

**Hearing Bundle Guide**  
**Community Courts & Tribunals Cluster**  
**State Courts, Singapore**

## 1. FE Hearing Bundle

The "Hearing Bundle" tool allows parties to create a consolidated PDF from existing documents in the Case folder. Parties can choose all the documents in the case folder including documents submitted by other parties and documents generated by the system (notices, Orders etc).

The consolidated PDF (or hearing bundle) will be generated with an index page that lists all the documents included in the bundle with document references and page numbers. This will help the parties to locate a specific document in the bundle. The hearing bundle will also include the creation date and time so that parties and Hearing officer can easily identify the bundle they are referring to.

To create the hearing bundle, open the Case Details screen by clicking on Case number and navigate to "Documents" tab. System will display all the existing documents in the Case folder.

### CASE DETAILS - ECT/10068/2021

Case Summary	Case History	Documents	Payment Details	Correspondence	
Filing No	Filing Type	Document Description	Source	Date & Time	Ref
ECT/10068/2021	Claim				
	Supporting Document (Employment Contract)	CRC (23 KB)	DANEEL	29/10/2021 03:10 PM	C01
	Notice	Claim Details (4 KB)	System	29/10/2021 03:10 PM	T01
	Notice	Notice of CMC to Claimant (75 KB)	System	29/10/2021 03:12 PM	T02
	Notice	Notice of CMC to Respondent (75 KB)	System	29/10/2021 03:12 PM	T03
	Supporting Document	t1 (5 KB) (pg: 1)	DANEEL	29/10/2021 03:13 PM	C02
ECT/APPL/20160/2021	Submit Supporting Documents	Submit Supporting Documents (2 KB)	DANEEL	29/10/2021 03:13 PM	C03

Create Hearing Bundle

Click on "Create Hearing Bundle" button to create the hearing bundle. System will be redirected to "Hearing Bundle" screen. Hearing bundle screen will display all the documents in the Case folder for selection.

- If the Case is fixed for Hearing/Further Hearing, hearing Bundle can only be generated at least 5 days before the hearing date. If the hearing date is within 5 days, parties will not see the "Create Hearing Bundle" button.

## HEARING BUNDLE

**General Information and Instructions:**  
1. Please select the documents.

Filing No	Filing Type	Document Description	Source	Date & Time	Ref	Select All
ECT/10068/2021	Claim					<input type="checkbox"/>
	Supporting Document (Employment Contract)	CRC (23 KB)	DANEEL	29/10/2021 03:10 PM	C01	<input checked="" type="checkbox"/>
	Notice	Claim Details (4 KB)	System	29/10/2021 03:10 PM	T01	<input type="checkbox"/>
	Notice	Notice of CMC to Claimant (75 KB)	System	29/10/2021 03:12 PM	T02	<input checked="" type="checkbox"/>
	Notice	Notice of CMC to Respondent (75 KB)	System	29/10/2021 03:12 PM	T03	<input type="checkbox"/>
	Supporting Document	t1 (5 KB) (pg: 1)	DANEEL	29/10/2021 03:13 PM	C02	<input type="checkbox"/>
ECT/APPL/20160/2021	Submit Supporting Documents	Acknowledgement (2 KB)	DANEEL	29/10/2021 03:13 PM	C03	<input type="checkbox"/>

**Next** **Cancel**

- "Select All" check box can be clicked to select all the documents.

Select the documents to be included in the bundle by clicking on the checkbox next to each document in the list.

## HEARING BUNDLE

**General Information and Instructions:**  
1. Please select the documents.

Filing No	Filing Type	Document Description	Source	Date & Time	Ref	Select All
ECT/10068/2021	Claim					<input checked="" type="checkbox"/>
	Supporting Document (Employment Contract)	CRC (23 KB)	DANEEL	29/10/2021 03:10 PM	C01	<input checked="" type="checkbox"/>
	Notice	Claim Details (4 KB)	System	29/10/2021 03:10 PM	T01	<input checked="" type="checkbox"/>
	Notice	Notice of CMC to Claimant (75 KB)	System	29/10/2021 03:12 PM	T02	<input checked="" type="checkbox"/>
	Notice	Notice of CMC to Respondent (75 KB)	System	29/10/2021 03:12 PM	T03	<input checked="" type="checkbox"/>
	Supporting Document	t1 (5 KB) (pg: 1)	DANEEL	29/10/2021 03:13 PM	C02	<input checked="" type="checkbox"/>
ECT/APPL/20160/2021	Submit Supporting Documents	Acknowledgement (2 KB)	DANEEL	29/10/2021 03:13 PM	C03	<input checked="" type="checkbox"/>

**Next** **Cancel**

Upon selecting the documents to be included in the bundle, click on "Next" button to proceed.

Next

Cancel

On the next screen, system will display the selected documents. In this screen, you can assign priority (order of display) of the documents in the bundle. You may drag & drop the document row to change the order of priority or click on the up arrow (^) or down arrow (v) icons provided for each document.

