

To ensure that law firm users are equipped with the knowledge and skills to use the key modules in the eLitigation systems, structured hands-on training programmes have been designed for law firm administrators and users. Focused on providing experiential teaching through effective use of case studies, the programmes cover the filing steps and functionalities of the system as well as key modules of eLitigation.

These programmes are eligible for IRAS PIC funding or WDA WSQ non-certifiable course funding. Please visit the respective funding websites for more information about these funding schemes. For other enquiries, please email [saltraining@sal.org.sg](mailto:saltraining@sal.org.sg).

### eLitigation Training for Users

**Duration: 2 Full Days**

(PIC or WDA funding eligible)

**12 Public CPD Points**

**Practice Area: Civil Procedure**

**Training Level: General**

#### Day 1

1. Introduction to eLitigation
2. Features and Functionalities of the eLitigation
  - \* Links to: FAQs/User Guide, etc/Contact Info, etc
  - \* Mailboxes
  - \* Case File
  - \* Calendar
3. Cause Book Search
4. Administration
5. Alerts and Notifications
6. Amendment of Documents
  - \* Category 1 - Administrative Amendment
  - \* Category 2 - Court Approval Amendment
  - \* Category 3 - Document Amendment
7. Extracting Order of Court / Judgment
8. Reports
9. Collaboration
10. Pack & Go
11. Recap of eLitigation Training

#### Day 2

1. Filing Court Documents
2. Filing Probate Matters
3. Filing Family Matters - Writ of Divorce
4. Filing Practising Certificate
5. Filing Notice of Change of Particulars

### eLitigation Administrative Module Training

**Duration: Half Day**

(PIC funding eligible)

**2.5 Public CPD Points**

**Practice Area: Civil Procedure**

**Training Level: General**

1. Introduction to eLitigation
2. Maintain Law Firm Account
3. Manage Law Firm Users
4. Manage Law Firm User Group
5. Hands On Session
  - i. Create New User
  - ii. Add/Update User Details
  - iii. Grant/Remove Case Access
6. Setup Notifications
7. Reports
8. Features Available in eLitigation
  - i. Collaboration
  - ii. Calendaring
  - iii. Book Search
  - iv. Pack and Go
  - v. eService
  - vi. Interface (Export Function)
9. Recap and Assessment



#### SILE Attendance Policy

Participants who wish to claim CPD Points must comply strictly with the Attendance Policy set out in the CPD Guidelines. Participants are reminded to sign in on arrival and sign out at the conclusion of each day of the event in the manner required by the organiser. Participants must not be absent for each day of the event for more than 15 minutes. No points may be claimed for attending only Day 1 or Day 2. Participants who do not comply with the Attendance Policy will not be able to obtain CPD Points for attending the activity. Please refer to [www.sileCPDcentre.sg](http://www.sileCPDcentre.sg) for more information.



## SINGAPORE ACADEMY OF LAW

### REGISTRATION FORM

To register, please submit your registration form at least 7 calendar days before the course starts via these modes:

• Email: [saltraining@sal.org.sg](mailto:saltraining@sal.org.sg)

• For single registrations, we encourage you to register and make payment online via our e-commerce site at [www.sal-e.org.sg](http://www.sal-e.org.sg).

• Mail or by hand to:

Singapore Academy of Law,  
1 Supreme Court Lane,  
Level 5M, Singapore 178879  
Attention: SAL Training

No.	Course	Date(s)	Fee (incl GST)	Tick to Select	No. of Pax
1	eLitigation Training for User (2 Full Days) Time: 9.00am - 5.00pm	12 – 13 January 2017	S\$642.00		
		6 – 7 July 2017	S\$642.00		
2	eLitigation Administrative Module Training (Half Day) Time: 2.00pm - 5.30pm	4 August 2017	S\$214.00		
		13 March 2018	S\$214.00		
NOTES	<b>Venue: LawNet Training Centre, Supreme Court, Level 4, 1 Supreme Court Lane Singapore 178879</b> Info on Productivity and Innovation Credit (PIC): <a href="http://iras.gov.sg/irashome/PIcredit.aspx">http://iras.gov.sg/irashome/PIcredit.aspx</a> Info on WSQ Non-certifiable Course Funding: <a href="http://www.wda.gov.sg/content/wdawebsite/L102-ForEmployers/L223E-007EmployerBasedFund.html">http://www.wda.gov.sg/content/wdawebsite/L102-ForEmployers/L223E-007EmployerBasedFund.html</a>				

