

The Integrated Electronic Litigation System (eLitigation) offers law firms and court users a single access point for commencement and active management of case files throughout the litigation process.

eLitigation Probate Training Duration: Half day 3 Public CPD Points Practice Area: Civil Procedure Training Level: General	eLitigation Family Matters Training Duration: Half Day 3 Public CPD Points Practice Area: Civil Procedure Training Level: General	eLitigation Cause Book Search (CBS) Duration: Half Day 3 Public CPD Points Practice Area: Civil Procedure Training Level: General
Course Objective: This is a structured hands-on training programme designed for law firm users to equip them with the knowledge and skills to file Probate matters on the system. The programme focuses on providing experiential teaching through effective use of case studies and filing steps in the eLitigation system. Modules: <ol style="list-style-type: none"> 1. Introduction 2. Reminder on Importance of SingPass 3. Demo Session (Filing a Probate) 4. Hands on Session 5. Demo Session (Filing Letters of Administration) 6. Hands on Session 7. Demo Session <ul style="list-style-type: none"> ◆ Probate previously rejected by Courts ◆ Amended Probate 	Course Objective: This is a structured hands-on training programme designed for law firm users to equip them with the knowledge and skills to file Probate matters on the system. The programme focuses on providing experiential teaching through effective use of case studies and filing steps in the eLitigation system. Modules: <ol style="list-style-type: none"> 1. Introduction 2. Reminder on Importance of SingPass 3. Demo Session (Filing of a Writ of Divorce) 4. Hands on Session (Filing of a Writ of Divorce & subsequent documents) 5. Demo Session (Filing Originating Summons Family – Guardianship/ Mental Capacity Act) 6. Hands on Session (Filing Originating Summons Family Guardianship/ Mental Capacity Act) 7. Demo Session <ul style="list-style-type: none"> ◆ Document previously rejected by Courts ◆ Amended Document 	Course Objective: This is a structured hands-on training programme designed for law firm and corporate users to equip them with the knowledge and skills to perform Cause Book Search and Request for Inspection of Document on the system. The programme focuses on providing experiential teaching through effective use of search criteria for searches in the eLitigation system. Modules: <ol style="list-style-type: none"> 1. Introduction 2. Reminder on Importance of SingPass 3. Demo Session (Searches on Court documents) 4. Hands-on Session (Search by Module and Document) 5. Demo Session (Purchase Log details) 6. Hands-on Session (Purchase Log details) 7. Demo Session (Linking Cause Book Search results to Case File) 8. Hands-on Session (Linking Cause Book Search results to Case File) 9. Demo Session (Request for Inspection of Documents) 10. Hands-on Session (Request for Inspection of Documents)

Important: Please note that fundamentals on filing will not be covered in these sessions. Learners must complete the eLitigation for Users module.



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 for more information.

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

•

Mail or by hand to:

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

For single registration, we encourage you to register and make payment online
via our e-commerce site at www.sal-e.org.sg.

No.	Course	Date(s)	Fee (incl GST)	Tick to Select	No. of Pax
1	eLitigation Probate Training Time: 9.00am - 12.00pm	24 May 2017	S\$214.00		
		3 November 2017	S\$214.00		
2	eLitigation Family Matters Training Time: 2.00pm – 5.00pm	24 May 2017	S\$214.00		
		3 November 2017	S\$214.00		
3	eLitigation Cause Book Search Training Time: 2.00pm – 5.00pm	16 March 2017	S\$214.00		
		8 September 2017	S\$214.00		
NOTES	Training Venue: LawNet Training Centre, Supreme Court, Level 4, 1 Supreme Court Lane Singapore 178879 Information on Productivity and Innovation Credit (PIC): http://iras.gov.sg/irashome/PICredit.aspx Information on WSQ Non-certifiable Course Funding: http://www.wda.gov.sg/content/wdawebsite/L102-ForEmployers/L223E-007EmployerBasedFund.html				

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. *Utilizing SkillsFuture Credits.* Please refer to [SAL-e's](#) and [SAL's](#) Terms & Conditions.

d. *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.

e. *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.

f. *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.

g. *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.

h. *Admin fee.* SAL will levy an administrative charge of S\$21.40 (incl GST) on approved refunds and replacements.

i. *Closing date.* Registrations close 7 calendar days before commencement of the session or when the session is full, whichever is sooner.

j. *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.

k. *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.

l. *Photography.* SAL may take photographs during the session(s) for use in SAL's marketing collaterals and other publicity purposes.

m. *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.