

IN THE SUBORDINATE COURTS OF THE REPUBLIC OF SINGAPORE

ePRACTICE DIRECTION NO. 2 OF 2010

(I) CHANGES TO STATUS CONFERENCE & PRE-TRIAL CONFERENCE PROCESSES IN PROCEEDINGS IN THE FAMILY COURT

(II) ALTERNATIVE DISPUTE RESOLUTION (ADR) FORM FOR SUMMONS FOR DIRECTIONS HEARING PURSUANT TO ORDER 25

Changes to Status Conference & Pre-trial Conference processes in proceedings in the Family Court

1. The Subordinate Courts will implement changes to the Status Conference and Pre-Trial Conference processes in proceedings in the Family Court to facilitate a more effective and expedient processing of cases and to reduce the number of court attendances.

2. Under the new process, a First Registrar's Notice in the Form 21(I) of Appendix B will be sent to the Plaintiff within 6 weeks from the date of the filing of an originating process under Part X of the Women's Charter (Cap 353), directing the Plaintiff to either:

- (a) set down the matter by a stipulated date if the pleadings are closed; or
- (b) inform the Court of the status of the matter within 7 days by way of Form 21(II) of Appendix B if the pleadings are not closed.

Upon receipt of Form 21(II), the Court will consider the reasons stated in the form and may make the appropriate directions for the matter. If the Plaintiff fails to reply to the First Registrar's Notice, a Second Registrar's Notice in Form 21(III) of Appendix B will be sent directing the Plaintiff to set down the matter by a stipulated date failing which the Plaintiff is to attend a Status Conference.

3. The different forms of Pre-Trial Conferences (administratively known as Pre-Trial Conferences, Ancillary Pre-Trial Conferences and Special Pre-Trial Conferences) and Interim Pre-Trial Conferences will be replaced by one Pre-Trial Conference (PTC). The Deputy Registrar conducting the PTC will take a holistic approach to the case and consider all relevant pending matters relating to the case. Counsel attending PTC are requested to come prepared to discuss all relevant matters in the case and are expected to have taken instructions on mediation for the parties.

Changes to request for re-fixing of hearing dates

4. Where there is a request to re-fix a hearing in the Family Court and the reason for re-fixing of the hearing is a conflict of court dates, the applicant will have to furnish details relating to the other court case e.g. case number, date, time and nature of hearing and when the applicant obtained or was informed of both court dates. The request shall be submitted in Form 39 of Appendix B.

Alternative Dispute Resolution (ADR) form for summons for directions hearing pursuant to Order 25 of the Rules of Court

5. Alternative modes of resolving disputes, such as arbitration and mediation, are currently considered at any stage of legal proceedings at the parties and their solicitors' initiative. The Alternative Dispute Resolution (ADR) Form is intended to introduce the practice of considering ADR options in *all cases, except cases involving non-injury motor accidents* (as Court Dispute Resolution sessions are already being conducted for non-injury motor accident cases in accordance with Paragraph 151 of *The Subordinate Courts Practice Directions*). The Summons for Directions (SFD) stage is an appropriate time to consider ADR options as all the pleadings would have been filed and the issues in dispute would have crystallised. In addition, the use of ADR at this stage would potentially save substantial legal costs involved in preparing for a trial.

6. Solicitors for each party to a case are to separately submit an ADR Form in Form 6A when taking out or responding to a summons for direction under Order 25, Rule 1, of the Rules of Court. The main features of the form may be summarised as follows:

- (a) Solicitors are to indicate in the form the salient characteristics about the case. These include the nature and value of the claim and the projected length of the trial.
- (b) The parties must also certify on the form that their solicitors have explained to them the various ADR options and their respective benefits. The form includes basic information about mediation and arbitration for the parties' reference.

- (c) The Deputy Registrar will recommend that the matter proceeds on one of the three tracks:
- (i) mediation in the Primary Dispute Resolution Centre of the Subordinate Courts or the Singapore Mediation Centre;
 - (ii) the Law Society Arbitration Scheme; or
 - (iii) adjudication in the trial courts.

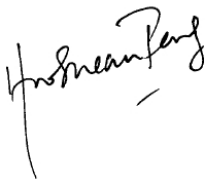
The parties' consent will be required before the case proceeds for ADR.

