

A step-by-step guide for effecting eService via the Singpass app Inbox – for Substituted Service

The option for effecting substituted service via the Singpass app Inbox is currently only available to eLitigation subscribers. Self-represented persons and law firms using the Service Bureau cannot take advantage of this mode of eService. The individuals (both existing parties to the case and non-parties) on whom substituted service is sought must have valid NRIC/FIN numbers.

lude v Nik	hil						Ca
Case	Party	Documents	Hearing	History	Bill Details	Cause Book Search	Asynchron
Affic Ord ESU Cer	davits (1) ers/Judgm ocases C/SUM 57/ rtificate of	nents (1) /2022 (1) Service (3)				C C C C C C C C C C C C C C C C C C C	→ ↑
Amend		eService		Colla	borate	Creat	te Bundle

Fig 1: After you have obtained the relevant Court Order allowing for substituted service, go to the "Documents" tab of the case and click on the "**eService**" button.

Case Party	Documents	Hearing	History	Bill Details	Cause Book Sear	case status, pe	Notification
STEP 1	ST Select La	EP 2 w Firm	Confirm	ation	•		
a C/OA 44/20 ■Affidavits (1) ■Orders/Judgme ■ Sub Cases HC/SUM 57/2	22(5) nts (1) 022 (1)					Document Name DRAFT JUDGMENT / ORDE ORDER OF COURT SUMMONS FOR SUBSTITL ORIGINATING APPLICATIC AFFIDAVIT (Jude)	ER ITED SERVICE DN
Add Document	erve					-	
o documents found.							

Fig 2: Select the documents to be served and click "Add Document".



Document Name DRAFT JUDGMENT / ORDER	Date of Document 01-Jun-2022 09:44 AM
DRAFT JUDGMENT / ORDER	01-Jun-2022 09:44 AM
ORDER OF COURT	01-Jun-2022 09:44 AM
SUMMONS FOR SUBSTITUTED SERVICE	01-Jun-2022 09:34 AM
ORIGINATING APPLICATION	31-May-2022 09:01 PM
AFFIDAVIT (Jude)	31-May-2022 09:01 PM
Showing 1-5 of 5 Previous 1 Next Go to page:	Go Items Per Page 25 V
Remove Document	
Cancel	Next

Fig 3: Review the selected documents before clicking on the "Next" button.

Case Party	Documents	Hearing	History	Bill Details	Cause Book Search	Asynchronous Hearings	Notification
STEP 1 Select Document	ST Select Re	EP 2 cipient	Confirm	STEP 3 nation			
serving via : 🗊				Sing	pass app Inbox		~
Please select the p	oarty who wishe	s to e-serve	e the docum	ent: 🚺 [[SEL	ECT]		$\overline{}$

Fig 4: Select **"Singpass app Inbox**" from the "serving via" dropdown list. Then, select the party who wishes to e-serve the document(s). If the law firm is representing multiple parties, selecting one party would suffice.

Choose recipient(s)	
I have obtained the permission of Court ●Yes ○No	to eServe the selected documents to the intended recipient(s) via the Singpass app Inbox
Please select the Court Order Number: [Select] •	

Fig 5: Confirm that a Court Order has been granted to serve via the Singpass app Inbox, and select the relevant Court Order from the dropdown list.

Proceed to:

- Fig 6a if you would like to serve to existing parties; and/or
- Fig 6b if you would like to serve to non-parties.



dd party from case (only those v	ith valid NRIC/FIN numbers are listed)	Intended recipient(s)	
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	Add selected party		
d ware marked (and an a wall of NIDI			
a non-party (enter a valid NRIC	/FIN humber)		

Fig 6a: To serve the documents on existing parties, select the name(s) of the intended recipient(s) and click on the "**Add selected party**" button. Click on "**Next**" at the bottom of the page to proceed.

Id party from case (only the	ose with valid NRIC/FIN numbers	are listed)	Intended recipient(s)	
khil				
ie				
n				
		*		
	F	Add selected party		
non-party (enter a valid I	NRIC/FIN number)			
Contract Contract Contractor In]		

Fig 6b: To serve the documents on a non-party, enter the NRIC/FIN number of the non-party and click on the "**Add non-party**" button. Multiple non-parties can be added. Click on "**Next**" at the bottom of the page to proceed.



