

Family Justice Courts Practice Directions (Amendment No. 5 of 2017)

25A. Appointment of Maintenance Record Officer

- (1) In any maintenance proceedings, the Court may on its own motion, appoint a maintenance record officer pursuant to rule 114B of the Family Justice Rules.
- (2) Upon the making of an order for the appointment of a maintenance record officer, unless the Court orders otherwise, the parties to the proceedings shall prepare an additional set of documents as set out in Paragraph 25 of these Practice Directions and such other documents as the Court may direct.
- (3) The documents referred to in sub-paragraph (2) above shall be submitted to the Court prior to the hearing of the application and in accordance with such directions as the Court may give.
- (4) Upon the appointment of the maintenance record officer, the officer shall contact the parties directly to make the necessary arrangements and appointments for the purpose of preparing a report under rule 114B(1) of the Family Justice Rules. The parties shall keep to the appointments to avoid any postponement of the hearing of the application.
- (5) A request by a maintenance record officer under rule 114B(3) of the Family Justice Rules must be made in Form 209A of Appendix A of these Practice Directions and served on the party against whom production of the documents is sought and the other party.
- (6) Unless the Court directs otherwise, a copy of the report under rule 114B(1) of the Family Justice Rules shall be prepared and be submitted to the Court and the parties not less than 7 working days before the hearing of the application.
- (7) A party who intends to examine the maintenance record officer under rule 114B(6) of the Family Justice Rules shall give the officer and the Court a written request in Form 209B of Appendix A of these Practice Directions at least 5 working days before the date of hearing.

25B. Referral for assessment

Notwithstanding that an application under Part VIII of the Women's Charter has not been made, an applicant may, with his consent, be referred by the Family Justice Courts Registry for an assessment to ascertain the financial circumstances of the applicant or the respondent or both prior to the making of such application.

103. Production of record of hearing

Record of Trials

- (1) Pursuant to rule 611 of the Family Justice Rules, the Registrar hereby directs that there shall be audio recording of all trials in action. Such audio recording shall be made using the Digital Audio Recording Transcription System (DART) only.
 - ~~(a) — The audio recording made pursuant to sub-paragraph (1) shall, pursuant to rule 611(1)(a), constitute the official record of hearing.~~
 - ~~(b) — In the event of any discrepancy between the audio recording and the transcript of the audio recording, the audio recording shall take precedence over the transcript.~~
 - ~~(c) — For the avoidance of doubt, any notes taken down by the Court in proceedings where audio recording is made shall not form part of the record of hearing.~~
- (2) Pursuant to rule 611(1)(b), ~~t~~The Registrar further directs that in proceedings where no audio recording is made, the notes of hearing shall be taken down by the Judge, judicial officer or court officer, whether by hand or through the use of a computer or electronic device ~~and, pursuant to rule 611(1)(b), the transcript of the notes of hearing shall constitute the official record of hearing.~~
- (3) The provisions of sub-paragraphs (1) and (2) are subject to any directions made by the Judge or judicial officer hearing the matter, or by the Registrar, whether or not upon application by the parties. Such directions may include the use of alternative means of producing transcripts.
- (4) Where the Court makes such directions under sub-paragraph (3):
 - (a) the transcript of the notes of hearing shall, pursuant to rule 611(1)(b), constitute the official record of hearing; and
 - (b) the parties shall inform the Family Justice Courts Registry by letter at least 7 working days before the scheduled hearing as to the mode by which the proceedings will be recorded.
- (5) The costs of engaging a service provider shall be paid by the parties directly to the service provider.
- (6) Requests for ~~copies of the record of hearing or certified~~ transcripts of the official record of hearing conducted at the Supreme Court building shall be made by filing the requisite Request electronic form through the Electronic Filing Service at least 7 working days before the scheduled hearing ~~and Form 245 of Appendix A of these Practice Directions in Portable Document Format (PDF) shall be attached to the Request electronic form.~~

Request for Digital Audio Recording and Transcription Service for Hearings other than Trials

- (7) Digital audio recording and transcription of proceedings will be made available in the Family Justice Courts, to parties, through one or more designated service providers at the request of parties.
- (8) The request for digital audio recording and transcription service shall be subject to the approval and/or directions of the Court hearing the proceedings, the approval of the Registrar, and the availability of the designated service provider to provide the service.

Applications for Digital Audio Recording and Transcription Service

- (9) Any party who intends to use the digital audio recording and transcription service shall write to the Court hearing the proceedings for approval at least 12 working days before the commencement of the proceedings.
- (10) Upon written notification of the approval by the Court hearing the proceedings, the requesting party shall submit to the designated service provider at least 8 working days before the commencement of the proceedings the application for digital audio recording and transcription service using the requisite form provided by the designated service provider. The requesting party shall also comply with any direction(s) that may be given by the Court hearing the proceedings, in respect of the party's written request for digital audio recording and transcription service.
- (11) The designated service provider shall inform the requesting party whether the application for digital audio recording and transcription service has received final approval by the Registrar.
- (12) The cost of engaging the designated service provider for digital audio recording and transcription service shall be paid by the requesting party directly to the designated service provider. The engagement of and payment to the designated service provider are subject to its terms and conditions.
- (13) The party or parties engaging the designated service provider shall apply for sufficient copies of the transcript to be furnished to the Court hearing the proceedings and all other parties to the proceedings.

