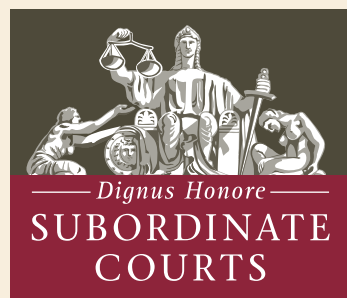


A CHARTER FOR COURT USERS



S I N G A P O R E

TYPE OF PROCEEDINGS	TIMELINES
CRIMINAL JUSTICE DIVISION	
Crime Registry	
Processing of Magistrates' Complaints ¹	Within 3 weeks
Response to Magistrates' Complaints against public officers	Immediate reference to CID and the Attorney-General's Chambers for investigation
Processing of Warrants of Arrest ²	Within 1 week
Processing of Notice of Sureties ³	Within 4 weeks
Preparation of Record of Appeal to be forwarded to High Court	Within 2 weeks
Bail Centre	
Processing of applications of bail	1 working day
Criminal Trial Courts	
Hearing Dates ⁴	
• District Arrest Cases	Within 4 weeks
• Magistrates' Arrest Cases	Within 4 weeks
• Police Summonses	Within 4 weeks
• Private Summonses	Within 4 weeks
Delivery of Judgment	2 weeks (from last hearing / submission)
Preparation of Grounds of Decision	
• Appeals against Sentence [less than 1 month]	Within 1 month
• Appeals against Conviction & Sentence [less than 3 months]	Within 3 months
• Appeals against Acquittal	Within 3 months
Traffic Trial Courts	
Hearing of Traffic Cases	Within 2 weeks from PTC
Coroner's Court	
Activation of Field Magistrates	Immediate
General category ⁵	Within 8 weeks
Special cases	Within 4-6 months

¹ Refers to the period from the swearing / affirmation of the complaint to the first attendance before the Deputy Registrar / Mediator / CMC

² Refers to the time of the Warrant of Arrest to be sent to be sent to the Warrant Enforcement Unit for enforcement

³ Refers to the hearing date fixed in the Notice to Bailor to show cause

⁴ For criminal cases, the waiting period is from last mention / PTC (when parties indicate that they are ready) to hearing

⁵ For cases in this category, the waiting period is the period from the date of death to the date of hearing

TYPE OF PROCEEDINGS	TIMELINES
CIVIL JUSTICE DIVISION	
Civil Registry – Interlocutory Applications⁶	
Summons-in-chambers (“SIC”)	Within 4 weeks
Summary Judgment	Within 6 weeks
Summons for Directions (“SFD”)	Within 2 weeks
Assessment of Damages ⁷ (“AD”)	Within 4 weeks
Examination of Judgment Debtor	Within 4 weeks
Probate Petition	Within 4 weeks
Appeal to District Judge in Chambers from decision of the Registrar	Within 4 weeks
Appeal to High Court Judge in Chambers from decision of the District Judge in Chambers	
• No Grounds of Decision required	Within 4 weeks
• Grounds of Decision required	Within 8 weeks
Appeals after trial	
• Preparation of Grounds of Decision for DCA	Within 3 months
Civil Trial Courts⁸	
Hearing Dates	
• District Courts	Within 4 weeks (from last PTC)
• Magistrates’ Courts	Within 4 weeks (from last PTC)
Primary Dispute Resolution Centre	
Civil Cases (Court Dispute Resolution)	
• Non-Injury Motor Accident (“NIMA”)	Within 8 weeks (from filing of Memorandum of appearance)
• Non-NIMA	Within 3 weeks (from the date of receipt of request of CDR)
Bailiffs	
Processing of Writs of Execution ⁹	Within 3 weeks

⁶ For civil interlocutory matters, the waiting period is from the date of filing to date of hearing except for SICs involving striking out of pleadings and setting aside of judgments and summary judgment for which a PTC will be fixed

⁷ For assessment of damages, the waiting period is from the date of filing of the Notice of Appointment for Assessment of Damages

⁸ For civil trials, the waiting period is from the date of the last PTC to hearing

⁹ Refers to the period from the date of filing to the first appointment date for seizure

TYPE OF PROCEEDINGS	TIMELINES
FAMILY AND JUVENILE JUSTICE DIVISION	
Family Violence	
Processing of Complaints in respect of Family Violence, including service - With EO - Without EO	Within 1 working day Within 1 – 3 working days
From Filing of Complaint to First Mention - With EO - Without EO	Within 1 week Within 1 – 2 weeks
Hearing of Family Violence Cases	Within 2 – 3 weeks
Family Maintenance	
From Filing of Complaint to First Mention	Within 3 weeks
Hearing of Maintenance Cases	Within 3 – 4 weeks from last mention / PTC
Divorce	
Status conference of cases involving proposed parenting plan or where no parenting plan is required to be filed	Within 6 weeks from filing of petition
PTC for contested petitions	Within 3 weeks from setting down
PTC for ancillary matters	Within 3 weeks from the hearing of petition
Mediation	Within 2-4 weeks from court's direction
Counselling	Within 2-3 weeks from court's direction
Hearing of uncontested divorce petitions	Within 3-4 weeks from setting down
Hearing of contested divorce petitions	Within 3-4 weeks from last PTC
Adoption	
From Filing of Petition to 1st Hearing	Within 4 weeks
Juvenile	
Hearing of Juvenile Arrest Cases (JAC)	Within 2 weeks from last PTC
Hearing of Beyond Parental Control Cases (BPC)	Within 4 weeks from filing
Hearing of Child Protection Order Cases (CPO)	Within 3 weeks from filing
Family Conferencing	2 weeks from submission of probation report / social work report

TYPE OF PROCEEDINGS	TIMELINES
SMALL CLAIMS TRIBUNALS	
From date of lodgment to date of first consultation	
<ul style="list-style-type: none"> • Tourist claims 	1 working day
<ul style="list-style-type: none"> • Consumer claims 	Within 10 working days
<ul style="list-style-type: none"> • Non-consumer claims 	Within 14-21 working days
From date of last consultation to date of first hearing	
<ul style="list-style-type: none"> • All claims 	Within 10 working days

Subordinate Courts

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