



DIALOGUE AND TRAINING SESSION ON THE NEW FAMILY JUSTICE RULES FILING IN ELITIGATION

14 MARCH 2025

**SG
Courts**

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TODAY'S PROGRAMME

Time	Activity
0830HRS	Registration and Breakfast
0930HRS	Introductory Remarks
0935HRS	Demonstration of eLitigation Filing
1015HRS	Use of eLitigation
1050HRS	Break
1100HRS	Sharing on Practice Directions
1120HRS	Sharing on Forms
1140HRS	Sharing on Divorce by Mutual Agreement
1150HRS	Questions and Answers Session



OPENING REMARKS BY REGISTRAR, FJC

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DEMONSTRATION OF ELITIGATION FILING

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Agenda for the Demo

Demo on Amendment feature

Demo on the type of FJR applications



Family Justice Rules (FJR) - User Training: Amendment

Simpler trade. Smarter tech. crimsonlogic.com

Overview on the types of Amendment

- Amendment of Originating Applications

- Re-signing/re-attestation of the application is not required.
- The Draft Ancillary Reliefs Order section of a Fully Simplified OAD cannot be amended. If the terms of the agreement between parties have changed, please file a fresh Draft Ancillary Reliefs Order signed by both parties.
- For amended OADs, if proceeding on an uncontested basis, Applicant will be required to file an Affidavit for Uncontested Dissolution Hearing to confirm the amended OAD.

- Amendment of Summons

- If the summons contains a signature section, re-signing/re-attestation will be required.

- Amendment of other subsequent filing documents

- Affidavits cannot be amended. Not all documents available for subsequent filing can be amended, a pop-up alert will appear if the user attempts to amend a document that cannot be amended. Refer slide 6.
- If the document contains a signature section, re-signing/re-attestation will be required.

Overview on the types of Amendment

Note:

- Only the document selected in the document tab will be amended.
- Multiple documents cannot be amended at the same time even if the original filing entailed the drafting of multiple eForms at the same time for submission.

User Journey for filing an amendment

eLitigation Welcome, **MARY CHOW 1** from **Training Lawfirm 1** | Logout | FAQs | User Guide | Contact Info | RSS

HOME **FC/OAD 7/2025**

FILING John Doe v Jane Doe **Case Status: Pending**

CASE FILE Case Documents

Case Documents **FC/OAD 7/2025(2)**

Enter text to search [Clear] [Search]

Notes

- By default, results will only include documents that have been indexed by eLitigation for Full Text Search.
- You can also search by title or DocID by entering
 - title:"Notice of intention" or
 - docid:kurb4
- More [Search Tips](#)

<input type="checkbox"/>	Full Text Search	Document Name	Number	DocID	Date	Name	Action
<input type="checkbox"/>		ORIGINATING APPLICATION FOR JUDICIAL SEPARATION	FC/OAD 7/2025		07-Jan-2025 03:37 PM	APPLICANT	Info
<input type="checkbox"/>		NOTICE OF PROCEEDINGS TO RESPONDENT (GENERAL)		9tpbs	07-Jan-2025 03:37 PM	APPLICANT	Info

Showing 1-2 of 2 Previous 1 Next Go to page: [] [Go] Items Per Page 25

Amend eService Collaborate Create Bundle Pack & Go File a Request File a Document Refile Affidavit

1. Access the case file via the search function

2. Select the document you wish to amend

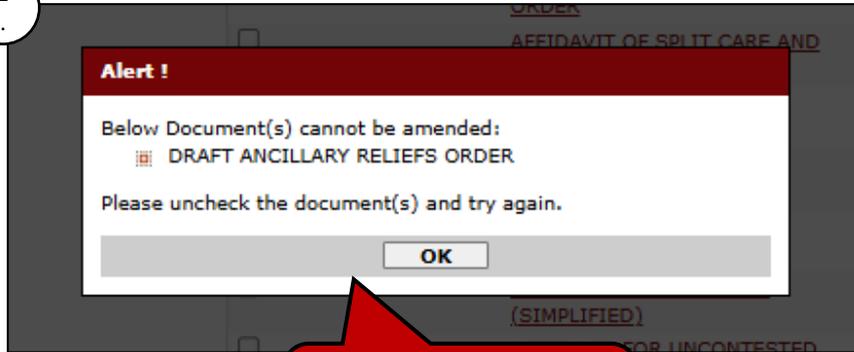
3. Click "Amend"

For affidavits which have had material expunged/struck out, the counsel can refile that affidavit without the offending paragraphs via selecting the affidavit document and click on "Refile Affidavit" button.

User Journey for filing an amendment

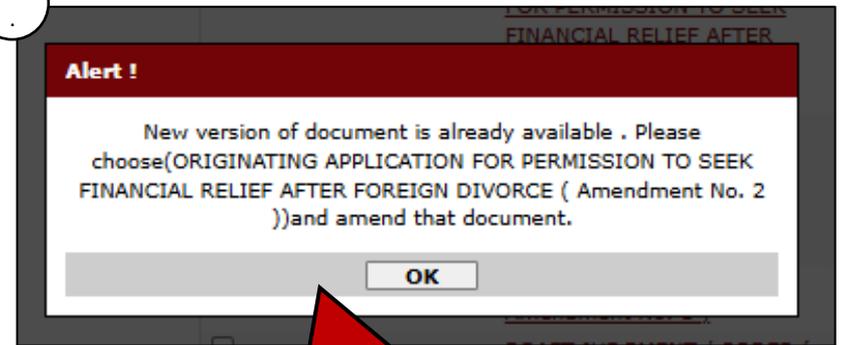
Possible alerts:

1



This alert appears when the document selected is **NOT** available for amendment.

2



This alert appears when the user did not select the latest version of the document for amendment.