	STEP 1	STEP 2	STEP 3		
Select	Document	Select Recipient	Confirmation		
Doc	ument to Ser	ue.			
Duc	ument to serv	ve			
SNo	Document	Name		Date	Fee
1	DRAFT JUD	GMENT / ORDER*		29-Jun-2022 01:19 PM	S\$2.00
2	ORDER OF	COURT*		29-Jun-2022 01:19 PM	S\$2.00
3	SUMMONS	FOR SUBSTITUTED SER	VICE*	01-Jun-2022 09:34 AM	S\$2.00
4	ORIGINATI	NG APPLICATION*		31-May-2022 09:01 PM	S\$2.00
5	AFFIDAVIT	(Jude)*		31-May-2022 09:01 PM	S\$2.00
Total F	ee: S\$10.00				
Show	ing 1-5 of 5			Previous 1	Next Go to page: Go
Case	e Parties to se	erve via the Singnass	ann Inhoy		
		in the time singpose			
SNo		Case Parties			
1		Jude			
Showi	ng 1-1 of 1			Previous	Next Go to page:
				Previous	Next Go to page.
Fee	s Payable				
otal Fee	s Payable:				S\$10.00
Previ	ious			Print Serve Document	

Fig 7: In the final step, review the list of documents and eService fees, before clicking on the "**Serve Document**" button.



Fig 8: After clicking "Serve Document", you will see a message indicating that the "eService has been submitted for processing".



		SINGAPORE
Ca Fil	ase No.: HC/OA 44/2022 led: 03-August-2022 04:23 PM	In the matter of Betting
		Between
		Jude (NRIC No. \$9990670G)
		Appellant(s)
		and
		Nikhil (NRIC No. S9990669C)
		Respondent(s)
The	CEI	RTIFICATE OF SERVICE
The Traii	CEI following documents have been el ning Lawfirm 1 to Jude on 03-Aug	RTIFICATE OF SERVICE lectronically served via the Singpass app Inbox by aust-2022 at 04:23 PM:
The Train	CEI following documents have been el ning Lawfirm 1 to Jude on 03-Aug ORIGINATING APPLICAT	RTIFICATE OF SERVICE lectronically served via the Singpass app Inbox by nst-2022 at 04:23 PM: ION
The Train 1. 2.	CEI following documents have been el ning Lawfirm 1 to Jude on 03-Aug ORIGINATING APPLICAT SUMMONS FOR SUBSTITI	RTIFICATE OF SERVICE lectronically served <mark>via the Singpass app Inbox</mark> by ust-2022 at 04:23 PM: ION UTED SERVICE
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The Train 1. 2. 3. 4. 5.	CEI following documents have been el ning Lawfinn 1 to Jude on 03-Aug ORIGINATING APPLICAT SUMMONS FOR SUBSTIT ORDER OF COURT DRAFT JUDGMENT / ORD AFFIDAVIT (JUDE)	RTIFICATE OF SERVICE lectronically served via the Singpass app Inbox by ust-2022 at 04:23 PM: ION UTED SERVICE JER

Fig 1: A "Certificate of Service" will be generated if the Singpass notification has been successfully delivered to the intended recipient's Singpass app Inbox. The notification includes a secure link to download the Court documents.

The certificate of service **<u>does not</u>** mean that the recipient has:

- opened the notification to read its contents, or
- tapped on the "View Documents" button to download the served documents.

			_	Ca	ise Status: Pe	nding
Case	Party	Documents	Hearing	History	Bill Details	Cause Book Searc
Expand	All Col	lapse All			-	
Par	ty Detail	s				
Amend	History					
No reco	rd found					

Fig 2: The status of the delivery will be reflected under the case file's "History" tab > "eService Details" > "eService History" header.



The table below shows the message that will be displayed for the various scenarios:

Message	Scenario
eService via the Singpass app Inbox: The notification has been successfully delivered to the recipient's Singpass app Inbox. A Certificate of Service has been generated.	 A Singpass notification has been successfully delivered to the intended recipient's Singpass app Inbox. The notification includes a secure link to download the Court documents. The certificate of service does not mean that the recipient has: opened the notification to read its contents, or tapped on the "View Documents" button to download the served documents.
eService via the Singpass app Inbox: The intended recipient does not appear to have the Singpass app installed. Delivery to the intended recipient's Singpass app Inbox has not been effected and no further attempts will be made. A Certificate of Service will not be generated. If the user has a registered mobile number with Singpass, an SMS will be sent to him/her with the case number and your law firm's contact information. You will not be charged for the unsuccessful eService. You may wish to consider an alternative mode of effecting service.	Either:a) Recipient has Singpass account, but does not have Singpass app installed, orb) Recipient does NOT have Singpass account