

26 December 2013

Dear Administrator

### Launching in January 2014

### One-stop platform for the Application of Practising Certificate in eLitigation

Lawyers applying for their Practising Certificate (PC) will have access to a one-stop platform in eLitigation to complete their PC application **from 2 January 2014**. The new PC e-filing module in eLitigation will replace the existing PCE-filing service which will be decommissioned **on 28 December 2013**.

The Supreme Court, Singapore Academy of Law and Law Society of Singapore have come together to provide a one-stop PC application experience. Convenient and easy to use, the PC e-filing module in eLitigation will remove the need for lawyers to manually submit documents and make payments to three different agencies in order to complete their PC application.

Intended to streamline the current PC application process, the module will present lawyers with a single consolidated e-form to submit their PC application. The PC e-filing module will also facilitate one-stop collection of outstanding fees that are due to the stakeholders:

- a) Singapore Academy of Law - Subscription Fee
- b) Law Society of Singapore - Annual Subscription Fee, Compensation Fund Contribution Fee and/or Penalty Fee for non-voting.

By making the application through the PC e-filing module of eLitigation, lawyers need only complete one form and all outstanding fees will be paid through their firm's GIRO account. The PC e-filing module will route the application form to the various stakeholders and inform the lawyer when the application is approved or when there is follow up action required.

### Subscription to PC e-filing module

- a) **eLitigation** subscribers will have automatic access to the PC e-filing module.
- b) **Non-eLitigation subscribers** will be required to submit a registration form and set up a GIRO account for payments related to the use of the PC e-filing module in eLitigation. A copy of the registration form can be downloaded in the eLitigation Get Ready site after clicking on the Get Ready tab. If you are subscribing to eLitigation solely for the purpose of making use of the PC e-filing module, no subscription fees will be payable.

Alternatively, you can approach the CrimsonLogic Service Bureau to assist you with the PC application. For contact details, please visit the Service Bureau section in the Help and Support page in the eLitigation Get Ready site.

### Access rights to PC e-filing module

Please note that each lawyer in your firm who wishes to apply for a PC has to be granted access to eLitigation and is required to submit his application form personally by logging in with his SingPass. Lawyers with **Administrator**, **Lawyer** and **Lawyer (View Only)** profile roles in eLitigation will be able to access the PC e-filing module. The PC charges will be applicable if any of the users in these groups submits an application via eLitigation.



The module can be accessed via the Quick Access tab in eLitigation after logging in. Please refer to the detailed step-by-step PC e-filing guide that is available on the eLitigation website.

If you require more information, please contact CrimsonLogic Helpdesk at (65) 6887 7222 or e-mail: [elitigation@crimsonlogic.com](mailto:elitigation@crimsonlogic.com).

You may also visit the FAQ section in [www.elitigation.sg](http://www.elitigation.sg) and click on "Practising Certificate (PC)" under the Table of Contents for more information and/or visit the Reference Centre in the eLitigation Get Ready site and click "Application for Practising Certificate".

Yours sincerely

**The eLitigation Change Management Team**

