

# FILING A SMALL CLAIMS IN CJTS

A guide to filing small claims online

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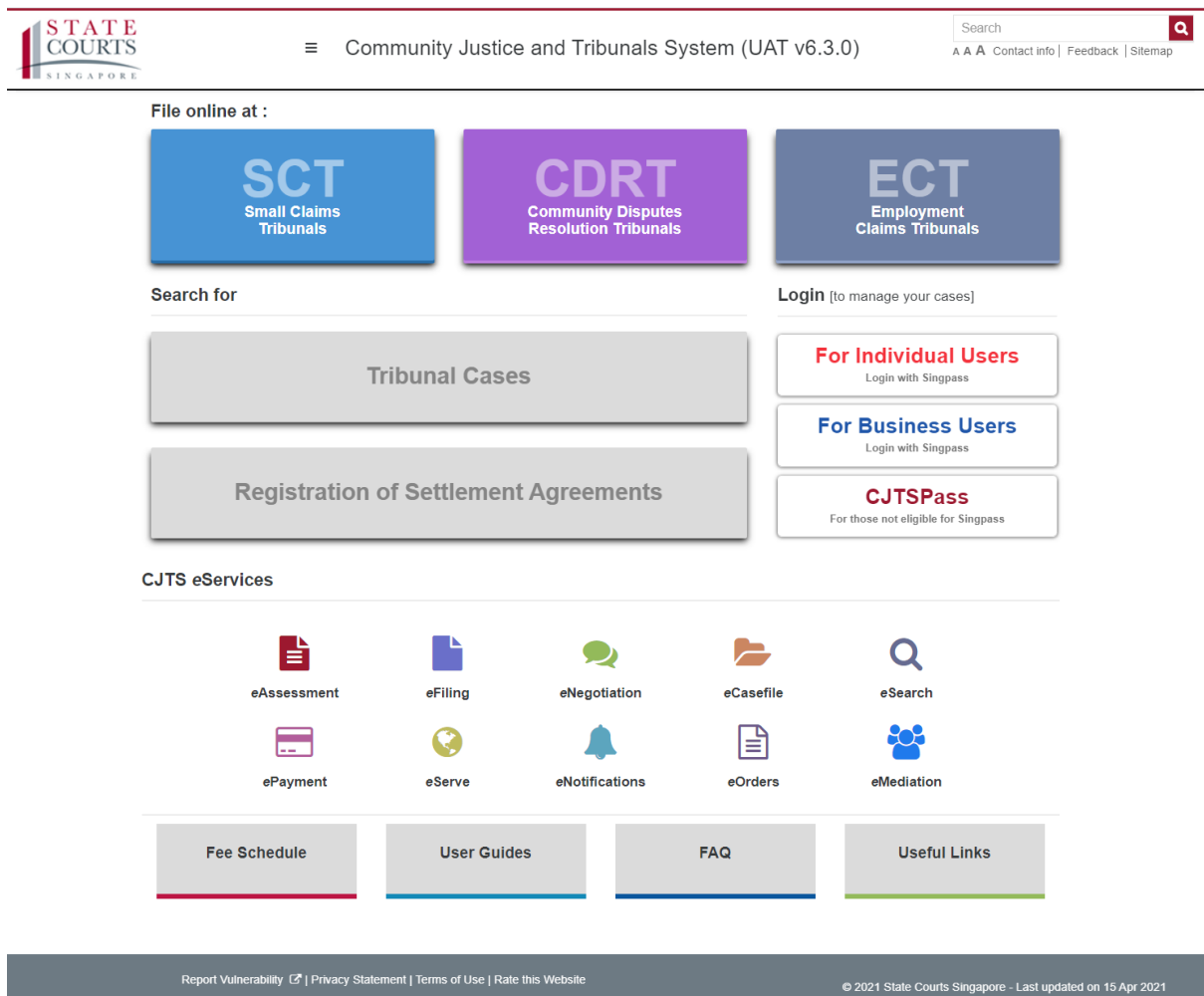
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## 1. Accessing the CJTS

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

The landing page will be displayed like the screen shown below.



The 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.

Community Justice and Tribunals System (UAT v5.8.3)

Contact info | Feedback | Sitemap

Steps: 1. **Terms and Conditions** > 2. Prefiling Checklist > 3. Acknowledgement

Community Justice and Tribunals System Terms of Use

Thank you for visiting www.statecourts.gov.sg/CJTS/ ("this Web Application"). By accessing and using this Web application, you shall be deemed to have accepted to be legally bound by these Terms of Use. If you do not agree to these Terms of Use, please do not use this Web Application.

General

1. These Terms of Use may be changed from time to time. Changes will be posted on this page and your use of this Web Application after such changes have been posted will constitute your agreement to the modified Terms of Use and all of the changes.

Proprietary Rights

☐ By using this service, you agree to the Terms and Conditions.

CAPTCHA

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

664x8

Enter the characters (without spaces) shown in the image

Note: Please DO NOT navigate the browser's BACK, FORWARD, or REFRESH buttons, as it will disrupt the operation of the submission.

Cancel

Proceed

- 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.**

4

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

Steps: 1. Terms and Conditions > **2. Prefiling Checklist** > 3. Acknowledgement

## 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 subcategory 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 ▼

- ☐ Defective Goods
- ☐ Non-Delivery
- ☐ Goods Not As Contracted
- ☐ Non-Payment
- ☐ Cancellation/Opt Out
- ☐ Refund (motor vehicle deposit)
- ☐ Unfair Practice in relation to Hire Purchase Agreements
- ☐ Others

CONTRACT FOR PROVISION OF SERVICES ▼

- ☐ Unsatisfactory Services
- ☐ Incomplete Services
- ☐ Renovation Services
- ☐ No Services Rendered
- ☐ Non-Payment
- ☐ Others

DAMAGE TO PROPERTY ▼

- ☐ Owner of Property
- ☐ Damage not arising from motor vehicle accident
- ☐ Others

LEASE NOT EXCEEDING 2 YEARS (RESIDENTIAL PREMISES) ▼

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

Form Completion Status (0%)

Cancel

Submit

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\*** ⓘ

CONTRACT FOR SALE OF GOODS ▼

DAMAGE TO PROPERTY ▼

CONTRACT FOR PROVISION OF SERVICES ▼

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)\*** ⓘ

📅

05/11/2018

**Claim Amount\*** ⓘ

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, the system will prompt you 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 the selected 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)?	NO
<b>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).</b>	
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

**Proceed to eFiling**

- 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

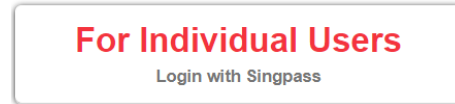
**CJTSPass**  
For those not eligible for Singpass

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 prefilling 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



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



icon and follow the instructions.

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



icon and follow the instructions. Details about registering for a CJTS pass is provided under [\*Register for a CJTS Pass\*](#).

When you are logging in for the first time, the system will display the MY PROFILE page.

**TERMS AND CONDITIONS**

By using this service, you agree to the [Terms of Use](#).

**MY PROFILE**

**General information and instructions:**

1. This page 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. The Court may use this information to contact you.
5. This form will take you about 5 minutes to complete.
6. ( \* ) denotes mandatory fields.
7. Please refer to the CJTS step-by-step Guide for more information on My Profile.

Note: Reduce your hassle by retrieving your particulars from MyInfo **Retrieve Myinfo with singpass**

**Name\***  **ID\***

**Contact No 1\***  **Contact No 2**

**Email\***  **Sex\*** ☒ Male ☐ Female

**Premises Type\***

**Block / House No.\***  **Street Name\***

**Floor-Unit**  **Building Name**

**Country\***  **Postal Code\***

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

**Submit** **Cancel**

The system will retrieve the profile from MyInfo/EDH for the first-time login users. You will need to provide/update your particulars and click submit. Users are not allowed to amend the Name, ID, and Gender details retrieved from MyInfo. Other details can be updated as and when necessary.

#### 4. Register for a CJTS Pass

To start the process, Click on the icon



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

- 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

**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

<b>Name*</b> Enter name as per FIN / Passport No.	<b>ID*</b> Type <input type="text"/> Enter your FIN / Passport No.
<b>Contact No 1*</b> Select <input type="text"/> + 65 <input type="text"/> Enter Phone Number	<b>Contact No 2</b> Select <input type="text"/> + 65 <input type="text"/> Enter Phone Number
<b>Email*</b> Enter Email Name <input type="text"/> <input type="text"/> Enter Email Domain eg: john@abc.com	<b>Sex*</b> <input type="radio"/> Male <input type="radio"/> Female
<b>Premises Type*</b> Select Premises Type <input type="text"/>	<b>Postal Code*</b> Enter Postal Code <input type="text"/> <input type="button" value="Retrieve Address"/>
<b>Block / House No.*</b> Enter Block / House No. <input type="text"/> eg: 111A	<b>Street Name*</b> Enter Street Name <input type="text"/>
<b>Floor-Unit</b> Enter Floor No. <input type="text"/> - Enter Unit No. <input type="text"/> eg: 05-245	<b>Building Name</b> Enter Building Name <input type="text"/>
<b>Country*</b> Select <input type="text"/>	

- 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.
- Users are not allowed to amend later the Name, Id and Gender field details given during registration.
- 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) Time\*

Select Date Select

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

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

**Appointment Date & Time**

Representative Name\* Representative ID Type & ID\*

Enter name Type Enter Passport No.