Amending an Originating Application:

You are amending the following document
Document Title: ORIGINATING APPLICATION FOR JUDICIAL REVIEW

Case Overview

For Filing in: Family Courts
Case No: FC/OAD 7/2024
Case Name: John Doe v Jane Smith

Order Of Court For Amendment

Do you need permission of Court?
 Yes
 No

Basis of amendment
(state the provision in the Rules of Court/Family Justice Rules or Practice Directions relied on) *

Pursuant to Part [cite specific rule number]

Callout: This **mandatory** question appears at the top of the application. If the user has permission for amendment, the user should select "Yes" and enter the order details. Else, the user should select "No" and enter basis of amendment pursuant to the rules/practice directions. There is no change in requirements.

Amending a Summons or other documents:

STEP 1: Case Info STEP 2: Form STEP 3: Admin Details STEP 4: Submission

You are amending the following document
Document Title: SUMMONS FOR STRIKING OUT OA/SUM/REPLY filed on 12-Nov-2024

Case Overview

For Filing in: Family Courts
Case No/Case Name: FC/OAG 57/2024 Applicant1 v Respondent1

Order Of Court For Amendment

Do you need permission of Court? Yes No

Basis of amendment *
(state the provision in the Rules of Court/Family Justice Rules or Practice Directions relied on)

Pursuant to Part [cite specific rule number]

Questionnaire

Please select the Nature of Application(s)

S/No	Nature of Application	Main Application
<input type="checkbox"/> 1	SUMMONS FOR STRIKING OUT OA/SUM/REPLY	<input checked="" type="radio"/>

Please select the type of application
 Application without Notice
 Application by Consent
 None of the above

Callout: This **mandatory** question appears at the Step 1. If the user has permission for amendment, the user should select "Yes" and enter the order details. Else, the user should select "No" and enter basis of amendment pursuant to the rules/practice directions. There is no change in requirements.

Amending an eForm:

Case Info
Please complete all the sections below

- Applicant >
- Respondent
- Marriage
- Jurisdiction
- Children
- Proceedings
- Judicial Separation
- Ancillary Reliefs
- Supporting Documents
- Certification

The Applicant
* marked fields are mandatory

Do you have...

Yes

No

Is the Applicant below 21 years old or mentally incapacitated?

Yes, the Applicant is below 21 years old

Yes, the Applicant is mentally incapacitated

Yes, the Applicant is below 21 years old and mentally incapacitated.

None of the above

Personal Details (Applicant)

For amendment of eForms, user will be brought to step 1 on starting the application.

Sections containing data fields that can be amended will show up in Step 1.

Sections that cannot be amended (e.g. deponent, affirmation) will not appear.

... for Family Division of the High Court involving the same parties filed in

Do not input NRIC/UEN or other ID details in the Name fields. Please input the NRIC/UEN or other ID details in the Identification fields.

User Journey for filing an amendment

Amending an eForm:

- Applicant
- Respondent
- Marriage
- Jurisdiction
- Children
- Proceedings
- Divorce
- Ancillary Reliefs
- Relief(s) Claimed

Supporting Documents

* marked fields are mandatory

You must attach, with your application, a copy of the documents listed in the table below and all documents which you intend to rely on to support your position (collectively "Required Documents").

It is recommended to save the information entered by clicking "Save as draft" at regular intervals. This prevents any potential loss of data due to network error.

For each row, select "choose file", click the upload icon, then proceed to the next row.

S/No.	Doc Title	Select File (PDF format only)	Action
↓	1	Copy of Marriage Certificate *	* Choose file oath - christian.pdf   
↑↓	2	Copy of child(ren)'s Birth Certificates - Adult Child1 *	* Choose file NOTICE OF P... CHARGED.pdf   
↑↓	3	Copy of child(ren)'s Birth Certificates - Bam Bam Flintstone Lim *	* Choose file NOTICE OF P... CHARGED.pdf   
↑↓	4	Copy of child(ren)'s Birth Certificates - Pebbles Flintstone Lim *	* Choose file NOTICE OF P... CHARGED.pdf   
↑↓	5	Bankruptcy search results from Ministry of Law's Insolvency Office for Applicant *	* Choose file oath - non- christian.pdf   
↑↓	6	Bankruptcy search results from Ministry of Law's Insolvency Office for Respondent *	* Choose file Record of Appeal vol 1.pdf   
↑↓	7	My Parenting Programme exemption note *	* Choose file oath - christian.pdf   
↑↓	8	My spouse's Parenting Programme Certificate of Attendance *	* Choose file oath - non- christian.pdf   
↑	9	CPF Checklist signed by both parties *	* Choose file Record of Appeal vol 2.pdf   

Add Document

Please ensure that you have completed all relevant fields and attached all Required Documents. If there are missing information or documents, the Court may subsequently require you to provide these information or documents. You may incur additional fees as a result.

If there is a change in the supporting documents, the user needs to manually delete or add the document to upload via "Add document" button. There will not be a prompt to upload the additional document due to the change in e-data.

Under the "Supporting documents" section, the originally uploaded supporting documents will be displayed by default.

User Journey for filing an amendment

Amending an eForm:

For example, if the user had amended the OAD such that the marriage cert is in a foreign language, the user will need to add the "Translation of Marriage Certificate" manually into the table.

Add Supporting Document

Supporting Documents

- Agreement that Marriage has Irretrievably Broken Down
- Approval from Official Assignee
- Copy of Mental Capacity Act order / Lasting Power of Attorney
- Document(s) to show a change in a party's name or identification number stated in the Marriage Certificate
- My Parenting Programme Certificate of Attendance
- My spouse's Parenting Programme exemption note
- Supporting Document(s) for Permission to proceed without Parenting Programme
- Translation of child(ren)'s Birth Certificates
- Translation of child(ren)'s Birth Certificates - Adult Child1
- Translation of Marriage Certificate

i If this section contains a list of documents, and the document you wish to add does not fall within any of the categories listed, please add the new document as "Other Document".

Number of "Other document" to add : **i**

User Journey for filing an amendment

Amending an eForm:

Case info **Form** Admin Details Pending Confirmation

The following form(s) have been prepared based on the information you have provided so far:

SNO	FORM NAME & DESCRIPTION	ACTIONS
1	ORIGINATING APPLICATION FOR JUDICIAL SEPARATION (Amendment No. 1)*	

View Document Finalise Document

Note: It is mandatory to view & save all eForms before proceeding to the next step.
Note: If you have amended the information entered in the previous step, please click the update icon to update the generated document, please click the update icon to update the generated document

Previous Cancel Next

User Journey for filing an amendment

Amending an eForm:

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

FC/OAD 7/2025

Between

John Doe
(Malaysia Passport No. M987654)

...Applicant(s)

And

Jane Doe
(Malaysia Passport No. M1234567)

...Respondent(s)

ORIGINATING APPLICATION FOR JUDICIAL SEPARATION
(AMENDMENT NO. 1, BY ORDER OF COURT MADE ON 02 JANUARY 2025)

To the Respondent
Jane Doe

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

FC/OAD 7/2025

Between

John Doe
(Malaysia Passport No. M987654)

...Applicant(s)

And

Jane Doe
(Malaysia Passport No. M1234567)

...Respondent(s)

ORIGINATING APPLICATION FOR JUDICIAL SEPARATION
(AMENDMENT NO. 1, PURSUANT TO PART S34)

To the Respondent
Jane Doe

The title of the generated document will reflect the amendment number and the information entered under the question "Do you need permission of court?".

User Journey for filing an amendment

Amending an eForm:

9. Attestation and Consents

Certification by Applicant and Counsel

(a) I am aware of the options of family mediation or counselling before filing this Originating Application.

(b) I, John Doe, certify that all the statements made in this Originating Application are true to the best of my knowledge and belief.

Signed

Signed

Signature of the Applicant's Counsel
MARY CHOW
Training Lawfirm 1

Date:

Under the signature/attestation sections, the word "Signed" will be put in place of where the signature was in the original document.

Re-signing/re-attestation is **NOT** required for Originating Applications.

Case info **Form** Admin Details Submission

The following form(s) have been prepared based on the information you have provided so far:

SNO	FORM NAME & DESCRIPTION	ACTIONS	STATUS
1	ORIGINATING APPLICATION FOR JUDICIAL SEPARATION (Amendment No. 1)*	 	Finalized

Note: It is mandatory to view & save all eForms to proceed to next step.
Note: If you have amended the information entered in previous step(s) after viewing the generated document, please click the update icon to update the generated document

For Originating Applications, Summonses and other documents which do not need to be signed, on finalising the document, user does not need to upload any signed document. User can proceed to Step 3 and Step 4 submission directly.

User Journey for filing an amendment

Amending an eForm:

NOTICE OF OBJECTIONS TO THE AFFIDAVIT(S) OF EVIDENCE IN CHIEF
(Amendment No. 1)

1. I am the Applicant* in Case No.: HCF/C
2. State all other case(s) which will be heard with this case.
3. **Jasmine Green Milk Tea (Applicant) objects to the Affidavit(s) of Evidence in Chief (AEIC) as detailed in the table below:**

Person who filed the affidavit:	1
Date of affidavit:	03/09/2024
State the parts of the affidavit which you object to:	we

Signed

Signature of Jasmine Green Milk Tea
Date: 14/09/2024

Signature of Jasmine Green Milk Tea
* refers to the party's litigation representative if the party is represented by a litigation representative.

Date: 09/09/2024

Under the signature/attestation sections, the word "Signed" will be put in place of where the signature was in the original document.

Re-signing/re-attestation is required for amendment of Summons and documents with signature.

A duplicate signing section will appear under the document for user to re-sign.

Case info **Form** Admin Details Submission

The following form(s) have been prepared based on the information you have provided so far:

SNO	FORM NAME & DESCRIPTION	ACTIONS	STATUS
1	NOTICE OF OBJECTIONS TO THE AFFIDAVIT(S) OF EVIDENCE IN CHIEF (Amendment No. 1)*	 	Pending Signature
2	AMENDMENT NO. 1 COPY OF NOTICE OF OBJECTIONS TO THE AFFIDAVIT(S) OF EVIDENCE IN CHIEF*		

Note: The documents that you are scanning to generate a PDF version must be scanned properly e.g., manually signed documents. Click here for guidelines.
Note: It is mandatory to view & save all eForms to proceed to next step.
Note: If you have amended the information entered in previous step(s) after viewing the generated document, please click the refresh icon to update the generated document

User will be required to sign and upload the amendment document before proceeding to Step 3.

User Journey for filing an amendment

Amending a PDF document:

The following form(s) have been prepared based on the information you have provided so far:

SNO	FORM NAME & DESCRIPTION	ACTIONS	STATUS
1	REPLY TO DISCLOSURE (Amendment No. 1)*		Pending Confirmation

Add Document **Delete Document** **Finalise Document**

Note: It is mandatory to view & save all eForms to proceed to next step.
Note: If you have amended the information entered in previous step(s) after viewing the generated document, please click the update button.

Previous **Cancel** **Next**

For amendment of PDF, user will be brought to step 2 on starting the application.

User will be able to proceed to Step 3 after uploading the document.



Family Justice Rules (FJR) - User Training: Type Ahead Function

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User Journey for Commencement of a Case

Case Overview

i This Notice serves as a reminder to the Applicant and does not appear as part of the issued Originating Application.

IMPORTANT: Duty to consider amicable resolution

Pursuant to the Family Justice Rules (FJR), you are required to consider amicable resolution of the dispute before and after commencing Court proceedings. This means that you should either:

- (a) explore alternative ways of settling the dispute without resorting to legal action OR
- (b) make an offer to the other party to settle the dispute.

For more information on your obligations, please refer to the Information on the FJR, Part 4 of the FJR(G) and Part 5 for the FJR(P).

Case type category selection

What type of case are you commencing for this filing?

