# 179.

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Para 222(2) PD 2024

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

**1. Service of process**

1. Has the originating process been served on all defendants/ respondents?
2. If no, please state reasons.
3. When is the originating process intended to be served?
4. 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**

1. Are any applications to challenge jurisdiction intended to be made?
2. If so, what is the nature of the jurisdictional challenge?
3. When will such an application be made?

**3. Brief overview of the case**

1. What is the nature of the claim? What are the causes of action?
2. Are the claims / causes of action within the jurisdiction of the Family Justice Courts? (Please refer to sections 2, 22 and 26 of the Family Justice Act 2014.)
3. What are the key factual, legal and technical issues in each party’s case?
4. Is there a list of agreed issues?
5. Is the capacity in which the party is suing or is sued (e.g. as personal representative or trustee) stated in the Originating Claim or Originating Application?
6. Are affidavits of testamentary scripts required to be exchanged under P. 7, r. 8 of the Family Justice (Probate and Other Matters) Rules 2024 and if so, have parties exchanged the affidavits of testamentary scripts?
7. Based on the pleadings (if any), the issues in each party’s case, the reliefs sought and the affidavits of testamentary scripts, are there persons who are not parties to the action but who will be or may be affected by any judgment given in the action?
8. Are notices of action under P. 4, r. 9 of the Family Justice (Probate and Other Matters) Rules 2024 required to be issued?
9. Are there any proceedings (pending or concluded) which are related to this case?

(For the purposes of 3(c) and 3(d), 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 amicable resolution options**

Parties are to apply their minds to P. 5, rr 1 and 2 of the Family Justice (Probate and Other Matters) Rules 2024 and solicitors are to be in a position to update the Court at the first Registrar’s Case Conference on:

1. whether amicable resolution has been attempted; and
2. if so, when and what form of amicable resolution was attempted.

**5. Affidavits of Evidence-in-chief (“AEICs”)**

1. Is this an appropriate case for AEICs to be filed before production of documents? Please state reasons.
2. Is there any agreement among the parties on whether AEICs should be filed before production of documents?
3. Please indicate the number of factual witnesses and expert witnesses (if any) that you intend to call, and identify the witnesses (if known).
4. Please state the language spoken and the location of these witnesses
5. If the witnesses are based outside Singapore, is there any intention for the witnesses to give evidence remotely by way of video-link?

**6. Striking out**

1. Are any applications for striking out intended to be made?
2. If so, when will such an application be made?
3. 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 Single Application Pending Trial?**

1. Addition or removal of parties
2. Consolidation of actions
3. Division of issues at trial
4. Further and Better Particulars
5. Amendment of pleadings
6. Filing of further pleadings
7. Any other application(s)? [Please state]
   1. Have parties conveyed their requests or positions on the applications (if any)?
   2. Please state when these applications (if any) will be filed, a brief description of the applications and the parties’ respective positions on the applications.

Signed:

Submitted by: [Name of counsel] for [party]/ [Name]

[position], for and on behalf of [party]/ [Name of party]

Date: