. | | | | <input type="text"/> | <input type="text"/> |
| 2. | | | | <input type="text"/> | <input type="text"/> |
| 3. | | | | <input type="text"/> | <input type="text"/> |
| 4. | | | | <input type="text"/> | <input type="text"/> |
| 5. | | | | <input type="text"/> | <input type="text"/> |
| 6. | | | | <input type="text"/> | <input type="text"/> |
| 7. | | | | <input type="text"/> | <input type="text"/> |
| 8. | | | | <input type="text"/> | <input type="text"/> |
| 9. | | | | <input type="text"/> | <input type="text"/> |
| 10. | | | | <input type="text"/> | <input type="text"/> |

Qualification (as stated in Originating Summons) *

Date of becoming a Qualified Person *

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Fig 4.4.b

| Field Label | Data Item Ref. | Input/ Display | Field Validation | Mand-atory | Remarks |
|--|----------------|----------------|------------------|------------|--|
| Case Number | | Input | Nil | Yes | |
| Name of Pupil Master | | Input | | Yes | For each Certificate of Diligence, the name of at least one pupil master must be provided. Up to 10 entries may be provided. |
| Law Firm Name | | Input | | Yes | For each Certificate of Diligence, at least one pupillage LF Name must be provided. Up to 10 entries may be provided. |
| Pupillage Duration | | Input | | Yes | For each Certificate of Diligence, at least one duration entry must be provided. Up to 10 entries may be provided. |
| Pupillage From-Date | | Input | | Yes | For each Certificate of Diligence, at least one From-Date must be provided. Up to 10 entries may be provided. |
| Pupillage To-Date | | Input | | Yes | For each Certificate of Diligence, at least one To-Date must be provided. Up to 10 entries may be provided. |
| Party Qualification (as stated in Originating Summons) | | Input | | Yes | |
| Date of becoming a Qualified Person | | Input | | Yes | |
| | | | | | |
| | | | | | |

Screen Validation

Validate that All Mandatory fields are specified.

Functions Supported

Upon clicking of the **Save** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.

Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Document Information** screen) will be returned to the user.

Mapping of Documents:

| Existing Document Description | New Document Description |
|--|---|
| Petition for Admission of Advocates and Solicitors [Form B] | Originating Summons (Admission of Advocates and Solicitors) |
| Petition for Admission of Advocates and Solicitors [Form C] | |
| Petition for Admission of Advocates and Solicitors[Other than in Form B or Form C] | |
| Affidavit for Call to the Bar [Form E] | Affidavit for Call to the Bar |
| | |

After ROC rollout (1 January 2006), the existing documents can be filed for the Old cases; The New documents can be filed in fresh submission (without case number) and for the New Cases.

16.5 Taxation

Documents using these screens:

- Originating Summons (Taxation) [HC/SC]
- Summons (Taxation) [HC/SC]

Originating Summons Taxation [HC]

Home | My Account | Feedback | Site Map | User Administration (ORA) | Logout

Powered by **EF** CrimsonLogic

Launch-> Click on the application Other portals-> Click on the portal

More Document Information

(Originating Summons (Taxation) - [HC])

Nature Of Application * For A Bill Of Costs To Be Presented And Taxed

Following Act of Parliament, or Subsidiary Legislation is being referred to *

Select a Statute/Regulation Legal Profession Act

Section/Rule of the Statute/Regulation Section 120

Save Cancel

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Fig 4.5.a

Originating Summons Taxation [DC]

Home | My Account | Feedback | About Us | Site Map | User Administration (ORA) | Logout

Powered by **EF** CrimsonLogic

Launch-> Click on the application

More Document Information

(Originating Summons (Taxation) - [DC])

Nature Of Application * Bill To Be Taxed

Estimated Amount in Bill Claimed (in SGD) 60000 (Note: Enter highest bill amount if there are multiple bill amounts)

Remarks

Following Act of Parliament, or Subsidiary Legislation is being referred to *

Select a Statute/Regulation Legal Profession Act

Section/Rule of the Statute/Regulation SECTION 120

Save Cancel

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Fig 4.5.b

| Field Label | Data Item Ref. | Input/ Display | Field Validation | Mand-atory | Remarks |
|---|----------------|----------------|------------------|------------|--|
| Estimated Amount in Bill Claimed (in SGD) | | Input | Nil | Yes | An editable and empty textbox. Applicable to MC and DC only. |
| Act of Parliament or Subsidiary Legislation | | Input | Nil | Yes | A combo box that lists all of the Acts or Legislations. Default the selection to "Legal Profession Act". |
| Section/Rule | | Input | Nil | Yes | A textbox populated with the value "Section 120". Editing on this textbox is allowed. |
| Nature of Application | | Input | Nil | Yes | Single occurrence. Provide the LF user with the combo box populated with the Nature of Applications and default the selection to 'For a bill of costs to be presented and taxed'. Law Firm is allowed to change the selection. |
| Remarks | Input | Nil | Input | No | An editable and empty textbox. Applicable to MC and DC only. |

Screen Validation

Validate that All Mandatory fields are specified.

Functions Supported

Upon clicking of the **Save** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.

Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Document Information** screen) will be returned to the user.

Mapping of Documents:

| Existing Document Description | New Document Description |
|-------------------------------|--------------------------------|
| Petition Of Course | Originating Summons (Taxation) |

After ROC rollout (1 January 2006), the existing documents can be filed for the Old cases; The New documents can be filed in fresh submission (without case number) and for the New Cases.

16.6 Bankruptcy

Documents using these screens:

- Originating Summons (Bankruptcy – To Get Interim Order/Voluntary Arrangement)
- Originating Summons (Bankruptcy - To Set Aside Statutory Demand)

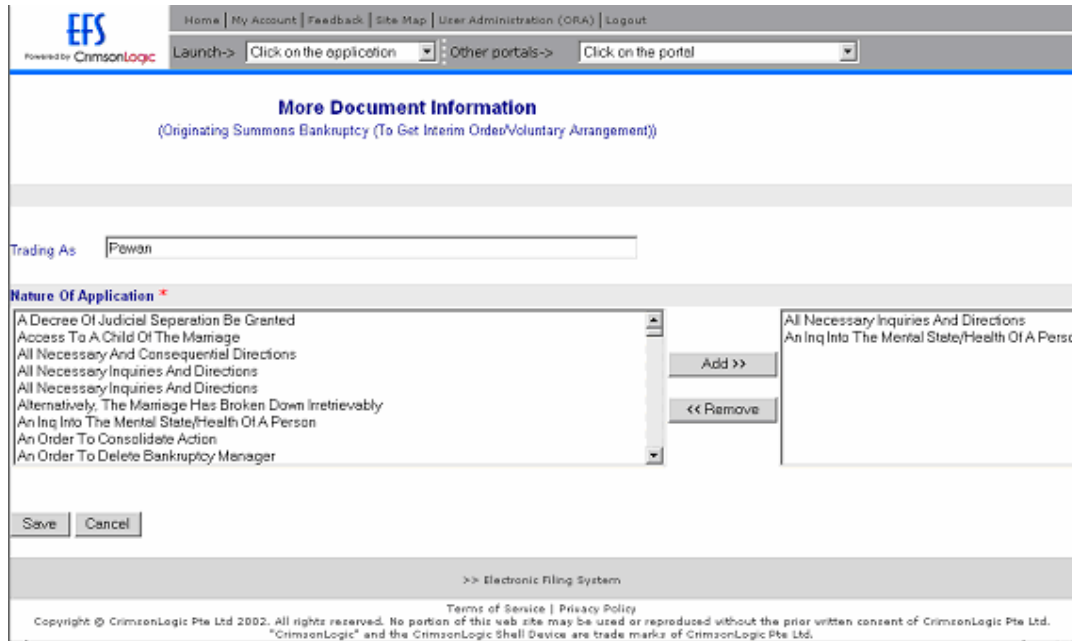


Fig 16.6

Screen Validation

Validate that All Mandatory fields are specified.

Functions Supported

Upon clicking of the **Save** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.

Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Document Information** screen) will be returned to the user.

Mapping of Documents:

| Existing Document Description | New Document Description |
|---|---|
| Originating Summons Bankruptcy (To Get Interim Order/Voluntary Arrangement) | Originating Summons (Bankruptcy – To Get Interim Order/Voluntary Arrangement) |

| Existing Document Description | New Document Description |
|--|--|
| Originating Summons Bankruptcy (To Set Aside Statutory Demand) | Originating Summons (Bankruptcy - To Set Aside Statutory Demand) |

After ROC rollout (1 January 2006), the existing documents can be filed for the Old cases; The New documents can be filed in fresh submission (without case number) and for the New Cases.

16.7 OS (Family Matters)

Documents using these screens:

- Originating Summons MPR Form 1 (Family Matters)
- Originating Summons Form 4 (Family Matters)
- Originating Summons Form 5 (Family Matters)
- Originating Summons Form 5 (Registration of Syariah Court Order)

The screenshot shows the 'More Document Information' screen for Originating Summons (Family Matters). At the top, there is a navigation bar with links for Home, My Account, Feedback, Site Map, User Administration (ORA), and Logout. Below this is a 'Launch->' section with dropdown menus for 'Click on the application' and 'Other portals->' with a 'Click on the portal' dropdown. The main content area is titled 'More Document Information (Originating Summons (Family Matters))'.

Nature of Application

| S/No. | Select | Nature of Application | Order | File |
|-------|----------------------------------|------------------------|-------|------|
| 1 | <input type="radio"/> | To Strike Out Pleading | | |
| 2 | <input type="radio"/> | With Out Distress | | |
| 3 | <input checked="" type="radio"/> | To Strike Out Pleading | | |

Buttons: Add Nature of Application, Edit Nature of Application, Delete Nature of Application

Act of Parliament / Subsidiary Legislation

Statute/Regulation Referred To: Muslim Law Act

Section/Rule: Select One

Proceedings Under The Administration Of Muslim Law Act

Are either of the parties Muslim or married under Muslim law? Yes No

Are there proceedings for Divorce, Custody or Division of Matrimonial Property in the Syariah Court? Yes No

Guardianship of Infants Act Details

Date of Marriage:

(Note: Please furnish names of all children of marriage, whether subject of present dispute or not)

| S.No. | Name of Child | Id No. | Type | Date of Birth | Age | Gender | Nationality | Race | Place of Birth | Religion | Religion Remark | Educational Level | Occupation Type | Occupation Description | Marital Status | Dispute related to this child? | Child disabled? | Related Child protection orders made? | Above 21 years of age and undergoing training? | Remarks |
|-------|---------------|--------|------|---------------|-----|--------|-------------|------|----------------|----------|-----------------|-------------------|-----------------|------------------------|----------------|--------------------------------|-----------------|---------------------------------------|--|---------|
|-------|---------------|--------|------|---------------|-----|--------|-------------|------|----------------|----------|-----------------|-------------------|-----------------|------------------------|----------------|--------------------------------|-----------------|---------------------------------------|--|---------|

Buttons: Add Infant Details, Edit Infant Details, Delete Infant Details

Buttons: Save, Cancel

>> Electronic Filing System

Fig 16.7

Screen Validation

Validate that All Mandatory fields are specified.

Functions Supported

Upon clicking of the **Save** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.

Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Document Information** screen) will be returned to the user.

Mapping of Documents:

| Existing Document Description | New Document Description |
|--|--|
| OSF – Originating Summons Form 1 (Family Matters) | Originating Summons MPR Form 1 (Family Matters) |
| Originating Summons Form 7 (Family Matters) | Originating Summons Form 4 (Family Matters) |
| Originating Summons Form 8 (Family Matters) | Originating Summons Form 5 (Family Matters) |
| OSF - Originating Summons Form 8 for Registration of Syariah Court Order | Originating Summons Form 5 (Registration of Syariah Court Order) |

After ROC rollout (1 January 2006), the existing documents can be filed for the Old cases; The New documents can be filed in fresh submission (without case number) and for the New Cases.

16.8 Document Information Page

Generally, DIP preview of auto-generated documents like Adoption and Probate is affected due to the ROC changes. From one DIP preview for the petition, it will become two as OS and Statement requires separate DIP respectively. No changes for the DIP compose/preview for the non-autogen documents.

16.8.1 Originating Summons (Adoption)

Preview

PREVIEW DOCUMENT INFORMATION PAGE (aka Cover Page)

[Printable Page](#)

*IN THE SUBORDINATE COURTS OF THE REPUBLIC OF
SINGAPORE*

In the Matter of Adoption of Children Act [Chapter 4, 1985 Revised Edition]
And

In the Matter of (Female) to be called of , an infant.

OSA3/2005/Q

DENNIS CHEE BOON KENG
NRIC No. S1115165E
...Male Applicant(s)

MARIA PURIFICACION ADORDIONISIO
NRIC No. S1115165E
...Female Applicant(s)

AMENDED ORIGINATING SUMMONS (ADOPTION)

ANG CHENG HOCK

ALLEN & GLEDHILL
1 RAFFLES PLACE
SINGAPORE 765432
TLP
TEL: 61234567
FAX: 0658877999
(Not For Service of Court Document)

Ref: OSA1.1.7

Filed this 29th day of November 2005

IN THE SUBORDINATE COURTS OF THE REPUBLIC OF SINGAPORE

In the Matter of Adoption of Children Act
[Chapter 4, 1985 Revised Edition]

And

**In the Matter of rer alias rer alias re
Male) to be called erw of C SWETTENHAM ROAD, , an infant.**

DENNIS CHEE BOON KENG
NRIC No:S1115165E ..Male Applicant(s)

MARIA PURIFICACION ADORDIONISIO
NRIC No:S1115165E ..Femle Applicant(s)

EXPARTE ORIGINATING SUMMONS

**Let all parties concerned attend before the Judge/Registrar on
on the hearing of an application by the Applicant(s) that:**

(1) Adoption Order.
(2) For Costs.

Dated 25th Day of November 2005 . **DeputyRegistrar.**

**This summons is taken out by ANG CHENG HOCK of ALLEN & GLEDHILL solicitor for the said Applicant whose address is 1 RAFFLES PLACE
SINGAPORE 765432 TLP .**

It is intended to serve this Originating Summons on the following parties :

(1) Director of Social Welfare.

*Note: Unless otherwise provided in any written law, the applicant must file a supporting affidavit or affidavits
at the time of filing of the originating summons*

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Done Internet

16.8.2 Statement for Adoption

PREVIEW DOCUMENT INFORMATION PAGE (aka Cover Page)

Preview

[Printable Page](#)

**IN THE SUBORDINATE COURTS OF THE REPUBLIC OF
SINGAPORE**

In the Matter of Adoption of Children Act [Chapter 4, 1985 Revised Edition]
And

In the matter of [infant name to be printed here] alias [infant alias to be printed here] [infant sex to be printed here] [Birth certificate no to be printed here] to be called [new name if any to be printed here] of [address of infant to be printed here], an infant.

OSA3/2005/Q

DENNIS CHEE BOON KENG
NRIC No. S1115165E

...Male Applicant(s)

MARIA PURIFICACION ADORDIONISIO
NRIC No. S1115165E

...Female Applicant(s)

AMENDED STATEMENT (ADOPTION)

ANG CHENG HOCK

ALLEN & GLEDHILL
1 RAFFLES PLACE
SINGAPORE 765432
TLP
TEL: 61234567
FAX: 0658877999
(Not For Service of Court Document)

Ref: OSA1.1.7

Filed this 25th day of November 2005

IN THE SUBORDINATE COURTS OF THE REPUBLIC OF SINGAPORE

The Application of DENNIS CHEE BOON KENG (ID S1115165E) of C SWETTENHAM ROAD, SINGAPORE 248079 and MARIA PURIFICACION ADORDIONISIO (ID S1115165E) , his wife, of C SWETTENHAM ROAD, SINGAPORE 248079 .

Showeth:

1. The Applicants are desirous of adopting the above named rer alias re alias rer to be called erw under the provisions of the Adoption of Children Act [Chapter 4, 1985 Revised Edition].
2. The Applicants are resident in Singapore, namely, at C SWETTENHAM ROAD, SINGAPORE 248079 and domiciled in Singapore .
3. The Applicant DENNIS CHEE BOON KENG was married to your Applicant MARIA PURIFICACION ADORDIONISIO at Afghanistan on the 22nd Day of November 2005 . Your Applicant DENNIS CHEE BOON KENG was married at Afghanistan on the 22nd Day of November 2005 . Spouse consent is not obtained and dispensation of consent is not required.
4. The Applicants DENNIS CHEE BOON KENG and MARIA PURIFICACION ADORDIONISIO are OCCA and OCCA by occupation respectively .
5. The Applicants DENNIS CHEE BOON KENG and MARIA PURIFICACION ADORDIONISIO are of 1 and 1 years of age respectively .
6. The Applicants have nobody else resident with them
7. The Applicants are not related to the said rer alias re alias rer to be called erw .
8. The said rer alias re alias rer to be called erw is:-
 - (a) of the Male sex,
 - (b) Unmarried ;
 - (c) an abandon child ;
 - (d) A Cambodia Citizen subject and an Arab by race;
 - (e) Date of Birth is not Mentioned ;
 - (f) resident at C SWETTENHAM ROAD, ;
 - (g) Now in the actual custody (under the guardianship) of MARIA PURIFICACION ADORDIONISIO of C SWETTENHAM ROAD, in Singapore ;
 - (h) not entitled to any property.
9. The Applicants have not been supporting the said rer alias re alias rer to be called erw.

10. The said rer alias re alias rer to be called erw has not been the subject of an Adoption Order or of any application or Application for an Adoption Order .

11. The Applicants undertake if an order is made on this Application, to make for the said rer alias re alias rer to be called erw the following provision, namely, Maintenance and Education. Your Applicants will if required, secure the above provision by bond or otherwise as the Court may require.

12. No consent has been obtained from the relevant parties/authorities.

13. The Applicants have not nor has either of them received or agreed to receive, and no person has made or given or agreed to make or give to the Applicants (or either of them) any payment or reward in consideration of the adoption of the said rer alias re alias rer to be called erw

14. It is proposed that the costs of this Application including the costs of the Director of Social Welfare if he is appointed guardian ad litem of the said rer alias re alias rer to be called erw or such person as may be appointed by this Court shall be provided for by your Applicants.

Dated this 25th Day of November 2005

Applicants

Load Submission Parties

Return to Submission

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16.8.3 Originating Summons (Probate)/Letters of Administration

The screenshot shows a Microsoft Internet Explorer window with the address bar displaying "Break through with CrimsonLogic - it makes better sense - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area displays a document titled "PREVIEW DOCUMENT INFORMATION PAGE (aka Cover Page)". On the left side of the document, there is a "Preview" button. On the right side, there is a "Printable Page" link. The document text is as follows:

**IN THE SUBORDINATE COURTS OF THE REPUBLIC OF
SINGAPORE**

DCP10/2005/V

IN THE ESTATE OF TAN AH KAW TAN alias TAN SHAUN alias TAN
SHAUN (ID No.: Unknown), deceased.

FELICE
(Antarctica) PP No. s3343434

...Applicant(s)

**RE-AMENDED EX PARTE ORIGINATING SUMMONS FOR TRIPLE
PROBATE**

ANG CHENG HOCK

ALLEN & GLEDHILL
1 RAFFLES PLACE
SINGAPORE 765432
TLP
TEL: 61234567
FAX: 0658877999
(Not For Service of Court Document)

Ref: OLDPROBATE

Filed this 24th day of November 2005

EX PARTE ORIGINATING SUMMONS FOR TRIPLE PROBATE

IN THE SUBORDINATE COURTS OF THE REPUBLIC OF SINGAPORE

OS PROBATE NO. DCP10/2005/W

IN THE ESTATE OF TAN AH KAW TAN alias TAN SHAUN alias TAN SHAUN (ID No.: Unknown) , deceased.

FELICE
(Antarctica) PP No. s3343434

..Applicant(s)

Let all parties concerned attend before the Judge (or Registrar) on the {Date/Time}, on the hearing of an application by FELICE that:

1. Triple Probate to be granted to the Applicant(s).

Dated this 24th day of November 2005

Registrar.

