

**PART XIII: ELECTRONIC FILING AND SERVICE FOR CRIMINAL
PROCEEDINGS**

TABLE OF CONTENTS

111.	Application.....	XIII-2
112.	Documents which must be filed, served, delivered or otherwise conveyed using the Electronic Filing Service	XIII-4
113.	Filing of specified documents	XIII-5
114.	Hard copies of documents.....	XIII-6
115.	Timelines for filing	XIII-7
116.	Filing fees.....	XIII-7

PART XIII

**ELECTRONIC FILING AND SERVICE FOR
CRIMINAL PROCEEDINGS**

111. Application

- (1) The directions contained in this Part shall apply to the filing, service, delivery and conveyance of documents in criminal proceedings commenced in the High Court and the Court of Appeal on or after 10 January 2005.
- (2) The provisions of Order 63A of the Rules of Court, save for Rule 15(2)(a), (3), (5) and (7), shall apply to specified documents filed under this Part notwithstanding that the specified documents filed under this Part are filed in criminal proceedings.
- (3) The following paragraphs of these Practice Directions shall apply, *mutatis mutandis*, to specified documents filed under this Part:
 - (a) 12(8);
 - (b) 26;
 - (c) 30(6);
 - (d) 33(4) and (5);
 - (e) 35(3) and (4);
 - (f) 45, save for sub-paragraph (4)(e);
 - (g) 54;
 - (h) 90;
 - (i) 91;
 - (j) 92;
 - (k) 94;
 - (l) 95;

SUPREME COURT PRACTICE DIRECTIONS (2007 ED.)

- (m) 96;
- (n) 97;
- (o) 98, save for the fees provision in sub-paragraph (3)(a)(iii)(II);
- (p) 100, save for sub-paragraph (3) and the reference to paragraph 59 in sub-paragraph (1);
- (q) 101, save for the fees provisions in sub-paragraphs (5)(a)(iv), (5)(c)(vii)(II), (8)(e), (10)(c), (13), (16) and (17);
- (r) 102;
- (s) 103;
- (t) 104;
- (u) 105;
- (v) 106, save for the fees provision in sub-paragraph (1);
- (w) 107, save for the fees provision in sub-paragraph (5); and
- (x) 109.

112. Documents which must be filed, served, delivered or otherwise conveyed using the Electronic Filing Service

- (1) The following documents must be filed, served, delivered or otherwise conveyed using the Electronic Filing Service (EFS) and shall be referred to in this Part as “specified documents”:
 - (a) fiats in criminal cases;
 - (b) charges in criminal cases;
 - (c) orders for committal in criminal cases;
 - (d) skeletal arguments;
 - (e) notices of appeal in criminal appeals;
 - (f) petitions of appeal in criminal appeals;
 - (g) notices of discontinuance/withdrawal of appeal in criminal appeals;
 - (h) petitions in criminal revisions;
 - (i) affidavits in criminal revisions and criminal motions;
 - (j) documentary exhibits in criminal revisions;
 - (k) criminal motions;
 - (l) statements of case in criminal references;
 - (m) petitions for clemency; and
 - (n) any other documents whose filing may be required by law or by the Court or Registrar.

- (2) Documents that are filed in the Subordinate Courts for the purposes of High Court proceedings shall continue to be manually filed in the Subordinate Courts.

- (3) For the avoidance of doubt, it shall not be necessary for documents that are tendered in open Court to be filed via the EFS, unless otherwise ordered.

113. Filing of specified documents

- (1) The specified documents to which the Court will assign a case number or a document number (which will be referred to hereinafter in this Part as “Main Documents”) are the following:
 - (a) preliminary inquiries;
 - (b) criminal trials;
 - (c) criminal appeals;
 - (d) magistrates’ appeals;
 - (e) criminal revisions;
 - (f) criminal motions;
 - (g) criminal references;
 - (h) show cause proceedings; and
 - (i) special cases.

- (2) If documents which are related to Main Documents are filed, the following directions will apply:
 - (a) If the related document is filed in the same submission as a Main Document, the Court’s computer system will automatically create a logical link between the Main Document and the related document.
 - (b) If the related document is filed after the Main Document in a different submission, the person filing the related document must include the document number of the Main Document as the Reference Document Number in the electronic template filed for the submission containing the related document. This is to ensure that the documents related to Main Documents may be easily located in the Court’s electronic case file.
 - (c) An example of a related document is an affidavit filed in support or in opposition to a criminal motion brought in a criminal appeal. If the affidavit is filed in a different submission from the criminal motion, the document number of the criminal motion must be

entered as the Reference Document Number of the affidavit in the electronic template of the submission containing the affidavit.

114. Hard copies of documents

- (1) The provisions of this paragraph are without prejudice to the provisions of paragraph 112.
- (2) Counsel in magistrate's appeals, criminal revisions, criminal motions, show cause proceedings and special case hearings before the High Court should ensure that 2 hard copies each of any skeletal arguments and/or bundles of authorities are tendered to the Legal Registry of the Supreme Court.
- (3) Counsel in criminal appeals, criminal motions and criminal references before the Court of Appeal should ensure that 4 hard copies each of any skeletal arguments and/or bundles of authorities are tendered to the Legal Registry.
- (4) For the avoidance of doubt, it shall not be necessary for bundles of authorities to be filed electronically.

115. Timelines for filing

- (1) Skeletal arguments that are electronically filed under this Part must be filed at least 10 days before the hearing.
- (2) Hard copies of bundles of authorities shall be tendered to the Legal Registry of the Supreme Court at the same time as hard copies of skeletal arguments.

116. Filing fees

- (1) No transmission or processing fees shall be payable in respect of documents filed under this Part.
- (2) Electronic filing at the service bureau shall be subject to such administrative charges as may be imposed by the service bureau from time to time. However, the service bureau has agreed to waive the payment of any administrative charges incurred by unrepresented accused persons.