

**CIVIL LITIGATION  
(ADVOCATE SEAT) CHECKLIST**

**Introduction**

A Civil Litigation Seat should prepare a PT (“PT”) to a standard that will sufficiently and reasonably equip him or her to deal with the work likely to be encountered in the first few years of civil litigation practice.

- 1) For PTs undertaking the Civil Litigation Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
  - a) All tasks set out in Section A;
  - b) All tasks set out in Section B; and
  - c) **Five tasks** set out in Section C.
  
- 2) For PTs undertaking the Civil Litigation Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
  - a) All tasks set out in Section A; and
  - b) All tasks set out in Section B.

**SECTION A**

No.	Task	Done <i>(please tick accordingly)</i>
A1	Attend at least 3 in-person client meetings where: - a. instructions are obtained from the client; and b. advice is given to the client on the matter by a solicitor	
A2	Attend at least 3 telephone/video calls with the client where: - a. instructions are obtained from the client; and b. advice is given to the client on the matter by a solicitor	
A3	Prepare and finalise attendance notes in A1 and A2	
A4	Research specific legal questions using <i>LawNet</i> and other online legal search engines, as well as conduct offline research using textbooks, law reports and other legal authorities	

A5	Communicate research results in A4 to the supervising solicitor or any other lawyer as directed by the supervising solicitor as effectively as possible through written memos or any other medium	
A6	Keep current and up to date on the latest practice directions, Registrar's circulars and case authorities that relate to civil procedure and under the Rules of Court 2021	
A7	Be familiar with legal and procedural considerations in relation to the conduct of cases	
A8	Be aware of the applicability of the <i>Law Society Practice Directions</i> in relation to the factual circumstances of the case/matter	
A9	Be aware of the applicability of the <i>Legal Profession (Professional Conduct) Rules 2015</i> in relation to the factual circumstances of the case/matter	

## SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Assist with the drafting of pleadings in relation to an Originating Claim, which includes the Statement of Claim, Defence and Counterclaim as well as the Reply (where leave has been granted)	
B2	Assist with the drafting of the papers in relation to an Originating Application, which includes the supporting affidavit as well as any other applicable affidavits	
B3	Assist with the drafting of papers in relation to any set of interlocutory applications	
B4	Assist with the drafting of the papers in relation to the Single Application Pending Trial	
B5	Assist with the drafting of affidavit(s) of evidence-in-chief, expert report(s), or the equivalent	
B6	Assist with the drafting of submissions for the substantive hearing (Opening Statement / Closing Submissions)	

B7	Assist with the drafting and/or review of an Order of Court / Judgment	
B8	Assist with the drafting of a mediation opening statement	
B9	Assist with the drafting of a legal opinion for the client	

**Note to Supervising Solicitors:** When preparing documents from B1 to B7 in conjunction with a PT, please ensure awareness and adherence to applicable practice directions and/or registrar's circulars.

### SECTION C

No.	Task	Done <i>(please tick accordingly)</i>
C1	Attend an uncontested interlocutory hearing	
C2	Attend a contested interlocutory hearing	
C3	Attend a trial / assessment of damages hearing	
C4	Attend a hearing in relation to an Originating Application (or its earlier equivalent, the Originating Summons)	
C5	Attend an appeal hearing (this includes an Appeal to a District Judge In Chambers, an Appeal to a High Court Judge In Chambers, an Appeal to the Appellate Division of the High Court or an Appeal to the Court of Appeal)	
C6	Attend at least 5 case management conferences	
C7	Attend a mediation hearing	

To the Singapore Institute of Legal Education:

I certify that this Practice Area Checklist accurately reflects the training undertaken and completed by the Practice Trainee under my supervision during the relevant period as specified in the Certificate of Diligence.

<b>Name of Practice Trainee as per NRIC / FIN:</b>	
<b>Name of Singapore Law Practice:</b>	
<b>Practice Training Period Commencement Date:</b>	
<b>Name of Supervising Solicitor as per Practising Certificate:</b>	
<b>Signature of Supervising Solicitor:</b>	
<b>Date:</b>	

**Note:** Ensure that the details provided above match with those in the approved Practice Training Contract.