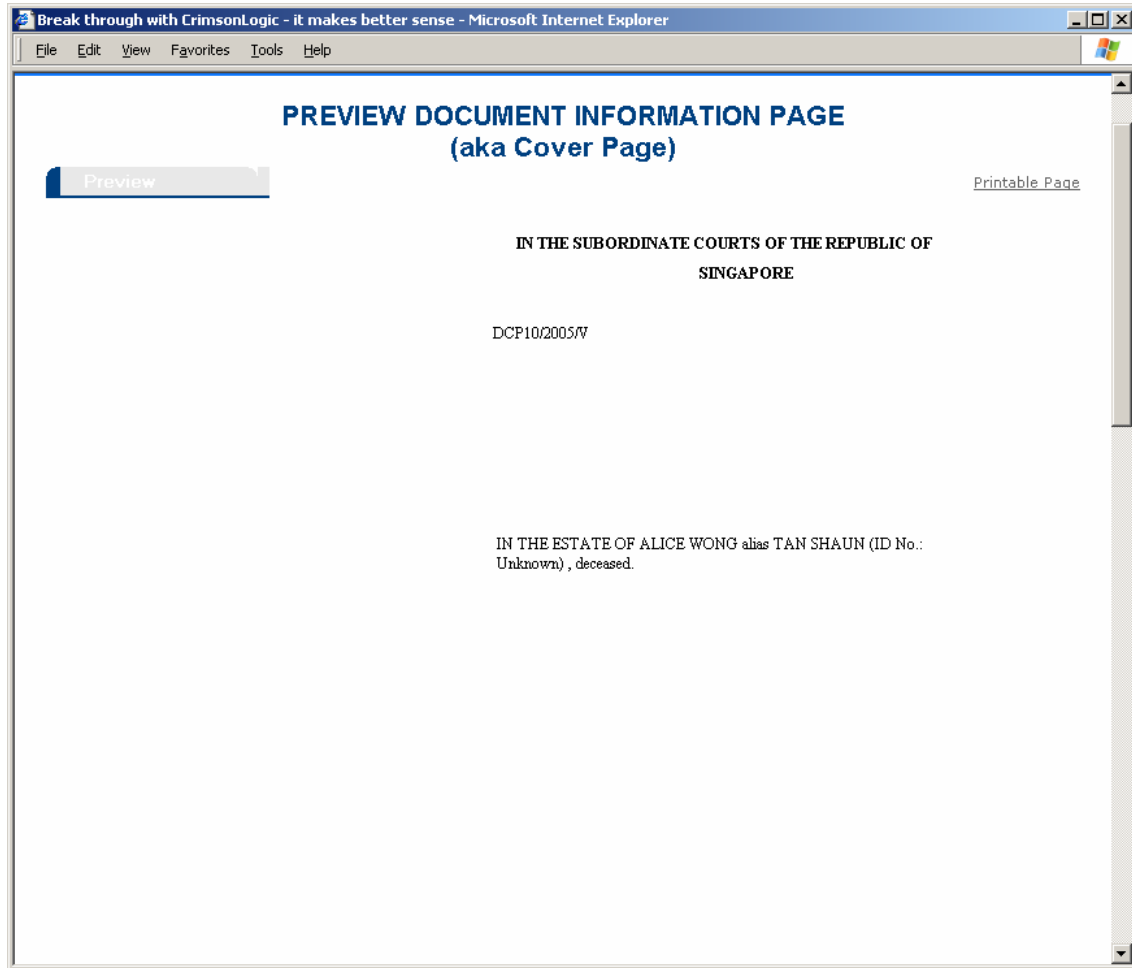
This summons is taken out by ANG CHENG HOCK of ALLEN & GLEDHILL, solicitor for the Applicant whose address is 1 RAFFLES PLACE SINGAPORE 765432 TLP.

Note: Unless otherwise provided in any written law, the applicant must file a supporting affidavit or affidavits at the time of filing of the Originating Summons.

[Load Submission Parties](#)

[Return to Submission](#)

16.8.4 Statement for Probate/Letters of Administration



STATEMENT FOR PROBATE/LETTERS OF ADMINISTRATION

(A) PARTICULARS OF DECEASED :-

- (1) Name : ALICE WONG alias TAN SHAUN
- (2) ID : Unknown
- (3) Address : Not Available
- (4) Date of Death/Presumption of Death : 01/11/2005
- (5) Place of Death : SINGAPORE
- (6) Country of Domicile : SINGAPORE
- (7) Gender : Male

(B) PARTICULARS OF APPLICANT(S):-

- (C) The value of the estate of the deceased does not exceed in the value \$ 3 million.
- (D) The Applicant is the sole executrix named in the said Will of ALICE WONG alias TAN SHAUN, deceased.
- (E) The Applicant states that the paper writing filed herewith is a certified true copy of the original last Will and the Testament of the said deceased.

On the 1st day of November 2005, Probate of the estate and effects of the said deceased was granted to MAY WONG as one of the executrices named in the said Will in Probate No. 234234 A certified true copy of the Grant is filed herein.

(F) PARTICULARS OF EXECUTOR(S) WHO ARE DECEASED :-

Nil

(G) RENUNCIATION(S) OF EXECUTOR(S):-

Nil

- (H) Reasons for delay
Not Applicable

The address for service of the Applicant is

Law Firm File Reference: OLDPROBATE

[Load Submission Parties](#)

[Return to Submission](#)

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16.8.5 Checklist for Originating Summons (Probate)

PREVIEW DOCUMENT INFORMATION PAGE
(aka Cover Page)

Preview Printable Page

CHECKLIST FOR ORIGINATING SUMMONS (PROBATE)

IN THE SUBORDINATE COURTS OF THE REPUBLIC OF SINGAPORE

IN THE ESTATE OF : TAN AH KAW TAN, deceased

Date of Filing: 24th day of November 2005

Originating Summons & Letters of Administration under the Probate and Administration Act

(A) Contents of Originating Summons

- (1) Correct Originating Summons Template used
- (2) Particulars of Deceased (i.e., Name, Place of Residence, Death and Domicile, Citizenship, Marital Status and Religion) correctly stated
- (3) Relationship of Applicant to Deceased or Applicant's status correctly stated
- (4) Value of estate does not exceed \$3 million
- (5) Affidavit of due execution of Will (Affidavit of person(s) who interpreted contents of Will to Testator)
- (6) Appointment of Co-Administrator
- (7) Clearing of parties with prior rights
- (8) Minority Interests Clause
- (9) Delay Clause
- (10) Grant in additional name (Description on Deceased's alias name(s) – to state which is the true name and what part of the property is in the alias name)
- (11) Interpretation clause (Language / Dialect of Interpretation)

(B) Documents to be filed in support of Originating Summons

- (1) Original Certificate of Extract Deaths or Death Certificate issued by the authority from the country of death (including official translation if the document is not in the English language) or Certified True Copy of the Order of Court for presumption of death of the deceased (original hardcopy to be submitted to Probate Counter by 4:30pm of the next working day.)
- (2) Original Will (including official translation if the document is not in the English language) (original hardcopy to be submitted to Probate Counter by 4:30pm of the next working day)
- (3) Administration Oath
- (4) Original Inheritance Certificate (for Muslim estates) (original hardcopy to be submitted to Probate Counter by 4:30pm of the next working day)
- (5) Consent of Co-Administrator
- (6) Renunciation of person(s) with prior rights
- (7) Renunciation of Executor
- (8) Certified true copy of Death Certificate of person(s) with prior rights / Beneficiary / Executor / Administrator
- (9) Affidavit of Foreign Law under Ord 71 r 16 and r 25 (Affidavit to state that Applicant has the right to file Originating Summons Probate or that the Will is valid under the law of the country of domicile of the Deceased)
- (10) Certified true copy of Power of Attorney
- (11) Certified true copy of Order of Court appointing Guardian under Ord 71 r 27(1)(a)
- (12) Nomination by infant under Order 71 Rule 27(1)(b)
- (13) Certified true copy of Order of High Court / Affidavit in respect of Grants in cases of mental or physical incapacity under Ord 71 r 29
- (14) Certified true copy of resolution under Ord 71 r 30 to be exhibited in supporting affidavit under Ord 71 r 5
- (15) Certified true copy of Order of Court admitting the Will under Ord 71 r 46
- (16) Certified true copy of previous Grants of Probate / Letters of Administration (in applications for Letters of Administration For Unadministered Estate)
- (17) Certified true copy of Will (scanned upright)
- (18) Supporting affidavit under Ord 71 r 5 (to be submitted within 7 days after the acceptance of the OS Probate and the Statement)
- (19) Certified true copy of Order of Court for Presumption of Death

I certify that I have checked the Originating Summons and accompanying documents and that they are in order.

Solicitor for the Applicant(s)
ALLEN & GLEDHILL

Load Submission Parties

Return to Submission

16.8 DIP Preview in Sent Tray

As part of ROC changes, user will be able to preview the DIP of sent submissions. Similar to draft submission implementation, a preview icon will be shown in each document that requires an auto-generated DIP. The DIP shown will be similar to the one sent to court. Samples can be seen at section 6.1.

16.8.1 Submission Information (View only)

Break through with CrimsonLogic - it makes better sense - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Submission Information

Submission Information
[Header](#)
[Work Group](#)
[Party](#)
[Document](#)
[Estimated Fees](#)

HEADER DETAILS

Unique Ref. No. : fit100120051123A0012
 Creator Login Id. : yurong
 Submission Type : Other Court Document Filing
 Court Type : District Court
 Counter Id. : Probate
 Law Firm Remarks (Submission) : ES-FROM - O ALL
 Get Status via SMS :

Case No. : DCP 15/2005/R
 Originating Cases (EFS) :
 Originating Cases (Non-EFS) :
 Related Cases (EFS) :

Document No. :
 Reference Doc No. * : Not Applicable

File Ref.No. : PB2.10DC

Encryption On :
 Request for Urgent Handling :

Auto-Serve Request: Yes No [View Details](#)



WorkGroup Info (Assign/View Access Rights for this submission)

PARTY LIST *

| S/No. | Party Type | Party Name | Party Id. | Party Address | Party Tel | Party Fax | Represented by your Law Firm |
|-------|--|------------|-----------|-------------------------|-----------|-----------|------------------------------|
| 1. | <input checked="" type="radio"/> 1st Applicant | TAN JERRY | Not Known | 123 Jalan Membina Barat | | | Yes |

[Open Party](#)

DOCUMENT LIST *

| S/No. | Document Name | No. of Pages | PDF File Name | Document Fee (\$) | Transmission Fee (\$) | Processing Fee (\$) | Priority Fee (\$) | DIP Preview |
|-------|--|--------------|---------------|-------------------|-----------------------|---------------------|-------------------|---|
| 1. | <input checked="" type="radio"/> Statement For Probate/Letters Of Administration | 3 | | 0.0 | 2.4 | 4.0 | 0.0 |  |
| 2. | <input type="radio"/> Originating Summons (Probate)/Letters Of Administration | 2 | | 10.0 | 1.6 | 4.0 | 0.0 |  |

[Open Document / DCN](#)

[View Summary of Estimated Fees](#)

[Cancel](#)

Start | 3 Microsoft... | ph4a | C:\WINDOW... | Shortcut to s... | Visual Source... | TOAD VI | 3 Microsoft... | TextPad - [C... | Belltech Scre... | Break thro... | 4:58 PM

16.8.2 Sample Sent Submission DIP Preview

Break through with CrimsonLogic - it makes better sense - Microsoft Internet Explorer

File Edit View Favorites Tools Help

PREVIEW DOCUMENT INFORMATION PAGE
(aka Cover Page)

Preview [Printable Page](#)

IN THE SUBORDINATE COURTS OF THE REPUBLIC OF
SINGAPORE

DCP15/2005/R
IN THE ESTATE OF TAN AH KAW (ID No.: Unknown), deceased.

TAN JERRY
ID No. not known

...Applicant(s)

AMENDED EX PARTE ORIGINATING SUMMONS FOR LA DURING
INFANCY

ANG CHENG HOCK
ANG HUI MING VIVIAN

ALLEN & GLEDHILL
1 RAFFLES PLACE
SINGAPORE 765432
TLP
TEL: 61234567
FAX: 0658877999
(Not For Service of Court Document)

Ref:

Filed this 24th day of November 2005

EX PARTE ORIGINATING SUMMONS FOR LA DURING INFANCY

IN THE SUBORDINATE COURTS OF THE REPUBLIC OF SINGAPORE

OS PROBATE NO. DCP15/2005/R

IN THE ESTATE OF TAN AH KAW (ID No.: Unknown), deceased.

TAN JERRY
ID No. not known

...Applicant(s)

Let all parties concerned attend before the Judge (or Registrar) on the {Date/Time}, on the hearing of an application by TAN JERRY that:

Dated this 24th day of November 2005

Registrar.

This summons is taken out by whose address is .

Note: Unless otherwise provided in any written law, the applicant must file a supporting affidavit or affidavits at the time of filing of the Originating Summons.

[Return to Submission](#)

16.9 Mapping of old and new documents not stated above

| SNo. | Existing Document Description | New Proposed Document Description |
|------|---|---|
| 1. | Instanter Writ of Subpoena Ad Testificandum | Urgent Subpoena to testify |
| 2. | Instanter Writ Of Subpoena Ad Testificandum/Duces Tecum | Urgent Subpoena to testify/ produce documents |
| 3. | Instanter Writ of Subpoena Duces Tecum | Urgent Subpoena to produce documents |
| 4. | Instanter Writ of Subpoena Ad Testificandum and Duces Tecum | Urgent Subpoena to testify and produce documents |
| 5. | Praeipce - On adjourning from Chambers into Court any other summons or matter. | Request - On adjourning from Chambers into Court any other summons or matter |
| 6. | Praeipce For Adjourning Any Summons Or Matter From Chambers To Open Court | Request For Adjourning Any Summons Or Matter From Chambers To Open Court |
| 7. | Praeipce For Date To Be Appointed For Execution | Request For Date To Be Appointed For Execution |
| 8. | Praeipce - For the attendance of an officer of the Court as a witness for every half day or part thereof that he is necessarily absent from his office. | Request - For the attendance of an officer of the Court as a witness for every half day or part thereof that he is necessarily absent from his office |
| 9. | Praeipce For Caveat Against Arrest | Request For Caveat Against Arrest |
| 10. | Praeipce For Caveat Against Release And Payment Out | Request For Caveat Against Release And Payment Out |
| 11. | Praeipce For Commission For Appraisement And Sale | Request For Commission For Appraisement And Sale |
| 12. | Praeipce For Claiming Reference | Request For Claiming Reference |
| 13. | Praeipce - For each attempt at service on each person of any process or proceeding required to be served by the Court or Registrar or Sheriff. | Request - For each attempt at service on each person of any process or proceeding required to be served by the Court or Registrar or Sheriff |
| 14. | Praeipce For Sealing A Commission Or Letter Of Request For the Examination Of Witnesses Abroad | Request For Sealing A Commission Or Letter Of Request For the Examination Of Witnesses Abroad |
| 15. | Praeipce - On every appointment for the examination of a witness by an officer of the Court. | Request - On every appointment for the examination of a witness by an officer of the Court |
| 16. | Praeipce For Executing Writ Of Execution | Request For Executing Writ Of Execution |
| 17. | Praeipce to execute Writ of Execution etc | Request to execute Writ of Execution etc |
| 18. | Praeipce - For Every Witness Sworn And Examined By An Officer Of The Court, For Each Hour Or Part Thereof | Request - For Every Witness Sworn And Examined By An Officer Of The Court, For Each Hour Or Part Thereof |
| 19. | Praeipce - On every witness sworn and examined by an officer of the Court, for each hour or part thereof. | Request - On every witness sworn and examined by an officer of the Court, for each hour or part thereof |
| 20. | Praeipce For Appointment For The Examination of Witness | Request For Appointment For The Examination of Witness |

| | | |
|-----|--|---|
| 21. | Praecipe For Hearing Dates / Further Hearing Dates | Request For Hearing Dates / Further Hearing Dates |
| 22. | Praecipe for Hearing Dates/Further Hearing Dates | Request for Hearing Dates/Further Hearing Dates |
| 23. | Praecipe For File Inspection (IPTO) | Request For File Inspection (IPTO) |
| 24. | Praecipe For File Inspection | Request For File Inspection |
| 25. | Praecipe For Issue Of Release (outside office hours or on public holidays) | Request For Issue Of Release (outside office hours or on public holidays) |
| 26. | Praecipe for service outside Singapore | Request for service outside Singapore |
| 27. | Praecipe For Production Of File For Hearing | Request For Production Of File For Hearing |
| 28. | Praecipe For Request For PTC | Request For PTC |
| 29. | Praecipe For Warrant Of Arrest (outside office hours or on public holidays) | Request For Warrant Of Arrest (outside office hours or on public holidays) |
| 30. | Praecipe for Grounds of Decision Transcript | Request for Grounds of Decision Transcript |
| 31. | Praecipe For Issue Of Release (during office hours) | Request For Issue Of Release (during office hours) |
| 32. | Praecipe For Judgment | Request For Judgment |
| 33. | Praecipe - On bespeaking a request for the service of process or notice thereof out of the jurisdiction. | Request - On bespeaking a request for the service of process or notice thereof out of the jurisdiction |
| 34. | Praecipe For Bespeaking A Request For The Service Of Process Or Notice Thereof Out Of The Jurisdiction | Request For Bespeaking A Request For The Service Of Process Or Notice Thereof Out Of The Jurisdiction |
| 35. | Praecipe for Certified Transcript | Request for Certified Transcript |
| 36. | Praecipe - Upon an application for the production of records or documents to be given in evidence.(b) where an officer is required to produce the rcd/doc in crt | Request - Upon an application for the production of records or documents to be given in evidence.(b) where an officer is required to produce the rcd/doc in crt |
| 37. | Praecipe For Application For The Production Of Records Where An Officer is Required To Produce Records Or Documents In Court | Request For Application For The Production Of Records Where An Officer is Required To Produce Records Or Documents In Court |
| 38. | Praecipe For Production Of Non-Electronic File For Hearing (For 1 File) | Request For Production Of Non-Electronic File For Hearing (For 1 File) |
| 39. | Praecipe For Production Of Non-Electronic File For Hearing (For 2 Files) | Request For Production Of Non-Electronic File For Hearing (For 2 Files) |
| 40. | Praecipe For Production Of Non-Electronic File For Hearing (For 3 Files) | Request For Production Of Non-Electronic File For Hearing (For 3 Files) |
| 41. | Praecipe For Production Of Non-Electronic File For Hearing (For 4 Files) | Request For Production Of Non-Electronic File For Hearing (For 4 Files) |
| 42. | Praecipe For Production Of Non-Electronic File For Hearing (For 5 Files) | Request For Production Of Non-Electronic File For Hearing (For 5 Files) |
| 43. | Other Praecipis | Other Requests |

| | | |
|-----|---|---|
| 44. | Praeipice - Upon an application for the production of records or documents to be given in evidence. (a) where the records or documents are left in Court. | Request - Upon an application for the production of records or documents to be given in evidence. (a) where the records or documents are left in Court |
| 45. | Praeipice For Application For The Production Of Records Or Documents To Be Given In Evidence, Where The Records Or Documents Are Left In Court | Request For Application For The Production Of Records Or Documents To Be Given In Evidence, Where The Records Or Documents Are Left In Court |
| 46. | Praeipice for Request for Refund of Court Fees | Request for Refund of Court Fees |
| 47. | Praeipice For Request For Refund Of Court Fees for an unused document | Request For Refund Of Court Fees for an unused document |
| 48. | Praeipice For Request For Soft Copy | Request For Soft Copy |
| 49. | Praeipice For Request For Certified True Copy (Bankruptcy) | Request For Certified True Copy (Bankruptcy) |
| 50. | Praeipice For Request for Certified True Copy | Request for Certified True Copy |
| 51. | Praeipice For Request For Certified True Copy (IPTO) | Request For Certified True Copy (IPTO) |
| 52. | Praeipice-For An Application For The Refund Of The Fee Paid For Any Unused Document (Bankruptcy) | Request-For An Application For The Refund Of The Fee Paid For Any Unused Document (Bankruptcy) |
| 53. | Praeipice-For An Application For The Refund Of The Fee Paid For Any Unused Document (IPTO) | Request-For An Application For The Refund Of The Fee Paid For Any Unused Document (IPTO) |
| 54. | Praeipice - On every reference to an officer of the Court. | Request - On every reference to an officer of the Court |
| 55. | Praeipice For Every Reference To An Officer Of The Court | Request For Every Reference To An Officer Of The Court |
| 56. | Praeipice for payment of release of goods seized | Request for payment of release of goods seized |
| 57. | Praeipice For Release Of Property Seized | Request For Release Of Property Seized |
| 58. | Praeipice for Instanta Subpoena | Request For Urgent Subpoena |
| 59. | Praeipice For Instanter Subpoena | Request For Urgent Subpoena |
| 60. | Praeipice to release property seized by instruction of party issuing the writ of execution or distress, order of attachment, arrest or attachment of property | Request to release property seized by instruction of party issuing the writ of execution or distress, order of attachment, arrest or attachment of property |
| 61. | Praeipice To Release Property Seized By Instruction Of Party Issuing Writ Of Execution Or Distress, etc. | Request To Release Property Seized By Instruction Of Party Issuing Writ Of Execution Or Distress, etc. |
| 62. | Praeipice For Writ Of Execution | Request For Writ Of Execution |
| 63. | Praeipice For Subpoena | Request For Subpoena |
| 64. | Praeipice For Subpoena (IPTO) | Request For Subpoena (IPTO) |
| 65. | Praeipice For Subpoena (Bankruptcy) | Request For Subpoena (Bankruptcy) |
| 66. | Praeipice For Direction To Sheriff - In Respect Of Writ Of Seizure And Sale For Immovable Property | Request For Direction To Sheriff - In Respect Of Writ Of Seizure And Sale For Immovable Property |
| 67. | Praeipice for Direction to Sheriff / Bailiff - in Respect of Writ of Seizure and Sale for Immovable Property | Request for Direction to Sheriff / Bailiff - in Respect of Writ of Seizure and Sale for Immovable Property |
| 68. | Praeipice For Request For Certified True Copy (Power Of Attorney) | Request For Certified True Copy (Power Of Attorney) |

