

PART II: GENERAL MATTERS

TABLE OF CONTENTS

<u>Para No.</u>	<u>Heading</u>	<u>Page No.</u>
9.	Operating hours of the Supreme Court	PART II - 2
10.	Hours for the sittings of the Supreme Court	PART II - 3
11.	Urgent applications on weekends and public holidays	PART II - 4
12.	Attendance of solicitors in Court	PART II - 5
13.	Absence from Court on medical grounds	PART II - 6
14.	Precedence and preaudience of Senior Counsel	PART II - 9
15.	Court dress	PART II - 10
16.	Forms of address	PART II - 11
17.	Submissions and examination by leading and assisting counsel	PART II - 12
18.	Interpreters and translations	PART II - 14
19.	Production of record of hearing	PART II - 16
20.	Certification of transcripts	PART II - 18
21.	Mentions before the Registrar	PART II - 19
22.	Duty Registrar	PART II - 20
23.	File inspection and obtaining extracts or certified true copies of documents and conducting searches of information maintained by the Registry	PART II - 22
	• File inspection	PART II - 22
	• Obtaining extracts or certified true copies of documents	PART II - 23
	• Conducting searches of information maintained by the Registry	PART II - 24
24.	Instruments creating power of attorney	PART II - 25
25.	Filing directions to the Accountant-General for payment into and out of Court	PART II - 27
26.	Correspondence	PART II - 28
	• Cases which have been commenced using the Electronic Filing Service	PART II - 28
27.	Authorisation for collection of mail and Court documents	PART II - 29
28.	Electronic payment of Court fees	PART II - 30
	• Implementation of the electronic system for the payment of court fees	PART II - 30
	• Modes of electronic payment	PART II - 30
	• Scope of electronic system	PART II - 30
	• Registrar's discretion	PART II - 30

PART II

GENERAL MATTERS

9. Operating hours of the Supreme Court

- (1) The Supreme Court operates from 8.30 a.m. to 6.00 p.m. from Monday to Friday. However, various offices and counters within the Supreme Court have different operating hours.
- (2) The Legal Registry of the Supreme Court is open from 9.00 a.m. to 5.30 p.m. from Monday to Thursday. On Friday, it is open from 9.00 a.m. to 5.00 p.m. On Saturday, it is open from 9.00 a.m. to 12.30 p.m. Solicitors who wish to file hard copy documents after these opening hours may deposit them into a drop-in box placed at the Information Counter at the Supreme Court.
- (3) The Commissioner for Oaths office is open from 8.30 a.m. to 5.30 p.m. from Monday to Thursday. On Friday, it is open from 8.30 a.m. to 5.00 p.m. On Saturday, it is open from 8.30 a.m. to 12.30 p.m.

10. Hours for the sittings of the Supreme Court

The Honourable the Chief Justice has directed that the hours for the sittings of the High Court and the Court of Appeal shall be from 10.00 a.m. to 1.00 p.m. and from 2.15 p.m. to 5.00 p.m., subject to the presiding Judge's discretion or the Registrar's directions in any case to commence or conclude a sitting at such earlier or later time as he may direct.

11. Urgent applications on weekends and public holidays

- (1) There may be occasions when urgent applications for interim injunctions or interim preservation of subject matter of proceedings, evidence and assets to satisfy judgments are required to be heard on weekends and public holidays.
- (2) To facilitate such hearings and for the convenience of all parties, the Honourable the Chief Justice has directed, pursuant to Order 32, Rule 9 of the Rules of Court, that such applications may be heard on weekends and public holidays from 10 a.m. to 5 p.m. by a Registrar.
- (3) Such applications will be entertained only if they are so urgent that they cannot wait until the next working day.
- (4) All the necessary papers required for the application must be prepared together with the appropriate draft orders of Court.
- (5) A signed written undertaking from counsel to have all the documents stamped with the appropriate stamp fees and filed in Court on the next available working day must be furnished to the Registrar hearing the application.
- (6) The hearing may take place in the Registrar's Chambers in the Supreme Court or at any place as directed by the Registrar hearing the matter.
- (7) To request for the hearing of such applications, the applicant need only call telephone no. 6332 4351 or 6332 4352. Arrangements will then be made for the hearing of the application.