Case Type Category:

--Select--

Bill of Costs

Children Orders

Dissolution of Marriage

International Child Abduction Act 2010

Note: In addition to the 4 options in the screenshot, following options will be available for selection:

- Adoption,
- Originating Application (Family),
- Mental Capacity Act 2008,
- Probate,
- Originating Application (ECAO),
- Enforcement,
- Appeals under FJR 2014,
- Appeals under FJR 2024 (General),
- Appeals under FJR 2024 (Probate) and
- Originating Summons.

User Journey for Commencement of a Case

Case Overview

i This Notice serves as a reminder to the Applicant and does not appear as part of the issued Originating Application.

IMPORTANT: Duty to consider amicable resolution

Pursuant to the Family Justice Rules (FJR), you are required to consider amicable resolution of the dispute before and after commencing Court proceedings.

This means that you should either:

(a) explore alternative ways of settling the dispute without resorting to legal action OR

(b) make an offer to the other party to settle the dispute.

For more information on your obligations, please refer to the Information Sheet on Amicable Dispute Resolution and Part 4 of the FJR(G) and Part 5 for the FJR(P).

What type of case are you commencing for this filing?

Case Type Category:

Dissolution of Marriage

Commencing Case Type Document for Filing? *

-Select-

-Select-

ORIGINATING APPLICATION FOR DIVORCE

ORIGINATING APPLICATION FOR SIMPLIFIED DIVORCE

CROSS APPLICATION FOR DIVORCE

ORIGINATING APPLICATION FOR NULLITY

Types of OA selection

Application

Case Types & Details of Category – Dissolution of Marriage

Case Category	Some Available Case Types	When to choose
Dissolution of Marriage	Originating Application for Maintenance (Variation, Rescission) in a Dissolution Case	Varying or rescinding a maintenance order in a pre FJR 2024 Divorce/Judicial Separation/Nullity case file
	Originating Application for Children Orders (Variation, Rescission) in a Dissolution Case	Varying or rescinding an order relating to children in a pre FJR 2024 Divorce/Judicial Separation/Nullity case file
	Originating Application for Variation, Rescission, Setting Aside of Other Orders in a Dissolution Case	Varying, rescinding or setting aside an order (that does not involve maintenance or children orders) in a pre FJR 2024 Divorce/Judicial Separation/Nullity case file

Case Types & Details of Category – Children Orders

Case Category	Available Case Types	When to choose
Children Orders	Originating Application for Children Orders	Fresh application for orders relating to: (a) Orders under GIA (Excluding s5A, 15, 16, 17, 18, 19, 20, 21). Generally for custody, care and control, access, maintenance or appointment of guardians. (b) Orders under s17(1)(d) of the SCJA
	Originating Application for Guardianship of Infants Act Orders (Others)	Fresh application for any other orders under GIA (which cannot be applied for under OA for Children orders)
	Originating Application for Children Orders (Variation, Rescission)	Application to vary, rescind custody, care and control, access, maintenance, guardianship orders made in concluded cases filed pursuant to GIA or SCJA (pre FJR 2024 and FJR 2024)

Case Types & Details of Category – Children Orders

Case Category	Available Case Types	When to choose
Children Orders	Originating Application for Children Orders (Setting Aside)	Application to set aside, vary or rescind any other types of final orders in GIA or SCJA proceedings (pre FJR 2024 and FJR 2024)

List of variations applications under other Categories:

Category: Originating Application (Family):

- a. Originating Application for Maintenance (Variation, Rescission) in a Financial Relief Case (After Foreign Divorce)
- b. Originating Application for Variation, Rescission, Setting Aside of Other Orders in a Financial Relief Case (After Foreign Divorce)
- c. Originating Application for Variation, Rescission, Setting Aside of Division Orders (After Syariah Court Divorce)
- d. Originating Application for Variation, Rescission, Setting Aside of All Other Orders

Category: International Child Abduction Act 2010

- a. Originating Application for Variation, Rescission, Setting Aside of ICAA Orders

Category: Mental Capacity Act 2008:

- a. Originating Application for MCA Orders (Variation, Rescission, Setting Aside)

User Journey for Commencement of a Case

What type of case are you commencing for this filing?

Case Type Category: *

Commencing Case Type Document for Filing? *

Enter case number in which the order was first made *
 / / /

System will prompt to enter the additional details (if applicable) depending on the Case type.

In this example, user is required to provide the case number in which the first order was made as the user is trying to commence a variation case.

What type of case are you commencing for this filing?

Case Type Category: *

Commencing Case Type Document for Filing? *

i Please note that both parties must be in agreement on whether there is any minor child who is born of the marriage or accepted as a child of the marriage before they can file an Originating Application for Simplified Divorce.

All parties have agreed to the Divorce ONLY
 All parties have agreed to BOTH the Divorce AND all ancillary matters

In this example, user is trying to file a simplified divorce case and is required to indicate if the parties have agreed to the Divorce ONLY or to both the divorce AND all ancillary matters.

User Journey for Commencement of a Case

What type of case are you commencing for this filing?

Case Type Category: * Dissolution of Marriage ▼

Commencing Case Type Document for Filing? *

ORIGINATING APPLICATION FOR DIVORCE ▼

In this example, user is trying to file a divorce case and is not required to indicate any further details in this section. User will be allowed to proceed to step 1 of case filing.

Points to Note:

For filing a variation recission case, you must first choose the case type category based on the main case type (e.g., Dissolution of Marriage or Children Orders) and then select the corresponding variation case for filing.

You may choose generic variation application ONLY if the specific variation case is not available.

USE OF ELITIGATION FILING

Family Justice Rules (FJR) - User Training: General Topics

- This section will focus on some of the key issues encountered /common enquires raised in relation to FJR 2024
- Enquires/Issues raised regarding general eLitigation or State Court or High Court will not be addressed in this session.