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

Select Date 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 hyperlink click "**here**" on 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\***

Enter your User ID


**Password\***

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\***

Enter CJTSPass Application Number

**ID (FIN / Passport No.)\***

Enter FIN/Passport No.

**Existing Email\***

Local Port

@

Domain

**New Email\***

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](#)

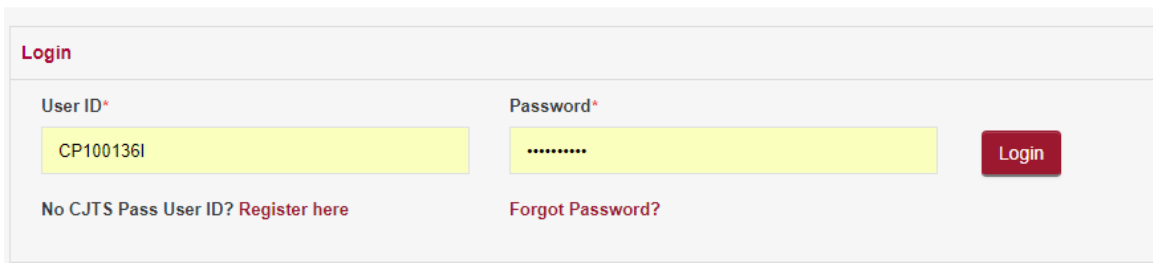
## 6. Login using CJTS Pass

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



CJTS login page will be displayed.

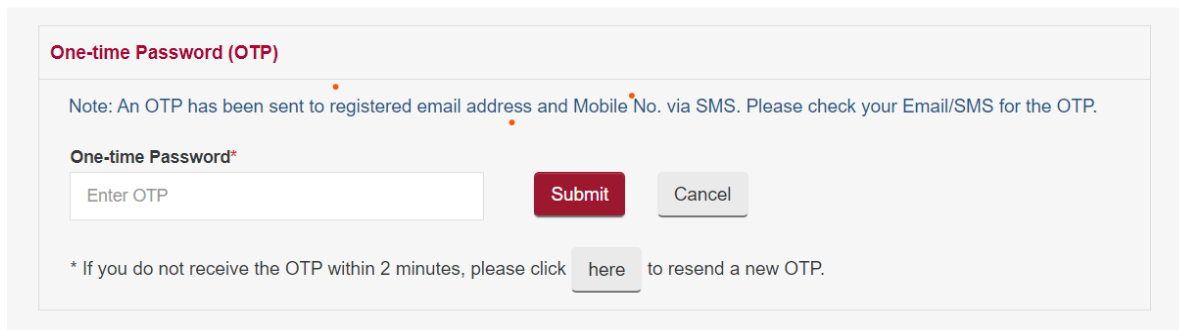
## CJTS PASS



The login form is titled "Login" in red. It contains two input fields: "User ID\*" with the value "CP100136I" and "Password\*" with masked characters ".....". A red "Login" button is to the right of the password field. Below the fields are two links: "No CJTS Pass User ID? Register here" and "Forgot Password?".

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

## CJTS ONE TIME PASSWORD



The form is titled "One-time Password (OTP)" in red. It includes a blue note: "Note: An OTP has been sent to registered email address and Mobile No. via SMS. Please check your Email/SMS for the OTP." Below this is a "One-time Password\*" input field with the placeholder "Enter OTP". To the right of the input field are "Submit" and "Cancel" buttons. At the bottom, a note states: "\* If you do not receive the OTP within 2 minutes, please click [here](#) to resend a new OTP."

- If the credentials entered are correct the system will generate a One-time Password (OTP) to the registered email address and mobile number via SMS. Retrieve the OTP from your email or SMS.
- Enter the OTP. OTP will expire in two minutes time. If expired, click on the link to resend a new OTP.
- Click on **<Submit>** button and the User Home Page will be displayed.

When you are logging in for the first time, the system will display the MY PROFILE page. You will need to provide/update your particulars and click submit. Users are not allowed to amend the Name, ID, and Gender details entered during registration of the CJTS pass on this page. Other details can be updated as and when necessary.



## MY PROFILE

### General Information and Instructions:

1. This page 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. The Court may use this information to contact you.
5. This form will take you about 5 minutes to complete.
6. ( \* ) denotes mandatory fields.
7. Please refer to the [CJTS step-by-step Guide](#) for more information on My Profile.

<b>Name*</b>	<b>ID*</b>
<div><div>▼</div><div>XXXXXXXXXXXX</div></div>	<div>PASSPORT ▼</div> <div>XXXXXXXXXXXX</div>
<b>Contact No 1*</b>	<b>Contact No 2</b>
<div>MOBILE ▼</div> <div>+</div> <div>65</div> <div>XXXXXXXXXX</div>	<div>▼</div> <div>+</div> <div>65</div> <div>Enter Phone Number</div>
<b>Email*</b>	<b>Sex*</b>
<div>XXXXXXXXXX@XXXXXXXXXX</div> <div>eg: john@abc.com</div>	<div><input checked="" type="radio"/> Male <input type="radio"/> Female</div>
<b>Premises Type*</b>	
<div>APARTMENT/FLAT/CONDO ▼</div>	
<b>Block / House No.*</b>	<b>Street Name*</b>
<div>123</div> <div>eg: 111A</div>	<div>XXXXXXXXXX</div>
<b>Floor-Unit*</b>	<b>Building Name</b>
<div>10</div> <div>-</div> <div>10</div> <div>eg: 06-245</div>	<div>Enter Building Name</div>
<b>Country*</b>	<b>Postal Code*</b>
<div>SINGAPORE ▼</div>	<div>XXXXXXXXXX</div>

☐ 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.

STATE COURTS SINGAPORE

Community Justice and Tribunals System (UAT v5.8.3)

Home / Dashboard

Enter one-time reference number

**NOTIFICATIONS** 567

DATE & TIME	SUBJECT
01/11/2019 09:00 AM	Court date reminder - [REDACTED]
01/11/2019 09:00 AM	Court date reminder - [REDACTED]
01/11/2019 09:00 AM	Court date reminder - [REDACTED]
01/11/2019 09:00 AM	Court date reminder - [REDACTED]

MORE >>

**NEXT COURT DATE**

Monday  
**4**  
November 2019  
02:30 PM

Claim No. [REDACTED] & 1 Others  
**Pre-Trial Conference**

**DRAFT(S)** 1

S/N	DRAFT NO	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	[REDACTED]	Claim Form	29/10/2019	05/11/2019	Draft

**ACTIVE CASE(S)** 144

S/N	CASE NO	PARTIES	NEXT COURT DATE	STATUS	REMARKS / ACTION
1	[REDACTED]	[REDACTED]	-	Scheduled for Hearing	<a href="#">Declaration of Service</a>
2	[REDACTED]	[REDACTED]	20/11/2019	eNegotiation	<a href="#">eNegotiate</a>

MORE >>

**APPLICATION(S)** 275

S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	STATUS
1	[REDACTED]	[REDACTED]	Withdrawal Request	31/10/2019	Approved
2	[REDACTED]	[REDACTED]	Change of Court Date	31/10/2019	Pending Processing

MORE >>

Page Contents	<ul style="list-style-type: none"> <li>- Attention Box</li> <li>- Notifications table</li> <li>- Draft(s) table</li> <li>- Active Case(s) table</li> <li>- Next Court Date</li> </ul>
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

[Home](#)[Notifications](#)[eNegotiation](#)[My Filings](#)[Payment Details](#)[Online Applications](#)[My Profile](#)[Logout](#)

### NOTIFICATIONS

**Search**

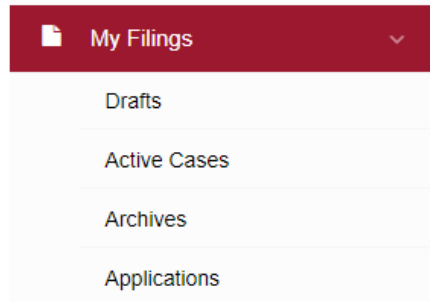
Subject / Message

S/N	DATE & TIME	SUBJECT	ACTION
1	11/05/2018 09:38 PM	Application No. SCT/APPL/901122/2018 has been Approved	<a href="#">VIEW</a>
2	11/05/2018 09:38 PM	Representative for Case No. [REDACTED] has been discharged	<a href="#">VIEW</a>
3	11/05/2018 06:12 PM	Reply	<a href="#">VIEW</a>
4	11/05/2018 05:57 PM	Case filed - [REDACTED]	<a href="#">VIEW</a>
5	11/05/2018 04:41 PM	Application No. SCT/APPL/901153/2018 has been Rejected	<a href="#">VIEW</a>
6	11/05/2018 04:40 PM	Application No. SCT/APPL/901152/2018 has been Approved	<a href="#">VIEW</a>
7	11/05/2018 04:37 PM	Application No. SCT/APPL/901151/2018 has been Approved	<a href="#">VIEW</a>
8	11/05/2018 04:31 PM	Application No. SCTRA/800022/2018 has been Approved	<a href="#">VIEW</a>
9	11/05/2018 04:11 PM	Application No. SCT/APPL/901150/2018 has been Approved	<a href="#">VIEW</a>
10	11/05/2018 04:10 PM	Application No. SCT/APPL/901140/2018 has been Approved	<a href="#">VIEW</a>

[«](#) [<](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [...](#) [67](#) [>](#) [»](#)

## 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:

Home / My Filings

- Home
- Notifications
- eNegotiation
- My Filings**
  - Drafts
  - Active Cases
  - Archives
  - Applications
- Payment Details
- Online Applications
- My Profile
- Logout

