



CrimsonLogic

Solutions. Simplified.

eLITIGATION

User Module

Ver 3.5
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CrimsonLogic Pte Ltd delivers world-class eGovernment solutions by leveraging on best-practice technologies, quality human capital and global experiences. Our proven track record of end-to-end eGovernment solutions spans across trade facilitation and customs, judiciary, tax, healthcare and IT security domains. With more than 20 years of experience in developing and managing nationwide, mission-critical IT systems and services, CrimsonLogic has set industry standards with world-first eGovernment solutions such as TradeNet, eStamping, eJudiciary and CertOfOrigin. For more information, visit www.crimsonlogic.com

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CHAPTER 1

Introduction

Welcome to the eLitigation User Training Guide! This training guide aims to guide Law Firm Users of the processes supported in eLitigation.

Learning Objectives

At the end of this training session, Law Firm Users will be able to:

- File Court documents using the eLitigation system and
- Familiarise themselves with the system's features and functions.

About eLitigation

eLitigation is an integrated system that is conceptualised to replace the Electronic Filing System (EFS). It is designed to assist Law Firms and the Courts throughout the entire litigation processes – from filing of electronic Court documents, to the scheduling of hearings, billing, collection and maintenance of financial records of transactions. With the use of the eLitigation system, Law Firms and Courts can work together on a transparent, seamless and secure environment leveraging on the connectivity and accessibility of the Internet.

The scope of eLitigation is as follows:

Electronic Filing Service

This allows Law Firm Users to file and submit documents electronically to the Courts. Case files and other relevant documents are more likely to be in accordance with Court rules and standards as pre-defined templates are used.

Case Information Repository

The Case Information Repository allows individual Law Firm Users to have a virtual storage of all files and documents that are relevant to the cases they are handling. The repository allows them to easily retrieve the needed documents, update and store it for future reference.

eService

This allows a Law Firm to electronically and cost-effectively serve Court documents to other Law Firms. It minimizes the time spent on serving Court documents through hardcopy means.

Notifications and Alerts

Law Firm Users can be notified of any updates about the cases they are handling.

Calendaring and Hearing Dates

This allows the users to view and select the available hearing dates within the time frames defined by the Courts.

Reports Generation

Reports about financial transactions on a particular case can be automatically generated based on the criteria set by the user. Case-level information on charges incurred would also be available.

Court Replies and Notifications (Mailbox)

This allows the users to see and access a list of the recent cases that they have created, filed and submitted.

Search for Created and Filed Cases/Quick Access

The Search function allows the users to look for cases that they have created or filed. For Quick Access, it gives the users an option to directly perform certain actions, such as filing a new case, document or request.

Difference Between EFS and eLitigation

While EFS and eLitigation use electronic means to file documents to the Courts, the two systems have distinct differences:

	EFS (Electronic Filing System)	eLitigation
Logging In	Through a user ID and password (issued by the administrator).	eLitigation login can be done using SingPass ID and SingPass.
Accessibility	A smart card is used to authenticate a user who wishes to file a case using Front End (FE)-Web.	A smart card is not required. eLitigation can be accessed from any computer with Internet access.
Software Requirement	Requires Front End (Web) Client Software, Acrobat (ver. 7, 8 or 9) and Sun JRE/Microsoft JVM	Does not require Front End (Web) Client Software
Case Access	Details of a case can be accessed upon filing a Request for File Inspection, subject to Registrar or Judge's approval	Representing Solicitors for both parties are allowed to access almost all documents relevant to the case
Case Privacy and Access	Case privacy and details are not easily accessed or acquired as Solicitors protect their Clients and the case's confidentiality.	The Collaboration module allows Solicitors to grant access (with Client's approval) to their counterparts and share these files through a Share

		folder.
Filing Process	3-step process	4-step process
Duplication of Party Details	For EFS, the duplication of party details was allowed. This can be done by clicking the Duplicate Party button.	In eLitigation, Law Firms can create a duplicate of the party details from an existing case to a new case.
Case / Document Submissions Approval / Response Time	Most submissions are paper-based. Approval or response time may take 2-3 days.	Some submissions are automatically accepted.
Unpacking Process	Has to be done within 7 days, or else documents will be purged. Users have to request for a Restoration, if necessary.	Not required. Documents are purged within 3 months upon conclusion of the case.
Unpacking Process (Encrypted message)	Requires the user's smart card to decrypt and unpack.	Not required. Replies are shown in the Inbox.

Getting Started

When using the eLitigation system, the user needs to be familiar with the different hardware and software requirements.

eLitigation Hardware Requirements

- CPU: i3-530, 2.93Ghz and above
- Memory: 2GB and above
- 10 GB HDD (FreeSpace)
- Best supported resolution: 1280 X 800

eLitigation Software Requirements

- Internet Connection to a local ISP: Broadband
- Operating System: Windows Vista or Windows 7
- Internet Browser: Internet Explorer 8.0 or higher
- PDF Reader/Converter: Adobe Acrobat 7.0 and higher OR any equivalent PDF Converter and Adobe Acrobat Reader
- Word Processor: Microsoft Word for Windows OR any similar word processing software may be used to draft the documents to be e-filed (to convert to PDF before filing)



Safari and Chrome browsers are not supported.

Accessing eLitigation (SingPass)

eLitigation users must use their registered SingPass IDs to login and access the eLitigation system. After usage, users must log out of the system to avoid illegal use of account.

SingPass

What is SingPass?

SingPass stands for Singapore Personal Access. It is a user-defined, common password used to transact with different government online services. It is an alphanumeric password composed of 8 to 24 characters. SingPass is now equipped with additional security features to accommodate new security threats.

Who are eligible to have a SingPass?

- Singapore Citizens and Permanent Residents
- Employment Pass and Personalised Employment Pass holders
- EntrePass holders
- S-Pass holders
- Dependant Pass holders (of EP, PEP, EntrePass and S-Pass holders)
- Selected Work Permit Holders

How do I apply for a SingPass ID?

SingPass ID application can be done by:

- Using the Online Request Service found at the SingPass website www.singpass.gov.sg where, after application, the SingPass ID will be mailed to the user within four (4) working days of application.
- Proceeding to the nearest SingPass counter (a list of locations can be found on the website).

How do I sign up for immediate SingPass reset?

In the event that the passwords are forgotten, users can reset the password anytime, anywhere. Immediate Reset is introduced to enable the user to obtain a new password online immediately instead of waiting for 4 working days. The user only needs to pre-register the local mobile phone number, and then select and answer two security questions on the SingPass website.

Go to www.singpass.gov.sg to apply for immediate reset.

Logging In and Logging Out



To get a SingPass ID, go to the Singapore Personal Access (SingPass) website at www.singpass.gov.sg and apply for a SingPass ID either online or through counter application.



Aside from using SingPass, cookie technology can also be used to facilitate user authentication. This is to reduce the number of SingPass logins. Refer to the Long Term and Short Term Cookies topic for more information.

To log in to the eLitigation system:

1. Type **www.elitigation.com.sg** on the Internet browser to open the eLitigation Homepage.

eLitigation Contact Info | Rate eLitigation | RSS

CLICK HERE TO LOGIN VIA SINGPASS
LOGIN

SINGAPORE JUDICIARY'S INTEGRATED ELECTRONIC LITIGATION SYSTEM

eLitigation Notices

Reduced Subscription Fee for EFS and eLitigation during Phased Roll Out

We will be charging a phased introduction fee for eLitigation and reduced subscription fee for EFS during the phased roll-out. [Click to view the fee structure.](#)

Service of Documents and Document Index Searches via EFS from 24 Dec 2012

a. You can continue to serve documents and run document index searches in EFS. However, the facility in EFS will only be available for cases filed before 24 December 2012; and

b. Certificates of Service generated for service of documents completed via EFS will only be available in EFS. The same Certificate of Service will not be issued in eLitigation.

Last updated: 31-Dec-2012

eLitigation Tips

Saving Submission as Draft

Unlike in EFS, submissions can now be saved as drafts from the time you commence filing. Your saved drafts can be easily retrieved from the DRAFT tab when you are ready to resume filing.

eForm Tip

When working with e-Forms in STEP 2, try not to return to STEP 1 to avoid losing some of the data entered. If you have to, please check that the information you entered in STEP 1 is valid and correct after returning back to the e-Form STEP 2.

Reference Centre

A dedicated online Reference Centre has been created to explain the workflow, processes and procedures in eLitigation. Please visit [eLitigation Reference Centre](#) to read the articles.

Register for Immediate Reset Service

Use Immediate Reset feature to obtain your SingPass online immediately (applicable only if you have valid and updated mobile number and security questions maintained with the Government). For more information go to www.singpass.gov.sg and click on "Immediate Reset" under "Forgot SingPass" section.

Last updated: 31-Dec-2012

Announcements

Welcome to the eLitigation Homepage

eLitigation is officially launched on 2 January 2013 with the commencement of e-filing of Supreme Court cases. It is the Singapore Judiciary's next milestone in leveraging on new and improved technologies to provide a more efficient and cost-effective platform for the conduct of electronic litigation.

Building on the experience gained from implementing EFS, the enhanced system is designed to be convenient and hassle-free, and to enable both law firm and court users to get more done in less time.

The system also provides functionalities and related services that streamline the litigation process, thereby helping to improve efficiency and enhance access to justice.

Filing of court documents via eLitigation in the Subordinate Courts and Family Court will be implemented in stages in the first quarter of 2013.

Verification of Online Case Files from 2 January 2013

From 2 January 2013 onward, you will be able to view your law firm's Supreme Court cases files and appeals. Closed cases will be available for a period of three months after the end of the case or appeal.

You are advised to log in and verify your online Supreme Court cases in eLitigation under "Case File" tab first before commencing e-filing. For FAQs and information on online case files available in eLitigation, [click here](#).

If you are experiencing any difficulty accessing your cases or notice any discrepancy in your case files, please report to CrimsonLogic Helpdesk immediately at (65) 6887 7222 or e-mail: elitigation@crimsonlogic.com.

Last updated: 31-Dec-2012

Supreme Court Notices

Amendments to the Rules of Court and Supreme Court Practice Directions

The Rules of Court and the Supreme Court Practice Directions will be amended with effect from 1 January 2013 to facilitate the implementation of eLitigation. Click on the links below to view documents. A Practice Reference Guide is also available [here](#).

Rules of Court

1. [Summary amendments](#)
2. [Full version](#)

Practice Directions

1. [Summary amendments](#)
2. [Full version](#)
3. [Marked up changes](#)

Last updated: 31-Dec-2012

New Law Firm Registration

[click now to SIGN UP for it >](#)

eLitigation Resources

[FAQs](#)
[GetReady](#)
[Reference Centre](#)
[Training Information](#)

Cause Book Search

Cause Book Search will be available in the early quarter of 2013.

In the interim, you can continue to access Level1 Due Diligence module to conduct litigation searches. To subscribe, [click here](#). To access [click here](#).

Service Bureau

- Check status of filing
 - Chinatown Point Service Bureau
 - Supreme Court Service Bureau
- Acknowledgement Slip No (e.g. Y0001, Y0003)
 - [Go](#)
 - [Print Templates](#)
 - [About](#)

LawNet Links

[Intellectual Property](#)
[Land Titles Search \(STARS\)](#)
[LawNet](#)
[Legal Requisition system \(InfoReq\)](#)

If you encounter any problem with eLitigation, please contact CrimsonLogic Helpdesk at (65) 6887 7222 or email us at elitigation@crimsonlogic.com

Supreme Court SINGAPORE

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Version 1.331.20121229

This site is best viewed using IE 7+, Firefox 3.5+. The best supported resolutions 1024 x 768 screens.
[Terms of Service](#)

eLitigation Homepage

2. Click the **Login** button located at the top right hand side to be directed to the SingPass login page.
3. Enter the **SingPass ID** and **SingPass** for verification.

SingPass Singapore Personal Access

Secure [Terms of Use](#) | [FAQs](#) | [Help](#) | [About Us](#)

Welcome
to SingPass Authentication Service

Security Advisory

SingPass is a common password that allows you to access Government e-services. It is important for you to be vigilant in protecting the confidentiality of your SingPass.

Please click [here](#) for tips on online security. You may also find useful guides on how to safeguard your online security and other cyber security related information at www.gosafeonline.sg

SingPass ID (Enter your Identification Number)
e.g. S1234567G, G1234567G

SingPass (8-24 characters, CASE-SENSITIVE)

By clicking on the Submit button, you agree to be bound by the terms specified in the [Terms of Use](#) and Important Notes below.

[For tips on Online Security, Click here.](#)

[Do not have a SingPass? Apply here.](#)

[Forgot your Password? Reset here.](#)

Important Notes

- a. You understand that SingPass is intended to help you authenticate yourself on the Internet. As there are inherent security risks on the Internet, you must carefully consider the degree to which you choose to rely on your SingPass.
- b. You will maintain secure possession of your SingPass. If you know or suspect that the security of your SingPass has been compromised, you must stop using SingPass and notify the SingPass operator immediately. If you disclose or share your SingPass with anyone else (regardless of whether you receive payment for it), and your SingPass is used for illegal purposes, you may be held liable.
- c. The Government of Singapore ("Government") does not warrant or endorse any goods, services, information, accuracy or the privacy practice associated with any non-public sector websites ("Private Website") even though the Private Website may require the use of SingPass.
- d. You will not hold the Government liable for any damage or loss of any kind caused as a result (direct or indirect) of the use of any Private Website, including but not limited to any damage or loss suffered as a result of reliance on the contents contained in or available from the Private Website.
- e. You shall under no circumstances submit, upload or transfer any unauthorised files, codes, scripts (including but not limited to viruses or Trojan Horses), documents, and information, in the course of using the SingPass services.
- f. You shall under no circumstances modify, interfere with or intercept the SingPass services (including but not limited to its authentication system and password issuance/reset services).
- g. You understand that any non-compliance, whether intentionally or otherwise, may result in action being taken against you, including but not limited to a claim for compensation and civil and/or criminal liability.
- h. You shall, as soon as you are aware of or have reason to suspect any weakness or potential weakness in the SingPass services, immediately notify the Government in confidence.

If you encounter any problems with this page, please contact CrimsonLogic SingPass Helpdesk at 68877377 or via [email](#).
You may also give us your comments by using this [feedback](#) form.

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SingPass Login Page

4. Click **Submit**. The eLitigation Main Page will be displayed.

The screenshot displays the eLitigation Main Page. The interface includes a sidebar with navigation options and a main content area with a 'Quick Access' bar. The 'Court Replies and Notifications' section contains a table of legal documents. The table has columns for Document, Date/Time, Case / Sub Case, Case Title, and File Ref No. The documents listed include 'SUMMONS FOR INJUNCTION - Accepted [View]', 'STATEMENT OF CLAIM - Accepted [View]', 'WRIT OF SUMMONS (IN REM) FOR ADMIRALTY - Accepted [View]', 'SUMMONS FOR INJUNCTION - Accepted [View]', 'WRIT OF SUMMONS - Accepted [View]', 'STATEMENT OF CLAIM - Accepted [View]', 'ORIGINATING SUMMONS - Accepted [View]', 'SUMMONS FOR INJUNCTION - Accepted [View]', 'SUMMONS FOR INJUNCTION - Accepted [View]', 'STATEMENT OF CLAIM - Accepted [View]', 'WRIT OF SUMMONS - Accepted [View]', 'ORIGINATING SUMMONS - Accepted [View]', 'WRIT OF SUMMONS - Accepted [View]', 'STATEMENT OF CLAIM - Accepted [View]', 'WRIT OF SUMMONS - Accepted [View]', 'ORIGINATING SUMMONS - Accepted [View]', 'WRIT OF SUMMONS - Accepted [View]', 'STATEMENT OF CLAIM - Accepted [View]', 'WRIT OF SUMMONS - Accepted [View]', 'AFTER RELEASE NOTIFICATION [View]', 'RELEASE - Accepted [View]', 'ARREST NOTIFICATION - NOTICE ON PREMISES [View]', and 'REPORT OF ARREST - Accepted [View]'. The table also shows the date, time, case/sub-case details, and case title for each document. At the bottom, there are pagination controls showing 'Showing 1-25 of 1397' items and a 'Go to page' field.

eLitigation Main Page

To log out of the eLitigation system:

5. Click the **Logout** button on the top bar.

The screenshot shows the eLitigation Main Page. At the top right, the 'Logout' button is highlighted with a red arrow. The page includes a sidebar with navigation options like HOME, FILING, CASE FILE, and CALENDAR. The main content area displays a 'Quick Access' bar with icons for filing various documents, a 'Court Replies and Notifications' section, and a table of recent filings.

Document	Date/Time	Case / Sub Case	Case Title	File Ref No
<input type="checkbox"/> SUMMONS FOR INJUNCTION - Accepted [View]	14-May-2020 01:39 PM	HC/ADM 15/2020 - HC/SUM 14/2020	Owner and/or Demise Charterer of the vessel S1_amend (IMO No. bbbb) v Owner and/or Demise Charterer of the vessel S1 (IMO No. BBBB)	
<input type="checkbox"/> STATEMENT OF CLAIM - Accepted [View]	14-May-2020 01:39 PM	HC/ADM 15/2020	Owner and/or Demise Charterer of the vessel S1_amend (IMO No. bbbb) v Owner and/or Demise Charterer of the vessel S1 (IMO No. BBBB)	
<input type="checkbox"/> WRIT OF SUMMONS (IN REM) FOR ADMIRALTY - Accepted [View]	14-May-2020 01:39 PM	HC/ADM 15/2020	Owner and/or Demise Charterer of the vessel S1_amend (IMO No. bbbb) v Owner and/or Demise Charterer of the vessel S1 (IMO No. BBBB)	
<input type="checkbox"/> SUMMONS FOR INJUNCTION - Accepted [View]	14-May-2020	HC/S.35/2020 -	James Nicholas v Charamae	

eLitigation Main Page - Logout

The user will be re-directed to the eLitigation Homepage.



The user can log out of eLitigation any time by simply clicking the Logout button at the upper right corner of the page.

CHAPTER 2

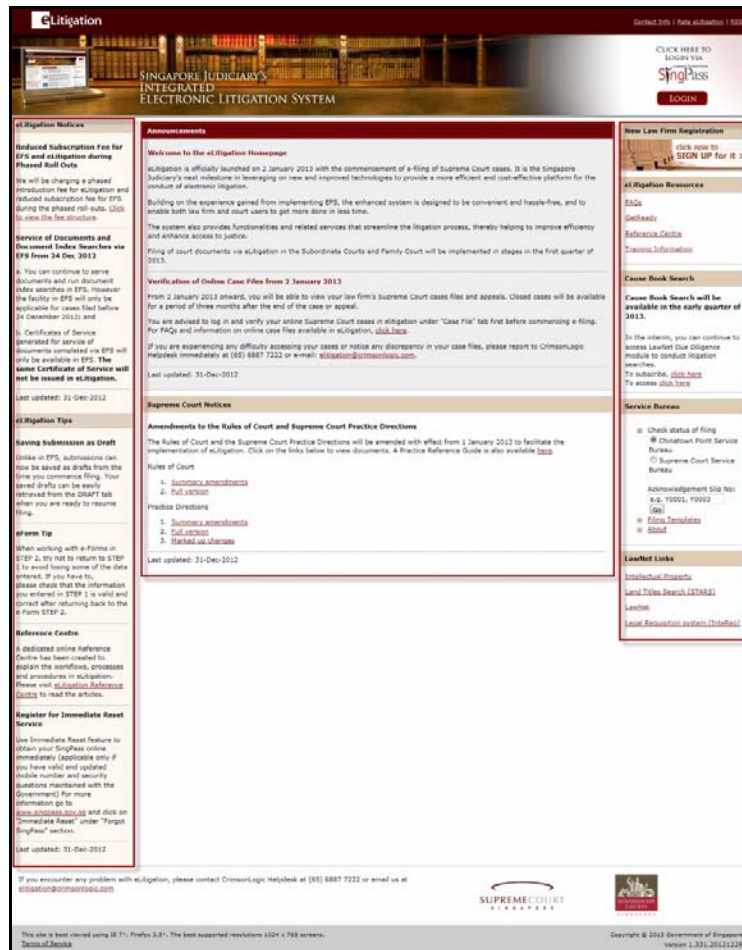
eLitigation Portal

The eLitigation Portal consists of the following sections:

- eLitigation Homepage
- eLitigation MainPage
- User Access Table
- Cause Books Search (Available at a later date)

eLitigation Homepage

The eLitigation Homepage is what users will see before logging into the system.



eLitigation Homepage

The eLitigation Homepage has the following sections:

- eLitigation Notices
- eLitigation Tips
- Announcements
- Supreme Court Notices
- New Law Firm Registration
- eLitigation Resources
- Cause Book Search (Available at a later date)
- Service Bureau
- LawNetLinks

eLitigation Main Page

Upon login, the user will be directed to the eLitigation Main Page.

The screenshot displays the eLitigation Main Page. The interface includes a top navigation bar with a 'Quick Access' section (labeled 4) containing icons for 'File a New Case', 'File a Summons', 'File an Affidavit', 'File a Request', 'File a Document', 'File a Writ of Execution', 'File a Caveat', 'File a Power of Attorney', and 'Extract an Order/Judgment'. A 'Logout' link (labeled 5) is in the top right. A 'Court Replies and Notifications' section (labeled 2) is below the quick access icons. The main content area (labeled 3) is a table of court documents with columns for 'Document', 'Date/Time', 'Case / Sub Case', 'Case Title', and 'File Ref No'. The table lists various documents such as 'SUMMONS FOR INJUNCTION - Accepted [View]', 'STATEMENT OF CLAIM - Accepted [View]', and 'WRIT OF SUMMONS (IN REM) FOR ADMIRALTY - Accepted [View]'. A left sidebar (labeled 1) contains navigation links for 'HOME', 'FILING', 'CASE FILE', 'CALENDAR', 'REPORTS', 'CAUSE BOOK SEARCH', 'ADMINISTRATION', 'NOTIFICATIONS AND ALERTS', 'UPMS INTERFACE', 'PC', 'MOBILE VIEW', 'AUTHORISED USERS', and 'BULK FILING PROCESSING MONITORING'. The bottom of the page shows a footer with copyright information and a version number.

eLitigation Main Page

The eLitigation Main Page is divided into different sections:

Side Bar (1)

The side bar displays a list of all the process links that the user can access. The links are:

- Home
- Filing
- Case File (The five most recent case files will be displayed)
- Calendar
- Cause Book Search (Available at a later date)
- Notifications and Alerts

Using the side bar, the user can click on the sub-module titles and perform specific actions.

Court Replies and Notifications (2)

The middle section is a major part of the Main Page as it serves as the user's mailbox. The section is divided into five tabs: Inbox, Outbox, Sent, Draft and Archive. The user can mark the listed items as read or unread by using the **Mark as Read** and **Mark as Unread** buttons. This section also allows the user to access cases that he/she has created.

Search (3)

The search field in the eLitigation Main Page serves as a filter. The user can enter a specific word in the search criteria field and click Search to filter the Inbox, Sent, Draft or Archive messages accordingly. The user can enter the document name, case number, file name, Law Firm reference number, case title or party name to filter the search results.

Quick Access (4)

The Quick Access is a ribbon which lists the different functions and processes that the user can perform.

Logout (5)

The logout button serves as the exit button. When clicked, the user will be logged out of the eLitigation system.

User Access

Main Menu	Sub Menu / Functions	Law firms						
		Financial Manager	Administrator	Lawyer	Lawyer (View only)	Filing Clerk	Paralegal	Paralegal (View Only)
Home		*	*	*	*	*	*	*
eFiling	Draft		*	*	*	*	*	*
	File		*	*		*	*	
Case File	All case file related functions		*	*	*	*	*	*
	5 most recent case access		*	*	*	*	*	*
	Collaboration		*	*	*	*	*	*
Calendar			*	*	*	*	*	*
Reports		*	*					
Cause Book Search			*	*	*	*	*	*
Administration			*					
	Manage Law Firm		*					
	Manage Users		*					
	Manage Teams		*					
	Case Access		*					
Notifications and Alerts			*					
	Notification Preferences	*	*	*	*	*	*	*
	Notification Configurations		*					
LPMS Interface			*					
	File Download		*					

eLitigation User Access Table

The User Access Table shows the different modules the Law Firm User can access. The Lawyer, Filing Clerk and Paralegal can access the same modules in eLitigation, while the Financial Manager can only access Home, Reports and Notification Preferences.

The System Administrator can access and perform all of the functions as seen on the eLitigation User Access Table.

The Law Firm User can offer Clients access to the case file in Collaboration.

CHAPTER 3

eFiling

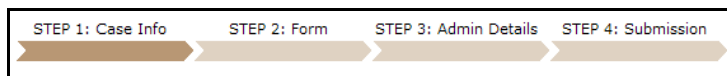
The eFiling functionality of the eLitigation system refers to the process of filing documents electronically (attachments, eForms or PDF documents) to the Courts. Depending on the case type being filed, the system also presents a pre-defined set of eFiling scenarios, including the relevant Court forms and/or supporting attachments.

eFiling Process

Using the eLitigation system, Lawyers, Filing Clerks, Filing Government Agencies and Service Bureau can prepare and file documents to the Courts electronically. The system utilises four steps for the entire filing process. Once cases and documents are filed, the system will create a CaseFile which will be accessible to the Law Firm(s) and Service Bureau involved.

The system also allows users to compose or upload forms to enhance accuracy and consistency across all documents that are filed to the Courts. The eLitigation system automatically computes and informs the user of the filing and stamp fees that need to be paid for the filing of these documents.

eFiling follows a 4-Step Process.



eLitigation 4-Step Filing Process

Step 1: Case Information

This stage describes the details of the case such as:

- Case Overview
- List of Parties
- Questionnaires

Step 2: Form

This stage allows the user to perform the following functions relating to Court forms and documents:

- Compose
- Upload
- Download
- Add/Delete Document

Step 3: Admin Details

This stage provides the user with administrative information and input of the following details:

- Hearing Details
- Urgent Indicator
- Backdate Request
- eService
- Filing Fee and Waiver Details

Step 4: Submission

The final stage allows the user to preview and print details of the case before confirming it for submission. The user can view the case details and the attached or uploaded documents in the previous stages.



Depending on the selected case type, fields in the different steps mentioned above may vary.

eFiling Initial Steps

There are two ways for a Law Firm User to start filing a case. After a successful login to eLitigation, the user can choose between:

Option 1: **Quick Access >> File a New Case**

The screenshot shows the eLitigation web application interface. At the top, there is a navigation bar with the eLitigation logo, a welcome message for 'Admin from Adam Allan & Co', and links for 'Logout', 'FAQs', 'User Guide', 'Contact Info', and 'RSS'. Below the navigation bar is a 'Quick Access' section with several icons for different filing actions: 'File a New Case' (highlighted with a red box and arrow), 'File a Summons', 'File an Affidavit', 'File a Request', 'File a Document', 'File a Writ of Execution', 'File a Caveat', 'File a Power of Attorney', and 'Extract an Order/Judgment'. Below the 'Quick Access' section is a 'Court Replies and Notifications' section with tabs for 'Inbox', 'Outbox', 'Sent', 'Draft', and 'Archive'. The 'Inbox' tab is selected, showing a list of documents. The list has columns for 'Document', 'Date/Time', 'Case / Sub Case', 'Case Title', and 'File Ref No'. Two documents are listed: 'SUMMONS FOR INJUNCTION - Accepted [View]' and 'STATEMENT OF CLAIM - Accepted [View]'. Both documents were filed on 14-May-2020 at 01:39 PM under case 'HC/ADM 15/2020 - HC/SUM 14/2020'. The case title for both is 'Owner and/or Demise Charterer of the vessel S1_amend (IMO No. bbbb) v Owner and/or Demise Charterer of the vessel S1 (IMO No. BBBB)'.

Filing a New Case: Option 1

Upon clicking **File a New Case**, the user will be directed to a page and asked if he/she would be re-filing a document that has been previously rejected. This is a mandatory question.

STEP 1: Case Info STEP 2: Form STEP 3: Admin Details STEP 4: Submission

* Mandatory field

Are you re-filing a document that was previously rejected by the Court? *

☐ Yes ☒ No

Mandatory Field

When the user selects **Yes**, this means the user is filing a document that has been previously rejected by the Court and is now re-filing an amended document.



Refer to **Chapter 5: Other Types of Filing – Filing a Document that was Previously Rejected** for more information.

When the user selects **No**, this means the user is filing a new case. The following case file examples outline the filing process where the user is filing a new case.

