

1 October 2012

Dear Administrator

Rollout of the Singapore Judiciary's new electronic filing service

The transition from the current Electronic Filing System to the new Integrated Electronic Litigation System (eLitigation) will take place progressively during the last quarter of 2012. eLitigation will bring with it major changes to how lawyers, paralegals, legal secretaries and filing clerks access online case files and how documents are electronically filed.

One key new feature of eLitigation is that law practices can now provide access to online case files for all lawyers, paralegals, legal secretaries and filing clerks. Different types of user profiles have been created in eLitigation to enable law practices to exercise control over the level of access to case files and features of the new system that they may wish to grant for each of their users.

Another key new feature is that each case can be assigned to one or more lawyers, paralegals and legal secretaries. Case assignments can mirror the way law practices currently manage their cases. Assigning lawyers, paralegals and legal secretaries to the online case files is necessary before system-generated e-mail and SMS alerts can work effectively.

To ease the transition and to introduce major changes gradually, rollout of eLitigation will take place incrementally during the last quarter of 2012:

Preview 1: Creation of user accounts

29 October to 9 November 2012

Grant access to your users by adding their SingPass IDs and update their user profiles by providing particulars like e-mail addresses and mobile telephone numbers. Law firm administrators will be provided with a link to accomplish this.

A detailed guide on the user registration process will be sent to you and uploaded to the eLitigation microsite (www.elitigation.sg/getready).



Preview 2: Assignment of online case files

3 to 14 December 2012

Verify that your law practice's active case files for matters before the Supreme Court and pertinent case information have been migrated to eLitigation.

Commence assignment of case files to the relevant lawyers, paralegals and legal secretaries in your law practice.

E-Filing Phase 1: Supreme Court

2 January 2013

The first e-filing phase will be the introduction of eLitigation for all Supreme Court cases. Filing in eLitigation will commence on 2 January 2013.

Preview 3 and E-Filing Phases 2 & 3: Subordinate Courts, Civil and Family Justice Divisions

We will monitor the progress of these phases and provide further updates on the rollout of eLitigation for the Subordinate Courts Civil and Family Justice Divisions in due course. Before e-filing commences for Subordinate Courts matters, there will be another Preview for assignment of case files.

During this transitional period, we are increasing the number of hands-on training workshops to extend training to more law practices. The updated training schedule can be found at www.elitigation.sg/getready. Law Practices can also use this time to assess the operational impact of eLitigation and fine-tune internal workflows that will support the litigation process. Downloadable billing data formats will be shared to enable law practice back-end systems to incorporate the new data structures.

We will continue to send you updates in the coming weeks on these activities.

If you require more information on eLitigation registration and training, please contact CrimsonLogic Helpdesk at (65) 6887 7222 or e-mail: elitigation@crimsonlogic.com. You may also visit www.elitigation.sg/getready for regular updates on eLitigation under "News Update" in the homepage.

Yours sincerely

The eLitigation Change Management Team