7. Paragraphs 1 to 4 of this Practice Direction will take effect on 26th of April 2010, while Paragraphs 5 to 6 of this Practice Direction will take effect on 17th of May 2010.

8. The complete and updated version of *The Subordinate Courts Practice Directions (2006 Ed.)* may be downloaded in .PDF Adobe Acrobat format at the "Legislation and Directions" section of the Subordinate Courts website at <http://www.subcourts.gov.sg>.

9. For manual and loose-leaf updating, the specific new and amended paragraphs and the directions for amendments may also be downloaded at the "Legislation and Directions" section of the Subordinate Courts website at <http://www.subcourts.gov.sg>.

Dated this 22nd day of April 2010.



HOO SHEAU PENG
REGISTRAR
SUBORDINATE COURTS

Directions for Amendments

- (1) The existing Table of Contents from the page containing Appendix A to be removed and the new amended pages of the Table of Contents substituted therefor.
- (2) The existing Appendix A to be removed and the new amended Appendix A substituted therefor.
- (3) The existing Paragraph 18 to be removed and the new amended Paragraph 18 substituted therefor.
- (4) The existing Paragraph 25 to be removed and the new amended Paragraph 18 substituted therefor.
- (5) The existing Paragraph 26 to be removed and the new page indicating that Paragraph 26 has been deleted substituted therefor.
- (6) The existing Paragraph 88 to be removed and the new amended Paragraph 88 substituted therefor.
- (7) The existing Paragraph 89 to be removed and the new amended Paragraph 88 substituted therefor.
- (8) The existing Paragraph 105 to be removed and the new amended Paragraph 105 substituted therefor.
- (9) The existing Paragraph 116 to be removed and the new page indicating that Paragraph 116 has been deleted substituted therefor.
- (10) The new Form 6A should be inserted immediately after the existing Form 6.
- (11) The existing Form 9 to be removed and the new page indicating that Form 9 has been deleted substituted therefor.
- (12) The new Forms 21(I), 21(II) and 21(III) should be inserted immediately after the existing Form 21.
- (13) The existing Form 39 to be removed and the new amended Form 39 substituted therefor.

APPENDIX A

PRACTICE DIRECTIONS ISSUED TO AMEND THE SUBORDINATE COURTS
PRACTICE DIRECTIONS (2006 ED.)

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APPENDIX A

PRACTICE DIRECTIONS ISSUED TO AMEND THE SUBORDINATE COURTS PRACTICE DIRECTIONS (2006 ED.)

As at 22nd April 2010

The following Practice Directions are issued to amend The Subordinate Courts Practice Directions (2006 Ed.):

1. ePD 1 of 2006 Change to Mode of Commencement of Matrimonial Proceedings
2. ePD 2 of 2006 Amendment of Originating Processes, Pleadings and Documents
3. ePD3 of 2006 (1) Amendments to the Rules of Court
(2) Pre-action Protocol for Medical Negligence Claims
4. ePD1 of 2007 Interest on Judgments, Costs and under Order 30, Rule 6(2)
5. ePD2 of 2007 Request for Digital Audio Recording and Transcription Service
6. ePD3 of 2007 Service, Adjournment/Vacation, Attendance before Duty Registrar & Affidavits for Ancillary Matters Hearing
7. ePD4 of 2007 Transfer of Matrimonial, Divorce and Guardianship of Infants Proceedings, and Proceedings Pursuant to Section 17A(2) of the Supreme Court of Judicature Act (Cap. 322) to the District Court

8. ePD1 of 2008 (1) FIDREC Pre-action Protocol for the Management and Resolution of Low-value Non-Injury Motor Accident Claims
(2) Expedited Writ Track
9. ePD2 of 2008 Applications for Grants of Probate or Letters of Administration in respect of Deaths occurring on or after 15 February 2008
10. ePD1 of 2009 Discovery and inspection of electronically stored documents
11. ePD2 of 2009 Removal of requirement to submit the original death certificate and inheritance certificate pursuant to the electronic filing of the originating summons; and removal of reference to the caveat book and substitution of term of reference in accordance with Order 71 rule 5(2A)
12. ePD3 of 2009 Uncontested Matrimonial Proceedings under Part X of the Women's Charter (Cap 353, 1997 Revised Edition) where Attendance of Counsel and Parties may be Dispensed With.
13. ePD1 of 2010 Transfer of Mental Capacity Proceedings to the District Court.
14. ePD2 of 2010 (1) Changes to Status Conference & Pre-Trial Conference Processes in Proceedings in the Family Court
(2) Alternative Dispute Resolution (ADR) Form for Summons for Directions Hearing Pursuant to Order 25

18. Summons for directions

- (1) The principal intention of the summons for directions (SFD) is to ensure that there be a thorough stocktaking relating to the issues in an action and the manner in which the evidence should be presented at a trial with a view to shortening the length of the trial and saving costs generally.