Option 2: Main Menu >> Filing >> Document Search & Browse

The screenshot shows the eLitigation web application. On the left is a dark sidebar menu with options: HOME, FILING (highlighted with a red box and arrow), CASE FILE, CALENDAR, REPORTS, CAUSE BOOK SEARCH, and ADMINISTRATION. The main content area has a top navigation bar with 'Welcome, Admin from Adam Allan & Co | Logout' and links to 'FAQs', 'User Guide', 'Contact Info', and 'RSS'. Below the navigation bar is a 'Quick Access' section with icons for 'File a New Case', 'File a Summons', 'File an Affidavit', 'File a Request', 'File a Document', 'File a Writ of Execution', 'File a Caveat', 'File a Power of Attorney', and 'Extract an Order/Judgment'. Below this is the 'Document Search & Browse' section, which contains a search prompt 'Please enter part of the Document Title to be searched.', a text input field labeled 'Document Title:', a search button, and radio button filters for 'Supreme Court', 'Family Division Of The High Court', 'District Court', 'Family Courts', and 'Magistrate's Court'.

Filing a New Case: Option 2

Enter the full or partial commencing **Document Title** in the search field. The system will automatically display the list of matching documents below.

eLitigation Welcome, Admin from Adam Allan & Co | Logout | FAQs | User Guide | Contact Info | RSS

Quick Access

File a New Case | File a Summons | File an Affidavit | File a Request | File a Document | File a Writ of Execution | File a Caveat | File a Power of Attorney | Extract an Order/Judgment

Document Search & Browse

Please enter part of the Document Title to be searched.

Document Title:

929 documents found for **Summons**

Document Title	Case Type	Document category	Legislation	Item No.	Filing Fee	Processing Fee	Transmission Fee
ALL OTHER SUMMONS	Divorce (Transferred)	Summons	Matrimonial Proceedings Rules	10	Flat Fee of \$14	\$4.00	\$0.80
ALL OTHER SUMMONS	SICC Originating Summons	Summons			Flat Fee of \$0 (Tier 1), \$0 (Tier 2)	\$0.00	\$0.00
ALL OTHER SUMMONS	SICC Writ Of Summons	Summons			Flat Fee of \$0 (Tier 1), \$0 (Tier 2)	\$0.00	\$0.00
ALL OTHER SUMMONS	Admission of Advocates and Solicitors	Summons	Rules of Court	10	Flat Fee of \$100 (Tier 1), \$200 (Tier 2)	\$4.00	\$0.80
ALL OTHER SUMMONS	Admiralty	Summons	Rules of Court	10	Flat Fee of \$100 (Tier 1), \$200 (Tier 2)	\$4.00	\$0.80
ALL OTHER SUMMONS	Taxation	Summons	Rules of Court	10	Flat Fee of \$100 (Tier 1), \$200 (Tier 2)	\$4.00	\$0.80
ALL OTHER SUMMONS	Appeal from District Judge in Chambers (Ord SSC, Protection from Harassment Act)	Summons	Rules of Court	10	Flat Fee of \$100 (Tier 1), \$200 (Tier 2)	\$4.00	\$0.80

Filing – Document Search & Browse

Click the commencing **Document Title** link to be directed to the **Step 1: Case Information Page** with the mandatory question as displayed above.

The Search Results list also shows the following information about the document:

- Document Title – indicates the title of the document
- Document Category – indicates the category in which the document falls under
- Legislation – indicates the Court-published Legislation paper relevant to the document
- Item No. – indicates the relevant paragraph number in the Legislation
- Filing Fee – indicates the fee the user has to pay in filing the selected document
- Processing Fee – indicates the processing fee the user has to pay in filing the selected document
- Transmission Fee – indicates the transmission fee the user has to pay in filing the selected document



Using the Document Search & Browse function, the User can also perform a search for relevant case documents to be filed subsequently. Refer to Chapter 5: Other Types of Filing – Filing a Subsequent Document for more information.

Filing a New Case

Filing a new case means the user is filing a case that is not found anywhere or saved in the existing eLitigation system. Filing follows the 4-Step process of eLitigation.

- Step 1: Case Information
- Step 2: Forms
- Step 3: Admin Details
- Step 4: Submission

While the look and feel of each step mentioned above may be similar, the fields and the information indicated in each step may vary depending on the selected case type.

Step 1: Case Information

Step 1: Case Information involves entering information about the case, adding the party or parties and answering related questionnaires.

The input fields, sections and documents to be entered in the **Step 1: Case Information Page** are dependent on the case type the user has selected.

To file a new case:

1. Select **No** to the mandatory field question, which means that the user is **NOT** re-filing a document that has been previously rejected.
2. Select the **Case Type** from the dropdown list. The choices are:
 - Admiralty Writ of Summons
 - Admission of Advocates and Solicitors
 - Appeal
 - Bankruptcy Application
 - Bill of Costs
 - Bill of Sale
 - Caveat
 - Corporate Entity Winding Up Application
 - Criminal Appeal
 - Criminal Case
 - Criminal Motion
 - Criminal Reference
 - Criminal Revision
 - District Court Appeal
 - Enforcement of Commissioner for Labour Order(s)

- Enforcement of Order of Tribunal
- Family Counselling
- Family Mediation/Joint Conference
- Originating Summons
- Originating Summons (Adoption)
- Originating Summons (Bankruptcy)
- Power of Attorney
- Probate Application/Citation
- Writ of Divorce
- Writ of Summons

The screenshot shows a web form titled "Case Overview". It contains a question "What type of case are you commencing for this filing?" followed by a "Case Type:" label and a dropdown menu. The dropdown menu is open, displaying a list of case types. The first item is "[Select]", followed by "Select", and then a long list of legal case types including "Admiralty Writ of Summons", "Admission Of Advocates And Solicitors", "Appeal", "Bankruptcy Application", "Bill of Costs", "Bill of Sale", "Caveat", "Corporate Entity Winding Up Application", "Criminal Appeal", "Criminal Case", "Criminal Motion", "Criminal Reference", "Criminal Revision", "District Court Appeal", "Enforcement of Commissioner for Labour Order(s)", "Enforcement of Order of Tribunal", "Family Counselling", "Family Mediation/Joint Conference", "Originating Summons", "Originating Summons (Adoption)", "Originating Summons (Bankruptcy)", "Power of Attorney", "Probate Application/Citation", "Writ of Divorce", and "Writ of Summons".

Case Type Selection Dropdown

Once the **Case Type** has been selected, the rest of the sections and fields will be displayed.



The screens and steps below follow the Writ of Summons case type.

STEP 1: Case Info STEP 2: Form STEP 3: Admin Details STEP 4: Submission

* Mandatory field
Are you re-filing a document that was previously rejected by the Court? * ☐ Yes ☒ No

Case Overview

What type of case are you commencing for this filing?
Case Type:

To be heard in:
☒ High Court ☐ District Court ☐ Magistrates' Courts

File Reference No:

List of Parties

Select at least one Plaintiff and one Defendant.

Questionnaires

Nature of Case
Select up to 10 categories of Nature of Case.

Specify the relief claimed:
Note on Claim Details:

- Where a liquidated claim is sought, the amount of the claim must be provided. Where the said claim is made in foreign currency, the equivalent value in S\$ must be provided.
- Where an unliquidated claim is sought, the estimated value of the claim must be provided.
- Where other relief is sought, please select the nature of the relief that best describes that which is claimed.
- The value of the claim / estimated claim sought should be within the jurisdiction of the Court selected as follows:
 - Magistrates' Courts : up to S\$60,000
 - District Court: up to S\$250,000
 - High Court: above S\$250,000

Liquidated Claim

S/No	Currency Type	Amount Claimed	SGD Equivalent
<input type="checkbox"/> 1	<input type="text" value="[SELECT]"/>	<input type="text" value="0.00"/>	<input type="text" value="S\$ 0.00"/>

Total Value of Liquidated Claim: S\$

Unliquidated Claim

S/No	Type of Unliquidated Claim	Description
<input type="checkbox"/> 1	<input type="radio"/> Damages to be assessed <input type="radio"/> Others	

Total Estimated Value of Unliquidated Claim: S\$

Other Relief

S/No	Relief Claimed	Description
<input type="checkbox"/> 1	<input type="text" value="[SELECT]"/>	

Other Questions

- Is it currently anticipated that the Writ to be issued will be served out of jurisdiction? ☐ Yes ☒ No
- Are you filing a Generally Endorsed Writ or will a Statement of Claim be filed with Writ? ☒ Generally Endorsed Writ ☐ Statement of Claim
- Is the Writ issued against partners in a firm? ☐ Yes ☒ No
- Are you filing for an injunction together with the Writ? ☐ Yes ☒ No

Step 1: Case Information Page

- Mark the button that indicates where the case will be heard. The user can select from **High Court**, **District Court** or **Magistrates' Courts**.
- Enter the **File Reference No.** in the field provided, if available. This reference number is the same number used by Law Firms in subsequent case filing.

Case Overview

What type of case are you commencing for this filing?
Case Type:

To be heard in:
☒ High Court ☐ District Court ☐ Magistrates' Courts

File Reference No:

Case Overview - Filing a Writ of Summons



The File Reference Number is an optional field and can be left blank.

Adding Party from Another Case

- In the List of Parties section, click **Add Party From Another Case** to add a party from an existing case, or click **Add Party Manually** to enter the party's information.

List of Parties - Filing a Writ of Summons

- Upon clicking the **Add Party from Another Case** option, the Load Party Details from the Originating or Existing Cases Window will be displayed.

In this section, the user can enter the **Case No** and click **Retrieve Parties** to retrieve the list of parties related to the specified case.

Retrieved List of Parties

- Select the party or parties to add by marking the corresponding checkbox. Then, mark the **Filing Party** checkbox if the retrieved party is the one filing the case.
- Select the **Party Role** from the dropdown list and click **Add Selected Parties**. The selected party or parties will be listed in the List of Parties section.

List of Parties - Add Party From Another Case

Adding Party Manually

9. Clicking the **Add Party Manually** option will display the Party Details page. The page is divided into the following sections:

- Party Information
- Contact Information
- Address Information
- Representative Information
- Solicitor Information

Party Details

Party Information

Type Of Entity*: Natural Person Party Type*: Plaintiff

Name*: Former Name:

Alias Name: S/No Alias Name Gender*: Male Female Unknown

1 Add Delete

Identification*: ID as follows Unknown Does Not Exist

Identity Type*: SIN NRIC

Identification No*: Country of Issue*: Singapore

Does this party have a Grant of Aid or Provisional Grant of Aid from the Legal Aid Bureau? Yes No

Check here to add Capacity details:

Contact Information

Local Contact Foreign Contact

Phone No: Mobile No:

Fax No: Email:

Address Information

Add Delete

Add Address Details

Address Entry Format: Local Address Address Type: Residential

Block/House No *: Floor No-Unit No: # -

Street Name*: Building Name :

Postal Code*: Save Cancel

Representative Information

Represented by your Law Practice

Law Practice Address: 4 Battery Road #26-01 Bank of China Building Singapore 049908

Solicitor Information

Please type Solicitor name to search:

ARLENE ANNE OEI CHEN CHOONG JOONG CHONG HORNG SIONG STEVEN SANKARAN LEENA MRS LEENA PINSLER ONG CHIN LEE LOH SZE ON QUENTIN KEE LAY LIAN

QUAH LI HWEE PATRICIA

Save Cancel

Party Details Page

Party Information

10. In the Party Information section, enter the party information in the fields provided. The Party Information fields will vary depending on the value selected in the **Type of Entity** field.

Type of Entity

Select the party entity type from the dropdown list. The Types of Entity are as follows:

- Cargo Owner
- Company
- Crew
- Demise Charterer
- Government Department
- Limited Liability Partnership
- Natural Person
- Partnership
- Society
- Sole Proprietorship
- Statutory Body
- Vessel Owner
- Vessel Owner and/or Demise Charterer
- None of the Above

The default selection is **Natural Person**.

Party Type

Select the party type from the dropdown list. Party types are as follows:

- Plaintiff
- Defendant
- Plaintiff in Counterclaim
- Defendant in Counterclaim
- Plaintiff in Issue
- Defendant in Issue
- Subsequent Party in Counterclaim
- Subsequent Party in Issue
- Third Party in Issue
- Third Party
- Third Party in Counterclaim
- Non Party

Name

Enter the name of the entity.

Former Name

Enter the former name of the entity, if any.

Alias Name

Enter the alias of the entity, if any.

Click **Add** to add another alias or click **Delete** to remove an existing alias from the list.

Gender

Select the gender of the entity by marking the appropriate button.

Identification/Identity Type

Select the identification and identity type of the entity.

Identification No.

Enter the identification number of the entity.

Country of Issue

Select the issuing country of the entity's identification.



If the Identity Type is SIN Birth Certificate, SIN FIN or SIN NRIC, the Country of Issue is defaulted to Singapore.

If the Identity Type is Foreign Passport, Others or Unknown, the user may select the Country of Issue from the dropdown list.

Grant of Aid

11. At the bottom of the Party Information section, the question "**Does this party have a Grant of Aid or Provisional Grant of Aid from the Legal Aid Bureau?**" is displayed.

Select **Yes** or **No**.

Selecting **Yes** will display a **Reference No** dropdown list where the user needs to select the Legal Aid Bureau Certificate Number based on the indicated Party Identification number of the party.

Does this party have a Grant of Aid or Provisional Grant of Aid from the Legal Aid Bureau? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Reference No:	<input type="text"/>

Grant of Aid/Provisional Grant of Aid Reference Number

A Grant of Aid or a Provisional Grant of Aid is a certificate filed by the Legal Aid Bureau that allows a full waiver of all fees associated in the case file.

Check here to add Capacity details

A capacity details field will be displayed when this checkbox is marked. Enter information about the capacity details.

Additional Party Information

The Additional Party Information section will be displayed for the following types of entity only:

- Cargo Owner
- Crew
- Demise Charterer
- Vessel Owner
- Vessel Owner and/or Demise Charterer

Refer to the images below for the Additional Party Information fields for each Type of Entity mentioned.

Party Information

Type Of Entity*: Cargo Owner Party Type*: Plaintiff

Name:

Additional Party Information

Additional Details

Details of the entity for which the party is acting in capacity for:

What is the Capacity of Party?: Cargo

Vessel Name*:

Vessel Type*: ☒ IMO ☐ Registration ☐ Both

IMO No*:

Cargo Owner Additional Party Information Fields

Party Information

Type Of Entity*: Crew Party Type*: Plaintiff

Name:

Vessel Name*:

Vessel Type*: ☒ IMO ☐ Registration ☐ Both

IMO No*:

Does this party have a Grant of Aid or Provisional Grant of Aid from the Legal Aid Bureau? ☒ Yes ☐ No

Reference No:

Additional Party Information

Additional Details

Details of the entity for which the party is acting in capacity for:

What is the Capacity of Party?: Crew

Name*:

Alias Name:

S/No	Alias Name
1	

Former Name:

Gender*: ☐ Male ☐ Female ☐ Unknown

Identification*: ☒ ID as follows ☐ Unknown ☐ Does Not Exist

Identity Type*: SIN NRIC

Identification No*:

Country of Issue*: Singapore

Crew Additional Party Information Fields

Party Information

Type Of Entity*:Demise ChartererParty Type*:Plaintiff

Name:

Additional Party Information

Additional Details

Details of the entity for which the party is acting in capacity for:

What is the Capacity of Party?:Demise Charterer

Vessel Name*:

Vessel Type*:IMORegistrationBoth

IMO No*:

Save

Demise Charterer Additional Party Information Fields

Party Information

Type Of Entity*:Vessel OwnerParty Type*:Plaintiff

Name:

Additional Party Information

AddDuplicateDelete

Additional Details

Details of the entity for which the party is acting in capacity for:

What is the Capacity of Party?:Vessel

Vessel Name*:

Vessel Type*:IMORegistrationBoth

IMO No*:

SaveCancel

Vessel Owner Additional Party Information Fields

Party Information

Type Of Entity*:Vessel Owner and/or Demise ChartererParty Type*:Plaintiff

Name:

Additional Party Information

AddDuplicateDelete

Additional Details

Details of the entity for which the party is acting in capacity for:

What is the Capacity of Party?:Vessel

Vessel Name*:

Vessel Type*:IMORegistrationBoth

IMO No*:

SaveCancel

Vessel Owner and/or Demise Charterer Additional Party Information Fields

Click Save to save the Additional Party Information.

Additional Party Information

	S/No	Name	ID	Capacity	Action
<input type="checkbox"/>	1	Sanjo	S789654565	Crew	Edit

AddDuplicateDelete



The user may add Additional Party Information as needed. To do this, simply click Add and fill in the fields provided. To delete an entry, mark the corresponding checkbox and click Delete.

To duplicate, select the additional party and click Duplicate.

To update the Additional Party Information details, click Edit and update the information.

Contact and Address Information

12. In the Contact Information section, select the button that indicates the type of contact information. The user can either select **Local Contact** or **Foreign Contact**. Contact fields may vary depending on the selected type of contact information.

Contact Information			
<input checked="" type="radio"/> Local Contact <input type="radio"/> Foreign Contact			
Phone No:	<input type="text"/>	Mobile No:	<input type="text"/>
Fax No:	<input type="text"/>	Email:	<input type="text"/>

Contact Information Section - Local Contact

Contact Information			
<input type="radio"/> Local Contact <input checked="" type="radio"/> Foreign Contact			
Phone No:	<input type="text"/> - <input type="text"/> - <input type="text"/>	Mobile No:	<input type="text"/> - <input type="text"/>
Fax No:	<input type="text"/> - <input type="text"/> - <input type="text"/>	Email:	<input type="text"/>

Contact Information Section - Foreign Contact

13. Enter the party's contact information.

14. In the Add Address Details section, select the **Address Entry Format** from the dropdown list and then enter the address details in the fields provided.

Address Information			
<input type="button" value="Add"/> <input type="button" value="Delete"/>			
Add Address Details			
Address Entry Format:	Local Address ▼	Address Type:	Residential ▼
Block/House No *:	<input type="text"/>	Floor No-Unit No:	# <input type="text"/> - <input type="text"/>
Street Name* :	<input type="text"/>	Building Name :	<input type="text"/>
Postal Code* :	<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Add Address Details Section - Local Address

Address Information			
<input type="button" value="Add"/> <input type="button" value="Delete"/>			
Add Address Details			
Address Entry Format:	Foreign Address ▼	Address Type:	Residential ▼
Address* :	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Country* :	[SELECT] ▼		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Add Address Details Section - Foreign Address

15. Click **Save**. The address is now listed on the Address list.

Address Information					
	S/No	Full Address Detail	Type	Action	Mailing
<input type="checkbox"/>	1	111 turner street #11-111 Singapore 11111	Residential	Edit	<input type="radio"/>
<input type="button" value="Add"/> <input type="button" value="Delete"/>					

Address List

To add another address, click Add and fill in the necessary fields.

To delete an address from the list, mark the corresponding checkbox and click Delete.



If there are two or more addresses on the list, select the button that indicates which address is the party's Mailing address.

Address Information					
S/No	Full Address Detail	Type	Action	Mailing	
<input type="checkbox"/> 1	111 turner street #11-111 Singapore 111111	Residential	Edit	<input checked="" type="radio"/>	
<input type="checkbox"/> 2	888 silver arrow lane #18-88 Singapore 741111	Residential	Edit	<input type="radio"/>	
Add Delete					

Representative Information

16. In the Representative Information section, the **Represented by your Law Firm** checkbox is marked by default.

Representative Information

⚠ It is advisable to only add the Law Firm information of the opposing party where it is clear that the said Law Firm is acting for the opposing party and ready to accept service. Otherwise, please do NOT add the Law Firm information of the opposing party.

☒ Represented by your Law Practice

Law Practice Address: 79 Robinson Road #25-08 CPF Building Singapore 068897

Representative Information Section – Represented by your Law Firm

If the user is adding a party that is not represented by the Law Firm, unmark the **Represented by your Law Firm** checkbox.

Representative Information

⚠ It is advisable to only add the Law Firm information of the opposing party where it is clear that the said Law Firm is acting for the opposing party and ready to accept service. Otherwise, please do NOT add the Law Firm information of the opposing party.

☐ Represented by your Law Practice

Law Practice: Please type Law Practice name to search

ALLEN & GLEDHILL LLP
 ALLEN & GLEDHILL LLP
 ALLEN & OVERY LLP
 ALLEN & OVERY LLP
 ALLEN & OVERY LLP
 ALLENS ARTHUR ROBINSON PTE LTD
 ALLENS ARTHUR ROBINSON PTE LTD
 ALLENS SINGAPORE PTE. LTD.

Law Practice Selected: ALLEN & GLEDHILL LLP

Law Practice Address: One Marina Boulevard #28-00 Singapore 018989

Selected Law Firm as Representative

17. Select from the list the Law Firm representing the party. Upon selection, the Law firm address will be displayed below the selection list and the Solicitor Information section will list all Solicitors from the selected Law Firm.

Representative Information

⚠ It is advisable to only add the Law Firm information of the opposing party where it is clear that the said Law Firm is acting for the opposing party and ready to accept service. Otherwise, please do NOT add the Law Firm information of the opposing party.

☐ Represented by your Law Practice

Law Practice: Please type Law Practice name to search

ALLEN & GLEDHILL LLP

ALLEN & GLEDHILL LLP
ALLEN & OVERY LLP
ALLEN & OVERY LLP
ALLEN & OVERY LLP
ALLENS ARTHUR ROBINSON PTE LTD
ALLENS ARTHUR ROBINSON PTE LTD
ALLENS SINGAPORE PTE. LTD.

Law Practice Selected: ALLEN & GLEDHILL LLP

Law Practice Address: ☒ One Marina Boulevard #28-00 Singapore 018989

Solicitor Information

Please type Solicitor name to search

AARON LEE TECK CHYE
ABDUL RASHID BIN ABDUL GANI
ALYSON LIM PEK BUR
ANDY YEO KIAN WEE
ANG CHENG HOCK
ANG CHIEH LENG DASELIN (HONG JIELING)
ANG HUI MING VIVIAN

>>> <<<

Selected Law Firm as Representative – List of Solicitors

If the party is not represented by any Law Firm, select Unrepresented as the Law Firm.

Representative Information

⚠ It is advisable to only add the Law Firm information of the opposing party where it is clear that the said Law Firm is acting for the opposing party and ready to accept service. Otherwise, please do NOT add the Law Firm information of the opposing party.

☐ Represented by your Law Practice

Law Practice: Please type Law Practice name to search

Unrepresented

A ALAGAPPAN & CO.
A C CHEONG & CO.
A C FERGUSON Law Corporation
A C FERGUSON LAW CORPORATION
A C SHONE & CO.
A C SYED & PARTNERS

Law Practice Selected: Unrepresented

Solicitor Information

18. In the Solicitor Information section, the names of all the solicitors in the selected Law Firm (whether default or otherwise) are displayed. Select a name (or multiple names while holding the **Ctrl** key), and click to move the selected name or names onto the Solicitor List.

Solicitor Information

Please type Solicitor name to search

CHEN CHUEN TAT
CHIAM TECK HOCK CECIL
CHIU HSU-HWEE BERNARD
CHOA SN-YIEN BRENDON
DEVINDER KUMAR S/O RAM SAKAL RAI
FERNANDEZ CHRISTOPHER
JOANNE BAN SHIANG MEI

>>> <<<

Solicitor Information



Click to remove the selected solicitors from the Solicitor List.

19. Click **Save**. The party is now listed on the List of Parties section.

List of Parties					
Select at least one Plaintiff and one Defendant.					
<input type="checkbox"/>	S/No	Party Name	Represented By	Filing Party	Role in this filing
<input type="checkbox"/>	1	Kim	ACTES LAW CORPORATION	<input checked="" type="checkbox"/>	Plaintiff
<input type="checkbox"/>	2	Sam	ALLEN & GLEDHILL LLP	<input type="checkbox"/>	Defendant
Add Party From Another Case Add Party Manually Delete					

List of Parties



To update the party details, click the Party Name link and update the party information.

To remove a party from the list, mark the corresponding checkbox and click Delete.

Questionnaires - Nature of Case

20. After entering the party details, proceed to the Questionnaires section. Add the Nature of Case by clicking **Add**. The Nature of Case window will be displayed.

Questionnaire
<p>Nature of Case</p> <p>Select up to 10 categories of Nature of Case.</p> <p>Add Delete</p> <p>Specify the relief claimed:</p> <p>Note on Claim Details:</p> <ol style="list-style-type: none"> Where a liquidated claim is sought, the amount of the claim must be provided. Where the said claim is made in foreign currency, the equivalent value in S\$ must be provided. Where an unliquidated claim is sought, the estimated value of the claim must be provided. Where other relief is sought, please select the nature of the relief that best describes that which is claimed. The value of the claim / estimated claim sought should be within the jurisdiction of the Court selected as follows: <ul style="list-style-type: none"> Magistrate's Court: up to S\$60,000 District Court: up to S\$250,000 High Court: above S\$250,000

Nature of Case - Add Button

21. Mark the checkbox of the applicable Nature of Case category. Click on “+” to expand the branches. The user may add up to 10 Nature of Case categories.

Nature of Case

- ☐ Administrative & Constitutional Law
- ☒ Admiralty and Shipping
- ☐ Arbitration
- ☐ Banking, Credit and Security
- ☐ Betting, Gaming and Lotteries
- ☐ Building and Construction Law
- ☐ Carriage of Goods by Air/Sea
- ☐ Companies
- ☐ Competition Law
- ☒ Contract
- ☐ Employment
- ☐ Environment Law
- ☐ Equity and Trusts
- ☐ Family Law
- ☐ Financial and Securities Markets
- ☐ Info-Technology Law
- ☐ Insolvency
- ☐ Insurance
- ☒ Intellectual Property
- ☐ Judicial Management
- ☒ Land
- ☐ Mortgagee's Claim
- ☐ Partnership
- ☐ Probate and Administration
- ☐ Restitution
- ☐ Societies & Other Associations
- ☐ Sports Law
- ☐ Taxation
- ☒ Tort
- ☐ Others

Save Cancel

Nature of Case List

22. Click **Save**. The selected nature of case entries are now listed on the Nature of Case List.

Nature of Case
Select up to 10 categories of Nature of Case.

S/No	Nature of Case	Main Claim
<input type="checkbox"/> 1	Administrative & Constitutional Law	<input checked="" type="radio"/>
<input type="checkbox"/> 2	Employment	<input type="radio"/>
<input type="checkbox"/> 3	Environment Law	<input type="radio"/>

Add Delete

Nature of Case List



If the user selects more than one Nature of Case, select the button that indicates the **Main Claim**.

To delete an entry, mark the corresponding checkbox and click **Delete**.

Questionnaires - Liquidated/Unliquidated Claim

23. Enter the required information in the Liquidated Claim, Unliquidated Claim, Other Relief and Other Questions sections.

If the **Currency Type** selected is **Singapore Dollar (SGD)**, the SGD Equivalent field will be automatically populated with a value that is similar to the Amount Claimed.

Specify the relief claimed:

Note on Claim Details:

- Where a liquidated claim is sought, the amount of the claim must be provided. Where the said claim is made in foreign currency, the equivalent value in S\$ must be provided.
- Where an unliquidated claim is sought, the estimated value of the claim must be provided.
- Where other relief is sought, please select the nature of the relief that best describes that which is claimed.
- The value of the claim / estimated claim sought should be within the jurisdiction of the Court selected as follows:
 - Magistrate's Court: up to S\$60,000
 - District Court: up to S\$250,000
 - High Court: above S\$250,000

Liquidated Claim			
S/No	Currency Type	Amount Claimed	SGD Equivalent
1	[SELECT]	0.00	S\$ 0.00

[Add] [Delete]

Total Value of Liquidated Claim: S\$ 0.00

Currency Type

The value of the claim or estimated claim should be within the jurisdiction of the selected Court:



- Magistrates' Courts: up to S\$60,000
- District Court: up to S\$250,000
- High Court: above S\$250,000

The minimum and maximum value of the claim amount is dependent on the type of Court the user has selected.

Liquidated Claim			
S/No	Currency Type	Amount Claimed	SGD Equivalent
1	[SELECT]	0.00	S\$ 0.00

[Add] [Delete]

Total Value of Liquidated Claim: S\$ 0.00

Unliquidated Claim	
S/No	Type of Unliquidated Claim
1	<input type="radio"/> Damages to be assessed <input type="radio"/> Others

[Add] [Delete]

Total Estimated Value of Unliquidated Claim: S\$ 0.00

Other Relief	
S/No	Relief Claimed
1	[SELECT]

[Add] [Delete]

Total Value of Liquidated/Unliquidated Claim



To add more claim details or relief claimed, click **Add**. To delete an entry, mark the corresponding checkbox and click **Delete**.

Additional fields may appear depending on the answers entered in the Questionnaire section.

24. If the selected **Type of Unliquidated Claim** is **Others**, a **Description** field will be displayed. Enter a description of the claim in the field provided.

