

THE SYARIAH COURT OF THE REPUBLIC OF SINGAPORE

REGISTRAR'S CIRCULAR NO 12 OF 2020

VIDEO-CONFERENCING VIA SKYPE – ATTENDANCE OF SOLICITOR AT PRE-TRIAL CONFERENCE VIA SKYPE

1. Solicitors are permitted to use Skype to mention cases at Pre-Trial Conferences (“PTC”) (provided that a solicitor has filed the Notice of Appointment of Solicitors or the Notice of Change of Solicitors, as appropriate). However, this does not apply to a case where the other party is incarcerated and acts in person, or the purpose of the PTC is for payment and selection of Hakam.

2. Solicitors mentioning cases via Skype must comply with the following guidelines and procedures:

(a) A solicitor seeking to mention a case at a PTC via Skype must submit a request to the Court Registry’s Skype contact “**Syariah.admin1**”.

(b) The request must contain the following information:

(i) date of the request/Skype message;

(ii) the name of the lawyer appearing via Skype, and the name of the law firm;

(iii) the case reference number; and

(iv) the date and time of the PTC.

Example: “1 October 2019. Mukminah Binte Muslim, Sayfi Law Corporation, Originating Summons No. 12345 and Summons No 12345/GE/01. For PTC on 5 October 2019 at 10:15am.”

(c) The request must be made not less than 3 working days, but not more than 7 working days, before the date of the PTC.

(d) A solicitor mentioning a case via Skype must proceed as if he or she were appearing before the Court in person, and must comply with all Court rules of dress and etiquette.

(e) When a solicitor is ready to proceed with the mention of a case via Skype, the solicitor must set his or her Skype status as “*Online*”, and send an instant message to the Skype contact “**syariahcourtsingapore**” to inform the Court officer in the Registrar’s Chambers of his or her readiness to be called.

Example (1): *Mukminah Binte Muslim, Sayfi Law Corporation, Originating Summons No. 12345 and Summons No 12345/GE/01. Ready to mention at 10:15am.*

Example (2) where the solicitor is also mentioning on behalf of the solicitor acting for the other party: *Mukminah Binte Muslim, Sayfi Law Corporation, Originating Summons No. 12345 and Summons No 12345/GE/01. Ready to mention at 10:15am. Also mentioning for Sarah Neo, Neo & Co.*

(f) The Court officer will call the solicitor when the Registrar is ready to deal with the case. A solicitor must not initiate a Skype call as the call may interrupt ongoing proceedings of another case in the Registrar's Chambers.

(g) All requests are subject to approval. If approval is not communicated by the day of the PTC, the solicitor must attend Court for the PTC.

(h) If, for any reason, after approval has been given, the Registrar considers that it is not expedient for the PTC to be conducted, or continue to be conducted via Skype, the Registrar may –

(i) adjourn the matter and require the solicitor to attend Court on an appointed date and time; or

(ii) make any other direction as may be appropriate in the circumstances of the case.

(i) No person may make an audio or visual recording of the proceedings conducted via Skype, except in accordance with section 54A of the Administration of Muslim Law Act (Cap. 3, Rev. Ed. 2009).

3. Court users and members of the public who wish to seek clarification on this matter may call 63548371 or email MCCY_Syariah@mccy.gov.sg. For general information on court processes and procedures, they may visit our website at www.syariahcourt.gov.sg.

Dated this 13th day of February 2020



SHHRINAH ABDOL SALAM
REGISTRAR
SYARIAH COURT