12. Attendance of solicitors in Court

- (1) The Honourable the Chief Justice has observed with concern the increasing tendency of solicitors to absent themselves from Court or Chambers in cases where they do not object to the orders being sought by the opposite side. Save in the most exceptional and unforeseen circumstances, and so long as the firm of solicitors remains on record, a member of the firm must attend all proceedings in respect of the cause or matter in which the firm is acting, even if it does not intend to oppose the orders sought by the other side. The practice of asking the opposing solicitor to mention the matter on one's behalf is also not acceptable and should be discouraged.
- (2) The Honourable the Chief Justice has also stressed the need for all solicitors appearing in any cause or matter to be punctual in attending Court as delay in commencement of hearing leads to wastage of judicial time. Appropriate sanctions may be imposed for late attendances.

13. Absence from Court on medical grounds

(1) If:

- (a) any party to proceedings;
- (b) any witness;
- (c) any counsel; or
- (d) the Public Prosecutor or his deputy,

is required to attend Court and wishes to absent himself from Court on medical grounds, he must tender or cause to be tendered to the Court an original medical certificate. The medical certificate so tendered must be in the form and contain the information and particulars required by sub-paragraphs (2) to (5).

(2) A medical certificate issued by a Government hospital or clinic may be in the pre-printed form produced by the Ministry of Health, a sample of which appears at Form 1 of Appendix A of these Practice Directions. A medical certificate issued by a restructured hospital or specialist centre may also be in a pre-printed form similar to the sample which appears at Form 1. The pre-printed medical certificate must:

- (a) be completely and properly filled in;
- (b) contain the name of the medical practitioner who issued the medical certificate;
- (c) state the name of the hospital or clinic in which the medical practitioner practices;
- (d) indicate that the person to whom the certificate is issued is unfit to attend Court, and specify the date(s) on which he is unfit to attend Court;
- (e) be signed in full by the medical practitioner and must not be merely initialled; and
- (f) be authenticated by a rubber stamp showing the medical practitioner's full name and his designation in the hospital or clinic, as the case may be.

- (3) If a medical certificate is not in Form 1, then the medical certificate should:
- (a) be addressed to “Registrar, Supreme Court”. It must not merely be addressed to “whomsoever-it-may-concern”;
 - (b) identify clearly the medical practitioner who issued the certificate;
 - (c) state the name of the hospital or clinic at which it was issued;
 - (d) be signed in full by the medical practitioner and must not be merely initialled;
 - (e) be authenticated by a rubber stamp showing the medical practitioner’s full name and designation;
 - (f) contain a diagnosis of the patient concerned (unless the diagnosis cannot or should not normally be disclosed);
 - (g) contain a statement to the effect that the person to whom the certificate is issued is medically unfit to attend Court, and specify the date(s) on which the person is unfit to attend Court; and
 - (h) bear the date on which it was written and where this differs from the date of consultation this must be clearly disclosed.
- (4) If any portion of the information set out in sub-paragraph (3) is not found in the medical certificate proper, such information may be included in a memorandum which should be attached to the medical certificate. This memorandum must:
- (a) identify clearly the medical practitioner who issued the memorandum;
 - (b) contain the name of the hospital or clinic at which it was issued;
 - (c) be signed in full by the medical practitioner and must not be merely initialled; and
 - (d) be authenticated by a rubber stamp showing the medical practitioner’s full name and designation.

- (5) All information and details in any medical certificate of any memorandum must be clearly and legibly printed.
- (6) If the directions set out in sub-paragraphs (2) to (5) are not complied with, the Court may reject the medical certificate and decline to excuse the absence from Court of the person to whom the medical certificate was issued. It may then take any action it deems appropriate.
- (7) This paragraph shall apply to all hearings in the Supreme Court, whether in open Court or in Chambers.
- (8) This paragraph shall apply to both criminal and civil proceedings.

14. Precedence and preaudience of Senior Counsel

- (1) By virtue of section 31 of the Legal Profession Act (Cap. 161, 2001 Rev Ed) and existing custom and usage, Senior Counsel are given precedence and the right of preaudience.
- (2) In order to give substance to the principle of precedence and preaudience to Senior Counsel, the Honourable the Chief Justice has directed that Senior Counsel who intend to appear before Judges or Registrars for summonses should inform the Registrar by fax not later than 2 clear days before the scheduled hearing date, so that their matters are listed in order of precedence. If Senior Counsel do not appear at the time their matters come on for hearing, they will be heard according to the order their matters appear on the Electronic Queue Management System (EQMS), subject to the Judge's or Registrar's overriding discretion.
- (3) All other counsel, including those who appear on behalf of their Senior Counsel, will be heard according to the order their matters appear on the EQMS, subject to the Judge's or Registrar's overriding discretion.

15. Court dress

- (1) Advocates and solicitors appearing in open Court need not wear wigs, bands or wing collars.
- (2) The attire for male advocates and solicitors appearing in open Court will be the existing gown worn over an ordinary long-sleeved white shirt with a turn-down collar, a tie of a subdued or sober colour, a dark jacket, dark trousers and black or plain coloured shoes.
- (3) The attire for female advocates and solicitors appearing in open Court will be the existing gown worn over a long-sleeved white blouse high to the neck, a dark jacket, a dark skirt or dark trousers and black or plain coloured shoes. Conspicuous jewellery or ornaments should not be worn.
- (4) When appearing before the Judge or Registrar in Chambers, the attire for both men and women will be the same as for open Court, save that the gown need not be worn.
- (5) The attire for Senior Counsel shall be as described in sub-paragraphs (1) to (4), save that, for hearings in open Court, they may, instead of the existing gown, wear a gown in the design of those worn by Queen's Counsel of England and Wales and made of the following material:
 - (a) silk;
 - (b) silk and wool mix; or
 - (c) artificial silk.

16. Forms of address

The Honourable the Chief Justice, on the advice of the Council of Judges, has directed that the following forms of address shall apply:

- (1) The Chief Justice, the Judges and Judicial Commissioners shall, when sitting in open Court or in Chambers, be addressed as “Your Honour”, and on social occasions or other extra-judicial occasions, as “Chief Justice” or “Judge”, as the case may be.
- (2) The Chief Justice, the Judges and the Judicial Commissioners shall, in all cause lists, orders of Court, correspondence and other documents be described respectively as “Chief Justice”, “Justice” or “Judicial Commissioner” without any accompanying gender prefix.

17. Submissions and examination by leading and assisting counsel

- (1) In the event that a party is represented by more than one counsel at a hearing, whether in open Court or in Chambers, the making of submissions and the questioning of witnesses may be carried out by one counsel for each party only.
- (2) If counsel have divided up their work such that it is necessary or desirable that submissions on different issues be made or certain portions of the examination, cross-examination or re-examination be conducted by different counsel, an application should be made to Court at the commencement of the trial or hearing for leave to do so. The following information should be provided to the Court for the purposes of the application:
 - (a) the issues on which each counsel will be making submissions; and/or
 - (b) the witnesses to be examined, cross-examined or re-examined by each counsel, or the portions of their evidence for which each counsel will conduct the examination, cross-examination or re-examination.
- (3) If leave has been granted in accordance with sub-paragraph (2), counsel should ensure that each confines himself to the issues or portions of evidence in respect of which leave was granted and that there is no overlap in the issues or the examination being dealt with by different counsel for the same party. Further, counsel must not repeat, clarify or expand on any submissions or portions thereof that have been made by another counsel for the same party or examine, cross-examine or re-examine witnesses on portions of their evidence dealt with by another counsel for the same party.

- (4) If leave of the Court is not sought in accordance with sub-paragraph (2), only one counsel will be allowed to make submissions or conduct examination for a party throughout the hearing.
- (5) This paragraph shall apply to both civil and criminal proceedings.

18. Interpreters and translation

- (1) The directions set out in sub-paragraphs (2) to (4) below are to be followed in relation to all requests by solicitors that the services of Supreme Court interpreters be provided, whether the services are required for hearings in open Court or in Chambers.
- (2) Not less than 7 days before the day on which the services of an interpreter are required, the party requiring the services of the interpreter, or his solicitors, must send in a request in Form 2 of Appendix A of these Practice Directions addressed to the appropriate Head Interpreter that the services of an interpreter be provided. This form should be sent in by way of facsimile transmission to fax no. 6337 9450. An electronic version of this form may also be submitted on the Supreme Court website at <http://www.supremecourt.gov.sg>.
- (3) The request in Form 2 must be sent in respect of every adjourned or part-heard hearing as well as for fresh hearings, even if the services of an interpreter were requested and provided at the earlier hearings. In the event that a request in Form 2 is made in respect of an adjourned or part-heard hearing, then the form should state the date of the earlier hearing. In the event of the case having been vacated, adjourned or settled, the party making the request or lawyer having conduct of the matter should notify the appropriate Head Interpreter either by letter, facsimile transmission or telephone.
- (4) Failure to comply with the directions set out in sub-paragraphs (2) and (3) may result in the services of interpreters not being available or provided.
- (5) Requests for translations to be made should be sent in at least 4 weeks before the date the translations are required unless there are exceptional

reasons justifying non-compliance. Such reasons should be given in writing to the Legal Registry of the Supreme Court.

19. Production of record of hearing

- (1) Pursuant to Order 38A, Rule 1 of the Rules of Court, the Registrar hereby directs that with effect from 1 August 2005, there shall be audio recording of all open Court trials in actions begun by writs. Such audio recording shall be made using the Digital Transcription System (DTS) only.
 - (a) The audio recording made pursuant to sub-paragraph (1) shall, pursuant to Order 38A, Rule 1(1)(a), constitute the official record of hearing.
 - (b) In the event of any discrepancy between the audio recording and the transcript of the audio recording, the audio recording shall take precedence over the transcript.
 - (c) For the avoidance of doubt, any notes taken down by the court in proceedings where audio recording is made shall not form part of the record of hearing.
- (2) The Registrar further directs that in proceedings where no audio recording is made, the notes of hearing shall be taken down by the Judge or judicial officer, whether by hand or through the use of a computer and, pursuant to Order 38A, Rule 1(1)(b), the transcript of the notes of hearing shall constitute the official record of hearing.
- (3) The provisions of sub-paragraphs (1) and (2) are subject to any directions made by the Judge or judicial officer hearing the matter, or by the Registrar, whether or not upon application by the parties. Such directions may include the use of alternative means of producing transcripts.
- (4) Where the Court makes such directions under sub-paragraph (3),
 - (a) the transcript of the notes of hearing shall, pursuant to Order 38A, Rule 1(1)(b), constitute the official record of hearing; and

- (b) the parties shall inform the Registry by letter at least 7 working days before the scheduled hearing as to the mode by which the proceedings will be recorded.
- (5) The costs of engaging a service provider shall be paid by the parties directly to the service provider.
- (6) Requests for copies of the record of hearing or transcripts of the record of hearing shall be made using Form 3 of Appendix A of these Practice Directions at least 7 working days before the scheduled hearing.

20. Certification of transcripts

Pursuant to Order 38A, Rule 2 of the Rules of Court, the Registrar hereby directs that transcripts of any record of hearing or notes of hearing may be certified by:

- (1) the Judge or judicial officer having conduct of the proceedings;
- (2) with the approval of the Court, the personal secretary to the Judge or judicial officer having conduct of the proceedings; or
- (3) with the approval of the Court, the service provider.

21. Mentions before the Registrar

- (1) There shall be a list of cases which will be mentioned weekly before the Registrar comprising, amongst other things, actions which involve few or no witnesses, actions ordered for early trials, urgent injunction applications and part-heard cases.
- (2) Cases which are put on this list will be fixed for hearing in any Court on any day that might become available the following week. Solicitors whose cases are put on this list will be given priority at the fixing of cases if no hearing dates are made available for them.

