CHECKLIST

Bundle of Documents for Hearings in Singapore

Use this checklist before you file a bundle of documents for a hearing in the High Court of Singapore. It accompanies our guide, *How to Prepare a Bundle of Documents for Hearings in Singapore*.

Documents and volumes

- [ ] Documents are in chronological or another logical order.
  ROC O 9 r 25(11) and SCPD 102(9)(c) read with SCPD 104(1)
- [ ] Each volume is ideally within 500 pages.
  Good practice

Cover pages and indexes

- [ ] Each volume has a cover page.
  SCPD 101(3)(b)
- [ ] If there are multiple volumes, Volume 1 contains a master index of all volumes.
  SCPD 101(3)(d)(i)
- [ ] Each volume has an index of the documents in that volume.
  SCPD 101(3)(d)(ii)
- [ ] Each index should have the following headers: Serial Number / Tab, Date, Description and Page Range.
  Adapted from SCPD 102(9)(a) read with SCPD 104(1)
- [ ] Every page range in the index matches the paginated volume.
  Good practice

Pagination

- [ ] The page number is at the top right-hand corner of every page.
  SCPD 38
- [ ] Every page is numbered, including the cover page, index and tab dividers.
  SCPD 38
- [ ] Each volume starts at page 1 and is numbered consecutively.
  SCPD 38
- [ ] The printed page number matches the page number shown by your PDF software.
  SCPD 38
- [ ] No page number covers any text.
  Good practice

Bookmarks and tab dividers

- [ ] There is one bookmark for each entry in the index.
  SCPD 102(9)(a) read with SCPD 104(1)
- [ ] Each bookmark has the same name as its entry in the index.
  SCPD 102(9)(b) read with SCPD 104(1)
- [ ] A tab divider sits before each document.
  Good practice

The PDF file

- [ ] OCR has been run on each volume (optional).
  Good practice
- [ ] Every page is legible.
  SCPD 102(11)(c)(iii) read with SCPD 104(1)
- [ ] Scanned pages are at no more than 300 DPI.
  SCPD 41(3)
- [ ] Each file is within the filing limits of 9,999 pages per document and 500 MB per transmission.
  SCPD 41(1)

Filing and hard copies

- [ ] The bundle is filed and served according to the timeline given by the Court or at least 1 clear day before the hearing.
  SCPD 101(1), 104(1). Whilst SCPD 104(1) permits bundles to be submitted at the hearing for non-special date hearings, this is not advisable as it does not allow parties sufficient time to review your documents.
- [ ] Hard copies match the soft copy in every respect.
  Good practice
- [ ] Hard copies are bound with plastic ring or thermal binding, in red for claimants and blue for defendants, with transparent covers.
  SCPD 102(11)(c)(i) read with SCPD 104(1)
- [ ] Hard copies have flags on the right of the bundle spaced evenly to mark out documents that will be referred to repeatedly during the hearing.
  SCPD 102(11)(c)(ii) read with SCPD 104(1)
- [ ] Hard copies are printed on both sides of each page (encouraged).
  SCPD 102(11)(a) read with SCPD 104(1)
- [ ] Hard copies can be supplied within 24 hours if the Registrar asks for them.
  SCPD 45(2)

SCPD is the Supreme Court Practice Directions 2021 and **ROC** is the Rules of Court 2021. This checklist is accurate as at 21 November 2026. It is general information for legal practitioners and is not legal advice.