### DRAFTS

Search

Draft No:

Form Type:

Enter Draft No

All

Date Range (Expiry Date):

Enter From Date

Enter To Date

Search

S/N	DRAFT NO ▲▼	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	<a href="#">DFT/3834/2018</a>	General Appointment	02/04/2018	09/04/2018	DRAFT
2	<a href="#">DFT/3832/2018</a>	Claim Form	02/04/2018	09/04/2018	DRAFT
3	<a href="#">DFT/3831/2018</a>	Application For Representative	02/04/2018	09/04/2018	DRAFT

### Active Cases:

Home

- Notifications
- eNegotiation
- My Filings**
  - Payment Details
  - Online Applications
  - My Profile
  - Logout

### ACTIVE CASES

Search

Case No:

Status:

Enter Case No

All

Date Range (Next Court Date):

Enter From Date

Enter To Date

Search

S/N	CASE NO ▲▼	PARTIES	NEXT COURT DATE	STATUS	REMARKS / ACTION
1		V	18/06/2018 09:30 AM	Pre-Trial Conference	eNegotiate
2		V	14/06/2018 11:15 AM	eNegotiation	eNegotiate
3		V	-	Order Given	
4		V	08/06/2018 03:00 PM	eNegotiation	eNegotiate

## Applications:

Home

Notifications

eNegotiation

My Filings

Drafts

Active Cases

Archives

Applications

Payment Details

Online Applications

My Profile

Logout

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	<a href="#">CDT/DOS/342/2018</a>		Declaration of Service	11/05/2018	SUBMITTED
2	<a href="#">SCT/APPL/901153/2018</a>		Application for Stay of Execution	11/05/2018	REJECTED <a href="#">Click here for reason</a>
3	<a href="#">SCT/APPL/901152/2018</a>		Request to enforce work order	11/05/2018	HEARING SCHEDULED
4	<a href="#">SCT/APPL/901151/2018</a>		Summons to Witness	11/05/2018	APPROVED

20






## 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  to view/save the receipt.


[Home](#)  
[Notifications](#)  
[eNegotiation](#)  
[My Filings](#)  
**[Payment Details](#)**  
[Online Applications](#)  
[My Profile](#)  
[Logout](#)



### PAYMENT DETAILS


**Search**  
Case No. / Application No. Receipt No  
   
Date Range (Payment Date)  
 Enter From Date  Enter To Date

S/N	Case No. / Application No.	Payment Advice	Amount (\$\$)	Payment Date / Due Date	Receipt
1		120109179	150.00	30/04/2018	CJTS22000805 
2		120109181	150.00	30/04/2018	CJTS22000807 
3		120109182	150.00	30/04/2018	CJTS22000808 
4		120109183	150.00	30/04/2018	CJTS22000809 
5		120108565 	150.00	30/01/2018	

## 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  on the top right to change the view to "List View". Click on the relevant form to start entering details for submission.













 **Online Applications** 

SCT 

CDRT

ECT



 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



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



APPLICATION TO  
BACKDATE CLAIM FILING



APPLICATION FOR  
STAY OF PROCEEDINGS



VARIATION OF  
WORK ORDER



EXTENSION OF  
TIME



DECLARATION OF  
SERVICE



AMEND DEFECT SCHEDULE

Other forms may be found [here](#).



## ONLINE APPLICATIONS - SMALL CLAIMS TRIBUNALS



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

16	<u>STAY OF EXECUTION/ENFORCEMENT</u>	A party may apply to the Tribunal for a Stay of Execution/Enforcement, pending an application for Leave/Permission to Appeal.
17	<u>GENERAL APPOINTMENT</u>	A party may obtain an appointment with the Registry for any general enquiries.
18	<u>NOTICE OF APPEAL</u>	A party may apply to the Tribunal for a Notice of Appeal upon Leave/Permission to Appeal is allowed.
19	<u>PETITION OF APPEAL</u>	A party may apply to the Tribunal for a Petition of Appeal upon Notice of Appeal is allowed.
20	<u>RESPONDENT'S NOTICE</u>	A party may obtain an appointment with the Registry for any general enquiries.
21	<u>EXTRACTION OF ORDER FOR LEAVE/PERMISSION TO APPEAL</u>	A party may file an Application for extraction of Order for /Permission to Appeal
22	<u>RESPONSE TO LEAVE/PERMISSION TO APPEAL</u>	A party may file an Application for extraction of Order for Leave/Permission to Appeal
23	<u>APPLICATION TO BACKDATE CLAIM FILING</u>	A party may apply an Application to Backdate the Claim filing, subject to the the Tribunal's approval.
24	<u>APPLICATION FOR STAY OF PROCEEDINGS</u>	A party may apply an Application for stay of proceedings, subject to the the Tribunal's approval.
25	<u>VARIATION OF WORK ORDER</u>	A party may apply Variation of Work Order application to vary the Order given by the Tribunal, subject to the the Tribunal's approval.
26	<u>EXTENSION OF TIME</u>	A party may apply an Extension of time to extend the application filing date, subject to the the Tribunal's approval.
27	<u>DECLARATION OF SERVICE</u>	A party to state when and how the Claim/Application and supporting documents were given to the other party.
28	<u>AMEND DEFECT SCHEDULE</u>	A party may apply for amendments to be made on Defects Schedule by submitting an application for the Tribunal's approval.

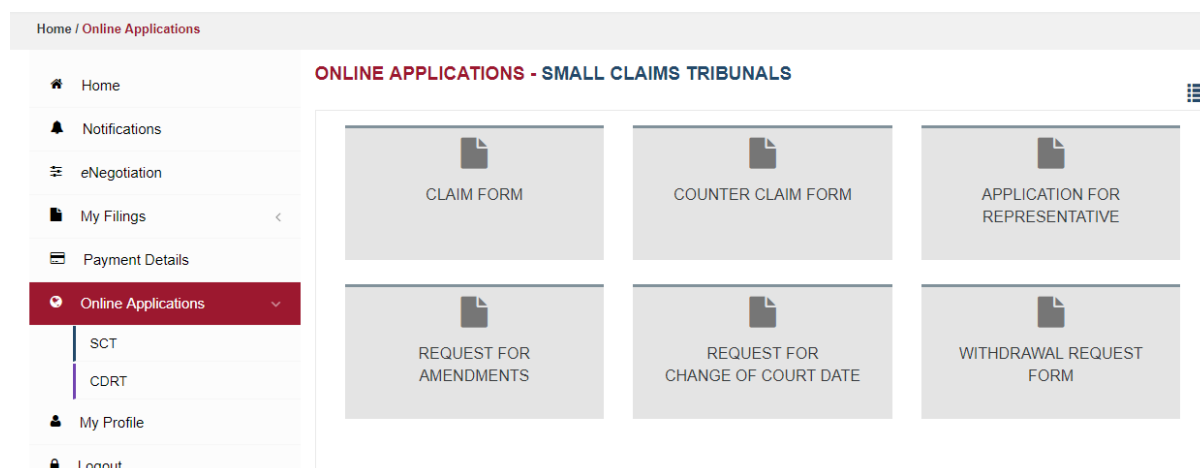
Other forms may be found [here](#).

## 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**.



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\***

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)

**A. Particulars of Claimant(s)**

*Note : Click on 'Add another Claimant' if there are more than one Claimants filing the claim*

Add another Claimant

**Name\***

**ID\***

NRIC

**Contact No 1\***

MOBILE  + 65

**Contact No 2**

HOME  + 65

**Email\***

@

eg: john@abc.com

**Your Registered Address**

**Premises Type\***

APARTMENT/FLAT/CONDO

**Postal Code\***

Retrieve Address

**Block / House No.\***

eg: 111A

**Street Name\***

**Floor-Unit\***

04

 - 

17

eg: 06-245

**Building Name**

**Country\***

SINGAPORE

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

Add another Address

I/We agree to the court hearings being conducted by videoconference.\*

☐ Yes ☐ No

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.
- The videoconference option allows the Claimant to choose the preference for attending court proceedings online.

## 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\*** ⓘ  **ID** ⓘ

**Contact No 1**     **Contact No 2**

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

**Respondent (Registered) Address**

**Premises Type\***  **Postal Code\***  Retrieve Address

**Block/House\***  **Street Name\***   
eg: 111A

**Floor-Unit**    **Building Name**   
eg: 03-14

**Country\***

*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**

<b>NATURE OF DISPUTE:</b>	<b>TYPE OF DISPUTE:</b>
LEASE NOT EXCEEDING 2 YEARS (RESIDENTIAL PREMISES)	Refund of Rental Deposit
Location of Rental Premise*	Deposit Paid*
<input type="text"/>	SGD <input type="text" value="0.00"/>
Monthly Rental*	Date of Tenancy Agreement*
SGD <input type="text" value="0.00"/>	<input type="text"/>
Tenancy Start Date (as per Tenancy Agreement)*	Tenancy Expiry Date (as per Tenancy Agreement)*
<input type="text"/>	<input type="text"/>

- 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 1	
Choose File	No file chosen	Stamp Duty ▼	Document description	Page 1	


**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](http://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'

Submit Save As Draft Cancel

- 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.

DRAFT(S) <span>13</span>					
S/N	DRAFT NO	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	DFT/1340/2017	Claim Form	31/05/2017	07/06/2017	DRAFT

- 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.

☒ 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)

Work Item to Perform is required.

Equivalent value to Pay is required.