22. Duty Registrar

- (1) The duties of the Duty Registrar are:
 - (a) to hear applications made *ex parte* or by consent (except probate matters);
 - (b) granting approval for any matter pertaining to the administration of the Legal Registry of the Supreme Court, including giving early or urgent dates and allowing inspection of files; and
 - (c) signing and certifying documents.
- (2) On Mondays to Fridays (excluding public holidays), the duty hours shall be from 9.00 a.m. to 12.30 p. m. and from 2.30 p.m. to 5.00 p.m.
- (3) Only advocates and solicitors shall appear before the Duty Registrar.
- (4) Except where the attendance of the advocate and solicitor is required under sub-paragraph (6), the filing of the relevant documents will be sufficient for the Duty Registrar's disposal of any application or matter. Documents which are filed using the Electronic Filing Service (EFS) will be returned to the advocate and solicitor by electronic transmission to the In-Tray of the law firm's computer system or through the service bureau. Documents which are not electronically filed shall be collected from the Legal Registry not earlier than one clear day after the documents have been filed.
- (5) All documents should be duly stamped before presentation to the Duty Registrar for his signature and/or decision.
- (6) The advocate and solicitor's attendance is compulsory only:
 - (a) when he is requesting an early or urgent date for hearing before the Registrar or Judge;

- (b) when an application or document is returned marked with “solicitor to attend”; or
 - (c) when so required by any provision of law.
- (7) A solicitor may, if he wishes to expedite matters, attend before the Duty Registrar even if his attendance is not ordinarily required.
- (8) A solicitor who wishes to attend before a Duty Registrar and to refer him to documents filed using the EFS must either:
 - (a) File the document sufficiently far in advance before attending before the Duty Registrar such that the documents are already included in the electronic case file for the Duty Registrar’s reference. In this regard, solicitors should only attend before the Duty Registrar after they have received notification from the Court that the document has been accepted; or
 - (b) Attend before the Duty Registrar with the paper documents, if these exist. The Duty Registrar will require the solicitor to give an undertaking to file all the documents by the next working day after the attendance before dealing with the matter.

23. File inspection, obtaining extracts or certified true copies of documents and conducting searches of information maintained by the Registry

File inspection

- (1) In order to inspect a case file containing documents that were filed through the Electronic Filing Service (EFS), the following procedure should be followed:
 - (a) A request* should be made to obtain leave to inspect the file. This request should be filed using the EFS. Only solicitors and their duly authorised clerks may make searches and inspections of Court records and documents. The request should state the name of the person who is to carry out the search or inspection. If this person is not a solicitor, his identity card number should also be included in the request, after his name. The request should also state the interest the applicant has in the matter, and the reason for the search or inspection.
 - (b) Once approval for inspection has been received from the Court, a copy of the approval should be printed out and be presented at the Legal Registry of the Supreme Court.
 - (c) After verifying the approval that has been presented, the staff of the Legal Registry will assign a personal computer to the inspecting party for the inspection to be carried out. An inspecting party will usually be allowed only 30 minutes to carry out the inspection. If a longer period is required, the staff of the Legal Registry should be informed of this, together with the reasons why a longer period is needed. The staff of the Legal Registry will decide on a case-by-case basis whether a longer period should be allowed.
- (2) Requests in hard copy may be submitted to inspect case files containing documents which were not filed using the EFS. The Legal Registry will only accept requests which are printed or typewritten on

* Formerly known as “praecipe”.

paper of good quality and signed by the solicitors concerned. Requests which have any erasure marks on them will be rejected. Requests which are double stamped, that is, if the requests were originally short stamped and later stamped to add up to the correct fee, may be rejected.

- (3) Solicitors must communicate to the Registrar in writing the names of their clerks who have their authority to make searches and inspections. Such authority may be in respect of a specific search or inspection or for a specified period.

Obtaining extracts or certified true copies of documents

- (4) Applications to obtain extracts of documents, or certified true paper copies of documents under the Extract Service should continue to be made by way of request.
 - (a) The request should be filed using the EFS, unless the documents concerned have not been filed through the EFS.
 - (b) An Index Search may be conducted to identify the documents for which an applicant intends to request for extracts or certified true paper copies of. Prior approval of the Court is not required. The Index Search will display an index of the electronic case file without displaying the documents themselves. Sub-paragraphs (1) to (3) above continue to apply in respect of the procedure for file inspection.
 - (c) Once approval for obtaining an extract is granted, the soft copy extract will be transmitted electronically to the law firm where the request is made by electronic transmission. If the request is made via the service bureau, the extract will be transmitted electronically to the service bureau and the staff of the service bureau will then print out the extract in paper form for collection.