Sequence of the Codified Orders in Generated Document

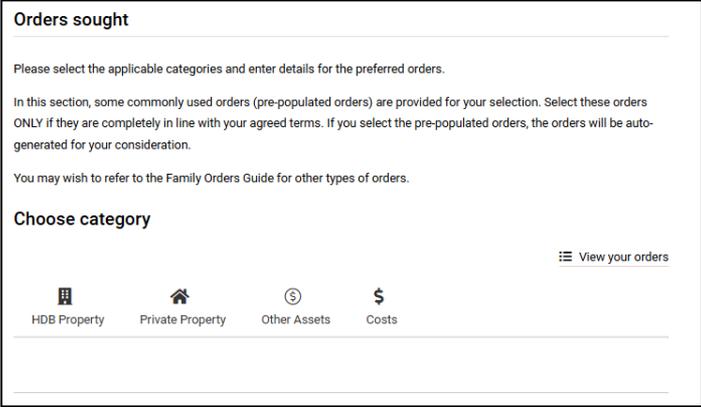
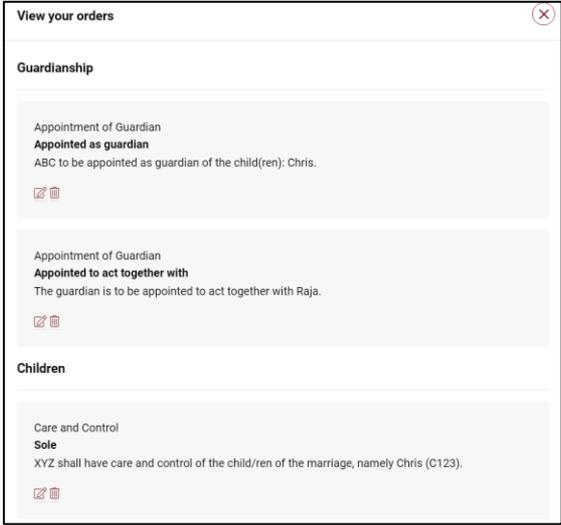
- 1. The orders will be listed by group based on the category which will be sequenced based on the order in which the order in that category is created.
- 2. The orders within the category will be sequenced based on the order in which they are created.

i.e., in the example screenshot the orders were created in the following sequence:

Appointed as guardian followed by **Care and Control** followed by **Appointed to act together with**

- 3. **Note:** It is **NOT** mandatory to add an order under every category tab.

The tabs exists only to help users navigate to/search for a specific order.



Guidelines for uploading supporting documents/exhibits

Points to note while uploading supporting documents/exhibits:

- 1. PDFs should NOT be password protected.
- 2. DO NOT embed attachments (i.e., image, videos etc) inside the PDFs.
- 3. DO NOT upload PDFs that are not in A4 size.
- 4. Upload the documents one-by-one. Ensure that the document is uploaded before uploading the next document.

Documents that had completed upload will show the page number under “Count of pages”:

Table 1

It is recommended to save the information entered by clicking "Save as draft" at regular intervals. This prevents any potential loss of data due to network error.

For each row, select "choose file", click the upload icon, then proceed to the next row.

Exhibit Prefix (character limit:10)

fg

S/No	Exhibit	Reference in Affidavit to the exhibit (e.g. Paragraph 1)*	Upload File (PDF format only)*	Count of Pages	Action
fg-1	Other Document test	paragraph 1	<input type="button" value="Choose file"/> FE20240807_2 04504hkcN7k3 D.pdf	2	<input type="button" value="Upload"/> <input type="button" value="Delete"/>

Guidelines for uploading supporting documents/exhibits

Points to note while uploading supporting documents/exhibits:

- 5. If the page number is not shown even after sometime, it means that the upload is unsuccessful likely due to the document.

S/No	Exhibit	Reference in Affidavit to the exhibit (e.g. Paragraph 1)*	Upload File (PDF format only)*	Count of Pages	Action
fg-1	Other Document <input type="text" value="test"/>	<input type="text" value="paragraph 1"/>	<input type="button" value="Choose file"/> FE20240807_2 04504hkcN7k3 D.pdf	<input type="text"/>	<input type="button" value="Print"/> <input type="button" value="Delete"/>

- 6. At Step 2, if the user encounter the error below upon clicking on “Print” for the generated document, it means that the PDF document cannot be annexed due to some errors in the document highlighted in red.

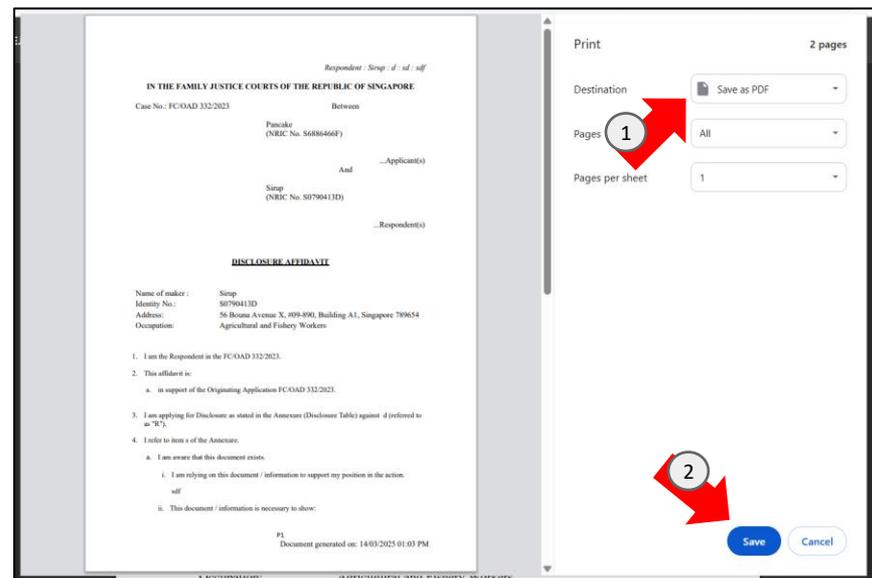
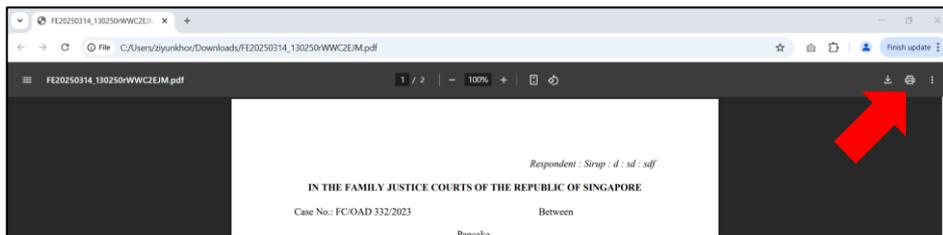
Error Reference Code :- 3773491783514dab9eb24d1b00da446a
Error Occurance date time :- 3/3/2025 3:39:24 PM
Error Occured while Processing Exhibit Document :-
Error Occurance at Sequence :- Exhibit Page Merging PDF Error