### Terms & Conditions

- a. Please complete this registration form in full. If you are a company, please ensure your company stamp is on every page of your registration form(s).
- b. If you are a company registering multiple staff, please complete additional copies of the registration form with just the Learner Details portion completed and with their personal data consent signatures, and attach them to one fully-completed copy of the form.
- c. *Confirmation.* Submitted registrations are subject to written confirmation by SAL. Confirmation email will be sent at least 5 calendar days before commencement of the session.
- d. *Payment.* Cheque payments must be received by SAL within 5 calendar days of the email confirmation in order for the registration to be completed. SAL reserves the right to deny admission if payment is not received before the commencement of the session.
- e. *Refunds.* No refund of fees is available except for withdrawals made prior to the confirmation email; or withdrawals made after the confirmation email but more than 30 calendar days from the commencement of the session ('permitted refunds'). Permitted refunds will be of the full course fee net of the SAL admin fee (see below). There will be no refund for no-shows, who shall be required to make payment in full.
- f. *Replacements.* A learner who is unable to attend a session which has not commenced may be replaced with another learner provided that details of the new learner together with a request for replacement is received via email by email at least 7 calendar days prior to the commencement of the session. A learner cannot replace the registered course with another course, or replace the registered session of a course with another session of the same course.
- g. *Admin fee.* SAL will levy an administrative charge of S\$21.40 (incl GST) on approved refunds and replacements.
- h. *Closing date.* Registrations close 7 calendar days before commencement of the session or when the session is full, whichever is sooner.
- i. *Changes.* SAL reserves the right to cancel any course (including any session thereof), or change the venue, speakers and dates, or revise the programme or fees should circumstances so warrant.
- j. *Intellectual Property.* The contents of and materials provided in as part of a course are the intellectual property of SAL and/or its partners, consultants, trainers and guest speakers; may not be disseminated or reproduced in any format; and are for participants' personal, educational and non-commercial use only.
- k. *Photography.* SAL may take photographs during the session(s) for use in SAL's marketing collaterals and other publicity purposes.
- l. *Other T&Cs.* Subject to the above which shall take precedence, SAL's standard terms and conditions at <http://www.sal.org.sg/RegistrationTermsNConditions.aspx> shall also apply.

### To be completed

Please register the following \_\_\_\_\_ learner(s) for the above session(s).

A cheque (no. \_\_\_\_\_) for S\$ \_\_\_\_\_ made payable to "Singapore Academy of Law" is enclosed. [Please write the title(s) of the session(s) and name(s) of the learner(s) attending the session(s) on the back of the cheque.]

Tick one:  Bill to Learner  Bill to Company

### Company details (if applicable)

Co. Name: \_\_\_\_\_

Co. Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Tel no.: \_\_\_\_\_ Email: \_\_\_\_\_

Company stamp:

### Learner's details & consent (mandatory)

Name: Mr / Ms \_\_\_\_\_

Designation: \_\_\_\_\_

NRIC/Passport No. : \_\_\_\_\_

Tel no.: \_\_\_\_\_ Email: \_\_\_\_\_

If you are claiming CPD Points, please furnish your

AAS No: \_\_\_\_\_ (e.g. AAS 188/2010)

Learner's Signature & Date: \_\_\_\_\_

The abovesigned learner consents to the use and disclosure of his/her personal data provided in this form, by SAL group, its respective agents, and authorised service providers, for the purposes of the abovementioned courses and for communicating relevant information about the SAL group\* including its programmes, products and services\*\*.

\*SAL group refers to SAL, its affiliates, subsidiaries and related corporations.  
\*\*Such as LawNet services, conferences, Academy Publishing titles.