# FILING A SMALL CLAIMS IN CJTS

A guide to filing small claims online

# 1. Accessing the CJTS

The CJTS can be accessed at https://cjts.judiciary.gov.sg/.

The landing page will be displayed like the screen shown below



Landing Page displays the

1. Provision to start Filing with Pre-filing assessment
2. Login options
3. CJTS eServices (list of eServices that CJTS offers to the court users)
4. Useful information guide links to Fee Schedule, Payment Guide etc.

## 2. Pre-filing assessment

Pre-filing assessment is the process to validate that the claim is within the jurisdiction and Claimant is ready for filing with all the pre-requisites to file the claim.

The process is initiated when users click on the Box labelled "SCT" below the "File Online at:"

User will be displayed the Terms and Conditions Page.



- Read the entire Terms and Conditions by using the vertical scroll bar
- Tick the box beside the text "**By using this service, you agree to the Terms and Conditions**".
- Enter the captcha characters shown in the image and click on the **Proceed button**
- **Error messages will be displayed in red for mandatory fields that have not been entered.**

Click on **<Proceed>** button to go to the prefiling checklist page.

## PRE-FILING ASSESSMENT

**General Information and Instructions:**
1. The Pre-Filing Assessment form poses questions to assist you when filing a Claim. It must be completed before filing a Claim.
2. The form helps you to identify documents that may be needed to file a Claim.
3. The form may take you about 10 minutes to complete.
4. After completing the assessment, please proceed to file your Claim or save the pre-filing ID to file your Claim within the next 7 days.
5. All drafts saved in your account will be deleted after 7 days.
6. ( * ) denotes mandatory fields to be completed. All data in mandatory fields will be transferred onto your Claim form.
7. You can click on ⓘ for more information on the field.
8. Please refer to the Tribunal Guide for more information to proceed with the pre-filing assessment form.

**Nature of Dispute*** ⓘ

| CONTRACT FOR SALE OF GOODS ▾ | CONTRACT FOR PROVISION OF SERVICES ▾ |
| DAMAGE TO PROPERTY ▾ | LEASE NOT EXCEEDING 2 YEARS (RESIDENTIAL PREMISES) ▾ |

Form Completion Status (0%)

Cancel   Submit

Click on the down arrow key against each category to view the sub category permitted under it. Only one main category is allowed for a claim. Choose the appropriate course of action pertaining to your dispute. Multiple claims on the same party for more than one main category will have to be filed separately.

**Nature of Dispute*** ⓘ

| CONTRACT FOR SALE OF GOODS ▾ | CONTRACT FOR PROVISION OF SERVICES ▾ |
| ☐ Defective Goods | ☐ Unsatisfactory Services |
| ☐ Non-Delivery | ☐ Incomplete Services |
| ☐ Goods Not As Contracted | ☐ Renovation Services |
| ☐ Non-Payment | ☐ No Services Rendered |
| ☐ Cancellation/Opt Out | ☐ Non-Payment |
| ☐ Refund (motor vehicle deposit) | ☐ Others |
| ☐ Unfair Practice in relation to Hire Purchase Agreements | |
| ☐ Others | |

| DAMAGE TO PROPERTY ▾ | LEASE NOT EXCEEDING 2 YEARS (RESIDENTIAL PREMISES) ▾ |
| ☐ Owner of Property | ☐ Breach of Tenant's Obligation |
| ☐ Damage not arising from motor vehicle accident | ☐ Breach of Landlord's Obligation |
| ☐ Others | ☐ Refund of Rental Deposit |
| | ☐ Rental Arrears |
| | ☐ Others |

Form Completion Status (0%)

Cancel   Submit

5

The following section is an example of a claim for LEASE NOT EXCEEDING 2 YEARS (RESIDENTIAL PREMISES)→ Refund of Rental Deposit assessment.

**Nature of Dispute*** (i)

| | |
|---|---|
| CONTRACT FOR SALE OF GOODS ▼ | CONTRACT FOR PROVISION OF SERVICES ▼ |
| DAMAGE TO PROPERTY ▼ | LEASE NOT EXCEEDING 2 YEARS (RESIDENTIAL PREMISES) ▼ |

☐ Breach of Tenant's Obligation
☐ Breach of Landlord's Obligation
☑ Refund of Rental Deposit
☐ Rental Arrears
☐ Others

**Date of Cause of Action (DD/MM/YYYY)*** (i)

📅 05/11/2018

**Claim Amount*** (i)

SGD 18,000.00

**Parties Details**

Are you claiming as an individual?          Yes     No

Form Completion Status (10%)

Cancel     Submit

- Click the appropriate sub category example: Refund of Rental Deposit
- Click on the text box next to calendar icon 📅 in Date of Cause of Action to **select the date**.
- Enter the Claim Amount.
- Mouse over on ⓘ icon to see more details about that field.
- Data will be validated, and appropriate message will be displayed, if the claim is time barred or not within the monetary Jurisdiction of SCT.

Upon entering the Claim Amount system will prompt to answer the set of pre-filing questions related to Party Details, Nature of Dispute and Service of Documents. The questions will be displayed one by one depending on the previously submitted data/ answer and nature of dispute.

| Parties Details | |
|---|---|
| Are you claiming as an individual? | YES |
| Are you a bankrupt? | NO |
| Are you claiming against the correct party with whom you have a contractual obligation? | YES |
| Is the other party an individual? | YES |
| Is the other party a bankrupt? | NO |
| Is there a mediation/arbitration clause in your agreement? | NO |

| Nature of Dispute | |
|---|---|
| Is your tenancy agreement for residential premise? | YES |
| Did the cause of action arise on or before 31 Oct 2018? | NO |
| Is your tenancy agreement for 6 months or more (for HDB Property) or 3 months or more (for Private Property)?<br>**SCT does not have jurisdiction to hear claims where the tenancy agreement is less than 6 months (for HDB property) or less than 3 months (for private property).** | NO |
| Has stamp duty been paid on the tenancy agreement? | YES |
| Do you have the breakdown list of individual items and the amount claimed to support your total claim amount? | YES |
| Do you have any documents to support the amount you are claiming? | YES |
| Are you able to show the condition of the premise when the tenancy started and how it compares when the tenancy ended? | YES |
| Are you seeking a Money Order, Work Order and/or an Order for delivering vacant possession? | YES |

| Service | |
|---|---|
| Is the party/company whom you are filing against residing/located in Singapore or have a registered address in Singapore? | YES |
| Are you able to locate and personally serve/bring the claim to the attention of the other party in Singapore? | YES |

**Form Completion Status (100%)**

Cancel    Submit

- After choosing Yes or No system will display only the answer chosen and the other option will not be visible. To change the answer, click on the answer again and the Yes and No buttons will appear for selection again.
- Messages displayed in **red** gives you information to consider before filing your claim.

When all the questions are answered the Form Completion Status will show 100% and the **<Submit>** button will be enabled to click.

Form Completion Status (100%)

Cancel    Submit

Click on **<Submit>** button to go to the Acknowledgement page.

## ACKNOWLEDGEMENT

You have completed the pre-filing assessment. This is your pre-filing assessment ID:

### PF/38074/2019

- A pre-filing assessment ID is required for filing a Claim.
- Your pre-filing assessment information will be stored for 7 days. Please file your Claim within 7 days using the above mentioned pre-filing assessment ID.
- Please click here to save this acknowledgement page for your future reference.

### Please consider the following information before proceeding:
#### Your Answers to the Questionnaire

| | |
|---|---|
| Are you claiming as an individual? | Yes |
| Are you a bankrupt? | No |
| Are you claiming against the correct party with whom you have a contractual obligation? | Yes |
| Is the other party an individual? | Yes |
| Is the other party a bankrupt? | No |
| Is there a mediation/arbitration clause in your agreement? | No |
| Is your tenancy agreement for residential premise? | Yes |
| Did the cause of action arise on or before 31 Oct 2018? | No |
| Is your tenancy agreement for 6 months or more (for HDB Property) or 3 months or more (for Private Property)? | No |
| Has stamp duty been paid on the tenancy agreement? | Yes |
| Do you have the breakdown list of individual items and the amount claimed to support your total claim amount? | Yes |
| Do you have any documents to support the amount you are claiming? | Yes |
| Are you able to show the condition of the premise when the tenancy started and how it compares when the tenancy ended? | Yes |
| Are you seeking a Money Order, Work Order and/or an Order for delivering vacant possession? | Yes |
| Is the party/company whom you are filing against residing/located in Singapore or have a registered address in Singapore? | Yes |
| Are you able to locate and personally serve/bring the claim to the attention of the other party in Singapore? | Yes |

## NEXT STEPS

<div style="text-align: right;">

**Proceed to eFiling**

</div>

- The system will generate a pre-filing assessment ID.
- A pre-filing assessment ID is required for filing a claim. The generated ID will be valid for 7 days. You are required to note the pre-filing ID as this ID will not be displayed in your HOME screen. If a claim is not filed using this ID within 7 days, then the user needs to perform pre-filing assessment again.
- Click on **<Proceed to eFiling>** button to continue filing the claim.

Click on **<Proceed to eFiling>** button, the system will display a pop-up window with options to login to proceed with filing.

**For Individual Users**
Login with Singpass

**For Business Users**
Login with Singpass

**CJTSPass**
For those not eligible for Singpass

Refer to *User Login Options* section in the document for information on the various login methods.

## 3. User Login Options

Users need to Login to the system to access all the CJTS eservices (except prefiling assessment) using one of the following methods.

a) If you are an Individual filing a claim or responding to a claim in personal capacity, you need to use your Singpass to login. Click on the

**For Individual Users**
Login with Singpass
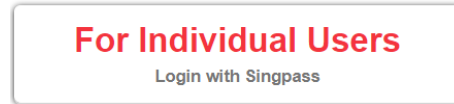
icon and follow the instructions.

b) If you are a corporate entity, including sole proprietors, associations and societies filing a claim or responding to a claim, you need to click on the

**For Business Users**
Login with Singpass

icon and follow the instructions.

c) If you are not eligible for a Singpass (example tourist), click on the

**CJTSPass**
For those not eligible for Singpass

icon and follow the instructions. Details about registering for a CJTS pass is provided under *Register for a CJTS Pass*.

## 4. Register for a CJTS Pass

To start the process, Click on the icon



**CJTSPass**
For those not eligible for Singpass

The CJTS login page will be displayed



**CJTS PASS**

**Login**

| User ID* | Password* | |
|---|---|---|
| Enter your User ID | Enter your Password | Login |
| No CJTS Pass User ID? Register here | Forgot Password? | |

Click on "**Register here**" and a new page will be displayed

**CJTS PASS REGISTRATION**

**General Information & Instructions:**
1. This is the CJTS Pass registration form.
2. The CJTS Pass allows those who are non-eligible for Singpass and Corppass to file and manage a case in CJTS.
3. You will need your identification number and personal particulars to complete the form.
4. This form will take you about 10 minutes to complete.
5. After completing the form, you will be required to select your preferred appointment date to attend at the Registry for verification and issuance of the CJTS Pass.
6. Please bring along your original identification documents (eg: Passport) on your appointment date for verification.
7. If you are holding a FIN no. and are not eligible for Singpass, please use you FIN no. (and not your passport no.) to register for a CJTS Pass.
8. ( * ) denotes the mandatory fields.
9. ⓘ provides more details on the fields.
10. Please refer to the Tribunal Guide for more information on the CJTS Pass registration form.

**Register**

You are registering as an*  ◯ **Individual**  ◯ **Entity**

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- If you want to claim or respond as an Individual select the "Individual" radio button.
- If you want to claim or respond as an Entity select the "Entity" radio button.

**Step 1.** Enter particulars

**Register**

You are registering as an* ● Individual ○ Entity

Name*

    Enter name as per FIN / Passport No.

ID*

    Type ▼    Enter your FIN / Passport No.

Contact No 1*

    Select ▼    +    65    Enter Phone Number

Contact No 2

    Select ▼    +    65    Enter Phone Number

Email*

    Enter Email Name    @    Enter Email Domain

eg: john@abc.com

Premises Type*

    Select Premises Type.    ▼

Postal Code*

    Enter Postal Code        Retrieve Address

Block / House No.*

    Enter Block / House No.

eg: 111A

Street Name*

    Enter Street Name

Floor-Unit

    Enter Floor No.    -    Enter Unit No.

Building Name

    Enter Building Name

eg: 06-245

Country*

    SINGAPORE    ▼

- Enter the details in the form. The fields marked **(*)** are mandatory fields.
- Use the drop-down arrow symbol for ID Type, Contact No, and Premises Type.
- For Individuals - allowed Type for ID are PASSPORT and OTHERS.
- For Entity - allowed Type for ID are Foreign ID – company registration number and OTHERS.
- **Error messages will be displayed in red for mandatory fields that have not been entered.**

**Step 2.** Select court attendance date and time

**Appointment Date & Time**

Note: Applicant is required to appear at Community Justice Tribunal Division (CJTD) on the selected appointment date and time.

Date* (dd/MM/yyyy)

    Select Date    ▼

Time*

    Select    ▼

- Use the drop-down arrow symbol to Select a Court Date and Time to obtain the pass from Registry Officer.

For applicant type Entity, additional information on the Representative is to be provided.

**Appointment Date & Time**

Representative Name*

Enter name

Representative ID Type & ID*

Type ▼ | Enter Passport No.

Date* (dd/MM/yyyy)

Select Date ▼

Time*

Select ▼

**CAPTCHA**

Captcha validates every log in by a human visitor and prevents automated spam submissions.

*4x6nd* ⟳

Enter the characters (without spaces) shown in the image

☐ I/We do not have SingPass/CorpPass and are not eligible to apply for one. I/We declare that all the information provided above is true and correct

Submit | Cancel

- Enter the captcha characters.
- Tick the declaration box to declare the information provided.
- Click on **<Submit>** button.
- **Error messages will be displayed in red for mandatory fields that have not been entered.**

If there are no errors found, an Acknowledgment page indicating the successful submission for CJTS Pass registration, registration request number and the date and time to appear at Tribunals will be displayed. The acknowledgment can be saved by clicking on the hyper link click "**here**" in the page.

**ACKNOWLEDGEMENT**

- CJTS Pass registration request has been submitted successfully on .
- Your registration request no. is SCT/APPL/901064/2018
- You are required to appear at SCT on 04 APR 2018 09:30 AM .
- Please bring along your original ID and documents for verification.
- Click here to save this acknowledgement.
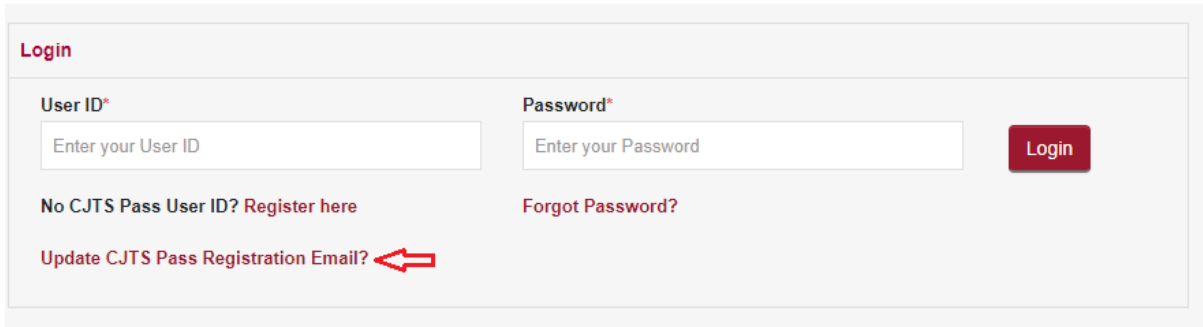
Go to Home

- You need to appear before the Tribunal Registry on the date and time mentioned for user verification.
- Upon approval you will receive the notification via e-mail. You need to activate the user credentials through the link provided in the email and create a password.

## 5. Update CJTS Pass Registration Email
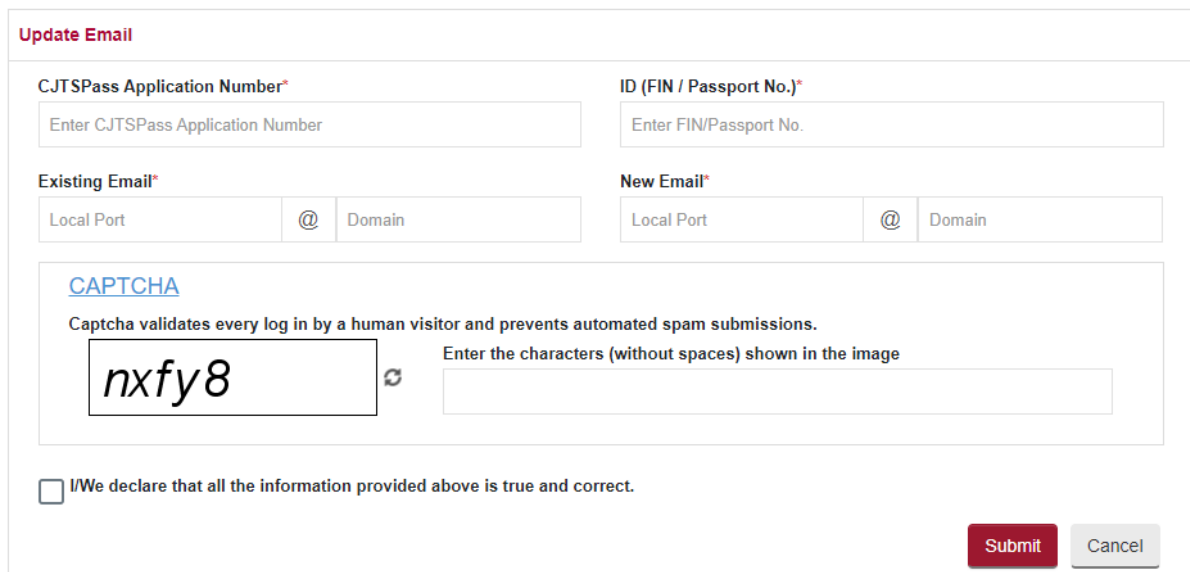
If the email address provided in the registration form is incorrect, you may click on **<Update CJTS Pass Registration Email>** link provided to submit the application to update your email.

**CJTS PASS**

**Login**

| User ID* | Password* | |
|---|---|---|
| Enter your User ID | Enter your Password | Login |

No CJTS Pass User ID? Register here     Forgot Password?

Update CJTS Pass Registration Email? ⇐

Following screen will be displayed.

**APPLICATION FOR UPDATE REGISTRATION EMAIL**

**Update Email**

| CJTSPass Application Number* | ID (FIN / Passport No.)* |
|---|---|
| Enter CJTSPass Application Number | Enter FIN/Passport No. |

| Existing Email* | | | New Email* | | |
|---|---|---|---|---|---|
| Local Port | @ | Domain | Local Port | @ | Domain |

**CAPTCHA**

Captcha validates every log in by a human visitor and prevents automated spam submissions.

*nxfy8* ↻

Enter the characters (without spaces) shown in the image

☐ I/We declare that all the information provided above is true and correct.

Submit    Cancel

- Enter the particulars
- Enter the captcha characters
- Tick the declaration box to declare the information provided
- Click on **<Submit>** button
- **Error messages will be displayed in red for mandatory fields that have not been entered**

If successful, an Acknowledgment page indicating the successful submission will be displayed. The acknowledgment can be saved by clicking on the link **<here>**.

## ACKNOWLEDGEMENT

- Your Application to Update Registration Email has been submitted successfully on 16/03/2021 11:11 AM.
- Your application no. is CJTD/RGAMD/1004/2021.
- Click here to save this acknowledgement.

Go to Home

## 6. Login using CJTS Pass

From the login options on the homepage or login options pop-up displayed by the system during a process, click on the icon

**CJTSPass**
For those not eligible for Singpass

CJTS login page will be displayed.

## CJTS PASS

**Login**

User ID*

CP100136I

Password*

••••••••••

Login

No CJTS Pass User ID? Register here          Forgot Password?

- Enter the User ID and the Password.
- Click on **<Login>** button.

## CJTS ONE TIME PASSWORD

**One-time Password (OTP)**

Note: An OTP has been sent to registered email address and Mobile No. via SMS. Please check your Email/SMS for the OTP.

One-time Password*

Enter OTP

Submit          Cancel

* If you do not receive the OTP within 2 minutes, please click   here   to resend a new OTP.

When you login for the the first time, system will display the MY PROFILE page with details already entered. Users can edit the information if required and submit.

## MY PROFILE

**General Information and Instructions:**

1. The My Profile contains your personal particulars.
2. You will need your identification number, personal particulars and a valid email address to complete the form.
3. The information provided will be automatically filled onto the online application, where applicable.
4. This information will also be used by the Court to contact you.
5. This form will take you about 5 minutes to complete.
6. (*) denotes mandatory fields.
7. Please refer to the Tribunal Guide for more information on My Profile.

**Name***
SELECT ▾

**ID***
PASSPORT ▾

**Contact No 1***
MOBILE ▾  +  65

**Contact No 2**
Select ▾  +  65  Phone Number

**Email***
@
eg: john@abc.com

**Premises Type***
APARTMENT ▾

**Block/House No.***
eg: 692A

**Street Name***

**Floor-Unit***
-
eg: 19-14

**Building Name**

**Country***
SINGAPORE ▾

**Postal Code***

☐ I declare that all the information provided above is true and correct.

Submit   Cancel

# 7. Home Page

After successful Login using any one of the three login methods described above the system will display users' home page.



| Page Contents | - **Attention Box**<br>- **Notifications table**<br>- **Draft(s) table**<br>- **Active Case(s) table**<br>- **Next Court Date** |
|---|---|
| Button to enter One-time Reference Number | Provides provision to link to a case using One-time reference number for respondents or other claimants and representatives. |
| Notifications | Displays the latest four notifications received. |
| Next Court Date | Next Court Date is highlighted in the Home page. |
| Drafts | Valid Claims/Applications that have been created in the system and saved as draft. Drafts will expire after 7 days |
| Active Case(s) | List of Active Cases for the user with case no, parties involved, status and next court date. |

## 8. Notifications

Notifications page displays the list of all notifications received through CJTS. Search function has been provided to filter the notifications with key word in the subject or body. Click on "**VIEW**" link to open and view the Notification

## 9. My Filings

Links will be provided in left panel to view draft applications, active cases and archived cases. In each page the cases/claims will be listed with the latest on the top by default. Search Function is provided in each page



**Drafts Listing:**



**Active Cases:**

## Applications:



**APPLICATION LIST**

**Search**

Application No / Case No:

Form Type:

[ Enter Application No / Case No ]

[ ▼ ]

Date Range (Submission Date):

[ 📅 Enter From Date ]  [ 📅 Enter To Date ]  **Search**

| S/N | APPLICATION NO | CASE NO | APPLICATION TYPE | SUBMISSION DATE | Status |
|---|---|---|---|---|---|
| 1 | CDT/DOS/342/2018 | | Declaration of Service | 11/05/2018 | SUBMITTED |
| 2 | SCT/APPL/901153/2018 | | Application for Stay of Execution | 11/05/2018 | REJECTED  Click here for reason |
| 3 | SCT/APPL/901152/2018 | | Request to enforce work order | 11/05/2018 | HEARING SCHEDULED |
| 4 | SCT/APPL/901151/2018 | | Summons to Witness | 11/05/2018 | APPROVED |

## 10.    Payment Details
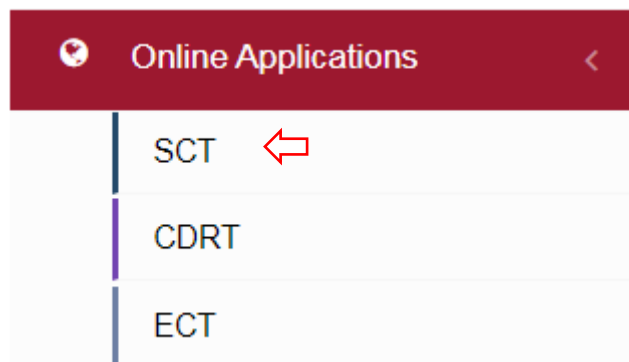
Displays all the payments made by the user (lodgement fee, hearing fee etc.). Search function is provided to filter the details using Case No, Application No, Receipt No or Date Range for payments. Latest payments will be displayed on top by default. Receipt column provides the link to display the Receipt using PDF Icon,

Click on PDF icon [icon] to view/save the receipt.



## 11.    Online Applications

Displays the list of all the applications (eServices). By default, system will display the list in grid view. Click on the bar icon [icon] on the top right to change the view to "List View". Click on the relevant form to start entering details for submission.

**ONLINE APPLICATIONS - SMALL CLAIMS TRIBUNALS**

| | | |
|---|---|---|
| CLAIM FORM | COUNTER CLAIM FORM | APPLICATION FOR REPRESENTATIVE |
| REQUEST FOR AMENDMENTS | REQUEST FOR CHANGE OF COURT DATE | WITHDRAWAL REQUEST FORM |
| SUBMISSION FOR HEARING | SUMMONS TO WITNESS FORM | DEFECTS SCHEDULE FORM |
| SUBMIT SUPPORTING DOCUMENTS | GENERAL APPLICATION FORM | APPLICATION FOR SET ASIDE |
| APPLICATION FOR RECORD OF TRIBUNAL | REQUEST TO ENFORCE WORK ORDER FORM | APPEAL AGAINST ORDER OF REGISTRAR FORM |
| APPLICATION FOR LEAVE/PERMISSION TO APPEAL | STAY OF EXECUTION/ENFORCEMENT | GENERAL APPOINTMENT |
| NOTICE OF APPEAL | PETITION OF APPEAL | RESPONDENT'S NOTICE |
| EXTRACTION OF ORDER FOR LEAVE/PERMISSION TO APPEAL | RESPONSE TO LEAVE/PERMISSION TO APPEAL | |

Other forms may be found **here.**

## ONLINE APPLICATIONS - SMALL CLAIMS TRIBUNALS

| S/N | Application / Form Name | Description |
|---|---|---|
| 1 | CLAIM FORM | Any proceedings in the SCT must start with a Claim. Claimant to input claim details, claiming for and supporting documents. |
| 2 | COUNTER CLAIM FORM | Claim filed by Respondent in response to the main claim. |
| 3 | APPLICATION FOR REPRESENTATIVE | A party may apply for another person to represent them in SCT proceedings. |
| 4 | REQUEST FOR AMENDMENTS | A party may apply for amendments to be made on your claim by submitting an application for the Tribunal's approval. |
| 5 | REQUEST FOR CHANGE OF COURT DATE | A party may apply to change a court date with the consent of the other party, subject to the Tribunal's approval. |
| 6 | WITHDRAWAL REQUEST FORM | A Claimant/Counterclaimant may apply to withdraw the claim/counterclaim at any point of time before the Claim is dealt with. |
| 7 | SUBMISSION FOR HEARING | A party may upload their submissions for the hearing before the Tribunal. |
| 8 | SUMMONS TO WITNESS FORM | A party may apply for summons to require the attendance of witnesses at the hearing. |
| 9 | DEFECTS SCHEDULE FORM | Claimant may upload their list of defects for the Hearing. |
| 10 | SUBMIT SUPPORTING DOCUMENTS | A party may file further supporting documents to support their Claim or Application. |
| 11 | SET ASIDE APPLICATION | A party may apply to the Tribunal to set aside an Order made in their absence. |
| 12 | GENERAL APPLICATION | Any other applications to be made to the Registrar or the Tribunal. |
| 13 | APPLICATION FOR RECORD OF TRIBUNAL | A party may apply to obtain the Tribunal's records, subject to the Tribunal's approval. |
| 14 | REQUEST TO ENFORCE WORK ORDER FORM | A party may apply to the Tribunal to enforce a Work Order. |
| 15 | APPEAL AGAINST ORDER OF REGISTRAR FORM | A party may file an Appeal to the Tribunal Magistrate against the discontinuance order of the Registrar. |
| 16 | APPLICATION FOR LEAVE/PERMISSION TO APPEAL | A party may file an Application for Leave/Permission To Appeal against the order of the Tribunal Magistrate. |

| 17 | STAY OF EXECUTION/ENFORCEMENT | A party may apply to the Tribunal for a Stay of Execution/Enforcement, pending an application for Leave/Permission to Appeal. |
| 18 | GENERAL APPOINTMENT | A party may obtain an appointment with the Registry for any general enquiries. |
| 19 | NOTICE OF APPEAL | A party may apply to the Tribunal for a Notice of Appeal upon Leave/Permission to Appeal is allowed. |
| 20 | PETITION OF APPEAL | A party may apply to the Tribunal for a Petition of Appeal upon Notice of Appeal is allowed. |
| 21 | RESPONDENT'S NOTICE | A party may obtain an appointment with the Registry for any general enquiries. |
| 22 | EXTRACTION OF ORDER FOR LEAVE/PERMISSION TO APPEAL | A party may file an Application for extraction of Order for /Permission to Appeal |
| 23 | RESPONSE TO LEAVE/PERMISSION TO APPEAL | A party may file an Application for extraction of Order for Leave/Permission to Appeal |

Other forms may be found here.

## 12. Submitting a Claim

Login to the website using one of the methods Singpass / Corppass / CJTS Pass.

From the left panel of the Home Page click on Online Applications, select SCT.

From the grid view of the application forms click on the **CLAIM FORM.**

Home / Online Applications

**ONLINE APPLICATIONS - SMALL CLAIMS TRIBUNALS**

| | | |
|---|---|---|
| Home | CLAIM FORM | COUNTER CLAIM FORM |
| Notifications | | APPLICATION FOR REPRESENTATIVE |
| eNegotiation | REQUEST FOR AMENDMENTS | REQUEST FOR CHANGE OF COURT DATE |
| My Filings | WITHDRAWAL REQUEST FORM | |

- Home
- Notifications
- eNegotiation
- My Filings
- Payment Details
- Online Applications
  - SCT
  - CDRT
- My Profile
- Logout
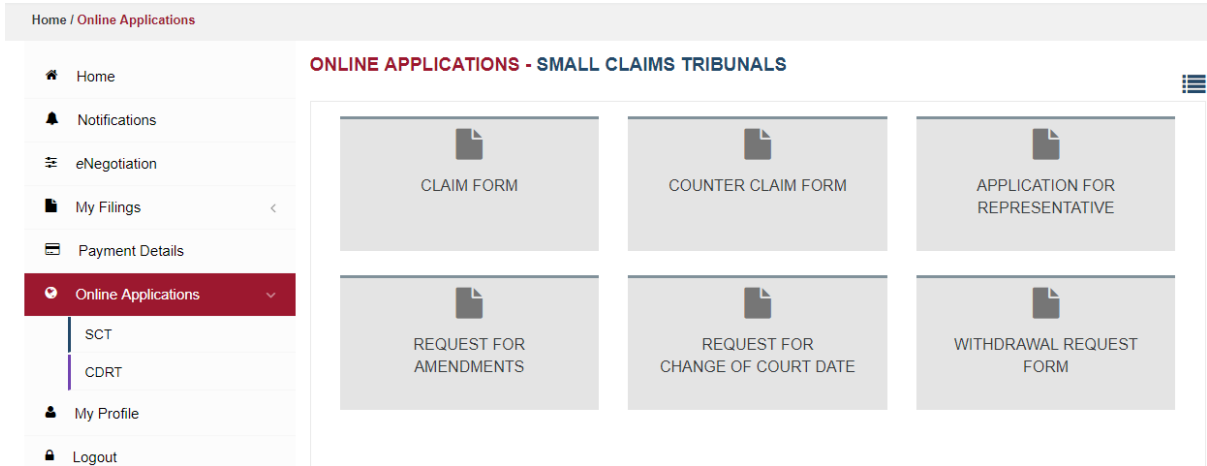
Following page will be displayed

**CLAIM FORM - SMALL CLAIMS TRIBUNALS**

**General Information and Instructions:**
1. The claim form contains the claim details.
2. You will need the Respondent's particulars and to prepare your supporting documents to complete the form.
3. This form will take you about 15 minutes to complete.
4. All the details entered and documents uploaded here will be seen by the Respondent (except Identification Number).
5. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
6. A claim/counter claim is considered filed when payment is made and a claim/counter claim number is issued.
7. There will be no refund of fees for incorrect claims.
8. Only documents in PDF are allowed for uploading. Once a document is submitted, it cannot be deleted or removed from the system.
9. You must upload the latest ACRA Business Profile of the Claimant(s) and/or Respondent(s) who is a non-individual.
10. ( * ) denotes mandatory fields.
11. ⓘ provides more details on the fields.
12. Please refer to the Tribunal Guide for more information on claims.

**Pre-Filing Reference ID***

| Enter Pre-Filing Reference ID | Retrieve |
|---|---|

Note: Please enter your pre-filing reference ID and then click on "Retrieve" button to retrieve the information from your pre-filing assessment. If you have not done the pre-filing assessment or have forgotten your pre-filing assessment ID, please click here to proceed to the pre-filing assessment screen.

- Enter Pre-filing Reference ID and click **<Retrieve>** button.
  If you do not have a Pre-filing Reference ID click on the link "here" to start Pre-filing.

The form has 6 sections.

      A. Particulars of Claimant(s)
      B. Particulars of Respondent(s)
      C. Particulars of Claim
      D. Brief Summary of Claim
      E. Supporting Documents
      F. Type of Claim

The system will display

**Step 1**. Enter Particulars of Claimant(s)



Information about the claimant is retrieved from the Pre-filing assessment ID.

- Claimant details will be retrieved from the profile of the applicant.
- Any changes to the displayed information can be made at this stage.
- Phone Number entered in Contact No 1 may be used for communication from the Tribunals.
- Email ID may be used for sending electronic mails, therefore a valid email address must be entered.
- If you have more than one claimant/address to add, please click on the respective button.
- Please note that you will not be allowed to subsequently delete any additional addresses or remove any additional Claimant/Respondent for a submitted Claim.

**Step 2.** Enter particulars of Respondent(s)

**B. Particulars of Respondent(s)**

Note : Click on 'Add another Respondent' if you are claiming against more than one Respondent    [ Add another Respondent ]

Name* (i)

[ Enter Name ]

ID (i)

[ Type ▼ ] [ Enter NRIC/FIN/UEN/Passport No. ]

**Contact No 1**

[ Select ▼ ] [ + ] [ 65 ] [ Phone Number ]

**Contact No 2**

[ Select ▼ ] [ + ] [ 65 ] [ Phone Number ]

**Email**

[ Email Name ] [ @ ] [ Email Domain ]

eg: myid@abc.com

Respondent (Registered) Address

**Premises Type***

[ Select Premises Type ▼ ]

**Postal Code***

[ Enter Postal Code ] [ Retrieve Address ]

**Block/House***

[ Enter Block No. ]

eg: 111A

**Street Name***

[ Enter Street Name ]

**Floor-Unit**

[ Enter Floor No. ] [ - ] [ Enter Unit No. ]

eg: 03-14

**Building Name**

[ Enter Building Name ]

**Country***

[ SINGAPORE ▼ ]

Note: Click on 'Add another address' if the same Respondent has an additional address for service

[ Add another Address ]

- All fields marked (*) is mandatory and must be entered.
- Phone Number entered in Contact No 1 may be used for communication from the Tribunals.
- If you have more than one respondent/address to add, please click on the respective button.

**Step 3.** Enter Claim Details

**C. Particulars of Claim**

NATURE OF DISPUTE:

LEASE NOT EXCEEDING 2 YEARS (RESIDENTIAL PREMISES)

TYPE OF DISPUTE:

Refund of Rental Deposit

**Location of Rental Premise***

[ ]

**Deposit Paid***

[ SGD ] [ 0.00 ]

**Monthly Rental***

[ SGD ] [ 0.00 ]

**Date of Tenancy Agreement***

[ 📅 ] [ ]

**Tenancy Start Date (as per Tenancy Agreement)***

[ 📅 ] [ ]

**Tenancy Expiry Date (as per Tenancy Agreement)***

[ 📅 ] [ ]

- All fields marked (*) is mandatory and must entered.
- Nature of Dispute and Type of Dispute is retrieved from the Pre-filing assessment.
- Enter Name Type of Goods Sold or Serviced Provided – a mandatory field.
- Enter details against other fields applicable to the Nature of Dispute.
- Entering as much information will help in the processing of the claim.

**Step 4.** Enter Brief Summary of Claim

**D. Brief Summary of Claim***

> Enter Summary of Claim
>
> remaining 500 / 500

- You can enter up to 500 characters.

**Step 5.** Upload Supporting Documents

**E. Supporting Documents**    [ Add another Document ]

| Choose File | No file chosen | Rental Agreer ▼ | Document description | Page I | ⬆ | 🗑 |
| Choose File | No file chosen | Stamp Duty ▼ | Document description | Page I | ⬆ | 🗑 |

*Note:*
*1. All the documents should be in PDF format. File name cannot contain special characters (eg. @ / \ %). Please select the document and enter the document description. Enter the page number of the document that you are referring to(if any). Click on the ⬆ to upload your documents. If you do not have any documents to upload, please click 🗑 to proceed.*

*2. The latest ACRA Business Profile of the Claimant(s) and/or Respondent(s) who is a non-individual must be uploaded. The ACRA Business Profile can be purchased at www.acra.gov.sg.*

All documents should be in **PDF** format only and **5MB** (maximum size) per document.

- Select the document to upload using the **<Browse>** button.
- The system will suggest type of documents to be uploaded based on the nature of dispute.
- Click on down arrow in the Doc Type field to select the type of document being uploaded.
- Enter the document description in the field next to Doc Type.
- Enter the Page number of the document that you are referring to.
- Click on the ⬆ to upload
- Click on the 🗑 to delete the document.
- If there is no document to upload, click on the delete 🗑 icon to clear.

**Step 6.** Enter Claiming For

**F. Claiming for***

☑ **Money Order**

| SGD | Value of Money Order (0.00) |

☑ **Work Order**

**Work Item to Perform or Substitute/Alternate Equivalent Amount to Pay***    [ Add another Work Order ]

| Work Item to Perform | | SGD | Equivalent value to Pay (0.00) |

☐ Cost ⓘ
☐ Disbursements ⓘ

- You can choose more than one type by checking against the option.
- If Money Order is chosen, enter the Value claimed for.
- If Work Order is chosen, enter the nature and value of Work Order.
- Click on Add another Work Order to add more work orders.
- Cost or Disbursements, these will be awarded at the discretion of the Tribunals and evidence will have to be submitted to support the request.

**Step 7.** Once all the sections of the form are completed user may 'Submit' or 'Save As Draft'
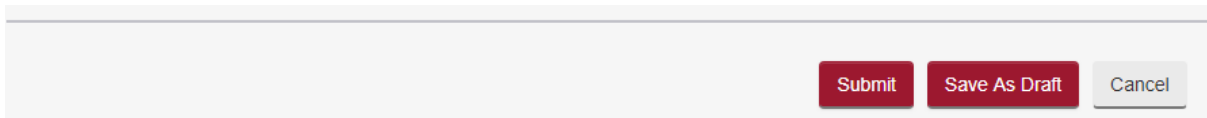


- Click on **<Save As Draft>** button to save the form as a draft and use it for later submission. A draft number will be issued by the system and will be available for 7 days.