| | | |
|-----|--|--|
| 69. | Praecipe - On setting down a cause or matter for hearing or judgment or on a point of law. | Request - On setting down a cause or matter for hearing or judgment or on a point of law |
| 70. | Praecipe For Setting Down A Cause Or Matter For Hearing Or Judgment Or On A Point Of Law | Request For Setting Down A Cause Or Matter For Hearing Or Judgment Or On A Point Of Law |
| 71. | Praecipe - On entering or setting down any cause or matter for further consideration. | Request - On entering or setting down any cause or matter for further consideration |
| 72. | Praecipe For Entering Or Setting Down Any Cause Or Matter For Further Consideration | Request For Entering Or Setting Down Any Cause Or Matter For Further Consideration |
| 73. | Praecipe for Request for Service of Document Out of Singapore | Request On Bespeaking A Request For The Service Of Process Or Notice Thereof Out Of The Jurisdiction |
| 74. | Praecipe For Request For Service Of Document Out Of Singapore | Request On Bespeaking A Request For The Service Of Process Or Notice Thereof Out Of The Jurisdiction |
| 75. | Praecipe For Service Of Writ Of Summons | Request For Service Of Writ Of Summons |
| 76. | Praecipe For Warrant Of Arrest (during office hours) | Request For Warrant Of Arrest (during office hours) |
| 77. | Praecipe For Withdrawal Of Caveat Against Arrest | Request For Withdrawal Of Caveat Against Arrest |
| 78. | Praecipe For Withdrawal Of Caveat Against Release And Payment Out | Request For Withdrawal Of Caveat Against Release And Payment Out |
| 79. | Supplementary Affidavits In Support Of Petition | Supplementary Affidavits In Support Of Originating Summons |
| 80. | Writ of Subpoena Ad Testificandum | Subpoena to testify |
| 81. | Writ Of Subpoena Ad Testificandum / Duces Tecum | Subpoena to testify/ produce documents |
| 82. | Writ of Subpoena Duces Tecum | Subpoena to produce documents |
| 83. | Writ of Subpoena Ad Testificandum and Duces Tecum | Subpoena to testify and produce documents |

16.10 Documents mapping for SIC and Summons

| S/N | Court | Existing Document Description | New Document Description |
|-----|------------|--|---|
| 1. | HC | Notice Of Motion | Summons |
| 2. | HC | Notice Of Motion (Admiralty) | Summons (Admiralty) |
| 3. | HC | Notice Of Motion For Civil Appeal To Court Of Appeal | Summons (Court Of Appeal) |
| 4. | HC, DC | Divorce - Summons-in-Chambers (Normal) | Divorce - Summons (Normal) |
| 5. | HC, DC | Divorce - Summons-in-Chambers (O.14, O.18 r.19, O.33 r.2) | Divorce - Summons (O.14, O.18 r.19, O.33 r.2) |
| 6. | DC | OSF - Summons In Chambers | OSF - Summons |
| 7. | HC | Summons In Chambers (Court Of Appeal) | Summons (For Civil Appeal To Court Of Appeal) |
| 8. | HC, DC, MC | Summons In Chambers (Ex Parte Injunction) | Summons (Ex Parte Injunction) |
| 9. | HC | Summons In Chambers (Ex Parte Injunction-Companies Winding Up) | Summons (Ex Parte Injunction-Companies Winding Up) |
| 10. | HC | Summons In Chambers (IPTO) | Summons (IPTO) |
| 11. | DC | Summons In Chambers (Non-EFS - Adoption) | - |
| 12. | DC | Summons In Chambers (Non-EFS - Probate) | - |
| 13. | HC | Summons In Chambers (Normal - Companies Winding Up) | Summons (Normal - Companies Winding Up) |
| 14. | DC, MC | Summons in Chambers (Normal) | Summons (Normal) |
| 15. | HC, DC, MC | Summons In Chambers (O 14, O 18 r 19, O 33 r 2) | Summons (O 14, O 18 r 19, O 33 r 2) |
| 16. | HC | Summons In Chambers (O 14, O 18 r 19, O 33 r 2-Companies Winding Up) | Summons(O 14, O 18 r 19, O 33 r 2-Companies Winding Up) |
| 17. | HC | Summons In Chambers (Others) | Summons (Others) |
| 18. | HC | Application For Reconstruction Or Other Scheme | Application For Reconstruction Or Other Scheme |
| 19. | DC, MC | Summons for Appointment of Receiver | Summons for Appointment of Receiver |
| 20. | HC, DC, MC | Summons for Directions | Summons for Directions |
| 21. | HC | Summons For Directions (Companies Winding Up) | Summons For Directions (Companies Winding Up) |
| 22. | DC, MC | Summons for Further Directions | Summons for Further Directions |

16.11 New documents introduced

| S/N | Court Indicator (HC/DC/MC) | New Document Description |
|-----|----------------------------|--|
| 1 | HC | Statement For Probate/Letters Of Administration |
| 2 | DC | Statement For Probate/Letters Of Administration |
| 3 | HC | Supporting Affidavit Under Order 71 Rule 5 |
| 4 | DC | Supporting Affidavit Under Order 71 Rule 5 |
| 5 | HC | Summons (Taxation) |
| 6 | DC | Summons (Taxation) |
| 7 | MC | Summons (Taxation) |
| 8 | DC | Statement (Adoption) |
| 9 | DC | Originating Summons (Converted from Adoption) |
| 10 | HC | Originating Summons (Converted from Admission of Advocates and Solicitors) |
| 11 | HC | Originating Summons (Converted from Originating Motion) |
| 12 | HC | Originating Summons (Converted from Originating Petition) |
| 13 | HC | Originating Summons (Converted from Probate) |
| 14 | DC | Originating Summons (Converted from Probate) |
| 15 | HC | Originating Summons (Converted from Petition of Course) |
| 16 | DC | Originating Summons (Converted from Petition of Course) |
| 17 | MC | Originating Summons (Converted from Petition of Course) |

Chapter 17 – Phase 7.2 (Rules of Court Changes Phase 2 (ROC 2))

Rules of Court Phase 2 change(s) include the following:

- Changes to Modes of Commencement by way of Originating Summons (OS) or Writ of Divorce for below areas:
 - a. Bankruptcy (B)
 - b. Companies Winding Up (CWU)
 - c. Limited Liability Partnership Winding Up (LWU)
 - d. Originating Petition (OP – Judicial Management)
 - e. Divorce (D)
- Document Filing Process Validation
- New Case Type/ Doc Type Assignment

17.1 Originating Summons (Type of OS: Judicial Management)

The following is the “More Document Information” section for the Originating Summons documents, to allow user to enter “More Document” details for the OS.

c) Screen ID: FEOS.S03

Documents using these screens:

- Originating Summons(form 4,5 - OS or SIC nature of application) where type of Originating Summons is “Judicial Manager”)

Screen ID: FEOS.S03

The screenshot shows a web application interface for 'More Document Information (Originating Summons)'. At the top, there is a navigation bar with links for Home, My Account, Feedback, Site Map, User Administration (ORA), and Logout. Below this is a launch area with two dropdown menus: 'Click on the application' and 'Click on the portal'. The main content area is titled 'More Document Information (Originating Summons)'. It contains a section for 'Legislation for Originating Petition' with a 'Select One' dropdown and a text input field for 'Legislation Remarks'. Below this is a section for 'Nature Of Application' with a list of options: 'A Decree Of Judicial Separation Be Granted', 'Access To A Child Of The Marriage', 'All Necessary And Consequential Directions', 'All Necessary Inquiries And Directions', and 'All Necessary Inquiries And Directions'. There are '+ ADD' and '- REMOVE' buttons below the list. At the bottom of the form is a large empty text input field.

Company Details

Company Name

Company Registration

Reg. No.

Reg. Type

Country of Issue

Judicial Manager Details

| SNo. | Judicial Manager Name | Judicial Manager Id. | Id. Type | Country of Issue |
|------|-----------------------|----------------------|----------------------|----------------------|
| 1. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

[Add More](#)

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Input/Display Fields:

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mand-atory | Remarks |
|--------------------------------------|----------------|---------------|------------------|------------|--|
| Legislation for Originating Petition | | Input | Nil | Yes | User can only select from a list of predefined values, which are maintained by the Courts. |
| Legislation Remarks | | Input | Nil | No | |
| Nature of Application | | Input | Nil | Yes | User can only select from a list of predefined values, which are maintained by the Courts. Up to 9 entries can be made. |
| Company Name | | Input | Nil | No | Applicable only to judicial management matters. |
| Company Registration: Reg. No. | | Input | Nil | No | Applicable only to judicial management matters. |
| Company Registration: Reg. Type | | Input | Nil | No | User can only select from a list of predefined values, which are maintained by the Courts. Applicable only to judicial management matters. Default to 'Company'. |
| Company | | Input | Nil | No | User can only select from |

| Field Label | Data Item Ref. | Input/ Display | Field Validation | Mand -atory | Remarks |
|-----------------------------------|----------------|----------------|------------------|-------------|--|
| Registration: Country of Issue | | | | | a list of predefined values, which are maintained by the Courts. Applicable only to judicial management matters. |
| Judicial Manager Name | | Input | Nil | No | Up to 9 entries can be entered. |
| Judicial Manager Id. | | Input | Nil | No | Up to 9 entries can be entered. |
| Id. Type | | Input | Nil | No | User can only select from a list of predefined values, which are maintained by the Courts. Up to 9 entries can be made. |
| Country of Issue | | Input | Nil | No | User can only select from a list of predefined values, which are maintained by the Courts. Up to 9 entries can be made. |

Screen Validation:

3. All mandatory fields are entered.

Functions Supported:

5. Upon clicking of the **Save Document** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.
6. Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Submission Information** screen) will be returned to the user.

- Mapping of Documents:

| | Existing Document Description | New Document Description |
|----|-------------------------------|--|
| 1. | Originating Petition | Originating Summons |
| 2. | Originating Petition | Originating Summons (Exparte) |
| 3. | Originating Petition | Originating Summons (Exparte – Injunction) |

After ROC rollout (1 April 2006), the existing documents can be filed for the Old cases; The New documents can be filed in fresh submission (without case number) and for the New Cases.

17.2 Writ for Divorce and Statement of Claim(Divorce)

17.2.1 Writ for Divorce

The following are the more details section of the Writ for Divorce

Screen ID: FEDIVW.S01

Documents using this screen are:

| S/N | Document Description |
|-----|--|
| 1. | Divorce - Writ For Presumption Of Death And Divorce |
| 2. | Divorce - Writ For Divorce |
| 3. | Divorce - Writ For Judicial Separation |
| 4. | Divorce - Writ For Nullity Of Marriage |
| 5. | Divorce - Writ For Nullity Of Marriage/ Judicial Separation |
| 6. | Divorce - Writ For Nullity Of Marriage/ Divorce |
| 7. | Divorce - Writ For Rescission Of Judgment Of Judicial Separation |

The screenshot shows a web browser window with the following elements:

- Navigation Bar:** Home | My Account | Product Info | Help Desk | Feedback | About Us | FAQ | User Admin (ORA) | Logout
- Launch Menu:** Launch-> Click on the application
- Section Header:** MORE DOCUMENT INFORMATION (Divorce - Writ for Divorce)
- Prayers Section:**
 - Note: 1)Please select at least one prayer for this document.
 - List of prayer options with checkboxes:
 - That The Marriage Be Dissolved
 - That The Marriage Be Declared Null And Void
 - That Judicial Separation Be Granted
 - That a Presumption Of Death Be Declared And Divorce Be Granted
 - That the Judgment Of Judicial Separation Be Rescinded.
 - Alternatively, The Marriage Has Broken Down Irretrievably
 - Care, Control And Custody Of A Child
 - Access To A Child Of The Marriage
 - Division Of The Matrimonial Home
 - Division Of The Matrimonial Assets (Aside From The Matrimonial Home)
 - Maintenance For The Wife
 - Maintenance For A Child(ren) Of The Marriage
 - Costs (Divorce)
 - Others (Divorce)
- Date of Order/Judgment/Decision:** [Text Input] [Calendar Icon]
- Judge/Judicial Officer's Name:** Alan Tan [Dropdown Arrow]

Number of Days for Defendant to file MOA *

Documents Submitted with this Writ *

- Statement of Claim
- Statement of Particulars
- Acknowledgement of Service
- Memorandum of Appearance
- Parenting Plan (Plaintiff's Proposal)
- Parenting Plan (Agreed)
- Matrimonial Property Plan (For HDB Flats Only) (Plaintiff's Proposal)
- Matrimonial Property Plan (For HDB Flats Only) (Agreed)
- Instructions to the Defendant on Submitting the CPF standard query to the Central Provident Fund Board

>> Electronic Filing System

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Input/Display fields:

| S/N | Data Item | Screen Validation | Description | Remark |
|-----|---|-------------------|--|--|
| 1. | Prayers | Mandatory | Divorce Prayers | Check the prayers that need to be selected for the filing. |
| 2. | No. of days for Respondent to file MOA. | Optional | No. of Days for Respondent to file MOA | Select 8 days for Singapore and 21 days in over seas. |
| 3. | Statement of Claim | Optional | Document submitted indicator | User needs to check indicator if the stated document is submitted. |
| 4. | Statement of Particulars | Optional | Document submitted indicator | User needs to check indicator if the stated document is submitted. |
| 5. | Acknowledgment of Service | Optional | Document submitted indicator | User needs to check indicator if the stated document is submitted. |
| 6. | Memorandum of Service | Optional | Document submitted indicator | User needs to check indicator if the stated document is submitted. |
| 7. | Memorandum of Appearance | Optional | Document submitted indicator | User needs to check indicator if the stated document is submitted. |
| 8. | Parenting Plan (Plaintiff's Proposal) | Optional | Document submitted indicator | User needs to check indicator if the stated document is submitted. |
| 9. | Parenting Plan (Agreed) | Optional | Document submitted indicator | User needs to check indicator if the stated document is submitted. |
| 10. | Matrimonial Property Plan | Optional | Document submitted indicator | User needs to check indicator if the stated document is |

| S/N | Data Item | Screen Validation | Description | Remark |
|-----|--|-------------------|------------------------------|--|
| | (For HDB Flats only)(Plaintiff's Proposal) | | | submitted. |
| 11. | Matrimonial Property Plan (For HDB Flats only)(Agreed) | Optional | Document submitted indicator | User needs to check indicator if the stated document is submitted. |
| 12. | Instructions to the Defendant on submitting the CPF standard query to the Central Provident Fund Board | Optional | Document submitted indicator | User needs to check indicator if the stated document is submitted. |
| 13. | Date of Order/Judgment /Decision | Optional | Date of judgment field | System validates date to be in DD/MM/YYYY format |
| 14. | Judge/Judicial Officer's Name | Optional | Judge name combo field | |

Screen Validation

Validate that at least one Nature of Application is specified.

Functions Supported

Upon clicking of the **Save** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.

Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Document Information** screen) will be returned to the user.

*Note: Refer to Section 3.5.2 and 3.5.4 of the External Design Specification for Web-based Front-End Application (EFS Phase 1.2) for description of the **Save Draft** function and **Document Information** screen, respectively.*

17.2.2 Statement of Claim (Divorce)

Screen ID: FES OCD.S02
Documents using this screen:

Divorce - Statement of Claim for Divorce

msn Search Highlight Options Pop-ups Allowed Hotmail Messenger My MSN

Home | My Account | Product Info | Help Desk | Feedback | About Us | FAQ | User Admin (ORA) | Logout

Powered by **CrimsonLogic** Launch-> Click on the application

MORE DOCUMENT INFORMATION

(Divorce - Statement of Claim For Divorce)

Marriage Particulars

Date of Solemnization of Marriage * Calendar

Place of Solemnization of Marriage *

Date of Registration of Marriage Calendar

Place of Registration of Marriage

Marriage Certificate No.

Address at which the Parties Last Cohabitated

Date of Order/Judgment/Decision Calendar

Judge/Judicial Officer's Name
Alan Tan ▼

OS Details (If any)
For Marriage Less Than Three Years, Details of Order for Leave to File Summons

Date of Order Calendar Case No. / /

Jurisdiction

Category of Jurisdiction * ▼

Jurisdiction is based on *

Details of Other Children Born to the Wife During the Marriage (Applicable to Male Plaintiff Only)

| S/No. | Select | Name | Id No. | Id Type | Country of Issue | Date of Birth | Age | Gender | Nationality | Race | Race Remarks | Religion | Religion Remarks | Educational Level | Occupation Category | Occupation Title | Marital Status | Agreed arrangements for this child? | Child disabled? | Related Child Protection orders made? | Above 21 years of age and undergoing training? | Other Relevant Facts |
|--|--------|------|--------|---------|------------------|---------------|-----|--------|-------------|------|--------------|----------|------------------|-------------------|---------------------|------------------|----------------|-------------------------------------|-----------------|---------------------------------------|--|----------------------|
| <input type="button" value="Add Child Details"/> <input type="button" value="Edit Child Details"/> <input type="button" value="Delete Child Details"/> | | | | | | | | | | | | | | | | | | | | | | |

Related Proceedings

| S/No. | Select | Case No. | Date of Filing | Nature of Proceeding | Country | Plaintiff's Name | Defendant's Name | Status | Date of Judgment/Decree / Order | Court / Tribunal Authority | Date of Proceeding if Judgment/Decree / Order not made | Judgment/Decree / Order Made | Other Relevant Facts |
|---|--------|----------|----------------|----------------------|---------|------------------|------------------|--------|---------------------------------|----------------------------|--|------------------------------|----------------------|
| <input type="button" value="Add Proceeding Details"/> <input type="button" value="Edit Proceeding Details"/> <input type="button" value="Delete Proceeding Details"/> | | | | | | | | | | | | | |

Grounds *

- Adultery
- Unreasonable Behaviour
- Desertion
- 3 Years Separation (With Consent)
- 4 Years Separation

Prayers *

Note: 1) Please select at least one prayer for this document.
2) If there are more than one claims under "Other Matrimonial Assets", please set out each claim in a separate paragraph, numbered (a), (b), (c), etc.

That The Marriage Be Dissolved (Enter Details Below)

That The Marriage Be Declared Null And Void (Enter Details Below)

That Judicial Separation Be Granted (Enter Details Below)

That a Presumption Of Death Be Declared And Divorce Be Granted (Enter Details Below)

That the Judgment Of Judicial Separation Be Rescinded. (Enter Details Below)

Alternatively, The Marriage Has Broken Down Irretrievably (Enter Details Below)

Care, Control And Custody Of A Child (Enter Details Below)

Access To A Child Of The Marriage (Enter Details Below)

Division Of The Matrimonial Home (Enter Details Below)

Maintenance For The Wife (Enter Details Below)

Maintenance For A Child(ren) Of The Marriage (Enter Details Below)

Costs (Divorce) (Enter Details Below)

Others (Divorce) (Enter Details Below)

Details of HDB Flat (if any)

Do Matrimonial Assets include HDB flat? * Yes No

Type of Matrimonial Property Plan filed together with this Writ?