The ADR Form for summons for direction taken out under Order 25, Rule 1, of the Rules of Court

- (2) Order 25, Rule 1(1)(b), of the Rules of Court also provides that directions may be given at SFD for the just, expeditious and economical disposal of the case. At the SFD hearing under Order 25, Rule 1 of the Rules of Court, counsel for all the parties should be ready to explore and consider alternative dispute resolution (ADR) options, including mediation and arbitration, for the most effective resolution of the case.
- (3) To facilitate recommendation by the Deputy Registrar of the appropriate mode of dispute resolution, the Alternative Dispute Resolution (ADR) Form (Form 6A of Appendix B) must be completed by both counsel and their clients when taking out or responding to a SFD under Order 25, Rule 1, of the Rules of Court. This requirement does not apply to any directions filed under Order 25, Rule 1A or Order 37 of the Rules of Court.
- (4) Counsel for the plaintiff must file the ADR Form through the Electronic Filing Service (EFS) when taking out the SFD. The ADR Form should be filed through the EFS under the document name “Incoming Correspondence – ADR Form (Plaintiff)”. After being served with the SFD, counsel for the defendant must file the ADR Form at least 3 working days before the hearing date for the SFD. This form should be filed under the document name “Incoming Correspondence – ADR Form (Defendant)” through the EFS. No Court fees will be charged for the filing of the ADR Form. .
- (5) Counsel for *all the parties* should be present at the SFD hearing.
- (6) The Deputy Registrar hearing the SFD will make recommendations to the parties for the matter to proceed on one of the three tracks:

- (a) mediation in the Primary Dispute Resolution Centre of the Subordinate Courts or the Singapore Mediation Centre;
- (b) the Law Society Arbitration Scheme; or
- (c) adjudication in the trial courts.

The parties' consent will be required before the case proceeds for ADR.

25. Settlement Conferences - Court Dispute Resolution

- (1) In order to minimise the costs of litigation and to promote early resolution of disputes, the court may, upon the request in writing by the parties or of its own motion, convene a Settlement Conference.
- (2) A Settlement Conference involves the use of either mediation or neutral evaluation. Neutral evaluation will be used for cases involving road traffic accidents and industrial accidents. Mediation will be used in other cases. More information on these two processes is available at the Subordinate Courts' website at <http://www.subcourts.gov.sg> under "Civil Justice Division, Court Dispute Resolution".
- (3) A request by parties for a Settlement Conference shall be made in Form 7 of Appendix B. The details of the case and the names of the law firms involved are to be stated on the form. The form is to be faxed to No: 65572187 for EFS cases and to No: 64380774 for non-EFS cases.
- (4) In order for Settlement Conferences to achieve their full potential, solicitors should request for Settlement Conferences only after pleadings have closed.
- (5) Solicitors for the respective parties to the proceedings will be required to submit to the Civil Division their Opening Statement in the same format as that prescribed by Part VII of these Directions not later than two clear days before the Settlement Conference.
- (6) The services of the Court Interpreters, where required, will be provided without charge.
- (7) As the Conference is conducted in chambers, the provisions of Order 90A of the Rules of Court (hearing fees) do not apply to Settlement Conferences.
- (8) Generally, only solicitors are required to attend Settlement Conferences for cases involving road traffic accident or industrial accidents. For all other cases, the parties to the proceedings and their respective principal solicitors must personally attend the Settlement Conference. They are expected to be thoroughly prepared to discuss their respective cases.

