COMMUNITY COURTS & TRIBUNALS CLUSTER

Request for CCT Friend

# Details of Requesting Party (“Party”)

1. Name of Party: Name
2. ID Number: ID Type NRIC No./FIN/Passport No. (*eg* S1234567D)
3. Contact number: Contact No

# Particulars of Proposed CCT Friend

1. Name: Name
2. ID Number: ID Type NRIC No./FIN/Passport No. (*eg* S1234567D)
3. Contact number: Contact No
4. Details of Claim/Counterclaim: Court Case Number/202X
5. E-mail address: E-mail address
6. Relationship to applicant:

Family Member (State the exact relationship)

Friend

Volunteer (Community Justice Centre)

Volunteer (Other agency/entity) (State the agency/entity)

# Nature of Application

|  |  |
| --- | --- |
| 1. Case No(s): | Court Case Number/202X |

*\* If you are making the application in respect for multiple matters, state all the case numbers.*

1. I am applying for the CCT Friend to:

provide administrative support in the conduct of my case in proceedings before a tribunal/court (*eg*, to prepare/file/organise/locate documents; offer practical guidance on non-legal issues; take/review notes of proceedings; and explain directions/orders made by the tribunal/court)

interpret spoken communications or documents in the proceedings before a tribunal/court or registrar

provide emotional/moral support

# Declaration

1. I declare that:
   1. the Proposed CCT Friend (named in Part B) has agreed to assisting me as my CCT Friend, is aware of his/her obligations under the applicable Practice Direction and prepared to give an undertaking and declaration in the prescribed form below
   2. all the information provided above and supporting documents are true and correct
   3. I (and, to the best of my knowledge, all other parties to the case(s)) do not intend to call the Proposed CCT Friend as a witness for the case(s).
2. I acknowledge that I am liable to prosecution if I have provided in this application and the supporting documents any information which I know or have reason to believe is false.

**Date**: Click or tap to enter a date.

|  |  |
| --- | --- |
| **Signature of Party**: |  |

Undertaking & Declaration by the CCT Friend

1. I, Name of CCT Friend (ID Type NRIC No./FIN/Passport No. (*eg* S1234567D)), agree to assist the Party (Name of Party, ID Type NRIC No./FIN/Passport No. (*eg* S1234567D)) in the proceedings before the court.

**Conflict of Interest/Disqualification**

1. I declare that:
   1. I have not been approached to be a witness in this case.
   2. I have no direct or indirect interest in the outcome of this case.
   3. I am not an advocate and/or solicitor and/or legally qualified person (in any jurisdiction).

*(Answer this question if the case is a tenancy/housing dispute before the Small Claims Tribunals)*

1. I declare that I did not act as the Party’s property agent in the dispute.
2. I acknowledge that, if I become a witness in this case, I will cease to be a CCT Friend for this case.

**Conduct**

1. I will observe the following if the Court/Tribunal permits me to be a CCT Friend.
2. In providing assistance and support to the Party, I will not:
   1. provide legal advice on the merits of the case and/or legal representation to the Party;
   2. advise the Party on how to present his case or how to respond to his opponent’s case;
   3. manage the Party’s case outside the proceedings;
   4. act as the Party’s agent when dealing with other parties;
   5. exercise any of the privileges extended to advocates and solicitors under the Legal Profession Act 1966, such as to address the court, make oral submissions, conduct litigation, examine witnesses, or sign documents on the Party’s behalf;
   6. communicate with the Party during the proceedings in a manner that would disrupt the proceedings;
   7. divulge any information (communicated to me by the above person for the purpose of obtaining assistance from me, or acquired by me in the course of the proceedings) to any third party in relation to the proceedings in breach of my duty of confidentiality; and/or
   8. accept any remuneration or reward for my assistance/support.
3. At any time during the proceedings, I will not act against the interests of justice and fairness, or impede or obstruct the administration of justice, for example, where I:
   1. provide improper assistance;
   2. provide assistance unreasonable in nature or degree;
   3. am not competent enough to interpret spoken communications or the relevant part(s) of the any document(s) referred to in the proceedings for the above person;
   4. am disruptive through my words or behaviour;
   5. distract the Party or take over the proceedings on his behalf, or seek or attempt to act as a lawyer for him, such as by speaking directly to the opposing party; and/or
   6. I act in breach of any one or more of the above declarations and undertakings.

**Date**: Click or tap to enter a date.

|  |  |
| --- | --- |
| **Signature of CCT Friend**: |  |