- (d) If the document is available in partially electronic form, only the soft copy extract will be transmitted electronically to the law firm or the service bureau. The hard copy portion of the extract is to be collected at the Legal Registry. Once approval is received from the Court, the applicant should obtain a printed copy of the approved request and present it at the Legal Registry. After verifying that the request presented has been approved, the staff of the Legal Registry will inform the applicant of any additional fees payable. These fees should then be stamped on the request at the Cashier's Office at the Legal Registry. Upon presentation of this stamped request, the documents will be furnished to the applicant.
- (e) Where the request is made for a certified true paper copy of a document using the EFS, once approval is received from the Court, the applicant should obtain a printed copy of the approved request and present it at Legal Registry. After verifying that the request presented has been approved, the staff of the Legal Registry will inform the applicant of any additional fees payable. These fees should then be stamped on the request at the Cashier's Office at the Legal Registry. Upon presentation of this stamped request, the documents will be furnished to the applicant.
- (f) The fees prescribed by items 71F, 71G and 71I of Appendix B to the Rules of Court will be payable for the above services without prejudice to additional printing charges which may be chargeable by the Court or the service bureau for reproducing the copies in paper form.

Conducting searches of information maintained by the Registry

- (5) Order 60 Rule of the Rules of Court provides that the Registry shall maintain information prescribed or required to be kept by the Rules of Court and practice directions issued by the Registrar. In addition to any

provisions in the Rules of Court, the Registrar hereby directs that the following information shall be maintained by the Registry:

- (a) details of all originating processes, including:
 - (i) details of interlocutory applications;
 - (ii) details of appeals filed therein;
 - (iii) details of admiralty proceedings;
 - (iv) details of caveats filed against arrest of vessels;
 - (v) details of probate proceedings, including wills and caveats filed therein;
 - (vi) details of bankruptcy proceedings; and
 - (vii) details of winding up proceedings against companies and limited liability partnerships;
 - (b) details of writs of execution, writs of distress and warrants of arrest;
 - (c) details of appeals filed in the Court of Appeal; and
 - (d) any other information as may from time to time be found necessary.
- (6) Searches of this information under Order 60 Rule 3 may be conducted through the “Litigation module” in Lawnet at <http://www.lawnet.com.sg>. The fees prescribed by items 71, 71B, 71C and 71D of Appendix B to the Rules of Court will be payable for the searches.

24. Instruments creating power of attorney

- (1) With effect from 28 May 2002, a request* need not be filed for an application to deposit an instrument creating a power of attorney under Order 60, Rule 6 of the Rules of Court. Instead, the instrument and other supporting documents, if any, are to be filed, served, delivered or otherwise conveyed to the Court by electronic transmission or via the service bureau.
- (2) The directions set out in sub-paragraph (1) will also apply to a party who wishes to file a document which alters the powers created in an instrument that is filed, served, delivered or otherwise conveyed to the Court on or after 28 May 2002. For the avoidance of doubt, if the document relates to an instrument that is presented for deposit before 28 May 2002, the document must be filed manually in hard copy form.
- (4) The Legal Registry of the Supreme Court will not accept a document named as a deed of revocation if the deed only seeks to partially revoke the powers created in an instrument.
- (5) Where the instrument creating power of attorney is executed by a corporation and the corporation does not have a common seal, an affidavit in support of the application under Order 60, Rule 6 should be filed on behalf of the corporation:
 - (a) to affirm the requirements for a valid execution of the power of attorney in accordance with the laws and practices of the corporation's country of incorporation; and
 - (b) to satisfy the Court that the requirements have been complied with.
- (5) A party may rely on the same affidavit in a subsequent filing of a separate instruments on behalf of the same corporation by indicating on the top

* Formerly known as "praecipe".

right hand corner of the cover page of the instrument the following statement: “Reference is made to affidavit of [name] filed on [date] in PA No. (xxxxxx) of (xxxx).”

- (6) A party seeking to file an instrument creating power of attorney executed before a notary public or under a corporate seal must produce the original instrument to the Legal Registry within one working day after filing the instrument in the Electronic Filing Service (EFS). The application will be processed only after the original instrument is produced.