(Select "None" if no Matrimonial Property Plan is filed together)

Note: Provide the following information, if matrimonial assets include HDB flat, but no Matrimonial Property Plan is filed together with the Writ.

Date on HDB enquiry Is there any reply from HDB?

Date CPF Board enquiry Is there any reply from CPF Board?

Enquiry with HDB / CPF Board was made by

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Divorce - Statement of Claim for Judicial Separation

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(Divorce - Statement of Claim For Judicial Separation)

Marriage Particulars

Date of Solemnization of Marriage *

Place of Solemnization of Marriage *

Date of Registration of Marriage

Place of Registration of Marriage

Marriage Certificate No.

Address at which the Parties Last Cohabitated

Date of Order/Judgment/Decision

Judge/Judicial Officer's Name

OS Details (If any)
For Marriage Less Than Three Years. Details of Order for Leave to File Summons

Date of Order Case No. / /

Jurisdiction

Category of Jurisdiction *

Jurisdiction is based on *

Details of Other Children Born to the Wife During the Marriage (Applicable to Male Plaintiff Only)

| S/No. | Select | Name | No. | Id Type | Country of Issue | Date of Birth | Age | Gender | Nationality | Race | Race Remarks | Religion | Religion Remarks | Educational Level | Occupation Category | Occupation Title | Marital Status | Agreed arrangements for this child? | Child disabled? | Related Child Protection orders made? | Above 21 years of age and undergoing training? | Other Relevant Facts |
|-------|--------|------|-----|---------|------------------|---------------|-----|--------|-------------|------|--------------|----------|------------------|-------------------|---------------------|------------------|----------------|-------------------------------------|-----------------|---------------------------------------|--|----------------------|
| | | | | | | | | | | | | | | | | | | | | | | |

Related Proceedings

| S/No. | Select | Case No. | Date of Filing | Nature of Proceeding | Country | Plaintiff's Name | Defendant's Name | Status | Date of Judgment/Decree / Order | Court / Tribunal Authority | Date of Proceeding if Judgment/Decree / Order not made | Judgment/Decree / Order Made | Other Relevant Facts |
|-------|--------|----------|----------------|----------------------|---------|------------------|------------------|--------|---------------------------------|----------------------------|--|------------------------------|----------------------|
| | | | | | | | | | | | | | |

Grounds *

Adultery

Unreasonable Behaviour

Desertion

3 Years Separation (With Consent)



4 Years Separation

Prayers *

*Note: 1) Please select at least one prayer for this document.
2) If there are more than one claims under "Other Matrimonial Assets", please set out each claim in a separate paragraph, numbered (a), (b), (c), etc.*

That The Marriage Be Dissolved (Enter Details Below)

That The Marriage Be Declared Null And Void (Enter Details Below)

| | |
|---|--|
| | |
| That Judicial Separation Be Granted (Enter Details Below) | |
| | |
| That a Presumption Of Death Be Declared And Divorce Be Granted (Enter Details Below) | |
| | |
| That the Judgment Of Judicial Separation Be Rescinded. (Enter Details Below) | |
| | |
| Alternatively, The Marriage Has Broken Down Irretrievably (Enter Details Below) | |
| | |
| Care, Control And Custody Of A Child (Enter Details Below) | |
| | |
| Access To A Child Of The Marriage (Enter Details Below) | |
| | |
| Division Of The Matrimonial Home (Enter Details Below) | |
| | |
| Division Of The Matrimonial Assets (Aside From The Matrimonial Home) (Enter Details Below) | |
| | |
| Maintenance For The Wife (Enter Details Below) | |
| | |
| Maintenance For A Child(ren) Of The Marriage (Enter Details Below) | |
| | |
| Costs (Divorce) (Enter Details Below) | |
| | |
| Others (Divorce) (Enter Details Below) | |
| | |
| Details of HDB Flat (if any) | |
| Do Matrimonial Assets include HDB flat? * | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Type of Matrimonial Property Plan filed together with this Writ? | <input type="text"/> |
| (Select "None" if no Matrimonial Property Plan is filed together) | |
| <i>Note: Provide the following information, if matrimonial assets include HDB flat, but no Matrimonial Property Plan is filed together with the Writ.</i> | |
| Date of HDB enquiry | <input type="text"/>  |
| Date of CPF Board enquiry | <input type="text"/>  |
| Enquiry with HDB / CPF Board was made by | <input type="text"/> |
| Is there any reply from HDB? | <input type="text"/> |
| Is there any reply from CPF Board? | <input type="text"/> |
| <input type="button" value="Save"/> | <input type="button" value="Cancel"/> |
| >> Electronic Filing System | |
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Divorce - Statement of Claim for Nullity

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(Divorce - Statement Of Claim For Nullity)

Marriage Particulars

Date of Solemnization of Marriage * Calendar

Place of Solemnization of Marriage *

Date of Registration of Marriage Calendar

Place of Registration of Marriage

Marriage Certificate No.

Address at which the Parties Last Cohabitated

Date of Order/Judgment/Decision Calendar

Judge/Judicial Officer's Name

Jurisdiction

Category of Jurisdiction *

Jurisdiction is based on *

Details of Children of the Marriage

| S/No. | Select | Name | Id No. | Id Type | Country of Issue | Date of Birth | Age | Gender | Nationality | Race | Race Remarks | Religion | Religion Remarks | Educational Level | Occupation Category | Occupation Title | Marital Status | Agreed arrangements for this child? | Child disabled? | Related Child Protection orders made? | Above 21 years of age and undergoing training? | Other Relevant Facts |
|---|--------|------|--------|---------|------------------|---------------|-----|--------|-------------|------|--------------|----------|------------------|-------------------|---------------------|------------------|----------------|-------------------------------------|-----------------|---------------------------------------|--|----------------------|
| <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Add Child Details Edit Child Details Delete Child Details </div> | | | | | | | | | | | | | | | | | | | | | | |

Details of Other Children Born to the Wife During the Marriage (Applicable to Male Plaintiff Only)

| S/No. | Select | Name | Id No. | Id Type | Country of Issue | Date of Birth | Age | Gender | Nationality | Race | Race Remarks | Religion | Religion Remarks | Educational Level | Occupation Category | Occupation Title | Marital Status | Agreed arrangements for this child? | Child disabled? | Related Child Protection orders made? | Above 21 years of age and undergoing training? | Other Relevant Facts |
|---|--------|------|--------|---------|------------------|---------------|-----|--------|-------------|------|--------------|----------|------------------|-------------------|---------------------|------------------|----------------|-------------------------------------|-----------------|---------------------------------------|--|----------------------|
| <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Add Child Details Edit Child Details Delete Child Details </div> | | | | | | | | | | | | | | | | | | | | | | |

Related Proceedings

| S/No. | Select | Case No. | Date of Filing | Nature of Proceeding | Country | Plaintiff's Name | Defendant's Name | Status | Date of Judgment/Decree / Order | Court / Tribunal Authority | Date of Proceeding if Judgment/Decree / Order not made | Judgment/Decree / Order Made | Other Relevant Facts |
|--|--------|----------|----------------|----------------------|---------|------------------|------------------|--------|---------------------------------|----------------------------|--|------------------------------|----------------------|
| <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Add Proceeding Details Edit Proceeding Details Delete Proceeding Details </div> | | | | | | | | | | | | | |

Grounds *

Void Marriage

- Section 3(4) (For marriages that took place after 1 June 1981)
- Section 5 (For marriages that took place after 1 June 1981)
- Section 9 (For marriages that took place after 1 June 1981)
- Section 10 (For marriages that took place after 1 June 1981)
- Section 11 (For marriages that took place after 1 June 1981)
- Section 12 (For marriages that took place after 1 June 1981)
- Section 22 (For marriages that took place after 1 June 1981)
- The lack of capacity of the Plaintiff (For marriages celebrated outside Singapore)
- The lack of capacity of the Defendant (For marriage celebrated outside Singapore)
- It is invalid by the law of the place in which it was celebrated (For marriages celebrated outside Singapore)
- For the reason stated in the Statement of Particulars (For marriages that took place on or before 1 June 1981)

- Voidable Marriage
 - The marriage has not been consummated owing to the incapacity of the Plaintiff to consummate it
 - The marriage has not been consummated owing to the incapacity of the Defendant to consummate it
 - The marriage has not been consummated owing to the wilful refusal of the Defendant to consummate it
 - The Plaintiff did not validly consent to the marriage, in consequence of duress
 - The Plaintiff did not validly consent to the marriage, in consequence of mistake
 - The Plaintiff did not validly consent to the marriage, in consequence of unsoundness of mind
 - The Plaintiff did not validly consent to the marriage, in consequence of the reason stated in the Statement of Particulars
 - The Defendant did not validly consent to the marriage, in consequence of duress
 - The Defendant did not validly consent to the marriage, in consequence of mistake
 - The Defendant did not validly consent to the marriage, in consequence of unsoundness of mind
 - The Defendant did not validly consent to the marriage, in consequence of the reason stated in the Statement of Particulars.
 - That at the time of the marriage the Plaintiff though capable of giving a valid consent, was suffering (whether continuously or intermittently) from mental disorder within the meaning of the Mental Disorders and Treatment Act (Cap. 178) of such a kind or to such an extent as to be unfit for marriage
 - That at the time of the marriage the Defendant though capable of giving a valid consent, was suffering (whether continuously or intermittently) from mental disorder within the meaning of the Mental Disorders and Treatment Act (Cap. 178) of such a kind or to such an extent as to be unfit for marriage
 - That at the time of the marriage the Defendant was suffering from venereal disease in a communicable form, and the Plaintiff was at the time of the marriage ignorant of the facts alleged
 - That at the time of the marriage the Defendant was pregnant by some person other than the Plaintiff and the Plaintiff was at the time of the marriage ignorant of the facts alleged
 - The marriage is voidable for the reason stated in the Statement of Particulars (For marriage that took place on or before 1 June 1981)

Prayers *

Note: 1) Please select at least one prayer for this document.
2) If there are more than one claims under "Other Matrimonial Assets", please set out each claim in a separate paragraph, numbered (a), (b), (c), etc.

That The Marriage Be Dissolved (Enter Details Below)

That The Marriage Be Declared Null And Void (Enter Details Below)

That Judicial Separation Be Granted (Enter Details Below)

That a Presumption Of Death Be Declared And Divorce Be Granted (Enter Details Below)

That the Judgment Of Judicial Separation Be Rescinded. (Enter Details Below)

Alternatively, The Marriage Has Broken Down Irretrievably (Enter Details Below)

Care, Control And Custody Of A Child (Enter Details Below)

Access To A Child Of The Marriage (Enter Details Below)

Division Of The Matrimonial Home (Enter Details Below)

Division Of The Matrimonial Assets (Aside From The Matrimonial Home) (Enter Details Below)

Maintenance For The Wife (Enter Details Below)

Maintenance For A Child(ren) Of The Marriage (Enter Details Below)

Costs (Divorce) (Enter Details Below)

Others (Divorce) (Enter Details Below)

Details of HDB Flat (if any)

Do Matrimonial Assets include HDB flat? * Yes No

Type of Matrimonial Property Plan filed together with this Writ?

(Select "None" if no Matrimonial Property Plan is filed together)

Note: Provide the following information, if matrimonial assets include HDB flat, but no Matrimonial Property Plan is filed together with the Writ.

Date of HDB enquiry Is there any reply from HDB?

Date of CPF Board enquiry Is there any reply from CPF Board?

Enquiry with HDB / CPF Board was made by

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Divorce - Statement of Claim for Nullity and Alternatively For Judicial Separation

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MORE DOCUMENT INFORMATION
(Divorce - Statement of Claim For Nullity and Alternatively For Judicial Separation)

Marriage Particulars

Date of Solemnization of Marriage *

Place of Solemnization of Marriage *

Date of Registration of Marriage

Place of Registration of Marriage

Marriage Certificate No.

Address at which the Parties Last Cohabitated

Date of Order/Judgment/Decision

Judge/Judicial Officer's Name

Jurisdiction

Category of Jurisdiction *

Jurisdiction is based on *

Details of Children of the Marriage

| S/No. | Select | Name | ID No. | ID Type | Country of Issue | Date of Birth | Age | Gender | Nationality | Race | Race Remarks | Religion | Religion Remarks | Educational Level | Occupation Category | Occupation Title | Marital Status | Agreed arrangements for this child? | Child Protection orders disabled? | Related Child Protection other orders made? | Above 21 years of age and undergoing training? | Other Relevant Facts |
|--|--------|------|--------|---------|------------------|---------------|-----|--------|-------------|------|--------------|----------|------------------|-------------------|---------------------|------------------|----------------|-------------------------------------|-----------------------------------|---|--|----------------------|
| <input type="button" value="Add Child Details"/> <input type="button" value="Edit Child Details"/> <input type="button" value="Delete Child Details"/> | | | | | | | | | | | | | | | | | | | | | | |

Details of Other Children Born to the Wife During the Marriage (Applicable to Male Plaintiff Only)

| S/No. | Select | Name | ID No. | ID Type | Country of Issue | Date of Birth | Age | Gender | Nationality | Race | Race Remarks | Religion | Religion Remarks | Educational Level | Occupation Category | Occupation Title | Marital Status | Agreed arrangements for this child? | Child Protection orders disabled? | Related Child Protection other orders made? | Above 21 years of age and undergoing training? | Other Relevant Facts |
|--|--------|------|--------|---------|------------------|---------------|-----|--------|-------------|------|--------------|----------|------------------|-------------------|---------------------|------------------|----------------|-------------------------------------|-----------------------------------|---|--|----------------------|
| <input type="button" value="Add Child Details"/> <input type="button" value="Edit Child Details"/> <input type="button" value="Delete Child Details"/> | | | | | | | | | | | | | | | | | | | | | | |

Related Proceedings

| S/No. | Select | Case No. | Date of Filing | Nature of Proceeding | Country | Plaintiff's Name | Defendant's Name | Status | Date of Judgment/Decree / Order | Court / Tribunal Authority | Date of Proceeding if Judgment/Decree / Order not made | Judgment/Decree / Order Made | Other Relevant Facts |
|---|--------|----------|----------------|----------------------|---------|------------------|------------------|--------|---------------------------------|----------------------------|--|------------------------------|----------------------|
| <input type="button" value="Add Proceeding Details"/> <input type="button" value="Edit Proceeding Details"/> <input type="button" value="Delete Proceeding Details"/> | | | | | | | | | | | | | |

Grounds *

- Adultery
- Unreasonable Behaviour
- Desertion
- 3 Years Separation (With Consent)
- 4 Years Separation
- Void Marriage

- Section 3(4) (For marriages that took place after 1 June 1981)
- Section 5 (For marriages that took place after 1 June 1981)
- Section 9 (For marriages that took place after 1 June 1981)
- Section 10 (For marriages that took place after 1 June 1981)
- Section 11 (For marriages that took place after 1 June 1981)
- Section 12 (For marriages that took place after 1 June 1981)
- Section 22 (For marriages that took place after 1 June 1981)
- The lack of capacity of the Plaintiff (For marriages celebrated outside Singapore)
- The lack of capacity of the Defendant (For marriage celebrated outside Singapore)
- It is invalid by the law of the place in which it was celebrated (For marriages celebrated outside Singapore)
- For the reason stated in the Statement of Particulars (For marriages that took place on or before 1 June 1981)
- Voidable Marriage
 - The marriage has not been consummated owing to the incapacity of the Plaintiff to consummate it
 - The marriage has not been consummated owing to the incapacity of the Defendant to consummate it
 - The marriage has not been consummated owing to the wilful refusal of the Defendant to consummate it
 - The Plaintiff did not validly consent to the marriage, in consequence of duress
 - The Plaintiff did not validly consent to the marriage, in consequence of mistake
 - The Plaintiff did not validly consent to the marriage, in consequence of unsoundness of mind
 - The Plaintiff did not validly consent to the marriage, in consequence of the reason stated in the Statement of Particulars
 - The Defendant did not validly consent to the marriage, in consequence of duress
 - The Defendant did not validly consent to the marriage, in consequence of mistake
 - The Defendant did not validly consent to the marriage, in consequence of unsoundness of mind
 - The Defendant did not validly consent to the marriage, in consequence of the reason stated in the Statement of Particulars
 - That at the time of the marriage the Plaintiff though capable of giving a valid consent, was suffering (whether continuously or intermittently) from mental disorder within the meaning of the Mental Disorders and Treatment Act (Cap. 178) of such a kind or to such an extent as to be unfit for marriage
 - That at the time of the marriage the Defendant though capable of giving a valid consent, was suffering (whether continuously or intermittently) from mental disorder within the meaning of the Mental Disorders and Treatment Act (Cap. 178) of such a kind or to such an extent as to be unfit for marriage
 - That at the time of the marriage the Defendant was suffering from venereal disease in a communicable form, and the Plaintiff was at the time of the marriage ignorant of the facts alleged
 - That at the time of the marriage the Defendant was pregnant by some person other than the Plaintiff and the Plaintiff was at the time of the marriage ignorant of the facts alleged
 - The marriage is voidable for the reason stated in the Statement of Particulars (For marriage that took place on or before 1 June 1981)

Prayers *

Note: 1) Please select at least one prayer for this document.

2) If there are more than one claims under "Other Matrimonial Assets", please set out each claim in a separate paragraph, numbered (a), (b), (c), etc.

That The Marriage Be Dissolved (Enter Details Below)

That The Marriage Be Declared Null And Void (Enter Details Below)

That Judicial Separation Be Granted (Enter Details Below)

That a Presumption Of Death Be Declared And Divorce Be Granted (Enter Details Below)

That the Judgment Of Judicial Separation Be Rescinded. (Enter Details Below)

Care, Control And Custody Of A Child (Enter Details Below)

Access To A Child Of The Marriage (Enter Details Below)

Division Of The Matrimonial Home (Enter Details Below)

Division Of The Matrimonial Assets (Aside From The Matrimonial Home) (Enter Details Below)

Maintenance For The Wife (Enter Details Below)

Maintenance For A Child(ren) Of The Marriage (Enter Details Below)

Costs (Divorce) (Enter Details Below)

Others (Divorce) (Enter Details Below)

Details of HDB Flat (if any)

Do Matrimonial Assets include HDB flat? * Yes No

Type of Matrimonial Property Plan filed together with this Writ?

(Select "None" if no Matrimonial Property Plan is filed together)

Note: Provide the following information, if matrimonial assets include HDB flat, but no Matrimonial Property Plan is filed together with the Writ.

Date of HDB enquiry Is there any reply from HDB?

Date of CPF Board enquiry Is there any reply from CPF Board?

Enquiry with HDB / CPF Board was made by

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Divorce - Statement of Claim for Nullity and Alternatively For Divorce

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(Divorce - Statement Of Claim For Nullity and Alternatively For Divorce)

Marriage Particulars

Date of Solemnization of Marriage *

Place of Solemnization of Marriage *

Date of Registration of Marriage

Place of Registration of Marriage

Marriage Certificate No.