Unliquidated Claim	
S/No	Type of Unliquidated Claim
1	<input type="radio"/> Damages to be assessed <input checked="" type="radio"/> Others

[Add] [Delete]

Total Estimated Value of Unliquidated Claim: S\$ 0.00

Description

Unliquidated Claim - Others

25. Select **Yes** if the user is filing an **Injunction together with the Writ**. Additional fields and the List of Parties section will be displayed if Yes is selected.

Other Questions

1. Is it currently anticipated that the Writ to be issued will be served out of jurisdiction? ☐ Yes ☒ No

2. Are you filing a Generally Endorsed Writ or will a Statement of Claim be filed with Writ? ☐ Generally Endorsed Writ ☒ Statement of Claim

3. Is the Writ issued against partners in a firm? ☐ Yes ☒ No

4. Are you filing for an injunction together with the Writ? ☒ Yes ☐ No

Please indicate if any of the following endorsements are applicable:

☐ This is a "by consent" application.

☐ This is an "ex parte" application.

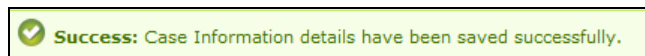
☒ No Endorsements Required.

List of Parties

S/No	Party Name	Party Type	Represented By	Filing Party	Respondent in this Application
1	Kim	Plaintiff	ACIES LAW CORPORATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Sam	Defendant	ALLEN & GLEDHILL LLP	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other Questions - Are you filing for an Injunction together with the Writ?

26. Mark the button that indicates which of the mentioned **Endorsements** are applicable.
27. In the List of Parties section, mark the appropriate checkbox to specify the **Filing Party** and **Respondent in this Application**.
28. Click **Save**. An acknowledgement message will be displayed.



Step 1: Case Information Page - Acknowledgement Message

29. Click **Next** to proceed to the **Step 2: Form Page**.



Click **Print Preview** to review the details entered in the **Step 1: Case Information Page** before printing it.

Key Pointers on Step 1: Case Information

- Mandatory Fields** are required fields in the eLitigation system the user needs to answer before continuing on to the next step or process. Mandatory fields have an **Asterisk** before or after the field name.

*** Mandatory field**

Mandatory Field

- Throughout the entire eLitigation system, key pointers or messages will be available to guide the user in entering or adding information for each section.

List of Parties

Select at least one Plaintiff and one Defendant.

Sample Key Pointer or Message

- The Questions found at the bottom of the **Step 1: Case Information Page** will determine the eForms or documents the user needs to add in the **Step 2: Form Page**.

Step 2: Form

The **Step 2: Form Page** contains a list of relevant case forms and documents based on the answers and other information provided on the **Step 1: Case Information Page** of the selected case.

There are three columns of information on the **Step 2: Form Page**:

- **Form Name and Description List**
This column displays the list of all eForms and documents, which have been generated by the system, based on the case details provided by the user in the **Step 1: Case Information Page**.

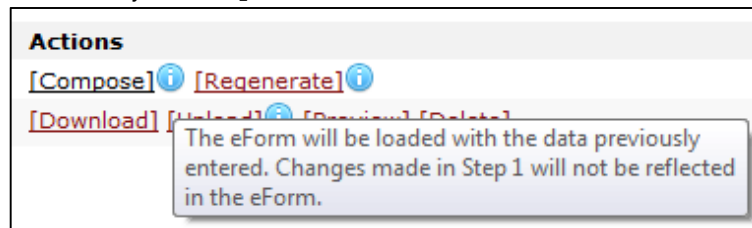
- **Actions**

The Actions column can contain **Compose, Regenerate, Upload, Download, Preview or Delete** action links, which the user can click and perform the respective function as explained below on the eForm or document.

Compose: System will populate the predefined details as entered in Step 1 and allow the user to compose/complete the document.

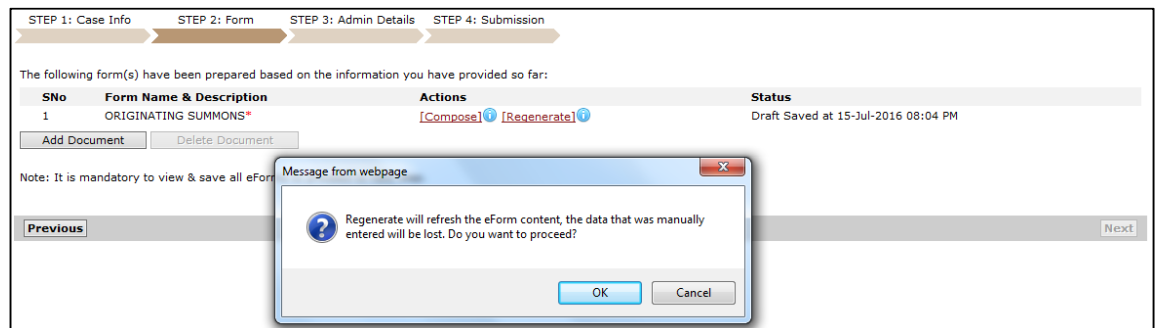
User will be able to save the document and click on Compose to resume to edit the document.

System provides an information icon for **Compose**. On mouse over, system will prompt the functionality of **Compose**. Refer the screen below:

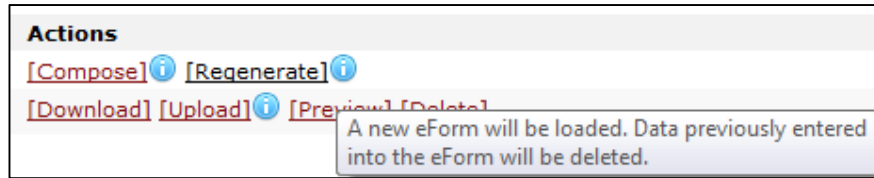


Regenerate: This option will be available if the user revisit Step 2 by navigating back to Step 1 and making any changes to the case details.

On clicking Regenerate, system will prompt a confirmation message and on clicking Ok, the previously entered details on the eForm will be discarded, if any.



System provides an information icon for **Regenerate**. On mouse over, system will prompt the functionality of **Regenerate**. Refer the screen below:

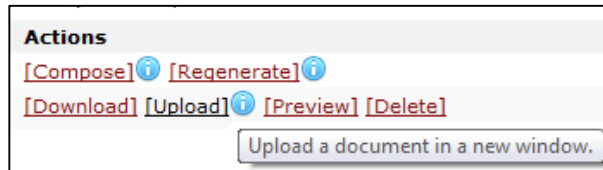


Upload: This option will be available on clicking **Add Document**. User will be able to upload additional documents, if any.

SNo	Form Name & Description	Actions	Status
1	ORIGINATING SUMMONS*	[Compose] [Regenerate]	Draft Saved at 15-Jul-2016 08:04 PM
2	AFFIDAVIT	[Upload]	

Note: It is mandatory to view & save all eForms to proceed to next step.

System provides an information icon for **Upload**. On mouse over, system will prompt the functionality of **Upload**. Refer the screen below:



Preview: On Click of Preview link, system will preview the previously uploaded document, if required.

Delete: On Click of Delete link, system will delete the previously uploaded document, if required.

Download: On Click of Download link, system will download the previously uploaded document, if required.

- **Status**

This column shows the most recent date and time in which the eForms or documents have been modified.

SNo	Form Name & Description	Actions	Status
1	WRIT OF SUMMONS*	[Compose]	Draft Saved at 22-Nov-2012 10:53 AM
2	STATEMENT OF CLAIM	[Upload]	
3	SUMMONS FOR INJUNCTION*	[Compose]	Draft Saved at 22-Nov-2012 10:53 AM

Note: You may click "Compose" to fill in the form while online.
You may click "Upload" to submit a document. Or you may click "Download" to download the PDF.

Step 2: Form Page

30. Depending on the type of eForm or document listed on the page, click on the applicable action link to perform the necessary action for the form. The user may compose, download, upload, preview, add or delete documents.

The documents listed on the Form Name and Description List are dependent on the selections made in the **Step 1: Case Information Page**. With this, the eForms may vary depending on the selected case type as well as the answers made to the questionnaire.

eForm and Document Characteristics

The eForms and documents have the following characteristics:

- By clicking **Compose**, the eForm will be displayed and the contents of the editable box can be edited. Information that cannot be clicked or not in the editable box cannot be edited.
- Only documents in **Portable Document Format** or **PDF** can be uploaded and added to the Form Name and Description list.
- Any information or content changed in the editable eForm will be saved once the **Save** button is clicked.
- Content in the editable box can be cut, copied and pasted to another editable box.
- In some eForms, the user can add paragraphs, sub-paragraphs, prayers and sub-prayers.
- Some of the editable boxes in the eForms have pre-populated or standard prayers, clauses, etc. The user can add to or make changes to these texts accordingly.

The following actions can be done to the eForms. These actions may vary depending on the type of eForm required by the case.

Compose

Click **Compose** under the Actions column to show the corresponding eForm to be composed or edited. The eForm will be displayed.

IN THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

Between
Hannah
(IC Others L14788741) ...Plaintiff(s)

and
Hailey
(IC Others L963254) ...Defendant(s)

WRIT OF SUMMONS

To:
Hailey
14 Tom Lane Singapore 123632

THIS WRIT OF SUMMONS has been issued against you in respect of the claim endorsed herein.

You must:

- 1) satisfy the claim; or
- 2) enter an appearance,

within 8 days after the service of this Writ, failing which, the Plaintiff(s) may proceed with the action and enter judgment against you without further notice.

ENDORSEMENT OF CLAIM

- 1 This writ may not be served more than 6 calendar months after the above date unless renewed by order of the Court.
- 2 To defend the claim, the Defendant(s) must enter an appearance(s) using the electronic filing service either personally or by a solicitor at the Registry of the SUPREME COURT and notify the (Plaintiff(s) / Plaintiff's solicitors) accordingly within 8 days after service hereof, otherwise judgment may be entered against him without further notice.

eForm

Click the editable box on the eForm to add content to or edit the existing content of the eForm.

WRIT OF SUMMONS

To:
Hailey
14 Tom Lane Singapore 123632

THIS WRIT OF SUMMONS has been issued against you in respect of the claim endorsed herein.

You must:

- 1) satisfy the claim; or
- 2) enter an appearance,

within 8 days after the service of this Writ, failing which, the Plaintiff(s) may proceed with the action and enter judgment against you without further notice.

ENDORSEMENT OF CLAIM

This case is

eForm Editable Box

Once done, click **Save**. An acknowledgement message will be displayed.

Form Saved Successfully

Acknowledgement Message

Click **Edit** to edit the eForm again, or **Close** to return to the **Step 2: Form Page**.

Upload

Click **Upload** to display the Upload Document window.

Upload Document Window



The fields in the Upload Document Window may differ depending on the type of document.

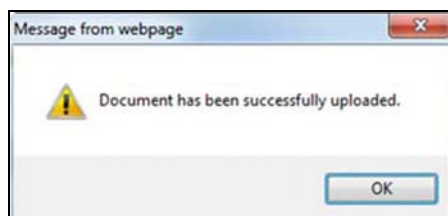
Click **Browse** to select the file for uploading. The selected file will be displayed.

Upload Document Window – Selected Document for Uploading



Click **X** to remove the document.

Click **Upload**. A confirmation pop-up window will be displayed confirming that the selected document has been successfully uploaded.



Confirmation Message



Only PDF documents can be uploaded and added to the Form Name and Description list.

Click **OK** to exit the window. The **Step 2: Form Page** with the uploaded document will be displayed.

The following form(s) have been prepared based on the information you have provided so far:

SNo	Form Name & Description	Actions	Status
1	WRIT OF SUMMONS*	[Compose]	Draft Saved at 22-Nov-2012 10:55 AM
2	STATEMENT OF CLAIM	[Download] [Upload] [Preview] [Delete]	Uploaded by SIT Testing on 22-Nov-2012 10:54 AM
3	SUMMONS FOR INJUNCTION*	[Compose]	Draft Saved at 22-Nov-2012 10:56 AM

Buttons: Add Document, Delete Document

Note: You may click "Compose" to fill in the form while online.
You may click "Upload" to submit a document. Or you may click "Download" to download the PDF.

Buttons: Previous, Cancel, Next

Uploaded Document



Click the **Delete** link beside the uploaded document to remove the uploaded document from the Form Name and Description List.

Click the **Preview** link beside the uploaded document to preview the uploaded document.

Download

Click **Download** to download the uploaded document. A File Download window will be displayed.

File Download

Do you want to open or save this file?

Name: STATEMENT_OF_PARTICULARS.pdf
Type: Adobe Acrobat Document
From: dev.dietst.crimsonlogic.sg

Buttons: Open, Save, Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

File Download Window

Click **Open** to view the document, or **Save** to save a copy in the computer.

Adding Documents

Depending on the case file, the **Add Document** and **Delete Document** button will appear.

Upon clicking **Add Document**, the **Add Document** window will be displayed.

Add Document

Please select the Supporting Document: AFFIDAVIT

No. of Documents : 1

Buttons: Add, Cancel

Add Document Window

Select from the dropdown list the type of **Supporting Document** to add, and enter the **No of Documents** to be added. The user may select from the following:

- Affidavit
- Other Supporting Document
- Legal Aid Certificate
- Emergency Certificate

Once done, click **Add**. The type of supporting document is now added to the Form Name and Description list.

Added Documents - Form Name and Description List

Click **Upload** to upload the indicated documents.

For Other Supporting Documents/Emergency Certificate/Legal Aid Certificate, the user can enter the **Document Title**. By default, the document type will be displayed as the Document Title.

For Affidavits, the user will be required to enter information in the following fields:

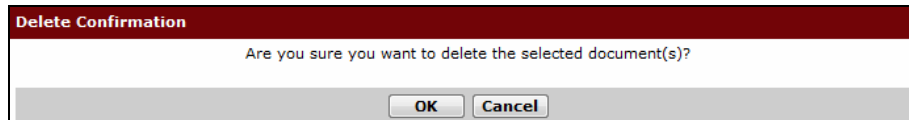
Select the **Date** the Affidavit is sworn or affirmed, and enter the **Full Name** of the

Deponent. Then, click Browse Files to Upload to select the affidavit file for uploading.

Once done, click **Upload**.

Deleting Documents

To delete the document from the list, mark the checkbox of the item to be deleted and click **Delete Document**. The Delete Confirmation window will be displayed.



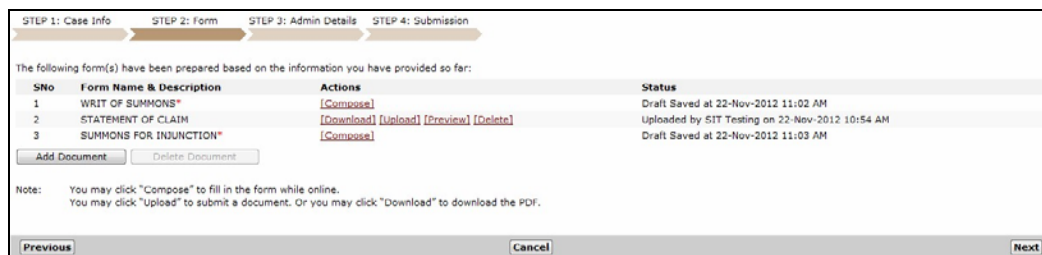
Delete Confirmation

Are you sure you want to delete the selected document(s)?

OK **Cancel**

Delete Confirmation Window

Click **OK**. The document is now removed from the Form Name and Description list.



STEP 1: Case Info STEP 2: Form STEP 3: Admin Details STEP 4: Submission

The following form(s) have been prepared based on the information you have provided so far:

SNo	Form Name & Description	Actions	Status
1	WRIT OF SUMMONS*	[Compose]	Draft Saved at 22-Nov-2012 11:02 AM
2	STATEMENT OF CLAIM	[Download] [Upload] [Preview] [Delete]	Uploaded by SIT Testing on 22-Nov-2012 10:54 AM
3	SUMMONS FOR INJUNCTION*	[Compose]	Draft Saved at 22-Nov-2012 11:03 AM

Add Document **Delete Document**

Note: You may click "Compose" to fill in the form while online.
You may click "Upload" to submit a document. Or you may click "Download" to download the PDF.

Previous **Cancel** **Next**

Document Removed from the Form Name and Description List



For PDF documents, the user can also click the **Delete** link beside the document name.

- After composing, uploading or adding the necessary eForms or documents, click **Next**. The **Step 3: Admin Details Page** will be displayed.

Step 3: Admin Details

Step 3: Admin Details allows the user to update the Hearing Details, indicate urgency, request to Backdate, eServe, and request for an Exemption or Waiver of Fees.

The screenshot shows the 'Step 3: Admin Details' page in the eLitigation system. The page is divided into several sections:

- Hearing Details:** A section with a question 'Is there any special request required?' and radio buttons for 'Yes' and 'No' (selected).
- Urgent:** A section with a question 'Do you require urgent processing of the Documents?' and radio buttons for 'Yes' and 'No' (selected).
- Request to Backdate:** A section with a 'Backdate Request Date' field (set to 01/01/2016) and a 'Reason for Backdating' dropdown menu.
- E-Service:** A section with a 'List of Law Practices' (including Alpha & Omega Law Corporation, Alpha Law LLC, Alyssa Lee & Co., Andrew Chia & Co., Andrew EE & Co., Andrew LLC, Andrew Tan Tiong Gee & Co., Andrew Yap & Company, Ang & Partners, Angela Wong & Co., Anjali Dyer & Associates, Ann Tan & Associates, APAC Law Corporation, Aptus Law Corporation, ASUL Chew & Partners, Ascendia Law Corporation, Asia Ascend Law Corporation, Asia Law Corporation, Asia Practice LLP) and a 'Service upon acceptance of filing' section.
- Fees Payable:** A section with a 'Filing Fees' table and a 'Request for Exemption/ Waiver' section.
- eService Fees:** A section with a table showing the number of recipients and documents.

The 'Filing Fees' table is as follows:

Document Name	Fee	Document Fee	Processing Fee	Transmission Fee	Sub
EX-PARTE ORIGINATING SUMMONS (PROBATE)	Computed	\$81000.00	\$84.00	\$83.60	\$81
STATEMENT	Computed	\$80.00	\$84.00	\$83.60	
DEATH CERTIFICATE	Computed	\$80.00	\$84.00	\$80.80	
Total Fees Payable:					\$81

The 'eService Fees' table is as follows:

Details	Quantity
Number of Recipients	0
Number of Documents	3
Total eService Fees Payable:	

Admin Details Page

32. The **Step 3: Admin Details Page** is divided into different sections as listed below. Each section varies depending on the selected case type. Enter the required information in the fields provided for each section.

Hearing Details

The Hearing Details section allows the user to indicate if there is any special request pertaining to the hearing.

Hearing Details

Is there any special request required?

☐ Yes
 ☒ No

Hearing Details Section

By default, the Hearing Details special request section is marked as **No**. This means the user does not have any request pertaining to the hearing of the case. Marking **Yes** will display a special request text box. Enter the details of the **Special Request** in the field provided.

The screenshot shows a form titled "Hearing Details". Below the title, it says "Please state any special request you may have." followed by the question "Is there any special request required?". There are two radio buttons: "Yes" (which is selected) and "No". Below the radio buttons, it says "State your special request." followed by a large text input field.

Hearing Details - Special Request Field

Urgent

This section allows the user to request for urgent handling of the documents to be filed. Urgent documents will be placed at the head of the queue for transmission and processing. An urgent fee will be charged for every document that is listed in the Fee Details section.

The screenshot shows a form titled "Urgent". Below the title, it says "Do you require urgent processing of the Documents?". There are two radio buttons: "Yes" (which is selected) and "No".

Urgent Section



Urgent handling request can be performed only for documents that are manually accepted by the system. It cannot be applied for auto-accepted documents.

Request to Backdate

This section allows the user to request a backdate for the filing of documents. Upon approval, the case document involved will show the requested backdate details in the **Filing Date and Time**.

Enter the **Backdate Date** and **Time** and the **Reason for Backdating**.

The screenshot shows a form titled "Request to Backdate". Below the title, it says "Backdate Request Date:". There are two input fields: one for the date (format dd-MM-yyyy) and one for the time (format hh:mm). To the right of the time field is a dropdown menu for AM/PM, currently set to AM. Below these fields is a large text input field for the "Reason for Backdating".

Request to Backdate Section

eService

There are three types of eService for the user to choose from.

E-Service

List of Law Practices
Please type Law Practice name to search

Angela Wong & Co #
Badri & Brian #

A C Fergusson Law Corporation
A C SHONE & CO
A L HUSSEIN & FAIZAL WAHYUNI
A. Mohamed Hashim
A.ROHIM NOOR LILA & PARTNERS
Abraham Logan & Partners
Achievers LLC
Adam Allan & Co
Advent Law Corporation
Aegis LLC
AEQUITAS LAW LLP
ALAIN A JOHNS PARTNERSHIP
Alan Shankar & Lim LLC
Alice Yeo & Co
ALLEN & GLEDHILL LLP

Immediate Service

Service upon acceptance of filing

Deferred Service

eService Portal

If one or more respondent Law Firms are added to the case, their names will be placed on top of the List of Law Firms and a # sign will be displayed beside it (as shown in the image below). The # sign indicates the Law Firms to whom the user will be serving the documents.

However, in case there is only one party added to the case (i.e., only the filing party has been added), the # sign will not be displayed.

E-Service

List of Law Practices
Please type Law Practice name to search


Angela Wong & Co #
Badri & Brian #

A C Fergusson Law Corporation
A C SHONE & CO
A L HUSSEIN & FAIZAL WAHYUNI
A. Mohamed Hashim
A.ROHIM NOOR LILA & PARTNERS
Abraham Logan & Partners
Achievers LLC
Adam Allan & Co
Advent Law Corporation
Aegis LLC
AEQUITAS LAW LLP
ALAIN A JOHNS PARTNERSHIP
Alan Shankar & Lim LLC
Alice Yeo & Co
ALLEN & GLEDHILL LLP

Immediate Service

Service upon acceptance of filing

Deferred Service

To configure a specific service type to a Law Firm, select the Law Firm (or multiple Law Firms while holding the **Ctrl** key) and then click  onto the intended Service Type.

The user can remove an entry from the Service Type box by . The Law Firm name will be moved back to the List of Law Firms.

Immediate Service

In this, the document is served immediately upon eFiling, regardless of the outcome of the Court's acceptance of the document.



Immediate Service Selection Box

Service upon acceptance of filing

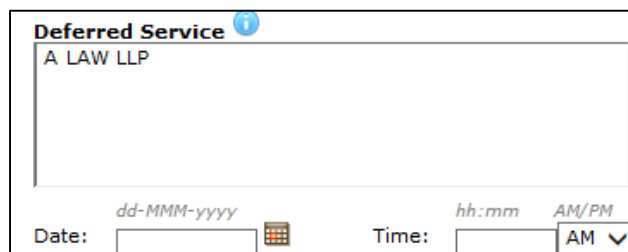
In this, the document is served only after the Court has approved and replied to the accepted document. Documents that are rejected by the Court will not be served to the recipient Law Firm(s).



Service upon acceptance of filing


Deferred Service


In this, the document is served on the specified date and time, regardless of when or whether the Court has approved the service of document.




Deferred Service Selection Box

Once the user adds a Law Firm for the Deferred Service, the Date and Time fields will appear for the user to indicate when the eService will be done.


Placing the mouse over the  sign will show a description of the Service Type.



Immediate Service 

Immediate Service is an automated service that will serve this document on the Recipient(s), immediately upon successful filing of the document, regardless of the processing and validating outcome from the Court. A notification will be sent to the Requestor and Recipient(s) when Immediate Service is successful.

Once a document has been served successfully and sent to the recipient Law Firm, the system will generate a Certificate of Service as a proof of the served document. This certificate will be in the Documents tab of the case file.



IN THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

Case No. AAS 390/2012
27-Jul-2012 12:14 PM

In the Matter of Section 12 of the Legal Profession
Act (Cap. 161)

And

In the Matter of Rule 25 of the Legal Profession
(Admission) Rules 2011

And

In the matter of jane
(NRIC No. S1000687A)

jane
(Singapore NRIC No. s1000687a)

...Applicant(s)

CERTIFICATE OF SERVICE

The following documents have been electronically served by WEE SWEE TEOW & CO to ATTORNEY-GENERAL'S CHAMBERS on 27-July-2012 at 12:14 PM:

1. ORIGINATING SUMMONS (ADMISSION OF ADVOCATES AND SOLICITORS)
2. ENTRY IN REGISTER OF QUALIFIED PERSONS AND REGISTRATION OF SERVICE OF PRACTICE TRAINING PERIOD (ERQ LETTER)

This Certificate is System-Generated, and is issued as a record of service in accordance with O.63A, r.12(3) of the Rules of Court.

Certificate of Service

Fees Payable

The Fees Payable section shows the details of the fees incurred after filing a case. This is also where the user can request for a Partial or Full exemption or waiver from the filing fees incurred.

This section shows the breakdown of the fees the user has to pay. The total cost is automatically computed by the system based on the number of documents that are prepared and attached as well as the number of recipients.

Fees Payable						
Filing Fees						
Request for Exemption/ Waiver: <input checked="" type="radio"/> None <input type="radio"/> Partial <input type="radio"/> Full						
Document Name	Fee	Document Fee	Processing Fee	Transmission Fee	Sub Total	
STATEMENT OF CLAIM	Computed	\$8200.00	\$84.00	\$80.00	\$8204.00	
WRIT OF SUMMONS	Computed	\$8500.00	\$84.00	\$81.60	\$8505.60	
SUMMONS FOR INJUNCTION	Computed	\$8500.00	\$84.00	\$81.60	\$8505.60	
Total Fees Payable:					\$61216.00	
eService Fees						
Details					Quantity	Total
Number of Recipients					0	
Number of Documents					3	
Total eService Fees Payable:					\$80.00	

Fees Payable Section

Hearing Fees

The Hearing fees section will be displayed at step 3 when one of the following documents is filed:

1. REQUEST TO APPOINT DATE FOR EXAMINATION BY AN OFFICER OF COURT
2. PAYMENT FOR HEARING DATES/FURTHER HEARING DATES.

Fees Payable						
Filing Fees						
Request for Exemption/ Waiver: <input checked="" type="radio"/> None <input type="radio"/> Partial <input type="radio"/> Full						
Document Name	Fee	Document Fee	Processing Fee	Transmission Fee	Sub Total	
PAYMENT FOR HEARING DATES/FURTHER HEARING DATES	Computed	\$80.00	\$84.00	\$81.60	\$85.60	
Total Fees Payable:					\$85.60	
Hearing Fees						
Details					Quantity	Sub Total
Number of Days Requested					5	\$811000.00
Total Hearing Fees Payable:					\$811000.00	
eService Fees						
Details					Quantity	Total
Number of Recipients					0	
Number of Documents					1	
Total eService Fees Payable:					\$80.00	
<div> <div>Previous</div> <div>Save</div> <div>Print Preview</div> <div>Cancel</div> <div>Next</div> </div>						

Fees Payable Section with hearing fees details

Waiver Details

To request for payment exemption or waiver:

At the Filing Fees section, select the appropriate button for **Request for Exemption/ Waiver**. Then, select the Waiver Reason from the dropdown list if waiver is requested.

Filing Fees	
Request for Exemption/ Waiver:	<input type="radio"/> None <input type="radio"/> Partial <input checked="" type="radio"/> Full
Waiver Reason:	Others
Please enter remarks:	



If the selected Waiver Reason is **Others**, the Remarks field will be displayed. Enter the **Remarks regarding** the waiver request.

If the party has a valid Grant of Aid/Provisional Grant of Aid and if **Full Payment Exemption or Waiver** is selected, filing fees, hearing fees (if any) and eService fees will be waived and the total cost displayed will be \$0.

Fees Payable					
Filing Fees					
Request for Exemption/ Waiver: <input type="radio"/> None <input type="radio"/> Partial <input checked="" type="radio"/> Full					
Waiver Reason: Administrative					
Document Name	Fee	Document Fee	Processing Fee	Transmission Fee	Sub Total
STATEMENT OF CLAIM	Computed	\$200.00	\$4.00	\$0.80	\$204.80
WRIT OF SUMMONS	Computed	\$500.00	\$4.00	\$1.60	\$505.60
SUMMONS FOR INJUNCTION	Computed	\$500.00	\$4.00	\$1.60	\$505.60
Total Fees Computed:					\$1216.00
Total Fees Payable:					\$0.00
eService Fees					
Details					Quantity
Number of Recipients					0
Number of Documents					3
Total eService Fees Payable:					\$0.00

Request for Full Exemption/Waiver

If **Partial Payment Exemption or Waiver** is selected, User Request fields will be displayed where the user can enter the requested waiver amount in the fields provided. The total amount will be automatically computed.