**HEARING BUNDLE**

**General Information and Instructions:**  
1. Use arrow buttons to arrange the order of documents.

Filing No	Filing Type	Document Description	Source	Date & Time	Ref	Order
ECT/10068/2021	Claim (Supporting Document)	Notice of CMC to Claimant	System	29/10/2021 03:12 PM	T02	
ECT/10068/2021	Claim (Supporting Document (Employment Contract))	CRC	DANEEL	29/10/2021 03:10 PM	C01	
ECT/10068/2021	Claim (Supporting Document)	Claim Details	System	29/10/2021 03:10 PM	T01	▼
ECT/10068/2021	Claim (Supporting Document)	Notice of CMC to Respondent	System	29/10/2021 03:12 PM	T03	▲
ECT/10068/2021	Claim (Supporting Document)	t1	DANEEL	29/10/2021 03:13 PM	C02	▲
ECT/APPL/20160/2021	Submit Supporting Documents (Acknowledgement)	Supporting DocumentsAcknowledgement	DANEEL	29/10/2021 03:13 PM	C03	▲

**Add / Remove Documents**   **Confirm and Proceed**

- Documents which are pre-selected by the system i.e. Claim form/ CRC certificate /Response for the Respondent, will always come first in the hearing bundle. Party will not be able to change the priority of these documents.

On this screen, you may click on the "Add/Remove Documents" button to add more documents or remove previously selected documents to be included in the bundle. Upon clicking, system will redirect back to the document selection screen.

Add / Remove Documents

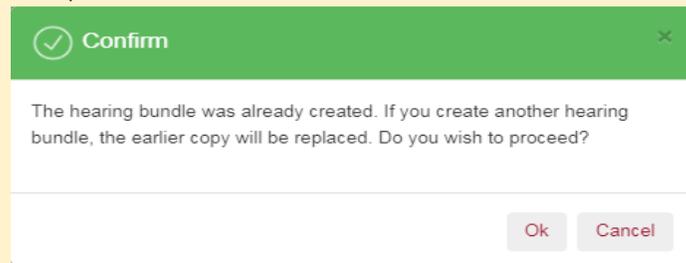
Confirm and Proceed

Click on "Confirm and Proceed" button to create the hearing bundle. System will create the hearing bundle and redirect to the acknowledgement screen.

Add / Remove Documents

Confirm and Proceed

- Only one hearing bundle per hearing date is allowed for a party. If hearing bundle is already generated for the selected case and the Hearing date, then system will provide an alert message informing that the existing hearing bundle for that hearing will be deleted and new bundle will be created. Click on "OK" to delete the existing bundle and proceed to create the new bundle.



## ACKNOWLEDGEMENT

- Your request to create a hearing bundle has been submitted.
- System will notify you once the hearing bundle is ready and available for download.
- Please download the hearing bundle for reference at the Hearing.

Go to Home

- When the hearing bundle is ready to download, the party is notified by SMS and email.

Once party receives notification, logon to CJTS to download the bundle.

**CASE DETAILS - ECT/10068/2021**

Case Summary	Case History	Documents	Payment Details	Correspondence	<b>Hearing Bundle</b>
Hearing Date & time	Created By	Created Date & time	Download		
24/11/2021 11:00 AM					
	DANEEL	31/10/2021 11:26 PM	Hearing_Bundle_Part_1.pdf 		

**EMPLOYMENT CLAIMS TRIBUNALS****CASE NO: ECT/10068/2021****BETWEEN**

DANEEL JANNAE SHIH

.... Claimant

ACE RENOVATION SERVICES

.... Respondent

**CLAIMANT'S HEARING BUNDLE****Table of Contents**

S.No.	Description	Document Reference No.	PartNo	PageNo
1	Notice - Notice of CMC to Claimant	T02	Part 1	1-4
2	Employment Contract - CRC	C01	Part 1	5
3	Notice - Notice of CMC to Respondent	T03	Part 1	6-9
4	t1	C02	Part 1	10-12
5	Notice - Claim Details	T01	Part 1	13-14
6	Acknowledgement - Supporting Documents Acknowledgement	C03	Part 1	15

Hearing bundles generated by parties can be accessed from Case Details screen under the "Hearing Bundle" tab. Parties can also access hearing bundle generated by other parties.

- System will split the document bundle into multiple parts if the size is exceeding 50MB or number of documents in the part exceeding 100. All parts will be displayed on the system to download.

**CASE DETAILS - ECT/10068/2021**

Case Summary	Case History	Documents	Payment Details	Correspondence	Hearing Bundle
<b>Hearing Date &amp; time</b>		<b>Created By</b>	<b>Created Date &amp; time</b>		<b>Download</b>
24/11/2021 11:00 AM					
		DANEEL	31/10/2021 11:26 PM		Hearing_Bundle_Part_1.pdf 
		TEST12	31/10/2021 11:59 PM		Hearing_Bundle_Part_1.pdf 

[Create Hearing Bundle](#)

If a party wishes to create new hearing bundle, click on the “Create Hearing Bundle” to generate new hearing bundle. The existing hearing bundle will be replaced with the new hearing bundle (i.e. only the latest hearing bundle is shown).