

**Form 30
REPLY**

IN THE COMMUNITY DISPUTES RESOLUTION TRIBUNALS

Claim No.)
Of 20 .)

Between

(name of Plaintiff)

And

(name of Respondent)

**IMPORTANT: THIS FORM MUST BE TYPE-WRITTEN.
READ EXPLANATORY NOTE TO THE RESPONDENT ON PAGE 4 BEFORE COMPLETING IT.
It is an offence to give information or to produce any document to the Tribunal which you know or believe to be false.**

Part A – Particulars of Respondent

1. My particulars are as follows:

- (a) Name:
- (b) NRIC No. (for Singapore citizen/Singapore Permanent Resident)/No., type and country of issue of foreign identification document and Foreign Identification Number (FIN) (for foreign citizen):
- (c) Address:
- (d) Telephone No.:
- (e) E-mail Address (optional):
- (f) Fax No. (if available):

Part B – Particulars of Claim

- 1. A claim has been lodged against me in Claim No. [] of 20 .
- 2. I am opposing the plaintiff's claim for the following reasons *(please provide detailed reasons for each incident which the plaintiff has stated in his / her claim)*:

EXPLANATORY NOTE TO THE RESPONDENT

IMPORTANT: Please fill in all the fields in the form. An incomplete form and / or incomplete supporting evidence will delay the processing of your submission.

1. A Claim under the Community Disputes Resolution Tribunal (“the Tribunal”) may be lodged against a respondent who has by an act or omission, directly or indirectly, and whether intentionally, recklessly or negligently, caused unreasonable interference with the plaintiff’s enjoyment or use of his/her place of residence.
2. A respondent who wishes to contest the Claim must file a Reply in this form and include all supporting evidence (including documents, photographs, video recordings, audio recordings, electronic evidence etc.) to prove the matters which are stated. If you are submitting video or audio recordings, you must provide them in CD rom and also provide relevant transcripts. Any evidence that is not in English must be translated into English by a certified translator before submission.
3. The fee for filing a Reply is **\$20.00**.

BRIEF PROCEDURE FOR FILING A REPLY

4. You have 14 days after the date on which you are served the Claim and supporting evidence to file a Reply to contest the Claim against you and serve it on the plaintiff.
5. You must attend the Pre-Trial Conference on the date, time and place, which will be given to you. If you fail to attend the Pre-Trial Conference, the Judge may proceed with the Pre-Trial Conference in your absence and may make such orders as the Judge thinks fit, including making an order against you.

FURTHER INFORMATION

Ministry of Law website: www.minlaw.gov.sg

Ministry of Culture, Community and Youth website: www.mccy.gov.sg

State Courts website: www.statecourts.gov.sg