Fees Payable					
Filing Fees					
Request for Exemption/ Waiver: <input type="radio"/> None <input checked="" type="radio"/> Partial <input type="radio"/> Full					
Waiver Reason: Administrative					
Document Name	Fee	Document Fee	Processing Fee	Transmission Fee	Sub Total
STATEMENT OF CLAIM	Computed	\$200.00	\$4.00	\$0.80	\$204.80
	User Request	\$0.00	\$0.00	\$0.00	\$0.00
WRIT OF SUMMONS	Computed	\$500.00	\$4.00	\$1.60	\$505.60
	User Request	\$0.00	\$0.00	\$0.00	\$0.00
SUMMONS FOR INJUNCTION	Computed	\$500.00	\$4.00	\$1.60	\$505.60
	User Request	\$0.00	\$0.00	\$0.00	\$0.00
Total Fees Computed:					\$1216.00
Total Waiver Requested:					\$0.00
Total Fees Payable:					\$1216.00
eService Fees					
Details					Quantity
Number of Recipients					0
Number of Documents					3
Total eService Fees Payable:					\$0.00

Request for Partial Exemption/Waiver

The following screen shows the total amount of waiver requested and the net fees payable by the party.

Fees Payable					
Filing Fees					
Request for Exemption/ Waiver: <input type="radio"/> None <input checked="" type="radio"/> Partial <input type="radio"/> Full					
Waiver Reason: Administrative					
Document Name	Fee	Document Fee	Processing Fee	Transmission Fee	Sub Total
STATEMENT OF CLAIM	Computed	\$200.00	\$4.00	\$0.80	\$204.80
	User Request	\$100.00	\$0.00	\$0.00	\$104.00
WRIT OF SUMMONS	Computed	\$450.00	\$4.00	\$1.60	\$505.60
	User Request	\$0.00	\$4.00	\$0.00	\$4.00
SUMMONS FOR INJUNCTION	Computed	\$450.00	\$4.00	\$1.60	\$505.60
	User Request	\$200.00	\$4.00	\$0.00	\$204.00
Total Fees Computed:					\$61216.00
Total Waiver Requested:					\$6312.00
Total Fees Payable:					\$5904.00
eService Fees					
Details					Quantity
Number of Recipients					0
Number of Documents					3
Total eService Fees Payable:					\$90.00

Partial Payment Exemption/Waiver

Waiver on Hearing fees:

Please note that waiver on hearing fees is applicable only on filing hearing related documents on behalf of a party with a valid Grant of Aid or Provisional Grant of Aid number, and if full waiver is selected at the Filing Fees section. Hearing fees will not be waived if partial waiver is selected at the Filing Fees section.

Fees Payable					
Filing Fees					
Request for Exemption/ Waiver: <input type="radio"/> None <input type="radio"/> Partial <input checked="" type="radio"/> Full					
Waiver Reason: Legally Aided Person					
Document Name	Fee	Document Fee	Processing Fee	Transmission Fee	Sub Total
PAYMENT FOR HEARING DATES/FURTHER HEARING DATES	Computed	\$0.00	\$4.00	\$1.60	\$5.60
Total Fees Computed:					\$5.60
Total Fees Payable:					\$0.00
Hearing Fees					
Details					Quantity
Number of Days Requested					5
Total Hearing Fees Computed:					\$11000.00
Total Hearing Fees Payable:					\$0.00
eService Fees					
Details					Quantity
Number of Recipients					0
Number of Documents					1
Total eService Fees Payable:					\$90.00

Full Waiver on Hearing fees



Partial waiver is not applicable to Hearing fees. You can only select full waiver for hearing fees to be waived.

33. After entering all the administrative details, click **Save**. An acknowledgement message will be displayed.

Successful: Request for Hearing Date and other Administrative Details have been saved successfully.

Step 3: Admin Details Page - Acknowledgement Message

34. Click **Next** to proceed to the **Step 4: Submission Page**.

Step 4: Submission

The last step in the eFiling process is Submission. The **Step 4: Submission Page** allows the user to preview all data entered and documents attached in the previous steps.

Step 4: Submission Page



Before submitting the case, click **Terms and Conditions** to read the details in relation to the use of the eLitigation system.



The user may click on the case information and document links to view or print the case information/documents.

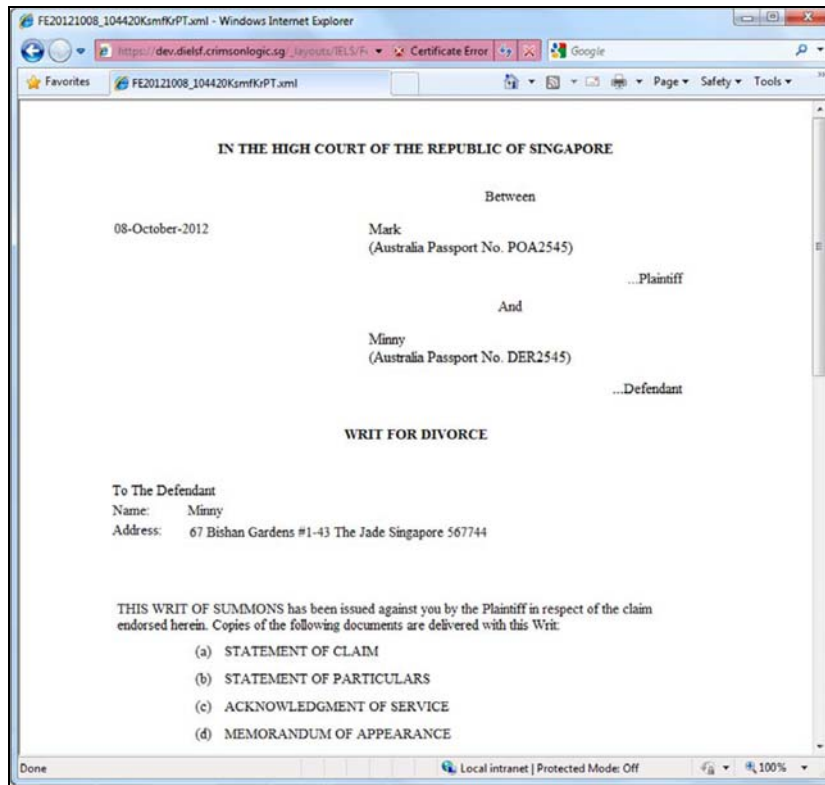
35. Click **Submit**. A confirmation message will be displayed and a **Submission Reference No** will be provided.

Step 4: Submission Page - Confirmation Message and Submission Reference Number


36. Click **Back to Homepage**. The user will be directed to the eLitigation Main Page.


Previewing/Printing Case Information or Documents

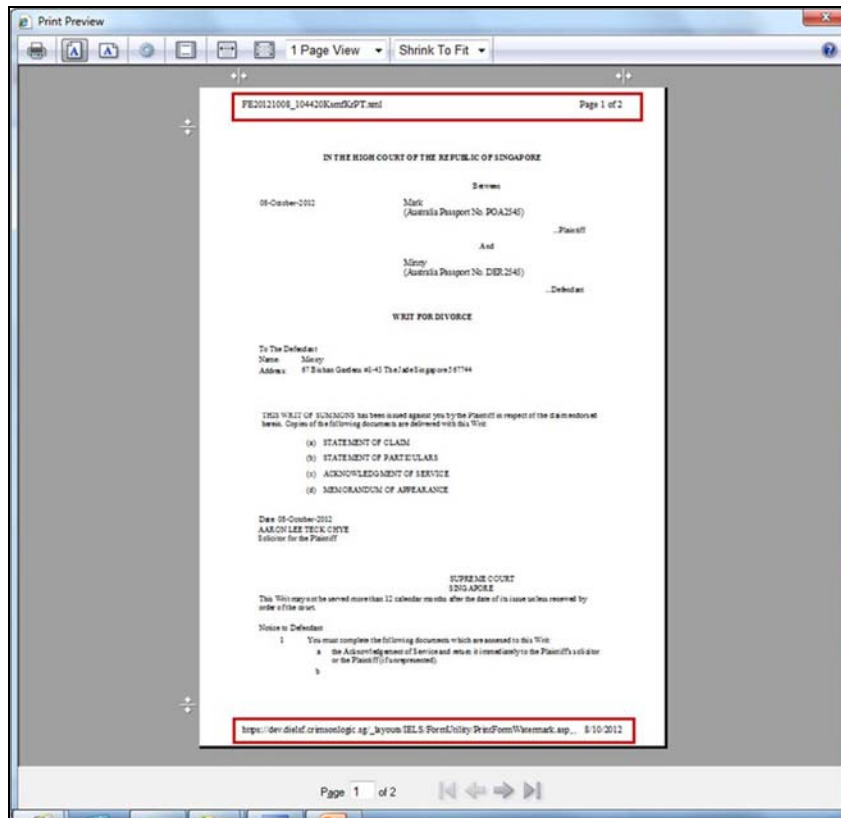
The user can preview and/or print the case information or the attached documents by clicking **Case Information Details** or **Case Documents** links. A new window will be opened to display the case information or document.




Case Document Window

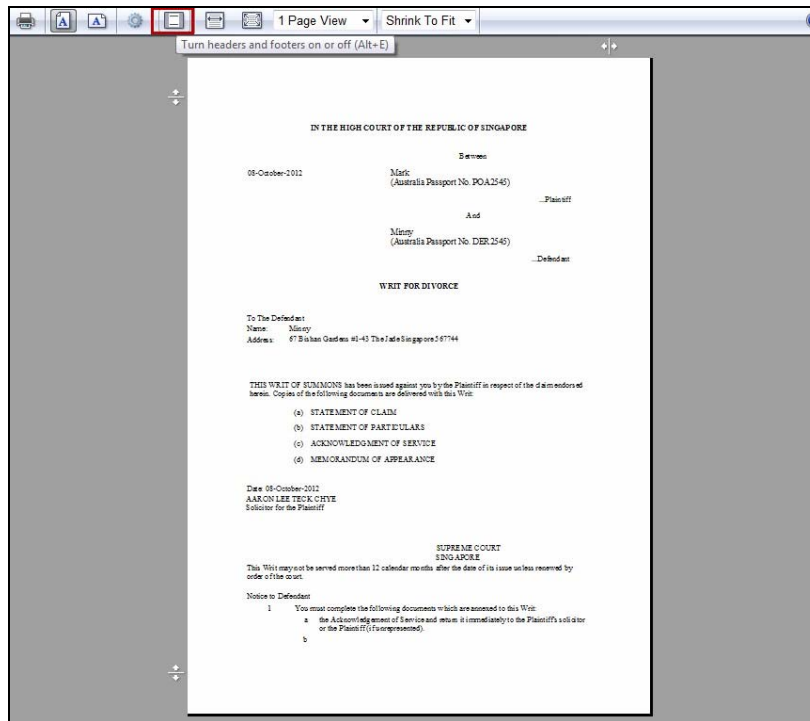
Clicking  will immediately print the page. The page will be printed with headers and footers, by default.

To remove the headers and footers, the user can select **Print Preview** from the Print dropdown list . The Print Preview window will be displayed.



Print Preview Window – With Headers and Footers

Click  to hide the headers and footers. The **Turn Headers and Footers On or Off** icon is located on the Print Preview Menu Bar.



Turn Headers and Footers On or Off Icon

The document preview will not show the headers and footers. Click  to continue printing the page.

CHAPTER 4

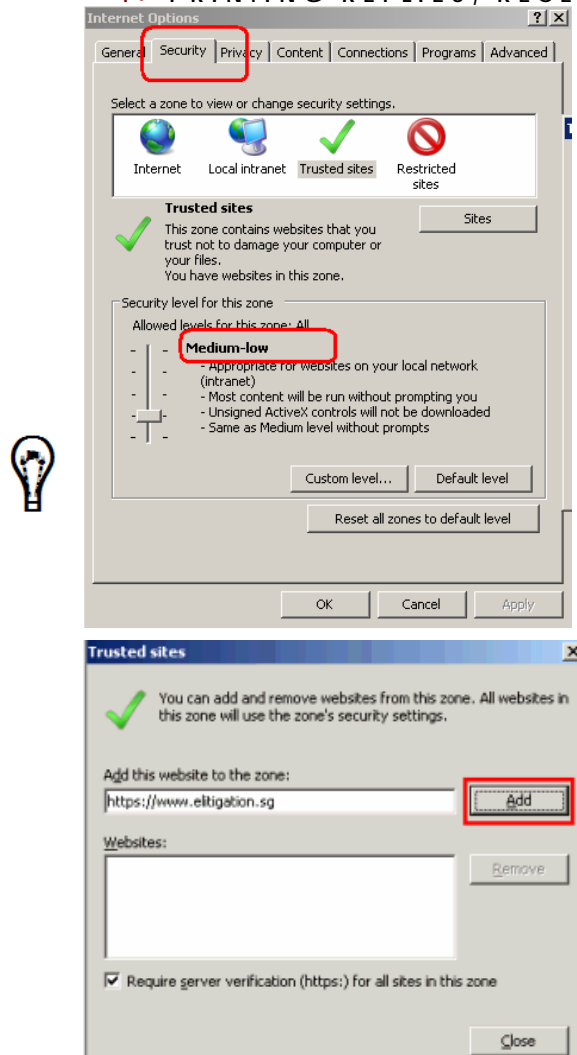
Printing Replies, Receiving Files and eService

Printing Replies

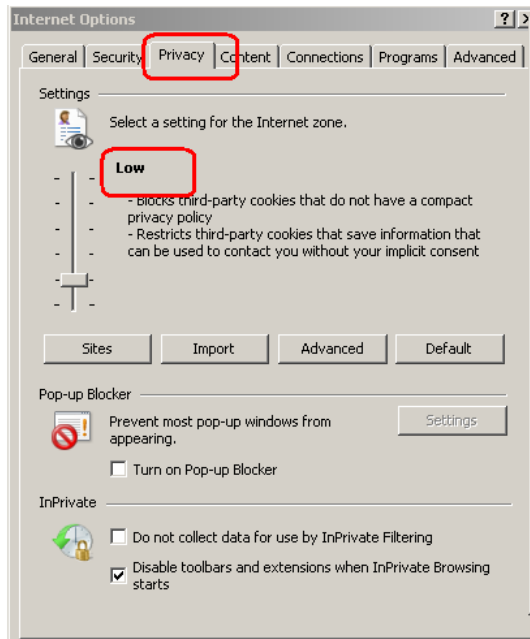
Follow the steps below to avoid distortion in the form or documents when printing:

1. Use Firefox or Chrome web browser for printing.
2. Add the eLitigation site to the trusted sites list of the browser and select the Security Level to **Medium-low**.

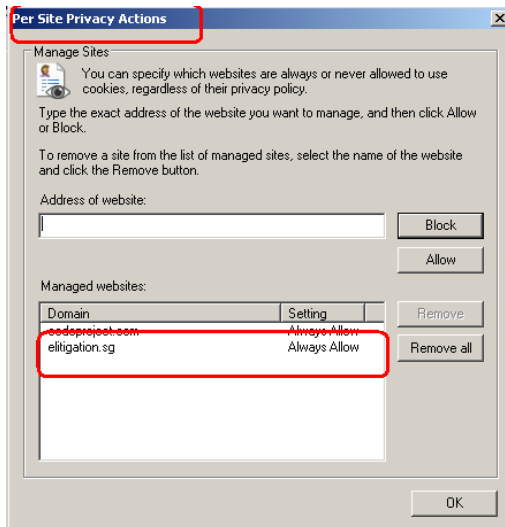
4 • PRINTING REPLIES, RECEIVING FILES AND eSERVICE



3. Go to the Privacy tab and make sure that the setting is **Low**.



4. Click Sites and make sure that elitigation.sg has an **Always Allow** setting.



5. If the suggested steps above fails to work, try printing the form using a different version of Internet Explorer browser version

To print a Court reply:

1. On the eLitigation Main Page - Inbox tab, click the **Document** link of the Court reply to be printed.

Court Replies and Notifications

Inbox

Outbox

Sent

Draft

Archive

User Profiles

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Alerts/Notifications

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Select document in "Requests" category to Correspond with Courts

Please note that 'Letters' are no longer available in the eLitigation system. To write to the Court on any matters, please file the relevant document available in the "Requests" category

For information on the use of eLitigation, go to the Reference Centre tab or FAQ section on the Use of eLitigation in the Get Ready site <https://www.elitigation.sg/getready>

Filter by: Date From To

Document

Date/Time

Case / Sub Case

Case Title

File Ref No

NOTICE OF APPEAL TO JUDGE OF HIGH COURT IN CHAMBERS - Accepted [View]

23-Jan-2013 10:28 AM

S 16/2013 - RA 8/2013

TAN CHOR CHOON (CHEN CHUJUN) v test 1

NOTICE OF APPEAL TO JUDGE OF HIGH COURT IN CHAMBERS - Accepted [View]

22-Jan-2013 07:49 PM

S 1889/2011 - RA 7/2013

PUBLIC PROSECUTOR v MUHAMMAD RAFFIQ BIN JAFFAH

NOTICE OF APPEAL TO JUDGE OF HIGH COURT IN CHAMBERS - Accepted [View]

22-Jan-2013 07:30 PM

OS 12/2013 - RA 6/2013

Frank v vic

NOTICE OF APPEAL TO JUDGE OF HIGH COURT IN CHAMBERS - Accepted [View]

22-Jan-2013 06:21 PM

OS 461/2012 - RA 5/2013

Alan1 v Tan1

NOTICE OF APPEAL TO THE COURT OF APPEAL - Accepted [View]

22-Jan-2013 06:12 PM

CA 6/2013

OSS 10.c User sorry test v Defendant

REGISTRAR'S NOTICE - HEARING DATE FIXED [View]

22-Jan-2013 06:12 PM

S 16/2013

TAN CHOR CHOON (CHEN CHUJUN) v test 1

REGISTRAR'S NOTICE - HEARING DATE FIXED [View]

22-Jan-2013 06:12 PM

MA 789/2089

PUBLIC PROSECUTOR v MUHAMMAD RAFFIQ BIN JAFFAH

REGISTRAR'S NOTICE - HEARING DATE FIXED [View]

22-Jan-2013 05:04 PM

S 18/2013

TAN CHOR CHOON (CHEN CHUJUN) v test 1

REGISTRAR'S NOTICE - HEARING DATE FIXED [View]

22-Jan-2013 05:02 PM

S 18/2013

TAN CHOR CHOON (CHEN CHUJUN) v test 1

PRE-PTC STATUS CHECK LETTER [View]

22-Jan-2013 04:57 PM

S 571/2012

PUBLIC PROSECUTOR v MUHAMMAD RAFFIQ BIN JAFFAH

NOTICE OF APPEAL TO THE COURT OF APPEAL - Accepted [View]

22-Jan-2013 03:25 PM

CA 5/2013

chang v Mary

REQUEST FOR SERVICE OF DOCUMENT OUT OF SINGAPORE - Accepted [View]

22-Jan-2013 03:16 PM

S 18/2013 - SOD 2/2013

TAN CHOR CHOON (CHEN CHUJUN) v test 1

NOTICE OF APPEAL TO JUDGE OF HIGH COURT IN CHAMBERS - Accepted [View]

22-Jan-2013 03:05 PM

OS 11/2013 - RA 4/2013

chang v Mary

PRE-PTC STATUS CHECK LETTER [View]

22-Jan-2013 01:57 PM

S 18/2013

TAN CHOR CHOON (CHEN CHUJUN) v test 1

PRE-PTC STATUS CHECK LETTER [View]

22-Jan-2013 01:57 PM

S 18/2013

TAN CHOR CHOON (CHEN CHUJUN) v test 1

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eLitigation Main Page - Inbox Tab

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eLITIGATION USER MODULE 59

The document will be displayed in a new window.


IN THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

Case No.: S 56/2013
 Sub Case No.: SUM 48/2013
 Doc No.: ORC 22/2013
 Filed: 11-April-2013 05:26 PM

Between

Case 3
 (Passport No. AAAA)

...Plaintiff(s)



And

1. WOS Defendant 2
 (Indonesia Passport No. DDDD)
2. WOS Defendant 1
 (Malaysia Passport No. DDDD)

...Defendant(s)

ORDER OF COURT


Before: Assistant Registrar Ang Feng Qian in Chambers

Date of Order: 11-April-2013

Upon the application of Case 3 (Passport No. AAAA) the Plaintiff in this action coming on for hearing this day and upon hearing counsel for the Plaintiff and counsel for the Second Defendant,

It is ordered that:

1. the costs of this application be paid by the 1st Defendant to the Plaintiff.



FOO CHEE HOCK
 REGISTRAR
 SUPREME COURT
 SINGAPORE

Close Print

Document Print View Window

2. Click **Print**. The document will be sent to the printer for printing.

Receiving Files

Court replies are automatically received and displayed on the Inbox tab on the eLitigation Main Page.

Court Replies and Notifications

Inbox Outbox Sent Draft Archive

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Filter by: Date From To Go Search

<input type="checkbox"/>	Document	Date/Time	Case / Sub Case	Case Title	File Ref No
<input type="checkbox"/>	NOTICE OF APPEAL TO JUDGE OF HIGH COURT IN CHAMBERS - Accepted [View]	23-Jan-2013 10:28 AM	S 16/2013 - RA 8/2013	TAN CHOR CHOON (CHEN CHUJUN) v test 1	
<input type="checkbox"/>	NOTICE OF APPEAL TO JUDGE OF HIGH COURT IN CHAMBERS - Accepted [View]	22-Jan-2013 07:49 PM	S 1889/2011 - RA 7/2013	PUBLIC PROSECUTOR v MUHAMMAD RAFFIQ BIN JAFFAH	
<input type="checkbox"/>	NOTICE OF APPEAL TO JUDGE OF HIGH COURT IN CHAMBERS - Accepted [View]	22-Jan-2013 07:30 PM	OS 12/2013 - RA 6/2013	frank v vic	
<input type="checkbox"/>	NOTICE OF APPEAL TO JUDGE OF HIGH COURT IN CHAMBERS - Accepted [View]	22-Jan-2013 06:21 PM	OS 461/2012 - RA 5/2013	Alan1 v Tan1	
<input type="checkbox"/>	NOTICE OF APPEAL TO THE COURT OF APPEAL - Accepted [View]	22-Jan-2013 06:12 PM	CA 6/2013	OSS 10.c User sory test v Defendant	
<input type="checkbox"/>	REGISTRAR'S NOTICE - HEARING DATE FIXED [View]	22-Jan-2013 06:12 PM	S 16/2013	TAN CHOR CHOON (CHEN CHUJUN) v test 1	
<input type="checkbox"/>	REGISTRAR'S NOTICE - HEARING DATE FIXED [View]	22-Jan-2013 06:12 PM	MA 789/2089	PUBLIC PROSECUTOR v MUHAMMAD RAFFIQ BIN JAFFAH	
<input type="checkbox"/>	REGISTRAR'S NOTICE - HEARING DATE FIXED [View]	22-Jan-2013 05:04 PM	S 18/2013	TAN CHOR CHOON (CHEN CHUJUN) v test 1	
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<input type="checkbox"/>	PRE-PTC STATUS CHECK LETTER [View]	22-Jan-2013 04:57 PM	S 571/2012	PUBLIC PROSECUTOR v MUHAMMAD RAFFIQ BIN JAFFAH	
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<input type="checkbox"/>	REQUEST FOR SERVICE OF DOCUMENT OUT OF SINGAPORE - Accepted [View]	22-Jan-2013 03:16 PM	S 18/2013 - SOD 2/2013	TAN CHOR CHOON (CHEN CHUJUN) v test 1	
<input type="checkbox"/>	NOTICE OF APPEAL TO JUDGE OF HIGH COURT IN CHAMBERS - Accepted [View]	22-Jan-2013 03:05 PM	OS 11/2013 - RA 4/2013	chang v Mary	
<input type="checkbox"/>	PRE-PTC STATUS CHECK LETTER [View]	22-Jan-2013 01:57 PM	S 18/2013	TAN CHOR CHOON (CHEN CHUJUN) v test 1	
<input type="checkbox"/>	PRE-PTC STATUS CHECK LETTER [View]	22-Jan-2013 01:57 PM	S 18/2013	TAN CHOR CHOON (CHEN CHUJUN) v test 1	

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eLitigation Main Page - Inbox tab

To receive files:

Click the **View** link that corresponds to the document to be viewed.

4 • PRINTING REPLIES, RECEIVING FILES AND eSERVICE

Court Replies and Notifications

Inbox | Outbox | Sent | Draft | Archive

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Filter by: Date From To

Document	Date/Time	Case / Sub Case	Case Title	File Ref No
<input type="checkbox"/> NOTICE OF APPEAL TO JUDGE OF HIGH COURT IN CHAMBERS - Accepted [View]	23-Jan-2013 10:28 AM	S 16/2013 - RA 8/2013	TAN CHOR CHOON (CHEN CHIJUN) v test 1	
<input type="checkbox"/> NOTICE OF APPEAL TO JUDGE OF HIGH COURT IN CHAMBERS - Accepted [View]	22-Jan-2013 07:49 PM	S 1889/2011 - RA 7/2013	PUBLIC PROSECUTOR v MUHAMMAD RAFFIQ BIN JAFFAH	

The View Link

The Inbox Mail Notification Page will be displayed.

Inbox Mail Notification

Dear Sir/Madam,

Please take note of the response to the document filed on 08-Aug-2012 at 05:57 PM.

Document Name: [WRIT OF SUMMONS](#)
Case No: [DC 857/2012](#)
Case Name: Jimmy4 v Tim4
Sub Case No:

Fee Information

Require urgent Processing of the Document? No
Request for Exemption / Waiver: None
Reason for Waiver:
Outcome of request for Waiver:
Reason for rejection of request:

Fee	Document Fee	Processing Fee	Transmission Fee	Urgent Fee	Service Bureau Handling Fee	Service Bureau Scanning Fee	Service Bureau Photocopying Fee	Total
Computed	\$500.00	\$4.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$504.00
Waiver Approved	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Waiver Requested	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Fees Paid								\$504.00

Decision by Court

Status: **Accepted**
Hearing Date/Time:
Remarks:

Inbox Mail Notification Page



Click



[Print this page](#)

to send the mail notification to the printer for printing.

eService

The eService or electronic service of documents is a facility that allows Law Firms to serve Court documents or other documents to other Law Firms that are registered as eLitigation users. It is a legal process of servicing documents to the recipient Law Firms through the eLitigation system.

To perform eService of documents:

1. Go to the Search Case Page. (Main Menu >> CaseFile)

This page serves as the search function to filter the cases according to the user's search requirement. The user will be able to search for a specific case saved in the system. By default, all filed cases will be shown.

Search Case

Expected behaviour of Case Files

1. You will have access to case files for the duration of the case and any appeals therefrom, plus a period of three months. Access is available as long as your firm represents a party that has been formally added, e.g third parties.
2. Writs of executions and some ex parte summonses (e.g. injunctions) will only be accessible three months after filing.
3. Access does not extend to documents that are sealed or documents internal to the Judiciary, e.g. Minute Sheets.

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<https://www.elitigation.sg/getready>

Amendment of Documents

In order to amend a document, select the document from the Documents tab of the online case file and click on the "Amend" button. Click [here](#) for a quick guide.

Add or Remove Party

In order to add or remove a party, you must amend the originating document. Click [here](#) for a quick guide.

Enter an Appearance

To enter an Appearance, search for document title by entering keyword "Appearance" in the "Filing" menu or alternatively select the "File a Document" option under the Quick Access button. Click [here](#) for a quick guide.

Please enter part of Case No or Case Name or LF Reference No.

Keywords:

[Advanced Search](#)

Case No	Case Name	LF Reference No	Nature of Case
B 198/2011	tree v plant		
B 204/2011	tree v plant		
PA 58/2011	PA granted by Ade		
CWU 178/2011	Tom v Jerry		Companies
CWU 182/2011	Bob v Wendy		
P 162/2011	In the Estate of Srikanthiah, deceased (Application by Test0808201102App)	34534	
OS 403/2011	Re: OSS 10.c User sorry test		Competition Law
S 1864/2011	jacques wong v Kelly wu		Sale of Immovable Property
S 1889/2011	PUBLIC PROSECUTOR v MUHAMMAD RAFFIQ BIN JAFFAH		Financial and Securities Markets
S 1907/2011	Uma v test defnd 01		Administrative & Constitutional Law
S 1912/2011	meenu v Napoleon		Arbitration
CA 32/2011	eng chow v Sydney tay		
CA 32/2011	eng chow v Sydney tay		
OS 450/2011	Alice Lee v Edmund eng		Arbitration
S 1955/2011	M01 v M02		Administrative & Constitutional Law

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Search Case Page

2. Locate the case file with the document the user wants to eServe. The user can conduct a search by entering a full or partial search text of the **Case Number**, **Case Name** or **Law Firm Reference No.** in the **Keywords** field. Then, click **Search**.
3. Click the **Case No** link of the case for viewing. The **Case Information** will be displayed.
4. Click the **Documents** tab of the selected case to view the case documents.