Address at which the Parties Last Cohabitated

Date of Order/Judgment/Decision

Judge/Judicial Officer's Name
Alen Tan

Jurisdiction

Category of Jurisdiction *

Jurisdiction is based on *

Details of Children of the Marriage

| S/No. | Select | Name | Id No. | Id Type | Country of Issue | Date of Birth | Age | Gender | Nationality | Race | Race Remarks | Religion | Religion Remarks | Educational Level | Occupation Category | Occupation Title | Marital Status | Agreed arrangements for this child? | Child disabled? | Related Child Protection orders made? | Above 21 years of age and undergoing training? | Other Relevant Facts |
|--|--------|------|--------|---------|------------------|---------------|-----|--------|-------------|------|--------------|----------|------------------|-------------------|---------------------|------------------|----------------|-------------------------------------|-----------------|---------------------------------------|--|----------------------|
| <input type="button" value="Add Child Details"/> <input type="button" value="Edit Child Details"/> <input type="button" value="Delete Child Details"/> | | | | | | | | | | | | | | | | | | | | | | |

| Details of Other Children Born to the Wife During the Marriage (Applicable to Male Plaintiff Only) | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------|------|--------------------|---------|------------------|----------------------|-----|--------|-------------|------|---------|----------|------------------|-------------------|---------------------|------------------|----------------|-------------------------------------|-----------------|---------------------------------------|--|----------------------|--|
| S/No. | Select | Name | Id No. | Id Type | Country of Issue | Date of Birth | Age | Gender | Nationality | Race | Remarks | Religion | Religion Remarks | Educational Level | Occupation Category | Occupation Title | Marital Status | Agreed arrangements for this child? | Child disabled? | Related Child Protection orders made? | Above 21 years of age and undergoing training? | Other Relevant Facts | |
| Add Child Details | | | Edit Child Details | | | Delete Child Details | | | | | | | | | | | | | | | | | |

| Related Proceedings | | | | | | | | | | | | | |
|------------------------|--------|----------|-------------------------|----------------------|---------|---------------------------|------------------|--------|---------------------------------|----------------------------|--|------------------------------|----------------------|
| S/No. | Select | Case No. | Date of Filing | Nature of Proceeding | Country | Plaintiff's Name | Defendant's Name | Status | Date of Judgment/Decree / Order | Court / Tribunal Authority | Date of Proceeding if Judgment/Decree / Order not made | Judgment/Decree / Order Made | Other Relevant Facts |
| Add Proceeding Details | | | Edit Proceeding Details | | | Delete Proceeding Details | | | | | | | |

Grounds *

- Adultery
- Unreasonable Behaviour
- Desertion
- 3 Years Separation (With Consent)
- 4 Years Separation
- Void Marriage
 - Section 3(4) (For marriages that took place after 1 June 1981)
 - Section 5 (For marriages that took place after 1 June 1981)
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 - Section 10 (For marriages that took place after 1 June 1981)
 - Section 11 (For marriages that took place after 1 June 1981)
 - Section 12 (For marriages that took place after 1 June 1981)
 - Section 22 (For marriages that took place after 1 June 1981)
 - The lack of capacity of the Plaintiff (For marriages celebrated outside Singapore)
 - The lack of capacity of the Defendant (For marriage celebrated outside Singapore)
 - The lack of capacity of the Defendant (For marriage celebrated outside Singapore)
 - It is invalid by the law of the place in which it was celebrated (For marriages celebrated outside Singapore)
 - For the reason stated in the Statement of Particulars (For marriages that took place on or before 1 June 1981)
- Voidable Marriage
 - The marriage has not been consummated owing to the incapacity of the Plaintiff to consummate it
 - The marriage has not been consummated owing to the incapacity of the Defendant to consummate it
 - The marriage has not been consummated owing to the wilful refusal of the Defendant to consummate it
 - The Plaintiff did not validly consent to the marriage, in consequence of duress
 - The Plaintiff did not validly consent to the marriage, in consequence of mistake
 - The Plaintiff did not validly consent to the marriage, in consequence of unsoundness of mind
 - The Plaintiff did not validly consent to the marriage, in consequence of the reason stated in the affidavit in support of divorce petition
 - The Defendant did not validly consent to the marriage, in consequence of duress
 - The Defendant did not validly consent to the marriage, in consequence of mistake
 - The Defendant did not validly consent to the marriage, in consequence of unsoundness of mind
 - The Defendant did not validly consent to the marriage, in consequence of the reason stated in the Statement of Particulars
 - That at the time of the marriage the Plaintiff though capable of giving a valid consent, was suffering (whether continuously or intermittently) from mental disorder within the meaning of the Mental Disorders and Treatment Act (Cap. 178) of such a kind or to such an extent as to be unfit for marriage
 - That at the time of the marriage the Defendant though capable of giving a valid consent, was suffering (whether continuously or intermittently) from mental disorder within the meaning of the Mental Disorders and Treatment Act (Cap. 178) of such a kind or to such an extent as to be unfit for marriage
 - That at the time of the marriage the Defendant was suffering from venereal disease in a communicable form, and the Plaintiff was at the time of the marriage ignorant of the fact that the marriage is voidable for the reason stated in the Statement of Particulars (For marriages that took place on or before 1 June 1981)

Prayers *

Note: 1) Please select at least one prayer for this document.
2) If there are more than one claims under "Other Matrimonial Assets", please set out each claim in a separate paragraph, numbered (a), (b), (c), etc.

That The Marriage Be Dissolved (Enter Details Below)

That The Marriage Be Declared Null And Void (Enter Details Below)

That Judicial Separation Be Granted (Enter Details Below)

That a Presumption Of Death Be Declared And Divorce Be Granted (Enter Details Below)

That the Judgment Of Judicial Separation Be Rescinded. (Enter Details Below)

Alternatively, The Marriage Has Broken Down Irretrievably (Enter Details Below)

Care, Control And Custody Of A Child (Enter Details Below)

Access To A Child Of The Marriage (Enter Details Below)

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Division Of The Matrimonial Assets (Aside From The Matrimonial Home) (Enter Details Below)

Maintenance For The Wife (Enter Details Below)

Maintenance For A Child(ren) Of The Marriage (Enter Details Below)

Costs (Divorce) (Enter Details Below)

Others (Divorce) (Enter Details Below)

Details of HDB Flat (if any)

Do Matrimonial Assets include HDB flat? * Yes No

Type of Matrimonial Property Plan filed together with this Writ?

(Select "None" if no Matrimonial Property Plan is filed together)

Note: Provide the following information, if matrimonial assets include HDB flat, but no Matrimonial Property Plan is filed together with the Writ.

Date of HDB enquiry Is there any reply from HDB?

Date of CPF Board enquiry Is there any reply from CPF Board?

Enquiry with HDB / CPF Board was made by

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Divorce - Statement of Claim for Presumption of Death and Divorce

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(Divorce - Statement Of Claim For Presumption Of Death And Divorce)

Marriage Particulars

Date of Solemnization of Marriage *

Place of Solemnization of Marriage *

Date of Registration of Marriage

Place of Registration of Marriage

Marriage Certificate No.

Address at which the Parties Last Cohabitated

Date of Order/Judgment/Decision

Judge/Judicial Officer's Name
Alen Tan

Jurisdiction

Category of Jurisdiction *

Jurisdiction is based on *

Details of Children of the Marriage

| S/No. | Select | Name | Id No. | Id Type | Country of Issue | Date of Birth | Age | Gender | Nationality | Race | Race Remarks | Religion | Religion Remarks | Educational Level | Occupation Category | Occupation Title | Marital Status | Agreed arrangements for this child? | Child Protection orders made? | Related Child Protection orders made? | Above 21 years of age and undergoing training? | Other Relevant Facts |
|--|--------|------|--------|---------|------------------|---------------|-----|--------|-------------|------|--------------|----------|------------------|-------------------|---------------------|------------------|----------------|-------------------------------------|-------------------------------|---------------------------------------|--|----------------------|
| <input type="button" value="Add Child Details"/> <input type="button" value="Edit Child Details"/> <input type="button" value="Delete Child Details"/> | | | | | | | | | | | | | | | | | | | | | | |

Details of Other Children Born to the Wife During the Marriage (Applicable to Male Plaintiff Only)

| S/No. | Select | Name | Id No. | Type | Country of Issue | Date of Birth | Age | Gender | Nationality | Race | Raise Remarks | Religion | Religion Remarks | Educational Level | Occupation Category | Occupation Title | Marital Status | Agreed arrangement for this child? | Child disabled? | Related Child Protection orders made? | Above 21 years of age and undergoing training? | Other Relevant Facts |
|-------|--------|------|--------|------|------------------|---------------|-----|--------|-------------|------|---------------|----------|------------------|-------------------|---------------------|------------------|----------------|------------------------------------|-----------------|---------------------------------------|--|----------------------|
|-------|--------|------|--------|------|------------------|---------------|-----|--------|-------------|------|---------------|----------|------------------|-------------------|---------------------|------------------|----------------|------------------------------------|-----------------|---------------------------------------|--|----------------------|

Related Proceedings

| S/No. | Select | Case No. | Date of Filing | Nature of Proceeding | Country | Plaintiff's Name | Defendant's Name | Status | Date of Judgment/Decree / Order | Court / Tribunal Authority | Date of Proceeding if Judgment/Decree / Order not made | Judgment/Decree / Order Made | Other Relevant Facts |
|-------|--------|----------|----------------|----------------------|---------|------------------|------------------|--------|---------------------------------|----------------------------|--|------------------------------|----------------------|
|-------|--------|----------|----------------|----------------------|---------|------------------|------------------|--------|---------------------------------|----------------------------|--|------------------------------|----------------------|

Grounds * Defendant Presumed Dead

Date When Defendant was Last Seen / Heard * (DD/MM/YYYY) _Calendar

Date Since Defendant was Traced (DD/MM/YYYY) _Calendar

Place Where Defendant was Last Seen / Heard *

Circumstances in Which the Parties Ceased to Cohabit *

Steps taken to trace Defendant *

Address of Immovable assets
(State the matrimonial asset(s) which are immovable property(ies). If there are more assets, please furnish details of other assets in the Affidavit In Support)

Address 1

Address 2

[Add More](#)

>> Electronic Filing System

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| S/N | Data Item | Man/Opt | Description | Remark |
|-----|---|-----------|---|--------------------|
| 1. | Date of Solemnization of Marriage | Mandatory | Plaintiff's date of marriage solemnization. | Format: DD/MM/YYYY |
| 2. | Place of Solemnization of Marriage | Mandatory | Plaintiff's place of marriage solemnization. | |
| 3. | Date of Registration of Marriage | Optional | Plaintiff's date of marriage registration. | Format: DD/MM/YYYY |
| 4. | Place of Registration of Marriage | Optional | Plaintiff's place of marriage registration. | |
| 5. | Marriage Certificate No. | Optional | Marriage Certificate No. | |
| 6. | Address at which the Parties Last Cohabited | Optional | Last matrimonial address. Expressed in 4 lines of 30 characters each. | |

| S/N | Data Item | Man/Opt | Description | Remark |
|-----|--------------------------|----------------|---|--|
| 7. | Date of Order | Optional | The filing date of the OS filed in Singapore. | Format: DD/MM/YYYY Divorce - Statement Of Claim For Divorce Divorce - Statement Of Claim For Judicial Separation |
| 8. | Case No | Optional | Singapore OS Case Number, Case Types are "OS" & "OSF". It is a composite data element. It comprises the Case Type, Case Serial Number, Case Year and Case Suffix data elements assigned by the system. Unique for each case. | Only "OS" or "OSF" type is allowed. Divorce - Statement Of Claim For Divorce Divorce - Statement Of Claim For Judicial Separation |
| 9. | Category of Jurisdiction | Mandatory | | |
| 10. | Jurisdiction is based on | Mandatory | | |
| 11. | Name | Mandatory (10) | Child's name. | |
| 12. | ID No. | Optional (10) | Child's ID no. | Give an option 'Unknown' to select. |
| 13. | ID Type | Optional (10) | Child's ID type. | Mandatory if ID No. is entered. |
| 14. | Country of Issue | Optional (10) | Child's ID Country of Issuance. | Mandatory if ID No. is entered. |
| 15. | Date of Birth | Optional (10) | Child's date of birth. | Format: DD/MM/YYYY 1. If date of birth is entered and age not entered... prompt the users to enter age 2. If date of birth is not entered and age is entered then pass age as it is. |
| 16. | Age | Optional (10) | Child's Age | |
| 17. | Gender | Mandatory (10) | Child's gender. M – Male F – Female Default = "M" | |
| 18. | Nationality | Mandatory (10) | Child's nationality. | |
| 19. | Race | Mandatory (10) | Child's race. | |
| 20. | Race Remarks | Optional (10) | Remarks | Mandatory if 'Others' is chosen for the list of Race |

| S/N | Data Item | Man/Opt | Description | Remark |
|-----|--|-------------------|---|---|
| | | | | displayed. |
| 21. | Religion | Mandatory (10) | Child's religion. | |
| 22. | Religion Remarks | Optional (10) | Remarks | Mandatory if 'Others' is chosen for the list of Religion displayed. |
| 23. | Educational Level | Mandatory (10) | Child's educational level. | |
| 24. | Occupation Type | Mandatory (10) | Child's occupation Type | |
| 25. | Occupation Description | Mandatory (10) | Child's occupation Description. | |
| 26. | Marital Status | Optional (10) | Child's marital status. | |
| 27. | Are there any agreed arrangements in relation to this child? | Optional (10) | Are there any agreed arrangements in relation to this child? Y | |
| 28. | Is this Child Disabled? | Optional (10) | | |
| 29. | Is there a Child Protection Order or other orders made by the Juvenile Court relating to this child? | Optional (10) | | |
| 30. | Above 21 years of age and undergoing training? | Optional (10) | | |
| 31. | Other relevant facts | Optional (10) | Other relevant facts. | |
| 32. | Grounds (Level 1) | Mandatory (5) | Grounds | Some Level 1 Grounds will have one or more Level 2 Grounds. |
| 33. | Grounds (Level 2) | Mandatory (20) | Grounds | |
| 34. | Prayers | Mandatory (9) | Prayers | |
| 35. | Prayer Remarks | Optional (9) | Prayers Remarks | If file together with Writ, Prayers entered in Writ document will be shown. If file alone, Prayers to be retrieved from the latest accepted case level document. |
| 36. | Case No. | Optional (10) | Case number of other related proceedings. | |
| 37. | Date of Filing | Optional (10) | Filing date of other related proceedings. | Format: DD/MM/YYYY |
| 38. | Nature of | Mandatory | Nature of proceeding of | |

| S/N | Data Item | Man/Opt | Description | Remark |
|-----|--|----------------|--|---|
| | Proceeding | (10) | other related proceedings. | |
| 39. | Nature of Proceeding Remarks | Optional (10) | Nature of proceedings Remarks | Only applicable and mandatory if "Others" option is chosen from the Nature of Proceedings List. |
| 40. | Country | Mandatory (10) | Country where other related proceedings is filed. | |
| 41. | Petitioners / Plaintiff (for criminal matters Public Prosecutors name) | Optional (10) | Plaintiff of other related proceedings. | |
| 42. | Respondent's / Defendant's Name | Optional (10) | Respondent of other related proceedings. | |
| 43. | Status | Mandatory (10) | Case status of other related proceedings. | |
| 44. | Date of Judgment/ Order/ Decree | Optional (10) | Order/Proceeding date of other related proceedings. | Format: DD/MM/YYYY |
| 45. | Court / Tribunal Authority | Optional (10) | Court/Tribunal/Authority of other related proceedings. | |
| 46. | Judgment/ Order/ Decree Made | Optional (10) | | |
| 47. | Date of Proceedings (if Judgment/ Order/ Decree not made) | Optional (10) | | Format: DD/MM/YYYY |
| 48. | Remarks | Optional (10) | Remarks of other related proceedings. | |
| 49. | Do Matrimonial Assets include HDB flat? | Mandatory | | |
| 50. | Type of Matrimonial Property Plan filed together with this petition? | Optional | | |
| 51. | Date of HDB enquiry | Optional | Date on which enquiry with HDB was made. | Mandatory if "Does the Matrimonial Assets include HDB flat?" is "Yes" Format: CCYYMMDD |
| 52. | Is there any reply from HDB? | Optional | | Mandatory if "Does the Matrimonial Assets include HDB flat?" is "Yes" |
| 53. | Date of CPF Board enquiry | Optional | Date on which enquiry with CPF Board was made. | Mandatory if "Does the Matrimonial Assets include HDB flat?" is "Yes" |

| S/N | Data Item | Man/Opt | Description | Remark |
|-----|--|---------------|---|--|
| | | | | Format: CCYYMMDD |
| 54. | Is there any reply from CPF? | Optional | | Mandatory if "Does the Matrimonial Assets include HDB flat?" is "Yes" |
| 55. | Letter to HDB / CPF Board was sent by | Optional | | Mandatory if "Does the Matrimonial Assets include HDB flat?" is "Yes" |
| 56. | Date When the Respondent was Last Seen / Heard | Optional | Date when Respondent has last been heard/seen. | Conditional. Applicable and is a mandatory field to "Presumption Of Death And Dissolution Of Marriage" document only. Format: DD/MM/YYYY |
| 57. | Date Since Respondent was Traced | Optional | Date Since Respondent was Traced | Format: DD/MM/YYYY |
| 58. | Place Where the Respondent was Last Seen /Heard | Optional | Place when Respondent has last been heard/seen. | Conditional. Applicable and is a mandatory field to "Divorce - Statement Of Claim For Presumption Of Death And Divorce" document only. |
| 59. | Circumstances in Which the Parties Ceased to Cohabit | Optional | To describe circumstances in which the parties ceased to cohabit. | Conditional. Applicable and is a mandatory field to "Divorce - Statement Of Claim For Presumption Of Death And Divorce" only. |
| 60. | Address of Immovable assets | Optional (10) | Expressed in 4 lines of 30 characters each. | Applicable to "Divorce - Statement Of Claim For Presumption Of Death And Divorce" document only. |
| 61. | Steps taken to trace the Respondent | Optional | | Applicable to Mandatory "Divorce - Statement Of Claim For Presumption Of Death And Divorce" document only. |
| 62. | Date of Order/Judgment/ Decision | Optional | Date field | |
| 63. | Judge/Judicial Officer's Name | Optional | Judge name | Select form a list which is maintained at the court |

Screen ID: FES OCD.S08

Divorce - Statement of Claim for the Rescission of Judgment of Judicial Separation

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MORE DOCUMENT INFORMATION

(Divorce - Statement of Claim For the Rescission of Judgment of Judicial Separation (By Spouse Against Whom Judgment of Judicial Separation is Made))

Rescission of Judgment in Petition / Divorce Suit Number

Judicial Separation Granted Date 

Date of Order/Judgment/Decision 

Judge/Judicial Officer's Name

Grounds *

- Judgment of Judicial Separation obtained in the absence of the Plaintiff
- The ground of the Judgment of Judicial Separation was desertion and the Plaintiff had reasonable cause for the alleged desertion.
- Relief Claimed

Prayers *

*Note: 1)Please select at least one prayer for this document.
2)If there are more than one claims under "Other Matrimonial Assets", please set out each claim in a separate paragraph, numbered (a), (b), (c), etc.*

That The Marriage Be Dissolved [\(Enter Details Below\)](#)

That The Marriage Be Declared Null And Void [\(Enter Details Below\)](#)

That Judicial Separation Be Granted [\(Enter Details Below\)](#)

That a Presumption Of Death Be Declared And Divorce Be Granted [\(Enter Details Below\)](#)

That the Judgment Of Judicial Separation Be Rescinded. [\(Enter Details Below\)](#)

Alternatively, The Marriage Has Broken Down Irretrievably [\(Enter Details Below\)](#)

Care, Control And Custody Of A Child [\(Enter Details Below\)](#)

Access To A Child Of The Marriage [\(Enter Details Below\)](#)

Division Of The Matrimonial Home [\(Enter Details Below\)](#)

Division Of The Matrimonial Assets (Aside From The Matrimonial Home) [\(Enter Details Below\)](#)

Maintenance For The Wife [\(Enter Details Below\)](#)

Maintenance For A Child(ren) Of The Marriage [\(Enter Details Below\)](#)

Costs (Divorce) [\(Enter Details Below\)](#)

Others (Divorce) [\(Enter Details Below\)](#)

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| S/N | Data Item | Man/Opt | Description | Remark |
|-----|--|-----------|---|--|
| 1. | Rescission of Judgment in Petition / Divorce Suit Number | Mandatory | Divorce Case No. Seeking for the Rescission of Judgment | |
| 2. | Judicial Separation Granted Date | Mandatory | Judicial Separation Granted Date | |
| 3. | Grounds (Level 1) | Mandatory | Grounds | |
| 4. | Prayers | Mandatory | Divorce Prayers | |
| 5. | Remarks | Mandatory | Remarks for Prayer | At least one Remark is mandatory for a prayer. |
| 6. | Date of Order/Judgment/Decision | Optional | | |
| 7. | Judge/Judicial Officer's Name | Optional | | |

Screen ID: FES OCD.S09

Divorce - Notice of Proceedings (Co-Defendant)

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MORE DOCUMENT INFORMATION
(Notice Of Proceedings (Co-Defendant))

Number of Days for Defendant to file MOA * 8 days (Service in Singapore)

Document List of Attached Documents *

- Writ
- Statement of Claim
- Statement of Particulars
- Agreed / Proposed Matrimonial Property plan
- Agreed / Proposed Parenting plan