- (9) Where there are expert witnesses, these persons are also required to personally attend the Settlement Conference. Wherever necessary, applications for the issue of subpoenas to secure the attendance of such witnesses may be made to the Duty Registrar. In such cases, the application should be made well in advance of the Settlement Conference.
- (10) The Settlement Conference will be conducted on a without prejudice basis. All communication arising out of the Settlement Conference will be treated in strict confidence.
- (11) If the parties are unable to resolve their dispute at the Settlement Conference, the District Judge or Magistrate will give the necessary directions to enable the action to proceed to trial. The action will be tried by another Judge other than the District Judge or Magistrate conducting the Settlement Conference.
- (12) The Registrar shall have the discretion to appoint non-judicial officers such as legal assistants to conduct the Settlement Conference in actions arising out of collision on land where there are no claims for personal injuries and where the issues in dispute are factual and not issues of law.
- (13) For Settlement Conferences of road accident matters parties are to comply with the mediation guidelines at Appendix C.
- (14) A request for an adjournment of a Settlement Conference shall be made in Form 8 of Appendix B. The form is to be faxed to No: 65572187 for EFS cases and to No: 64380774 for non-EFS cases.
- (15) It has also been observed that some parties have chosen to absent themselves repeatedly at Settlement Conferences convened upon their request, thereby depriving other parties of such available slots and the expeditious resolution of their disputes. In order to minimise such wastage of judicial time and resources, the Court may exercise its powers under Order 34A, Rule 2(3), of the Rules of Court to dismiss the action or proceedings or strike out the defence or counterclaim or enter judgment or make any such order it deems fit upon the repeated absence

of any party on a second or subsequent occasion a Settlement Conference is convened.

26. Alternative Dispute Resolution

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88. Status conferences for matrimonial proceedings under Part X of the Women's Charter (Cap 353, 1997 Revised Edition)

- (1) Status conferences will be conducted (pursuant to Order 34A of the Rules of Court) for matrimonial proceedings under Part X of the Women's Charter (Cap 353, 1997 Revised Edition) before the case is set down for hearing.
- (2) Status conferences are conducted for the purposes of ensuring that cases are dealt with and disposed of without delay and to assign time frames for the disposition of cases.
- (3) At the status conference, the matters to be considered include the following:-
 - (a) service of the writ and the affidavit of service;
 - (b) filing of all necessary documents;
 - (c) the likelihood of settlement;
 - (d) the date of setting down; and
 - (e) the dates of the mediation and counseling sessions
- (4) To facilitate a more effective and expedient processing of cases and to reduce the number of court attendances, a Registrar's Notice ("the First Status Conference Notice") in the format as set out in Form 21(I) of Appendix B will be sent to the plaintiff within 6 weeks directing the plaintiff either :-
 - (a) to set down the case for hearing by a stipulated date if the pleadings are closed; or
 - (b) to inform the Court of the status of the matter if the pleadings are not closed. Such information shall be in Form 21(II) of Appendix B and shall be sent to the Court within 7 days of the First Status Conference Notice. Upon receipt of Form 21(II), the Court will consider the reasons stated in the form and may make the appropriate directions for the matter.
- (5) If the plaintiff fails to set down or to reply to the First Status Conference Notice in accordance with sub-paragraph (4) above, a Second Status Conference Notice in Form 21(III) shall be sent directing the plaintiff to

set down the matter by a stipulated date, failing which the plaintiff is to attend a Status Conference .

- (6) Where a case is set down for hearing before a status conference, the status conference will be vacated.

89. Pre-trial conferences for matrimonial proceedings under Part X of the Women's Charter (Cap. 353, 1997 Revised Edition)

- (1) Pre-trial conferences will be conducted (pursuant to Order 34A of the Rules of Court) for matrimonial proceedings under Part X of the Women's Charter (Cap. 353, 1997 Revised Edition) after the case is set down, where the case or any of the ancillary relief claimed is contested.
- (2) At the pre-trial conference, the matters to be considered include the following:
 - (a) the likelihood of settlement of the contested issues;
 - (b) directions on the conduct of mediation and counselling;
 - (c) the witnesses who will be called;
 - (d) the filing of affidavits, reports, summonses and any other necessary documents;
 - (e) the net value of the matrimonial assets for division and the necessity to transfer the proceedings to the High Court for hearing and determination; and
 - (f) the number of days required for hearing and the fixing of hearing dates.
- (3) The Deputy Registrar shall, before fixing a date for the hearing of the ancillary matters, ensure that all affidavits, reports and any other necessary documents have been filed and all interlocutory applications and appeals therefrom have been dealt with. The parties or their counsel attending the pre-trial conference shall ensure that such documents have been filed and all such matters dealt with before seeking a date for the hearing of the ancillary matters.
- (4) Unless otherwise directed by the Deputy Registrar, for the purpose of expediting the hearing of contested ancillary matters, the parties or their counsel shall file and exchange an Ancillary Matters Fact and Position Sheet in Form 35A of Appendix B at least 5 working days prior to the hearing of the contested ancillary matters.
- (5) Where the contested ancillary matters include the division of matrimonial assets, the parties or their counsel shall, upon the direction

of the Deputy Registrar, file the Declaration of the Value of Matrimonial Assets in Form 22 of Appendix B stating the net value of the matrimonial assets as at the date of the Declaration, and the status of the proceedings.

- (6) At any time before the commencement of the hearing of the contested ancillary matters, where it is necessary to do so, the parties or their counsel shall, upon the direction of the Deputy Registrar, file another Declaration of the Value of Matrimonial Assets in Form 22 of Appendix B, stating the net value of the matrimonial assets as at the date of the fresh Declaration, and the status of the proceedings.
- (7) A specimen Declaration illustrating the use of Form 22 of Appendix B is included in Appendix K for the guidance of parties and solicitors.
- (8) The principal solicitors having conduct of the case are to personally attend the pre-trial conference. They are expected to be thoroughly prepared to discuss the matters listed in sub-paragraphs (2), (3), (4), (5) and (6) above.
- (9) Solicitors should ensure that their clients are fully informed of the option of using alternative dispute resolution before attending the pre-trial conference, They are expected to advise their clients and to take instructions on the desirability of referring the dispute for mediation and/or counselling.
- (10) The Deputy Registrar conducting the PTC will take a holistic approach to the case and consider all relevant pending matters relating to the case.
- (11) The Forms prescribed in this Paragraph are applicable to matrimonial proceedings filed before 1 April 2006 as if any reference therein to the writ, summons, plaintiff and defendant were a reference to the petition, summons-in-chambers, petitioner and respondent, respectively.

105. Correspondence and request for re-fixing of hearing dates

(1) All correspondence relating to or in connection with any family proceedings shall be addressed to the Registrar and sent to the sub-registry of the Subordinate Courts at the Family and Juvenile Court. For family proceedings commenced on or after 15 December 2003, solicitors are to comply with Paragraph 139 of these Directions.

(2) In addition, all letters shall be captioned with the number of the cause to which they relate and the names of the parties. For example:

“DIVORCE SUIT 1234 of 2004

Between ABC and DEF”

If the correspondence relates to a particular hearing, the hearing date, time and nature of the hearing should be stated below the parties’ names.

For example:

“PRE-TRIAL CONFERENCE ON 1 JANUARY 2004 AT
2:30PM.”

(3) A request for a hearing date to be re-fixed shall be in Form 39 of Appendix B and sent to the sub-registry of the Subordinate Courts at the Family and Juvenile Court.

(4) Where the reason for re-fixing of the hearing is a conflict of court dates, the following information relating to both court cases must be stated in the request:

(a) case number;

(b) date and time of hearing;

(c) nature of hearing;

(d) date when the applicant was informed of the hearing date or agreed to accept the hearing date (e.g. date of Registrar’s Notice or date of pre-trial conference or Court mentions when the date was taken).

116. Interim Pre-trial conferences

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Form 6A

ALTERNATIVE DISPUTE RESOLUTION (ADR) FORM

The Subordinate Courts regard Alternative Dispute Resolution (ADR) as crucial in the efficient and cost-effective resolution of disputes. Early identification of cases is essential to help the parties save costs and improve settlement prospects. To assist in this regard, this form should be completed by you and your client before your Summons for Directions hearing. Information concerning ADR is provided on the second page of this form.

