

DISPOSAL OF URGENT APPLICATIONS BY EMAIL

(With effect from 23 August 2010)

**** Practitioners must bear in mind that the following procedure should only be utilised for clearly urgent cases, which require to be dealt with out of office hours (i.e., after office hours on weekdays, and on weekends and public holidays).**

Workflow

- 1 Practitioners should continue to first contact the Duty Registrar by phone (according to the current practice), and inform the Duty Registrar of their intention for the urgent application to be dealt with by email.
(Please note that emails that are sent without notifying the Duty Registrar will not be entertained.)
- 2 Where the application has not been filed in EFS, practitioners must undertake to the Court to subsequently e-file the application.
- 3 If the Duty Registrar decides that the application is one of sufficient urgency, the Duty Registrar will then direct that the lawyers email the application, together with any affidavit and other supporting documents, to the generic email account at < Duty_Judge_Registrar@supcourt.gov.sg >.
 - Where the application is *inter partes*, the email should be copied to the other parties involved.
 - All attachments should be in the Adobe Acrobat Portable Document Format (PDF).
- 4 In the case of an application sought to be placed before the Duty Judge, the Duty Registrar will thereafter alert the Duty Judge about the application that has been emailed.
- 5 The Duty Judge/Registrar can then access the email account and consider the application.
 - If the application is *ex parte*, the Duty Judge/Registrar may determine the application or make the appropriate orders/directions, by replying to the email directly. (See para 7 below.)
 - If the application is *inter partes*, the Duty Judge/Registrar would be able to read the papers in advance before hearing counsel, and give directions for counsel to attend before him or her at a stipulated time.
- 6 Where the Duty Judge/Registrar makes orders by way of email, the email will be subsequently stored in the EFS case file by the Court staff.
- 7 The Duty Judge/Registrar retains the discretion to decide whether to deal with the application by email, or to hear counsel personally.