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\*

[REDACTED]

ID\*

PASSPORT-

[REDACTED]

Contact No 1\*

MOBILE +65

[REDACTED]

Contact No 2

Email\*

[REDACTED]

Your Registered Address

Premises Type \*

APARTMENT

Block/House\*

[REDACTED]

Street Name\*

[REDACTED]

Floor-Unit \*

02-03

Building Name

Country\*

SINGAPORE

Postal Code\*

[REDACTED]

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

Name\*

[REDACTED]

ID

-

Contact No 1

Contact No 2

Email

Respondent (Registered) Address

Premises Type\*

APARTMENT

Block/House\*

[REDACTED]

Street Name\*

[REDACTED]

Floor-Unit\*

[REDACTED]

Building Name

Country\*

SINGAPORE

Postal Code\*

[REDACTED]

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*	Deposit Paid*
dsdsd	SGD 3,456.00
Monthly Rental*	Date of Tenancy Agreement*
SGD 456.00	28/07/2015
Tenancy Start Date (as per Tenancy Agreement)*	Tenancy Expiry Date (as per Tenancy Agreement)*
10/08/2015	09/08/2017

D. Brief Summary of Claim*
test

E. Supporting Documents

F. Claiming for*
<input checked="" type="checkbox"/> Money Order SGD 5,000.00
<input type="checkbox"/> Work Order
<input type="checkbox"/> Cost ⓘ
<input type="checkbox"/> 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 <b>17</b> Apr 2018	Wed <b>18</b> Apr 2018	Thu <b>19</b> Apr 2018	Fri <b>20</b> Apr 2018	Mon <b>23</b> 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) <span>4</span>					
S/N	DRAFT NO	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	<a href="#">DFT/3840/2018</a>	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.

## 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
<b>Status</b> eNegotiation		<b>Nature of Claim / Claiming for</b> Contract for Sale of Goods Money Order		
<b>Next Court Date &amp; Time / Purpose</b> 20/11/2019 at 02:15 PM Consultation		<b>Venue</b> Small Claims Tribunals, Level 1, State Courts, 1 Havelock Square, Singapore 059724		
<b>Claimant</b> [REDACTED] [REDACTED] Singapore, [REDACTED] TEL: +65 [REDACTED] Email: [REDACTED] Language: ENGLISH		<b>Respondent</b> [REDACTED] [REDACTED] Singapore, [REDACTED] Email: [REDACTED]		
Case Summary	1. Status (current status of the case) 2. Nature of Claim / Claiming For 3. Next Court Date 4. Purpose (purpose of the next court date) 5. Venue (venue of the next court date) 6. Claimant(s) 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
<a href="#">SCT/APPL/902129/2019</a>	Application for Representative	[REDACTED]	30/10/2019 11:03 AM	Rejected <a href="#">Click here for reason</a>
<a href="#">SCT/APPL/902130/2019</a>	Amend Claim Form	[REDACTED]	30/10/2019 11:06 AM	Approved <a href="#">Click here to Amend</a>
<a href="#">SCT/APPL/902131/2019</a>	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
	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 (\$\$)	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	<a href="#">View / Reply</a>

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

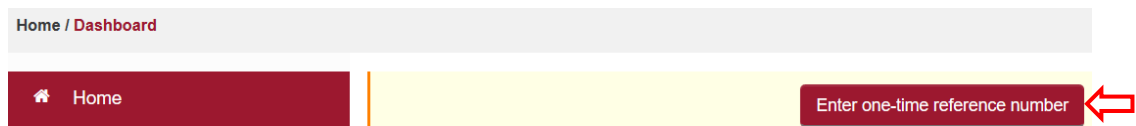
As a respondent you should have received the notice served by the claimant. The notice will contain the Claim No. and a paragraph giving the One-time reference number. Sample text in the notice

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.

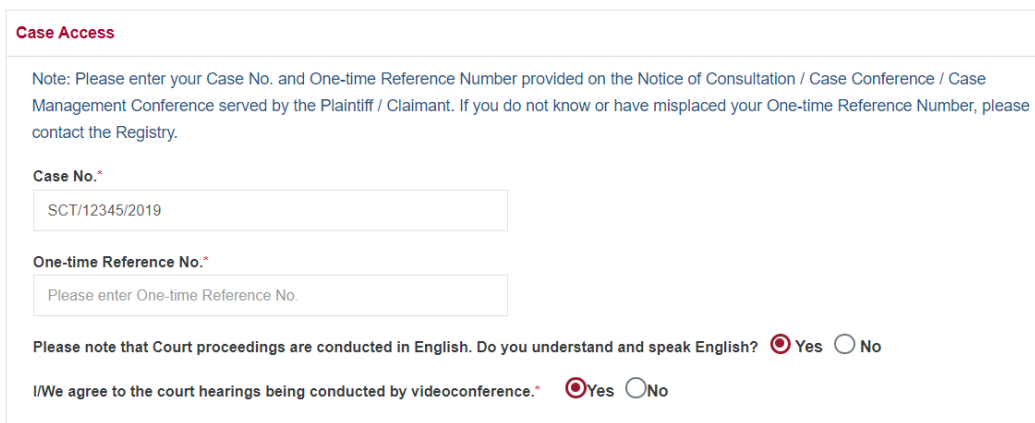
Login to the website using one of the methods Singpass / Corppass / CJTS Pass.

Upon successful login the Home page will be displayed.



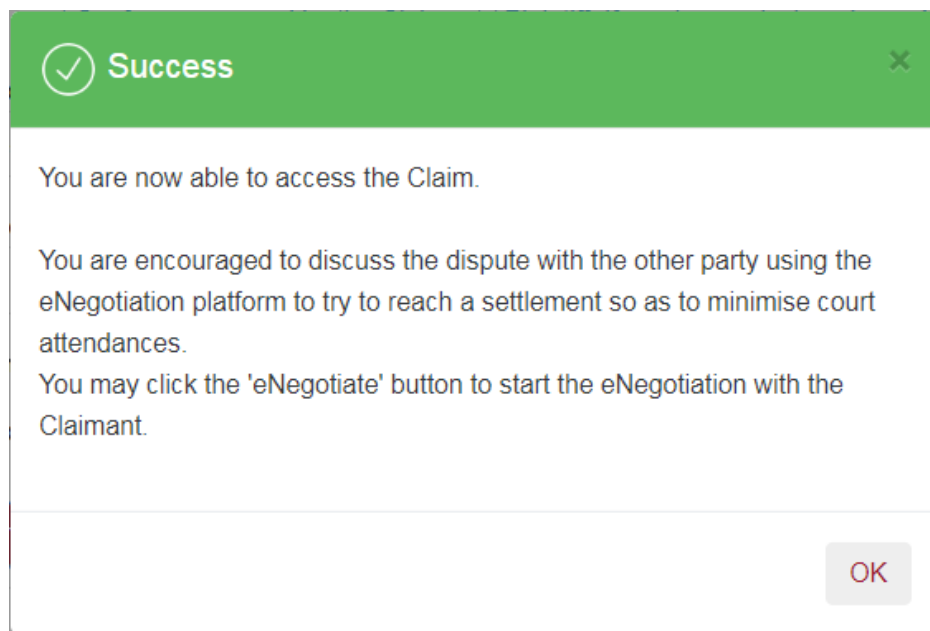
- Click on **< Enter one-time reference number >** located at the top of the screen to go to the Case Access page.

### ACCESS CASE WITH ONE-TIME REFERENCE NUMBER



- 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.
- The videoconference option allows the Respondent to choose the preference for attending court proceedings online.
- 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.

ACTIVE CASE(S) <span>119</span>					
S/N	CASE NO	PARTIES	NEXT COURT DATE	STATUS	REMARKS / ACTION
1		V	01/11/2019	eNegotiation	eNegotiate

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 Counterclaim

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. ⓘ provides more details on the fields.
12. Please refer to the Tribunal Guide for more information on claims.

**Pre-Filing Reference ID\***

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.

**Claim Number\***

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

- Your Counterclaim is filed.
- Your Case No. is
- You are required to appear at the SCT on 19/06/2018 at 09:30 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 the 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 proceeding.
  6. You may proceed to initiate an e-Negotiation with the Respondent.

Save Payment Receipt

Save Claimant Copy

Save Respondent Copy

Done

- 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. ⓘ 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.\***  
  
 eg: SCT/1234/2017

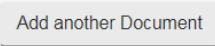
**Reason for Application\* **

**Details\***  
  
 remaining 300 / 300

**Supporting Documents (if any)**

**Choose File**    **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.*



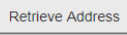
- Enter the Claim No.
- Select Reason for Application by clicking on the down-arrow button.
- Enter Details of Reason.
- Upload any Supporting Documents to support / substantiate the reason chosen.
- Proceed to enter the details of Representative.

**Representative Details**

**Name\***  **ID\***

**Contact No 1\***     **Contact No 2**

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

**Premises Type\***  **Postal Code\***  


**Block/House No.\***   
 eg: 692A **Street Name\***

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

**Country\***

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


**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\* 

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 

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.