- Draft number be displayed under the draft section of the home page. It is recommended to note down the draft number to continue the filing later.



- Saving the claim form as a draft does not mean the Claim has been received by the Tribunals. The claim is considered submitted and a claim number will be issued upon payment of fees.

- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.

- If there are errors, the fields will be highlighted with red border with an explanation of the error below the field.



28

Following is the screen for claim form confirmation page for dispute type "Lease not exceeding 2 years (Residential Premises)".

## CLAIM FORM (FORM 1) - FOR VERIFICATION

Rule 9(1)

The Small Claims Tribunals Act (Chapter 308)

**Pre-Filing Reference ID***

PF/22610/2018

### A. Particulars of Claimant(s)

| Name* | ID* |
|---|---|
| ▮▮▮▮▮▮ | PASSPORT-▮▮▮▮▮▮ |

**Contact No 1***
MOBILE +65 ▮▮▮▮▮▮

**Contact No 2**

**Email***
▮▮▮▮▮▮▮▮▮▮

Your Registered Address

**Premises Type ***
APARTMENT

| Block/House* | Street Name* |
|---|---|
| ▮▮▮▮ | ▮▮▮▮▮▮ |

| Floor-Unit * | Building Name |
|---|---|
| 02-03 | |

| Country* | Postal Code* |
|---|---|
| SINGAPORE | ▮▮▮▮ |

### B. Particulars of Respondent(s)

| Name* | ID |
|---|---|
| ▮▮▮▮▮▮ | - |

| Contact No 1 | Contact No 2 |
|---|---|
| | |

**Email**

Respondent (Registered) Address

**Premises Type***
APARTMENT

| Block/House* | Street Name* |
|---|---|
| ▮▮▮▮ | ▮▮▮▮▮ |

| Floor-Unit* | Building Name |
|---|---|
| ▮▮▮▮ | |

| Country* | Postal Code* |
|---|---|
| SINGAPORE | ▮▮▮▮ |

**C. Particulars of Claim**

| NATURE OF DISPUTE: | TYPE OF DISPUTE: |
|---|---|
| LEASE NOT EXCEEDING 2 YEARS (RESIDENTIAL PREMISES) | Refund of Rental Deposit |

**Location of Rental Premise***

dsdsd

**Deposit Paid***

SGD 3,456.00

**Monthly Rental***

SGD 456.00

**Date of Tenancy Agreement***

28/07/2015

**Tenancy Start Date (as per Tenancy Agreement)***

10/08/2015

**Tenancy Expiry Date (as per Tenancy Agreement)***

09/08/2017

**D. Brief Summary of Claim***

test

**E. Supporting Documents**

**F. Claiming for***

☑ **Money Order**

SGD 5,000.00

☐ **Work Order**

☐ Cost ⓘ

☐ **Disbursements** ⓘ

☐ I declare that I am the claimant and all the information provided is true and correct.

Please tick the declaration before proceeding.

[Amend]  [Confirm and Proceed]

- Review the information contained in the form.
- Tick the declaration box "I declare that I am the claimant and all the information provided is true and correct".
- Click on **<Amend>** button to go back to claim form to make changes to information entered.
- Click on **<Confirm to Proceed>** button to go to Payment Page if fees are applicable.

**Step 8.** Payment Page

**PAYMENT**

| | |
|---|---|
| Registration Fee: | S$ 180.00 |
| Total Amount Payable: | S$ 180.00 |

Note: Please ensure your browser pop-up blocker has been disabled before you proceed with eNETS (Internet Banking) payment. You may refer to the eNets FAQ (https://www.nets.com.sg/faqs/faq-enets-personal/) for instructions to disable popup blockers on different browsers.

[Internet Banking]  [Pay by Credit Card]  [Pay Later]

- Click on **<Internet Banking>** button if you are paying by Internet Banking.
- Click on **<Pay by Credit Card>** button if you are paying by Credit Card.
- Click on **<Pay Later>** button if you want to make payment offline.  Refer to the Pay Later section in the document.

**<Pay by Credit Card> or <Internet Banking>** will take you to the respective processing screens and once the payment is successful the following page will be displayed.

**PAYMENT STATUS**

Your payment transaction is successful.

[Save Payment Receipt]  [Continue]

- Click on **<Save Payment Receipt>** button to generate the receipt in a PDF file format for future reference.
- Click on **<Continue>** button to proceed further to Select Court Date / Time for Consultation.

**Step 9.** Click on **<Continue>** button to go to the court date selection page

**SELECT COURT DATE/TIME**

Please note that Court proceedings are conducted in English. Do you understand and speak English?* ● Yes ○ No

Consultation Court date & time (only available date/time (s) are shown):

**Please note that, unless otherwise directed, your case will be fixed for Hearing on the same day or the following working day if a settlement cannot be reached at the Consultation.**

| Tue 17 Apr 2018 | Wed 18 Apr 2018 | Thu 19 Apr 2018 | Fri 20 Apr 2018 | Mon 23 Apr 2018 |
|---|---|---|---|---|

Selected Consultation slot:

[Next]  [Cancel]

- Court proceedings are conducted in English. If you do not understand and speak English, click on the radio button **<No>** for the system to display a box to choose the language you understand and speak.

**Select the language you speak***

| Select | ▾ |
|---|---|

CANTONESE
HOKKIEN
MALAY
MANDARIN
TAMIL
TEOCHEW
OTHERS

- Registry will try to arrange for an Interpreter of the language chosen on the date of consultation / hearing.  Please note your proceedings will commence only upon the availability / attendance of the Interpreter.
- If "Others" is chosen, the user will have to arrange for the qualified interpreter and the interpreter will be allowed subject to approval by the Registry.

- Click on the dates shown and use the double arrow icon on either side to see more dates.
- Once a date and time is selected system will highlight the selected date in green and show the selected date and time below.

| | Tue 17 Apr 2018 | Wed 18 Apr 2018 | Thu 19 Apr 2018 | Fri 20 Apr 2018 | Mon 23 Apr 2018 | |
|---|---|---|---|---|---|---|

Selected Consultation slot: 18/04/2018 at 09:30 AM

Next    Cancel

**Step 10.** Click on **<Next>** button to view the Acknowledgment page

### ACKNOWLEDGEMENT

- Your Claim is filed.
- Your Case No. is [redacted].
- You are required to appear at the SCT on 19/11/2019 at 09:45 AM for Consultation.
- Next Steps:
  1. Save a copy of your Notice and the Respondent's Notice.
  2. Serve the Respondent's copy on the Respondent. If you are unable to serve the copy on the Respondent, SCT may not be able to proceed further with the Claim.
  3. Bring the copy of Notice to obtain a queue number at the Tribunals Kiosk on the date and time of your Consultation.
  4. If there is more than one Respondent, each Respondent will have their own unique One-time reference number. Please serve the correct Respondent copy on the respective Respondent(s).
  5. If both parties are business entities, the Claimant must upload the ACRA profile of both parties in CJTS. Otherwise, the Claimant must upload the ACRA profile of either party who is a business entity in CJTS before the court proceedings.

| Save Payment Receipt | Save Claimant Copy | Save Respondent Copy | Done |

- Acknowledgement page displays the case number assigned and first consultation date and time.
- Click on **<Save Payment Receipt>** button to print a copy of the payment made.
- Click on **<Save Claimant Copy>** button to save in PDF file format Claimant notice of consultation and claim form with bar code to scan at CQMS during court attendance.
- Click on **<Save Respondent Copy>** button to save in PDF file format the notice of consultation as well as claim details to be served to the Respondent. This will contain the bar code to scan at CQMS during court attendance and the One-time Reference number to access the case details by the respondent.
- Click on **<Done>** button to go back to the Home page.

## 13.    Pay Later

From the Payment page at step 8 of Submitting a Claim

**PAYMENT**

| | |
|---|---|
| Registration Fee: | S$ 180.00 |
| Total Amount Payable: | S$ 180.00 |

Note: Please ensure your browser pop-up blocker has been disabled before you proceed with eNETS (Internet Banking) payment. You may refer to the eNets FAQ (https://www.nets.com.sg/faqs/faq-enets-personal/) for instructions to disable popup blockers on different browsers.

[Internet Banking]    [Pay by Credit Card]    [Pay Later]

when you click on **<Pay Later>** button the following screen will be displayed

**NEXT STEPS**

- As you have clicked "Pay Later", your submission will be put on hold and will be processed only after the filing fee is paid.
- You now have 2 options for payment.
    - Online
        - You may return to this website anytime within the next 7 days. Your draft application will still be listed on your Home page as "Payment Pending".
        - If you click on the draft application, you will be brought to the payment page to make payment online by eNets or Credit Card.
    - Onsite at the State Courts
        - Please click "Generate Payment Advice" below to obtain a payment advice chit.
        - You may then present the payment advice chit to make payment by cash, nets or credit card at the State Courts' Automated Collection System (ACS) located at various locations (Level 1 and Level 3). If you wish to make payment by cheque, bank draft or cashier's order, payment must be made payable to "Registrar State Courts" and must be in Singapore currency (S$).
- Please note that the system will retain your unpaid draft application only for 7 days. If you do not make payment by 08/11/2019, the draft will be deleted and you will need to re-file your application.
- Please ensure that your filing is not time barred (ie, within two years from the date the cause of action accrued) at the point of payment.
- After payment, log in to CJTS to select your preferred hearing date and time. If you do not do so, the Tribunal will allocate the next available date and time to you.
- You may refer to the Tribunal Guide for more information on off-line payment.

[Generate Payment Advice]    [Home]

Click on **<Generate Payment Advice>** button to get a payment advice for payment thereafter via CJTS (draft will be kept for 3 days) or to the Finance Counter/ ACS machine located at the State Courts to make payment by cash/cheque.

System will store the claim as a draft and will be displayed in the drafts section of the home page.

| | DRAFT(S) | | | | ④ |
|---|---|---|---|---|---|
| **S/N** | **DRAFT NO** | **FORM TYPE** | **CREATED DATE** | **EXPIRY DATE** | **STATUS** |
| 1 | DFT/3840/2018 | Claim Form | 03/04/2018 | 10/04/2018 | Payment Pending |

To pay click on the hyper link **Payment Pending** and system will go to step 8 of Submitting a Claim to continue to process payment by eNets or Credit.

34

# 14.    Case File

On the home page under the Active Case(s) section, click on **CASE NO** hyperlink to display the case file. This page has six tabs to navigate.

**CASE DETAILS -** [REDACTED]

| Case Summary | Case History | Documents | Payment Details | Correspondence |
|---|---|---|---|---|

**Status**
eNegotiation

**Nature of Claim / Claiming for**
Contract for Sale of Goods
Money Order

**Next Court Date & Time / Purpose**
20/11/2019 at 02:15 PM
Consultation

**Venue**
Small Claims Tribunals, Level 1,
State Courts, 1 Havelock Square,
Singapore 059724

**Claimant**
[REDACTED]
[REDACTED]
Singapore, [REDACTED]
TEL: +65 [REDACTED]
Email: [REDACTED]
Language: ENGLISH

**Respondent**
[REDACTED]
[REDACTED]
Singapore, [REDACTED]
Email: [REDACTED]

| Case Summary | 1.  Status (current status of the case)<br>2.  Nature of Claim / Claiming For<br>3.  Next Court Date<br>4.  Purpose (purpose of the next court date)<br>5.  Venue (venue of the next court date)<br>6.  Claimant(s)<br>7.  Respondent(s) |
|---|---|

**CASE DETAILS -** [REDACTED]

| Case Summary | Case History | Documents | Payment Details | Correspondence |
|---|---|---|---|---|

| Filing No | Filing Type | Filed By | Date & Time | Status | |
|---|---|---|---|---|---|
| [REDACTED] | Claim | [REDACTED] | 29/10/2019 05:57 PM | eNegotiation | |
| SCT/APPL/902129/2019 | Application for Representative | [REDACTED] | 30/10/2019 11:03 AM | Rejected | Click here for reason |
| SCT/APPL/902130/2019 | Amend Claim Form | [REDACTED] | 30/10/2019 11:06 AM | Approved | Click here to Amend |
| SCT/APPL/902131/2019 | Change of Court Date | [REDACTED] | 30/10/2019 11:08 AM | Pending Processing | |

| Case History | Displays all the actions/updates performed on the case from latest to earliest dates. |
|---|---|

## CASE DETAILS - [REDACTED]

| Case Summary | Case History | **Documents** | Payment Details | Correspondence |
| --- | --- | --- | --- | --- |

| Filing No | Filing Type | Document Description | Source | Date & Time | Ref |
| --- | --- | --- | --- | --- | --- |
| [REDACTED] | Claim | | | | |
| | Notice | Notice of Consultation to Claimant 📄 (61 KB) | System | 30/10/2019 04:21 PM | T01 |
| | Notice | Notice of Consultation to Respondent 📄 (61 KB) | System | 30/10/2019 04:21 PM | T02 |

| Documents | Displays all the documents relating to the case uploaded by the parties /generated by the system including Order of Tribunals once case has been concluded. Documents will be listed from latest to earliest dates. |
| --- | --- |

## CASE DETAILS - [REDACTED]

| Case Summary | Case History | Documents | **Payment Details** | Correspondence |
| --- | --- | --- | --- | --- |

| Payment Description | Payment For | Payment Advice No | Amount (S$) | Paid Date / Due Date | Receipt |
| --- | --- | --- | --- | --- | --- |
| Lodgement Fee | Claim [REDACTED] | 120113955 | 10.00 | 30/10/2019 | CJTS22019961 📄 |

| Payment Details | Displays all the payments submitted by the user for this case (lodgement fee, hearing fee etc.) from latest to earliest dates. |
| --- | --- |

## CASE DETAILS - [REDACTED]

| Case Summary | Case History | Documents | Payment Details | **Correspondence** |
| --- | --- | --- | --- | --- |

| Correspondence No | Initiated By | Created Date | Action |
| --- | --- | --- | --- |
| SCT/CORS/252/2019 | Tribunal | 30/10/2019 03:13 PM | View / Reply |

| Correspondence | Displays all the party correspondence initiated by the registry where user can view the details given by registry and reply to it by clicking the "View/Reply" button. |
| --- | --- |
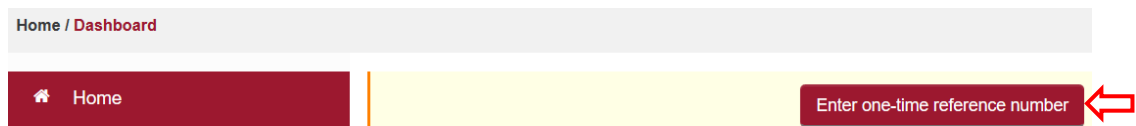
## 15. Accessing the Case File by Respondent

As a respondent you should have received the notice served by the claimant. The notice will contain the Claim No. and a paragraph giving the One-time reference number. Sample text in the notice

You **must logon** to Community Justice and Tribunals System at https://cjts.judiciary.gov.sg and enter the One-time reference number: 622642 to access the case details.
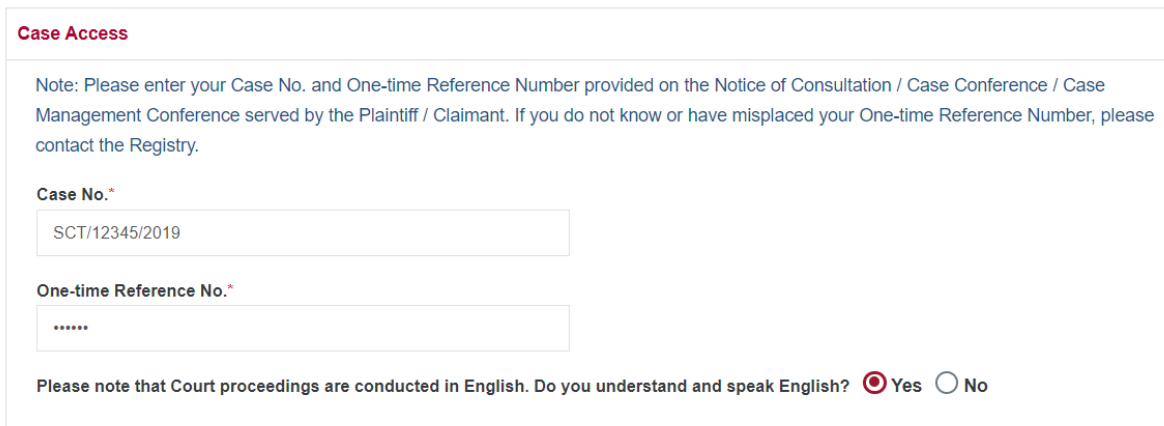
Note that the Claim No. and One-time reference number are required to access the case filed against you.

Login to the website using one of the methods Singpass / Corppass / CJTS Pass.

Upon successful login the Home page will be displayed.

Home / **Dashboard**

| 🏠 Home | Enter one-time reference number |

- Click on **< Enter one-time reference number>** located at the top of the screen to go to the Case Access page.

### ACCESS CASE WITH ONE-TIME REFERENCE NUMBER

**Case Access**

Note: Please enter your Case No. and One-time Reference Number provided on the Notice of Consultation / Case Conference / Case Management Conference served by the Plaintiff / Claimant. If you do not know or have misplaced your One-time Reference Number, please contact the Registry.

**Case No.**<sup>*</sup>

SCT/12345/2019

**One-time Reference No.**<sup>*</sup>

••••••

Please note that Court proceedings are conducted in English. Do you understand and speak English? ⦿ Yes ◯ No

☑ I declare that I am the party to the case.

Cancel    **Submit**

- Enter Case Number.
- Enter One-time Reference No.
- To select "No" and choose your language if you are not able to understand and speak English.
- Tick the box "I declare that I am the party to the case".
- Click on **<Submit>** button.

If there are no errors in the entered values system will display a pop-up window
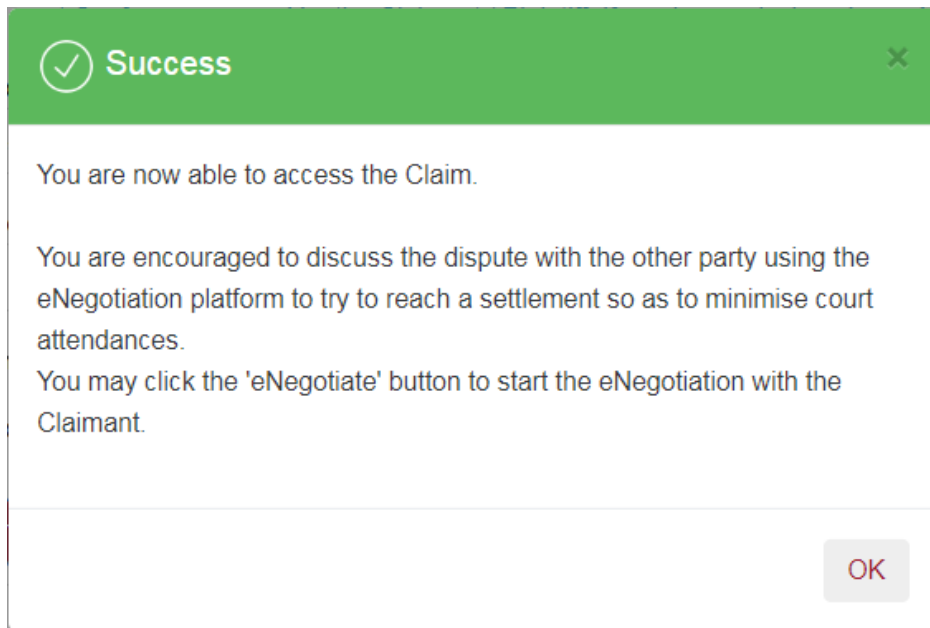


Click **<OK> button or 'x'**, system will list the case number entered above, in the "ACTIVE CASE(S)" section of the Home page.



