# 101.

E-FORM

P.15, r.5(1), r.16(6),(7),(11), r.19 FJ(G)R 2024

## Pre-Trial Forms

This set contains the following Forms:

|  |  |  |
| --- | --- | --- |
| **Name of Form** | **When do you use the Form?** | **Annex** |
| Request for an Order to Attend Court | **Only if a hearing date has been given**.  For an incarcerated **party** to attend any Court event.  For a **witness** to attend trial only.  **NOT** to be used for matters with any of these prefixes:   1. MSS, SS, BOSCO, AEO, FCNS, APP. 2. Starting with “VA”. 3. Ending with “MO”. | [**Annex A**](#_Annex_A:_Request_1) |
| Notice to Refer to Affidavit(s) | For any Court hearing. | [**Annex B**](#_Annex_B:_Notice) |
| Notice of Objections to the Affidavit(s) of Evidence-in-Chief | If the Court hearing is a trial. | [**Annex C**](#_Annex_C:_Objections) |
| Notice to Refer to Pre-Trial Examination. | If the Court hearing is a trial. | [**Annex D**](#_Annex_D:_Non-admission) |
| Notice of Admitting Hearsay Evidence under Section 32(1) of the Evidence Act 1893 | If the Court hearing is a trial. | [**Annex E**](#_Annex_E:_Notice) |

**How to use the Forms?**

Complete Section 1 and the required Annex(es). You may include as many Annex(es) as you need.

This form contains Notes to help you in the completion of the form. Please note that the Notes are **NOT** to be construed or regarded as a substitute for legal advice. Please seek legal advice if necessary.

### Section 1: The Relevant Case(s)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | I am   |  |  | | --- | --- | |  | the Applicant in Enter case number here. | |  | the Respondent in Enter case number here. | |  | Enter name or party type here in Enter case number here. | | *Notes*  *You may refer to the Originating Application for your party type.*  *Please state the OA case number i.e. FC/OAD 1/2022 and not the sub-case number.* |
| 2. | State all other case(s) which will be heard together in the same Court sitting:   |  | | --- | | Enter case number(s) here. | |  |

### Annex A: Request for an Order to Attend Court

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| **I require the Court to issue an Order to Attend Court.**  Complete the information below. | | |
| A | Identify the nature of hearing | Trial  Case Conference  Chamber hearing  Mediation |
| B | State place of hearing | Family Court:  Havelock  MND  High Court  Court  Chambers No.: Enter no. here.  Virtual platform: Enter platform here. |
| C | Date and time of hearing | |  |  | | --- | --- | | Date: | Enter date here. | | Time: | Enter time here. | |
| The Witness | | |
| 1. | Name of the witness: | Enter witness’s full name here. |
| 2. | Address of the witness: | Enter witness’s address here. |
| 2a. | Is the witness incarcerated? | No.  Yes. *Please acknowledge 2b.* |
| 2b. | By signing this Form, I agree to pay the reasonable expenses of transporting and maintaining the witness and the officer to and from the prison if required to do so. | |
| 3. | Relationship of the witness to any party in the case: | State the relationship here. |
| 4. | If witness is to appear in his/her official or professional capacity, please state his/her capacity and his/her organisation. | Enter the details here. Otherwise, select “Not Applicable”.  Not applicable |
| *If the witness requires interpretation in Malay, Mandarin, Tamil or Chinese dialects (Cantonese, Hakka, Hokkien or Teochew), file a* ***Request for Hearing Administrative Support*** *for the Court to provide a translator in these languages.*  *For all other languages, the party seeking to call the witness should arrange for the interpreter to attend Court at the party’s own costs.* | | |
| The Evidence | | |
| 5. | What evidence is the witness required to give? | *You may select more than one option.*  Oral evidence. Briefly state the evidence in question 6a.  Document(s). State the documents in question 6b. |
| 6a. | Briefly state the evidence: | Enter the details here. |
| 6b. | Identify the document(s) to be produced: | Enter the details here. |
| 7. | State why the evidence is relevant to the trial: | Enter the details here. |
| 8. | State any other relevant information (e.g. witness’s availability): | Enter the details here. |



Applicant  Respondent  Enter party type here.

Counsel for the  Applicant  Respondent  Enter party type here.

|  |
| --- |
| Enter name of lawyer and law firm here. |

Filing date of Notice:

|  |
| --- |
| Enter date here. |

### Annex B: Notice to Refer to Affidavit(s)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I wish to refer to the affidavit(s) in other proceeding(s) below.**  *If you are filing this Notice into eLitigation and referring to a case number starting with these prefixes,*   1. *MSS, SS, BOSCO, AEO, FCNS, APP;* 2. *Starting with “VA”; or* 3. *Ending with “MO”*   *you must re-file the document(s) into the eLitigation case file.*   |  |  |  |  | | --- | --- | --- | --- | | Case No. | Document description  (Eg. [name]’s affidavit) | Date of document[[1]](#footnote-1) | State the part(s) of the document which you are referring to: | | Enter case no. here. | Enter description of document here. | Enter date here. | Enter the details here. | | Enter case no. here. | Enter description of document here. | Enter date here. | Enter the details here. | | Enter case no. here. | Enter description of document here. | Enter date here. | Enter the details here. | | Enter case no. here. | Enter description of document here. | Enter date here. | Enter the details here. | | Enter case no. here. | Enter description of document here. | Enter date here. | Enter the details here. | |



Applicant  Respondent  Enter party type here.