This section is to be completed by solicitors

Case number	MC/DC* _____ / _____ (year)	
SFD number	SUM _____ / _____ (year)	
Nature of claim	Tort	<input type="checkbox"/> Motor accident with injury <input type="checkbox"/> Industrial accident <input type="checkbox"/> Defamation <input type="checkbox"/> Medical Negligence <input type="checkbox"/> Others (specify): _____ _____
	Contract	<input type="checkbox"/> Construction <input type="checkbox"/> Renovation <input type="checkbox"/> Supply of Goods & Services <input type="checkbox"/> Others (specify): _____ _____
	Others (specify)	
Value of claim	\$ _____ / Damages to be assessed*	
Projected length of trial	_____ days	
Number of witnesses	Plaintiff	
	Defendant	
	Third Party	

Signature of solicitor

Name of solicitor for Plaintiff/Defendant*:

Law Firm:

Date:

**Delete where inapplicable*

This section is to be read by your client

Mediation in the Subordinate Courts

Mediation is a mode of resolving disputes in which a neutral third party – the mediator – assists the parties in negotiating a possible settlement to their disputes without going to trial. Unlike a judge, the mediator does not determine who is at fault in the dispute. Instead, the focus in mediation is on moving forward in a way that meets the disputing parties’ underlying concerns. Mediation services for civil disputes in the Subordinate Courts are provided by the Primary Dispute Resolution Centre. More information can be found at <http://www.subcourts.gov.sg> under the “Quick links – Court Dispute Resolution”. Some of the benefits of mediation are as follows:

FACTORS	MEDIATION	TRIAL
Control over outcome	Parties have <i>full control</i> over the outcome of mediation as they make their own decisions with the help of the mediator.	Parties <i>give up control</i> to a judge who will listen to the evidence and make a decision that binds the parties.
Focus on the past or present	The main focus is on resolving the dispute through finding a solution for <i>the future</i> .	The main focus is on <i>the past</i> to allocate blame.
Cost	<i>No court fees are charged</i> for mediation sessions in the Subordinate Courts. When a case is settled at mediation, the parties save legal costs that would be incurred in going for trial.	The <i>court hearing fees</i> after the first day of trial are at least S\$250 per day. Apart from court hearing fees, parties have to incur <i>legal fees</i> in hiring lawyers to go for a trial.
Flexibility	There is <i>more flexibility</i> in the outcome of mediation. The mediator and the parties are not bound by formal legal rules or procedure.	A court trial by comparison is <i>more formal</i> . There has to be strict adherence to court procedures and existing legal principles.
Confidentiality	Mediation proceedings are <i>fully private and confidential</i> . Discussions are not revealed in court in the event that mediation is unsuccessful and the dispute is heard in court.	Court hearings are <i>open to the public</i> .
Time	<i>Usually short</i> . Most disputes are resolved within three or fewer sessions.	Usually <i>longer by comparison</i> . Trials can be long due to the tedious processes of fact-finding.

The Law Society Arbitration Scheme (LSAS)

Arbitration is another mode of resolving a dispute without going to trial in court. Arbitration resembles a trial because there will be a determination of who is at fault in a dispute. However, the decision is made by a private individual, the arbitrator, instead of a judge.

Since 2007, the Law Society of Singapore has been providing the LSAS for parties to resolve their dispute through arbitration in a speedy and cost-effective way. Under the Law Society Arbitration Rules, parties can expect the arbitration to be heard and an award published within 120 days from the commencement of arbitration. The parties are also free to choose their own arbitrator. If they are unable to agree, the Law Society facilitates the appointment of arbitrators who will then be remunerated according to the LSAS Scale Fees.

The Law Society periodically reviews the LawSoc Arbitration Rules to make them more user-friendly and cost-effective. More information concerning fees and details of the scheme can be found at <http://www.lawsociety.org.sg/lzas>.

This section is to be completed by your client

1. This is to certify that my solicitor has explained to me the available alternative dispute resolution (ADR) services, and I am aware of the benefits of settling my case by alternative dispute resolution.

2. My decision concerning ADR is as follows:

(Please tick the relevant boxes.)

MY DECISION	Mediation	LSAS
I consent to being referred for:	<input type="checkbox"/>	<input type="checkbox"/>
I wish to consider the views of a judge on the suitability of my case for ADR before deciding to attempt:	<input type="checkbox"/>	<input type="checkbox"/>
I do not want to attempt:	<input type="checkbox"/> Reason(s) for not attempting mediation: _____ _____ _____ _____	<input type="checkbox"/> Reason(s) for not attempting LSAS: _____ _____ _____ _____

Signature of Plaintiff/Defendant*

Name:

Date:

**Delete where inapplicable.*

Form 9

NOTICE OF PRE-TRIAL CONFERENCE

[Deleted]

Form 21(I)

FIRST STATUS CONFERENCE NOTICE TO PLAINTIFF

Date:

To: Plaintiff's Solicitors

STATUS OF [*case number*]

1. You are directed to set down the above case for hearing by [*date*] if pleadings are closed¹ by then.
2. If pleadings are not likely to be closed by [*date*], you must inform the Court of the status of the case within 7 days of this Registrar's Notice. Please use the standard status form as prescribed in Form 21(II) of the Subordinate Courts Practice Directions.