Click on **CASE NO** hyperlink to view the Case file.

Notice that system allows you to start an **e-Negotiation** process with the Claimant.

- Click on eNegotiate **link** to start the e-Negotiation process. For details refer to e-Negotiation section.

## 16.    Submitting a Counter Claim

Counter Claim to the main Claim can be submitted, provided an order is **not** already issued for main claim or main claim is withdrawn or discontinued.

Counter claim should be filed at least **3 days before** the Consultation / Hearing date.

Submitting a Counter Claim follows the similar steps as *Submitting a Claim*.

- **Pre-filing assessment is a must.**

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the **COUNTER CLAIM FORM.**

**Step 1.** System will show the pre-filing assessment page.

- Complete the Pre-filing assessment.
- In the Acknowledgment page click on **<Proceed to eFiling>** to continue.

System will display the Counter Claim Form. Your will be retrieved from your profile data and displayed in the "Particulars of the Counter Claimant(s)" section of the form.

**COUNTER CLAIM FORM (FORM 2)**                                    Rule 9(1)

The Small Claims Tribunals Act (Chapter 308)

**General Information and Instructions:**
1. The counter claim form contains the claim details.
2. You will need to prepare your supporting documents to complete the form.
3. This form will take you about 15 minutes to complete.
4. All the details entered here will be seen by the Respondent (except Identification Number).
5. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
6. A claim/counter claim is considered filed when payment is made and a claim/counter claim number is issued.
7. There will be no refund of fees for incorrect claims.
8. Only documents in PDF format are allowed for uploading.
9. You must upload the latest ACRA Business Profile of the Claimant(s) and/or Respondent(s) who is a non-individual.
10. (*) denotes mandatory fields.
11. (i) provides more details on the fields.
12. Please refer to the Tribunal Guide for more information on claims.

**Pre-Filing Reference ID***

| PF/25724/2018 | Retrieve |

Note: Please enter your pre-filing reference ID and then click on "Retrieve" button to retrieve the information from your pre-filing assessment. If you have not done the pre-filing assessment or have forgotton your pre-filing assessment ID, please click here to proceed to the pre-filing assessment screen.

**Claim Number***

| Enter Claim No. | Retrieve |

*eg: SCT/1234/2017*

Note: Please enter the original claim number upon which you wish to file the counterclaim.

**Step 2.**

- Enter Claim Number.
- Click on **<Retrieve>** button

**Step 3.** System will auto populate the section "Particulars of the Respondent(s)" and "Particulars of Claim" from the Claim Number entered. If any information is incorrect, then to file and application for request for amendment or should be informed to the officer during consultation.

- Complete the sections "Brief Summary of Claim", "Supporting Documents" and "Claiming For"
- Click on **<Save as Draft>** button to proceed with the filing later.
- Click on **<Submit>** button to continue.

System will display "COUNTER CLAIM FORM (FORM 2) – CONFIRMATION" page.

- Review the information contained in the form.
- Tick on the declaration box "I declare that I am the claimant and all the information provided is true and correct".
- Click on **<Amend>** button to go back to counter claim form to amend.
- Click on **<Confirm to Proceed>** button to go to Payment Page if fees are applicable.
- Follow the steps in Payment Details to complete the payment.

Upon successful completion of the Payment, system will display the Acknowledgement page.



- Acknowledgement page displays the counter claim number assigned and consultation date and time.
- Click on **<Save Payment Receipt>** button to print a copy of the payment made.
- Click on **<Save Claimant Copy>** button to save in PDF file format.
- Click on **<Save Respondent Copy>** button to save in PDF file format the notice to serve to the other party.
- Click on **<Next>** button to go back to the Home page.
- Please note the counter claim will be tagged to the original claim and the claimant can see the details in CJTS.
- Notice the Counter Claim No is tagged to the Main Claim No. This is to facilitate Claimant(s) and Respondent(s) to view all related claims to a case.

## 17.    Application for Representative

Application for Representative can be filed by either

    a)  The Claimant/Respondent to a case to authorise someone else to represent them Or

    b)  The Representative can apply for him/herself to submit the application on behalf of Claimant /Respondent.

    c)  If you are representing a company or entity, please upload your letter of authorization for both the consultation and hearing using the "submit supporting documents" e-service before the court date.

> • There can be only one Representative for Claimant or Respondent in a case.
> • The application for Representative is subject to verification of the identity of the representative by Duty AR of the Tribunals at the time Consultation / Hearing.

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the ***APPLICATION FOR REPRESENTATIVE.***

System will display the form

**APPLICATION FOR REPRESENTATIVE - SMALL CLAIMS TRIBUNALS**

**General Information and Instructions:**
1. The Representative application form allows a party to the Claim to be represented by another person in the proceedings.
2. You will need the particulars of the party, Representative and your supporting documents to complete the form.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. An application is considered filed when payment is made(if required) and an application number is issued.
6. There will be no refund of filing fees.
7. You will be notified of the outcome of the application within 7 days.
8. If the application is still pending before the next Court date, it will be dealt with at that hearing.
9. Only documents in PDF are allowed for uploading.
10. ( * ) denotes mandatory fields.
11. (i) provides more details on the fields.
12. Please refer to the Tribunal Guide for more information on representatives.

Note: If you are representing a company or entity, please upload your letter of authorization for both the Consultation and Hearing using the "Submit Supporting Documents" e-service before the Court date.

**Submission Type***

◉ I am the Claimant / Respondent and wish to submit the Application for Representative
○ I am the Representative and wish to submit the application on behalf of the Claimant / Respondent

Depending on the Submission Type details to be entered will be different.

**Option 1.** If as a Claimant / Respondent you wish to **appoint a Representative** choose the following option in Submission Type

⊙ I am the Claimant / Respondent and wish to submit the Application for Representative

**Case Details**

Claim No.*

Enter your Claim No.

eg: SCT/1234/2017

Reason for Application* ⓘ

Select Reason ▾

Details*

Enter details of Reason

remaining 300 / 300

**Supporting Documents (if any)**

| Choose File | No file chosen | Document description | ⬆ Upload |

\* You are required to upload a copy of the authorisation in writing.

Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you are uploading. If you are uploading more than one document, each document must have a different document description.

Add another Document

- Enter the Claim No.
- Select Reason for Application by clicking on the down-arrow button.
- Enter Details of Reason.
- Upload any Supporting Documents to support / substantiate the reason chosen.
- Proceed to enter the details of Representative.

**Representative Details**

Name*

Enter name as per NRIC / FIN / UEN / Passport No.

ID*

Type ▾  Enter your NRIC / FIN / UEN / Passport No.

Contact No 1*

Select ▾  +  65  Enter Phone Number

Contact No 2

Select ▾  +  65  Enter Phone Number

Email*

Enter Email Name  @  Enter Email Domain

eg: john@abc.com

Premises Type*

Select Premises Type. ▾

Postal Code*

Enter Postal Code  Retrieve Address

Block/House No.*

Enter Block/House No.

eg: 692A

Street Name*

Enter Street Name

Floor-Unit

Enter Floor No.  -  Enter Unit No.

eg: 19-14

Building Name

Enter Building Name

Country*

SINGAPORE ▾

**Option 2.** If you wish to **apply as a Representative for an existing case** on behalf of a Claimant / Respondent choose the following option in Submission Type

**● I am the Representative and wish to submit the application on behalf of the Claimant / Respondent**

**Case Details**

**Claim No.**

Enter your Claim No.

**Reason for Application\*** (i)

Select Reason ▼

**Details\***

Enter details of Reason

remaining 300 / 300

**Supporting Documents (if any)**

| Choose File | No file chosen | Document description | ⬆ Upload |

\* You are required to upload a copy of the authorisation in writing.

Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you are uploading. If you are uploading more than one document, each document must have a different document description.

Add another Document

- Enter the Claim No.
- Select Reason for Application from by clicking on the down-arrow button.
- Enter Details of Reason.
- Upload any Supporting Documents to support / substantiate the reason chosen.
- Proceed to select the party you wish to represent.

**Claimant / Respondent Details** (i)

**Select the party you wish to represent\***

▼

Submit    Save As Draft    Cancel

- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.

**ACKNOWLEDGEMENT**

- Your application for Application for Representative for Case No. / Reference No. SCT/2484/2019 has been submitted successfully on 01/11/2019 03:55 PM.
- Your application no. is SCT/APPL/902163/2019.
- This application is pending for approval. The outcome of the application will be decided on the day of the appointment / consultation / hearing.
- The representative is to appear on **20/11/2019** at **02:15 PM** with the originally signed document(s). Should the application be rejected, the Claimant / Respondent to the claim must appear in person to attend the Court.
- Click here to save this acknowledgement.

<div align="right">Go to Home</div>

Click on <**Go to Home**> button to go back to the Home page.

Click on the **Case No** for which this application has been made. You can view the status of your application submitted in the Case history tab of the Case Details page. You can also view the status of your application under the Applications list on the home page.

**Option 3.** If you wish to **apply as a Representative to file a case** on behalf of a Claimant / Respondent choose the following option in Submission Type

⊙ **I am the Representative and wish to submit the application on behalf of the Claimant / Respondent**

**Case Details**

Claim No.

Enter your Claim No.

Reason for Application* ⓘ

Select Reason ▼

Details*

Enter details of Reason

remaining 300 / 300

**Supporting Documents (if any)**

Choose File   No file chosen     Document description     ⬆ Upload

*\* You are required to upload a copy of the authorisation in writing.*

*Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you are uploading. If you are uploading more than one document, each document must have a different document description.*

Add another Document

## Claimant / Respondent Details ⓘ

**Name***

[ Enter name as per NRIC / FIN / UEN / Passport No. ]

**ID***

[ Type ▼ ] [ Enter your NRIC / FIN / UEN / Passport No. ]

**Contact No 1***

[ Select ▼ ] [ + ] [ 65 ] [ Enter Phone Number ]

**Contact No 2**

[ Select ▼ ] [ + ] [ 65 ] [ Enter Phone Number ]

**Email***

[ Enter Email Name ] [ @ ] [ Enter Email Domain ]

eg: john@abc.com

**Premises Type***

[ Select Premises Type. ▼ ]

**Postal Code***

[ Enter Postal Code ] [ Retrieve Address ]

**Block/House No.***

[ Enter Block/House No. ]

eg: 692A

**Street Name***

[ Enter Street Name ]

**Floor-Unit**

[ Enter Floor No. ] [ - ] [ Enter Unit No. ]

eg: 19-14

**Building Name**

[ Enter Building Name ]

**Country***

[ SINGAPORE ▼ ]

---

## Attendance Date & Time

Note: The representative is to appear before the Registrar/TribunalDuty AR to obtain the approval for representing this case. Please select the Attendance date and time on which you would like to appear.

**Date*** (dd/MM/yyyy)

[ Select Attendance Date ▼ ]

**Time***

[ Select Time ▼ ]

[ Submit ] [ Save As Draft ] [ Cancel ]

---

- Select Reason for Application from by clicking on the down-arrow button.
- Enter Details of Reason.
- Upload any Supporting Documents to support / substantiate the reason chosen.
- Enter the details of the Claimant/Counterclaimant details (Name, NRIC/UEN, Address and contact details) for whom you are representing. These details will be populated on the claim form while filing the claim.
- Select Attendance Date and Time to appear before the Registry at the Tribunals.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information entered in the form.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to submit the application.
- Click on **<Internet Banking (eNets) / Credit Card> button if you are paying by Credit Card or eNets.**
- **Click on <PayNow/Pay Later >** button if you want to make payment offline.  Refer to the Pay Late

**ACKNOWLEDGEMENT**

- Your application for Application for Representative has been submitted successfully on 03/02/2023 04:30 PM.
- Your application no. is SCT/APPL/70052/2023.
- This application is pending for approval. The outcome of the application will be decided on the day of the appointment / consultation / hearing.
- The representative is to appear on **06/02/2023** at **09:30 AM** with the originally signed document(s). Should the application be rejected, the Claimant / Respondent to the claim must appear in person to attend the Court.
- Click here to save this acknowledgement.

Go to Home

Click on <**Go to Home**> button to go back the Home page.

| | APPLICATION(S) | | | | 45 |
|---|---|---|---|---|---|
| **S/N** | **APPLICATION NO** | **CASE NO** | **APPLICATION TYPE** | **SUBMISSION DATE** | **STATUS** |
| 1 | SCT/APPL/70052/2023 | | Application for Representative | 03/02/2023 | Pending Processing |

You can view the status of your application under the Applications list on the home page. When this application is approved, you can proceed to file the claim on behalf of the Claimant.

From the left panel of the Home page click on **<Online Applications>,** then select **<SCT>**
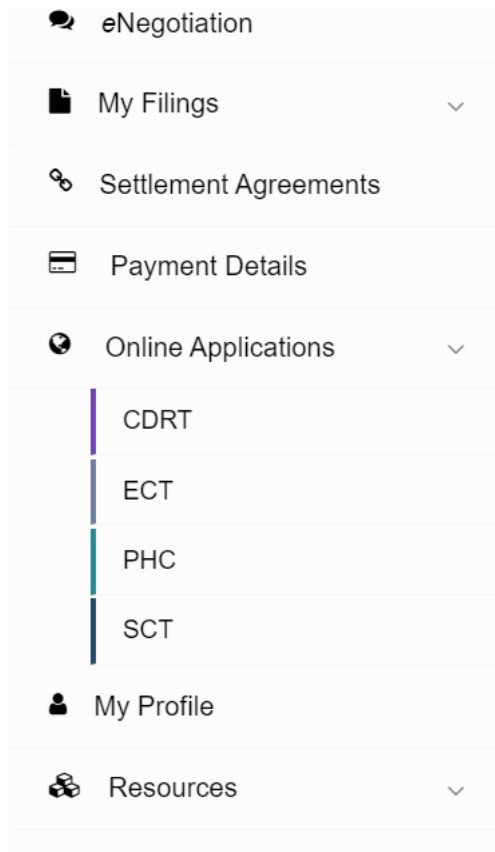
From the list of applications, click on the <**CLAIM FORM>.** In the Claim form, select the Claimant on-behalf of whom you want to file a claim.

**CLAIM FORM - SMALL CLAIMS TRIBUNALS**

**General Information and Instructions:**
1. The claim form contains the claim details.
2. You will need to prepare your supporting documents to complete the form.
3. This form will take you about 15 minutes to complete.
4. All the details entered and documents uploaded here will be seen by the Respondent (except Identification Number).
5. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
6. A claim/counter claim is considered filed when payment is made and a claim/counter claim number is issued.
7. There will be no refund of fees for incorrect claims.
8. Only documents in PDF are allowed for uploading. Once a document is submitted, it cannot be deleted or removed from the system.
9. You must upload the latest ACRA Business Profile of the Claimant(s) and/or Respondent(s) who is a non-individual.
10. ( * ) denotes mandatory fields.
11. ⓘ provides more details on the fields.
12. Please refer to the Tribunal Guide for more information on claims.

**Please select the claimant***

| Select                                    ∨ |
| Select |
| JOHN |
| MYSELF |

Upon selecting the claimant on-behalf of whom you are filing the claim, ensure that system populated that claimant details on the claim form in the respective claimant fields. Then proceed to create the claim by following the steps under **Submitting a claim form** in section 12.

## 18.   Request for Amendments

Request for amendments to the case is allowed for the following items only:

1. Claimant's Name
2. Claimant's ID Type / ID
3. Claimant's Contact Details (Phone / Email)
4. Claimant's Address
5. Respondent's Name
6. Respondent's ID Type / ID
7. Respondent's Contact Details (Phone / Email)
8. Respondent's Address
9. Particulars of Claim
10. Brief Summary of the Claim
11. Money Order / Work Order Requested

- The request for amendments is subject to approval by the Tribunals Registry.

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the *REQUEST FOR AMENDMENTS.*

System will display the form

**APPLICATION FOR AMENDMENTS - SMALL CLAIMS TRIBUNALS**

**General Information and Instructions:**
1. The amendment application form allows a party to request for amendments to be made to the claim form.
2. You will need the correct details and reasons to support your application.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. An application is considered filed when payment is made(if required) and an application number is issued.
6. There will be no refund for incorrect applications.
7. You will be notified of the outcome of the application within 7 days.
8. If the application is still pending before the next court date, it will be dealt with at that hearing.
9. Only documents in PDF are allowed for uploading.
10. ( * ) denotes mandatory fields.
11. (i) provides more details on the fields.
12. Please refer to the Tribunal Guide for more information on amendments.

**Application Details**

Claim No.*

[ Enter your Claim No. ]

*eg: SCT/1234/2017*

Details to be amended*

[ Select the details to be amended ▼ ]

Reason for Amendments*

[ Enter Reason for Amendment ]

**remaining 500 / 500**

Supporting Documents (if any)

[ Choose File ] No file chosen    [ Document description ]    [ ⬆ Upload ]

*Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you are uploading. If you are uploading more than one document, each document must have a different document description.*

[ Add another Document ]

[ Submit ]  [ Save As Draft ]  [ Cancel ]

- Enter the Claim No.
- From the 'Details to be amended' list, tick the box against the item you want to change.
- Enter Reason for Amendment.
- Upload any Supporting Documents to substantiate the amendment requested.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and system will display the confirmation page if no errors are found.

## APPLICATION FOR AMENDMENTS - SMALL CLAIMS TRIBUNALS

**General Information and Instructions:**
1. The amendment application form allows a party to request for amendments to be made to the claim form.
2. You will need the correct details and reasons to support your application.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. An application is considered filed when payment is made(if required) and an application number is issued.
6. There will be no refund for incorrect applications.
7. You will be notified of the outcome of the application within 7 days.
8. If the application is still pending before the next court date, it will be dealt with at that hearing.
9. Only documents in PDF are allowed for uploading.
10. ( * ) denotes mandatory fields.
11. (i) provides more details on the fields.
12. Please refer to the Tribunal Guide for more information on amendments.

### Application Details

**Claim No.***

Enter your Claim No.

*eg: SCT/1234/2017*

**Details to be amended***

Select the details to be amended ▼

- ☑ Claimant's Name (i)
- ☐ Claimant's ID Type / ID (i)
- ☐ Claimant's Contact Details (Phone/Email)
- ☐ Claimant's Address
- ☐ Respondent's Name (i)
- ☐ Respondent's ID Type / ID
- ☐ Respondent's Contact Details (Phone/Email)
- ☐ Respondent's Address
- ☐ Particulars of Claim
- ☐ Brief Summary of the Claim
- ☐ Money Order/Work Order Requested

**Reason for Amendments***

Enter Reason for Amendment

remaining 500 / 500

**Supporting Documents (if any)**

| Choose File | No file chosen | Document description | ⬆ Upload |

*Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you are uploading. If you are uploading more than one document, each document must have a different document description.*

Add another Document

Submit    Save As Draft    Cancel

- Review the information contained in the form.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to view the Acknowledgement Page

## ACKNOWLEDGEMENT

- Your application for Amend Claim Form for Case No. / Reference No. _____ has been submitted successfully on 01/11/2019 04:06 PM.
- Your application no. is SCT/APPL/902164/2019.
- If the application is approved, please amend the claim form accordingly.
- Click here to save this acknowledgement.

Go to Home

Click on <**Go to Home**> button to go back the Home page.

You can view the status of your application submitted under Application List.