[Go to Home](#)

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.**

**Reason for Application\*** ⓘ  


Select Reason ▼

**Details\***  

remaining 300 / 300

**Supporting Documents (if any)**  

**Choose File** No file chosen

 **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** ⓘ

<p><b>Name*</b></p> <input type="text" value="Enter name as per NRIC / FIN / UEN / Passport No."/>	<p><b>ID*</b></p> <div> Type ▼ <input type="text" value="Enter your NRIC / FIN / UEN / Passport No."/> </div>
<p><b>Contact No 1*</b></p> <div> Select ▼ + 65 <input type="text" value="Enter Phone Number"/> </div>	<p><b>Contact No 2</b></p> <div> Select ▼ + 65 <input type="text" value="Enter Phone Number"/> </div>
<p><b>Email*</b></p> <div> <input type="text" value="Enter Email Name"/> @ <input type="text" value="Enter Email Domain"/> </div> <p>eg: john@abc.com</p>	
<p><b>Premises Type*</b></p> <div> Select Premises Type. ▼ </div>	<p><b>Postal Code*</b></p> <div> <input type="text" value="Enter Postal Code"/> <input type="button" value="Retrieve Address"/> </div>
<p><b>Block/House No.*</b></p> <div> <input type="text" value="Enter Block/House No."/> </div> <p>eg: 692A</p>	<p><b>Street Name*</b></p> <input type="text" value="Enter Street Name"/>
<p><b>Floor-Unit</b></p> <div> <input type="text" value="Enter Floor No."/> - <input type="text" value="Enter Unit No."/> </div> <p>eg: 19-14</p>	<p><b>Building Name</b></p> <input type="text" value="Enter Building Name"/>
<p><b>Country*</b></p> <div> SINGAPORE ▼ </div>	

**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.

<p><b>Date*</b> (dd/MM/yyyy)</p> <div> Select Attendance Date ▼ </div>	<p><b>Time*</b></p> <div> Select Time ▼ </div>
--	--

- 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) <span>45</span>					
S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	STATUS
1	<a href="#">SCT/APPL/70052/2023</a>		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>**

The screenshot shows a vertical menu with the following items from top to bottom:

- eNegotiation (with a speech bubble icon)
- My Filings (with a document icon and a dropdown arrow)
- Settlement Agreements (with a document and checkmark icon)
- Payment Details (with a card icon)
- Online Applications (with a globe icon and a dropdown arrow)
- CDRT (with a vertical bar icon)
- ECT (with a vertical bar icon)
- PHC (with a vertical bar icon)
- SCT (with a vertical bar icon)
- My Profile (with a person icon)
- Resources (with a book icon and a dropdown arrow)

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

The screenshot shows the 'General Information and Instructions' section of the claim form, followed by a dropdown menu for selecting a claimant.

**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. ⓘ 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. ⓘ 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 ⓘ
- ☐ Claimant's ID Type / ID ⓘ
- ☐ Claimant's Contact Details (Phone/Email)
- ☐ Claimant's Address
- ☐ Respondent's Name ⓘ
- ☐ 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. [REDACTED] 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:			
<input type="text" value="Enter Application No / Case No"/>		<input type="text" value="Select Form Type"/>			
Date Range (Submission Date):					
	<input type="text" value="Enter From Date"/>		<input type="text" value="Enter To Date"/>	<input type="button" value="Search"/>	

S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	Status
1	<a href="#">SCT/APPL/902164/2019</a>	[REDACTED]	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	<a href="#">SCT/APPL/902074/2019</a>	SCT/2436/2019	Amend Claim Form	04/10/2019	Approved <a href="#">Click here to Amend</a>

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. [REDACTED] 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	<a href="#">SCT/APPL/902165/2019</a>	[REDACTED]	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. ⓘ 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. \*

eg: SCT/1234/2017

**Reason for Withdrawal Request\***

remaining 500 / 500

Supporting Documents (if any)

Choose FileNo 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

SubmitSave As DraftCancel

- 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	<a href="#">SCT/APPL/902166/2019</a>	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**

Enter Witness name


**Language**

Select Language.

Add another witness Remove witness

Submit Save As Draft Cancel

- Enter the Claim No. or Counterclaim No. (if any).
- Enter Summary of Claim.
- Click on **<Add another Event>** button to enter event details in a pop-up window and click on **<Submit>** button.

Event Date  Event Date

Event Time  
Event Time in HHMM format

Supporting Document(s) if any: [Add another Document](#)


[Choose File](#) No file chosen   [Upload](#)

Event Details\*  
Enter Summary of Claim  
remaining 300 / 300

[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.

- Click on Add Events for adding more than one event.

**Witness Details**

**Witness 1 :**

Name

Language  

[Add another witness](#) [Remove witness](#)

✓
**Confirm**

Please ensure that you have entered all events in your submissions for Hearing.

Amendments for this application will not be allowed once it has been submitted. Please click on OK to proceed with the submission or click on Cancel to add more events.

Ok
Cancel

- 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	<a href="#">SCT/APPL/902168/2019</a>		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. ⓘ provides more details on the fields.

**Case Details\***

<b>Claim No*</b>	<b>Counter Claim No. (If any)</b>
<input type="text" value="Enter Case Number"/>	<input type="text" value="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\***  **ID**

**Contact No 1**     **Contact No 2**

**Email**    **Language**

eg: xxx@abc.com

**Premises Type\***

**Block/House No.\***  **Street Name\***

eg: 692A

**Floor-Unit**    **Building Name**

eg: 19-14

**Country\***  **Postal Code\***

- Enter the Witness Details.
- Court proceedings are conducted in English. If the Witness does not understand and speak English, Please **<Select Language>** that the Witness prefers to converse in order for the Tribunals to arrange an interpreter. If the desired language is not reflected in the list, kindly make your own arrangements for a certified interpreter to be present on the date of the hearing.
- Click **<Add Witness>** to add more witness

**Reason for request\***

**Reason for request\***

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



- 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. [SCT/10063/2024](#) has been submitted successfully on 25/03/2024 02:32 PM.
- Your application no. is [SCT/APPL/70215/2024](#).
- 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.
- Serve the Summons to witness copy together with your supporting evidence to the other party. Thereafter, please file the Declaration of Service for the Summons to witness.
- 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	<a href="#">SCT/APPL/902169/2019</a>		Summons To Witness	01/11/2019	Pending Processing

## 23. Defect Schedule Form

Please refer to the Defects Schedule guide listed at  
<https://cjts.judiciary.gov.sg/userGuides>

## 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 two 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. [REDACTED] 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 - [REDACTED]

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

68

- 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	<a href="#">SCT/APPL/901078/2018</a>	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 Application

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 APPLICATION**.

System will display the form

**GENERAL APPLICATION - SMALL CLAIMS TRIBUNALS**

**General Information and Instructions:**

1. This form will take you about 15 minutes to complete.
2. You can click on ⓘ for more information on the field.
3. Only documents in PDF are allowed for uploading.
4. Please refer to the [Tribunal Guide](#) for more information on General Application.

**Case Details\***

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

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

eg: SCT/1234/2017

**State Your Application/Reply with Reasons \***



Enter State your application with reasons

remaining 500 / 500

**Supporting Documents (if any)**

Choose File	No file chosen	Document description	Page No.	Upload
<p><i>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.</i></p> <p>Add another Document</p>				

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 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	<a href="#">SCT/APPL/901079/2018</a>	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. ⓘ 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 ⓘ

**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. [REDACTED] 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	<a href="#">SCT/APPL/901080/2018</a>	SCT/1709/2018	Application for Record of Tribunal	04/04/2018	PENDING PROCESSING

## 28. 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.\***  
eg: SCT/1234/2017

**Order No.\***  
eg: SCT/ORD/123456/2017

**Details\***

**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	<a href="#">SCTRA/800048/2019</a>		Appeal against Order of Registrar	04/11/2019	Pending Processing

## 29. 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. ⓘ 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\* ⓘ

☐ 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. [REDACTED] 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	<a href="#">SCTDJ/8012/2021</a>		Leave/Permission to Appeal	11/04/2022	Pending Processing



## 30. 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

### APPLICATION FOR STAY OF EXECUTION/ENFORCEMENT - SMALL CLAIMS TRIBUNALS

**Instructions:**

1. This form allows you to apply for a stay of execution/enforcement.
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 stay of execution/enforcement.


**Stay of Execution/Enforcement\***

**Claim No.\***

Enter Claim No.

eg: SCT/12345/2020

**Order Date\***

 Enter Order Date

**Reason for application\***


Enter Reason for application

remaining 500 / 500

**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.
- 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>** to 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.

### 31. APPLICATION TO BACKDATE CLAIM FILING

This form is to be used only when you wish to backdate the filing date of any Claim that has been filed.

From the left panel of the Home Page, click on **<Online Applications>**.

From the grid view of the application forms click on the **<APPLICATION TO BACKDATE CLAIM FILING>**.

System will display the form as follows.

## APPLICATION TO BACKDATE CLAIM FILING - SMALL CLAIMS TRIBUNALS

### General Information and Instructions:

1. This form will take you about 15 minutes to complete.
2. Only documents in PDF are allowed for uploading.
3. Please refer to the [Tribunal Guide](#) for more information on General Application.

### Case Details\*

#### Claim No.\*

Enter Claim No.

eg: SCT/12345/2020

**Claim No. is required**

#### Backdate To:\*



Enter Backdate

#### Reason(s) for Application\*

Enter Reason(s) for Application

remaining 500 / 500

#### 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 date to be backdated to.
- Enter Reason for application.
- Select the attachment to be uploaded using the **<Browse>** button.
- Enter the document description.
- Click on the to upload.
- Click on the to delete the document.
- Click on **<Add another Document>** to add more documents.
- Click on the **<Save as Draft>** button to proceed with the application later
- Click on the **<Submit>** button and the system will display the confirmation page if no errors are found.

