

6.

Para. 56(2)

**Pre-Case Conference Questionnaire (“PCQ”)**

1. Service of process
  - a. *Has the originating process been served on all defendants/ respondents?*
  - b. *If no, please state reasons.*
  - c. *When is the originating process intended to be served?*
  - d. *If any application for service (Sub-service or Service out of Jurisdiction) is intended to be made, please state when such an application will be filed.*
2. Jurisdiction challenges
  - a. *Are any applications to challenge jurisdiction intended to be made?*
  - b. *If so, what is the nature of the jurisdictional challenge?*
  - c. *When will such an application be made?*
3. Brief overview of the case
  - a. *What is the nature of the claim(s)?*
  - b. *If the case falls within a specialised list, please state the specialised list. Please refer to [website link] to identify the relevant specialised list.*
  - c. *Are there any proceedings (pending or concluded) which are related to this case?*
  - d. *Please state the key factual (e.g. was there an oral agreement between the parties?) / legal (e.g. whether the contract was void for illegality?) / technical (e.g. whether the building specifications complied with regulations?) issues in each party’s case.*
  - e. *State the list of agreed issues (if any).*

*For the purposes of 3(d) and 3(e), parties need only state the issues in broad terms without the need for detailed analysis or comprehensive coverage of every sub-issue.*

4. Settlement and ADR options
  - a. *Parties are to apply their mind to O 5 rr 1 and 2 and solicitors are to be in a position to update the Court at the first RCC, on:*
    - i. *Whether amicable resolution has been attempted; and*
    - ii. *If so, when and what form of amicable resolution was attempted.*

5. AEICs

- a. *Is this an appropriate case for AEICs to be filed before production of documents? Please state reasons.*
  - b. *Is there any agreement among the parties on whether AEICs should be filed before production of documents?*
  - c. *Please indicate the number of factual witnesses and expert witnesses (if any) that you intend to call, and identify the witnesses (if known)*
  - d. *Please state the language spoken and the location of these witnesses*
  - e. *If the witnesses are based outside Singapore, is there any intention for the witnesses to give evidence remotely by way of video-link?*
6. Summary judgment or striking out of whole action or defence
  - a. *Are any applications for summary judgment or striking out intended to be made?*
  - b. *If so, when will such an application be made?*
  - c. *If a striking out application is intended, please state whether the application will seek to strike out the whole or part of the claim / defence.*
7. Are there any other Preliminary Applications intended to be filed before the SAPT?
  - a. *Addition or removal of parties*
  - b. *Consolidation of actions*
  - c. *Division of issues at trial*
  - d. *F&BP*
  - e. *Amendment of pleadings*
  - f. *Filing of further pleadings*
  - g. *Any other application(s)? [Please state]*
    - i. *Have parties conveyed their requests or positions on the applications (if any)?*
    - ii. *Please state when these applications (if any) will be filed, a brief description of the applications and the parties' respective positions on the applications.*
8. Confidentiality orders
  - a. *Are confidentiality orders required?*
  - b. *If so, please state the nature of the orders required.*
  - c. *When will an application be made to obtain such orders? Will the application be by consent?*

Signed:

Submitted by: [Name of counsel] for [party]/ [Name]  
[position], for and on behalf of [party]/ [Name  
of party]

Date: