# 151.

PDF UPLOAD

Para 173 PD 2024

## Application to be Registered User of the Electronic Filing Service

*[Letterhead of law firm or organisation]*

[Enter date here]

The Registrar

Supreme Court

1 Supreme Court Lane

Singapore 178879

(Attn: eLitigation Project Director)

Dear Sirs

**APPLICATION TO BE REGISTERED USER OF THE ELECTRONIC FILING SERVICE**

I, [Enter name of managing partner / director etc of law practice], am the managing partner/director etc of [Enter name of law practice], [Enter law practice UEN no.], and I am duly authorised to make this application on behalf of [Enter name of law practice].

2. The law practice of [Enter name of law practice] hereby applies to be a registered user of the electronic filing service, eLitigation, established under Order 28 of the Rules of Court 2021 or Part 28 of the Family Justice (General) Rules 2024.

3. As required under Order 28 of the Rules of Court 2021 or Part 28 of the Family Justice (General) Rules 2024, I hereby designate [Enter name of appointed administrator here], NRIC/FIN [Enter NRIC / FIN no. of appointed administrator here], as an authorised user to administer the service on behalf of my law practice. The SingPass identification code of the said authorised user is his or her NRIC/FIN number.

4. A recent business profile report from the Accounting and Corporate Regulatory Authority of [Enter name of law practice], the duly completed application form and subscriber agreement with the designated electronic filing service provider, CrimsonLogic Pte Ltd, for the use of the electronic filing service, eLitigation, and the duly completed application form for interbank GIRO payment facilities for the payment of all fees and charges incurred by my law practice’s use of the electronic filing service are annexed hereto.

**For Official Use Only**

|  |  |
| --- | --- |
| Approved | Rejected |

Signature/Date

Name/Designation

Yours faithfully

*[Signature of authorised signatory]*

*[Name and designation of authorised signatory]*