104. Use of electronic and other devices

- (1) In order to maintain the dignity of Court proceedings in the Family Justice Courts, court users are strictly prohibited from making any video and/or image recording in all hearings and sessions in Court or in chambers.
- (2) Additionally, all communications with external parties and audio recording during a hearing or session are strictly prohibited without prior approval of the Judge or Registrar hearing the matter or the person presiding over the session.
- (3) Court users are permitted to use notebooks, tablets and other electronic devices to take notes of evidence and for other purposes pertaining to the proceedings during hearings or sessions, provided that such use does not in any way disrupt or trivialise the proceedings.
- (4) This Paragraph shall apply to all family and juvenile proceedings in the Family Justice Courts.
- (5) For the avoidance of doubt, this Paragraph shall also apply to all alternative dispute resolution and counselling sessions conducted in the Family Justice Courts.
- (6) The attention of court users is also drawn to ~~rule 614 of Family Justice Rules which states:~~

~~Prohibition on unauthorised audio recording~~

~~614. (1) No person shall make any audio recording of any hearing without the approval of the Court.~~

~~(2) A person who contravenes paragraph (1) is guilty of contempt of Court, section 5 of the Administration of Justice (Protection) Act 2016 (Act No. 19 of 2016).~~

147. Filing documents through service bureau

(1) Solicitors and law firms are encouraged to file documents through the Electronic Filing Service. However, in the event that certain documents cannot be filed through the Electronic Filing Service, solicitors and law firms may file documents through the service bureau. Litigants in person may also file documents through the service bureau.

(2) ~~The operating hours of the service bureau may be found on the Electronic Filing Service website at www.elitigation.sg. The operating hours of the service bureau are as follows:~~

Operating hours	Filing Time	Collection Time
Mondays to Fridays	9am to 5pm	9am to 5pm
Saturdays	9am to 12.30 pm	9am to 12.30pm

(3) ~~The service bureau is closed on Sundays and public holidays. [Deleted]~~

(4) Any document which is accepted for filing outside the time periods specified on the Electronic Filing Service website at www.elitigation.sg, ~~in sub-paragraph (2)~~ will be treated by the service bureau as having been accepted on the following working day.

(5) Documents to be filed through the service bureau must comply with these Practice Directions and all applicable administrative instructions and procedures prescribed by the service bureau with the approval of the superintendent.

(6) Documents filed through the service bureau shall be subject to a Manual Handling ~~Fee~~Charge as set out in the Electronic Filing Service website at www.elitigation.sg, ~~prescribed by Part 19 of the Family Justice Rules~~ and additional services made available by the service bureau may be subject to other administrative charges imposed by the service bureau with the approval of the superintendent.

Form 126

[deleted]

R.611 REQUEST FOR AUDIO RECORD OF HEARING

(Title as in action)

~~I, (name and designation, if representing any corporate entity), hereby apply for a copy of the official record of hearing in (case number) on (date) in audio recording form.~~

~~2. I am applying for the audio recording for the following purpose(s):~~

~~3. I hereby undertake to pay the requisite fees determined by the Registrar.~~

~~4. I hereby undertake to the Court that —~~

~~(a) I will not use the audio recording for any purpose other than the purposes stated in paragraph 2 above; and~~

~~(b) I will comply with all conditions, orders and directions which the Court may impose, make or give in relation to the use of the audio recording.~~

~~5. I understand that —~~

~~(a) the use of the audio recording for any purpose other than the purposes stated in paragraph 2 above; and/or~~

~~(b) the failure to comply with any condition, order or direction imposed, made or given by the Court in relation to the use of the audio recording,~~

~~may render me liable to an order of committal under Division 50 of Part 18 of the Family Justice Rules for contempt of Court.~~

~~Dated this _____ day of _____ 20____.~~

~~Decision of the Court~~

~~1. The above application is approved/not approved.~~

~~2. Additional conditions, orders or directions imposed, made or given by the Court:~~

FORM 209A

Para 25A

**REQUEST BY MAINTENANCE RECORD OFFICER FOR PARTY'S DOCUMENTS
UNDER RULE 114B(3) OF THE FAMILY JUSTICE RULES**

(Title as in action)

I, _____ (*name*) (NRIC No. _____) of _____ (*address*),
the maintenance record officer for _____ (*case number*), hereby request the Court to
order _____ (*name of party required to produce the documents*) (NRIC No. _____)
to provide 4 sets of the following documents:-

(Describe and list the documents requested)

S/No	Title or description of document	Period for which the document is required (eg. from January 2017 to April 2017)	Reasons why the document is required	Reasons for belief that the party has the document

Dated day of 20 .