## APPLICATION LIST

**Search**

| Application No / Case No: | Form Type: |
|---|---|
| Enter Application No / Case No | Select Form Type ▼ |

Date Range (Submission Date):

📅 Enter From Date    📅 Enter To Date    Search

| S/N | APPLICATION NO | CASE NO | APPLICATION TYPE | SUBMISSION DATE | Status |
|---|---|---|---|---|---|
| 1 | SCT/APPL/902164/2019 | | Amend Claim Form | 01/11/2019 | Pending Processing |

Once the application has been processed and approved in the list of Active Case(s) the remarks column against the case no for which the application was made will show Amend Claim

| S/N | APPLICATION NO | CASE NO | APPLICATION TYPE | SUBMISSION DATE | Status |
|---|---|---|---|---|---|
| 1 | SCT/APPL/902074/2019 | SCT/2436/2019 | Amend Claim Form | 04/10/2019 | Approved<br>Click here to Amend |

Click on **Click here to amend** hyper link to make changes for the items applied for.

## 19.    Request for Change of Court Date

You can request for a Change of Court Date for consultation / mediation / hearing already fixed.

- The request for Change of Court Date is subject to approval by the Tribunals Registry.

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the **REQUEST FOR CHANGE OF COURT DATE.**

System will display the form

**REQUEST FOR CHANGE OF COURT DATE - SMALL CLAIMS TRIBUNALS**

**General Information and Instructions:**
1. The change of Court date application form allows a party to request for change of Court hearing date.
2. You will need the consent of the other party and your supporting documents. Details entered and documents uploaded here will be seen by other party.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. An application is considered filed when payment is made(if required) and an application number is issued.
6. There will be no refund of filing fees.
7. You will be notified of the outcome of the application within 7 days.
8. If the application is still pending before the next court date, it will be dealt with at that hearing.
9. ( * ) denotes mandatory fields.
10. Only documents in PDF are allowed for uploading. Once a document is submitted, it cannot be deleted or removed from the system.
11. You can click on (i) for more information on the field.
12. Please refer to the Tribunal Guide for more information on change of court hearing date.

**Case Details***

Claim No. / Counter Claim No.*

Enter Claim No. / Counter Claim No.

*eg: SCT/1234/2017*

- Enter the Claim No. / Counter Claim No.

System will display the existing Court Date

**Details***

**Existing Court Date***

📅 20/11/2019

**Unavailable From***

📅 19/11/2019

**Unavailable Till***

📅 30/11/2019

**Preferred Court Date***

02/12/2019 ▼

**Preferred Time***

09:45 AM ▼

- Enter Unavailable from Date
- Enter Unavailable till Date

Based on the unavailability period system will display list of dates after the Unavailable Till date to select the new preferred court date and time.

**Reason for Application\***

> Enter Reason for change of Court date

remaining 500 / 500

Have you obtained the consent and availability of all parties to this proposed date and time?  ○ Yes  ○ No

**Supporting Documents (if any)**

| Choose File | No file chosen | Document description | ⬆ Upload |

*Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you are uploading. If you are uploading more than one document, each document must have a different document description.*

[ Add another Document ]

[ Submit ]  [ Save As Draft ]  [ Cancel ]

- Select the Preferred Court Date and Preferred Time.
- Enter Reason for Application.
- Upload the supporting document to substantiate the reason stated.
- Tick declaration box if consent has been obtained from all parties to proposed date and time.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to view the Acknowledgement Page

## ACKNOWLEDGEMENT

- Your application for Change of Court Date for Case No. / Reference No. ▇▇▇▇▇▇ has been submitted successfully on 01/11/2019 04:50 PM.
- Your application no. is SCT/APPL/902165/2019.
- Click here to save this acknowledgement.

[ Go to Home ]

Click on <**Go to Home**> button to go back to the Home page.
On the Application List, you can view the status of your application submitted.

| S/N | APPLICATION NO | CASE NO | APPLICATION TYPE | SUBMISSION DATE | Status |
|-----|----------------|---------|------------------|-----------------|--------|
| 1 | SCT/APPL/902165/2019 | ▇▇▇▇ | Change of Court Date | 01/11/2019 | Pending Processing |

- Once the application is processed and approved by the Tribunals Registry, email notification will be sent to all Claimant(s) and Respondent(s) of the case.
- If the application is **Rejected, only the applicant** will receive the email notification

## 20.    Withdrawal Request Form

Withdrawal of a case at any stage is possible by Claimant/ Counter Claimant or their Representative provided an order is **not** already issued on the main claim. (1219)

- The application for Withdrawal Request is subject to approval by the Tribunals Registry.

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the *WITHDRAWAL REQUEST FORM.*

System will display the form

**WITHDRAWAL REQUEST FORM - SMALL CLAIMS TRIBUNALS**

**General Information and Instructions:**
1. The withdrawal application form allows the Claimant/Respondent to request to withdraw the Claim.
2. This form will take you about 10 minutes to complete.
3. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
4. You will be notified of the outcome of the application within 7 days.
5. If the application is still pending before the next Court date, it will be dealt with at that hearing.
6. Only documents in PDF are allowed for uploading.
7. ( * ) denotes mandatory fields.
8. (i) provides more details on the fields.
9. Please refer to the Tribunal Guide for more information on representatives.

**Case Details***

**Claim No. / Counter Claim No. ***

Enter Claim No. / Counter Claim No.

eg: SCT/1234/2017

**Reason for Withdrawal Request***

Enter Reason for withdrawal request

remaining 500 / 500

**Supporting Documents (if any)**

Choose File | No file chosen | Document description | ± Upload

*Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you are uploading. If you are uploading more than one document, each document must have a different document description.*

Add another Document

Submit    Save As Draft    Cancel

- Enter the Claim No. / Counter Claim No.
- Enter Reason for Withdrawal Request.
- Upload the supporting document to substantiate the reason stated.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to view the Acknowledgement Page

**ACKNOWLEDGEMENT**

- Your application for Withdrawal Request for Case No. / Reference No. SCT/2484/2019 has been submitted successfully on 01/11/2019 04:55 PM.
- Your application no. is SCT/APPL/902166/2019.
- You must attend the next court date unless the Tribunal informs otherwise.
- Click here to save this acknowledgement.

Go to Home

Click on <**Go to Home**> button to go back to the Home page.

You can view the status of your application submitted under Application List.

| S/N | APPLICATION NO | CASE NO | APPLICATION TYPE | SUBMISSION DATE | Status |
|-----|----------------|---------|------------------|-----------------|--------|
| 1 | SCT/APPL/902166/2019 | SCT/2484/2019 | Withdrawal Request | 01/11/2019 | Pending Processing |

- Once the application is processed and approved by the Tribunals Registry, email notification will be sent to all Claimant(s) and Respondent(s) of the case.
- If the application is **Rejected, only the applicant** will receive the email notification.

## 21. Submission for Hearing

"Submission for Hearing" form allows to provide the sequence of events of the case in the chronological order of date and list of witnesses, where applicable.

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the **SUBMISSION FOR HEARING FORM.**

System will display the form

**SUBMISSION FOR HEARING - SMALL CLAIMS TRIBUNALS**

**General Information and Instructions:**
1. The Submission for Hearing sets out the sequence of events and evidence to be considered by the Tribunal at the hearing.
2. You will need your case details and supporting documents to complete the form.
3. This form will take you about 15 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. Once both parties to the claim have submitted their Submission for hearing, it will be made accessible to both parties in CJTS.
6. Your submission must be made at least 3 days before the Hearing for it to be considered by the Tribunal. You are only allowed to submit once.
7. Only documents in PDF are allowed for uploading.
8. ( * ) denotes mandatory fields.
9. ⓘ provides more details on the fields.
10. Please refer to the Tribunal Guide for more information on Submission for Hearing.

**Case Details**

**Claim No. / Counter Claim No.***

Enter Claim No. / Counter Claim No.

*eg: SCT/1234/2017*

**Summary Of Claim***

Summary of Claim is required

remaining 500 / 500

**Sequence of events in chronological order ***                    Add another Event

**Witness Details**

Witness 1 :

**Name**                                                **Language**

Enter Witness name                                      Select Language.                        ▼

Add another witness      Remove witness

Submit      Save As Draft      Cancel

**Event Date**

📅 Event Date

**Event Time**

Event Time in HH:MM format

**Event Details***

Enter Summary of Claim

remaining 300 / 300

Supporting Document(s) if any:   Add another Document

Choose File No file chosen   |   Document description   |   Page No.   |   ⬆ Upload

Submit

The entered details will be displayed on the form

**Sequence of events in chronological order ***                     Add another Event

**Event 1:**                                                                              📝
Date & Time:25/03/2018
Event Details:

Use the 📝 icon against the event details to edit.

**Witness Details**

**Witness 1 :**

Name                                                    Language

Enter Witness name                          Select Language.                          ⌄

                                    Add another witness    Remove witness

57
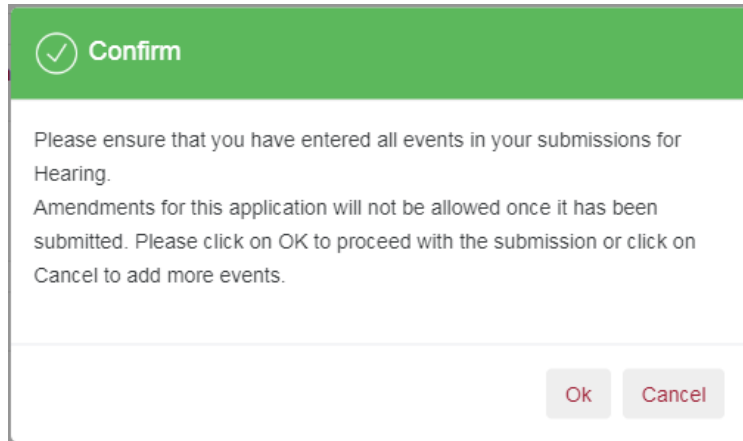
- Enter Witness Name and the Language spoken by the Witness as Witness No. 1.
- Click on **<Add another Witness>** button to add more witnesses.
- Click on **<Remove Witness>** button to remove the current Witness Entry.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to view the Acknowledgement Page

**ACKNOWLEDGEMENT**

- Your application for Submission For Hearing for Case No. / Reference No. SCT/2479/2019 has been submitted successfully on 01/11/2019 05:04 PM.
- Your application no. is SCT/APPL/902168/2019.
- Please ensure that your witnesses are prepared to attend at the Hearing to give evidence. Should you require a Summons to Witness, please click here for the application.
- Click here to save this acknowledgement.

Go to Home

- Click on **< click here for the application>** to request Summons to Witness application. For details refer section on "Summons to Witness Form".
- Please note that both parties will only be able to view each other's "Submission for Hearing" if both the Claimant and the Respondent to the claim made a submission. Otherwise, only the submitted party and the AR/Tribunal Magistrate will be able to view the submission.

Click on <**Go to Home**> button to go back to the Home page.

You can view the status of your application submitted under Application List.

| S/N | APPLICATION NO | CASE NO | APPLICATION TYPE | SUBMISSION DATE | Status |
|-----|----------------|---------|------------------|-----------------|--------|
| 1 | SCT/APPL/902168/2019 | | Submission For Hearing | 01/11/2019 | Submitted |

## 22.    Summon to Witness Form

This form is to be also submitted if you wish to serve the witness(es) mentioned in the "Submission for Hearing" to give evidence at the time of hearing.

- Can be submitted only if the case been fixed for Hearing before the Tribunal Magistrate and the date has been fixed.
- Can only be submitted at least 3 days before the Hearing date.
- Can be submitted only once by any party.
- The application for Summon to Witness is subject to approval by the Tribunals Registry.

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the **SUMMONS TO WITNESS FORM.**

System will display the form

**SUMMONS TO WITNESS - SMALL CLAIMS TRIBUNALS**

**General Information and Instructions:**
1. This application is only applicable when your claim is fixed for Hearing before the Tribunal Magistrate.
2. The Summons to Witness form allows you to apply for the summons to require the attendance of the witness.
3. You will need the Claim number and witness particulars to complete the form.
4. This form will take you about 10 minutes to complete.
5. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
6. Only documents in PDF are allowed for uploading.
7. You are required to bear all expenses for the issuance and service of the summons, and the expenses incurred by the witness (if any).
8. You are required to accompany the process server to identify the witness at the time of personal service.
9. You must provide transportation for the process server to serve the summons and return to the Tribunals.
10. ( * ) denotes mandatory fields.
10. (i) provides more details on the fields.

**Case Details**\*

Claim No\*                                                   Counter Claim No. (If any)

Enter Case Number                                          Enter Counter Claim No

eg: SCT/1234/2017"

- Enter the Claim No.
- Enter the Counter Claim No. (if any).

Details about the Witness will be populated from the Submissions For Hearing form with an option to edit information already entered.  If Witness details was not entered when filing the Submissions For Hearing, you can do so here.

**Witness Details***

**Witness 1 :**

Name*

Enter name as per NRIC/FIN/UEN/Passport No.

ID

Type ▼ | Enter Witness NRIC/FIN/UEN/Passport No.

Contact No 1

Select ▼ | + | 65 | Phone Number

Contact No 2

Select ▼ | + | 65 | Phone Number

Email

Email Name | @ | Email Domain

*eg: xxx@abc.com*

Language

Select Language. ▼

Premises Type*

Select Premises Type. ▼

Block/House No.*

Enter Block No.

*eg: 692A*

Street Name*

Enter Street

Floor-Unit

Enter Floor No. | - | Enter No.

*eg: 19-14*

Building Name

Enter Building Name

Country*

SINGAPORE ▼

Postal Code*

Enter Postal Code

[Add Witness]

**Reason for request***

Reason for request*

Enter Reason

remaining 500 / 500

☐ I/We*, confirm that upon approval I will undertake and comply with the following requirements:
[i] bear all expenses for the issue and service of the summons, and the expenses incurred by the witness (if any); and
[ii] at the scheduled timing by the Tribunals, accompany the process server to identify the witness at the time of personal service; and
[iii] provide at my/our own cost the transport (whether by car or taxi) for the service of summons at every destination and the return of the process server to the Tribunals

[Submit] [Save As Draft] [Cancel]

- Enter Reasons for request.
- Read the declaration statement and agree to comply with the requirements.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to view the Acknowledgement Page

## ACKNOWLEDGEMENT

- Your application for Summons To Witness for Case No. / Reference No. ⬛⬛⬛⬛ has been submitted successfully on 01/11/2019 05:07 PM.
- Your application no. is SCT/APPL/902169/2019.
- Please note that the Court date and time will be scheduled if your application is accepted. You are required to attend at SCT to accompany the process server to the address stated therein for the summons to be served. You are required to bear the transport cost for the said service.
- Click here to save this acknowledgement.

Go to Home

- Once the application is processed by the Tribunals Registry, the outcome will be communicated to the applicant via email.
- The Registry will generate LOC / summons based on the details provided to the applicant to serve to the witness.

Click on <**Go to Home**> button to go back to the Home page.

You can view the status of your application submitted under Application List.

| S/N | APPLICATION NO | CASE NO | APPLICATION TYPE | SUBMISSION DATE | Status |
|-----|----------------|---------|------------------|-----------------|--------|
| 1 | SCT/APPL/902169/2019 | ⬛⬛⬛ | Summons To Witness | 01/11/2019 | Pending Processing |

## 23. Defect Schedule Form

A Defects Schedule is to be submitted wherever it is applicable. This can be done before/during e-negotiation, consultation or before first hearing to facilitate settlement.

- This is applicable only where the dispute involves allegations of defective and / or incomplete works arising from renovation works, or of a dispute on a tenancy of a residential premises not exceeding 2 years.
- The form is to be initiated by the Claimant.
- The Respondent will receive notification to fill in remedial work for each defect and estimated cost.

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the **DEFECTS SCHEDULE FORM.**

System will display the form



**DEFECTS SCHEDULE - SMALL CLAIMS TRIBUNALS**

**General Information and Instructions:**
1. The Defects Schedule form allows you to list and discuss the defects and possible remedies with the Respondent.
2. You will need the Claim number and the list of defects to complete the form.
3. This form will take you about 15 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. Only documents in PDF are allowed for uploading.
6. ( * ) denotes mandatory fields.
7. (i) provides more details on the fields.
8. Please refer to the Tribunal Guide for more information on Defects Schedule.

**Case Details***

**Claim No.***

Enter Claim No.

eg: SCT/1234/2017

| Item No. | Defects Schedule* | | |
|---|---|---|---|
| 1 | **Description of defect(s)*** <br> Enter Description of defect(s) <br><br> remaining 500 / 500 | **Repair Cost(s)** (i) * <br> SGD  0.00 <br> Supporting Document(s) | |

Add another Defect

Submit   Save As Draft   Cancel

- Enter the Claim No.
- Enter Description defect(s) and Repair Cost – estimated cost.
- Click on **<Add another Defect>** to more to the schedule.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to view the Acknowledgement Page.

## 24. Submit Supporting Documents

Any document that was not submitted or missed when using the respective eServices can be done using this form. The supporting documents may relate to Claim / Counter Claim / Applications.

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the **SUBMIT SUPPORTING DOCUMENTS.**

System will display the form

**SUBMIT SUPPORTING DOCUMENTS - SMALL CLAIMS TRIBUNALS**

**General Information and Instructions:**
1. The Supporting Documents form allows you to submit additional documents.
2. You will need the Claim No./Application No. and the Supporting Documents to complete the form.
3. This form contains <u>two</u> pages.
4. This form will take you about 10 minutes to complete.
5. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
6. Only documents in PDF are allowed for uploading.
7. Once a document is submitted, it cannot be deleted or removed from the system.
8. ( * ) denotes mandatory fields.

**Case Details***

**Claim No. / Counter Claim No. / Application No.***

| Enter Claim No. / Counter Claim No. / Application No. |

*eg: SCT/1234/2017*

**Reason for Submission***

| Enter Reason for Application |

remaining 500 / 500

**Supporting Documents***

| Choose File | No file chosen | Document description | Page No. | ⬆ Upload |

*Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you are uploading. If you are uploading more than one document, each document must have a different document description.*

Add another Document

Submit    Save As Draft    Cancel

- Enter the Claim No. / Counter Claim No. / Application No. to tag the documents uploaded.
- Enter Reason for Application.
- Select the attachment to be uploaded using the **<Browse>** button.
- Enter the document description.
- Enter the Page number of the document that you are referring to.
- Click on the ⬆ to upload
- Click on the 🗑 to delete the document
- Click on **<Add another Document>** to add more documents.
- Tick the box against "I declare that above information provided above is true and correct".
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to view the Acknowledgement Page.

## ACKNOWLEDGEMENT

- Your document(s) for Case No. ▭▭▭▭ have been submitted successfully on 01/11/2019 05:22 PM.
- Your application no. is SCT/APPL/902170/2019.
- Click here to save this acknowledgement.

Go to Home

Click on <**Go to Home**> button to go back to the Home page.

On the Active Case(s) section, click on Case No. hyperlink for which this application has been made, to go to the case file. In the Documents tab you can view the documents uploaded against the Supporting Documents row.

## CASE DETAILS - ▭▭▭▭

| Case Summary | Case History | **Documents** | Payment Details | Correspondence |

| Filing No | Filing Type | Document Description | Source | Date & Time | Ref |
|---|---|---|---|---|---|
| ▭▭▭▭ | Claim | | | | |
| | Notice | Notice of Consultation to Claimant 📄 (61 KB) | System | 30/10/2019 04:21 PM | T01 |
| | Notice | Notice of Consultation to Respondent 📄 (61 KB) | System | 30/10/2019 04:21 PM | T02 |
| | Supporting Document | supporting document 📄 (81 KB) (pg: 1) | CAROLINE | 01/11/2019 05:22 PM | C02 |

## 25.    Set Aside Application

This application can be made only under the following circumstances.

- Where a default Order is made by the Registrar or the Tribunal Magistrate in the absence of any one party, the party that was not present may file an application to Set-Aside the default Order giving grounds or reasons for absence.
- A date will be fixed for hearing and notification will be sent to the Applicant and the other party.
- Attendance is compulsory on hearing date.
- The application must be made within ONE month from the date of the default Order made.
- Applications submitted more than ONE month of the date of the default Order is subject to the Tribunal's approval.