Guidelines for uploading supporting documents/exhibits

Points to note while uploading supporting documents/exhibits:

To resolve the issues mentioned in point 5 and 6, open the document in browser, click on “Print” and save as PDF, this will remove most of the incompatible formatting.

Upload the saved PDF document.



Guidelines for preparing documents

Below are the guidelines to follow while preparing the PDF documents of the manually signed documents:



Microsoft Word
Document

Note: These guidelines are available for reference in step-2. Below is the screenshot for reference:

Progress bar: 1 (Case info) - **2 (Form)** - 3 (Admin Details) - 4 (Submission)

The following form(s) have been prepared based on the information you have provided so far:

SNO	FORM NAME & DESCRIPTION	ACTIONS	STATUS
1	ORIGINATING APPLICATION FOR SIMPLIFIED DIVORCE*		Pending Signature
2	NOTICE OF PROCEEDINGS TO RESPONDENT (SIMPLIFIED)*		Finalized
3	MANUAL SIGNED COPY OF ORIGINATING APPLICATION FOR SIMPLIFIED DIVORCE*		

Finalise Document **Cancel Finalised Document**

Note: The documents that you are scanning to generate a PDF version must be scanned properly e.g., manually signed document. Click [here](#) for guidelines.

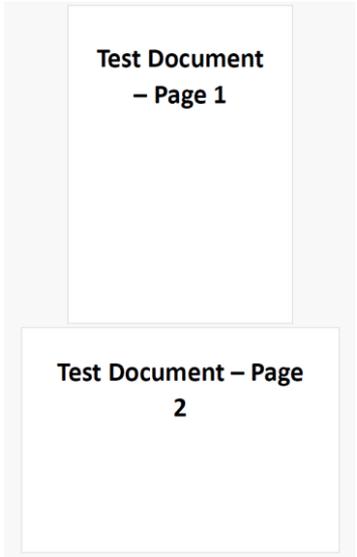
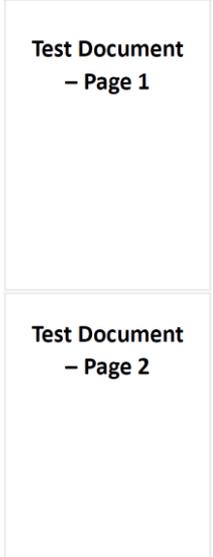
Note: It is mandatory to view & save all e-forms to proceed to next step.

Note: If you have amended the information entered in previous step(s) after viewing the generated document, please click the update icon to update the generated document

Guidelines for preparing documents

Common errors to avoid while preparing the PDF documents:

1. DO NOT upload PDFs that are not in A4 size.
2. DO NOT scan the pages with different orientations.
3. Do not change the sequence of the pages.
4. Do not remove or add supporting documents in the uploaded copy.
5. Do not change the borders/margins.
6. **Do not change the first page.**

Pages with different orientation	All pages in portrait orientation
	

Guidelines for rich text fields

1. Pasting text from an external source (“source document”) into rich text fields may lead to unpredictable results, such as loss of formatting and/or appearance of foreign characters.
2. To minimise the errors, the source document should be from Notepad (recommended) or a MS Word document. For text from non-MS Word source documents, you may wish to copy and paste it in Notepad/MS Word first to correct any foreign characters that appear.

An example of how a character may get turned into foreign characters when copied from different sources is the apostrophe: ` ‘

3. To ensure that indentation and numbering show up accurately in the rich text fields, use the indentation and numbering functions in Word, as well as other formatting tools.
4. Avoid using unusual symbols not commonly used in the English text.
5. Check the generated document in Step 2 to ensure that the input is appearing per expected.

Guidelines for rich text fields

- 5. Rich text fields do support the insertion of tables. However, the complex formatting of the tables (such as merging of rows/columns etc.) will not be supported in the rich text fields. But, such complex formatting of the tables can be performed in the MS Word and pasted into the rich text fields.

To make things easier, eLitigation system is currently undergoing an enhancement to allow the users to download the generated affidavits in MS Word format.

This enhancement will enable the users to do the complex formatting in MS Word, obtain client's instructions and edits directly in the MS Word version and upload the PDF version back into the system without having to return to Step 1 to enter it into the data fields..

The screenshot shows a progress bar with four steps: Case info, Form, Admin Details, and Submission. The 'Form' step is active. Below the progress bar, a message states: "The following form(s) have been prepared based on the information you have provided so far:". A table lists two forms:

SNO	FORM NAME & DESCRIPTION	ACTIONS	STATUS
1	ORIGINATING APPLICATION FOR CHILDREN ORDERS*		<button>Pending Confirmation</button>
2	eAFFIDAVIT*		<button>Pending Confirmation</button>

Below the table are buttons for "Add Document", "Delete Document", and "Finalise Document". A note at the bottom says: "Note: It is mandatory to view & save all eForms to proceed to next step. Note: If you have amended the information entered in previous step(s) after viewing the generated document, please click the update icon to update the generated document." At the very bottom are "Previous", "Cancel", and "Next" buttons.