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| S/N | Data Item | Man /Opt | Description | Remark |
|-----|-------------------------------------|----------------|--|--|
| 1. | Number of Days for filing MOA | M | Number of Days for filing MOA | The system to provide a drop-down list for FE users to select : <ul style="list-style-type: none"> • 8 days (Service in Singapore) • 21 days (Service outside Singapore) |
| 2. | Document List of Attached Documents | Man datory (4) | User can choose from the list of <ol style="list-style-type: none"> 1. Agreed/Proposed Matrimonial property plan. 2. Agreed/Proposed Parenting Plan 3. Writ 4. Statement of Claim 5. Statement of Particulars | |

Validations for Divorce submissions at the Front-End

1. For fresh filing (Version 0), the following must be filed together in the same submission:
 - (a) Divorce – Writ
 - (b) Divorce - Statement of Claim
 - (c) Divorce – Statement of Particulars
2. Writ (both fresh & Amended) filing: ‘Documents submitted’ indicated in MDI must be filed together in the same filing. System to validate as below

| Documents indicated in Writ | Documents to be filed together (FE validation) |
|-----------------------------|---|
| Statement of Claim | One of the following ‘Statement of Claim’ corresponding to the Writ type must be filed together. <ul style="list-style-type: none"> • Divorce - Statement Of Claim For Divorce • Divorce - Statement Of Claim For Judicial Separation • Divorce - Statement Of Claim For Nullity • Divorce - Statement Of Claim For Nullity and Alternatively For Judicial Separation • Divorce - Statement Of Claim For Nullity And Alternatively For Divorce • Divorce - Statement Of Claim For Presumption Of Death And Divorce • Divorce - Statement Of Claim For The Rescission Of Judgment Of Judicial |

| | Separation |
|---|--|
| Statement of Particulars | Divorce - Statement of Particulars |
| Acknowledgment of Service | Divorce - Acknowledgement of Service |
| Memorandum of Appearance | Divorce - Memorandum of Appearance |
| Parenting Plan (Plaintiff's Proposal) | Divorce - Parenting Plan (Plaintiff's Proposal) |
| Parenting Plan (Agreed) | Divorce - Parenting Plan (Agreed) |
| Matrimonial Property Plan (For HDB Flats only) (Plaintiff's Proposal) | Divorce - Matrimonial Property Plan (Plaintiff's Proposal) |
| Matrimonial Property Plan (For HDB Flats only) (Agreed) | Divorce - Matrimonial Property Plan (Agreed) |
| Instruction to the Defendant on submitting the CPF Board standard query to the Central Provident Fund Board | |

3. [There must be only one Divorce – Statement of Claim in the submission.](#)
4. [For Case level document filing, 1st Plaintiff and 1st Defendant party are mandatory. Other parties can be entered as optional. Only mandatory party type can be filing party.](#)
5. [If Writ and SOC are filed together in the same filing, the following doc pair checking must be done:](#)

| Writ | Statement Of Claim |
|--|---|
| Divorce - Writ Of Divorce | Divorce - Statement Of Claim For Divorce |
| Divorce - Writ For Judicial Separation | Divorce - Statement Of Claim For Judicial Separation |
| Divorce - Writ For Nullity of Marriage | Divorce - Statement Of Claim For Nullity |
| Divorce Writ For Presumption Of Death and Divorce | Divorce - Statement Of Claim For Presumption Of Death And Divorce |
| Divorce - Writ For Recession Of Judgment Of Judiciary Separation | Divorce - Statement Of Claim For The Rescission Of Judgment Of Judicial Separation (By Spouse Against Whom Judgment Of Judicial Separation Is Made) |
| Divorce - Writ For Nullity of Marriage/ Judiciary Separation | Statement Of Claim For Nullity and Alternatively For Judicial Separation |
| Divorce - Writ For Nullity of Marriage/ Divorce | Statement Of Claim For Nullity And Alternatively For Divorce |

5. [Writ and Summons can be filed together in the same submission](#)
6. [During filing, if Divorce Case No. entered is the transferred out case, system to prompt warning message to file to the new Case No. Law firm can proceed if they wish to.](#)
7. [For fresh filing, if filing date is less than 3 years from the Date of Marriage, then OS Case No. and Order date must be entered.](#)

8. Nature of applications will be selected in the Writ for divorce and the law firm will be allowed to enter the remarks for these selected prayers in the statement of claim for divorce.
9. Writ for divorce allows the user to have a check list of documents that are submitted with the writ. If the user has selected the checkbox, then it is mandatory the user adds that particular document in the submission. The only exception is "Instructions to the Defendant on Submitting the CPF standard query to the Central Provident Fund Board" as this document will not exist in the system.
10. Filing of Amendment versions of Writ for divorce and Statement of Claim.
 - a. [Writ & SOC must be filed together in the same submission if amendment is done for the following common data items. Party Name, ID and Prayers. FE to validate against](#) the last case number that was accepted by court.
 - b. For an amendment of statement or Writ for Divorce, the common items such as Prayers will be pre loaded based on the case number that is entered by the user.

• Mapping of Documents

| S/N | Existing Document Description | New Document Description |
|-----|---|--|
| 1. | Divorce - Petition For Decree Of Presumption Of Death And Dissolution Of Marriage | Divorce - Writ For Presumption Of Death And Divorce |
| 2. | Divorce - Petition for Divorce | Divorce - Writ For Divorce |
| 3. | Divorce - Petition For Judicial Separation | Divorce - Writ For Judicial Separation |
| 4. | Divorce - Petition For Nullity | Divorce - Writ For Nullity Of Marriage |
| 5. | Divorce - Petition for Nullity and Alternatively For Judicial Separation | Divorce - Writ For Nullity Of Marriage/ Judicial Separation |
| 6. | Divorce - Petition For Nullity And Alternatively For Divorce | Divorce - Writ For Nullity Of Marriage/ Divorce |
| 7. | Divorce - Petition For The Rescission Of Judicial Separation (By Spouse Against Whom Decree Of Judicial Separation Is Made) | Divorce - Writ For Rescission Of Judgment Of Judicial Separation |
| 8. | Divorce - Petition For Decree Of Presumption Of Death And Dissolution Of Marriage | Divorce - Statement Of Claim For Presumption Of Death And Divorce |
| 9. | Divorce - Petition for Divorce | Divorce - Statement Of Claim For Divorce |
| 10. | Divorce - Petition For Judicial Separation | Divorce - Statement Of Claim For Judicial Separation |
| 11. | Divorce - Petition For Nullity | Divorce - Statement Of Claim For Nullity |
| 12. | Divorce - Petition for Nullity and Alternatively For Judicial Separation | Divorce - Statement Of Claim For Nullity and Alternatively For Judicial Separation |
| 13. | Divorce - Petition For Nullity And Alternatively For Divorce | Divorce - Statement Of Claim For Nullity And Alternatively For Divorce |

| S/N | Existing Document Description | New Document Description |
|-----|---|---|
| 14. | Divorce - Petition For The Rescission Of Judicial Separation (By Spouse Against Whom Decree Of Judicial Separation Is Made) | Divorce - Statement Of Claim For Presumption Of Death And Divorce |
| 15. | Divorce - Certificate Of Making Decree Nisi Absolute | Divorce - Certificate Of Making Interim Judgment Final |
| 16. | Divorce - Certificate Of Making Decree Nisi Absolute (Nullity - Submitted by Parties) | Divorce - Certificate Of Making Interim Judgment Final (Nullity) |
| 17. | Divorce - Certificate Of Making Decree Nisi Absolute (Presumption Of Death And Divorce) | Divorce - Certificate Of Making Interim Judgment Final (Presumption Of Death And Divorce) |
| 18. | Divorce - Decree Nisi | Divorce - Interim Judgment |
| 19. | Divorce - Decree Of Judicial Separation | Divorce-Judgment Of Judicial Separation |
| 20. | Divorce - Instanter Writ of Subpoena Ad Testificandum and Duces Tecum | Divorce - Urgent Subpoena To Testify And Produce Documents |
| 21. | Divorce - Instanter Writ of Subpoena Ad Testificandum | Divorce - Urgent Subpoena To Testify |
| 22. | Divorce - Instanter Writ of Subpoena Duces Tecum | Divorce - Urgent Subpoena To produce Documents |
| 23. | Divorce - Affidavit In Support Of Divorce Petition | Divorce - Statement of Particulars |
| 24. | Divorce - Answer | Divorce - Defence |
| 25. | Divorce - Answer and Cross Petitions | Divorce - Defence And Counterclaim |
| 26. | Divorce - Answer to Cross Petition | Divorce - Defence To Counterclaim |
| 27. | Divorce - Consent To Grant Decree On Three Years Separation | Divorce - Consent To Grant Judgment On Three Years Separation |
| 28. | Divorce - Cross Petition | Divorce - Counterclaim |
| 29. | Divorce - Matrimonial Property Plan (Proposed) | Divorce - Matrimonial Property Plan (Plaintiff's Proposal) |
| 30. | Divorce - Notice Of Proceedings (Co-Respondent) | Divorce - Notice Of Proceedings (Co-Defendant) |
| 31. | Divorce - Notice To Respondent Of Originating Summons For The Dissolution Of Marriage | Divorce - Notice To Defendant Of Originating Summons For The Dissolution Of Marriage |
| 32. | Divorce - Parenting Plan (Petitioner's Proposal) | Divorce - Parenting Plan (Plaintiff's Proposal) |
| 33. | Divorce - Parenting Plan (Respondent's Proposal) | Divorce - Parenting Plan (Defendant's Proposal) |
| 34. | Divorce - Renewed Petition | Divorce - Renewed Writ |
| 35. | Divorce - Reply and Answer to Cross Petition | Divorce - Reply And Defence To Counterclaim |
| 36. | Divorce - Reply to Answer to Cross Petition | Divorce - Reply To Defence To Counterclaim |
| 37. | Divorce - Request for Decree Nisi Absolute | Divorce - Request for Final Judgment |

- List of New Main Documents

| S/N | Document Description |
|-----|---|
| 1. | Divorce - Urgent Subpoena To Testify And Produce Documents |
| 2. | Divorce - Urgent Subpoena To Testify |
| 3. | Divorce – Urgent Subpoena To produce Documents |
| 4. | Divorce-Judgment Of Judicial Separation |
| 5. | Divorce - Interim Judgment |
| 6. | Divorce - Certificate Of Making Interim Judgment Final |
| 7. | Divorce - Certificate Of Making Interim Judgment Final (Nullity) |
| 8. | Divorce - Certificate Of Making Interim Judgment Final (Presumption Of Death And Divorce) |

- List of New Non-Main Documents

| S/N | Document Description |
|-----|--|
| 1. | Divorce - Statement of Particulars |
| 2. | Divorce – Defence |
| 3. | Divorce - Defence And Counterclaim |
| 4. | Divorce - Defence To Counterclaim |
| 5. | Divorce – Consent To Grant Judgment On Three Years Separation |
| 6. | Divorce – Counterclaim |
| 7. | Divorce – Matrimonial Property Plan (Plaintiff’s Proposal) |
| 8. | Divorce - Notice Of Proceedings (Co-Defendant) |
| 9. | Divorce - Notice To Defendant Of Originating Summons For The Dissolution Of Marriage |
| 10. | Divorce - Parenting Plan (Plaintiff’s Proposal) |
| 11. | Divorce - Parenting Plan (Defendant’s Proposal) |
| 12. | Divorce - Renewed Writ |
| 13. | Divorce - Reply And Defence To Counterclaim |
| 14. | Divorce - Reply To Defence To Counterclaim |
| 15. | Divorce – Request for Final Judgment |
| 16. | Divorce – Matrimonial Property Plan (Defendant’s Agreement) |
| 17. | Divorce – Matrimonial Property Plan (Defendant’s Proposal) |

| S/N | Document Description |
|-----|--|
| 18. | Divorce – Parenting Plan (Defendant’s Agreement) |
| 19. | Divorce - Statement Of Claim For Divorce |
| 20. | Divorce - Statement Of Claim For Judicial Separation |
| 21. | Divorce - Statement Of Claim For Nullity |
| 22. | Divorce - Statement Of Claim For Nullity and Alternatively For Judicial Separation |
| 23. | Divorce - Statement Of Claim For Nullity And Alternatively For Divorce |
| 24. | Divorce - Statement Of Claim For Presumption Of Death And Divorce |
| 25. | Divorce - Statement Of Claim For The Rescission Of Judgment Of Judicial Separation |
| 26. | Divorce – Matrimonial Property Plan (Respondent's Proposal) |

17.3 Bankruptcy

Listed below are the changes for Bankruptcy module for ROC-2:

- New documents are introduced. Please see details below.
- New party types will be used when filing a Bankruptcy submission.

| <u>Old Party Type</u> | <u>New Party Type</u> |
|-----------------------|-----------------------|
| Petitioning Creditor | Plaintiff |
| Debtor | Defendant |
| Petitioning Debtor | Applicant |
| Official Assignee | Official Assignee |

- For fresh filing, other types of affidavits are not allowed to be filed with Originating Summons (Creditor’s Bankruptcy Application) except for Affidavit of Service (Bankruptcy Application) and/or Supporting Affidavit (Bankruptcy). User may or may not attached the abovementioned affidavits.

The following are the More Document Information (MDI) screens for the Originating Summons (Bankruptcy) work area.


4.3.1 Screen ID: **FEOSB.S01**


More Document Information

(Originating Summons (Creditor's Bankruptcy Application))

Basis of Presumption of Inability to Pay Debts *

(Check appropriate boxes where applicable)

S 62 (a) Date Statutory Demand Served 

S 62 (b) Date Execution Completed 

S 62 (c)

Estimated Debt Amount (in SGD) *

Debtor Details

Trading As

Trading Id. No.

(a) Documents using this screen:

- **Originating Summons (Creditor's Bankruptcy Application)**
- **Originating Summons (Creditor's Bankruptcy Application-IPTO)**
- **Originating Summons (Creditor's Application Of The Estate Of The Deceased Debtor)**
- **Originating Summons (Creditor's Application Of The Estate Of The Deceased Debtor - IPTO)**

(b) Input/Display Fields

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mand-atory | Remarks |
|--|----------------|---------------|----------------------------------|------------|---|
| Basis of Presumption of Inability to Pay Debts | | Input | Nil | Yes | User may select 1 or more entries from the check boxes. Presumption of inability to pay debts: <ul style="list-style-type: none"> • S 62 (a) • S 62 (b) • S 62 (c) |
| Date Statutory Demand Served | | Input | Must be a valid date if entered. | No | Date format: DD/MM/YYYY. User may manually enter it or select from the calendar box. |
| Date Execution Completed | | Input | Must be a valid date if entered. | No | Date format: DD/MM/YYYY. User may manually enter it or select from the |

| Field Label | Data Item Ref. | Input/ Display | Field Validation | Mand -atory | Remarks |
|---------------------------------|----------------|----------------|-----------------------------------|-------------|---------------|
| | | | | | calendar box. |
| Estimated Debt Amount (in SGD) | | Input | Must be a positive numeric value. | Yes | |
| Debtor Details: Trading As | | Input | Nil | No | |
| Debtor Details: Trading Id. No. | | Input | Nil | No | |

(c) Screen Validation

- 1) Validates that the mandatory fields are entered and at least one entry for Basis of Presumption of Inability to Pay Debts is made.
- 2) If S 62 (a) is checked, the Date Statutory Demand Served field must be entered.
- 3) If S 62 (b) is checked, the Date Execution Completed field must be entered.

(d) Functions Supported

- 1) Upon clicking of the **Calendar** icon or button, the calendar box will be displayed, from which the user can make a selection for date.
- 2) Upon clicking of the **Save** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.
- 3) Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Document Information** screen) will be returned to the user.

4.3.2 Screen ID: **FEOSB.S02**

More Document Information
(Originating Summons (Debtor's Bankruptcy Application))

Estimated Debt Amount (in SGD) *

Debtor Details

Trading As

Trading Id. No.

(a) Documents using this screen:

- **Originating Summons (Debtor's Bankruptcy Application)**
- **Originating Summons (Debtor's Bankruptcy Application - IPTO)**

(b) Input/Display Fields

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mand -atory | Remarks |
|---------------------------------|----------------|---------------|-----------------------------------|-------------|---------|
| Estimated Debt Amount (in SGD) | | Input | Must be a positive numeric value. | Yes | |
| Debtor Details: Trading As | | Input | Nil | No | |
| Debtor Details: Trading Id. No. | | Input | Nil | No | |

(c) Screen Validation

- 1) Validates that the mandatory field is entered.

(d) Functions Supported

- 1) Upon clicking of the **Save** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.
- 2) Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Document Information** screen) will be returned to the user.

- Mapping of Documents:

| S/N | Existing Document Description | New Document Description |
|-----|-------------------------------|--------------------------|
|-----|-------------------------------|--------------------------|

| S/N | Existing Document Description | New Document Description |
|-----|--|--|
| 1. | Creditor's Bankruptcy Petition | Originating Summons (Creditor's Bankruptcy Application) |
| 2. | Creditor's Bankruptcy Petition (IPTO) | Originating Summons (Creditor's Bankruptcy Application - IPTO) |
| 3. | Debtor's Bankruptcy Petition | Originating Summons (Debtor's Bankruptcy Application) |
| 4. | Writ Of Subpoena Ad Testificandum / Duces Tecum (Bankruptcy) | Subpoena To Testify / Produce Documents (Bankruptcy) |
| 5. | Writ Of Subpoena Ad Testificandum Duces Tecum (IPTO) | Subpoena To Testify / Produce Documents (IPTO) |

- New Main Documents

| S/N | Document Description | Remarks |
|-----|---|---|
| 1. | Subpoena To Testify / Produce Documents (Bankruptcy) | |
| 2. | Subpoena To Testify / Produce Documents (IPTO) | |
| 3. | Originating Summons (Creditor's Application For Administration Of The Estate Of The Deceased Debtor) | Same MDI as the Originating Summons (Creditor's Bankruptcy Application) |
| 4. | Originating Summons (Creditor's Application For Administration Of The Estate Of The Deceased Debtor - IPTO) | Same MDI as the Originating Summons (Creditor's Bankruptcy Application) |

- New Non-Main Documents

| S/N | New Document Description | Remarks |
|-----|---|--|
| 1. | Supporting Affidavit (Bankruptcy) | Use the same MDI as other Affidavit documents that belong to 'AFF' document group. |
| 2. | Supporting Affidavit (Bankruptcy - IPTO) | Use the same MDI as other Affidavit documents that belong to 'AFF' document group. |
| 3. | Affidavit Of Service (Bankruptcy Application) | Use the same MDI as other Affidavit documents that belong to 'AFF' document group. |
| 4. | Affidavit Of Service (Statutory Demand) | Use the same MDI as other Affidavit documents that belong to 'AFF' document group. |
| 5. | Supplementary Affidavit (Bankruptcy) | Use the same MDI as other Affidavit documents that belong |

| S/N | New Document Description | Remarks |
|-----|--------------------------|--------------------------|
| | | to 'AFF' document group. |

After ROC-2 rollout (1 April 2006), the existing documents can be filed for the Old cases; The New documents can be filed in fresh submission (without case number) and for the New Cases.

17.4 Companies Winding Up

Listed below are the changes for Companies Winding Up module for ROC-2:

- New documents are introduced. Please see details below.
- New party types will be used when filing an Originating Summons (Companies Winding Up).

| | |
|-----------------------|-----------------------|
| <u>Old Party Type</u> | <u>New Party Type</u> |
| Petitioner | Plaintiff/Applicant |
| Respondent | Defendant |

- For fresh filing, Originating Summons (Companies Winding Up) must be filed together with Affidavit Supporting Winding Up Application (Companies Winding Up).

The following are the Document Information (MDI) screen for the Originating Summons (Companies Winding Up) work area.

4.4.1 Screen ID: FEOSCWU.S01

More Document Information

(Originating Summons (Companies Winding Up))

Company Details

Company Name *

Company Registration

Not Applicable

Registration details as follows

Reg. No.