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the *SET ASIDE APPLICATION.*

System will display the form

### APPLICATION FOR SET ASIDE - SMALL CLAIMS TRIBUNALS

**General Information and Instructions:**
1. This form allows you to apply to set aside an Order of Tribunal made by the Registrar or the Tribunal Magistrate.
2. You will need the Claim number and Order number to complete the form.
3. This form will take you about 10 minutes to complete.
4. An application is considered filed when payment is made(if required) and an application number is issued.
5. There will be no refund of filing fees.
6. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
7. Only documents in PDF are allowed for uploading.
8. ( * ) denotes mandatory fields.
9. Please refer to the Tribunal Guide for more information on set Aside.

**Application Details**

Claim No.*

[ Enter Claim No. ]

eg: SCT/1234/2017

Order No. / Order Date(DD/MM/YYYY)*

[ Enter Order No. / Order Date ]

eg: SCT/ORD/123456/2017

Note: Please enter the Order Date (in DD/MM/YYYY format) if your Claim is filed before 10th July 2017.

Reason for Set Aside Application*

[ Enter reason for applying Set Aside ]

remaining 500 / 500

Supporting Documents (if any)

[ Choose File ] No file chosen    [ Document description ]    [ ⬆ Upload ]

Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you are uploading. If you are uploading more than one document, each document must have a different document description.

[ Add another Document ]

[ Submit ]  [ Save As Draft ]  [ Cancel ]

- Enter the Claim No. / Counter Claim No. / Application No. to tag the documents uploaded.
- Enter the Default Order No.
- Enter Reason for Application.
- Select the attachment to be uploaded using the **<Browse>** button.
- Enter the document description.
- Enter the Page number of the document that you are referring to.
- Click on the ⬆ to upload
- Click on the 🗑 to delete the document
- Click on **<Add another Document>** to add more documents.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to view the Acknowledgement Page.

## ACKNOWLEDGEMENT

- Your application for Set Aside has been submitted successfully on 04/04/2018 10:35 AM.
- Your application number is SCT/APPL/901078/2018
- Please note that the Court date and time will be scheduled if your application is accepted.
- Click here to save this acknowledgement.

Go to Home

Click on <**Go to Home**> button to go back to the Home page.

You can view the status of your application submitted under Application List.

| S/N | APPLICATION NO | CASE NO | APPLICATION TYPE | SUBMISSION DATE | Status |
|-----|----------------|---------|------------------|-----------------|--------|
| 1 | SCT/APPL/901078/2018 | SCT/1709/2018 | Set Aside | 04/04/2018 | PENDING PROCESSING |

You will receive an email notification once your set-aside application has been processed. The notice of set-aside application will be made available in your documents tab. You are to attend the hearing accordingly. Failure to attend may result in your set-aside application being dismissed and a preclusion order made against you / your company.

## 26.    General Form

This is to be used only for case related applications that do not have specific eService.

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the ***GENERAL FORM.***

System will display the form



- Enter the Claim No. / Counter Claim No. / Application No. to tag the documents uploaded.
- Enter Reason for Application.
- Select the attachment to be uploaded using the **<Browse>** button.
- Enter the document description.
- Enter the Page number of the document that you are referring to.
- Click on the ⬆ to upload
- Click on the 🗑 to delete the document
- Click on **<Add another Document>** to add more documents.
- Tick the box against "I declare that above information provided above is true and correct".
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to view the Acknowledgement Page.

**ACKNOWLEDGEMENT**

- Your application for General Application has been submitted successfully on 04/04/2018 10:40 AM.
- Your application number is SCT/APPL/901079/2018
- Click here to save this acknowledgement.

Go to Home

Click on <**Go to Home**> button to go back to the Home page...

You can view the status of your application submitted under Application List.

| S/N | APPLICATION NO | CASE NO | APPLICATION TYPE | SUBMISSION DATE | Status |
|-----|----------------|---------|------------------|-----------------|--------|
| 1 | SCT/APPL/901079/2018 | SCT/1709/2018 | General Application | 04/04/2018 | PENDING PROCESSING |

## 27.    Application for Record of Tribunal

The record of proceedings containing grounds of the order and a copy of the notes of proceedings recorded by the Tribunal Magistrate can be obtained using this form.

> - A fee is payable and is subject to change without any prior notice.
> - If the case is concluded, a representative must declare that they still have the authority to request for the record of proceedings.
> - Grounds of Decision and Notes of Proceedings are the two records that can be requested.

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the ***APPLICATION FOR RECORD OF TRIBUNAL.***

System will display the form

**APPLICATION FOR RECORD OF TRIBUNAL - SMALL CLAIMS TRIBUNALS**

**General Information and Instructions:**
1. The Record of Tribunal form allows you to apply for copies of the Tribunal's records.
2. You will need the Claim number and date of proceedings to complete the form.
3. This form will take you about 10 minutes to complete.
4. Application is considered filed when filing fees are paid.
5. There will be no refund of filing fees.
6. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
7. Only documents in PDF are allowed for uploading.
8. ( * ) denotes mandatory fields.
9. (i) provides more details on the fields.
10. Please refer to the Tribunal Guide for more information on Record of Tribunal.

**Case Details***

Claim No. / Counter Claim No. *

Enter Claim No. / Counter Claim No.

eg: SCT/1234/2017

**Request Details***

**Select Documents Requested**

☐ Notes of Proceedings

☐ Grounds of Decision (i)

Purpose (please state the reasons and purpose for the Request) *

Enter Reason for Request

remaining 500 / 500

Submit    Save As Draft    Cancel

- Enter the Claim No. / Counter Claim No.
- Tick Grounds of Decision for the record during hearing and enter the date of order, or
- Tick Notes of Proceedings for the record during consultation and enter the date of consultation.
- If there were more than one hearing, enter all hearing dates.
- Enter the purpose and reason for request.
- Tick the box against "I agree to use the information obtained...".
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to go to the Payment Page.
- Click on **<Pay by Credit Card>** button if you are paying by Credit Card.
- Click on **<Internet Banking>** button if you are paying by Internet Banking.
- Click on **<Pay Later>** button if you want to make payment offline. Refer to the Pay Later section in the document.

**<Pay by Credit Card> or <Internet Banking>** will take you to the respective processing screens and once the payment is successful the following page will be displayed.

**PAYMENT STATUS**

Your payment transaction is successful.

Save Payment Receipt    Continue

- Click on **<Save Payment Receipt>** button to generate the receipt in a PDF file format for future reference.
- Click on **<Continue>** button to proceed further to go to the Acknowledgment Page.

**ACKNOWLEDGEMENT**

- Your application for Application for Record of Tribunal for Case No. / Reference No. has been submitted successfully on 04/11/2019 12:17 PM.
- Your application no. is SCT/APPL/902172/2019.
- If your application is approved, the Tribunal will contact you when the document(s) are ready for collection.
- Click here to save this acknowledgement.

Go to Home

Click on <**Go to Home**> button to go back to the Home page.

You can view the status of your application submitted under Application List.

| S/N | APPLICATION NO | CASE NO | APPLICATION TYPE | SUBMISSION DATE | Status |
|-----|----------------|---------|------------------|-----------------|--------|
| 1 | SCT/APPL/901080/2018 | SCT/1709/2018 | Application for Record of Tribunal | 04/04/2018 | PENDING PROCESSING |

## 28.    Request to Enforce Work Order Form

This form is to be used if a party fails to comply with the work order issued by the Tribunal Magistrate or the Registrar.

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the **REQUEST TO ENFORCE WORK ORDER FORM.**

System will display the form

**REQUEST TO ENFORCE WORK ORDER - SMALL CLAIMS TRIBUNALS**

**General Information and Instructions:**
1. This form allows you to apply for the enforcement of the work order.
2. You will need the Claim number and Order number to complete the form.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. Only documents in PDF are allowed for uploading.
6. ( * ) denotes mandatory fields.
7. Please refer to the Tribunal Guide for more information on Enforce Work Order.

**Case Details***

**Claim No.***

| Enter Claim No. |
|---|

eg: SCT/1234/2017

**Order No.***

| Enter Order No. |
|---|

eg: SCT/ORD/123456/2017

**Reason for the request***

| Enter Reason for the request |
|---|

remaining 500 / 500

**Supporting Documents (if any)**

| Choose File   No file chosen | Document description | ⬆ Upload |
|---|---|---|

*Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you are uploading. If you are uploading more than one document, each document must have a different document description.*

Add another Document

Submit    Save As Draft    Cancel

- Enter the Claim No.
- Enter the order no. as found in the order.
- Enter the reason for request.
- Select the attachment to be uploaded using the **<Browse>** button.
- Enter the document description.
- Enter the Page number of the document that you are referring to.
- Click on the ⬆ to upload
- Click on the 🗑 to delete the document
- Click on **<Add another Document>** to add more documents.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to view the Acknowledgement Page.

## ACKNOWLEDGEMENT

- Your application for Request to enforce work order has been submitted successfully on 28/05/2018 03:19 PM.
- Your application number is SCT/APPL/901187/2018
- Please note that the date and time for the hearing will be scheduled if your application is accepted. You may check your notifications page for the date/time to attend the hearing.
- Click here to save this acknowledgement.

Go to Home

Click on <**Go to Home**> button to go back to the Home page.

You can view the status of your application submitted under Application List.

| S/N | APPLICATION NO | CASE NO | APPLICATION TYPE | SUBMISSION DATE | Status |
|-----|----------------|---------|------------------|-----------------|--------|
| 1 | SCT/APPL/901081/2018 | SCT/1719/2018 | Request to enforce work order | 04/04/2018 | PENDING PROCESSING |

## 29. Appeal Against Order of Registrar

This form is to be used only when a discontinuance order is issued by a Registrar.

- A fee is payable and is subject to change without any prior notice.

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the **APPEAL AGAINST ORDER OF REGISTRAR.**

System will display the form

### APPEAL AGAINST ORDER OF REGISTRAR - SMALL CLAIMS TRIBUNALS

**General Information and Instructions:**
1. This form allows you to file an appeal against the Order of Registrar.
2. You will need the Claim number and Order number to complete the form.
3. This form will take you about 10 minutes to complete.
4. Application is considered filed when filing fees are paid.
5. There will be no refund of filing fees.
6. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
7. Only documents in PDF are allowed for uploading.
8. ( * ) denotes mandatory fields.
9. Please refer to the Tribunal Guide for more information on Appeal against Order of Registrar.

**Application Details***

| Claim No.* | Order No.* |
|---|---|
| Enter Claim No. | Enter Order No. |
| eg: SCT/1234/2017 | eg: SCT/ORD/123456/2017 |

**Details***

**Grounds of Appeal***

Enter grounds of appeal

remaining 500 / 500

**Supporting Documents (if any)**

Choose File  No file chosen | Document description | ⬆ Upload

Note: All documents should be in PDF. File name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you are uploading. If you are uploading more than one document, each document must have a different document description.

Add another Document

Submit    Save As Draft    Cancel

- Enter the Claim No.
- Enter the order no. as found in the order.
- Enter the Grounds of appeal.
- Select the attachment to be uploaded using the **<Browse>** button.
- Enter the document description.
- Enter the Page number of the document that you are referring to.
- Click on the ⬆ to upload
- Click on the 🗑 to delete the document
- Click on **<Add another Document>** to add more documents.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to go to the Payment Page.
- Click on **<Pay by Credit Card>** button if you are paying by Credit Card.
- Click on **<Internet Banking>** button if you are paying by Internet Banking.
- Click on **<Pay Later>** button if you want to make payment offline. Refer to the Pay Later section in the document.

**<Pay by Credit Card> or <Internet Banking> will** take you to the respective processing screens and once the payment is successful the following page will be displayed.

**PAYMENT STATUS**

> Your payment transaction is successful.

Save Payment Receipt     Continue

- Click on **<Save Payment Receipt>** button to generate the receipt in a PDF file format for future reference.
- Click on **<Continue>** button to proceed further to go to the Acknowledgment Page.

**ACKNOWLEDGEMENT**

- Your application for Appeal against Order of Registrar for Case No. ⬛⬛⬛⬛ has been submitted successfully on 04/11/2019 12:28 PM.
- Your appeal no. is SCTRA/800048/2019
- Please note that the date and time for the hearing will be scheduled if your application is accepted. You may check your notifications page for the date/time to attend the hearing.
- Click here to save this acknowledgement.

Go to Home

Click on <**Go to Home**> button to go back to the Home page.

You can view the status of your application submitted under Application List.

| S/N | APPLICATION NO | CASE NO | APPLICATION TYPE | SUBMISSION DATE | Status |
|-----|----------------|---------|------------------|-----------------|--------|
| 1 | SCTRA/800048/2019 | ⬛⬛⬛ | Appeal against Order of Registrar | 04/11/2019 | Pending Processing |

## 30. Application for Leave/Permission to Appeal

This form is to be used for appeal in relation to adjudicated orders made by the Tribunal Magistrate of the Small Claims Tribunals. You may appeal against the Tribunal Magistrate's Order within 14 days from the date of the order only on: -

a) Question of law
b) Claim was outside the jurisdiction of the Tribunals
c) Both (a) and (b)

- Must be filed within 14 days from the date of Adjudicated Order.
- A fee is payable and is subject to change without any prior notice.

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the ***APPLICATION FOR LEAVE/PERMISSION TO APPEAL.***

System will display the form

## APPLICATION FOR LEAVE/PERMISSION TO APPEAL - SMALL CLAIMS TRIBUNALS

**General Information and Instructions:**

1. This form allows you to seek leave/permission to file an appeal.
2. You will need the Claim Number, Tribunal's Order Number and your grounds for Appeal to complete the form.
   a) Question of Law
   b) Claim was outside the jurisdiction of the Tribunal
3. You may appeal against the Tribunal Magistrate's decision only on two grounds
4. This form will take you about 10 minutes to complete.
5. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
6. You will be required to attend before the Registrar for discussion on your grounds of appeal.
7. An application is considered valid only when payment is made.
8. There will be no refund for incorrect applications.
9. Only documents in PDF are allowed for uploading.
10. ( * ) denotes mandatory fields.
11. (i) provides more details on the fields.
12. Please refer to the Tribunal Guide for more information on leave/permission to appeal.

**Application Details***

**Claim No.***

| Enter Claim No. |
eg: SCT/12345/2020

**Order No.***

| Enter Order No. |
eg: SCT/ORD/123456/2020

**Grounds of appeal*** (i)

☐ **Question of law**
eg: whether the CPFTA applies if product is not covered under warranty

☐ **Claim was outside the jurisdiction of the Tribunal**
eg: whether the underlying contract exceeded the monetary limit of the Tribunal.

Note:You cannot appeal against the Tribunal Magistrate's findings of the facts and no new evidence can be admitted in an appeal. The appellate Court will not hear arguments on facts or conduct a re-hearing. It will only hear and determine the question of law that you have raised.

**Details***

| Please provide details to substantiate your grounds |

**remaining 2000 / 2000**

**Supporting Documents (if any)**

| Choose File | No file chosen | | Document description | | ⬆ Upload |

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

[ Add another Document ]

[ Submit ]  [ Save As Draft ]  [ Cancel ]

- Enter the Claim No.
- Enter the order no. as found in the order.
- Tick the appropriate Grounds of appeal.
- Select the attachment to be uploaded using the **<Browse>** button.
- Enter the document description.
- Enter the Page number of the document that you are referring to.
- Click on the ⬆ to upload
- Click on the 🗑 to delete the document
- Click on **<Add another Document>** to add more documents.
- Select Attendance Date and Time to appear before Registrar to discuss the grounds of appeal.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit**> button and the system will display the confirmation page if no errors are found.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to go to the Payment Page.
- Click on **<Pay by Credit Card>** button if you are paying by Credit Card.
- Click on **<Internet Banking>** button if you are paying by Internet Banking.
- Click on **<Pay Later>** button if you want to make payment offline.  Refer to the Pay Later section in the document.

**<Pay by Credit Card> or <Internet Banking>** will take you to the respective processing screens and once the payment is successful the following page will be displayed.

**PAYMENT STATUS**

> **Your payment transaction is successful.**

Save Payment Receipt    Continue

- Click on **<Save Payment Receipt>** button to generate receipt in PDF file format for future reference.
- Click on **<Continue>** button to proceed further to go to the Acknowledgment Page.

**ACKNOWLEDGEMENT**

- Your application for Leave/Permission to Appeal in Case No. ▮▮▮▮▮▮▮ has been submitted successfully on 11/04/2022 02:44 PM.
- Your appeal no. is SCTDJ/8012/2021.
- Please note that the date and time for the hearing will be scheduled if your application is accepted. You may check your notifications page for the date/time to attend the hearing.
- Click here to save this acknowledgement.

Go to Home

Rate this e-Service

Click on <**Go to Home**> button to go back to the Home page.

You can view the status of your application submitted under Application List.

| S/N | APPLICATION NO | CASE NO | APPLICATION TYPE | SUBMISSION DATE | STATUS |
|-----|----------------|---------|------------------|-----------------|--------|
| 1 | SCTDJ/8012/2021 | | Leave/Permission to Appeal | 11/04/2022 | Pending Processing |

## 31.    Application for Stay of Execution/Enforcement

This form is to be used if you wish to file an application to Stay the Order of the Tribunal made by the Tribunal Magistrate.

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the **APPLICATION FOR STAY OF EXECUTION/ENFORCEMENT.**

System will display the form



- Enter the Claim No.

- Enter the order no. as found in the order.
- Enter Reason for application
- Select the attachment to be uploaded using the **<Browse>** button.
- Enter the document description.
- Enter the Page number of the document that you are referring to.
- Click on the ⬆ to upload
- Click on the 🗑 to delete the document
- Click on **<Add another Document>** to add more documents.
- Tick on the box against "I declare that above information….".
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed> t**o go to Acknowledgment Page.

**ACKNOWLEDGEMENT**

- Your application for Application for Stay of Execution/Enforcement for Case No. / Reference No. SCT/10050/2021 has been submitted successfully on 14/04/2022 01:17 PM.
- Your application no. is SCT/APPL/70132/2021.
- Please note that the date and time for the hearing will be scheduled if your application is accepted. You may check your notifications page for the date/time to attend the hearing.
- Click here to save this acknowledgement.

Go to Home

Rate this e-Service

Click on <**Go to Home**> button to go back to the Home page.

You can view the status of your application submitted under Application List.

## 32.    Extraction of Order for Leave/Permission to Appeal

This form is to be used if you wish to extract the Order given during the hearing of Leave/Permission to Appeal to District Court.

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the **EXTRACTION OF ORDER FOR LEAVE/PERMISSION TO APPEAL.**

System will display the form



**EXTRACTION OF ORDER FOR LEAVE/PERMISSION TO APPEAL - SMALL CLAIMS TRIBUNALS**

**General Information and Instructions:**
1. You will need the Claim number and Order date to complete the form.
2. This form will take you about 10 minutes to complete.
3. Application is considered made when the payment is made.
4. There will be no refund of fees for incorrect applications and/or the application is not approved.
5. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
6. (*) denotes mandatory fields.
7. Please refer to the Tribunal Guide for more information on Extraction of Order.

**Application Details***

**Claim No.***

Enter Claim No.

eg: SCT/1234/2017

**Leave/Permission to Appeal No.***

Leave to Appeal No.

SCTDJ/123456/2017

**Reason for Application ***

Enter reason for applying Extraction of Order

remaining 500 / 500

Submit        Save As Draft        Cancel

- Enter the Claim No.
- Enter the Leave/Permission to Appeal application No.
- Enter Reason for application
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Tick on the box against "I declare that above information….".
- Review the information contained in the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to go to the Payment Page.
- Click on **<Pay by Credit Card>** button if you are paying by Credit Card.
- Click on **<Internet Banking>** button if you are paying by Internet Banking.
- Click on **<Pay Later>** button if you want to make payment offline.  Refer to the Pay Later section in the document.