The screenshot shows the same progress bar and message as the previous image. The table lists four forms:

SNO	FORM NAME & DESCRIPTION	ACTIONS	STATUS
1	ORIGINATING APPLICATION FOR CHILDREN ORDERS*		<button>Pending Confirmation</button>
2	eAFFIDAVIT*		<button>Pending Confirmation</button>
3	GENERAL CONSENT*		<button>Pending Confirmation</button>
4	NOTICE OF PROCEEDINGS TO RESPONDENT (GENERAL)*		<button>Pending Confirmation</button>

Below the table are buttons for "Add Document", "Delete Document", and "Finalise Document". A note at the bottom says: "Note: You have selected to edit the system-generated affidavit. Where there is inconsistency between the data provided in Step 1 of this application and the filed (and edited) affidavit, the filed edited affidavit will prevail and this may result in the Court rejecting or expunging the affidavit or application. You should avoid editing or deleting information completed in the Step 1 data fields. Note: It is mandatory to view & save all eForms to proceed to next step. Note: If you have amended the information entered in previous step(s) after viewing the generated document, please click the update icon to update the generated document." At the very bottom are "Previous", "Cancel", and "Next" buttons.

Common User Reported Issues/Feedback

Refer to the table below for some of the key issues that were reported in the eLitigation system since the launch of Family Justice Rules that have been resolved:

SN	Issues	Resolution
1.	Overlapping of the engrossed details in the documents	It was noticed that these uploaded documents had issues as mentioned in slide #4. To mitigate these issues, the guidelines are included in the eLitigation system for user's reference.
2.	Digital signatures/stamps were invisible in the engrossed documents	This issue was encountered during a brief period of time. The root cause of the issue was addressed and the affected documents are revised. Users can view the revised documents in the respective case files.
3.	ACO QR code was not found in the Court Orders	The root cause of the issue was addressed and the affected documents are recovered. Users can get the recovered Court Orders from the respective case files.

Common User Reported Issues/Feedback

SN	Issues	Resolution
4.	Formatting issues in the rich text fields	Refer to the previous slide for the mitigation steps taken in eLitigation system to address these issues.
5.	Issue with having special characters in the party names	This issue was reported by the users having comma (,) in their names. This issue was addressed and currently eLitigation system supports all the possible special characters that could be in the names.
6.	Drafts appear easily corrupted – e.g. Schedule of Assets filed and saved in draft mode cannot be accessed after a few days and an error message will appear”	<p>There were some issues reported on the SOA document and the refiling/amendment process for which the reported issues were resolved.</p> <p>Previous drafts created before the above issues were resolved <u>cannot be opened</u> after the fixes were deployed as those drafts are based on old templates/implementations.</p>

Common User Reported Issues/Feedback

SN	Issues	Resolution
7.	Case documents are not accessible	<p>There are two possible scenarios for this:</p> <ul style="list-style-type: none"><li data-bbox="666 292 1889 459">a. The document is still not processed in the eLitigation system. When this issue arise, please retry to view the document after sometime or report to the helpdesk team.<li data-bbox="666 516 1889 776">b. The Applicant's Law Firm had selected the Law Firm for Respondent at the time of commencing. Under the case file, it shows that the Respondent is represented by the Law Firm. For the Respondent's Law Firm to get access to the case file, they can file <u>any</u> document into the case.

Common User Reported Issues/Feedback

SN	Issues	Resolution
8.	Sentence on “Grounds not populated in Interim Judgment” appearing in the Interim Judgments.	<p>This issue was resolved. For IJs filed on or after 17 Jan 2025, the generated document will appear as expected (i.e., users will not see this sentence in the generated document).</p> <p>For IJs filed into the case file before 17 Jan 2025 that are affected by the issue, the users will have to refile a fresh IJ.</p>
9.	Inability to file Notice of Withdrawal/Discontinuance	The root cause of the issue was addressed and the affected documents are revised. Users will be able to file the Notice of Withdrawal/Discontinuance.

Commonly Reported Incidents/Feedback

SN	Issues	Resolution													
10.	Affirmation date cannot be selected as a past date	<p>There is a validation currently to ensure that the affirmation date is on or after the current date of drafting. Once a document is confirmed and finalised and signed, even if the eventual filing date is later than the affirmation/signing date, the system will not block the filing.</p> <p>This is an optional field if the user is not signing via DSS. The user can proceed without filling in this information and indicate the affirmation date manually during manual signature.</p>													
11.	Notice of Appeal filing errors	<p>For the NOA issue reported previously:</p> <p>a. An error screen is displayed when they click to generate the document in Step 2:</p> <p>The reason for this is because for NOA filings under FJR, the highlighted field below does not cater for non-electronic case numbers, as a result it is throwing an error at Step 2. This issue has been resolved.</p> <div data-bbox="745 658 1263 809" data-label="Form"> <p>Originating Case Information</p> <p>Enter the originating case number required for this filing:</p> <table border="1"> <thead> <tr> <th>Forum</th> <th>Case Number</th> </tr> </thead> <tbody> <tr> <td></td> <td>SS 864/2024</td> </tr> </tbody> </table> <p>Role of Appellant(s) Originating Case Party:</p> <table border="1"> <thead> <tr> <th>S/No</th> <th>Party Name</th> <th>Role in Originating Case</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sivanasen S/O Manoharan</td> <td>Respondent</td> </tr> <tr> <td>2</td> <td>Wen Ran</td> <td>Applicant</td> </tr> </tbody> </table> </div> <p>b. Error when trying to move from step 3 step 4. The reason for this is because of incorrect document configuration. The “REQUEST FOR COUNSELLING” was wrongly configured to appear for DCA/RAS when it is not applicable. As such when the user attempts to file this document in DCA/RAS they could not proceed past step 3. This has been resolved.</p>	Forum	Case Number		SS 864/2024	S/No	Party Name	Role in Originating Case	1	Sivanasen S/O Manoharan	Respondent	2	Wen Ran	Applicant
Forum	Case Number														
	SS 864/2024														
S/No	Party Name	Role in Originating Case													
1	Sivanasen S/O Manoharan	Respondent													
2	Wen Ran	Applicant													