Reg. Type

Country of issue

Company Address *

Grounds of Application *

| | | |
|----------------------------------|-----------|-----------------------|
| Business Not Commenced/Suspended | Add >> | By Special Resolution |
| Reduction In Members | | |
| Unable To Pay Debts | << Remove | |
| Unfair/Unjust To Other Members | | |
| Report By Inspector | | |

Amount Owed Details

Not Applicable

Amount Owed details as follows

| SNo | Amount Owed | Currency | SNo | Amount Owed | Currency |
|-----|-------------|-------------------|-----|-------------|----------|
| 1. | 423423424 | SINGAPORE DOLLARS | 2. | | |
| 3. | | | 4. | | |
| 5. | | | 6. | | |
| 7. | | | 8. | | |
| 9. | | | | | |

(a) Documents using this screen:

- **Originating Summons (Companies Winding Up)**

(b) Input/Display Fields

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remarks |
|---|----------------|---------------|----------------------------------|-----------|--|
| Company Name | | Input | Nil | Yes | |
| Company Registration | | Input | Nil | Yes | User may select <ul style="list-style-type: none"> • 'Not Applicable' or • 'Registration details as follows' Default to 'Registration details as follows'. |
| Company Registration: Reg. No. | | Input | Nil | No | |
| Company Registration: Reg. Type. | | Input | Nil | No | User can select from a list of predefined values, which are maintained by the Courts. Default to 'Company'. |
| Company Registration: Country of Issue. | | Input | Nil | No | User can select from a list of predefined values, which are maintained by the Courts. Default to 'Singapore'. |
| Company Address | | Input | Nil | Yes | 4 lines of text, each line with 30 characters can be entered. |
| Grounds of Application | | Input | Nil | Yes | User can select from a list of predefined values, which are maintained by the Courts. Up to 9 entries can be made. |
| Amount Owed Details | | Input | Nil | Yes | User may select <ul style="list-style-type: none"> • 'Not Applicable' or • 'Amount Owed details as follows' Default to 'Amount Owed details as follows'. |
| Amount Owed Details: Amount Owed | | Input | Must be a positive numeric value | No | Up to 9 entries can be entered. |
| Amount Owed Details: Currency | | Input | Nil | No | User can select from a list of predefined values, which are maintained by the Courts. Up to 9 entries can be made. |

(c) Screen Validation

- 1) Validates that the mandatory fields are entered.
- 2) Validates that at least one line of text for Company Address is entered.

- 3) At least one Grounds of Application must be specified.
- 4) Either one of the radio buttons in Company Registration must be selected.
- 5) If the 'Registration details as follows' radio button is selected, all three fields of Company Registration details (Reg. No., Reg. Type, Country of Issue) must be entered.
- 6) If the Company Registration details fields (Reg. No., Reg. Type, and Country of Issue) are entered, the corresponding radio button must be made.
- 7) Either one of the radio buttons in Amount Owed Details must be selected.
- 8) If the 'Amount Owed details as follows' radio button is selected, at least one entry of the Amount Owed and its corresponding Currency must be entered.
- 9) If the Amount Owed and Currency fields are entered, the corresponding radio button must be made.

(d) Functions Supported

- 1) Upon clicking of the **Save** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.
- 2) Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Document Information** screen) will be returned to the user.

• Mapping of Documents

| S/N | Existing Document Description | New Document Description |
|-----|---|--|
| 1. | Winding Up Petition | Originating Summons (Companies Winding Up) |
| 2. | Affidavit Verifying Petition (Companies Winding Up) | Affidavit Supporting Winding Up Application (Companies Winding Up) |

• New Non-Main Documents

| S/N | Document Description | Remarks |
|-----|---|--|
| 1. | Advertisement Of Winding Up Application (Companies Winding Up) | |
| 2. | Affidavit Supporting Winding Up Application (Companies Winding Up) | Use the same MDI as other Affidavit documents that belong to 'AFF' document group. |
| 3. | Supplementary Affidavits In Support Of Originating Summons (Company Winding Up) | Use the same MDI as other Affidavit documents that belong to 'AFF' document group. |
| 4. | Renewed Originating Summons (Companies Winding Up) | |

| S/N | Document Description | Remarks |
|-----|----------------------|---------|
| | | |

After ROC-2 rollout (1 April 2006), the existing documents can be filed for the Old cases; The New documents can be filed in fresh submission (without case number) and for the New Cases.

17.5 Limited Liability Partnership Winding Up

This is a new case type to be introduced in ROC- 2. The data items for this submission are similar to Companies Winding Up except for the labels in some of the data items like LLP Details instead of Company Details etc...

Information about filing a Liability Partnership Winding Up submission:

- Totally new documents are introduced. Please see details below.
- Party types available:
 - Plaintiff & Defendant
 - Applicant
- For fresh filing, Originating Summons (Limited Liability Partnership Winding Up) must be filed together with Affidavit Supporting Winding Up Application (Limited Liability Partnership Winding Up)).

The following are the More Document Information (MDI) screens for the Limited Liability Partnership Winding Up work area.

4.3.2 Screen ID: FEOSLWU.S01

More Document Information
(Originating Summons (Limited Liability Partnership Winding Up))

LLP Details

LLP Name * SALEM TRADING

LLP Registration

Not Applicable

Registration details as follows

Reg. No. 234434545

Reg. Type Company

Country of issue Singapore

LLP Address*

123 JALAN MEMBINA BARAT

Grounds of Application *

| | | |
|----------------------------------|--------|---------------------|
| Business Not Commenced/Suspended | Add >> | Unable To Pay Debts |
| Reduction In Members | | |
| Unable To Pay Debts | | |
| Unfair/Unjust To Other Members | | |
| Report By Inspector | | |

<< Remove

Amount Owed Details

Not Applicable

Amount Owed details as follows

| SNo | Amount Owed | Currency | SNo | Amount Owed | Currency |
|-----|-------------|-------------------|-----|-------------|----------|
| 1. | 23232323 | SINGAPORE DOLLARS | 2. | | |
| 3. | | | 4. | | |
| 5. | | | 6. | | |
| 7. | | | 8. | | |
| 9. | | | | | |

Save Cancel

(a) Documents using this screen:

- **Originating Summons (Limited Liability Partnership Winding Up)**

(b) Input/Display Fields

| Field Label | Data Item Ref. | Input/Display | Field Validation | Mandatory | Remarks |
|-------------------------------------|----------------|---------------|----------------------------------|-----------|--|
| LLP Name | | Input | Nil | Yes | |
| LLP Registration | | Input | Nil | Yes | User may select <ul style="list-style-type: none"> • 'Not Applicable' or • 'Registration details as follows' Default to 'Registration details as follows'. |
| LLP Registration: Reg. No. | | Input | Nil | No | |
| LLP Registration: Reg. Type. | | Input | Nil | No | User can select from a list of predefined values, which are maintained by the Courts. Default to 'Company'. |
| LLP Registration: Country of Issue. | | Input | Nil | No | User can select from a list of predefined values, which are maintained by the Courts. Default to 'Singapore'. |
| LLP Address | | Input | Nil | Yes | 4 lines of text, each line with 30 characters can be entered. |
| Grounds of Application | | Input | Nil | Yes | User can select from a list of predefined values, which are maintained by the Courts. Up to 9 entries can be made. |
| Amount Owed Details | | Input | Nil | Yes | User may select <ul style="list-style-type: none"> • 'Not Applicable' or • 'Amount Owed details as follows' Default to 'Amount Owed details as follows'. |
| Amount Owed Details: Amount Owed | | Input | Must be a positive numeric value | No | Up to 9 entries can be entered. |
| Amount Owed Details: Currency | | Input | Nil | No | User can select from a list of predefined values, which are maintained by the Courts. Up to 9 entries can be made. |

(c) Screen Validation

- 2) Validates that the mandatory fields are entered.
- 3) Validates that at least one line of text for LLP Address is entered.

- 4) At least one Grounds of Application must be specified.
- 5) Either one of the radio buttons in LLP Registration must be selected.
- 6) If the 'Registration details as follows' radio button is selected, all three fields of LLP Registration details (Reg. No., Reg. Type, Country of Issue) must be entered.
- 7) If the LLP Registration details fields (Reg. No., Reg. Type, and Country of Issue) are entered, the corresponding radio button must be made.
- 8) Either one of the radio buttons in Amount Owed Details must be selected.
- 9) If the 'Amount Owed details as follows' radio button is selected, at least one entry of the Amount Owed and its corresponding Currency must be entered.
- 10) If the Amount Owed and Currency fields are entered, the corresponding radio button must be made.

(d) Functions Supported

- 1) Upon clicking of the **Save** button, the details entered by the user will be saved temporarily until the submission is saved to the database, by selecting the **Save Draft** function.
- 2) Upon clicking of the **Cancel** button, the details entered will not be saved, and the previous screen (the **Document Information** screen) will be returned to the user.

• List of New Main Documents

| S/N | Document Description | Remarks |
|-----|---|---|
| 1. | Order Made In Chambers (Limited Liability Partnership Winding Up) | Use the same MDI as other Order documents that belong to 'ORD' document group. |
| 2. | Order For Winding Up (Final Order - Limited Liability Partnership Winding Up) | Use the same MDI as other Order documents that belong to 'ORD' document group. |
| 3. | Order Made In Open Court (Limited Liability Partnership Winding Up) | Use the same MDI as other Order documents that belong to 'ORD' document group. |
| 4. | Application for Reconstruction or Other Scheme (Limited Liability Partnership Winding Up) | Use the same MDI as document 'Application For Reconstruction Or Other Scheme' |
| 5. | Summons (Normal - Limited Liability Partnership Winding Up) | Use the same MDI as document 'Summons (Normal - Companies Winding Up)' |
| 6. | Summons (Ex parte Injunction - Limited Liability Partnership Winding Up) | Use the same MDI as document 'Summons (Exparte Injunction - Companies Winding Up)' |
| 7. | Summons(O.14, O 18 r.19, O.33 r.2 - Limited Liability Partnership Winding Up) | Use the same MDI as document 'Summons (O.14, O 18 r.19, O.33 r.2 - Companies Winding Up)' |

| | | |
|----|---|--|
| 8. | Summons For Directions (Limited Liability Partnership Winding Up) | Use the same MDI as document 'Summons For Directions (Companies Winding Up)' |
|----|---|--|

• List of New Non-Main Documents

| S/N | Document Description | Remarks |
|-----|--|--|
| 1. | Certificate Of Release (Limited Liability Partnership Winding Up) | |
| 2. | Advertisement Of Winding Up Application (Limited Liability Partnership Winding Up) | |
| 3. | Affidavit In Opposition (Limited Liability Partnership Winding Up) | Use the same MDI as other Affidavit documents that belong to 'AFF' document group. |
| 4. | Affidavit Of Posting Of Notices Of Meeting (Limited Liability Partnership Winding Up) | Use the same MDI as other Affidavit documents that belong to 'AFF' document group. |
| 5. | Affidavit In Reply (Limited Liability Partnership Winding Up) | Use the same MDI as other Affidavit documents that belong to 'AFF' document group. |
| 6. | Affidavit Of Service (Limited Liability Partnership Winding Up) | Use the same MDI as other Affidavit documents that belong to 'AFF' document group. |
| 7. | Affidavit Supporting Winding Up Application (Limited Liability Partnership Winding Up) | Use the same MDI as other Affidavit documents that belong to 'AFF' document group. |
| 8. | Affidavit Verifying The Statement Of Affairs (Limited Liability Partnership Winding Up) | Use the same MDI as other Affidavit documents that belong to 'AFF' document group. |
| 9. | Application By Liquidator To The Court For Release (Limited Liability Partnership Winding Up) | |
| 10. | Authority (Limited Liability Partnership Winding Up) | |
| 11. | Certificate Extending Time For Statement Of Affairs (Limited Liability Partnership Winding Up) | |
| 12. | Certificate Of Liquidator For Final Settlement (Limited Liability Partnership Winding Up) | |
| 13. | Certificate Of Undertaking Section 199(5) Company Act (Limited Liability Partnership Winding Up) | |
| 14. | Certificate That Liquidators Have Given Security (Limited Liability Partnership Winding Up) | |

| S/N | Document Description | Remarks |
|-----|---|--|
| 15. | Consent Of Liquidator To Act (Limited Liability Partnership Winding Up) | Use the same MDI as document 'Consent Of Liquidator To Act (Companies Winding Up)' |
| 16. | Document Making A Call (Limited Liability Partnership Winding Up) | |
| 17. | Liquidator's Account Of Receipt And Payment (Limited Liability Partnership Winding Up) | |
| 18. | Liquidator's Statement Of Accounts For The Period (Limited Liability Partnership Winding Up) | |
| 19. | List Of Parties Wishing To Attend Hearing (Limited Liability Partnership Winding Up) | |
| 20. | Memorandum (Limited Liability Partnership Winding Up) | |
| 21. | Memorandum Of Advertisement Or Gazetting (Limited Liability Partnership Winding Up) | |
| 22. | Memorandum Of Proceedings Of Adjourned 1st Meeting (Limited Liability Partnership Winding Up) | |
| 23. | Miscellaneous (Limited Liability Partnership Winding Up) | |
| 24. | Notice Of Advertisement (Limited Liability Partnership Winding Up) | |
| 25. | Notice Of Change Of Liquidator (Limited Liability Partnership Winding Up) | Use the same MDI as document 'Notice Of Change Of Liquidator (Companies Winding Up)' |
| 26. | Notice Of Contributories Of The 1st Meeting (Limited Liability Partnership Winding Up) | |
| 27. | Notice Of Creditors And Contributories (Limited Liability Partnership Winding Up) | |
| 28. | Notice Of Intention To Appear (Limited Liability Partnership Winding Up) | Use the same MDI as document 'Notice Of Intention To Appear (Companies Winding Up)' |
| 29. | Notice Of Winding Up Order (Limited Liability Partnership Winding Up) | |
| 30. | Notification To Liquidator (Limited Liability Partnership Winding Up) | |
| 31. | Provisional List Of Contributories (Limited Liability Partnership Winding Up) | |
| 32. | Report Of Result Of Meeting Of Contributories (Limited Liability Partnership Winding Up) | |
| 33. | Return By Liquidator Relating To Final Meeting (Limited Liability Partnership Winding Up) | |
| 34. | Statement (Limited Liability Partnership Winding Up) | |
| 35. | Statement Pursuant To S262(2) (C) Of Companies Act (Limited Liability Partnership | |

| S/N | Document Description | Remarks |
|-----|---|--|
| | Winding Up) | |
| 36. | Statement Pursuant To Rule 29(2) (Limited Liability Partnership Winding Up) | |
| 37. | Statement Section 262(2) (Limited Liability Partnership Winding Up) | |
| 38. | Renewed Originating Summons (Limited Liability Partnership Winding Up) | |
| 39. | Supplementary Affidavits In Support Of Originating Summons (Limited Liability Partnership Winding Up) | Use the same MDI as other Affidavit documents that belong to 'AFF' document group. |

17.6 DIP Preview for Auto-generated documents

17.6.1 Writ for Divorce

IN THE SUBORDINATE COURTS OF THE REPUBLIC OF
SINGAPORE

Between

NG SHWU YONG
NRIC No. S0006925F
...Plaintiff(s)

And

MARIA PURIFICACION ADORDIONISIO
NRIC No. S1115165E
...Defendant(s)

DIVORCE - WRIT FOR DIVORCE

ANG CHENG HOCK

ALLEN & GLEDHILL
1 RAFFLES PLACE
SINGAPORE 765432
TLP
TEL: 61234567
FAX: 0658877999
(Not For Service of Court Document)

Ref. D 26.1

Filed this 1st day of March 2006

**IN THE SUBORDINATE COURTS OF THE REPUBLIC OF
SINGAPORE**

Between

NG SHWU YONG
NRIC No. S0006925F

...Plaintiff(s)

And

MARIA PURIFICACION ADORDIONISIO
NRIC No. S1115165E

...Defendant(s)

WRIT FOR DIVORCE

To The Defendant

Name: MARIA PURIFICACION ADORDIONISIO

Address: 40 Lorong Bijan Kampung Cheras, 50600 Kuala Lumpur

Defendant is a person under disability

SOC

SOP

Dated this 1st day of March 2006.

(ANG CHENG HOCK Assistant Registrar
Solicitor for the Plaintiff Supreme Court
Singapore)

This Writ may not be served more than 12 calendar months after the date of its issue unless renewed by order of the court.

Notice to Defendant

- (a) You must complete the form known as the Acknowledgment of Service which is annexed to this Writ of Summons (Writ), and return it immediately to the Plaintiff's solicitor or, if the Plaintiff is unrepresented, to the Plaintiff
- (b) You must also complete the form known as the Memorandum of Appearance (MOA) which is annexed to this Writ, and file it with the Registrar of the Supreme Court within 8* days from the day on which you have received this Writ.
- (c) If you intend to instruct a solicitor to act for you, you should at once give him all the documents which have been served on you, so that he may complete the relevant forms on your behalf

- (d) If you do not file the MOA within the time-frame stipulated in paragraph (b) above, you are NOT entitled to be heard in these proceedings. If this is the case, the court may, without notice to you, proceed to hear the action and pronounce judgment, notwithstanding your absence, as well as make all further orders in the proceedings without further reference to you.
- (e) If you intend to defend the Writ, then within 22* days of receiving this Writ, you must file a Defence or a Defence and Counterclaim in court and serve a copy of the same on the Plaintiff's solicitor (or if the Plaintiff is unrepresented, on the Plaintiff) within 24 hours of filing the Defence or Defence and Counterclaim.

Plaintiff's Address for Service

(3C SWETTENHAM ROAD, SINGAPORE 248079)

Plaintiff's Claim For Relief

AND the Plaintiff claims from the Defendant the following relief

17.6.2 Statement for Divorce

IN THE SUBORDINATE COURTS OF THE REPUBLIC OF
SINGAPORE

Between

NG SHWU YONG
NRIC No. S0006925F

...Plaintiff(s)

And

MARIA PURIFICACION ADORDIONISIO
NRIC No. S1115165E

...Defendant(s)

DIVORCE - STATEMENT OF CLAIM FOR DIVORCE

ANG CHENG HOCK

ALLEN & GLEDHILL
1 RAFFLES PLACE
SINGAPORE 765432
TLP
TEL: 61234567
FAX: 0658877999
(Not For Service of Court Document)

Ref D 26.1

Filed this 1st day of March 2006

**IN THE SUBORDINATE COURTS OF THE REPUBLIC OF
SINGAPORE**

Between

NG SHWU YONG
NRIC No. S0006925F

...Plaintiff(s)

And

MARIA PURIFICACION ADORDIONISIO
NRIC No. S1115165E

..Defendant(s)

STATEMENT OF CLAIM FOR DIVORCE

1. The Marriage between Plaintiff and Respondent ("the marriage")

- (a) The marriage was solemnized in Singapore on 6th day of February 2000;
A copy of the marriage certificate is exhibited at Annex A of the Statement Of Particulars to be filed subsequently.

2. Particulars of Parties

(a) Plaintiff

Date of Birth : 06/02/1950
Age : 56
Citizenship : Citizen of Singapore
Religion : Buddhist
Race : Anglo-Indian
Educational Level : Pre-Primary
Occupation : Teacher
Current Address : 3C SWETTENHAM ROAD, SINGAPORE 248079

(b) **Defendant**

Date of Birth : 06/02/2000
Age : 6
Citizenship : Citizen of Singapore
Religion : Hindu
Race : Arab
Educational Level : Pre-Primary
Occupation : Tester
Current Address : 40 Lorong Bijan Kampung Cheras, 50600 Kuala Lumpur

(c) **The last address at which the parties to the marriage have lived together as husband and wife**

Nil.

3. Jurisdiction

- (a) The Court has jurisdiction based on domicile.

The relevant details are set out in the Affidavit in Support of the Divorce Petition to be filed subsequently.

4. Children

Nil.

5. Related Proceedings

Nil.

6. Irretrievable Breakdown of Marriage

The marriage has broken down irretrievably. Fact relied upon for the irretrievable breakdown of the marriage (for the purposes of section 95(3) of the Women's Charter):

- (a) That the respondent has committed adultery and the petitioner finds it intolerable to live with the respondent

7. Relief Claimed

The particulars of the relief claimed by the Plaintiff, including any claim for ancillary relief, are as follows:

- (a) That The Marriage Be Dissolved :
SIT-Part 2 for Divorce .

8. Housing Development Board ("HDB") Flat

Nil

Chapter 18 – Phase 7.5

The Phase 7.5 changes include:

- Changes in the following documents:
 - a) Writ of Summons
 - b) Writ of Summons In Admiralty Action
 - c) Statement of Claim
 - d) Statement of Claim (Admiralty)
 - e) Notice of Discontinuance; Notice of Discontinuance/Withdrawal
 - f) All Judgment related main documents
- New documents introduced.
- Party Information changes.
- New validations implemented.

18.1 List of Changes in the Existing Document(s)

Following are documents affected in this release:

1. Writ of Summons
2. Writ of Summons In Admiralty Action
3. Statement of Claim; Statement of Claim (Admiralty)
4. Notice of Discontinuance
5. All Judgment related main documents.