**<Pay by Credit Card> or <Internet Banking>** will take you to the respective processing screens and once the payment is successful the following page will be displayed.

**PAYMENT STATUS**

> Your payment transaction is successful.

[Save Payment Receipt]    [Continue]

- Click on **<Save Payment Receipt>** button to generate receipt in PDF file format for future reference.
- Click on **<Continue>** button to proceed further to go to the Acknowledgment Page.

**ACKNOWLEDGEMENT**

- Your application for Extraction of Order for Leave/Permission to Appeal for Case No. / Reference No. SCTDJ/8011/2021 has been submitted successfully on 11/04/2022 02:06 PM.
- Your application no. is SCT/APPL/70128/2021.
- Click here to save this acknowledgement.
- Click on 'Save Leave/Permission to Appeal Order' in order to extract the LTA order.
- To continue with the Notice of Appeal, proceed to online application and choose the Notice of Appeal module. Select 'Directions to AGD for Security of Costs' and follow the instructions.

[Save Leave/Permission to Appeal Order]    [Go to Home]

- Click on **<Save Leave/Permission to Appeal Order>** button to download the Leave/Permission to Appeal Order in PDF file format.
- Click on <**Go to Home**> button to go back to the Home page.

## 33.    Notice of Appeal

If leave/permission is granted by the District Court, you may commence appeal proceedings in the High Court by filing a Notice of Appeal. The Notice of Appeal and other related document(s) must be filed within one month from the date on which leave/permission was granted by the District Judge.

The Requirements for filing Notice of Appeal are,

      i.      Extract Leave/Permission to Appeal Order
      ii.     Directions to AGD for Certificate for Security for Costs
      iii.    Request the Certificate for Security for Costs

---

- Must be filed within one month from the date of the Order of the District Judge granting Leave/Permission to Appeal.
- A fee is payable and is subject to change without any prior notice.

---

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the **NOTICE OF APPEAL.** System will display the form



---

- Enter the Claim No.
- Enter the Leave/Permission to Appeal application No.
- Click on Retrieve button.
- If the Leave/Permission to Appeal Order is already extracted using the application "Extraction of Order for Leave/Permission to Appeal", then the Order will be auto populated and step 1 will be disabled.
- If the Order for Leave/Permission to Appeal is not extracted using the application "Extraction of Order for Leave/Permission to Appeal", proceed with step 1, make the payment to extract the order accordingly.

---

**Requirements for filing Notice of Appeal**\*

Step 1 :

☐ Extract Leave/Permission to Appeal Order granted by State Courts District Judge (Fee Applicable: S$50 )

**Leave/Permission To Appeal Order granted** 📄

Step 2 :

☑ Directions to AGD for Certificate for Security for Costs (Fee Applicable: S$10 )

Step 3 :

☐ Request the Certificate for Security for Costs (Fee Applicable: S$20 )

*Note: Take note that the options will be enabled only after the prerequisites are completed. Please follow the instructions accordingly.*
*Notice of Appeal to the High Court must be filed within one month on which Leave/Permission to Appeal was granted by the District Court.*

Submit   Cancel

---

- Click on **\<Submit\>** button and the system will display the confirmation page if no errors are found.
- Click on **\<Pay by Credit Card\>** button if you are paying by Credit Card.
- Click on **\<Internet Banking\>** button if you are paying by Internet Banking.
- Click on **\<Pay Later\>** button if you want to make payment offline.  Refer to the Pay Later section in the document.

**\<Pay by Credit Card\> or \<Internet Banking\>** will take you to the respective processing screens and once the payment is successful the following page will be displayed.

**PAYMENT STATUS**

**Your payment transaction is successful.**

Save Payment Receipt   Continue

---

- Click on **\<Save Payment Receipt\>** button to generate receipt in PDF file format for future reference.
- Click on **\<Continue\>** button to proceed further to go to the Acknowledgment Page.

**ACKNOWLEDGEMENT**

- Your application for Directions to AGD for Security for Costs for Case No. / Reference No. SCTDJ/700074/2019 has been submitted successfully on 05/11/2019 12:01 PM.
- Your application no. is SCT/APPL/902175/2019.
- Click here to save this acknowledgement.
- Click on 'Save Template for Notice of Payment into Court' and affix the signature accordingly for uploading subsequently.
- Click on 'Save Template for Payment to AGD' and affix the signature accordingly. This document together with Directions to AGD document is to be presented to Accountant-General's Department at 100 High Street, #06-01, The Treasury, Singapore 179434 during payment.
- Once payment has been made, to continue with the Notice of Appeal, proceed to online application and choose the Notice of Appeal module. Select 'Request the Certificate for Security for Costs' and upload the signed Notice of Payment into Court along with the receipt of payment given by AGD accordingly.

[ Save Template for Notice of Payment into Court ]  [ Save Template for Payment to AGD ]  [ Save Directions to AGD ]  [ Go to Home ]

---

- Click on <**Save Template for Notice of Payment into Court>** and affix the signature accordingly for uploading subsequently.
- Click on <**Save Template for Payment to AGD>** and affix the signature accordingly. This document together with the Directions to AGD document is to be presented to Accountant-General's Department.
- Click on <**Go to Home**> button to go back to the Home page.

Once payment has been made at Accountant-General's Department, to continue with the Notice of Appeal, proceed to online application and choose the Notice of Appeal module. System will display the following form:

**Requirements for filing Notice of Appeal***

Step 1 :

☐ Extract Leave/Permission to Appeal Order granted by State Courts District Judge (Fee Applicable: S$50 )

Leave/Permission To Appeal Order granted 📄

Step 2 :

☐ Directions to AGD for Certificate for Security for Costs (Fee Applicable: S$10 )

Template for Notice of Payment into Court 📄 | Template for Payment to AGD 📄 | Direction to AGD 📄

Step 3 :

☑ Request the Certificate for Security for Costs (Fee Applicable: S$20 )

**Documents to be Uploaded | Uploaded (if any)**

Notice of Payment into Court      [ Choose File ]  No file chosen      ⬆ Upload

AGD Payment Receipt      [ Choose File ]  No file chosen      ⬆ Upload

*Note: Take note that the options will be enabled only after the prerequisites are completed. Please follow the instructions accordingly. Notice of Appeal to the High Court must be filed within one month on which Leave/Permission to Appeal was granted by the District Court.*

[ Submit ]  [ Cancel ]

**<Pay by Credit Card> or <Internet Banking>** will take you to the respective processing screens and once the payment is successful the following page will be displayed.

## PAYMENT STATUS

Your payment transaction is successful.

Save Payment Receipt        Continue

## ACKNOWLEDGEMENT

- Your application for Certificate For Security For Costs for Case No. / Reference No. SCTDJ/700074/2019 has been submitted successfully on 05/11/2019 12:38 PM.
- Your application no. is SCT/APPL/902176/2019.
- This application is pending for approval. Please check the status of the application within 7 days.
- Once the application has been approved, you are required to login to CJTS and choose the Notice of Appeal module and indicate the grounds of appeal.
- Thereafter submit the grounds of appeal to complete the filing of the Notice of Appeal to High Court. Please note that amendments will not be allowed once the submission has been done. No re-submissions of appeal will be allowed.
- Click here to save this acknowledgement.

Go to Home

Click on <**Go to Home**> button to go back to the Home page.

Once Certificate for Security for Costs has been approved, continue with the Notice of Appeal and indicate the grounds of Appeal. Proceed to online application and choose the Notice of Appeal module. System will display the following form:



- Click on **<Preview Notice of Appeal>** button to preview the Notice of Appeal.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to go to payment page.
- Click on **<Pay by Credit Card>** button if you are paying by Credit Card.
- Click on **<Internet Banking>** button if you are paying by Internet Banking.
- Click on **<Pay Later>** button if you want to make payment offline. Refer to the Pay Later section in the document.

**<Pay by Credit Card> or <Internet Banking>** will take you to the respective processing screens and once the payment is successful the following page will be displayed.

## PAYMENT STATUS

> **Your payment transaction is successful.**

<div align="right">

[ Save Payment Receipt ]   [ Continue ]

</div>

- Click on **<Save Payment Receipt>** button to generate receipt in PDF file format for future reference.
- Click on **<Continue>** button to proceed further to go to the Acknowledgment Page.

## ACKNOWLEDGEMENT

- Your Notice of Appeal to the High Court has been submitted successfully on 05/11/2019 03:45 PM.
- Your appeal no. is SCTHC/100017/2019
- Please note that you will be notified once the Notes of Proceedings and Grounds of Decision is ready for extraction. Ensure that your petition is filed within 21 days of notification of the extraction of the Notes of Proceedings and Grounds of Decision. In the event your petition is NOT filed within 21 days as stated above, the Appeal will be deemed as withdrawn.
- Click here to save this acknowledgement.

<div align="right">

[ Save Notice Of Appeal to HighCourt ]   [ Go to Home ]

</div>

- Click on <**Save Notice of Appeal to High Court**> to generate Notice of Appeal to High Court PDF.
- Click on <**Go to Home**> button to go back to the Home page.

## CASE DETAILS -

| Case Summary | Case History | Documents | Payment Details | Correspondence | **Case Bundle** |

| Document Type | Document Description | Source | Date & Time | Reference |
|---|---|---|---|---|
| CaseOrder | Order of Tribunal | System | 30/10/2019 11:24 AM | T05 |
| CaseOrder | Order of Court | System | 30/10/2019 12:39 PM | C05 |
| Notice of Payment into Court | Supporting Document | CAROLINE | 30/10/2019 12:43 PM | C11 |
| AGD Payment Receipt | Supporting Document | CAROLINE | 30/10/2019 12:43 PM | C12 |
| Security For Costs Document | Security For Costs Document | System | 30/10/2019 12:44 PM | T15 |
| Notice of Appeal to High Court Document | Notice of Appeal to High Court Document | System | 30/10/2019 12:45 PM | T15 |
| Grounds of Decision | sfs | System | 30/10/2019 12:47 PM | T15 |
| Notes of Proceeding | sfsf | System | 30/10/2019 12:47 PM | T16 |

## 34.    Petition of Appeal

Once the Notes of Proceedings and Grounds of Decision is extracted, your Petition of Appeal must be filed within 21 days of notification of the extraction of the Notes of Proceedings and Grounds of Decision. In the event your Petition of Appeal is not filed within 21 days, the Appeal will be deemed as withdrawn.

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the **PETITION OF APPEAL.** System will display the form

### PETITION OF APPEAL

**General Information and Instructions:**
1. The Petition of Appeal form contains the claim details.
2. This form will take you about 15 minutes to complete.
3. (*) denotes mandatory fields.
4. (i) provides more details on the fields.
5. Please refer to the Tribunal Guide for more information on claims.

**Appeal Details***

**Appeal No.***

[ Enter Appeal No. ]    [ Retrieve ]

*eg: SCTHC/123456/2019*

[ Submit ]    [ Cancel ]

---

- Enter the Notice of Appeal No.
- Click on Retrieve button.
- System displays the preview of the Petition of Appeal.

**PETITION OF APPEAL**

**General Information and Instructions:**
1. The Petition of Appeal form contains the claim details.
2. This form will take you about 15 minutes to complete.
3. (*) denotes mandatory fields.
4. ⓘ provides more details on the fields.
5. Please refer to the Tribunal Guide for more information on claims.

**Appeal Details**\*

**Appeal No.**\*

SCTHC/100017/2019    [Retrieve]

*eg: SCTHC/123456/2019*

Appellant Name - ▭                    Respondent Name - ▭

In The Matter of Small Claims No.\*
▭

Claimant Name - ▭                    Respondent Name - ▭

**To the Honourable the Judge of the High Court.**

**The Petition of the above named Appellant showeth as follows:**

1. The Appeal arises from a claim.

2. By an Order dated 30/10/2019 11:44 AM, an Order was given for Orders Granted (Money Order).

3. Your Petitioner is dissatisfied with the said order on the following grounds:-
Test.

4. Your Petitioner prays that such order may be reversed (or as the case may be).

Dated 05-11-2019

[Submit]    [Cancel]

---

- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** button to proceed further to go to the Acknowledgment Page.
- Click on **<Save Petition of Appeal Notice>** to save the Petition of Appeal notice in PDF.

**ACKNOWLEDGEMENT**

- Your application for Petition of Appeal Application for Case No. / Reference No. SCTHC/100017/2019 has been submitted successfully on 05/11/2019 05:15 PM.
- Your application no. is SCT/APPL/902180/2019.
- Click here to save this acknowledgement.

[Save Petition of Appeal Notice]    [Go to Home]

## 35.   Respondent's Notice

As a respondent, if you intend to not have appealed from the Order of the Tribunal, to contend on the appeal by specifying the grounds of that contention.

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the **RESPONDENT'S NOTICE.** System will display the form

### RESPONDENT'S NOTICE

**General Information and Instructions:**
1. The Respondent's Notice form allows the Respondent who not having appealed from the Order of the Tribunal, to contend on the appeal by specifying the grounds of that contention.
2. This form will take you about 15 minutes to complete.
3. ( * ) denotes mandatory fields.
4. (i) provides more details on the fields.
5. Please refer to the Tribunal Guide for more information on claims.

**Case Details***

Claim No.*

[ Enter Claim No. ]

*eg: SCT/1234/2017*

Notice of Appeal to High Court No.*

[ Enter Notice of Appeal to High Court No. ]

*eg: SCTHC/100000/2019*

Date of Service

[📅] [                    ]      [ Retrieve ]

---

- Enter the Claim No.
- Enter the Notice of Appeal No.
- Select the Date of Service.
- Click on Retrieve button.
- Enter the Grounds of Appeal.

**Case Details***

**Claim No.***

[redacted]

*eg: SCT/1234/2017*

**Notice of Appeal to High Court No.***

SCTHC/100017/2019

*eg: SCTHC/100000/2019*

**Date of Service**

📅 05/11/2019

**Retrieve**

**Appellant(1)**

[redacted]

[redacted]

Singapore ,680123

**Respondent(1)**

[redacted]

[redacted]

Singapore ,670127

**Respondent's Grounds***

**Appeal against:**   ◉ The whole of the said order    ○ The specified part(s) of the Order of Tribunal

**Grounds of Appeal***

[redacted]

**remaining 12996 / 13000**

**Submit**    Cancel

- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** button to proceed further to go to the Acknowledgment Page.
- Click on **<Save Respondent's Notice>** to save the Respondent's Notice in PDF.

## ACKNOWLEDGEMENT

- Your application for Respondent's Notice for Case No. / Reference No. SCTHC/100017/2019 has been submitted successfully on 06/11/2019 09:57 AM.
- Your application no. is SCT/APPL/902183/2019.
- Click here to save this acknowledgement.

**Save Respondent's Notice**    **Go to Home**

## 36.    eNegotiation

eNegotiation is a process by which the parties can negotiate between themselves to settle the dispute amicably without having to come to the court.

> • eNegotiation has to be initiated by the Respondent.
> • If no hearing has been fixed before the Tribunals, the eNegotiation module will be available till an Order of Tribunal has been issued.
> • If hearing has been fixed before the Tribunal Magistrate, the eNegotiation module will be available till the eve of the hearing.
> • System allows only FIVE rounds of eNegotiation.
> • A Round is deemed complete when Started by Respondent and replied by the Claimant.

On the Home Page in the Active Cases section, cases for which eNegotiation can be done will have "eNegotiation" under the status column.



When initiating the **eNegotiation** process for the **first time** click on the hyper link eNegotiate against the case no to start the process.

System will display the confirmation page displaying the claimant details, brief summary and what the claimant is asking for pertaining to the case.



Click on  **<Start eNegotiation>** button to go to eNegotiation page.

## eNEGOTIATION



The ROUND column shows the current round number of the eNegotiation.

The document tab when opening the case folder, after the end of round THREE enables you to view eNegotiation summary of the eNegotiation.

## CASE DETAILS - SCT/1867/2018

| | Case Summary | Case History | **Documents** | Applications & Appeals | Payment Details | Correspondence |

| Reference Number | Reference Type | Document Description | Date & Time | Source |
|---|---|---|---|---|
| SCT/1867/2018 | Claim | | | |
| | Notice | Claimant Notice 🖺 | 28/05/2018 (03:43 PM) | CAROLINE |
| | Notice | Respondent Notice 🖺 | 28/05/2018 (03:43 PM) | CAROLINE |
| | Supporting Document | eNegotiation Summary 🖺 | 28/05/2018 (03:51 PM) | CAROLINE |

The figure
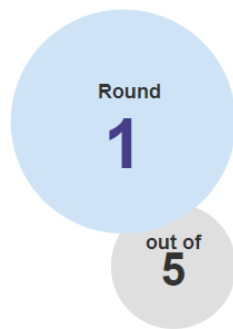


displays the current round number of the eNegotiation.

The caption "Negotiation Items:" contains color coded number boxes matching the number of items claimed in the case.



- Numbers shown in Grey box means not yet responded.
- Numbers shown in Blue box  means responded.
- Numbers shown in Green box means the claim has been resolved mutually.

To enter your repsonse click on down arrow button aginst Select Action.



Four options will be displayed

- I agree
- I agree to pay by instalments
- I would like to propose another amount/date/instalments.
- I do not agree.

System will display additional messages / guidance text depending on the action selected, round number and your login status as Claimant / Respondent.

### Scenario 1.  ("I agree" option by both respondent and claimant at Round 1)

| Action | "I Agree " |
|---|---|
| Round Number | 1 |
| Login Status | Respondent |

System will display



- Note the amount/payment date is not editable once you agree to the claim.
- Click on the **<Done>** button.



**<Edit>** allows to change the Action.

Click on **<Confirm and Proceed>** button.

System will display the acknowledgement page

**ACKNOWLEDGEMENT**

1. You have amicably resolved your disputes.

2. You may wish to print a copy of the *e*Negotiation summary and apply for a consent Order of Tribunal.

3. Please note that the SCT reserves the right to determine whether a consent order can be issued based on your agreed terms. Otherwise, you would have to attend a court session at SCT.

<div align="right">

**Save eNegotiation Summary**   **Apply for Order of Tribunal**   **OK**

</div>

- Click on **<Save eNegotiation Summary>** button to save the eNegotiation Summay PDF.
- Click on **<Apply for Order of Tribunal>** button and **<Confirm>** button in the Confirmation page to apply for consent order.

Since "I Agree" option was chosen by the respondent, eNegotiation is settled at first round. Respondent can save the eNegotiation Summary and apply for consent order by clicking the repective buttons.

Click on **<Applyfor the Order of Tribunal>** button to view the confirmation page

✓ **Confirm to Proceed** ✕

We note that you have successfully reached a settlement and would like to apply for an Order of Tribunal.

Please note that SCT reserves the right to record an Order of Tribunal. SCT will not be able to record an Order where:-

(a) The settlement terms cannot be put into an Order of Tribunal; or

(b) The settlement terms may not be enforceable; or

(c) The settlement terms and/or claim is not within Tribunal's jurisdiction.

In such cases, the Tribunal may require parties to attend the Consultation and make submissions to the Registrar.

**Confirm**   **Cancel**

Click on **<Confirm>** button to view the acknowledgement page

**Success**

Your application will be processed. Please contact the Tribunals [by email / telephone] if you do not have a response within 7 days of Application. If you do not get the order by the Consultation date, please attend the Consultation.