25. Filing directions to the Accountant-General for payment into and out of Court

- (1) Where monies are sought to be paid into Court pursuant to a judgment or order of the Court, a copy of the judgment or order must be attached to the draft direction to the Accountant-General for payment in submitted to the Legal Registry of the Supreme Court for approval.
- (2) Where monies are sought to be paid out of Court pursuant to a judgment or order of the Court, pursuant to the acceptance of a payment into Court made under Order 22 of the Rules of Court or pursuant to Order 57, Rule 11, a copy of the judgment or order, or of the notice in Form 32 of Appendix A to the Rules of Court, or of the written consent attached to the draft direction to the Accountant-General for payment out, must be submitted to the Legal Registry for approval

26. Correspondence

- (1) All correspondence relating to or in connection with any cause or matter before the Court of Appeal or a Judge shall be addressed to the Registrar.

- (2) In addition, all letters should be captioned with the number of the cause to which they relate and the names of the parties. For example:

SUIT NO. 1 OF 2006 (if a writ action);

Between AB (and **ANOR** or **ORS**, if there are 2 or more plaintiffs, as the case may be) **and CD** (and **ANOR** or **ORS**, if there are 2 or more defendants, as the case may be)

If the correspondence relates to an interlocutory application, the reference number of that application should be stated in the caption below the parties' names. For example:

SUMMONS NO. 1 OF 2006

- (3) Compliance with the directions in this paragraph will facilitate the expeditious location of the relevant cause file.

Cases which have been commenced using the Electronic Filing System

- (4) For cases which have been commenced using the Electronic Filing Service (EFS), a letter may be sent to the Court by a law firm *only* in one of 2 ways:

- (a) Using the EFS; or
- (b) By facsimile transmission.

- (5) If a letter is sent to the Court by a law firm in any way other than those specified in sub-paragraph (4), it is liable to be rejected. Sub-paragraphs (4) and (5) do not apply to litigants in person.

- (6) If a letter is sent to the Court by a law firm without the information specified in sub-paragraph (2), it is also liable to be rejected.

27. Authorisation for collection of mail and Court documents

- (1) All law firms are to indicate their authorisation for any particular person to collect Court documents or mail from the Supreme Court on their behalf by providing such person with a card which shall conform with the specimen set out in Form 4 of Appendix A of these Practice Directions.
- (2) The card shall:
 - (a) be clearly typed;
 - (b) measure 8.50 cm x 5.00 cm;
 - (c) be laminated, or held in a clear plastic envelope, case or wallet;
 - (d) be numbered, sealed, signed and dated by the issuing law firm; and
 - (e) remain valid only up to 31 December each year, provided always that no card shall be valid for any period exceeding one year.
- (3) Law firms remain responsible to recall and cause to be destroyed any such cards issued to persons whose authority to collect that firm's documents has been revoked. The Legal Registry of the Supreme Court must be immediately informed in writing of any lost or misplaced cards.
- (4) Court documents and mail will only be released to Court clerks bearing such written authorisation. However, any solicitor may collect documents and mail on behalf of his firm and any litigant in person may collect documents and mail intended for him in any matter in which he is a party.

28. Electronic payment of Court fees

Implementation of the electronic system for the payment of court fees

- (1) Notwithstanding anything in these Practice directions, all court fees not paid via the Electronic Filing Service which are currently collected over-the-counter in the form of either cash or cheques must be paid by electronic means with effect from 1 July 2000.

Modes of electronic payment

- (2) Payment through electronic means includes payment effected by Interbank GIRO (IBG), NETS, Cashcards and selected credit cards. For law firms, payment by IBG would be the most appropriate mode of electronic payment as it is reliable and efficient. A law firm using IBG will authorise the Supreme Court to deduct the fees from its bank account upon lodgement of the prescribed lodgement form. The law firm will receive detailed reports on its IBG payments to facilitate accounting and help with bank reconciliation.

Scope of electronic system

- (3) The electronic system covers all court fees (for the stamping of court documents) previously collected over-the-counter, hearing fees, mechanical recording services fees and fees for the use of the Technology Courts in the Supreme Court.

Registrar's discretion

- (4) Unless otherwise approved by the Registrar, payment of court fees collected over-the-counter must be made by electronic means. The Registrar may, in any case, waive the requirement for the payment to be effected by electronic means, on such terms and conditions as he deems fit.