

Date

Dear (Managing Partner)

Invitation to a Seminar on the Launch of Subordinate Courts Phases of eLitigation

The Subordinate Courts phases of eLitigation will roll out on 30 September 2013 (for Civil matters) and 2 December 2013 (for Family matters) respectively.

To prepare for these phases, your law firm is invited to nominate at least one lawyer and one or more law firm administrator(s) to attend a preparatory seminar that will cover the key activities to be completed by law firms prior to launch, including

- a) The activities related to Preview 3:
 - i) Verification of Subordinate Courts cases migrated from EFS and lawyers involved in each case
 - ii) Verification and amendment of lawyers in the firm by using the "Manage Users" screen
 - iii) Verification and update of solicitors' contact information
- b) Details of new and improved Cause Book Search
- c) Sharing session on lessons learnt from High Court phase

Details of the seminar are as follows:

Date : Thursday, 1 August 2013
Time : 5.00pm-6.30pm
Venue: Auditorium, Level 9, Subordinate Courts,
No 1 Havelock Square, Singapore 059724

Please note that at least one lawyer from your law firm should attend this seminar, together with your nominated law firm administrator(s). As this seminar will provide your lawyers and law firm administrator(s) with essential information in order to be ready for e-filing in the Subordinate Courts, a representative from each of these groups of users should attend.

To sign up for the seminar:

Complete the form enclosed, or download a copy of the form from www.elitigation.sg/getready. Please send duly completed form by 26 July 2013 via fax (65) 6778 5277 or e-mail to salesinfo@crimsonlogic.com.

If you require more information, please contact the CrimsonLogic Helpdesk at (65) 6887 7222 or e-mail: elitigation@crimsonlogic.com. You may also visit www.elitigation.sg or www.elitigation.sg/getready for regular updates and other useful information.

Yours sincerely

A handwritten signature in black ink, appearing to read 'TBL'.

Ms Tay Bee Lian
Senior Director, LawNet
Singapore Academy of Law

On behalf of
Mr Yeong Zee Kin
Senior Assistant Registrar & CIO
Supreme Court of Singapore

Attn: Ms Perla, CrimsonLogic

Registration Form

Seminar on the Launch of Subordinate Courts Phases of eLitigation

1 August 2013

5.00pm-6.30pm

Auditorium, Level 9, Subordinate Courts

DELEGATE DETAILS

DELEGATE 1 Mr/Ms/Mrs/Dr: _____

Designation: _____ Company: _____

Tel: _____ Email: _____

DELEGATE 2 Mr/Ms/Mrs/Dr: _____

Designation: _____ Company: _____

Tel: _____ Email: _____

DELEGATE 3 Mr/Ms/Mrs/Dr: _____

Designation: _____ Company: _____

Tel: _____ Email: _____

CONTACT PERSON

Mr/Ms/Mrs/Dr: _____

Designation: _____ Company: _____

Tel: _____ Email: _____

TO REGISTER

To register, please submit your registration form before **26 July 2013 (Friday)** by fax or email

Fax to CrimsonLogic (65) 6778 5277 or **E-mail** salesinfo@crimsonlogic.com

As places are limited, registrations will be accepted on a first-come-first-served basis.