Ok

| eNEGOTIATION NO ▲▼ | CASE NO | PARTIES | CREATED ON | LAST UPDATED ON | EXPIRY ON | ROUND | SUMMARY |
|---|---|---|---|---|---|---|---|
| EN/30330/2019 | | V | 06/11/2019 | 06/11/2019 | 27/11/2019 | 1 | 📄 |

What the claimant will see.

| Action | "I Agree " |
|---|---|
| Round Number | 1 |
| Login Status | Claimant |

When you login as the claimant and go to the eNegotiations page and select the hyper link to view the details. System will display

**eNEGOTIATION**



👥　　　　　　　　VS

📄 Brief Summary of Claim :

🔖 Case No:

Round **1** out of **5**

**Negotiation Items:**

1

⬛ Not Responded
🟦 Responded
🟩 Resolved

**Negotiation Details:***

1 ➕

**CAROLINE**
Pay SGD 9,900.00 by 27/11/2019                    06/11/2019 03:31 PM

I agree to pay SGD 9,900.00 by 27/11/2019            06/11/2019 03:39 PM

Save eNegotiation Summary     Apply for Order of Tribunal     Cancel

Notice the item number is shown in Green box meaning resolved.

- **<Save eNegotiation Summary>** button does what the caption suggests.
- Click on **<Apply for the Order of Tribunal>** if you wish to obtain a court order.

98

## Scenario 2.  ("I agree to pay by instalment" option by respondent and "I agree" option by claimant)

| Action | "I agree to pay by instalment " |
|---|---|
| Round Number | 1 |
| Login Status | Respondent |

System will display

**Action:***

I agree to pay by Instalments                                                                                           ▼

**Reason / Proposal Details**                                    **Amount***

I agree to pay by instalments                          SGD    8900.00

☑  **Pay in Instalments**

Note: Generally cases that have settled with instalments were paid up in 6 months.
In default of any one instalment, the balance sum then owing becomes immediately due and payable.

**Instalments**

**Initial Sum***                    **Due Date of Initial Sum***         **No. of Instalments***

4450.00                         📅   07/12/2019              5                    Generate Instalments

- By default system displays 50% of the Claim amount as initial amount, and the 50% of claim amount to be paid in 5 instalments.
- You are allowed to change initial amount, Due date of initial amount and No. of Instalments.
- Click on the **<Generate Instalments>** button, to generate the instalment plan.
- Click on **<Done/Preview>** button,

**Instalments**

**Initial Sum***                    **Due Date of Initial Sum***         **No. of Instalments***

4450.00                         📅   07/12/2019              5                    Generate Instalments

**Instalment Plan**

| Amount | | Due Date | |
|---|---|---|---|
| SGD | 890.00 | 📅 | 07/01/2020 |
| SGD | 890.00 | 📅 | 07/02/2020 |
| SGD | 890.00 | 📅 | 07/03/2020 |
| SGD | 890.00 | 📅 | 07/04/2020 |
| SGD | 890.00 | 📅 | 07/05/2020 |

Done / Preview

**\<Edit\>** allows to change the Action and amend if any.

Click on **\<Confirm and Proceed\>** button.

System will display the acknowledgement page

**ACKNOWLEDGEMENT**

1. Your response has been sent to other party.

2. You have 4 more rounds to eNegotiate.

Close

What the claimant will see.

| Action | "I Agree " |
|---|---|
| Round Number | 1 |
| Login Status | Claimant |

When you login as the claimant and go to the eNegotiations page and select the hyper link to view the details. System will display

**Negotiation Details:**\*

1 +

Pay SGD 8,900.00 by 27/11/2019                                    07/11/2019 11:45 AM

**RESPONDENT-NEW**
I would like to pay SGD 8,900.00 by way of instalments. The initial sum of SGD 4,450.00 by 07/12/2019 and further instalments as shown in the schedule below.

| Amount | Due Date |
|---|---|
| SGD 890.00 | 07/01/2020 |
| SGD 890.00 | 07/02/2020 |
| SGD 890.00 | 07/03/2020 |
| SGD 890.00 | 07/04/2020 |
| SGD 890.00 | 07/05/2020 |

07/11/2019 01:06 PM

**Action:**\*

Select Action                                                                            ▼

**Action:***

I agree ▼

**Reason / Proposal Details**

Pay

**Amount***

SGD | 8900.00

☑ **Pay in Instalments**

Note: Generally cases that have settled with instalments were paid up in 6 months.
In default of any one instalment, the balance sum then owing becomes immediately due and payable.

**Instalments**

| Initial Sum* | Due Date of Initial Sum* | No. of Instalments* |
|---|---|---|
| 4450.00 | 📅 07/12/2019 | 5 |

**Instalment Plan**

| Amount | Due Date |
|---|---|
| SGD 890.00 | 📅 07/01/2020 |
| SGD 890.00 | 📅 07/02/2020 |
| SGD 890.00 | 📅 07/03/2020 |
| SGD 890.00 | 📅 07/04/2020 |
| SGD 890.00 | 📅 07/05/2020 |

Done / Preview

**<Edit>** allows to change the Action.

Click on **<Confirm and Proceed>** button.

System will display the acknowledgement page

**ACKNOWLEDGEMENT**

1. You have amicably resolved your disputes.

2. You may wish to print a copy of the eNegotiation summary and apply for a consent Order of Tribunal or withdraw the claim.

3. Please note that the SCT reserves the right to determine whether a consent order can be issued based on your agreed terms. Otherwise, you would have to attend a court session at SCT.

Save eNegotiation Summary | Apply for Order of Tribunal | OK

Since "I Agree" option was chosen by the claimant, eNegotiation is settled at first round. Claimant can save the eNegotiation Summary and apply for consent order by clicking the respective buttons.

Click on **&lt;Apply for the Order of Tribunal&gt;** button to view the confirmation page
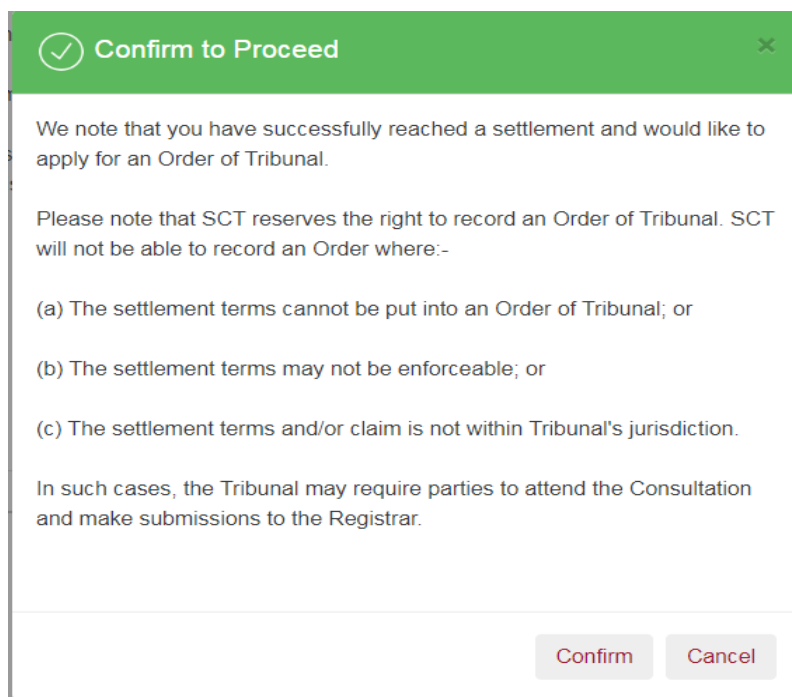


Click on **&lt;Confirm&gt;** button to view the acknowledgement page
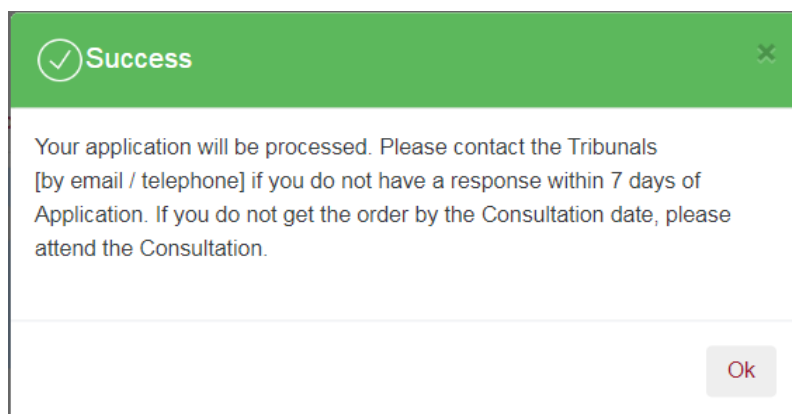
**Scenario 3. ("I would like to propose another amount/ date/ instalments" option by respondent and claimant)**

| Action | "I would like to propose another amount/ date/ instalments" |
|---|---|
| Round Number | 1 |
| Login Status | Respondent |

**Negotiation Details:**\*

**1** +  UNION STEEL WORKS PTE. LTD.
Pay SGD 9,850.00 by 28/10/2019                                    14/10/2019 03:25 PM

**Action:**\*

I would like to propose another amount / date / instalments                    ▼

**Reason / Proposal Details**                              **Amount**\*

I would like to pay                                         SGD   4,500.00

45.69% of claim amount

☑ **Pay in Instalments**

Note: Generally cases that have settled with instalments were paid up in 6 months.
In default of any one instalment, the balance sum then owing becomes immediately due and payable.

**Instalments**

**Initial Sum**\*        **Due Date of Initial Sum**\*        **No. of Instalments**\*

2250.00              🗓 14/11/2019                        4              Generate Instalments

**Instalment Plan**

| Amount | | Due Date | |
|---|---|---|---|
| SGD | 562.00 | 🗓 | 14/12/2019 |
| SGD | 562.00 | 🗓 | 14/01/2020 |
| SGD | 562.00 | 🗓 | 14/02/2020 |
| SGD | 564.00 | 🗓 | 14/03/2020 |

Done / Preview

**Message**

WE WILL PAY ONLY |S$4,500.00 BY INSTALMENT AS PART OF THE STAINLESS STEEL RODS WERE DEFECTIVE.

remaining 207 / 300

Confirm and Proceed        Request for eMediation        Cancel

Changing the amount will display the %-age of orginal claim amount being proposed now.

- Select the Payment Date / Completion Date.
- Click on **<Done>** button.
- Enter reasons for your proposal in the message box.
- Click on **<Confirm and Proceed>** .

Acknowledgment page will be displayed.

**ACKNOWLEDGEMENT**

1. Your response has been sent to other party.

2. You have 4 more rounds to eNegotiate.

Close

## Scenario 3.  (Continued..)

| Action | "I would like to propose another amount/ date/ instalments" |
|---|---|
| Round Number | 1 |
| Login Status | Claimant |

When you log in as Claimant and go to the eNegotiations page and select the hyper link to view the details. System will display

**Negotiation Details:***

1 +     Pay SGD 9,850.00 by 28/10/2019     14/10/2019 03:25 PM

**ABB PTE LTD**
I would like to pay SGD 4,500.00 by way of instalments. The initial sum of SGD 2,250.00 by 14/11/2019 and further instalments as shown in the schedule below.

| Amount | Due Date |
|---|---|
| SGD 562.00 | 14/12/2019 |
| SGD 562.00 | 14/01/2020 |
| SGD 562.00 | 14/02/2020 |
| SGD 564.00 | 14/03/2020 |

14/10/2019 03:49 PM

**Action:***

Select Action ▼

**Additional Messages:**

WE WILL PAY ONLY S$4,500.00 BY INSTALMENT AS PART OF THE STAINLESS STEEL RODS WERE DEFECTIVE.

**Message**

remaining 300 / 300

Confirm and Proceed    Request for eMediation    Cancel

Claimant chooses **"I would like to propose another amount/ date/ instalments**"
enter the details

Action:*

Select Action ▼

I agree
I would like to propose another amount / date / instalments
I do not agree

Enters additional message to the repsondent and clicks on **<Confirm and Proceed>**
button.

Negotiation Details:*

1 ⊕

Pay SGD 9,850.00 by 28/10/2019                                    14/10/2019 03:25 PM

Pay SGD 9,850.00 by way of instalments. The initial sum of SGD 4,925.00 by 14/11/2019 and further instalments
as shown in the schedule below.

| Amount | Due Date |
|---|---|
| SGD 2,462.00 | 14/12/2019 |
| SGD 2,463.00 | 14/01/2020 |

14/10/2019 03:58 PM

Additional Messages:

WE WILL PAY ONLY S$4,500.00 BY INSTALMENT AS PART OF THE STAINLESS STEEL RODS WERE DEFECTIVE.

THE DEFECTIVE WAS NOT MENTIONED BEFORE.

Request for eMediation    Cancel

Acknowledgment Page will be displayed.

ACKNOWLEDGEMENT

1. Your response has been sent to other party.

2. You have 4 more rounds to eNegotiate.

**Scenario 3.  (Continued..)**

| Action | "I would like to propose another amount/ date/ instalments" |
|---|---|
| Round Number | 4 |
| Login Status | Claimant |

When the Respondent continues the eNegotiation process, and claimant choose "I would like to propose another amount/date/instalments" at Round 4, the system will display

**Negotiation Details:***



Click on "Confirm and Proceed" button, Acknowledgement page will be displayed.

**ACKNOWLEDGEMENT**

1. Your response has been sent to other party.

2. You have 1 more rounds to eNegotiate.

**Scenario 3.  (Continued..)**

| Action | "I would like to propose another amount/ date/ instalments" |
|---|---|
| Round Number | 5 |
| Login Status | Respondent |

When the Respondent continues the eNegotiation process, and choose "I would like to propose another amount/date/instalments" at Round 5, the system will display



Click on "Confirm and Proceed" button, Acknowledgement Page will be displayed.

| Action | "I donot agree" |
|---|---|
| Round Number | 5 |
| Login Status | Claimant |

When the Claimant continues the eNegotiation process, and choose "I donot agree" at Round 5, the system will display,

Action:*

Select Action ▼

I agree
I do not agree

- Enter the Reasons for disagreement.
- Click on **<Done>** button.
- Enter additional information you wish to convey in the  message box.
- Click on **<Confirm and Proceed>**  to view the Acknowledgment Page.

**ACKNOWLEDGEMENT**

1. Your response has been sent to other party.

2. As the eNegotiation was not successful, you are required to attend the Consultation at the Tribunal.

3. You may still contact the other party before the Consultation date to reach an amicable settlement.

4. You may request for the Registry to schedule an eMediation by clicking on the **Request for eMediation** button (not applicable for cases fixed for Hearing).

Request for eMediation     Close

Scenario 3.  (Continued..)

| Action | "I agree" |
|---|---|
| Round Number | 5 |
| Login Status | Claimant |

When the Claimant continues the eNegotiation process, and choose "I donot agree" at Round 5, the system will display,

**eNEGOTIATION**

| 👥 | UNION STEEL WORKS PTE. LTD. | VS | ABB PTE LTD |

📄 **Brief Summary of Claim :**
MY COMPANY SOLD STAINLESS STEEL RODS TO YOUR COMPANY (ABB PTE. LTD.) HOWEVER WE HAVE YET TO RECEIVE PAYMENTS.

🔖 **Case No:** SCT/2451/2019

🤝 Round

**5**

out of **5**

**Negotiation Items:**

1

□ Not Responded
□ Responded
□ Resolved

**Negotiation Details:***

| 1 ⊕ | Pay SGD 9,850.00 by 28/10/2019 | 14/10/2019 03:25 PM |

**ABB PTE LTD**
I would like to pay SGD 8,000.00 by way of instalments. The initial sum of SGD 4,000.00 by 14/11/2019 and further instalments as shown in the schedule below.

| Amount | Due Date |
| --- | --- |
| SGD 1,000.00 | 14/12/2019 |
| SGD 1,000.00 | 14/01/2020 |
| SGD 1,000.00 | 14/02/2020 |
| SGD 1,000.00 | 14/03/2020 |

14/10/2019 04:14 PM

**Action:***

| I agree | ▼ |

Pay SGD 8,000.00 by way of instalments. The initial sum of SGD 4,000.00 by 14/11/2019 and further instalments as shown in the schedule below.

| Amount | Due Date |
| --- | --- |
| SGD 1,000.00 | 14/12/2019 |
| SGD 1,000.00 | 14/01/2020 |
| SGD 1,000.00 | 14/02/2020 |
| SGD 1,000.00 | 14/03/2020 |

Edit

**Additional Messages:**

WE WILL PAY ONLY S$4,500.00 BY INSTALMENT AS PART OF THE STAINLESS STEEL RODS WERE DEFECTIVE.

THE DEFECTIVE WAS NOT MENTIONED BEFORE.

WE NOTICED THE DEFECT RECENTLY ONLY, SO WE CAN PAY ONLY S$5800.00

WE WILL NOT ACCEPT, THE GOODS SHOULD BE CHECKED DURING DELIVERY. BUT YOU ARE REPORTING THE DEFECT AFTER 4 MONTHS WHEN WE ARE ASKING FOR PAYMENT.

WE CHECKED THE ITEM BEFORE PROCESSING THE PAYMENT AND FOUND TO BE DEFECTIVE.

WE WILL PAY S$8,000.00 BY WAY OF INSTALMENTS.

**Message**

remaining 300 / 300

Confirm and Proceed    Request for eMediation    Cancel

Click on **<Confirm and Proceed>** button.

System will display the acknowledgement page

**ACKNOWLEDGEMENT**

1. You have amicably resolved your disputes.

2. You may wish to print a copy of the eNegotiation summary and apply for a consent Order of Tribunal or withdraw the claim.

3. Please note that the SCT reserves the right to determine whether a consent order can be issued based on your agreed terms. Otherwise, you would have to attend a court session at SCT.

| | | |
|---|---|---|
| Save eNegotiation Summary | Apply for Order of Tribunal | OK |

- Click on **<Save eNegotiation Summary>** button to save the eNegotiation Summay PDF.
- Click on **<Apply for Order of Tribunal>** button and **<Confirm>** button in the Confirmation page to apply for consent order.

Since "I Agree" option was chosen by the claimant, eNegotiation is settled at final round. Claimant can save the eNegotiation Summary and apply for consent order by clicking the repective buttons.

Click on **<Apply for Order of Tribunal>** button to view the confirmation page

Confirm to Proceed ✕

We note that you have successfully reached a settlement and would like to apply for an Order of Tribunal.

Please note that SCT reserves the right to record an Order of Tribunal. SCT will not be able to record an Order where:-

(a) The settlement terms cannot be put into an Order of Tribunal; or

(b) The settlement terms may not be enforceable; or

(c) The settlement terms and/or claim is not within Tribunal's jurisdiction.

In such cases, the Tribunal may require parties to attend the Consultation and make submissions to the Registrar.

Confirm    Cancel

Click on **<Confirm>** button to view the acknowledgement page



✓ ✕

Your application will be processed. Please contact the Tribunals [by email / telephone] if you do not have a response within 7 days of Application.

Ok

## 37. General Appointment

This form is to be used if you wish to seek an appointment.

From the left panel of the Home Page click on Online Applications.

From the grid view of the application forms click on the **GENERAL APPOINTMENT.**

System will display the form

**GENERAL APPOINTMENT**

General Information and Instructions:
1.This form will take about 5 minutes to complete.
2. (*) denotes mandatory fields.

**Appointment Details***

Date*

Select Date ▾

Time*

Select Time ▾

**Reason for Appointment***

Enter Reason for Appointment

remaining 500 / 500

Submit    Save As Draft    Cancel

- Select Date and Time for the appointment.
- Enter Reason for Appointment.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to go to the Acknowledgement Page.

**ACKNOWLEDGEMENT**

- Your application for General Appointment has been submitted successfully on 04/04/2018 12:07 PM.
- Your application number is SCT/APPL/901082/2018
- You are required to appear at the Tribunals on **05/04/2018 10:30 AM**
- Click here to save this acknowledgement.

Go to Home