4 • PRINTING REPLIES, RECEIVING FILES AND eSERVICE

5. **Documents** tab of the case will display the Document name, Document number/Case number, Date (Filing date) and Name (Filing party of the document).
6. The information in the Name column will not be displayed for BE correspondence documents.

HC/S 122/2017

trader name v palntest Case Status: Pending

Case Party Documents Hearing History Bill Details Cause Book Search Notification

Case Documents

HC/S 122/2017(11)

- Affidavits (1)
- Certificates, Memorandum & Notices (2)
- Correspondence (2)
- Orders/Judgments (1)
- Pleadings (2)
- Trial/Hearings Related (1)
- Sub Cases
 - HC/SUM 38/2017 (3)
 - HC/SUM 43/2017 (1)

Enter text to search Search

<input type="checkbox"/>	Document Name	Number	Date	Name	Action
<input type="checkbox"/>	NOTICE OF CHANGE OF SOLICITOR		09-Jan-2018 01:29 PM	PLAINTIFF	Info
<input type="checkbox"/>	NOTICE OF CHANGE OF SOLICITOR		09-Jan-2018 01:07 PM	PLAINTIFF	Info
<input type="checkbox"/>	REGISTRAR'S NOTICE FOR SHORT PAYMENT OF COURT FEES		04-Jan-2018 08:14 PM		Info
<input type="checkbox"/>	AFFIDAVIT (test)	HC/S 122/2017	04-Jan-2018 07:34 PM	NON-PARTY	Info
<input type="checkbox"/>	ORDER OF COURT	HC/ORC 14/2017	26-Dec-2017 01:35 PM	PLAINTIFF	Info
<input type="checkbox"/>	REGISTRAR'S DIRECTION(S)	HC/SUM 38/2017	30-Nov-2017 03:30 PM		Info
<input type="checkbox"/>	INCOMING CORRESPONDENCE		30-Nov-2017 12:32 PM		Info
<input type="checkbox"/>	SUMMONS FOR SUBSTITUTED SERVICE	HC/SUM 43/2017	30-Nov-2017 12:19 PM	PLAINTIFF	Info
<input type="checkbox"/>	SUMMONS FOR AMENDMENT	HC/SUM 38/2017	14-Nov-2017 02:01 PM	PLAINTIFF	Info
<input type="checkbox"/>	WRIT OF SUMMONS	HC/S 122/2017	08-Nov-2017 06:49 PM	PLAINTIFF	Info
<input type="checkbox"/>	STATEMENT OF CLAIM		08-Nov-2017 06:49 PM	PLAINTIFF	Info

Showing 1-11 of 11 Previous 1 Next Go to page: GO Items Per Page 25

Amend eService Collaborate Create Bundle Pack & Go File a Request File a Document

Case Documents

7. Mark the checkbox of the document to be served and click **eService**. The **Step 1: Select Documents Page** will be displayed.

eLitigation

Adam Allan & Co

Welcome, Admin! test@crimsonlogic.com Logout

HC/S 122/2017

trader name v palntest Case Status: Pending

Case Party Documents Hearing History Bill Details Cause Book Search Notification

Case Documents

STEP 1 Select Document STEP 2 Select Law Firm STEP 3 Confirmation

HC/S 122/2017(11)

- Affidavits (1)
- Certificates, Memorandum & Notices (2)
- Correspondence (2)
- Orders/Judgments (1)
- Pleadings (2)
- Trial/Hearings Related (1)
- Sub Cases
 - HC/SUM 38/2017 (3)
 - HC/SUM 43/2017 (1)

Enter text to search Search

<input type="checkbox"/>	Document Name	Number	Date of Document	
<input type="checkbox"/>	NOTICE OF CHANGE OF SOLICITOR		09-Jan-2018 01:29 PM	Info
<input type="checkbox"/>	NOTICE OF CHANGE OF SOLICITOR		09-Jan-2018 01:07 PM	Info
<input type="checkbox"/>	REGISTRAR'S NOTICE FOR SHORT PAYMENT OF COURT FEES		04-Jan-2018 08:14 PM	Info
<input type="checkbox"/>	AFFIDAVIT (test)	HC/S 122/2017	04-Jan-2018 07:34 PM	Info
<input type="checkbox"/>	ORDER OF COURT	HC/ORC 14/2017	26-Dec-2017 01:35 PM	Info
<input type="checkbox"/>	REGISTRAR'S DIRECTION(S)	HC/SUM 38/2017	30-Nov-2017 03:30 PM	Info
<input type="checkbox"/>	INCOMING CORRESPONDENCE		30-Nov-2017 12:32 PM	Info
<input type="checkbox"/>	SUMMONS FOR SUBSTITUTED SERVICE	HC/SUM 43/2017	30-Nov-2017 12:19 PM	Info
<input type="checkbox"/>	SUMMONS FOR AMENDMENT	HC/SUM 38/2017	14-Nov-2017 02:01 PM	Info
<input type="checkbox"/>	WRIT OF SUMMONS	HC/S 122/2017	08-Nov-2017 06:49 PM	Info
<input type="checkbox"/>	STATEMENT OF CLAIM		08-Nov-2017 06:49 PM	Info

Add Document

Documents to Serve

<input type="checkbox"/>	Document Name	Date of Document
<input type="checkbox"/>	WRIT OF SUMMONS	08-Nov-2017 06:49 PM
<input type="checkbox"/>	STATEMENT OF CLAIM	08-Nov-2017 06:49 PM

Showing 1-2 of 2 Previous 1 Next Go to page: GO Items Per Page 25

Remove Document Cancel Next

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4 • PRINTING REPLIES, RECEIVING FILES AND eSERVICE

Step 1: Select Documents Page




To remove documents from the list, mark the corresponding checkbox and click **Remove document(s)**.

8. Click **Next**. **Step 2: Select Recipients Page** will be displayed.

Step 2: Select Recipients Page

9. The list of Law Firms is listed on the left side of the screen. The user can select the Law Firm name and click to add the Law Firm in the Law Practice to Serve column.

The user can also remove Law Firms from the list by selecting the Law Firm and clicking . This will move the Law Firm back to the master list.

10. Click **Next**. **Step 3: Confirmation Page** will be displayed.

Information found on this page include the list of documents selected to serve, list of selected Law Firms the documents will be served to, and the payable fees.

SNo	Document Name	Date	Fee
1	SUMMONS FOR SUBSTITUTED SERVICE*	18-May-2012 11:55 AM	S\$0.19
2	WRIT OF SUMMONS*	18-May-2012 11:28 AM	S\$0.19
Total Fee: S\$0.38			

SNo	Law Firm Name
1	ALLEN & GLEDHILL LLP
2	Abraham Logan & Partners

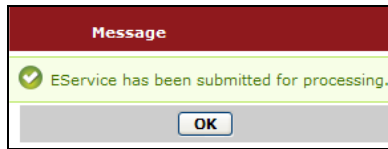
Total Fees Payable: S\$0.76

Step 3: Confirmation Page



Click **Print** to print the Confirmation Page.

11. Click **Serve Documents**. A confirmation message will be displayed.



Confirmation Message

12. Click **OK** to go back to the Case Documents tab.



Refer to **Chapter 3 - Step 3: Admin Details** for more details on eService through Service upon acceptance of filing.

CHAPTER 5

Other Types of Filing

Other types of filing are:

- Filing a Subsequent Document
- Filing a Document that was Previously Rejected
- Amendment Filing
- Other Case Types

A user can file documents to an existing case. There are different ways to initiate this request.

The first way is through the **Quick Access Ribbon >> File a Document** or **Quick Access Ribbon >> File a Request** option in the portal. Type the case number in the **Retrieve** field, and then select the filing type in the Document Details section.

The second way is by searching for the case in the Search Case option. Select the case and click **Documents tab >> File a Document**. Then, select the filing type in the Document Details section.

The screenshot shows the eLitigation User Module interface. At the top, the case number 'HC/S 122/2017' is displayed. Below it, the case status is 'Pending'. The navigation bar includes tabs for Case, Party, Documents, Hearing, History, Bill Details, Cause Book Search, and Notification. The 'Documents' tab is selected. On the left, a sidebar menu shows various document categories like Affidavits, Certificates, Correspondence, Orders/Judgments, Pleadings, Trial/Hearings Related, and Sub Cases. The main area displays a list of documents with columns for Document Name, Number, Date, Name, and Action. The 'File a Document' button is highlighted in the bottom navigation bar.

Document Name	Number	Date	Name	Action
NOTICE OF CHANGE OF SOLICITOR		09-Jan-2018 01:29 PM	PLAINTIFF	Info
NOTICE OF CHANGE OF SOLICITOR		09-Jan-2018 01:07 PM	PLAINTIFF	Info
REGISTRAR'S NOTICE FOR SHORT PAYMENT OF COURT FEES		04-Jan-2018 08:14 PM		Info
AFFIDAVIT (Best)	HC/S 122/2017	04-Jan-2018 07:54 PM	NON-PARTY	Info
ORDER OF COURT	HC/ORC 14/2017	26-Dec-2017 01:35 PM	PLAINTIFF	Info
REGISTRAR'S DIRECTION(S)	HC/SUM 38/2017	30-Nov-2017 03:30 PM		Info
INCOMING CORRESPONDENCE		30-Nov-2017 12:32 PM		Info
SUMMONS FOR SUBSTITUTED SERVICE	HC/SUM 43/2017	30-Nov-2017 12:19 PM	PLAINTIFF	Info
SUMMONS FOR AMENDMENT	HC/SUM 38/2017	14-Nov-2017 02:01 PM	PLAINTIFF	Info
WRIT OF SUMMONS	HC/S 122/2017	08-Nov-2017 06:49 PM	PLAINTIFF	Info
STATEMENT OF CLAIM		08-Nov-2017 06:49 PM	PLAINTIFF	Info

Showing 1-11 of 11

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Amend eService Collaborate Create Bundle Pack & Go File a Request **File a Document**

File a Document

Lastly, the user can also search for a document through the **Filing** link at the side bar menu. Enter the full or partial **Document Title** in the search field. The system will automatically display the matching documents below.

Document Search & Browse

Please enter part of the Document Title to be searched.

Document Title:

☒ Supreme Court ☐ Family Division Of The High Court ☐ District Court ☐ Family Courts ☐ Magistrate's Court

929 documents found for **summons**

Document Title	Case Type	Document category	Legislation	Item No.	Filing Fee	Processing Fee	Transmission Fee
ALL OTHER SUMMONS	Divorce (Transferred)	Summons	Matrimonial Proceedings Rules	10	Flat Fee of \$14 (Tier 2)	\$4.00	\$0.80
ALL OTHER SUMMONS	STCC Originating Summons	Summons			Flat Fee of \$0 (Tier 1), \$0 (Tier 2)	\$0.00	\$0.00
ALL OTHER SUMMONS	STCC Writ Of Summons	Summons			Flat Fee of \$0 (Tier 1), \$0 (Tier 2)	\$0.00	\$0.00
ALL OTHER SUMMONS	Admission of Advocates and Solicitors	Summons	Rules of Court	10	Flat Fee of \$100 (Tier 1), \$200 (Tier 2)	\$4.00	\$0.80
ALL OTHER SUMMONS	Admiralty	Summons	Rules of Court	10	Flat Fee of \$100 (Tier 1), \$200 (Tier 2)	\$4.00	\$0.80
ALL OTHER SUMMONS	Taxation	Summons	Rules of Court	10	Flat Fee of \$100 (Tier 1), \$200 (Tier 2)	\$4.00	\$0.80
ALL OTHER SUMMONS	Appeal from District Judge in Chambers (Ord 55C, Protection from Harassment Act)	Summons	Rules of Court	10	Flat Fee of \$100 (Tier 1), \$200 (Tier 2)	\$4.00	\$0.80
ALL OTHER SUMMONS	Appeal from District Judge (Ord 55D, Protection from Harassment Act)	Summons	Rules of Court	10	Flat Fee of \$100 (Tier 1), \$200 (Tier 2)	\$4.00	\$0.80

Filing – Document Search & Browse

Click the **Document Title** link to file that particular document to the case.

The Search Results list also shows the following information about the document:

- Document Title – indicates the title of the document
- Document Category – indicates the category in which the document falls under
- Legislation – indicates the Court-published Legislation paper relevant to the document
- Item No. – indicates the relevant paragraph number in the Legislation
- Filing Fee – indicates the fee the user has to pay in filing the selected document
- Processing Fee – indicates the processing fee the user has to pay in filing the selected document
- Transmission Fee – indicates the transmission fee the user has to pay in filing the selected document



The Document Search & Browse function is applicable only to subsequently filing new documents. It is NOT applicable to re-filing documents that have been previously rejected or filing an amendment to documents.

Filing a Subsequent Document

Filing a Subsequent Document follows the 4-Step process of the eLitigation system.

To file a subsequent document:

1. Go to the Document Details section of any case file by following any of the steps mentioned above.

Step 1: Case Information Page



Fields may vary depending on the case type.

Mouse over the sign to view instructions on how to go about searching the category or document title.

2. In the **Document Details** section, the user can select from three listed choices:

- Re-filing a document that was previously rejected
- Filing a new document into this case

Each choice will display three different scenarios when selected. The default selection is **Filing a new document into this case**.

3. When the option selected is **Filing a new document into this case**, the user will be prompted with a list of document categories available for filing under the retrieved case type.
4. Select the **Category** of the document to be filed.

When a category is selected, a list of documents corresponding to the category will be shown in the **Document Title** box.

Filing a New Document

The user can click the Search Document(s) link at the top portion of the page to assist him/her in searching for the document to be filed.

Search Document(s) Link

The Document Search & Browse window will be displayed.

Document Search & Browse Window

Enter the full or partial **Document Title** in the field provided. The system will automatically generate a list of all matching documents.

Document Search & Browse

Please enter part of the Document Title to be searched.
Document Title:
☒ High Court ☐ Subordinate Courts

68 documents found for **request**

Document Title	Document category	Legislation	Item No.	Filing Fee	Processing Fee	Transmission Fee
LETTER REQUESTING EXTENSION OF TIME	Probate	Rules of Court		Flat Fee of \$0 (Tier 1)	\$4.00	\$0.80
LETTER REQUESTING EXTENSION OF TIME	Probate	Rules of Court		Flat Fee of \$0 (Tier 2)	\$4.00	\$0.80
LETTER REQUESTING EXTENSION OF TIME	Probate	Rules of Court	75(d)	Flat Fee of \$250 (Tier 1)	\$4.00	\$0.80
NOTICE IN RESPONSE TO REQUEST FOR DISCOVERY	Discovery & Inspection	Rules of Court		Flat Fee of \$0 (Tier 1)	\$4.00	\$0.80
NOTICE IN RESPONSE TO REQUEST FOR DISCOVERY	Discovery & Inspection	Rules of Court		Flat Fee of \$0 (Tier 2)	\$4.00	\$0.80
NOTICE IN RESPONSE TO REQUEST FOR INTERROGATORIES	Discovery & Inspection	Rules of Court		Flat Fee of \$0 (Tier 1)	\$4.00	\$0.80
NOTICE IN RESPONSE TO REQUEST FOR INTERROGATORIES	Discovery & Inspection	Rules of Court		Flat Fee of \$0 (Tier 2)	\$4.00	\$0.80
OTHER HEARING RELATED REQUESTS	Requests	Rules of Court	1	Flat Fee of \$0 (Tier 1)	\$0.00	\$0.00

Close

Document Search & Browse – Search Results

The Search Results list shows the matching documents with the Document Category. The user can refer to these categories when searching for the document in the Category and Document Title boxes.

5. Select the **Document Title** from the list.

When the **Summons** category is selected, the Nature of Application and Endorsement sections will be displayed.

Category 1

Summons

Summons

Please select the Nature of Application

Add **Delete**

Please indicate if any of the following endorsements are applicable.

☐ Ex parte application

☐ By-consent application

☒ No endorsements required

List of Parties

<input type="checkbox"/>	S/No	Party Name	Party Type	Represented By	Filing Party	Respondent in this Application
<input type="checkbox"/>	1	John Tan	Plaintiff	RAJAH & TANN LLP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	Mary Yeo	Defendant	Unrepresented	<input type="checkbox"/>	<input type="checkbox"/>

Add Party Manually **Delete**

Summons

Nature of Application

Click **Add** to add the nature of application. The Nature of Application Window will be displayed.

Nature of Application close or Esc Key

Please select the category

[Select]

Please type NOA name to search

>> <<

Save **Cancel**

Nature of Application Window

Select the **Category** from the dropdown list. Once selected, a list of **Nature of Application** entries will be displayed. Use **>>** to select and move the documents onto the right selection box. Alternatively, use **<<** to move back the documents onto main list in the left selection box. Then, click **Save**. The selected Nature of Application will be listed.



If the user has selected more than one Nature of Case category, mark the button that indicates which one is the **Main Application**.

Please select the Nature of Application			
<input type="checkbox"/>	S/No	Nature of Application	Main Application
<input type="checkbox"/>	1	Summons for Extension of Time to File Memorandum of Service	<input checked="" type="radio"/>
<input type="checkbox"/>	2	Summons for Leave to issue writ of possession to enforce judgment / order for giving of possession of immovable property (045 r 3)	<input type="radio"/>
<input type="checkbox"/>	3	Summons for Renewal of Originating Processes	<input type="radio"/>

Endorsement

Select one of the following endorsements that is applicable to the summons: Exparte application, By-consent application or No endorsement required.

- After the document has been selected, the List of Parties and/or Questionnaire sections, if applicable, will be displayed.

List of Parties

This section shows the list of parties who are involved in the case.

List of Parties					
<input type="checkbox"/>	S/No	Party Name	Party Type	Represented By	Filing Party
<input type="checkbox"/>	1	John Tan	Plaintiff	RAJAH & TANN LLP	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2	Mary Yeo	Defendant	Unrepresented	<input type="checkbox"/>

[Add Non-Party Manually](#) [Delete](#)

List of Parties

Questionnaire

The Questionnaire section comprises a set of pre-defined fields and inputs to be entered by the user for the selected documents. The questionnaire section will only appear if the selected document to be filed is an eForm, which will be composed in **Step 2: Form Page**.



Questions may vary depending on the selected category and document.

- Mark the **Filing Party** checkbox in the List of Parties section. When filing a Summons, select a **Respondent**.



For **Add Party Manually**, the user will be asked to enter the party information, contact information, address information, representative information and solicitor information.



Checkboxes and fields may vary depending on the selected type of document.

- Once done, click **Next**. The user will be directed to the **Step 2: Form Page**.

STEP 1: Case Info	STEP 2: Form	STEP 3: Admin Details	STEP 4: Submission
The following form(s) have been prepared based on the information you have provided so far:			
SNo	Form Name & Description	Actions	Status
1	Authority of Company to Register Transfer	[Upload]	
Add Document Delete Document			
Note: You may click "Upload" to submit a document. Or you may click "Download" to download the PDF.			
Previous		Cancel	Next

Step 2: Form Page

9. Depending on the type of eForm listed on the page, click the link under the Actions column to perform the necessary action for the document.



Refer to **Chapter 3 - Step 2: Form** for more information about the functions that can be performed in the **Step 2: Form Page**.



The **Next** button will only be enabled once the main documents have been composed or uploaded.

10. Once done with the forms, click **Next**. The **Step 3: Admin Details Page** will be displayed. This page allows the user to update the Hearing Details, indicate urgency, request a backdate, eServe and request an Exemption or Waiver of fees.

STEP 1: Case Info STEP 2: Form **STEP 3: Admin Details** STEP 4: Submission

Hearing Details

Is there any special request required? ☐ Yes ☒ No

Urgent

Do you require urgent processing of the Documents? ☐ Yes ☒ No

Request to Backdate

Backdate Request Date:

Reason for Backdating:

E-Service

List of Law Practices
Please type Law Practice name to search

Please type Law Practice name to search

A C FERGUSON LAW CORPORATION
A C SHONE & CO.
A L HUSSEIN & FAIZAL WAHYUNI
A MOHAMED HASHIM
ALROHMAN NOOR LIA & PARTNERS
ABRAHAM LOGAN & PARTNERS
ACHIEVERS LLC
Adam Allan & Co
ADVENT LAW CORPORATION
ANGUS LLC
ALAIN A. JOHNS PARTNERSHIP
ALAN SHANKAR & LIM LLC
ALICE YEO & CO.
Allen & Overkill
ALLISTER LIM & THIRUMURUGAN
ALPHA & OMEGA LAW CORPORATION
ALPHA LAW LLC

Law practices involved in the case

Immediate Service

Service upon acceptance of filing

Deferred Service
AQUITAS LAW LLP

Date: Time:

Fees Payable

Filing Fees
Request for Exemption/ Waiver: ☒ None ☐ Partial ☐ Full

Document Name	Fee	Document Fee	Processing Fee	Transmission Fee	Sub Total
ORIGINATING SUMMONS	Computed	\$600.00	\$64.00	\$61.00	\$665.00
Total Fees Payable:					\$665.00

eService Fees

Details	Quantity	Total
Number of Recipients	1	
Number of Documents	1	
Total eService Fees Payable:		\$62.00

Previous Save Print Preview Cancel Next

Step 3: Admin Details Page

11. Enter information in the fields provided for each section.



Refer to **Chapter 3 - Step 3: Admin Details** for more information about the functions that can be performed in the **Step 3: Admin Details Page**.

12. After completing the admin details, click **Next**. The **Step 4: Submission Page** will be displayed. This page shows the different information and documents added to the case file. Click the respective links to view the details.

Step 4: Submission Page

13. Click **Submit**. A message will be displayed stating that the Subsequent Document Filing has been submitted successfully.

Subsequent Document Filing - Confirmation Message

14. Click **Back to Homepage** to return to the eLitigation Main Page.

Filing a Document that was Previously Rejected

Re-filing a previously rejected document is similar to filing a subsequent document.

To re-file a document that was previously rejected:

1. On the **Step 1: Case Information Page**, the user will be asked if he/she is going to re-file a document that was previously rejected by the Court. When the user selects **Yes**, he/she will be prompted to select the rejected document from the list.

This page can also be accessed by following any of the steps mentioned in the first part of this chapter, and then selecting **Re-filing a document that was previously rejected** in the Document Details section.

Re-filing a Document that was Previously Rejected

Once the document has been selected, the Case Information, Forms, Admin Details and other details including the rejection date, person who rejected the document and the corresponding reason will be displayed.

Re-filing a Document that was Previously Rejected – Step 1: Case Information Page



The fields for each section may differ depending on the selected document.

2. In the Case Overview section, enter the **File Reference No.** of the case.

3. In the List of Parties section, mark the checkbox to indicate the **Filing Party**.



For **Add Party From Another Case**, the user will be asked to retrieve a case by typing the **Case No.** in the field. The user will then select from the retrieved list of parties to add in the new case.

For **Add Party Manually**, the user will be asked to enter the party information, contact information, address information, representative information and solicitor information.

4. In the Questionnaire section, answer the questions pertaining to the rejected document.



Additional fields pertaining to the questions may appear when answering the Questionnaires.

5. Once done, click **Next** to go to **Step 2: Form Page**.

6. Depending on the type of eForm or document listed on the page, click the **Action** link to perform the necessary action. The user may compose, upload, download, preview, add or delete documents.



Refer to **Chapter 3 - Step 2: Form** for more information about the functions that can be performed in the **Step 2: Form Page**.

7. Once done with the forms, click **Next**. The **Step 3: Admin Details Page** will be displayed. This page allows the user to update the Hearing Details, indicate urgency, request a backdate, eServe and request an Exemption or Waiver of fees.

STEP 1: Case Info STEP 2: Form **STEP 3: Admin Details** STEP 4: Submission

Hearing Details

Is there any special request required? ☐ Yes ☒ No

Urgent

Do you require urgent processing of the Document? ☐ Yes ☒ No

Request to Backdate

Backdate Request Date: dd-MMM-yyyy hh:mm AM/PM
 AM

Reason for Backdating:

E-Service

List of Law Practices

Please type Law Practice name to search

Please type Law Practice name to search

- A C PERGUSON LAW CORPORATION
- A C SHONE & CO.
- A I JERSON & EMMA WILSON
- A MOHAMED HASHIM
- A MOHAMED HASHIM & PARTNERS
- ABRAHAM LOGAN & PARTNERS
- ACI CENTERS LLC
- ADAM & KIM S. CO.
- ADVENT LAW CORPORATION
- ADVIS LLC
- ALAN A. JOHNS PARTNERSHIP
- ALAN SHAWAR & LHM LLC
- ALICE YEO & CO.
- ALLEN & JONES LLP
- ALLISTER LYN & THOMAS
- ALPHA & OMEGA LAW CORPORATION
- ALPHA LAW LLC

Law practices involved in the case

Immediate Service

Service upon acceptance of filing

Deferred Service

ADQUATAS LAW LLP

Date: dd-MMM-yyyy Time: hh:mm AM/PM

Fees Payable

Filing Fees

Request for Exemption/ Waiver: ☒ None ☐ Partial ☐ Full

Document Name	Fee	Document Fee	Processing Fee	Transmission Fee	Sub Total
ORIGINATING SUMMONS	Computed	\$500.00	\$24.00	\$51.00	\$575.00
Total Filing Fees Payable:					\$575.00

eService Fees

Details	Quantity	Total
Number of Recipients	1	
Number of Documents	1	
Total eService Fees Payable:		\$25.00

Previous Save Print Preview Cancel Next

Step 3: Admin Details Page

8. Enter information in the fields provided for each section.



Refer to **Chapter 3 - Step 3: Admin Details** for more information about the functions that can be performed in the **Step 3: Admin Details Page**.

9. After completing the admin details, click **Next**. The **Step 4: Submission Page** will be displayed. This page shows the different information and documents added to the case. Click the respective links to view the details.

The screenshot shows a four-step process bar at the top: STEP 1: Case Info, STEP 2: Form, STEP 3: Admin Details, and STEP 4: Submission. STEP 4 is highlighted with a thick orange arrow. Below the bar, the text reads: "You are about to submit the following information:" followed by a numbered list: 1. [Case Information Details](#), 2. [Authority of Company to Register Transfer](#), and 3. [Hearing Date Request and other Administrative Details](#). Below the list, there are three lines of advisory text: "You are advised to review these documents.", "If you need to make any changes, please click on the [Previous] button.", and "You may wish to keep a copy of these documents for your records". This is followed by a statement: "I/We have read and agree to the [Terms and Conditions](#) for the usage of iELS." At the bottom, there are three buttons: "Previous" (highlighted with a blue border), "Submit", and "Cancel".

STEP 1: Case Info STEP 2: Form STEP 3: Admin Details STEP 4: Submission

You are about to submit the following information:

1. [Case Information Details](#)
2. [Authority of Company to Register Transfer](#)
3. [Hearing Date Request and other Administrative Details](#)

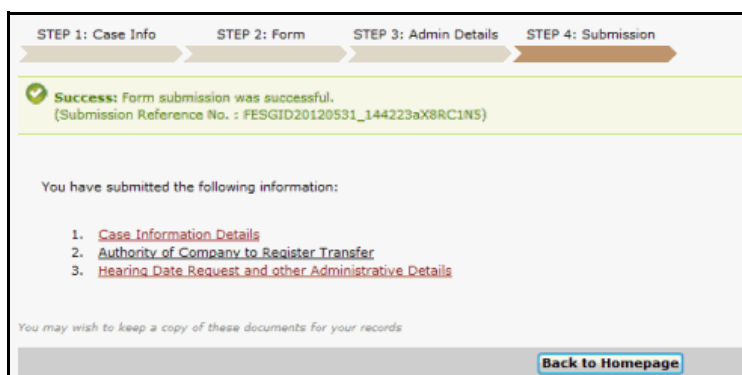
*You are advised to review these documents.
If you need to make any changes, please click on the [Previous] button.
You may wish to keep a copy of these documents for your records*

I/We have read and agree to the [Terms and Conditions](#) for the usage of iELS.

[Previous](#) [Submit](#) [Cancel](#)

Step 4: Submission Page

10. Click **Submit**. A message will be displayed stating that the previously rejected document has been re-submitted successfully.



Re-filing a Previously Rejected Document - Confirmation Message

11. Click **Back to Homepage** to return to the eLitigation Main Page.

Amendment Filing

Amendment Filing describes the procedure for amending the metadata, and then re-filing the amended documents to the case file.

Metadata Amendment describes the process of updating the following metadata information: Case Details, Party Details, Solicitor Details and Document Information. All of which are saved in the database.

