

28 December 2012

Dear Administrator

**Final Notes on eLitigation Launch (Supreme Court Phase)
Launch Date: 2 January 2013**

Please find below key information to take note of prior to commencing filings for Supreme Court via eLitigation from 2 January 2013. Please circulate a copy to all lawyers and users of eLitigation in your firm.

1) eLitigation Practice Reference Guide

The amendments to the Rules of Court and the Supreme Court Practice Directions to facilitate the implementation of eLitigation will take effect from 1 January 2013.

Law firms are encouraged to refer to the following documents for the full details:

- a) Rules of Court (Amendment No 5) Rules 2012
- b) Supreme Court Practice Directions (Amendment No 3 of 2012)

A summary of these changes can be found in the **eLitigation Practice Reference Guide**. Please [click here](#) to view the document.

These documents are available in the following websites:

- a) www.elitigation.sg and access “**eLitigation Notices**” on the left panel from 2 January 2013
- b) www.eLitigation.sg/getready and access “**Reference Centre – Rules of Court / Practice Directions**”.

2) Reduced Subscription Fee for EFS and eLitigation during Phased Roll Out

We will be charging a reduced subscription fee for EFS and phased subscription fee for eLitigation during the phased roll outs. The charges are appended below:

Phases	EFS Subscription Fee	eLitigation Phased Introduction Subscription Fee	Date of Commencement
Supreme Court	70% of the full subscription fee	50% of the full subscription fee	2 January 2013
Subordinate Court	70% of the full subscription fee	75% of the full subscription fee	To be announced

Family Court	No charge	Full fee is applicable	To be announced
--------------	-----------	------------------------	-----------------

3) Verification of Online Supreme Court Case Files

Upon launch, you are advised to log in and verify your online Supreme Court cases in eLitigation under "Case File" tab first. If you are experiencing any difficulty accessing your cases or notice any discrepancy in your case files, please first check that your law firm administrator has not excluded you from access to the case file. If you have been given access but still cannot view the case file, report to CrimsonLogic Helpdesk immediately at (65) 6887 7222 or e-mail: elitigation@crimsonlogic.com.

We have prepared a set of FAQs relating to assist you with the verification of your case files in eLitigation. Please go to www.elitigation.sg/getready/faq.html and click "Verification of Online Case Files".

4) Service Bureaux Support Facilities

Service Bureaux Support facilities for Supreme Court filings will be available to litigants-in-person and law firms with no subscription to eLitigation.

New forms and templates have been introduced for filings via the Service Bureaux. For more information on Service Bureaux services and a copy of these forms and templates, please refer to the "Service Bureau" Section on the right panel of the eLitigation homepage or under the Help and Support tab in www.elitigation.sg/getready site from 28 December 2012.

Service Bureaux contact details are appended below.

LawNet & CrimsonLogic Service Bureaux	
1 Supreme Court Lane Level 1, Supreme Court Building Singapore 178879	133 New Bridge Road #19-01/02 Chinatown Point Singapore 059413
Tel: (65) 6337 9164 Fax: (65) 6337 9980 Email: supremesb@crimsonlogic.com.sg	Tel: (65) 6538 9507 Fax: (65) 6438 6350 Email: apollo@crimsonlogic.com.sg
Mondays to Fridays	: 8:30 am to 5:00 pm
Saturdays	: 8:30 am to 12:30pm
Sundays and Public Holidays	: Closed

Yours sincerely,
The eLitigation Change Management Team