Registrar

cc Defendant /Defendant's counsel

¹ i.e. when all the written statements regarding the parties' claims/defences have been filed.

Form 21(II)

**INFORMATION FROM PLAINTIFF TO FAMILY COURT
ON STATUS OF WRIT**

To: Registrar
Family & Juvenile Division
Subordinate Courts

INFORMATION ON STATUS OF WRIT	
Case Number:	D No.
Date:	
<p>The status of the case is as follows:</p> <ul style="list-style-type: none"><input type="checkbox"/> We are attempting personal service of the papers on _____ (name). We will complete our service attempts by _____ (date).<input type="checkbox"/> We will file our application for substituted service/dispensation of service by _____ (date).<input type="checkbox"/> Our application for substituted service/dispensation of service has been fixed for hearing on _____ (date).<input type="checkbox"/> We are negotiating a settlement.<input type="checkbox"/> We seek a mediation / counselling / joint conference* date. We have exchanged settlement proposals and the parties agree to attend mediation / counselling / joint conference*.<input type="checkbox"/> The parties are attempting reconciliation.<input type="checkbox"/> Others (please specify details): _____ _____	

Signature of solicitor
Name of Solicitor for Plaintiff:
Name of Law Firm:

cc Defendant / Defendant's solicitors

* Delete where inapplicable

<p><u>FOR OFFICIAL USE ONLY</u></p> <p>We note the contents above. The Status Conference is fixed for _____ _____(date, time, chamber). You are required to be present in Court on the above date for directions on the further conduct of the matter.</p> <p>Deputy Registrar Family and Juvenile Justice Division Subordinate Courts</p> <p>cc Defendant / Defendant's counsel</p>

Form 21(III)

**SECOND STATUS CONFERENCE NOTICE TO PLAINTIFF
(WHERE THERE IS NO REPLY FROM PLAINTIFF)**

Date:

To: Plaintiff's Solicitors

STATUS OF [CASE NUMBER]

1. We refer to the Registrar's Notice dated _____ where you were directed to set down the above case for hearing by *[date]*.
2. We note that the case has not been set down for hearing and you have also not replied to us in the form as directed by the Registrar's Notice.
3. You are directed to set down the said case for hearing by *[date]*, failing which you is required to attend a Status Conference on *[date, time, chamber]*.

Registrar

cc Defendant / Defendant's counsel

Form 39
REQUEST FOR RE-FIXING OF HEARING DATE

Case No: D/OS* No. _____			
Type of Hearing (please tick)	<input type="checkbox"/> Contested divorce	<input type="checkbox"/> Uncontested divorce	
	<input type="checkbox"/> Ancillary matters	<input type="checkbox"/> Recording of consent orders	
	<input type="checkbox"/> OS Hearing	<input type="checkbox"/> SUM Hearing	
	<input type="checkbox"/> Status Conference	<input type="checkbox"/> Pre-trial conference	
	<input type="checkbox"/> Counselling	<input type="checkbox"/> Mediation/Joint Conference	
	<input type="checkbox"/> Registrar's Appeal / Taxation / Further Arguments*		
Date / Time of Hearing	<i>(To indicate if it is a special date)</i>		
A. Particulars of party making the request			
Name of solicitor	_____		
Name of law firm	_____		
Tel No.	_____	Fax No.	_____
B. Particulars of the other parties			
Name of solicitor	_____		
Name of law firm	_____		
Tel No.	_____	Fax No.	_____
C. Consent of other parties obtained?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
D. Reason for Request			
<i>(If the reason for the request is a conflict of court dates, please state the case number, date, time and nature of hearing of the other court case and when the applicant was informed of or obtained both court dates.)</i>			
_____ Signature of party making request			
FOR OFFICIAL USE ONLY			
Request is approved: Yes/No*			
_____ Date	_____ District Judge / Deputy Registrar		