Counsel for the  Applicant  Respondent  Enter party type here.

|  |
| --- |
| Enter name of lawyer and law firm here. |

Filing date of Notice:

|  |
| --- |
| Enter date here. |

### Annex C: Notice of Objections to the Affidavit(s) of Evidence-in-Chief

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| --- |
| **I object to the Affidavit of Evidence-in-Chief (“AEIC”) as detailed in the table below:**  *Use a separate table for each AEIC.* |
| |  |  | | --- | --- | | Person who filed the affidavit: | Enter full name of the person here. | | Date of affidavit: | Enter date here. | | State the parts of the affidavit which you object to: | Brief reasons:  (E.g. without prejudice communications, hearsay) | | Enter the details here. | Enter the reasons here. | | Enter the details here. | Enter the reasons here. | | Enter the details here. | Enter the reasons here. | | Enter the details here. | Enter the reasons here. | | Enter the details here. | Enter the reasons here. | |



Applicant  Respondent  Enter party type here.

Counsel for the  Applicant  Respondent  Enter party type here.

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| --- |
| Enter name of lawyer and law firm here. |

Filing date of Notice:

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| --- |
| Enter date here. |

### Annex D: Notice to Refer to Pre-Trial Examination

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| **The Court has allowed the evidence to be taken in a pre-trial examination. I wish to refer to the evidence in the pre-trial examination.**  *Complete the information below.* |
| |  |  | | --- | --- | | Date of order approving the pre-trial examination: | Enter date here. | | Name of witness: | Enter witness’s full name here. | | Date and place of pre-trial examination: | Enter date here.  Enter place of pre-trial examination here. | |



Applicant  Respondent  Enter party type here.

Counsel for the  Applicant  Respondent  Enter party type here.

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| Enter name of lawyer and law firm here. |

Filing date of Notice:

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| Enter date here. |

### Annex E: Notice of Admitting Hearsay Evidence under Section 32(1) of the Evidence Act 1893

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| --- | --- | --- |
| **The maker of the statement is not available to give evidence but I intend to ask the Court to admit the statement under section 32(1) of the Evidence Act 1893.**  *Complete the information below.* | | |
| 1. | Identify which part of section 32(1) of the Evidence Act 1893 you are proceeding on: | **Section 32(1)**  (a)  (b)  (c)  (d)  (e)  (f)  (g)  (h)  (i)  (j) |
| 2. | Name of maker of the statement: | Enter full name of the maker here. |
| 3. | Address of the maker: | Enter address of the maker here. Otherwise, please select the applicable option below.  *If address is provided, skip to question 5.* |
| The maker is deceased. The date of death is:  Enter date here.  *If this option is selected, skip to question 5.*  The maker cannot be found.  *If this option is selected, proceed to question 4.* |
| 4. | Details of the maker’s last appearance | |
| Date: | Enter date here. |
| Location: | Enter location here. |
| Who was involved: | Enter the details here. |
| Circumstances: | Enter the details here. |
| 5. | Is the statement which you are submitting in oral or written form?  Oral.  Written.  Oral and written. | |
| If oral statement, | | |
| 6. | Who heard or was aware of the statement?  Provide the address of this person. | Enter full name of the person here.  Enter address of the person here. |
| 7. | Time and place when the statement was made: | Enter the details here. |
| 8. | Description of statement | I set out the oral statement and, as far as possible, state the actual words used by the maker:  in the additional page to this Form.  in the affidavit of Enter full name of the maker of the affidavit here dated Enter date here. |
| If written statement, | | |
| 9. | Is the maker of statement the same as the maker of the document? | Yes.  No. *Provide the details below.*  State name of maker of document:  Enter full name of the maker here.  State address of maker:  Enter address of the maker here.  If maker of document is deceased, date of death:  Enter date here. |
| 10. | Time and place at which the statement is made: | Enter the details here. |
| 11. | Description of statement | The written statement is attached.  The written statement is contained in the affidavit of Enter full name of the maker of the affidavit here dated Enter date here. |
|  | | |



Applicant  Respondent  Enter party type here.

Counsel for the  Applicant  Respondent  Enter party type here.

|  |
| --- |
| Enter name of lawyer and law firm here. |

Filing date of Notice:

|  |
| --- |
| Enter date here. |

1. Provide the filing date of the affidavit if that is known. Otherwise, you may refer to the date of the signing / affirmation of the affidavit or the date of the document (if it is an unsworn statement). [↑](#footnote-ref-1)