

**CIVIL LITIGATION
(ADVOCATE SEAT) CHECKLIST**

Introduction

A Civil Litigation Seat should prepare practice trainee(s) (“**PT(s)**”) 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.

- 3) With respect to the tasks set out below, they are structured to reflect the type of work typically encountered in civil litigation practice. However, where the task is more general in nature such as A1 where the task carried out may not be entirely specific to civil litigation, the supervising solicitor should determine the most appropriate manner in which the task is completed to ensure that the checklist requirement is properly fulfilled. The underlying premise is for the PT to be duly exposed to the skills and understanding required to carry out the task.

- 4) For the purpose of completing the tasks below, the supervising solicitor may prescribe the manner in which each task is to be undertaken. For example, where appropriate, the tasks may be drawn from different teams, departments or practice areas in the firm. The tasks need not necessarily be live (on-going) matters occurring within the practice training period.

- 5) With respect to A4 to A5 and B1 to B9, the supervising solicitor may, where appropriate and circumstances require, utilise previously completed cases as case studies or the subject matter for training the PT in relation to that aspect of the checklist. That said, the starting point should be to have the PT undertake work on on-going and current matters.

IMPORTANT

This version of the Civil Litigation (Advocate Seat) Checklist (Version 1.1 (2 June 2026)) is effective from 2 June 2026. Practice trainees who commence their practice training period on or after 2 June 2026 and wish to undertake the Civil Litigation (Advocate Seat) Checklist are required to use Version 1.1 (2 June 2026) of the checklist. Practice trainees who commenced the practice training period prior to 2 June 2026 and elected Civil Litigation (Advocate Seat) may continue using the earlier version of the checklist.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Attend at least three in-person client meetings where: ¹ - a. instructions are obtained from the client; and b. advice is given to the client on the matter by a solicitor This requirement is separate and independent from A2	<input type="checkbox"/>
A2	Attend at least three telephone/video calls with the client where: ¹ - a. instructions are obtained from the client; and b. advice is given to the client on the matter by a solicitor This requirement is separate and independent from A1	<input type="checkbox"/>
A3	Prepare and finalise attendance notes in A1 and A2	<input type="checkbox"/>
A4	Research specific legal questions using <i>LawNet</i> and other online legal search engines, as well as conducting offline research using textbooks, law reports and other legal authorities	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>

¹ **Note to supervising solicitors:** PTs should be instructed to prepare fully for all client interviews, including taking minutes which record client instructions. Where possible, supervising solicitors should have a short discussion with the PT prior to any client meeting or interview.

A7	Be familiar with legal and procedural considerations in relation to the conduct of cases	<input type="checkbox"/>
A8	Be aware of the applicability of the <i>Law Society Practice Directions</i> in relation to the factual circumstances of the case/matter	<input type="checkbox"/>
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	<input type="checkbox"/>

SECTION B

No.	Task	Done (please tick accordingly)
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)	<input type="checkbox"/>
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	<input type="checkbox"/>
B3	Assist with the drafting of papers in relation to any interlocutory application that fall outside the Single Application Pending Trial	<input type="checkbox"/>
B4	Assist with the drafting of the papers in relation to the Single Application Pending Trial	<input type="checkbox"/>
B5	Assist with the drafting of affidavit(s) of evidence-in-chief, affidavits in interlocutory matters / the Single Application Pending Trial, as well as any other hearings before the Court, or the equivalent	<input type="checkbox"/>
B6	Assist with the drafting of submissions for the substantive hearing (Opening Statement / Closing Submissions for a trial), this may include the written submissions in relation to an Originating Application.	<input type="checkbox"/>
B7	Assist with the drafting and/or review of an Order of Court / Judgment	<input type="checkbox"/>
B8	Assist with the drafting of a mediation opening statement	<input type="checkbox"/>
B9	Assist with the drafting of a legal opinion for the client	<input type="checkbox"/>

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 (please tick accordingly)
C1	Attend an uncontested interlocutory hearing This may include matters that are resolved or dealt with on an uncontested basis via an asynchronous hearing	<input type="checkbox"/>
C2	Attend a contested interlocutory hearing	<input type="checkbox"/>
C3	Attend a trial / assessment of damages hearing	<input type="checkbox"/>
C4	Attend a hearing in relation to an Originating Application	<input type="checkbox"/>
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)	<input type="checkbox"/>
C6	Attend at least five case conferences	<input type="checkbox"/>
C7	Attend a mediation hearing / session This includes ad-hoc and institutional mediations as well as mediations that are held at the State Courts	<input type="checkbox"/>

Note to Supervising Solicitors: Attendance with respect to C1 to C7 requires the PT to be aware of the underlying facts and issues in relation to the hearing so that the PT can more actively understand and appreciate what is taking place.

Where the supervising solicitor does not have any upcoming appeals for C5, it is possible for the PT to attend the appeal hearing of another team. Where the firm does not have any appeals slated for the practice training period, the PT may attend an appeal hearing at the Supreme Court and is required to observe the entirety of the hearing.

To the Singapore Institute of Legal Education:

I certify that this Checklist accurately reflects the training undertaken and completed by the Practice Trainee during the relevant period².

Full Name of Practice Trainee as per NRIC / FIN:	
Full Name of Singapore Law Practice:	
Full Name of Supervising Solicitor as per Practising Certificate:	
Signature of Supervising Solicitor:³	
Date signed:	

Note:

Where there is a change in supervising solicitor to a new supervising solicitor within the same Singapore law practice, the new supervising solicitor may certify the completion of tasks supervised by the previous supervising solicitor if the new supervising solicitor has verified the same with the previous supervising solicitor. If the new supervising solicitor is unable to make such a certification, the new and previous supervising solicitors may complete and sign separate copies of this checklist in respect of the tasks supervised by them respectively.

² Where the practice training checklist is submitted as part of a training review, the relevant period is the "Relevant Period" as stated in the Training Review Form. Where the practice training checklist is submitted in the course of registering a termination of a practice training contract or upon completion of the practice training period, the relevant period is the period of practice training as stated in the Certificate of Diligence issued by the abovenamed Singapore law practice.

³ Electronic and digital signatures are accepted. Please ensure that the supervising solicitor's signature is consistent across all documents submitted to the Institute, including the checklists and the Certificate of Diligence, if applicable.