There are three types of metadata amendments:

- Administrative Amendment (Basket 1)
- Court Approval Amendment (Basket 2)
- Document Amendment (Basket 3)

Administrative Amendment (Basket 1)

Administrative Amendments (Basket 1) are permissible amendments that can be done to the case file anytime by the Law Firm representing the party, without the need for additional Court Orders, Supporting Documents or Court Approval. The following details are Basket 1 amendments:

- Fax country and area code
- Fax number
- Telephone country and area code
- Telephone number
- Mobile country code
- Mobile number

- Email address
- Solicitor

This type of amendment does NOT require any **Court Order, Supporting Documents** or **Court Approval**. The changes in the Front End case file will be synchronized to the Back End system where the process is transparent to the Front End and Court users. Any amendment in this category is free of charge.

To perform an administrative amendment:

1. Go to the Search Case Page.
(Main Menu >> Case File)

This page serves as the search function to filter the cases according to the user's search requirement. The user will be able to search for a specific case saved in the system. By default, all recent filed cases will be shown.

Search Case

Expected behaviour of Case Files

1. You will have access to case files for the duration of the case and any appeals therefrom, plus a period of three months. Access is available as long as your firm represents a party that has been formally added, e.g third parties.
2. Writs of executions and some ex parte summonses (e.g. injunctions) will only be accessible three months after filing.
3. Access does not extend to documents that are sealed or documents internal to the Judiciary, e.g. Minute Sheets.

For information on the use of eLitigation, go to the Reference Centre tab or FAQ section on the Use of eLitigation in the Get Ready site
<https://www.elitigation.sg/getready>

Amendment of Documents
 In order to amend a document, select the document from the Documents tab of the online case file and click on the "Amend" button. Click [here](#) for a quick guide.

Add or Remove Party
 In order to add or remove a party, you must amend the originating document. Click [here](#) for a quick guide.

Enter an Appearance
 To enter an Appearance, search for document title by entering keyword "Appearance" in the "Filing" menu or alternatively select the "File a Document" option under the Quick Access button. Click [here](#) for a quick guide.

Please enter part of Case No or Case Name or LF Reference No.

Keywords:

[Advanced Search](#)

Case No	Case Name	LF Reference No	Nature of Case
B 196/2011	tree v plant		
B 204/2011	tree v plant		
PA 58/2011	PA granted by Ade		
CWU 178/2011	Tom v Jerry		Companies
CWU 182/2011	Bob v Wendy		
P 162/2011	In the Estate of Srikanthiah, deceased (Application by Test0808201102App)	34534	
OS 403/2011	Re: OSS 10.c User sory test		Competition Law
S 1864/2011	jacques wong v Kelly wu		Sale of Immovable Property
S 1889/2011	PUBLIC PROSECUTOR v MUHAMMAD RAFFIQ BIN JAFFAH		Financial and Securities Markets
S 1907/2011	Uma v test defnd 01		Administrative & Constitutional Law
S 1912/2011	meenu v Napoleon		Arbitration
CA 32/2011	eng chow v Sydney tay		
CA 32/2011	eng chow v Sydney tay		
OS 450/2011	Alice Lee v Edmund ong		Arbitration
S 1955/2011	M01 v M02		Administrative & Constitutional Law

Showing 1-15 of 2109

Previous 1 2 3 4 5 ... 141 Next Go to page: Go Items Per Page 15

Search Case Page

2. Enter a full or partial search text of the **Case Number, Case Name** or **Law Firm Reference No.** in the **Keywords** field and then click **Search**. The filtered search results will be displayed below the search field.

Search can also be done by:



- Entering the case number in the Search field in the eLitigation Main Page.

3. Click the **Case No** link to view the Case Information Page.

4. Click the **Party** tab to view the party details of the case.

S 465/2012

John Tan v Mary Yeo

Case Status: Pending File Reference No: DTVTest [Edit](#)

Case Party Documents Hearing History Bill Details Notification

Plaintiff

Name: John Tan [Edit](#)
 Former Name: -
 Gender: Male
 Identification No: Others L1234567
 Law Practice Name: RAJAH & TANN LLP

Party Entity: Natural Person
 Party Status: Pending
 Identification Remarks: IC Others
 File Ref No: DTVTest

Solicitor Name	Telephone No	Mobile No	Fax No	Email Address
No record(s) found				

Defendant

Name: Mary Yeo
 Former Name: -
 Gender: Female
 Identification No: Others L9876543
 Law Practice Name: Unrepresented

Party Entity: Natural Person
 Party Status: Pending
 Identification Remarks: IC Others
 File Ref No: DTVTest

Solicitor Name	Telephone No	Mobile No	Fax No	Email Address
No record(s) found				

Party Tab



Parties filed by the Law Firm can be amended by the user.

- Click the **Edit** link of the party whose details will be amended. The party details page will be displayed.
- For Administrative Amendments, the user can only update fields in the Party Information, Additional Party Information, Contact Information, Representative Information and Solicitor Information sections **without** the asterisk (*) mark. These fields do not require any Court approval when updated.
- Once done, click **Update**. The Party Info Amendment window will be displayed.

The Party Info Amendment window shows a summary of the amendment done to the party details.

Party Info Amendment

You have made amendment(s) to "Rom1 34" as follows

S/No	Amended Item	Current Info	Amended To
1	Tel Number		55555555

Party Info Amendment

8. Click **Confirm**. The changes will be implemented to the party details.

Party Info Amendment

Success: The party amendment request has been submitted successfully. The change of party information may take an hour to update in the system

You have made amendment(s) to "Rom1 34" as follows

S/No	Amended Item	Current Info	Amended To
1	Tel Number		55555555

Ok

Confirmation Message

If the user clicks **Cancel**, changes made to the party information will not be made. The following message will be displayed:

Party Info Amendment

Cancelled: The amendment has been reverted.

You have made amendment(s) to "Rom1 34" as follows

S/No	Amended Item	Current Info	Amended To
1	Tel Number		55555555

Ok

9. Click **OK** to go back to the Party Information Page.

After the amended has been made, the user can go to the History tab of the case file to view the amendments done.

5 1335/2012

Rom1 34 v Rom1

Case Status: Pending

File Reference No: 555

Case Party Documents Hearing **History** Bill Details Notification

Expand All **Collapse All**

Party Details

Amend History

Date	Party	Previous Value	Updated Value	Updated By	Supporting Document (4)
24-Dec-2012 12:05 PM	Rom1 34	Tel Numbers	Tel Number:55555555	SIT Testing	

Court Approval Amendment (Basket 2)

Court Approval Amendments (Basket 2) refer to the amendment process where the user provides supporting documents to effect the change, for example change of gender or address.

For other scenarios, a Court order is required to justify the amendment (i.e. change of Party Name). Once the change has been propagated, the system will send an eLitigation notification to all Law Firms representing the parties involved in that particular case.

To perform a Court approval amendment:

1. Search for a case file saved in the system. Refer to Steps 1 to 3 of Filing an Administrative Amendment.

- Click the **Party** tab to view the party details of the case.

S 1175/2012

Jun1 v Han1 Case Status: Pending File Reference No: [Edit](#)

Case Party Documents Hearing History Bill Details Notification

Plaintiff

Name: Jun1 [Edit](#)

Former Name: -

Gender: Male

Identification No: Foreign Passport 58455555

Law Practice Name: ALLEN & GLEDHILL LLP

Party Entity: Natural Person

Party Status: Pending

Identification Remarks: -

File Ref No: -

Solicitor Name **Telephone No** **Mobile No** **Fax No** **Email Address**

Tim Wang 67907666

Defendant

Name: Han1

Former Name: -

Gender: Male

Identification No: Foreign Passport KLUYRTQ6565

Law Practice Name: Unrepresented

Party Entity: Natural Person

Party Status: Pending

Identification Remarks: -

File Ref No: -

Solicitor Name **Telephone No** **Mobile No** **Fax No** **Email Address**

No record found

Party Tab



Parties filed by the Law Firm can be amended by the user.

- Click the **Edit** link of the party whose details will be amended. The party details page will be displayed.
- Update the fields in the Party information section **with** the asterisk (*) mark. These fields require Court approval when updated.
- Once done, click **Update**. The Party Info Amendment page will be displayed.

Party Info Amendment

You have made amendment(s) to "Rommy" as follows

S/No	Amended Item	Current Info	Amended To
1	Full Name	Rom1 34	Rommy

This amendment is supported by:

☐ Leave of Court ☐ Supporting Document

[Submit](#) [Cancel](#)

Party Info Amendment - Court Approval

- Select the document that supports the amendment. The user may add a supporting document or specify a Court order pertaining to the amendment.
- If **Leave of Court** is selected, the user will be asked to add orders for the amendment.

Party Info Amendment

You have made amendment(s) to "Rommy" as follows

S/No	Amended Item	Current Info	Amended To
1	Full Name	Rom1 34	Rommy

This amendment is supported by:

☒ Leave of Court ☐ Supporting Document

Please provide the relevant orders for this amendment:

<input type="checkbox"/>	S/No	Case No	Order No	Order Date	Given by	Remarks
Add	Delete					

[Submit](#) [Cancel](#)

Party Info Amendment – Select/Add Order

8. Click **Add**. The Order of Court section will be displayed.

Party Info Amendment

You have made amendment(s) to "Rommy" as follows

S/No	Amended Item	Current Info	Amended To
1	Full Name	Rom1 34	Rommy

This amendment is supported by:

☒ Leave of Court ☐ Supporting Document

Please provide the relevant orders for this amendment:

<input type="checkbox"/>	S/No	Case No	Order No	Order Date	Given by	Remarks
<div> <div>Add</div> <div>Delete</div> </div> <p>Select or enter the relevant Order of Court for this bill.*</p> <p><input type="radio"/> Select the 'Order Of Court' document</p> <p><input checked="" type="radio"/> Order of Court Not Shown</p> <p>Case Number where Order was given*:</p> <p>Select Date of Order*:</p> <p>Who made the Order?*</p> <p>Specify additional details:</p> <div> <div>dd-MMM-yyyy</div> <div>dd/MMM/yyyy</div> <div>--Select--</div> </div> <div> <div>Save</div> <div>Cancel</div> </div> <div> <div>Submit</div> <div>Cancel</div> </div>						

Order of Court Section

9. Choose between **Select the Order of Court Document** and **Order of Court Not Shown**.

Order of Court documents will be listed, if available. Select from the list the applicable Order of Court.

Select or enter the relevant Order of Court for this bill.*

☒ Select the 'Order Of Court' document

S 708/2011

☒ dated given by

S 708/2011

☒ dated given by

S 708/2011

☒ dated given by

S 708/2011

☒ dated given by

S 708/2011

☒ dated given by

S 708/2011

☒ dated 3/28/2011 12:00:00 AM given by Justice CHOO HAN TECK

S 708/2011

☒ **QRC 13/2011** dated 2/14/2011 12:00:00 AM given by Justice BELINDA ANG SAW EAN

10. If **Order of Court Not Shown** is selected, enter information in the following fields:

Case Number where Order was given

Enter the case number where the Court Order was given.

Select Date of Order

Select the date of order indicated on the Court Order.

Who made the Order?

Select from the dropdown list the name of the Judge who issued the Court Order.

Specify additional details

Enter additional details.

11. Click **Save**. The Leave of Court details will be displayed.

Party Info Amendment

You have made amendment(s) to "Rommy" as follows

S/No	Amended Item	Current Info	Amended To
1	Full Name	Rom1 34	Rommy

This amendment is supported by:

☒ Leave of Court ☐ Supporting Document

Please provide the relevant orders for this amendment:

<input type="checkbox"/>	S/No	Case No	Order No	Order Date	Given by	Remarks
<input type="checkbox"/>	1	S 1335/2012		20-Dec-2012	Chief Justice Chan Sek Keong	

Court Approval Amendment - Leave of Court - Added Court Order



Click **Add** to add more relevant orders for the amendment.

To remove an entry from the list, mark the corresponding checkbox and click **Delete**.

12. Click **Submit**. A confirmation message will be displayed.

Party Info Amendment

Success: The party amendment request has been submitted successfully for Judiciary approval. The change of party information will be updated in the system once it is approved.

You have made amendment(s) to "Rommy" as follows

S/No	Amended Item	Current Info	Amended To
1	Full Name	Rom1 34	Rommy

Court Approval Amendment - Leave of Court Confirmation Message

13. If **Supporting Document** is selected, the user will be asked to specify the path of the document for uploading. Click **Browse** to locate the document.

Party Info Amendment

You have made amendment(s) to "Rommy" as follows

S/No	Amended Item	Current Info	Amended To
1	Full Name	Rom1 34	Rommy

This amendment is supported by:


☐ Leave of Court ☒ Supporting Document

You have submitted the following in support:

File:

Party Info Amendment - Supporting Document

Once the location of the document is entered, click **Submit**. The Summary Page will be displayed.

Party Info Amendment			
 Success: The party amendment request has been submitted successfully for Judiciary approval. The change of party information will be updated in the system once it is approved.			
You have made amendment(s) to "Rommy" as follows			
S/No	Amended Item	Current Info	Amended To
1	Full Name	Rom1 34	Rommy
<input type="button" value="Ok"/>			

Party Info Amendment - Summary Page

- Click **OK**. The Party Information Page will be displayed.

Once submitted, the request will be sent to the Court for approval. The Court will review the attached documents or indicated Court Order to determine the approval of the amendment. Upon approval of the Court, the word **Updated** will be seen in the amended field.



After the amended has been approved by the Court, the user can go to the History tab of the case file to view the amendments made.

Document Amendment (Basket 3)

Document Amendment applies to the accepted documents that have been added to the case when it was filed.

To amend a document:

- Search for a case file saved in the system. Refer to Steps 1 to 3 of Filing an Administrative Amendment.

S 465/2012

John Tan v Mary Yeo **Case Status:** Pending **File Reference No:** DTVTest [Edit](#)

[Case](#) [Party](#) [Documents](#) [Hearing](#) [History](#) [Bill Details](#) [Notification](#)

Case Information

Date Filed: 18-May-2012

SubCase information

Sub Case No
SUM 595/2012-Summons

Sub Case Parties
John Tan

Status
Pending

Showing 1-1 of 1 [Previous](#) [Next](#) [Go to page:](#) [Go](#) **Items Per Page** 15

More Information

Nature of Case

S/No	Nature of Case	Main Case
1	Contract - Others	

Liquidated Claims

S/No	Currency Type	Amount Claimed	SGD Equivalent
1	Singapore Dollar	\$1,000,000.00	S\$1,000,000.00

Total Value of Liquidated Claim: S\$1,000,000.00
Total Amount Awarded for Liquidated Claim: S\$0.00

Unliquidated Claims

No Record(s) found

Total Estimated of Unliquidated Claim: S\$ 0.00
Total Amount Awarded for Unliquidated Claim: S\$0.00

Other Relief

No Record(s) found

Case Relationship

Originating Cases
No Record(s) found

Case Transfer History

Linked Cases
No Record(s) found

Consolidated Cases
No Record(s) found

Amend Document - Case Information Page

- Click the **Documents** tab to view a list of the accepted documents of the case.

HC/S 122/2017

trader name v paintest **Case Status:** Pending

[Case](#) [Party](#) [Documents](#) [Hearing](#) [History](#) [Bill Details](#) [Cause Book Search](#) [Notification](#)

Case Documents

[HC/S 122/2017 \(11\)](#)

[Affidavits \(1\)](#)

[Certificates, Memorandum & Notices \(2\)](#)

[Correspondence \(2\)](#)

[Orders/Judgments \(1\)](#)

[Readings \(2\)](#)

[Trial/Hearings Related \(1\)](#)

[Sub Cases](#)

[HC/SUM 38/2017 \(3\)](#)

[HC/SUM 43/2017 \(1\)](#)

Enter text to search

<input type="checkbox"/>			Document Name	Number	Date	Name	Action
<input type="checkbox"/>			NOTICE OF CHANGE OF SOLICITOR		09-Jan-2018 01:29 PM	PLAINTIFF	Info
<input type="checkbox"/>			NOTICE OF CHANGE OF SOLICITOR		09-Jan-2018 01:07 PM	PLAINTIFF	Info
<input type="checkbox"/>			REGISTRAR'S NOTICE FOR SHORT PAYMENT OF COURT FEES		04-Jan-2018 08:14 PM		Info
<input type="checkbox"/>			AT-HIDAVIL (new)	HC/S 122/2017	04-Jan-2018 07:34 PM	NON-PARTY	Info
<input type="checkbox"/>			ORDER OF COURT	HC/ORC 14/2017	26-Dec-2017 01:35 PM	PLAINTIFF	Info
<input type="checkbox"/>			REGISTRAR'S DIRECTION(S)	HC/SUM 38/2017	30-Nov-2017 03:30 PM		Info
<input type="checkbox"/>			INCOMING CORRESPONDENCE		30-Nov-2017 12:32 PM		Info
<input type="checkbox"/>			SUMMONS FOR SUBSTITUTED SERVICE	HC/SUM 43/2017	30-Nov-2017 12:19 PM	PLAINTIFF	Info
<input type="checkbox"/>			SUMMONS FOR AMENDMENT	HC/SUM 38/2017	14-Nov-2017 02:01 PM	PLAINTIFF	Info
<input type="checkbox"/>			WRIT OF SUMMONS	HC/S 122/2017	08-Nov-2017 06:49 PM	PLAINTIFF	Info
<input type="checkbox"/>			STATEMENT OF CLAIM		08-Nov-2017 06:49 PM	PLAINTIFF	Info

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[Amend](#) [eService](#) [Collaborate](#) [Create Bundle](#) [Pack & Go](#) [File a Request](#) [File a Document](#)

Documents Tab

- Mark the checkbox of the document to be amended and click **Amend**. The **Step 1: Case Information Page** will be displayed.

An Alert Window will be displayed if the user does not have permission to amend the selected document/s.





ACIES LAW CORPORATION Welcome, SIT Testing ! [Logout](#)

STEP 1: Case Info STEP 2: Form STEP 3: Admin Details STEP 4: Submission

Case Overview

For Filing in: High Court
Case No/Case Name: S 1313/2012 PUBLIC PROSECUTOR v MUHAMMAD RAFFIQ BIN JAFFAH
File Reference No:

Order Of Court For Amendment

Do you need leave of Court? ☐ Yes ☒ No

Basis of amendment (state provision in Rules of Court relied on)

List of Parties

Select at least one Plaintiff and one Defendant.

<input type="checkbox"/>	S/No	Party Name	Represented By	Filing Party	Role in this filing
<input type="checkbox"/>	1	Roma Test123	ACIES LAW CORPORATION	<input checked="" type="checkbox"/>	Plaintiff
<input type="checkbox"/>	2	Ram1	ALLEN & GLEDHILL LLP	<input type="checkbox"/>	Defendant

[Add Party From Another Case](#) [Add Party Manually](#) [Delete](#)

Questionnaire

Nature of Case

Select up to 10 categories of Nature of Case.

<input type="checkbox"/>	S/No	Nature of Case	Main Claim
<input type="checkbox"/>	1	Administrative & Constitutional Law	<input checked="" type="checkbox"/>

[Add](#) [Delete](#)

Specify the relief claimed:

Note on Claim Details:

- Where a liquidated claim is sought, the amount of the claim must be provided. Where the said claim is made in foreign currency, the equivalent value in S\$ must be provided.
- Where an unliquidated claim is sought, the estimated value of the claim must be provided.
- Where other relief is sought, please select the nature of the relief that best describes that which is claimed.
- The value of the claim / estimated claim sought should be within the jurisdiction of the Court selected as follows:
 - Magistrate's Court: up to S\$60,000
 - District Court: up to S\$250,000
 - High Court: above S\$250,000

Liquidated Claim

<input type="checkbox"/>	S/No	Currency Type	Amount Claimed	SGD Equivalent
<input type="checkbox"/>	1	Singapore Dollar	250,001.00	S\$ 250,001.00

[Add](#) [Delete](#)

Total Value of Liquidated Claim: S\$ 250,001.00

Unliquidated Claim

<input type="checkbox"/>	S/No	Type of Unliquidated Claim	Description
<input type="checkbox"/>	1	<input type="radio"/> Damages to be assessed <input type="radio"/> Others	

[Add](#) [Delete](#)

Total Estimated Value of Unliquidated Claim: S\$ 0.00

Other Relief

[Add](#) [Delete](#)

Other Questions

- Is it currently anticipated that the Writ to be issued will be served out of jurisdiction? ☐ Yes ☒ No
- Are you filing a Generally Endorsed Writ or will a Statement of Claim be filed with Writ? ☐ Generally Endorsed Writ ☒ Statement of Claim
- Is the Writ issued against partners in a firm? ☐ Yes ☒ No
- Are you filing for an injunction together with the Writ? ☐ Yes ☒ No

[Save](#) [Print Preview](#) [Cancel](#) [Next](#)

Step 1: Case Information Page



Document Amendment can also be accessed through **Quick Access >> File a Document**.

- Update the information found on the Case Information Page, if necessary. Once done, click **Next**. The **Step 2: Form Page** will be displayed.

Step 2: Form Page

- Depending on the eForm or document listed on the page, click the Actions link to perform the necessary action to document. The **Step 2: Form Page** allows the user to compose, upload, download and preview the form.



Refer to **Chapter 3 - Step 2: Form** for more information about the functions that can be performed in the **Step 2: Form Page**.

- Once done, click **Next**. The **Step 3: Admin Details** will be displayed. This page allows the user to update the Hearing Details, indicate urgency, request a backdate, eServe and request an Exemption or Waiver of fees.

Step 3: Admin Details Page

7. Enter the required information in the fields provided for each section.



Refer to **Chapter 3 - Step 3: Admin Details** for more information about the functions that can be performed in the Admin Details Page.

8. Click **Next**. The **Step 4: Submission Page** will be displayed. This page shows the different information and documents added to the case. Click the respective links to view the details.

Step 4: Submission Page

9. Click **Submit**. A message will be displayed stating that the document amendment has been submitted successfully.

Document Amendment - Confirmation Message

After the amended document has been approved and a reply has been sent to the Law Firm's Inbox, the user may view the document information in the case file. The Amendment History of the document will be displayed.



Document Name:	<u>Summons for Extension of Time to File Memorandum of Service</u>				
Filed By:	UAT user 6				
Filed Through:	TAN RAJAH & CHEAH				
Fee Information					
Require urgent Processing of the Document?	No				
Request for Exemption / Waiver:	None				
Fee	Document Fee	Processing Fee	Transmission Fee	Urgent Fee	Total
Computed	\$650.00	\$64.00	\$610.00	\$0.00	\$664.00
Waiver Approved	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Waiver Requested	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Fees Paid					\$664.00
E-Service					
No Record(s) found					
Amendments					
1. (Amendment No. 1) amended by System (DREW & NAPIER LLC) on 25-Feb-11 10:48 AM					
2. (Original document) filed by System (TAN RAJAH & CHEAH) on 12-Feb-11 11:02 PM					
3. (Original document) filed by System (TAN RAJAH & CHEAH) on 12-Feb-11 08:49 PM					
4. (Original document) filed by System (TAN RAJAH & CHEAH) on 12-Feb-11 08:42 PM					
OK					

Other Case Types

A Law Firm User can file other case types using the eLitigation system. The following list shows the different case types that are available for filing.

Originating Summons/Summons

Bankruptcy

Probate

Taxation

Corporate Entity Winding Up

Admiralty

Admissions and Practicing Certificates

Criminal Proceedings

Divorce

Adoption

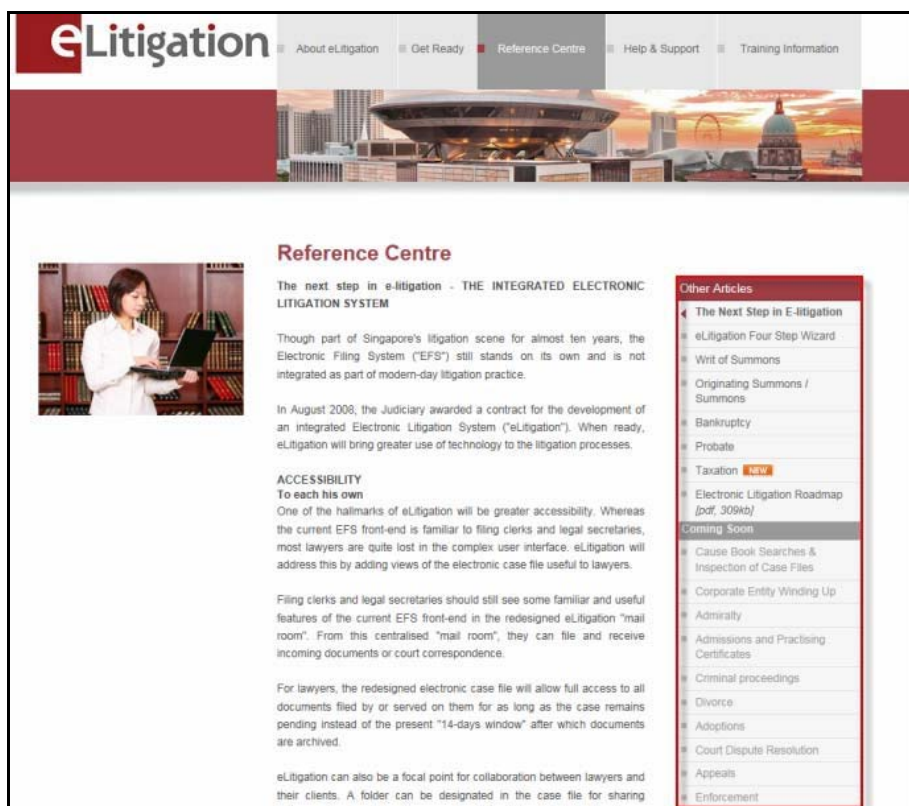
Court Dispute Resolution

Appeals

Enforcement

Refer to the eLitigation Reference Centre section online for the steps on how to file the different case types.

To access the Reference Centre, go to www.elitigation.com.sg/Getready/reference01-TheNextStepinE-litigation.html and click the case type name link for the steps.



eLitigation Reference Centre – List of Case Types

CHAPTER 6

eLitigation Other Features

This chapter covers the following topics:

- Collaboration
- Calendaring
- Notifications and Alerts
- Bundling
- Pack & Go

Collaboration

The Collaboration function enables Lawyers and Clients to share or exchange files, and to collaborate using the eLitigation portal. It provides Lawyers with a feature to share documents from their case file with their Clients or with other Counsel.

Client is used to refer to the additional person given access to the Collaboration folder. Such person can include witnesses, experts and other persons that the Law Firm grants access to.

Collaborate from Case File

Collaborate from Case File describes the process to create a "Shared" environment by sharing files between the collaborators and their Clients.

To collaborate files:

1. Go to the Search Case Page.
(Main Menu >> Case File)

This page serves as the search function to filter the cases according to the user's search requirement. The user will be able to search for a specific case saved in the system. By default, all filed cases will be shown.

Search Case Search

Expected behaviour of Case Files

- You will have access to case files for the duration of the case and any appeals therefrom, plus a period of three months. Access is available as long as your firm represents a party that has been formally added, e.g. third parties.
- Writs of executions and some ex parte summonses (e.g. injunctions) will only be accessible three months after filing.
- Access does not extend to documents that are sealed or documents internal to the Judiciary, e.g. Minute Sheets.

For information on the use of eLitigation, go to the Reference Centre tab or FAQ section on the Use of eLitigation in the Get Ready site
<https://www.elitigation.sg/getready>

Amendment of Documents
 In order to amend a document, select the document from the Documents tab of the online case file and click on the "Amend" button. Click [here](#) for a quick guide.

Add or Remove Party
 In order to add or remove a party, you must amend the originating document. Click [here](#) for a quick guide.

Enter an Appearance
 To enter an Appearance, search for document title by entering keyword "Appearance" in the "Filing" menu or alternatively select the "File a Document" option under the Quick Access button. Click [here](#) for a quick guide.

Please enter part of Case No or Case Name or LF Reference No.

Keywords:

[Advanced Search](#)

Case No :	Case Name :	LF Reference No :	Nature of Case :
B 198/2011	tree v plant		
B 204/2011	tree v plant		
PA 58/2011	PA granted by Ade		
CWV 178/2011	Tom v Jerry		Companies
CWV 182/2011	Bob v Wendy		
P 162/2011	In the Estate of Srikanthiah, deceased (Application by Test0808201102App)	34534	
OS 403/2011	Re: OSS 10.c User sory test		Competition Law
S 1864/2011	Jacques wong v Kelly wu		Sale of Immovable Property
S 1889/2011	PUBLIC PROSECUTOR v MUHAMMAD RAFFIQ BIN JAFFAH		Financial and Securities Markets
S 1907/2011	Uma v test defnd 01		Administrative & Constitutional Law
S 1912/2011	meenu v Napoleon		Arbitration
CA 32/2011	eng chow v Sydney tay		
CA 32/2011	eng chow v Sydney tay		
OS 450/2011	Alice Lee v Edmund ong		Arbitration
S 1955/2011	M01 v M02		Administrative & Constitutional Law

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Search Case Page

- Locate the case file where the user wants to perform the Collaboration. Enter a full or partial search text of the **Case Number**, **Case Name** or **Law Firm Reference No.** in the **Keywords** field and click **Search**.
- Click the **Case No** link of the case to view. The Case tab information will be displayed.