- Tick on the box against "I declare that all the information...."
- Review the information contained in the confirmation page.
- Click on the **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to go to Acknowledgement Page

Steps: 1. Form Submission > 2. Verification > 3. **Acknowledgement**

#### ACKNOWLEDGEMENT

- Your application for Application for Backdate the Claim Filing Date for Case No. / Reference No. **SCT/10046/2024** has been submitted successfully on 25/03/2024 02:01 PM.
- Your application no. is **SCT/APPL/70213/2024**.
- Click **here** to save this acknowledgement.

[Go to Home](#)

[Rate this e-Service](#)

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

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

- Once the application is processed and approved by the SCT, an email notification will be sent to the Claimant of the case.
- If the application is **rejected**, **only the applicant** will receive the email notification.

## 32.APPLICATION FOR EXTENSION OF TIME

This form is to be used only when you wish to apply for extension of time for any applications if applicable.

From the left panel of the Home Page, click on **<Online Applications>**.

From the grid view of the application forms click on the **<EXTENSION OF TIME>**.

System will display the form as follows.

## EXTENSION OF TIME - SMALL CLAIMS TRIBUNALS

### General Information and Instructions:

1. This form will take you about 15 minutes to complete.
2. Only documents in PDF are allowed for uploading.
3. Please refer to the [Tribunal Guide](#) for more information on General Application.

### Case Details\*

#### Claim No.\*

Enter Claim No.

eg: SCT/12345/2023

#### Reason(s) for Application\*

Enter Reason(s) for Application


remaining 500 / 500

#### 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 Reasons for application.
- Select the attachment to be uploaded using the **<Browse>** button.
- Enter the document description.
- Click on the  to upload.
- Click on the  to delete the document.
- Click on **<Add another Document>** to add more documents.
- Click on the **<Save as Draft>** button to proceed with the application later.
- Click on the **<Submit>** button and the system will display the confirmation page if no errors are found.
- Tick on the box against "I declare that all the information...."
- Review the information contained in the confirmation page.
- Click on the **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to go to Acknowledgement Page

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

#### ACKNOWLEDGEMENT

- Your application for Extension of Time for Case No. / Reference No. [SCT/10064/2024](#) has been submitted successfully on 25/03/2024 05:04 PM.
- Your application no. is [SCT/APPL/70228/2024](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

[Rate this e-Service](#)

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

- Once the application is processed and approved by the SCT, an email notification will be sent to the applicant.
- If the application is rejected, the applicant will receive the email notification.

### 33.APPLICATION FOR VARIATION OF WORK ORDER

This form is to be used when you wish to apply to vary the Work Order.

From the left panel of the Home Page, click on **<Online Applications>**.

From the grid view of the application forms click on the **<VARIATION OF WORK ORDER>**.

System will display the form as follows.

## VARIATION OF WORK ORDER - SMALL CLAIMS TRIBUNALS

### General Information and Instructions:

- 1.This form will take you about 15 minutes to complete.
- 2.You may upload only PDF documents. 3.Please refer to the [Tribunal Guide](#) for more information on General Application.

### Case Details\*

#### Claim No.\*

Enter Claim No.

eg:- SCT/1234/2022

#### Order Date\*



Select Order Date

#### Reason(s) for Application\*

Enter Reason(s) for Application

remaining 500 / 500

#### 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 and Order Date.
- Enter Reason for application.
- Select the attachment to be uploaded using the **<Browse>** button.
- Enter the document description.
- Click on the to upload.
- Click on the to delete the document.
- Click on **<Add another Document>** to add more documents.
- Click on the **<Save as Draft>** button to proceed with the application later.
- Click on the **<Submit>** button and the system will display the confirmation page if no errors are found.
- Tick on the box against "I declare that all the information...."

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

Steps: 1. Form Submission > 2. Verification > 3. **Acknowledgement**

**ACKNOWLEDGEMENT**

- Your application for Application for Variation of Work Order for Case No. / Reference No. **SCT/10061/2024** has been submitted successfully on 25/03/2024 02:43 PM.
- Your application no. is **SCT/APPL/70217/2024**.
- Click **here** to save this acknowledgement.

[Go to Home](#)

[Rate this e-Service](#)

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

- Once the application is processed and approved by the Registry, an 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.

### 34. FILING DECLARATION OF SERVICE

The Claimant is required to file a declaration of service after serving the Claim and notice on the other party respectively. The Claimant will see the link **<Declaration of Service>** for the new case under Active Case(s) section in the Home page. The link will not be displayed if the Declaration of Service has been filed.

Alternatively, users can access the form listed in **<Online Applications>**.

On clicking the link **<Declaration of Service>** you will be prompted to enter your Claim No/Application number.

If a Declaration of service is filed for Summon to witness or Leave/Permission to Appeal, then the filing party needs to enter the application number in this field instead of the claim number. The details of the party to whom the DOS is to be served can be chosen from a drop-down in the form when filed for summon to witness.



## DECLARATION OF SERVICE - SMALL CLAIMS TRIBUNALS

### General Information and Instructions:

1. The Declaration of Service form contains the Declaration of Service details.
2. This form will take you about 15 minutes to complete.
3. ( \* ) denotes mandatory fields.
4. You can click on ⓘ for more information on the field.
5. Only documents in PDF are allowed for uploading.
6. Please refer to the [CJTS step-by-step Guide](#) for more information on declaration of service.

### Claim / Counter Claim / Response / Application No.\*

Enter Claim / Counter Claim / Application No. / Appeal No.

Retrieve

- Click on **<Retrieve>** button. Plaintiff/Claimant & Respondent details of the Claim will be displayed together with options for "Method of Service" to be declared.

## DECLARATION OF SERVICE - SMALL CLAIMS TRIBUNALS

### General Information and Instructions:

1. The Declaration of Service form contains the Declaration of Service details.
2. This form will take you about 15 minutes to complete.
3. ( \* ) denotes mandatory fields.
4. You can click on ⓘ for more information on the field.
5. Only documents in PDF are allowed for uploading.
6. Please refer to the [CJTS step-by-step Guide](#) for more information on declaration of service.

### Claim / Counter Claim / Response / Application No.\*

SCT/10046/2024

Retrieve

### A. Particulars of Applicant

Name

[REDACTED]

ID

[REDACTED]

Contact No 1

[REDACTED]

Contact No 2

Email

[REDACTED]

#### Address

Premises Type

APARTMENT

Postal Code

579728

Block / House

10J

Street Name

BRADDELL HILL

Floor-Unit

16-3

Building Name

BRADDELL VIEW2

Country

SINGAPORE

B. Particulars of the party whom you served\*

Please select the party

▼

C. METHOD OF SERVICE\*

☐ Delivering it to that person at his last known place of residence.
 ☐ Sending it by registered post to the party's last known place of residence or business in an envelope addressed to the person.
 ☐ Delivering it to the director, manager, secretary or other like officer of the body of persons or body corporate at its registered office or principal place of business.
 ☐ Sending it by registered post addressed to the body of persons or body corporate at its registered office or principal place of business.
 ☐ Any other manner as directed by the tribunal or Registrar.

D. Supporting Documents\*

Add another Document

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.

Submit

Save As Draft

Cancel

- Check the option(s) to indicate how you have served the documents on the other party. CJTS will prompt you for the related details. Enter the related details.
- Select the supporting document(s) to be uploaded using the **<Choose File>** button.
- Enter the document description.
- Click on the  button to upload.
- Click on the  button to delete the document.
- Click on **<Add>** to add more documents.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button to File.

#### ACKNOWLEDGEMENT

- Your Declaration of Service is filed for Case No. [SCT/10046/2024](#).
- Your reference number is [SCT/DOS/226/2024](#).

Save Declaration of Service

Go to Home

### 35.APPLICATION FOR STAY OF PROCEEDINGS

This form is to be used when you wish to apply for stay of proceeding.

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 PROCEEDINGS>**.

System will display the form as follows.

## APPLICATION FOR STAY OF PROCEEDINGS - SMALL CLAIMS TRIBUNALS

### General Information and Instructions:

- 1.This form will take you about 15 minutes to complete.
- 2.You may upload only PDF documents. 3.Please refer to the [Tribunal Guide](#) for more information on General Application.

### Case Details\*

#### Claim No.\*

Enter Claim No.

eg: SCT/1234/2022

#### Reason(s) for Application\*

Enter Reason(s) for Application

remaining 500 / 500

#### 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 Reason for application.
- Select the attachment to be uploaded using the **<Browse>** button.
- Enter the document description.
- Click on the  to upload.
- Click on the  to delete the document.
- Click on **<Add another Document>** to add more documents.
- Click on the **<Save as Draft>** button to proceed with the application later
- Click on the **<Submit>** button and the system will display the confirmation page if no errors are found.
- Tick on the box against "I declare that all the information...."

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

Steps: 1. Form Submission > 2. Verification > 3. **Acknowledgement**

#### ACKNOWLEDGEMENT

- Your application for Stay of Proceedings for Case No. / Reference No. [SCT/10046/2024](#) has been submitted successfully on 25/03/2024 02:34 PM.
- Your application no. is [SCT/APPL/70216/2024](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

[Rate this e-Service](#)

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

- Once the application is processed and approved by the SCT, an email notification will be sent to all the Claimant and Respondent of the case.
- If the application is **rejected**, **only the applicant** will receive the email notification.

### 36. 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**.

The 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.

SCTD.J/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.

## 37. Response to Leave/Permission to Appeal

This application allows the Party to file a Response to the Leave/Permission application. From the left panel of the Home Page click on **<Online Applications>**.

From the list of application forms click on **<RESPONSE TO LEAVE/PERMISSION TO APPEAL>**.

