

**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 Checklist accurately reflects the training undertaken and completed by the Practice Trainee during the relevant period<sup>1</sup>.

<b>Full Name of Practice Trainee as per NRIC / FIN:</b>	
<b>Full Name of Singapore Law Practice:</b>	
<b>Full Name of Supervising Solicitor as per Practising Certificate:</b>	
<b>Signature of Supervising Solicitor:<sup>2</sup></b>	
<b>Date signed:</b>	

**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.

<sup>1</sup> 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.

<sup>2</sup> 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.