Search can also be done by entering the case number in the Search field in the eLitigation Main Page.

- Click the **Documents** tab of the selected case to view the case documents.

HC/S 122/2017

trader name v palntest Case Status: Pending

Case Party Documents **Hearing** History Bill Details Cause Book Search Notification

Case Documents

HC/S 122/2017(11)

Enter text to search Search

<input type="checkbox"/>		Document Name	Number	Date	Name	Action
<input type="checkbox"/>		NOTICE OF CHANGE OF SOLICITOR		09-Jan-2018 01:29 PM	PLAINTIFF	Info
<input type="checkbox"/>		NOTICE OF CHANGE OF SOLICITOR		09-Jan-2018 01:07 PM	PLAINTIFF	Info
<input type="checkbox"/>		REGISTRAR'S NOTICE FOR SHORT PAYMENT OF COURT FEES		04-Jan-2018 08:14 PM		Info
<input type="checkbox"/>		AFFIDAVIT (Defn)	HC/S 122/2017	04-Jan-2018 07:34 PM	NON-PARTY	Info
<input type="checkbox"/>		ORDER OF COURT	HC/ORC 14/2017	26-Dec-2017 01:35 PM	PLAINTIFF	Info
<input type="checkbox"/>		REGISTRAR'S DIRECTION(S)	HC/SUM 38/2017	30-Nov-2017 03:30 PM		Info
<input type="checkbox"/>		INCOMING CORRESPONDENCE		30-Nov-2017 12:32 PM		Info
<input type="checkbox"/>		SUMMONS FOR SUBSTITUTED SERVICE	HC/SUM 43/2017	30-Nov-2017 12:19 PM	PLAINTIFF	Info
<input type="checkbox"/>		SUMMONS FOR AMENDMENT	HC/SUM 38/2017	14-Nov-2017 02:01 PM	PLAINTIFF	Info
<input type="checkbox"/>		WRIT OF SUMMONS	HC/S 122/2017	08-Nov-2017 06:49 PM	PLAINTIFF	Info
<input type="checkbox"/>		STATEMENT OF CLAIM		08-Nov-2017 06:49 PM	PLAINTIFF	Info

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Amend eService **Collaborate** Create Bundle Pack & Go File a Request File a Document

Case Documents

- Click **Collaborate**. The **Step 1: Describe Page** will be displayed.

S 1907/2011

Uma v test defnd 01 Case Status: Pending File Reference No: [Edit](#)

Case Party Documents **Hearing** History Bill Details Notification **Collaboration**

STEP 1: Describe STEP 2: Select Document STEP 3: Select Client STEP 4: Confirmation

* Mandatory field

Collaboration allows sharing of case documents in this case file or your own uploaded files to this share. You may share the documents and files to your clients who has registered and obtained their SingPass ID. Your client may view the shared files and upload their files into this share if access is granted. To re-name the collaboration share, please enter the 'Name of the Share' text field below.

Name of the Share *:

Cancel Next

Step 1: Describe Page

- Enter the shared folder name in the **Name of the Share** field.



The **Name of Share** field only accepts alphanumeric characters and does not accept special characters or symbols.

- Click **Next**. The **Step 2: Select Documents Page** will be displayed.

HC/S 122/2017

trader name v paintest Case Status: Pending

Case Party Documents Hearing History Bill Details Cause Book Search Notification Collaboration

STEP 1: Describe STEP 2: Select Document STEP 3: Select Client STEP 4: Confirmation

HC/S 122/2017(11)

- Affidavits (1)
- Certificates, Memorandum & Notices (2)
- Correspondence (2)
- Orders/Judgments (1)
- Pleadings (2)
- Trial/Hearings Related (1)
- Sub Cases
 - HC/SUM 38/2017 (3)
 - HC/SUM 43/2017 (1)

Document Name	Number	Date	
<input type="checkbox"/> NOTICE OF CHANGE OF SOLICITOR		09-Jan-2018 01:29 PM	Info
<input type="checkbox"/> NOTICE OF CHANGE OF SOLICITOR		09-Jan-2018 01:07 PM	Info
<input type="checkbox"/> REGISTRAR'S NOTICE FOR SHORT PAYMENT OF COURT FEES		04-Jan-2018 08:14 PM	Info
<input type="checkbox"/> AFFIDAVIT (test)	HC/S 122/2017	04-Jan-2018 07:34 PM	Info
<input type="checkbox"/> ORDER OF COURT	HC/ORC 14/2017	26-Dec-2017 01:35 PM	Info
<input type="checkbox"/> REGISTRAR'S DIRECTION(S)	HC/SUM 38/2017	30-Nov-2017 03:30 PM	Info
<input type="checkbox"/> INCOMING CORRESPONDENCE		30-Nov-2017 12:32 PM	Info
<input type="checkbox"/> SUMMONS FOR SUBSTITUTED SERVICE	HC/SUM 43/2017	30-Nov-2017 12:19 PM	Info
<input type="checkbox"/> SUMMONS FOR AMENDMENT	HC/SUM 38/2017	14-Nov-2017 02:01 PM	Info
<input type="checkbox"/> WRIT OF SUMMONS	HC/S 122/2017	08-Nov-2017 06:49 PM	Info
<input type="checkbox"/> STATEMENT OF CLAIM		08-Nov-2017 06:49 PM	Info

Document to Share

Step 2: Select Documents Page

8. From the document list, mark the checkbox of the document to be shared.
9. Click **Add Selected**. The selected documents will appear in the Documents to Share section.

STEP 1: Describe STEP 2: Select Document STEP 3: Select Client STEP 4: Confirmation

HC/S 122/2017(11)

- Affidavits (1)
- Certificates, Memorandum & Notices (2)
- Correspondence (2)
- Orders/Judgments (1)
- Pleadings (2)
- Trial/Hearings Related (1)
- Sub Cases
 - HC/SUM 38/2017 (3)
 - HC/SUM 43/2017 (1)

Document Name	Number	Date	
<input type="checkbox"/> NOTICE OF CHANGE OF SOLICITOR		09-Jan-2018 01:29 PM	Info
<input type="checkbox"/> NOTICE OF CHANGE OF SOLICITOR		09-Jan-2018 01:07 PM	Info
<input type="checkbox"/> REGISTRAR'S NOTICE FOR SHORT PAYMENT OF COURT FEES		04-Jan-2018 08:14 PM	Info
<input type="checkbox"/> AFFIDAVIT (test)	HC/S 122/2017	04-Jan-2018 07:34 PM	Info
<input type="checkbox"/> ORDER OF COURT	HC/ORC 14/2017	26-Dec-2017 01:35 PM	Info
<input type="checkbox"/> REGISTRAR'S DIRECTION(S)	HC/SUM 38/2017	30-Nov-2017 03:30 PM	Info
<input type="checkbox"/> INCOMING CORRESPONDENCE		30-Nov-2017 12:32 PM	Info
<input type="checkbox"/> SUMMONS FOR SUBSTITUTED SERVICE	HC/SUM 43/2017	30-Nov-2017 12:19 PM	Info
<input type="checkbox"/> SUMMONS FOR AMENDMENT	HC/SUM 38/2017	14-Nov-2017 02:01 PM	Info
<input checked="" type="checkbox"/> WRIT OF SUMMONS	HC/S 122/2017	08-Nov-2017 06:49 PM	Info
<input checked="" type="checkbox"/> STATEMENT OF CLAIM		08-Nov-2017 06:49 PM	Info


Document to Share

Document Name	Date
<input type="checkbox"/> WRIT OF SUMMONS	08-Nov-2017 06:49 PM
<input type="checkbox"/> STATEMENT OF CLAIM	08-Nov-2017 06:49 PM

Documents to Share

To remove a document from the list, mark the corresponding checkbox and click **Remove Selected**.

To upload another document, click **Upload Document** to launch the Upload Document window.



Upload document

Click "Browse" to select a file. You can attach up to a total size of 25MB.

S.No	Attachment	Name
1	<input type="button" value="Browse..."/>	<input type="text"/>
2	<input type="button" value="Browse..."/>	<input type="text"/>
3	<input type="button" value="Browse..."/>	<input type="text"/>
4	<input type="button" value="Browse..."/>	<input type="text"/>
5	<input type="button" value="Browse..."/>	<input type="text"/>

Click **Browse** and search for the document to be uploaded. Then, enter the Document **Name** in the field provided. Click **Attach Files**. The selected files will be added to the Documents to Share list.

If the user needs to upload more than five documents, click **Add** to add more attachment rows.

10. Click **Next**. The **Step 3: Select Clients Page** will be displayed.



Step 3: Select Clients Page

11. Click **Add Client** to add a new Client to access the shared documents.

Add New Client

12. Enter the **User Information** and the **Contact Information** in their respective fields.

13. Click **Save**. The client is now added in the list.

14. Click **Add Counsel** to add a Lawyer from the case. The Add Counsel Page will be displayed.

A list of Law Firms that are representing other parties in the case will be displayed.

Add Counsel Page

15. Select the **Counsel** from the dropdown list. The default access of the selected Law Firm will be View. Click **Save** to save the Client or Counsel.

16. Click **Next**. The **Step 4: Confirmation Page** will be displayed.

SNo	Document Name	Date
1	WRIT OF SUMMONS	18-Sep-2011 02:53 PM
2	GRANT OF AID	18-Sep-2011 02:53 PM

SNo	Client/Counsel Name	SingPass	Email
1	LEGAL AID BUREAU		

Step 4: Confirmation Page

17. Click **Create Share**. An option to send email to the clients or Law Firms will be displayed.



Create Share

Would you like to send email invite to the respective client(s)?
☒ Yes ☐ No

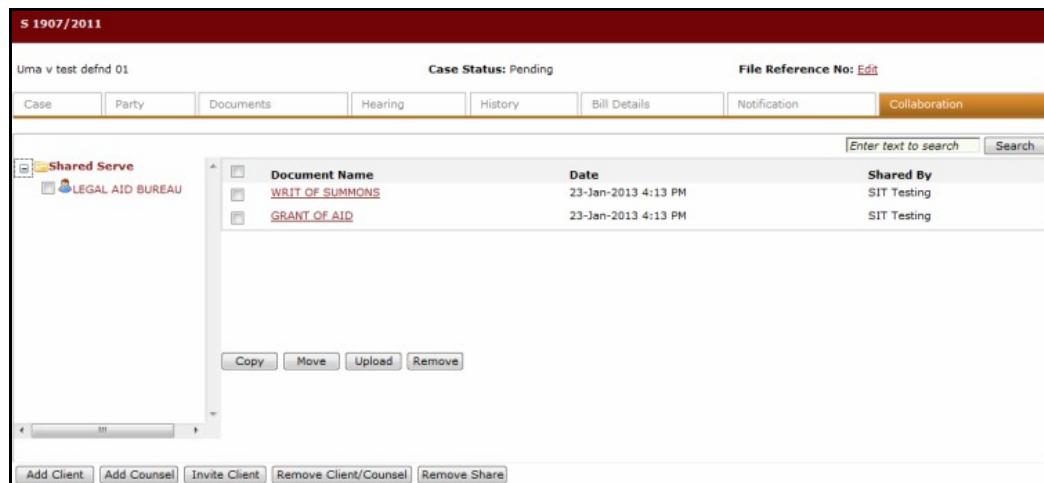
Please include your message here:
 Dear Sir/Madam,
 [Your Message Here]

Confirm **Cancel**

Create Share

18. Select **Yes** to compose an email message to the Client or Counsel.

19. Click **Confirm**. The created collaboration folder will be displayed.



S 1907/2011

Uma v test defnd 01 **Case Status:** Pending **File Reference No:** [Edit](#)

Case Party Documents **Hearing** History Bill Details Notification **Collaboration**

Shared Serve
 LEGAL AID BUREAU

Enter text to search Search

Document Name	Date	Shared By
WRIT OF SUMMONS	23-Jan-2013 4:13 PM	SIT Testing
GRANT OF AID	23-Jan-2013 4:13 PM	SIT Testing

Copy Move Upload Remove

[Add Client](#) [Add Counsel](#) [Invite Client](#) [Remove Client/Counsel](#) [Remove Share](#)

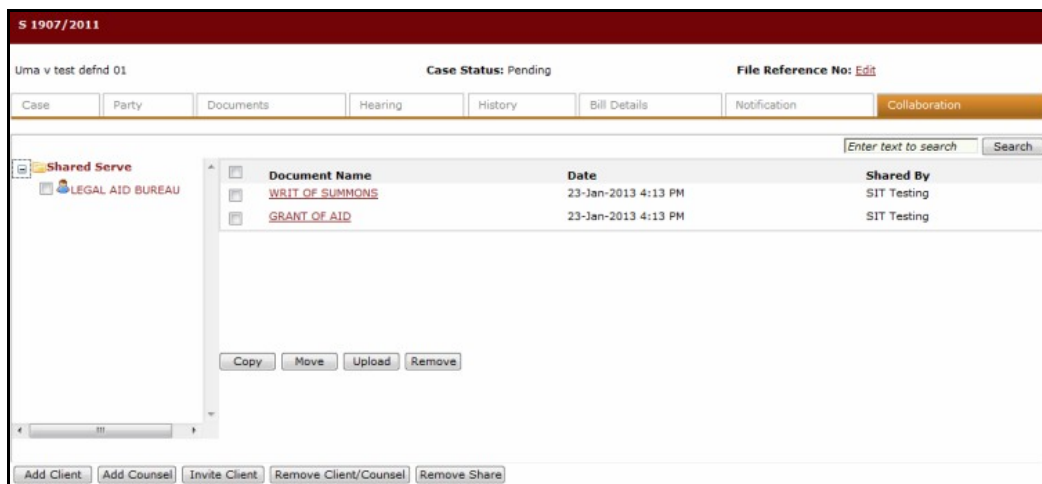
Created Collaboration

Functionalities of the Collaboration Tab

The Collaboration tab is enabled when a user has engaged the Collaborate function in a case file. A Law Firm User may also manage the shared documents and clients for collaboration.

Below are the available functions under the Collaboration tab:

- Copy
- Move
- Upload
- Remove
- Invite Client
- Remove Client/Counsel
- Remove Share



Created Collaboration

The Law Firm User can access their created Shared folders from the Collaboration tab under the case file.

The Collaboration tab may contain several Shared folders under each Law Firm account. The first Shared folder is highlighted when the user accesses the Collaboration tab.

The list of documents shared under the folder will be refreshed when the user clicks the Shared folder name. Each collapsible folder will contain the list of clients who are added for collaboration.

The Law Firm User can perform the functionalities of Add Client, Add Counsel and Remove Client/Counsel as discussed in the **Collaborate from Case** file topic.

The Law Firm User can also perform Copy, Move or Remove of selected documents from one Share folder to another. They can also upload a document to a Shared folder.

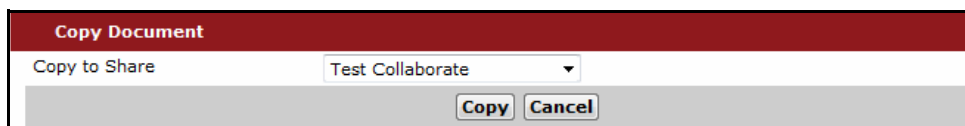
Copy

To copy a document from one Shared folder to another folder, mark the checkbox of the document and click **Copy**.



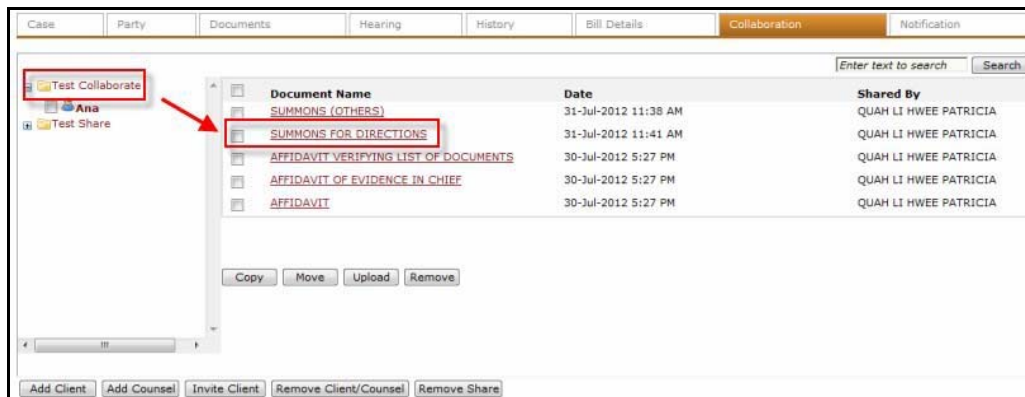
Selected Document to Copy in Test Share Folder

The Copy Document pop-up window will be displayed for the user to select the Shared folder where the document will be copied.



Copy Document

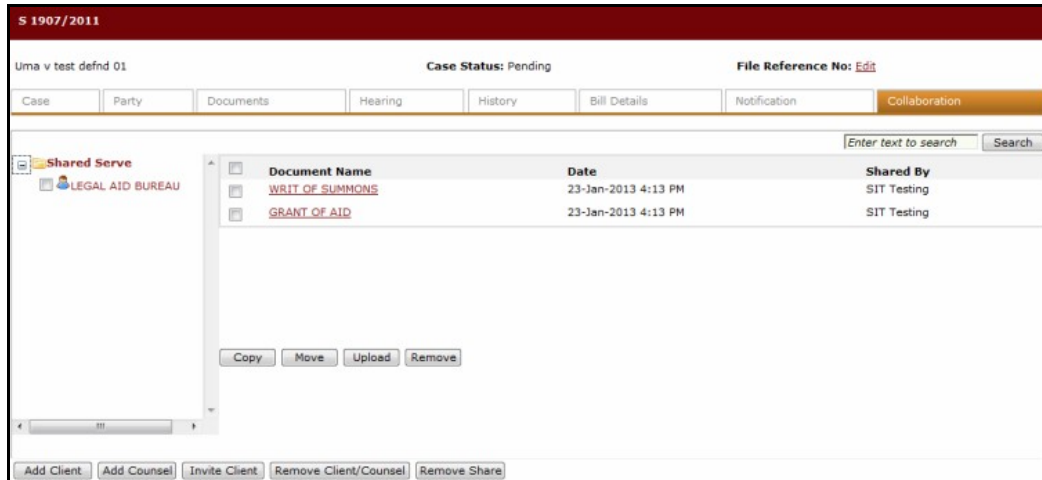
Select the Shared folder name from the dropdown list and click **Copy**. The selected document is now copied to the indicated Shared folder.



Copied Document

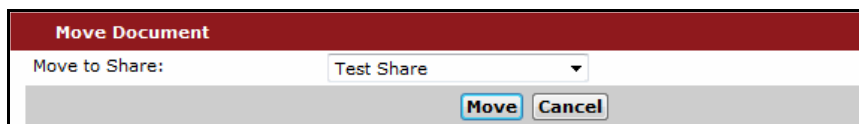
Move

To move a document between Shared folders, mark the checkbox of the document and click **Move**.



Selected Document to Move

The Move Document pop-up window will be displayed to select the Shared folder where the document will be moved to.



Move Document

Select the Shared folder from the dropdown list and click **Move**. The selected document will be moved to the specified Shared folder and deleted from the previous Shared folder.

Remove

To remove a document from a Shared folder, mark the checkbox of the document and click **Remove**. A confirmation pop-up window will be displayed.



Remove Document

Click **Yes**. The document is now removed from the list and will be excluded from the Shared folder.

Upload

To upload a document to a Shared folder, click **Upload**. The Upload Document(s) to Share pop-up window will be displayed.



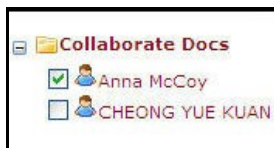
Upload Document(s) to Share Window

Click **Browse** and select the file to upload. Enter the **Name** of the document and a **Description**. Click **Upload**. The document will now be listed in the Shared folder.

Invite Client

The Law Firm User can invite a Client to view the documents in the Share folder.

Mark the checkbox of the Client to send an invitation.



Client List

Click **Invite Client**. The Create Share-Send Invite window will be displayed.

Create Share

Invite Clients

SNo	Client Name	Email
1	Anna McCoy	mccoyanna@aol.com

Invite Message

You may include your own message then click "Send Invite" to send email invite to above clients.

Create Share-Send Invite Window

Enter the message to the client and click **Send Invite**. The invited client will receive the message. The email shows the steps that the client needs to follow to access the Share folder.

eLitigation Collaboration Invite from Shore and Nagler LLP for Case No S1/2009

Sent: Wed 20/1/2010 6:02 PM
To: Anna McCoy

Dear Sir/Madam,

You have received a collaboration invite from Shore and Nagler LLP for Case No S1/2009 by Alan Shore.

Please click the following link to access the Collaboration Client page and you will require a SingPass ID to login.

<http://www.will.com/client.aspx?token=123456789>

This is a computer generated email, no reply is required.

Collaboration Invite Email

Remove Client/Counsel

The user can remove Clients from the collaboration Share folder.

Mark the checkbox of the Client and click **Remove Client/Counsel**. The Remove Client(s) from the Share Page will be displayed.

Remove client(s) from Share

Are you sure you want to remove the selected client(s)?

Remove Client(s) from Share Page

Click **Yes**. The Client is now removed from the Shared folder and he/she will not be able to access the documents in the folder.



No email will be sent to the Client once he/she has been removed from the Share folder.

Remove Share

The Law Firm User can remove a created Shared folder. Once a Shared folder is removed, all of the case documents included in that Shared folder are also removed. The Client or Counsel who has access to the shared folder will no longer have access.

To remove a Share, select the Shared folder and then click **Remove Share**. A confirmation dialogue box will be displayed.



Remove Share

Click **Yes**. The Shared folder will now be unshared.

Calendaring

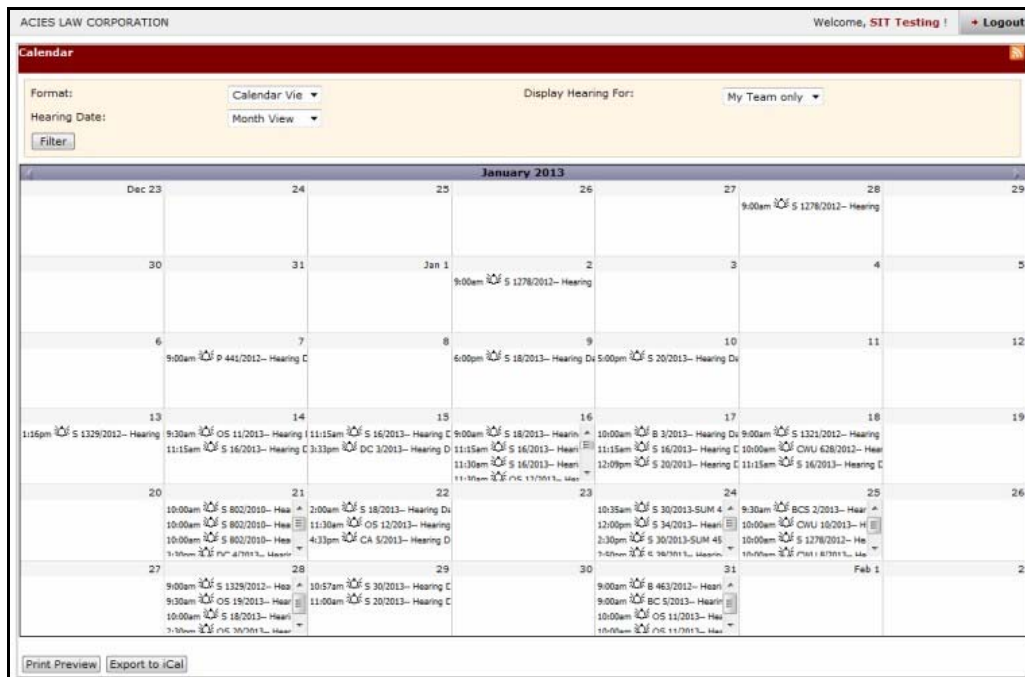
The Calendaring module allows a Law Firm User to view a range of available hearing dates and times within defined business rules, such as the minimum or maximum interval between the filing and hearing dates that may be stipulated by legislation, the Courts' practices and default timelines.



Depending on the type of case applications or hearings, the Calendaring module recommends a hearing date and allows Lawyers to confirm that choice, or to choose an alternative hearing date and time within the timelines defined by the Courts.

To query and view the hearing calendar:

1. Open the Calendar Page.
(Main Menu >> Calendar)



Lawyer Calendar Page

The Lawyer's Calendar Page provides him/her with a personal view of the scheduled hearing dates. The Lawyer will be able to filter the hearings by format, hearing date range, or by team. For the user's convenience, the system will provide a printer-friendly page for the user to print the calendar information. The resulting data is also presented in **RSS** feeds and can be exported to iCal or other calendaring applications used by Law Firms.

2. The Lawyer can select the type of format to show the calendar. Select the **Format** from the dropdown list.
3. The Lawyer can view the hearing schedule by specifying the hearing date range. He/She can also display the hearing information for personal schedule, the team's schedule, or both.
4. Click **Filter** to display the hearing schedule.
5. Click the **Case No** link to view the case information.
6. Click **Print Preview** to view the printable version of the records.

Selected View:		<input checked="" type="radio"/> Sorted by Date <input type="radio"/> Sorted by Case
Date	Time	Hearing Details
5-Jul-2009	9:30 AM	BC 1/2008 - SUM 10/2009 Allen & Glendhill v Patricia Mok (LF70054) at Supreme Court, L3M Hearing Type: Summons, Judicial Officer: Justice Chan Seng Onn
	10:30 AM	P 100/2009 - SUM 01/2009 Angeline Ng v Peter Chang (LF70058) at Supreme Court, L3M Hearing Type: Summons, Judicial Officer: Judge to be assigned
8-Aug-2009	9:30 AM	BC 3/2008 Krishna v Guru (LF70058) at Supreme Court, L3M Hearing Type: Taxation, Judicial Officer: AR Denise Wong
10-Aug-2009	2:30 PM	BC 3/2008 Krishna v Guru (LF70058) at Supreme Court, L3M Hearing Type: Taxation, Judicial Officer: AR Denise Wong
11-Aug-2009	2:30 PM	BC 5/2008 Krishna v Guru (LF70058) at Supreme Court, L2M Hearing Type: Taxation, Judicial Officer: AR Denise Wong
12-Aug-2009	2:30 PM	BC 12/2008 Krishna v Guru (LF70058) at Supreme Court, L3M Hearing Type: Taxation, Judicial Officer: AR Denise Wong
12-Aug-2009	2:30 PM	P 59/2009 - SUM 50/2009 Alex Yeo v Allen Ang (LF70058) at Supreme Court, L2M Hearing Type: Summons, Judicial Officer: Registrar to be assigned
26-Aug-2009	2:30 PM	BC 9/2008 John Chu v Ryan Chan (LF70058) at Supreme Court, L3M Hearing Type: Taxation, Judicial Officer: AR Denise Wong
29-Aug-2009	2:30 PM	BC 134/2008 Angeline Ng v Peter Chang (LF70058) at Supreme Court, L3M Hearing Type: Summons, Judicial Officer: Justice Chan Seng Onn
5-Sep-2009	2:30 PM	BC 89/2008 - SUM 90/2009 Alan Ang v Peter Wu (LF70058) at Supreme Court, L2M Hearing Type: Summons, Judicial Officer: Justice Chan Seng Onn
8-Sep-2009	9:30 AM	BC 12/2008 Krishna V Guru (LF70058) at Supreme Court, L2M Hearing Type: Taxation, Judicial Officer: Justice Chan Seng Onn
15-Sep-2009	9:30 AM	BC 77/2008 Janice Ang v Shu Zhirong (LF70058) at Supreme Court, L3M Hearing Type: Taxation, Judicial Officer: Justice Chan Seng Onn
5-Oct-2009	9:30 AM	BC 1/2008 - SUM 10/2009 Allen & Glendhill v Patricia Mok (LF70054) at Supreme Court, L3M Hearing Type: Summons, Judicial Officer: Justice Chan Seng Onn
	10:30 AM	P 100/2009 - SUM 01/2009 Angeline Ng v Peter Chang (LF70058) at Supreme Court, L3M Hearing Type: Summons, Judicial Officer: Judge to be assigned
8-Oct-2009	9:30 AM	BC 3/2008 Krishna v Guru (LF70058) at Supreme Court, L3M Hearing Type: Taxation, Judicial Officer: AR Denise Wong
10-Oct-2009	2:30 PM	BC 3/2008 Krishna v Guru (LF70058) at Supreme Court, L3M Hearing Type: Taxation, Judicial Officer: AR Denise Wong
11-Oct-2009	2:30 PM	BC 5/2008 Krishna v Guru (LF70058) at Supreme Court, L2M Hearing Type: Taxation, Judicial Officer: AR Denise Wong
12-Oct-2009	2:30 PM	BC 12/2008 Krishna v Guru (LF70058) at Supreme Court, L3M Hearing Type: Taxation, Judicial Officer: AR Denise Wong
26-Oct-2009	2:30 PM	P 59/2009 - SUM 50/2009 Alex Yeo v Allen Ang (LF70058) at Supreme Court, L2M Hearing Type: Summons, Judicial Officer: Registrar to be assigned
	2:30 PM	BC 9/2008 John Chu v Ryan Chan (LF70058) at Supreme Court, L3M Hearing Type: Taxation, Judicial Officer: AR Denise Wong

Calendar – Print Preview Page



The Print Preview Page can be sorted by **Date** or **Case**.