System will display the form as below.



## RESPONSE TO LEAVE/PERMISSION TO APPEAL - SMALL CLAIMS TRIBUNALS

### General Information and Instructions:

1. The Response form allows you to respond to leave/permission to appeal.
2. This form will take you about 15 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. Only documents in PDF are allowed for uploading.
5. ( \* ) denotes mandatory fields.
6. You can click on ⓘ for more information on the field.
7. Please refer to the [Tribunal Guide](#) for more information to proceed with filing your response.

### Case Details\*

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

Enter Leave/Permission to Appeal No.

eg: SCT/12345/2020

#### Response to Leave/Permission to Appeal \*

Enter Response to Leave/Permission to Appeal

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 Leave/Permission to Appeal No.
- Enter the Response to Leave/Permission to Appeal.
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description
- 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 all the 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 on 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 Response to Leave/Permission to Appeal for Case No. / Reference No. [SCTDJ/8012/2024](#) has been submitted successfully on 23/04/2024 08:25 AM.
- Your application no. is [SCT/APPL/70293/2024](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

[Rate this e-Service](#)

Click on **<Go to Home>** to go back to the Home page.  
On the Active Case(s) section, click on **<Case No>** to view the status of your application submitted in the Applications & Appeals tab of the Case Details page.

## 38. 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,

- Extract Leave/Permission to Appeal Order
- Directions to AGD for Certificate for Security for Costs
- 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

## NOTICE OF APPEAL

### General Information and Instructions:

1. The Notice 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.

### Case Details\*

#### Claim No.\*

Enter Claim No.

eg: SCT/1234/2017

#### Leave/Permission to Appeal number.\*

Enter Leave/Permission to Appeal No.

eg: SCTDJ/123456/2017

Retrieve

- 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	<div>Choose File</div> <div>No file chosen</div>	<div>Upload</div>
AGD Payment Receipt	<div>Choose File</div> <div>No file chosen</div>	<div>Upload</div>

*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

- Upload the signed Notice of Payment into Court along with the receipt of payment given by AGD accordingly.
- Click on **<Submit>** button and the system will display the payment 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 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:

### 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 )

[Notice of Payment into Court](#) | [AGD Payment Receipt](#) | [Acknowledgement](#) |

*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.*

### Notice of Appeal\*

Appeal against: ☒ The whole of the said order ☐ The specified part(s) of the Order of Tribunal

Grounds of Appeal\*

Enter Grounds of Appeal

remaining 2000 / 2000

- 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.

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 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.

Save Notice Of Appeal to HighCourt

Go to Home

- 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



## 39. 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. ⓘ provides more details on the fields.
5. Please refer to the [Tribunal Guide](#) for more information on claims.

**Appeal Details\***

**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.\*

[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 sheweth 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](#)

## 40. 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. ⓘ provides more details on the fields.
5. Please refer to the [Tribunal Guide](#) for more information on claims.

**Case Details\***

**Claim No.\***  
eg: SCT/1234/2017

**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.\*

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)

Singapore ,680123

Respondent(1)

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\*

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

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## 41. 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.

ACTIVE CASE(S) <span>166</span>					
S/N	CASE NO	PARTIES	NEXT COURT DATE	STATUS	REMARKS / ACTION
1		NEHA V CAROLINE	28/05/2018	eNegotiation	<a href="#">eNegotiate</a>

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.

### eNEGOTIATION - CONFIRMATION

#### General Information and Instructions:

1. The eNegotiation process allows parties to settle their dispute on their own without proceeding to a Court hearing.
2. The eNegotiation is conducted without prejudice. After parties have reached an agreement, they may apply for a consent Order of Tribunal or withdraw the Claim.
3. The parties are encouraged to save the settlement agreement for their own reference or to enforce the settlement agreement.
4. Please note that only 3 rounds of eNegotiation is allowed.

#### Party Details

Claimant Name\*

Claimant Email\*


Respondent Name\*


Respondent Email


[Start eNegotiation](#)

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

## eNEGOTIATION

 [Redacted] VS [Redacted]

 **Brief Summary of Claim :**  
MY COMPANY SOLD STAINLESS STEEL RODS TO YOUR COMPANY [Redacted]  
HOWEVER WE HAVE YET TO RECEIVE PAYMENTS.

 **Case No:** [Redacted]

Round  
**1**  
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

Action:\*

Select Action

### Message

remaining 300 / 300

Confirm and Proceed




Request for eMediation

Cancel

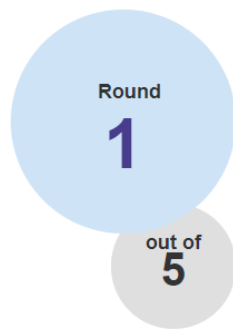
The ROUND column shows the current round number of the eNegotiation.

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.

**Negotiation Items:**

1

Not Responded  
Responded  
Resolved

- 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 response click on down arrow button against Select Action.

**Negotiation Details:\***

1 +

Pay SGD 9,850.00 by 28/10/2019

14/10/2019 03:25 PM

**Action:\***  
Select Action

**Message**  

remaining 300 / 300

Confirm and Proceed

Request for eMediation

Cancel

Four options will be displayed

**Action:\***

Select Action

I agree

I agree to pay by Instalments

I would like to propose another amount / date / instalments

I do not agree

- 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)

<b>Action</b>	<b>"I Agree "</b>
<b>Round Number</b>	<b>1</b>
<b>Login Status</b>	<b>Respondent</b>

System will display

**Action:\***  
I agree

Reason / Proposal Details	Amount*	Payment Date / Completion Date*
I agree to pay	SGD 9900.00	27/11/2019

Done / Preview

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

1 +

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

**Action:\***  
I agree

I agree to pay SGD 9,900.00 by 27/11/2019

Edit

**<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.
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 Summary 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 respective 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:-

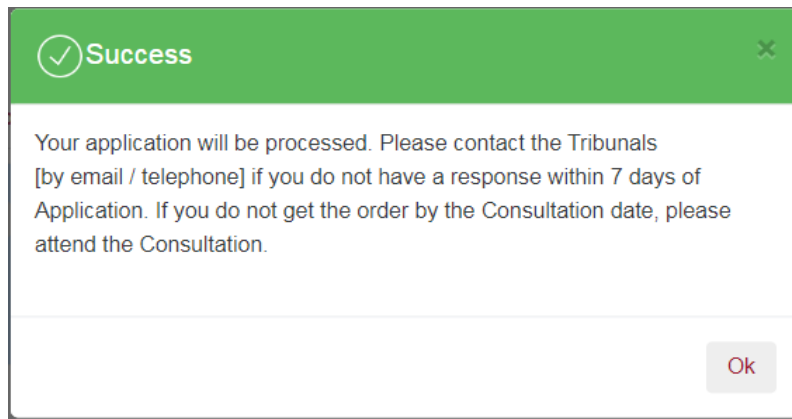
- (a) The settlement terms cannot be put into an Order of Tribunal; or
- (b) The settlement terms may not be enforceable; or
- (c) The settlement terms and/or claim is not within Tribunal's jurisdiction.

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



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.

<b>Action</b>	<b>"I Agree "</b>
<b>Round Number</b>	<b>1</b>
<b>Login Status</b>	<b>Claimant</b>

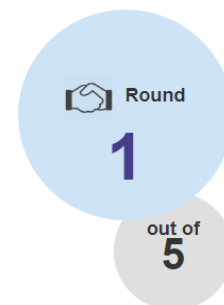
When you login as the claimant and go to the eNegotiations page and select the hyper link to view the details. System will display

#### eNEGOTIATION

VS

Brief Summary of Claim :

Case No:



#### 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.

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

<b>Action</b>	<b>"I agree to pay by instalment "</b>
<b>Round Number</b>	<b>1</b>
<b>Login Status</b>	<b>Respondent</b>

System will display

**Action:**  
I agree to pay by Instalments

**Reason / Proposal Details**  
I agree to pay by instalments

**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**  

<b>Initial Sum*</b>	<b>Due Date of Initial Sum*</b>	<b>No. of Instalments*</b>	<b>Generate Instalments</b>
4450.00	07/12/2019	5	

- 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**  

<b>Initial Sum*</b>	<b>Due Date of Initial Sum*</b>	<b>No. of Instalments*</b>	<b>Generate Instalments</b>
4450.00	07/12/2019	5	

**Instalment Plan**  

<b>Amount</b>	<b>Due Date</b>
SGD 890.00	07/01/2020
<b>Amount</b>	<b>Due Date</b>
SGD 890.00	07/02/2020
<b>Amount</b>	<b>Due Date</b>
SGD 890.00	07/03/2020
<b>Amount</b>	<b>Due Date</b>
SGD 890.00	07/04/2020
<b>Amount</b>	<b>Due Date</b>
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 27/11/201907/11/2019 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

