

## IN THE SYARIAH COURT OF THE REPUBLIC OF SINGAPORE

### GUIDE FOR LAWYERS ON USE OF WEBEX FOR COURT HEARINGS

Please refer to the case archetypes in Annex A for cases which are suitable for hearing via Webex.

#### Only solicitors may appear via Webex.

#### **CHECKING THE COURT'S HEARING LIST BEFORE THE COURT SESSION**

1. The Court's Hearing List for each week will be made available on our website every preceding Friday.
2. The Hearing List will list the name of the presiding officer hearing the matter. Please log in to the correct Webex room for the hearing. You will find the Meeting ID for each of the presiding officers in our website.

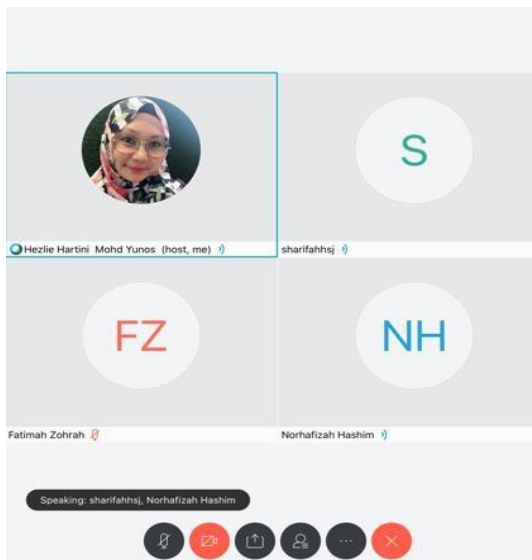
#### **ON THE DAY OF THE COURT SESSION, AND ENTERING THE COURTROOM**

1. Please indicate the following - name of lawyer, law firm and case number as your username when entering the Court session/Courtroom. For example, *Adam Khalil AK LLC OS2023-001098*. If you are mentioning on behalf of the other party, you may include this in your username. For example, *Adam Khalil AK LLC OS-2023-001098 MOB DC*.
2. Please ensure that you use the correct Meeting ID to enter the Court session/Courtroom. Please be ready for the Court session at least 5 minutes before the scheduled hearing time.
3. On entering the waiting room, you are presumed to be ready to mention the case. You will be admitted into the Court session/Courtroom when the presiding President or Registrar is ready to have the case mentioned.
4. If you have wrongly entered a Court session/Courtroom, the Court officer will remove you from the waiting room and may do so without prior notice.

(This is the view that you are in the waiting room)



(This is the view of the Host when in session with 3 parties)



\*Laptop/ desktop/ tablet/ iPad users will be able to view all participants admitted into the meeting room. \*Phone (iPhone/android) users will only be able to view 2 participants at one time, one view is of themselves, and the other view is of the participant who is speaking.

#### **AFTER THE COURT SESSION, AND EXITING THE COURTROOM**

5. Please exit the Court session/Courtroom at the conclusion of your case.
6. If you have another case to mention, please inform the Court. You will then be put back into the waiting room (lobby) until the presiding President or Registrar is ready to have the case mentioned.

#### **AT THE END OF THE COURT SESSION**

7. At the close of the Court session, the Court officer will “End the meeting”. When this happens, the waiting room will be closed, and you will no longer be able to enter the Court session/Courtroom.



Annex A

**Case archetypes (suitable for hearings via remote communication technology (Webex) or for dispensation of non-critical attendance of parties/witnesses or both)**

S/N	Case archetype
1	<p><b>Divorce hearings</b> may be allowed to be heard via Webex in cases where:</p> <ul style="list-style-type: none"> <li>(a) Both parties are represented by counsels;</li> <li>(b) Talak has been pronounced by the husband and is not disputed at hearing, or the husband has agreed to pronounce talak at hearing;</li> <li>(c) Witnesses are not required for the hearing;</li> <li>(d) Hakam is not appointed by parties or the hakam session is not on the day of the hearing;</li> <li>(e) Neither party is appearing via Prison - Videoconferencing (incarcerated person); and</li> <li>(f) Interpreter services are not required.</li> </ul> <p><b>In the event the Court allows the remote hearing via Webex:</b></p> <p>If the attendance of a party is not dispensed with, counsel(s) and the party is to appear via Webex (party to attend at counsel’s office, using the same Webex sign-in).</p> <p>If the attendance of a party is dispensed with, the Counsel representing the party is to appear via Webex.</p>
2	<p><b>Hearings of variation or other Summons applications</b> (including interim applications) may be heard via Webex in cases where:</p> <ul style="list-style-type: none"> <li>(a) Both parties are represented by counsel;</li> <li>(b) Neither party is appearing via Prison – Videoconferencing (incarcerated person); and</li> <li>(c) Interpreter services are not required.</li> </ul>
3	<p><b>Pre-trial Conferences</b></p> <p><b>Attendance of party/parties are dispensed <u>in all cases</u></b> where they are represented by Counsel.</p> <p><b>The Counsel representing a party is to appear via Webex, unless</b></p> <ul style="list-style-type: none"> <li>(a) The Other party is a Litigant-in-person appearing via Prison - Videoconferencing; or</li> <li>(b) The Court otherwise directs.</li> </ul>