Signature of party

FORM 209B

Para 25A

REQUEST TO EXAMINE THE MAINTENANCE RECORD OFFICER

(Title as in action)

I, _____ (*name of party making the request*), being the [applicant/respondent*] hereby request to examine the maintenance record officer (MRO) at the hearing on [date and time] for the purpose of examining him/her on the following matters:

S/No.	Matter to be examined, including paragraph number in the MRO's report, where relevant	Reasons for examining the MRO on this matter

Dated this day of 20 .

Signature of party

**Delete accordingly*

Para 103

REQUEST FOR RECORD OF HEARING

Date: _____ For Official Use Only

Manager _____

Digital Transcription Services

	CAT
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Supreme Court of Singapore

1 Supreme Court Lane

Singapore 178879

(Fax number: 63323952)

REQUEST FOR RECORD OF HEARING

Case Number: _____

Names of parties: _____

Hearing dates: _____

Court No (if known): _____

Party making request or on

whose behalf request is made: _____

_____ (Plaintiff or Defendant or as the case may be)

Name of law firm and lawyer

of the requesting party: _____

Telephone number: _____

Facsimile number: _____

E-mail address: _____

File reference of law firm: _____

1. ~~We hereby apply for a record of the Court proceedings as follows:~~

Format	Number of copies ‡	Scope	Delivery timeline
Transcript in paper format		(1) the full trial <input type="checkbox"/>	(1) 24 hour delivery (excluding Sat/Sun/public holidays) <input type="checkbox"/>
		(2) part thereof* <input type="checkbox"/>	(2) 3 day delivery <input type="checkbox"/>
		_____	(3) 5 day delivery <input type="checkbox"/>
		_____	(4) 14 day delivery <input type="checkbox"/>
Transcript in soft copy on CD-ROM		(1) the full trial <input type="checkbox"/>	(1) 24 hour delivery (excluding Sat/Sun/public holidays) <input type="checkbox"/>
		(2) part thereof* <input type="checkbox"/>	(2) 3 day delivery <input type="checkbox"/>
		_____	(3) 5 day delivery <input type="checkbox"/>
		_____	(4) 14 day delivery <input type="checkbox"/>
Audio recording on cassette tape		(1) the full trial <input type="checkbox"/> _____	_____
		(2) part thereof* <input type="checkbox"/> _____	_____
Audio recording on CD-ROM		(1) the full trial <input type="checkbox"/> _____	_____
		(2) part thereof* <input type="checkbox"/> _____	_____
Audio recording on DVD		(1) the full trial <input type="checkbox"/> _____	_____
		(2) part thereof* <input type="checkbox"/> _____	_____

[‡Insert the number of copies required. For transcripts in paper format, the minimum order is 3 copies (1 copy for the judge and 2 copies for the parties). For details of fees payable, please refer to http://www.wordwave.com.sg/Supreme_Court_Fee_Schedule.]

[*Specify dates of proceedings or names of witnesses.]

~~2. We undertake:-~~

~~(1) To pay directly to the service provider the requisite fees for the services and audio recordings and/or transcripts requested; and~~

~~(2) If transcripts are requested, to supply to the service provider:~~

~~(a) at least 2 clear working days before the commencement of the hearing or immediately upon submission of a request by any party after the hearing has concluded, one (1) copy each of such of the following documents as have already been filed in Court:~~

~~(i) authorities or bundles of authorities;~~

~~(ii) documentary exhibits or bundles of documents;~~

~~(iii) lists of the names of witnesses;~~

~~(b) a copy of any document, authority or submission tendered during the hearing by that party immediately after such document, authority or submission is tendered if such document, authority or submission has not previously been supplied to the service provider; and~~

~~(3) Not to reproduce or transmit in any form or by any means any material contained in the transcript or on any audio record supplied to us.~~

Name and Signature of Requesting Party/Counsel

Company/Law Firm Stamp

Para 158

UNDERTAKING TO COURT TO E-FILE DOCUMENTS

1. I, _____ (*name of applicant/solicitor*), of _____ (*address*), do hereby undertake to the Court to file the following documents via the Electronic Filing Service (EFS)[#] by _____ (*date*):

- (a) the Originating Summons*;
- (b) the Summons*;
- (c) the affidavit(s) of _____ (*name of deponent*) affirmed on _____ (*date*); and
- (d) the draft and final Order of Court if granted by the Court.

2. I understand that if I should fail to carry out my undertaking, I am liable to be punished for non-compliance with an order of the Court.

(*Signature*)

Name of Applicant / Applicant's solicitor

Date : _____

For a non-EFS subscriber, the documents may be e-filed at the **LawNet & CrimsonLogic Service Bureau** located at:

133 New Bridge Road, #19-01/02 Chinatown Point, Singapore 059413
Tel: (65) 6538 9507
Fax: (65) 6438 6350

~~The operating hours may be found at www.elitigation.sgThe operating hours are:~~

~~Mondays to Fridays : 9.00am to 5:00pm; and
Saturdays : 9.00am to 12:30pm.~~

* Delete where inapplicable