- Select option "I agree".
- Click on **<Done/Preview>** button,

**Action:\***

I agree ▼

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

Pay 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

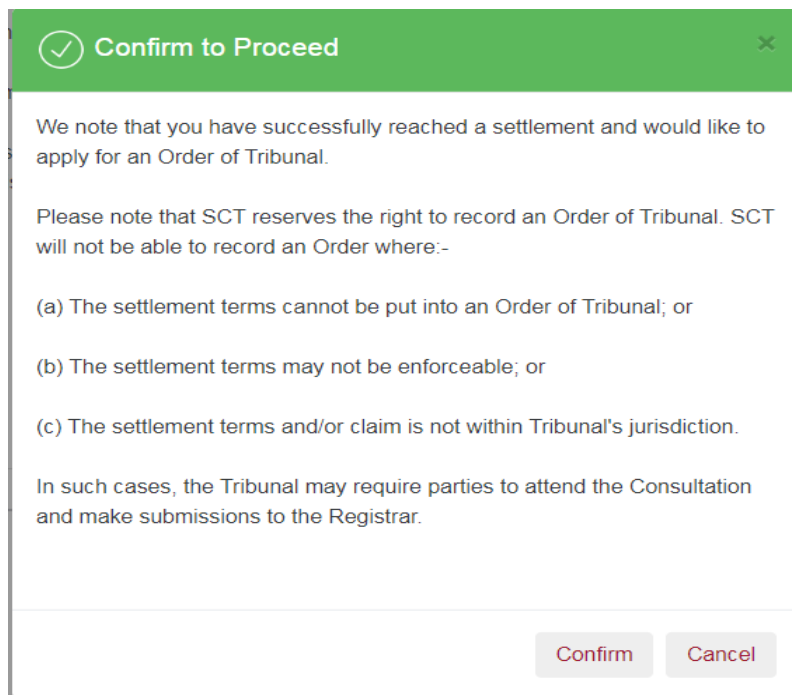
Apply for Order of Tribunal

OK

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

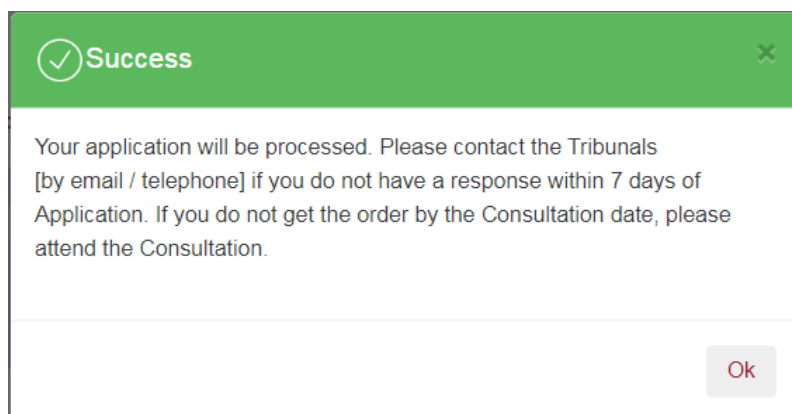
Since “I Agree” option was chosen by the claimant, eNegotiation is settled at first round. Claimant can save the eNegotiation Summary and apply for consent order by clicking the respective buttons.

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



A confirmation dialog box with a green header bar containing a checkmark icon and the text "Confirm to Proceed". The main content area is white and contains the following text: "We note that you have successfully reached a settlement and would like to apply for an Order of Tribunal." followed by "Please note that SCT reserves the right to record an Order of Tribunal. SCT will not be able to record an Order where:-". Below this is a list of three conditions: "(a) The settlement terms cannot be put into an Order of Tribunal; or", "(b) The settlement terms may not be enforceable; or", and "(c) The settlement terms and/or claim is not within Tribunal's jurisdiction." followed by "In such cases, the Tribunal may require parties to attend the Consultation and make submissions to the Registrar." At the bottom right, there are two buttons: "Confirm" and "Cancel".

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



A success dialog box with a green header bar containing a checkmark icon and the text "Success". The main content area is white and contains the following text: "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." At the bottom right, there is a single button: "Ok".

**Scenario 3. ("I would like to propose another amount/ date/ instalments" option by respondent and claimant)**

<b>Action</b>	<b>"I would like to propose another amount/ date/ instalments"</b>
<b>Round Number</b>	<b>1</b>
<b>Login Status</b>	<b>Respondent</b>

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

I would like to pay

Amount\*

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\*

2250.00

Due Date of Initial Sum\*

14/11/2019

No. of Instalments\*

4

Generate Instalments

Instalment Plan

Amount

SGD 562.00

Due Date

14/12/2019

Amount

SGD 562.00

Due Date

14/01/2020

Amount

SGD 562.00

Due Date

14/02/2020

Amount

SGD 564.00

Due Date

14/03/2020

Done / Preview

Message

WE WILL PAY ONLY \$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 original 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 28/10/201914/10/2019 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 respondent 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:\*

1 +

Pay SGD 9,850.00 by 01/12/201912/11/2019 12:35 PM

ABB PTE LTD

I would like to pay SGD 6,680.00 by 01/12/201912/11/2019 12:50 PM

Action:\*

I would like to propose another amount / date / instalments

Think Win - Win

The difference between the latest proposals is SGD 1,720.00.

Would you like to settle at the median amount of SGD 7,540.00 ?

Reason / Proposal Details

Amount\*

Payment Date / Completion Date\*

Pay

SGD6680.00

01/12/2019

☐ Pay in Instalments

Done / Preview

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

**Think Win - Win**  
The difference between the latest proposals is SGD 1,400.00.  
Would you like to settle at the median amount of SGD 7,700.00 ?

Reason / Proposal Details

Amount\*

I would like to pay

SGD8400.00

☒ **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\*

Generate Instalments

4200.0014/11/2019

2

**Instalment Plan**

Amount

Due Date

SGD2100.00

14/12/2019

Amount

Due Date

SGD2100.00

14/01/2020

Done / Preview

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

## ACKNOWLEDGEMENT

1. Your response has been sent to other party.
2. 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 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 Summary PDF.
- Click on **<Apply for Order of Tribunal>** button and **<Confirm>** button in the Confirmation page to apply for consent order.

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

## 42. 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**.

The 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](#)



## 43. Correspondence

Upon receiving a text message/email prompting you to check for your correspondence on the Community Justice and Tribunals System (CJTS), log in to the CJTS portal.



SMS

Dear (ID: #####6789), There is a correspondence for your attention. Please logon to the CJTS and click on the Correspondence tab for more details.

Email

There is a correspondence by the Tribunals requiring your attention.  
Please logon to CJTS and click on the Correspondence tab on Case details screen for more information.  
  
This is a system generated email. Please do not reply to this email.

Once logged in, navigate to the homepage and scroll down to the "Active Case(s)" section. Click on the relevant case number to open the case folder.

ACTIVE CASE(S) <span>14</span>					
S/N	CASE NO	PARTIES	NEXT COURT DATE	STATUS	REMARKS / ACTION
1	<a href="#">SCT/10175/2024</a>	JANE DOE V JOHN SMITH	10/09/2024 09:45 AM	eNegotiation	 Declaration of Service  eNegotiate

Once the case folder is displayed, click on the "Correspondence" tab to access your relevant correspondence.

## CASE DETAILS - SCT/10175/2024

FILING DATE: 26/08/2024

Case Summary	Case History	Documents	Payment Details	Correspondence
<b>Status</b> eNegotiation		<b>Nature of Claim / Claiming for</b> Lease Not Exceeding 2 Years(Residential Premises) Money Order		
<b>Next Court Date &amp; Time / Purpose</b> 10/09/2024 at 09:45 AM Consultation		<b>Venue</b> Small Claims Tribunals, Level 3, State Courts, 1 Havelock Square, Singapore 059724		

Within the "Correspondence" section, click on the "View" option under the "Action" column of the relevant correspondence to view it.


## CASE DETAILS - SCT/10175/2024

FILING DATE: 26/08/2024

Case Summary	Case History	Documents	Payment Details	Correspondence
Correspondence No		Initiated By	Created Date	Action
SCT/CORS/2032/2024		Tribunal	18/09/2024 11:27 AM	<a href="#">View / Reply</a>
SCT/CORS/2031/2024		Tribunal	18/09/2024 11:27 AM	<a href="#">View / Reply</a>
SCT/CORS/2029/2024		Tribunal	26/08/2024 03:39 PM	<a href="#">View / Reply</a>

The correspondence may include details for the session's Zoom video conference, among other relevant information you may receive from the Court.

## CORRESPONDENCES

<b>Case No:</b> SCT/10175/2024	
<b>Initiated / Replied by :</b> Registry	<b>Date &amp; Time :</b> 26/08/2024 15:39
<b>Clarifications Required with Reasons</b> Please be informed that the Consultation is fixed on 10 September 2024 via zoom video-conferencing. You do not have to come down to court and you may ignore SMS and email reminders to attend the court session in person. Please see attachment for the zoom details. Thank you.	
<b>Supporting Documents (if any)</b> Zoom Details 	

If you wish to reply to the Correspondence sent by the Registry, Click on the "Reply" option under the "Action" column of the relevant correspondence to reply to it.

**CASE DETAILS - SCT/10175/2024**

**FILING DATE: 26/08/2024**

Case Summary	Case History	Documents	Payment Details	Correspondence
Correspondence No		Initiated By	Created Date	Action
SCT/CORS/2029/2024		Tribunal	26/08/2024 03:39 PM	<a href="#">View / Reply</a>

After you click on the "Reply" button, you can see the history details of the correspondence sent to you.

**Reply to Officer**

Click on the "Reply to Officer" button to reply to the correspondence.

**Reply**

**Clarifications Required with Reasons**

Reason

remaining 2000 / 2000

**Supporting Documents (if any)**

Choose File

No file chosen

Document description

Upload

Add another Document

**Submit** **Reply to Officer** Cancel

Type the reply, upload Supporting documents, if any, and then click on "Submit".

The system displays a success message that correspondence has been sent successfully.



Success



The correspondence has been sent successfully.

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OK

Click on "Ok" to go back to the Case folder.