Basically, the changed affects the respective More Document Information (MDI) of the documents mentioned above.

18.1.1 Writ of Summons (WOS)

More Document Information
(Writ Of Summons)

Nature Of Claim *

| | |
|----------------------------------|----------------------------------|
| Arbitration Act (Cap 10) | Administrative Law |
| Arbitration Act (Cap 11) | Agency Law |
| Banking | Arbitration Act (Cap 10) |
| Breach Of Contract | Arbitration Act (Cap 11) |
| Charter Party Claims | Banking |
| Collision Between Vessels Claims | Breach Of Contract |
| Company Law | Charter Party Claims |
| Constitutional Law | Collision Between Vessels Claims |
| Contract For Services | Company Law |
| Contract Of Goods Sold | Constitutional Law |

+ ADD
- REMOVE

*Note: - You can now enter multiple Nature of Claim.
- The first (top) Nature of Claim in the selected list will be treated as the Main Nature of Claim.
- Please select most suitable Nature of Claim entries. Select "Miscellaneous" only when no suitable entries are found.*

Claim Details *

Notes on Claim Details

(a) With effect from [November 2003], filing a Writ requires one or more claim detail(s) to be provided (whether claim is monetary, non-monetary or a combination of both). For any monetary or combination claim, if the claim amount is not known or determined as at the date of filing of the Writ, an estimated amount must be provided. As for non-monetary claims, the nature of the remedy sought must be aptly described.

(b) If and when a separate Statement of Claim is filed (in the same or subsequent submission), claim amount or remedy details entered for filing of the Writ (in the same or earlier submission) will be duplicated, and you may update such duplicated details (if necessary). Please note that all claim details (i.e. claim amount and remedy details) provided with the SOC will supersede those provided for the filing of the Writ (in the same or earlier submission).

(c) Please ensure that the total value of claims and/or estimated claims (in S\$ terms) corresponds to the Court Type selected, as follows.
Magistrate Court: Up to S\$ 60,000
District Court: Above S\$ 60,000 and up to S\$ 250,000
High Court: Above S\$ 250,000

Monetary Claims (Provide estimates if not known)

| SNo. | Claim Amount | Claim Currency |
|------|--------------|------------------|
| 1. | 5000 | SINGAPORE DOLLAR |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |

Are there any Monetary Claims for which damages are yet to be assessed? Yes No

Total Monetary Claim Amount (in Singapore Dollars): 5000

*Note: - It is the sum of all monetary claim amounts, converted into Singapore dollars.
- You are now required to enter the equivalent Singapore Dollar(S\$) value of the total claim amount. If the claim amounts are in different currencies, their total S\$ value must be entered in the field above.*

Non Monetary Claims (Provide if any)

| SNo. | Non Monetary Claim |
|------|--------------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |

Save Cancel

Figure 1: More Document Info. For Writ of Summons

| Item | Description |
|-----------------|--|
| Nature of Claim | User can select up to ten (10) Nature of Claim. The first (top) Nature of Claim selected will be treated as the main Nature of Claim. At least one must be selected. |

| | |
|-----------------------------------|--|
| Monetary Claim | This is where users need to provide the Monetary Claim details, if any, and to indicate if there are Monetary claims for which damages are yet to be assessed. The Total Amount in Singapore Dollars will be entered depending on what the user has indicated. |
| Claim details | User can enter up to nine (9) Monetary Claim details. It consists of the Claim Amount and the Claim Currency. |
| Damages to be assessed Indicator | <p>Users need to indicate if there exist any Monetary Claim item(s) for which damages are yet to be assessed totally, or are only partially assessed.</p> <ul style="list-style-type: none"> • If no such items exist, then user should select 'No' and provide the Total Monetary Claim Amount in Singapore Dollars, which is the equivalent Singapore Dollar (S\$) value of the total claim amount. Also ensure that all Monetary Claim details (in different currencies as applicable) are provided in the template. • If there claim(s) exist for which damages are not yet assessed totally, or are only partially assessed, then user must select 'Yes'. Such claim item(s) may or may not be provided in the Monetary Claim details list. In such a situation, Total Monetary Claim Amount in Singapore Dollars is not required to provide, and this field will not be shown. |
| Total Amount In Singapore Dollars | This information is required if the user has indicated that all damages has already been assessed. The maximum value that can be entered is 100,000,000,000 without the comma(s). |
| Non-Monetary Claim | User can enter up nine (9) Non-Monetary Claims. |

18.1.2 Writ of Summon in Admiralty Action (WOSADM)

More Document Information
(Writ of Summons In Admiralty Action)

Nature of Claim *

Contracts - Rental / Hire / Purchase
 Contracts - Sale of Goods
 Contracts - Sale of Immovable Property
 Contracts - Work Done And Service Rendered
 Corporate Finance
 Credit Card Services
 Credit Facilities
 Damage Goods Claims
 Declaration
 Defamation - Libel

ADD **REMOVE**

Credit Card Services
 Credit Facilities

*Note: - The first (top) Nature of Claim in the selected list will be treated as the Main Nature of Claim.
 - Please select an entry most suitable to your writ. Select 'Miscellaneous' only when no suitable entries are found.*

Type of Admiralty* In Rem
 Type of Arrest Vessel

Monetary Claim Details

Not Applicable
 Monetary Claim Details as follows

| SNo | Claim Amount | Claim Currency | SNo | Claim Amount | Claim Currency |
|-----|--------------|------------------|-----|--------------|----------------|
| 1. | 100000 | SINGAPORE DOLLAR | 2. | | |
| 3. | | | 4. | | |
| 5. | | | 6. | | |
| 7. | | | 8. | | |
| 9. | | | | | |

Are there any Monetary Claims for which damages are yet to be assessed? Yes No

Total Monetary Claim Amount (in Singapore Dollars): 100000.00

*Note: - It is the sum of all monetary claim amounts, converted into Singapore dollars.
 - You are now required to enter the equivalent Singapore Dollar(S\$) value of the total claim amount. If the claim amounts are in different currencies, their total S\$ value must be entered in the field above.*

Save **Cancel**

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Figure 2: More Document Info. for Writ of Summons In Admiralty Action

| Item | Description |
|----------------------------------|---|
| Nature of Claim | User can select up to ten (10) Nature of Claim. The first (top) Nature of Claim selected will be treated as the main Nature of Claim. At least one must be selected. |
| Type of Admiralty | User can select from the predefined lists and it is mandatory to select one. |
| Type Arrest | User can select from the predefined lists. |
| Monetary Claim | This is where users need to provide the Monetary Claim details, if any. If not applicable, then user must select the 'Not Applicable' option. If there is monetary claim information, then user needs to indicate if there are Monetary claims for which damages are yet to be assessed. The Total Amount in Singapore Dollars and Claim details will be entered depending on what the user has indicated |
| Claim details | User can enter up to nine (9) Monetary Claim details. It consists of the Claim Amount and the Claim Currency. |
| Damages to be assessed Indicator | Users need to indicate if there exist any Monetary Claim item(s) for which damages are yet to be assessed totally, or are only partially assessed. <ul style="list-style-type: none"> If no such items exist, then user should select 'No' and provide the Total Monetary Claim Amount in Singapore Dollars, which is the equivalent Singapore |

| | |
|-----------------------------------|---|
| | <p>Dollar (S\$) value of the total claim amount. Also ensure that all Monetary Claim details (in different currencies as applicable) are provided in the template.</p> <ul style="list-style-type: none">• If there claim(s) exist for which damages are not yet assessed totally, or are only partially assessed, then user must select 'Yes'. Such claim item(s) may or may not be provided in the Monetary Claim details list. In such a situation, Total Monetary Claim Amount in Singapore Dollars is not required to provide, and this field will not be shown. |
| Total Amount In Singapore Dollars | This information is required if the user has indicated that all damages has already been assessed. The maximum value that can be entered is 100,000,000,000 without the comma(s). |

18.1.3 Statement of Claim (SOC) and Statement of Claim (Admiralty) (SOCA)

More Document Information
(Statement Of Claim)

Claim Details

Notes on Claim Details

(a) With effect from [November 2003], filing a Writ requires one or more claim detail(s) to be provided (whether claim is monetary, non-monetary or a combination of both). For any monetary or combination claim, if the claim amount is not known or determined as at the date of filing of the Writ, an estimated amount must be provided. As for non-monetary claims, the nature of the remedy sought must be aptly described.

(b) If and when a separate Statement of Claim is filed (in the same or subsequent submission), claim amount or remedy details entered for filing of the Writ (in the same or earlier submission) will be duplicated, and you may update such duplicated details (if necessary). Please note that all claim details (i.e. claim amount and remedy details) provide d with the SOC will supersede those provided for the filing of the Writ (in the same or earlier submission).

(c) Please ensure that the total value of claims and/or estimated claims (in S\$ terms) corresponds to the Court Type selected, as follows.
Magistrate Court: Up to S\$ 60,000
District Court: Above S\$ 60,000 and up to S\$ 250,000
High Court: Above S\$ 250,000

Monetary Claims (Provide estimates if not known)

| SNo. | Claim Amount | Claim Currency |
|------|--------------|--|
| 1. | 100000 | ARGENTINE PESO |
| 2. | 200000 | ARMENIAN DRAM |
| 3. | 300000 | AUSTRALIAN DOLLAR |
| 4. | 40000 | AUSTRALIAN DOLLAR |
| 5. | 50000 | AUSTRALIAN DOLLAR |
| 6. | 60000 | BAHAMIAN DOLLAR |
| 7. | 70000 | AUSTRALIAN DOLLAR |
| 8. | 80000 | ARUBAN GUILDER |
| 9. | 90000 | BOND MARKETS UNITS EUROPEAN COMPOSITE UNIT (EURCO) |

Are there any Monetary Claims for which damages are yet to be assessed? Yes No

Total Monetary Claim Amount (in Singapore Dollars): 89000990100

*Note: - It is the sum of all monetary claim amounts, converted into Singapore dollars.
- You are now required to enter the equivalent Singapore Dollar(S\$) value of the total claim amount. If the claim amounts are in different currencies, their total S\$ value must be entered in the field above.*

Non Monetary Claims (Provide if any)

| SNo. | Non Monetary Claim |
|------|--------------------|
| 1. | aaaa |
| 2. | bbbb |
| 3. | cccc |
| 4. | dddd |
| 5. | eeee |
| 6. | ffff |
| 7. | gggg |
| 8. | hhhh |
| 9. | iiii |

Save Cancel

>> Electronic Filing System

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Figure 3: More Document Info. for Statement of Claim or Statement of Claim (Admiralty)

| Item | Description |
|----------------|--|
| Monetary Claim | This is where users need to provide the Monetary Claim details, if any, and to indicate if there are Monetary claims for which damages are yet to be assessed. The Total Amount in Singapore Dollars will be entered depending on what the user has indicated. |
| Claim details | User can enter up to nine (9) Monetary Claim details. It consists of the Claim Amount and the Claim Currency. |
| Damages to be | Users need to indicate if there exist any Monetary Claim |

| | |
|-----------------------------------|--|
| assessed Indicator | <p>item(s) for which damages are yet to be assessed totally, or are only partially assessed.</p> <ul style="list-style-type: none">• If no such items exist, then user should select 'No' and provide the Total Monetary Claim Amount in Singapore Dollars, which is the equivalent Singapore Dollar (S\$) value of the total claim amount. Also ensure that all Monetary Claim details (in different currencies as applicable) are provided in the template.• If there claim(s) exist for which damages are not yet assessed totally, or are only partially assessed, then user must select 'Yes'. Such claim item(s) may or may not be provided in the Monetary Claim details list. In such a situation, Total Monetary Claim Amount in Singapore Dollars is not required to provide, and this field will not be shown. |
| Total Amount In Singapore Dollars | <p>This information is required if the user has indicated that all damages has already been assessed. The maximum value that can be entered is 100,000,000,000 without the comma(s).</p> |
| Non-Monetary Claim | <p>User can enter up nine (9) Non-Monetary Claims.</p> |

18.1.4 Notice of Discontinuance (NODW)

This is an existing document with no MDI. With this release, an MDI is required.

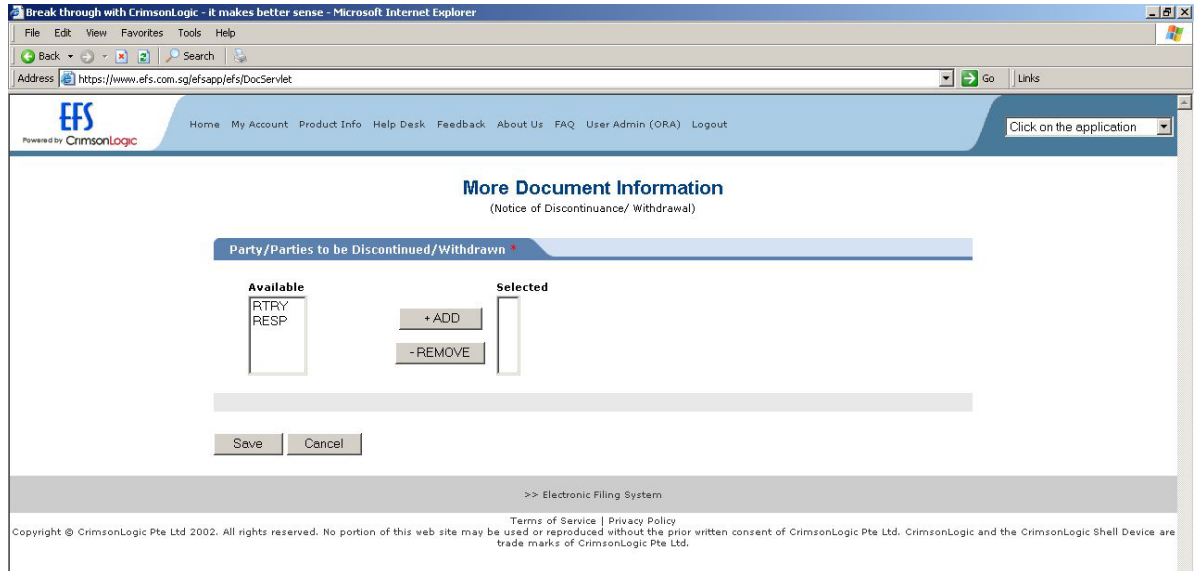


Figure 4: More Document Info. for Notice of Discontinuance

| Item | Description |
|-------------------------------------|---|
| List of Party(s) To Be Discontinued | User can select from the available party lists. This list will include all the parties involved in the case whether represented by the law firm or not. |

18.1.5 All Judgment Related Main Documents

Additional information needs to be provided when user is filing a main document related to Judgment like: 'Judgment Under 0 13', 'Judgment Order 0 19', 'Judgment Made In Chambers', 'Interlocutory Judgment pursuant to 013'...etc.

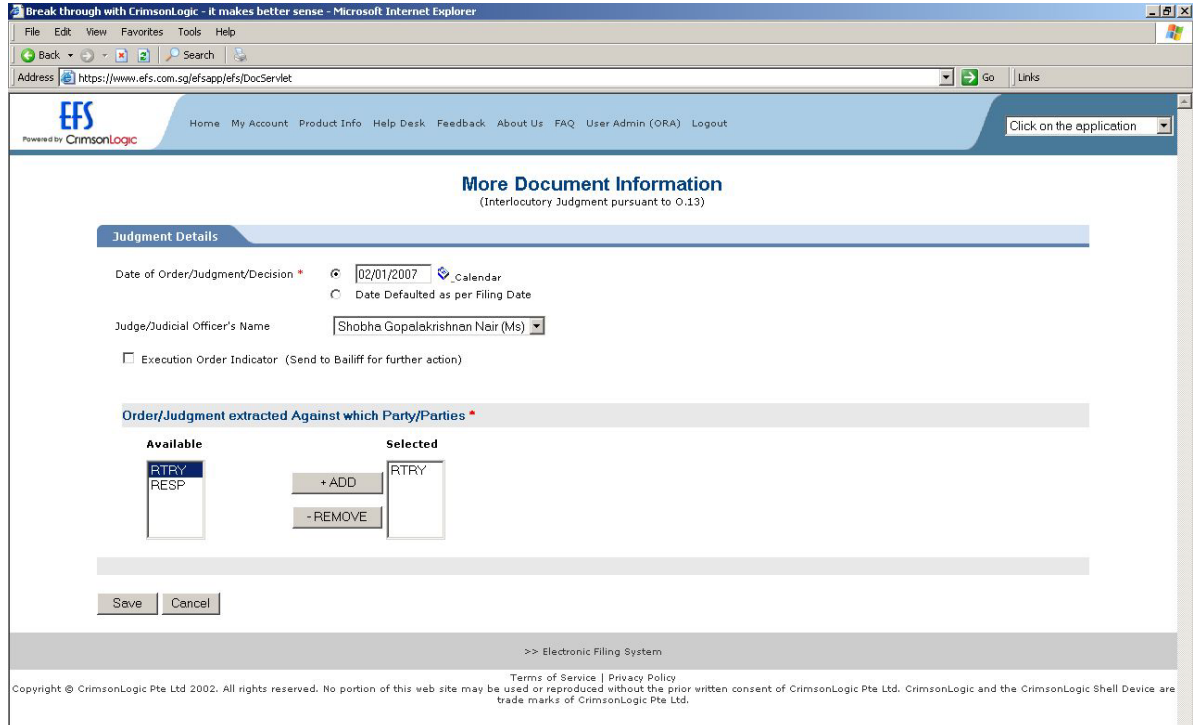


Figure 5: More Document Info. for Judgment related main documents

| Item | Description |
|--|---|
| Date of Order/Judgment/Decision | This is a mandatory data item. User can either or choose to default as per filing date. |
| Judge/Judicial Officer's Name | User can select from the list. |
| Execution Order Indicator | User can indicate by checking this item if Execution Order is required. |
| Party(s) For Which Judgment Is Extracted For | User can select from the available party lists. This list will include all the parties involved in the case whether represented by the law firm or not. |

18.2 Changes in the Party Information Page

1. 'Related Person' term has been changed and replaced with 'Litigation Representative'.

The screenshot shows a web interface for managing litigation representatives. It features a table with the following columns: S/No., Name, Id., Capacity, and Alias Name. Below the table, there are three buttons: 'Add Litigation Representative', 'Edit Litigation Representative', and 'Delete Litigation Representative'. At the bottom of the section, there are two buttons: 'Save Party Details' and 'Cancel'. The footer of the page includes the text '>> Electronic Filing System' and 'Terms of Service | Privacy Policy'. Copyright information for CrimsonLogic Pte Ltd 2002 is also present.

Figure 6: Party page portion showing the Litigation Representative section

18.3 New Document(s)

18.3.1 Judgment Document(s)

List of new documents which will generate 'JUD' document number (main documents):

| S/N | Document Description | Doc code | Remarks |
|-----|--|----------|---|
| 1. | Interlocutory Judgment pursuant to O13 | IJO13 | MDI will follow the existing MDI for all Judgment related main documents. |
| 2. | Interlocutory Judgment pursuant to O19 | IJO19 | MDI will follow the existing MDI for all Judgment related main documents. |

18.3.2 Other document(s)

| S/N | Document Description | Doc code | Remarks |
|-----|---------------------------------|----------|---------------------------|
| 1. | Notice of Change of Particulars | NCP | No MDI for this document. |

18.4 Front End Validation Rules and Constraints

Assumption is that all validations for existing documents will be available for new documents replacing them unless otherwise stated:

| Section | Rule / Constraint | Remarks |
|--|--|---------|
| Party Page - Party Filing Capacity | <p>If 'Party Filing Capacity' = 'Guardian' (GU) or 'Official Assignee' (OA) or 'Official Receiver' (OR), the 'Litigation Representative' information is mandatory</p> <p>Upon saving, validate if 'Litigation Representative' information entered.</p> <p>If Party Filing Capacity = 'Guardian' or 'Official Assignee' or 'Official Receiver' and Litigation Representative is blank, prompt the user "Litigation Representative Information must be entered" and do not allow submission.</p> | |
| Party Page - Litigation Representative | <p>If 'Litigation Representative' information has been entered, 'Party Filing Capacity' is mandatory</p> <p>Upon saving, validate if 'Party Filing Capacity' information is entered.</p> <p>If 'Party Filing Capacity' <> 'Guardian' (GU) or 'Official Assignee' (OA) or 'Official Receiver' (OR), prompt the user "Party Filing Capacity must be entered as Guardian, Official Assignee or Official Receiver" and do not allow submission.</p> | |