7. Click **RSS Feed** or  to subscribe to the hearings via RSS feeds.

You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)

 [Subscribe to this feed](#)

Displaying 0 / 0

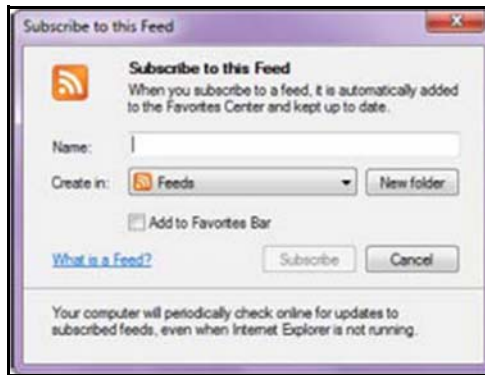
☒ All 0

Sort by:

☒ Date
☐ Title

RSS Feed

8. Click **Subscribe to this Feed**.



Subscribe to this Feed

9. Enter the **Name** of the feed and select the **Create in** location.
10. Click **Subscribe**. The Law Firm User will be subscribed to the hearing RSS feed.

Notifications and Alerts

The Law Firm User can configure and activate the types and modes of notifications and alerts in the eLitigation system to subscribe.



The Law Firm Administrator has to enter the email address and mobile phone number of the user in the user profile (found within the Administration module) before the user can select the type of alerts to receive.

Types of Alerts

The types of alerts used in notifying a user are:

- SMS
- Email

These types are available and can be clicked when SMS and Email details are added during the Law Firm registration.

Notification Preferences

After the Law Firm Administrator has configured and activated the types and modes of notifications, the settings will be populated to the Notification Preference of the Law Firm Users. The Law Firm User can choose to amend these settings according to his/her preference at any time.

To subscribe to notifications:

1. Go to the Notification Preference Page.

(Main Menu >> Notifications and Alerts >> Notification Preferences)

There are instances where an Alert Window will be displayed before the Notification Preference Page.



Alert:

Please update your mobile number or email address with your Administrator to receive SMS or Email Notifications.

OK

In this case, the Law Firm User must update his/her mobile number and/or email address with the Law Firm Administrator before proceeding. The Law Firm Administrator will go to the **Administration >> Manage Users** module first and enter the user's mobile number and/or email address.

Notification Group	Description	SMS	Email
Amendment	Amendment of case-related document or information	<input type="checkbox"/>	<input type="checkbox"/>
Checklist	Checklist filings, additions or removal of documents in checklists, instructions and updates	<input type="checkbox"/>	<input type="checkbox"/>
e-Service	Notifications of documents that are served on	<input type="checkbox"/>	<input type="checkbox"/>
Filing	Acceptance or rejection of documents that are filed	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	Updates of hearing details and hearing outcome	<input type="checkbox"/>	<input type="checkbox"/>
Other case related	All other notifications e.g. case transfer, case consolidation	<input type="checkbox"/>	<input type="checkbox"/>
Registration	Account registration status	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

Notification Preferences - Settings for User Page

2. Mark the **SMS** or **Email** checkbox of the Notification Group the user wants to subscribe to, and then click **Save**. A confirmation message will be displayed.

Success: Your generic settings are successfully saved.

Notification Group	Description	SMS	Email
Amendment	Amendment of case-related document or information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Checklist	Checklist filings, additions or removal of documents in checklists, instructions and updates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
e-Service	Notifications of documents that are served on	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Filing	Acceptance or rejection of documents that are filed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	Updates of hearing details and hearing outcome	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other case related	All other notifications e.g. case transfer, case consolidation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Registration	Account registration status	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Cancel

Saved Notification Group Subscription – Confirmation Message

The Law Firm User can now receive notifications and alerts of the selected groups through SMS and/or Email.

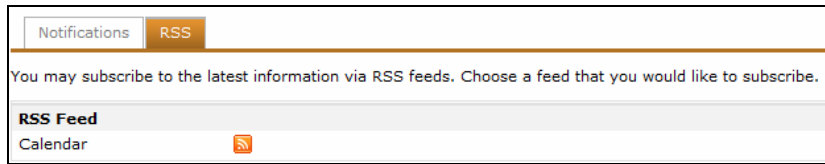
RSS

A Law Firm User may subscribe to the notifications and alerts via RSS feeds.


To subscribe to RSS feeds:

1. Go to the RSS tab.

(Main Menu >> Notifications and Alerts >> RSS)



RSS Feed

- Click **RSS** or . The RSS feed subscribe Page will be displayed.



RSS Feed – Subscribe Page

- Click **Subscribe to this Feed**.



Subscribe to this Feed

- Enter the **Name** of the feed and select the **Create in** location.
- Click **Subscribe**. The Law Firm User will be subscribed to the notifications and alerts RSS feed.



List of eLitigation Feeds

Bundling

Bundling allows a Law Firm User to select from the different types of bundles below:

- Bundle of Authorities
- Bundle of Documents
- Bundle of Pleadings
- Exhibits to Affidavits
- List of Documents
- Set Down Bundle

To create a bundle:

1. Go to the Search Case Page.
(Main Menu >> CaseFile)



Search can also be done by entering a case number in the Search field in the eLitigation Main Page.

This page serves as the search function to filter the cases according to the user's search requirement. The user will be able to search for a specific case saved in the system. By default, all filed cases will be shown.

ACTES LAW CORPORATION Welcome, **SIT Testing** | [Logout](#)

Search Case [Search](#)

Expected behaviour of Case Files

- You will have access to case files for the duration of the case and any appeals therefrom, plus a period of three months. Access is available as long as your firm represents a party that has been formally added, e.g third parties.
- Writs of executions and some ex parte summonses (e.g. injunctions) will only be accessible three months after filing.
- Access does not extend to documents that are sealed or documents internal to the Judiciary, e.g. Minute Sheets.

For information on the use of eLitigation, go to the Reference Centre tab or FAQ section on the Use of eLitigation in the Get Ready site <https://www.elitigation.sg/getready>

Amendment of Documents
In order to amend a document, select the document from the Documents tab of the online case file and click on the "Amend" button. Click [here](#) for a quick guide.

Add or Remove Party
In order to add or remove a party, you must amend the originating document. Click [here](#) for a quick guide.

Enter an Appearance
To enter an Appearance, search for document title by entering keyword "Appearance" in the "Filing" menu or alternatively select the "File a Document" option under the Quick Access button. Click [here](#) for a quick guide.

Please enter part of Case No or Case Name or LF Reference No.

Keywords:

[Search](#) [Clear](#) [Advanced Search](#)

Case No :	Case Name :	LF Reference No :	Nature of Case :
B 198/2011	tree v plant		
B 204/2011	tree v plant		
PA 58/2011	PA granted by Ade		
CWU 178/2011	Tom v Jerry		Companies
CWU 182/2011	Bob v Wendy		
P 152/2011	In the Estate of Srikanthiah, deceased (Application by Test0908201102App)	34534	
OS 403/2011	Re: OSS 10.c User sorry test		Competition Law
S 1864/2011	jacques wong v Kelly wu		Sale of Immoveable Property
S 1889/2011	PUBLIC PROSECUTOR v MUHAMMAD RAFFIQ BIN JAFFAH		Financial and Securities Markets
S 1907/2011	Uma v test defnd 01		Administrative & Constitutional Law
S 1912/2011	meenu v Napoleon		Arbitration
CA 32/2011	eng chow v Sydney tay		
CA 32/2011	eng chow v Sydney tay		
OS 450/2011	Alice Lee v Edmund ong		Arbitration
S 1955/2011	M01 v M02		Administrative & Constitutional Law

Showing 1-15 of 2140 [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) ... [143](#) [Next](#) Go to page: [Go](#) Items Per Page: [15](#)

Search Case Page

- Locate the case file where the user wants to perform Bundling. Enter a full or partial search text of the **Case Number**, **Case Name** or **Law Firm Reference No.** in the **Keywords** field and click **Search**.
- Click the **Case No** link of the case to view. The Case Information Page will be displayed.
- Click the **Documents** tab of the selected case to view the case documents.

HC/S 20/2018

plaint2 v def in CC Case Status: Pending

Case
Party
Documents
Hearing
History
Bill Details
Cause Book Search
Notification

Case Documents

[HC/S 20/2018\(7\)](#)

[Hearings \(3\)](#)

[Trial/Hearings Related \(1\)](#)

Enter text to search [Search](#)

<input type="checkbox"/>	Document Name :	Number :	Date :	Name	Act
<input type="checkbox"/>	MEMORANDUM OF APPEARANCE		05-Apr-2018 02:06 PM	DEFENDANT	Info
<input type="checkbox"/>	ROP BUNDLE		29-Jan-2018 09:24 PM		Info
<input type="checkbox"/>	ROP BUNDLE		29-Jan-2018 08:39 PM		Info
<input type="checkbox"/>	REQUEST TO APPOINT DATE FOR EXAMINATION BY AN OFFICER OF COURT		29-Jan-2018 01:39 PM	PLAINTIFF	Info
<input type="checkbox"/>	PAYMENT FOR HEARING DATES/FURTHER HEARING DATES		25-Jan-2018 02:18 PM	PLAINTIFF	Info
<input type="checkbox"/>	WRIT OF SUMMONS	HC/S 20/2018	18-Jan-2018 12:41 PM	PLAINTIFF	Info
<input type="checkbox"/>	STATEMENT OF CLAIM		18-Jan-2018 12:41 PM	PLAINTIFF	Info

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[Amend](#)
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Case Documents

- Click **Creating Bundle**. The **Step1: Bundle Info Page** will be displayed.

Step 1: Bundle Info Page

6. Select the **Type of Bundle** from the dropdown list and enter the **Name of Bundle**.
7. Click **Next**. The **Step 2: Select Documents Page** will be displayed. This page shows all the documents related to the case.

Document Name	Number	Date	Info
<input type="checkbox"/> MEMORANDUM OF APPEARANCE		05-Apr-2018 02:06 PM	[Info]
<input type="checkbox"/> ROP BUNDLE		29-Jan-2018 09:24 PM	[Info]
<input type="checkbox"/> ROP BUNDLE		29-Jan-2018 08:39 PM	[Info]
<input type="checkbox"/> REQUEST TO APPOINT DATE FOR EXAMINATION BY AN OFFICER OF COURT		29-Jan-2018 01:39 PM	[Info]
<input type="checkbox"/> PAYMENT FOR HEARING DATES/FURTHER HEARING DATES		25-Jan-2018 02:18 PM	[Info]
<input type="checkbox"/> WRIT OF SUMMONS	HC/S 20/2018	18-Jan-2018 12:41 PM	[Info]
<input type="checkbox"/> STATEMENT OF CLAIM		18-Jan-2018 12:41 PM	[Info]

Step 2: Select Documents Page

8. Select the documents to be bundled and click **Add Selected**. The documents will appear in the **Add Documents to Bundle** section.

HC/S 20/2018

plaint2 v def in CC Case Status: Pending

Case Party Documents Hearing History Bill Details Cause Book Search Notification

STEP 1: Bundle Info STEP 2: Select Document STEP 3: Arrange Bundle STEP 4: Preview

HC/S 20/2018(7)
Pleadings (3)
Trial/Hearings Related (1)
Shared

Enter text to search Search

<input type="checkbox"/>	Document Name	Number	Date	
<input type="checkbox"/>	MEMORANDUM OF APPEARANCE		05-Apr-2018 02:06 PM	[Info]
<input type="checkbox"/>	ROP_BUNDLE		29-Jan-2018 09:24 PM	[Info]
<input type="checkbox"/>	ROP_BUNDLE		29-Jan-2018 08:39 PM	[Info]
<input type="checkbox"/>	REQUEST TO APPOINT DATE FOR EXAMINATION BY AN OFFICER OF COURT		29-Jan-2018 01:39 PM	[Info]
<input checked="" type="checkbox"/>	PAYMENT FOR HEARING DATES/FURTHER HEARING DATES		25-Jan-2018 02:18 PM	[Info]
<input checked="" type="checkbox"/>	WRIT OF SUMMONS	HC/S 20/2018	18-Jan-2018 12:41 PM	[Info]
<input checked="" type="checkbox"/>	STATEMENT OF CLAIM		18-Jan-2018 12:41 PM	[Info]

Add Selected

Add Documents to Bundle

<input type="checkbox"/>	Document Name	Date
<input type="checkbox"/>	PAYMENT FOR HEARING DATES/FURTHER HEARING DATES	25-Jan-2018 02:18 PM
<input type="checkbox"/>	WRIT OF SUMMONS	18-Jan-2018 12:41 PM
<input type="checkbox"/>	STATEMENT OF CLAIM	18-Jan-2018 12:41 PM

Remove Selected

Add Documents to Bundle



To remove a document from the list, mark the corresponding checkbox and click **Remove Selected**.

- Click **Next**. The **Step 3: Arrange Bundle Page** will be displayed. This page allows the user to arrange the sequence of the documents in the bundle or break a large bundle to separate volumes.

HC/S 20/2018

plaint2 v def in CC Case Status: Pending

Case Party Documents Hearing History Bill Details Cause Book Search Notification

STEP 1: Bundle Info STEP 2: Select Document STEP 3: Arrange Bundle STEP 4: Preview

You can change the sequence of the documents using the arrows on the left. If there is a need to break a large bundle into separate volumes, use the checkboxes on the right to indicate the start of the next volume. To re-name the bundle, enter the text below.

S/No		Document Name	Filed By	Date	Number of Pages	Cum Number of Pages	Start of Next Volume
1	⬆ ⬇ ⬆	WRIT OF SUMMONS	1001	18-Jan-2018 12:41 PM	2	2	<input checked="" type="checkbox"/>
2	⬆ ⬇ ⬆	STATEMENT OF CLAIM	1001	18-Jan-2018 12:41 PM	1	3	<input type="checkbox"/>
3	⬆ ⬇ ⬆	PAYMENT FOR HEARING DATES/FURTHER HEARING DATES	1001	25-Jan-2018 2:18 PM	2	5	<input type="checkbox"/>

Previous Cancel Next

Step 3: Arrange Bundle Page

- Click the **Up** or **Down** arrows to arrange the documents in the bundle. Mark the **Start of Next Volume** box to start the selected document to a new volume in the bundle.
- Click **Next**. The **Step 4: Preview Page** will be displayed. This page allows the user to preview the arrangement and sequence of the documents in the bundle.

HC/S 20/2018

plaint2 v def in CC Case Status: Pending

Case Party Documents Hearing History Bill Details Cause Book Search Notification

STEP 1: Bundle Info STEP 2: Select Document STEP 3: Arrange Bundle STEP 4: Preview

This is preview of the Index. Documents in bold are the start of a new volume. If there are any changes, click 'Previous' to make your changes. If you are ready to create the bundle, click 'Confirm'. The pdf of the bundle may take while to be generated. Once ready, it can be found in the 'Draft Bundles' folder in the Case File.

S/No	Description	Filed By	Date	Number of Pages	Cum Number of Pages	Volume
1	WRIT OF SUMMONS	1001	18-Jan-2018 12:41 PM	2	2	1
2	STATEMENT OF CLAIM	1001	18-Jan-2018 12:41 PM	1	3	
3	PAYMENT FOR HEARING DATES/FURTHER HEARING DATES	1001	25-Jan-2018 2:18 PM	2	5	

Previous Print Confirm

Step 4: Preview Page



Click **Print** to print the bundle information.

- Once the documents and the arrangements are confirmed, click **Confirm**. The Bundle List Page will be displayed.

HC/S 20/2018

plaint2 v def in CC Case Status: Pending

Case Party Documents Hearing History Bill Details Cause Book Search Notification

HC/S 20/2018(7)

Pleadings (3)

Trial/Hearings Related (1)

Draft Bundles(1)

Bundle Name	Type Of Bundle	Date	Status	Action
Set Down Bundle (Vol 1)	Set Down Bundle	05-Apr-2018 03:23 PM	PDF Generation in progress	

Delete

eService Collaborate Create Bundle Pack & Go File a Request File a Document

Bundle List

This page shows the draft bundles made by the Law Firm User.



The **Status** column will show the progress of the created Bundle. When it is Ready, the **Download PDF** link will be shown in the Action column for the user to download.

<input type="checkbox"/>	Bundle Name	Type Of Bundle	Date	Status	Action
<input type="checkbox"/>	Set Down Bundle (Vol 1)	Set Down Bundle	05-Apr-2018 03:23 PM	Ready	Download PDF



Click **Delete** to remove a draft bundle from the list.

- Click the **Download PDF** link of the created bundle and select the path where the bundle will be saved and viewed. The PDF version of the bundled documents will be displayed.

IN THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

Case No: 05 179/2012

Between

Alan1

(Foreign Passport, No 142863145)

... Plaintiff(s)

And

Tan1

(Foreign Passport, No 89841218Q)

... Defendant(s)

BUNDLE OF DOCUMENTS (VOLUME 1)

Submitted By

CRIMSONLOGIC ASSOCIATES

110 Robinson Road, #04-01

Singapore 068916

Tel: 6543456789

Fax: 6543456789

File Ref: _____

Table of Contents

Sl.No	Description	Page Number	Volume
1	ORIGINATING SUMMONS	1	1
2	SUMMONS (INTERVENTION)	2	1

PDF Version of Created Bundle

Pack & Go

The Pack & Go feature allows a Law Firm User to pack the complete case or selected documents into a single PDF file, which can be downloaded and copied for easy offline reference.

To create Pack & Go:

1. Go to the Search Case Page.
(Main Menu >> Case File)



Search can also be done by entering a case number in the Search field in the eLitigation Main Page.

The Search Case Page will be displayed. This page serves as the search function to filter the cases according to the user's search requirement. The user will be able to search for a specific case saved in the system. By default, all filed cases will be shown.

Search Case Search

Expected behaviour of Case Files

- You will have access to case files for the duration of the case and any appeals therefrom, plus a period of three months. Access is available as long as your firm represents a party that has been formally added, e.g. third parties.
- Writs of executions and some ex parte summonses (e.g. injunctions) will only be accessible three months after filing.
- Access does not extend to documents that are sealed or documents internal to the Judiciary, e.g. Minute Sheets.

For information on the use of eLitigation, go to the Reference Centre tab or FAQ section on the Use of eLitigation in the Get Ready site
<https://www.elitigation.sg/getready>

Amendment of Documents
 In order to amend a document, select the document from the Documents tab of the online case file and click on the "Amend" button. Click [here](#) for a quick guide.

Add or Remove Party
 In order to add or remove a party, you must amend the originating document. Click [here](#) for a quick guide.

Enter an Appearance
 To enter an Appearance, search for document title by entering keyword "Appearance" in the "Filing" menu or alternatively select the "File a Document" option under the Quick Access button. Click [here](#) for a quick guide.

Please enter part of Case No or Case Name or LF Reference No.

Keywords:

[Advanced Search](#)

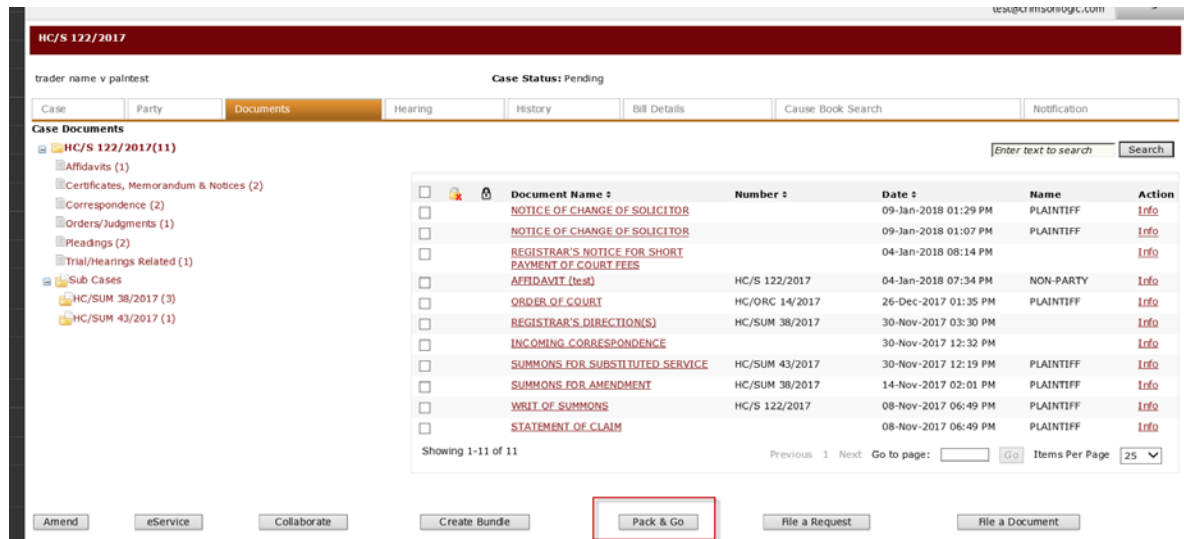
Case No :	Case Name :	LF Reference No :	Nature of Case :
B 198/2011	tree v plant		
B 204/2011	tree v plant		
PA 58/2011	PA granted by Ade		
CWU 178/2011	Tom v Jerry		Companies
CWU 162/2011	Bob v Wendy		
P 162/2011	In the Estate of Srikanthiah, deceased (Application by Test0808201102App)	34534	
OS 403/2011	Re: OSS 10.c User sory test		Competition Law
S 1864/2011	jacques wong v Kelly wu		Sale of Immovable Property
S 1889/2011	PUBLIC PROCECUTOR v MUHAMMAD RAFFIQ BIN JAFFAH		Financial and Securities Markets
S 1907/2011	Uma v test defnd 01		Administrative & Constitutional Law
S 1912/2011	meenu v Napoleon		Arbitration
CA 32/2011	eng chow v Sydney tay		
CA 32/2011	eng chow v Sydney tay		
OS 450/2011	Alice Lee v Edmund eng		Arbitration
S 1955/2011	M01 v M02		Administrative & Constitutional Law

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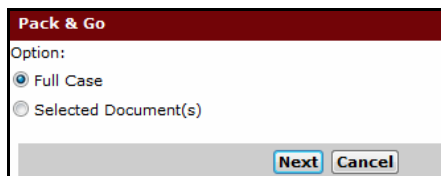
Search Case Page

- Locate the case file where the user wants to perform the Pack & Go. Enter a full or partial search text of the **Case Number**, **Case Name** or **Law Firm Reference No.** in the **Keywords** field and click **Search**.
- Click the **Case No** link of the case to view. The **Case Information Page** will be displayed.
- Click the **Documents** tab of the selected case to view the case documents.



Case Documents

- Click **Pack & Go**. A pop-up window will be displayed.



Pack & Go Option Selection Window

- Select the type of Pack & Go to create.

The **Full Case** mode allows the user to pack the whole case. The **Selected Document(s)** mode allows the user to pack selected documents from the case.

- Click **Next**.
- Upon selecting **Full Case**, the page will be directed to the **Step 2: Confirmation Page**.

S 465/2012

John Tan v Mary Yeo

Case Status: Pending

File Reference No: Lawrence [Edit](#)

Case | Party | **Documents** | Hearing | History | Bill Details | Collaboration | Notification

STEP 1: Select Documents STEP 2: Confirmation

Number of Documents: 17

Orders/Judgements: 0

Affidavits: 1

Certificates: 8

Memorandum & Notices: 1

Name for Pack & Go *:

[Previous](#) [Confirm](#)

Full Case - Step 2: Confirmation Page

- Enter the **Name for Pack & Go** and click **Confirm**. A confirmation message will be displayed indicating that the Pack & Go request has been submitted successfully.

D 141/2012

Mark v Minny

Case Status: Concluded

File Reference No: [Edit](#)

Case | Party | **Documents** | Hearing | History | Bill Details | Notification

Success: Pack and Go request has been successfully submitted. You can view the file when its status is "Ready".

Enter text to search [Search](#)

Pack & Go Name	Date	Status	Action
Test PG DTV	06-Aug-2012 10:15 AM	PDF Generation in Progress	

Showing 1-1 of 1

[Delete](#) [Pack & Go](#)

Previous 1 Next Go to page: [Go](#) Items Per Page 15

Full Case - Pack & Go Success Message



The **Status** column will show the progress of the created Pack & Go. When it is Ready, the **Download PDF** link will be shown in the Action column for the user to download.

Pack & Go Name	Date	Status	Action
Test PG DTV 2	06-Aug-2012 10:24 AM	Ready	Download PDF

- On the other hand, upon clicking **Selected Document(s)** in the Pack & Go Option Selection Window, the page will be directed to **Step 1: Select Documents Page**.

S 897/2012

Tan2 v Ram2 Case Status: Pending File Reference No: [Edit](#)

Case Party Documents Hearing History Bill Details Notification

STEP 1: Select Document STEP 2: Confirmation

S 897/2012(3) Enter Text To Search

Legal Aid (1) Pleadings (1)

<input type="checkbox"/>	Document Name	Date
<input type="checkbox"/>	MEMORANDUM OF SERVICE	03-Aug-2012 11:15 AM
<input type="checkbox"/>	PROVISIONAL GRANT OF AID	03-Aug-2012 10:25 AM
<input type="checkbox"/>	WRIT OF SUMMONS	03-Aug-2012 10:25 AM

Showing 1-3 of 3 Previous 1 Next Go to page: Items Per Page 15

Documents for Pack & Go

Selected Documents - Step 1: Select Document Page

11. Select the documents to be included in the Pack & Go and click **Add Documents**. The selected documents will appear in the Documents for Pack & Go section.

S 897/2012

Tan2 v Ram2 Case Status: Pending File Reference No: [Edit](#)

Case Party Documents Hearing History Bill Details Notification

STEP 1: Select Document STEP 2: Confirmation

S 897/2012(3) Enter Text To Search

Legal Aid (1) Pleadings (1)

<input type="checkbox"/>	Document Name	Date
<input type="checkbox"/>	MEMORANDUM OF SERVICE	03-Aug-2012 11:15 AM
<input type="checkbox"/>	PROVISIONAL GRANT OF AID	03-Aug-2012 10:25 AM
<input type="checkbox"/>	WRIT OF SUMMONS	03-Aug-2012 10:25 AM

Showing 1-3 of 3 Previous 1 Next Go to page: Items Per Page 15

Documents for Pack & Go

<input type="checkbox"/>	Document Name	Date
<input type="checkbox"/>	PROVISIONAL GRANT OF AID	03-Aug-2012 10:25 AM
<input type="checkbox"/>	WRIT OF SUMMONS	03-Aug-2012 10:25 AM

Showing 1-2 of 2 Previous 1 Next Go to page: Items Per Page 15

Selected Documents - Documents for Pack & Go Section



To remove a document from the list, mark the document and click **Remove Document(s)**.

12. Click **Next**. The **Step 2: Confirmation Page** will be displayed. Enter the **Name for Pack & Go** in the field provided.

Selected Documents – Step 2: Confirmation Page

- Click **Confirm**. A confirmation message will be displayed indicating that the Pack & Go has been successfully submitted.

Pack & Go Name	Date	Status	Action
Testing PG	18-May-2012 02:44 PM	Ready	Download PDF
PackGo 2 try	18-May-2012 02:51 PM	Ready	Download PDF
Pack Go 002	05-Jun-2012 10:57 AM	PDF Generation in Progress	

Selected Documents - Draft Pack & Go List



The **Status** column will show the progress of the created Pack & Go. When it is Ready, the **Download PDF** link will be shown in the Action column for the user to download.

Pack & Go Name	Date	Status	Action
Test PG DTV 2	06-Aug-2012 10:24 AM	Ready	Download PDF



To remove a Pack & Go from the list, click **Delete**.



The user is allowed to create up to a maximum of three (3) Pack & Go for each case. Repeat the whole Pack & Go process mentioned above if more than three (3) Pack & Go are required for the case.