

28 January 2013

Dear Administrator

Important Updates on the Use of eLitigation

We have introduced a few useful features, materials and pointers to help you with the use of eLitigation. These resources can be found on the eLitigation Get Ready site (www.elitigation.sg/GetReady), as well as on the main eLitigation website before and after log in.

1. Search feature in the Get Ready site

A search feature in the eLitigation Get Ready site is now available to help you locate information and materials on eLitigation more easily. It is located at the top right hand corner on each page of the site.

2. Quick Filing Guides

The quick guides provide step-by-step instructions on how to choose the correct documents to file and perform other important procedures in eLitigation. To view these guides, go to the Reference Centre on the Get Ready Site and click Quick Filing Guides on the title bar located on the right side of the page. To date we have added to this section the following guides:

- i) Document Search
- ii) Entering an Appearance
- iii) Adding or Removing Parties
- iv) Amendment of Documents

3. Practice-related References

Rules of Court (Amendment No. 5) Rules 2012 and Supreme Court Practice Directions (Amendment No. 3 of 2012) were introduced to facilitate the transition to eLitigation. Summaries of the changes and updates in filing procedures are available in the Reference Centre of the Get Ready site under Practice-related References.

4. eLitigation Tip Boxes

Tips are available in blue boxes in the "Home" and "Case File" sections of the main eLitigation site (www.elitigation.sg) after login. New tips will be posted occasionally, hence you are advised to read them regularly to help you manage your case files and e-filing processes better. The tips can also be found in the FAQ section of the eLitigation Get Ready site.



We will continue to email you updates on new resources and information added to these sections or any matters relating to eLitigation on a regular basis. **Please circulate a copy of this email to all law firm users of eLitigation, including lawyers and paralegals.**

If you require more information, please contact CrimsonLogic Helpdesk at (65) 6887 7222 or e-mail: elitigation@crimsonlogic.com. You may also visit www.eLitigation.sg/GetReady for regular updates on eLitigation under "News Update" in the homepage.

Yours sincerely

The eLitigation Change Management Team