Common User Reported Issues/Feedback

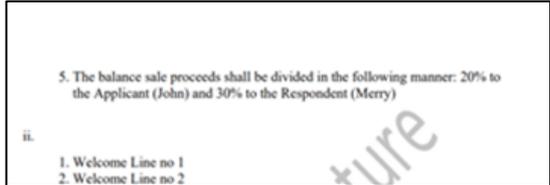
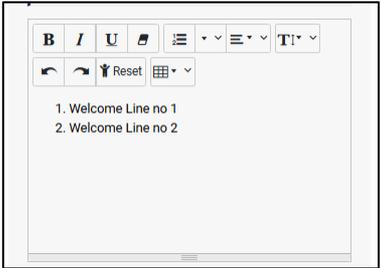
SN	Issues	Resolution
12.	Inability to provide documents relating to change of ID of other party	The system will identify relevant supporting documents to be uploaded. However, the system will also allow the deletion of such documents from the Supporting Documents Table.
13.	Cannot skip ahead to later part of form	As subsequent pages' data collection is dynamically affected by earlier page(s)' data entry, the user has to go through all subsequent pages to ensure the correct data is provided.
14.	Error message appears without mentioning what the issues are	<p>For identified common errors reported by the users, a specialized error message will be implemented and displayed.</p> <p>For other error messages, it may require additional troubleshooting. To aid the troubleshooting process, a clear screenshot of the error message with the error ID is required.</p>
15.	User has to go through many sections to amend portions of the form	<p>For most of the tracks, there may be questions in the next section that is dependent on the user input in the previous section (i.e., most notably, the OA for Extension of time where the questions that are displayed in the Affidavit section depends on the user's input in the Application section).</p> <p>As such, the user is required to go through all the sections after the section they have amended.</p>

Common User Reported Issues/Feedback

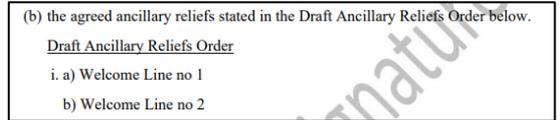
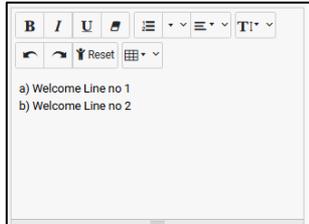
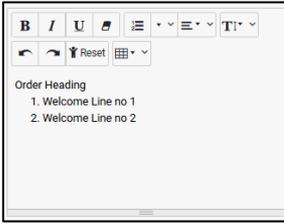
SN	Issues	Resolution
----	--------	------------

16.	Blank bulleting/numbering under Orders section
-----	--

Blank bulleting/numbering under Orders section appears if the input into the rich text field starts directly with a numbered list. For numbered lists, there is a default padding at the top and sides of the list, resulting in a seemingly “empty” line.



Adding a header sentence would resolve this issue. Alternatively, instead of using the numbered list, user can manually type in the numbering into the rich text field.



Common User Reported Issues/Feedback

SN	Issues	Resolution																			
17.	<p>A recurring system error message pops up and users are not able to proceed further with the application. There is no prompt or indication on what the issue with.</p>	<p>This is mainly due to character limit on fields.</p> <p>For free text fields (i.e., fields that looks like: ) ,</p> <p>there are character limits on the field.</p> <p>The “system error” messages are typically due to errors in saving when the input exceeded the character limit for the field. Refer to the table below on the common fields where users faced an issue due to the limit:</p> <table border="1" data-bbox="676 573 1748 911"> <thead> <tr> <th>Track</th> <th>Step</th> <th>Filed Name</th> <th>Error Message Displayed</th> </tr> </thead> <tbody> <tr> <td rowspan="5">OAD</td> <td rowspan="4">Divorce Step</td> <td>Separation Detail</td> <td>The Applicant and the Respondent have separated since should not be longer than 100 characters.</td> </tr> <tr> <td>Separation Intention Detail</td> <td>The Applicant formed the intention to separate from the Respondent from should not be longer than 100</td> </tr> <tr> <td>Desertion Date Detail</td> <td>Respondent has deserted Applicant since should not</td> </tr> <tr> <td>Reconciliation Period</td> <td>The total period of time parties resumed living together is should not be longer than 100 characters.</td> </tr> <tr> <td>ResumedLiving Desertion Reconciliation Period</td> <td>The total period of time parties resumed living together is during the desertion should not be longer</td> </tr> <tr> <td>Jurisdiction Step</td> <td>Other Reason</td> <td>Other reasons should not be longer than 5000 characters.</td> </tr> </tbody> </table>	Track	Step	Filed Name	Error Message Displayed	OAD	Divorce Step	Separation Detail	The Applicant and the Respondent have separated since should not be longer than 100 characters.	Separation Intention Detail	The Applicant formed the intention to separate from the Respondent from should not be longer than 100	Desertion Date Detail	Respondent has deserted Applicant since should not	Reconciliation Period	The total period of time parties resumed living together is should not be longer than 100 characters.	ResumedLiving Desertion Reconciliation Period	The total period of time parties resumed living together is during the desertion should not be longer	Jurisdiction Step	Other Reason	Other reasons should not be longer than 5000 characters.
Track	Step	Filed Name	Error Message Displayed																		
OAD	Divorce Step	Separation Detail	The Applicant and the Respondent have separated since should not be longer than 100 characters.																		
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Jurisdiction Step	Other Reason	Other reasons should not be longer than 5000 characters.																			

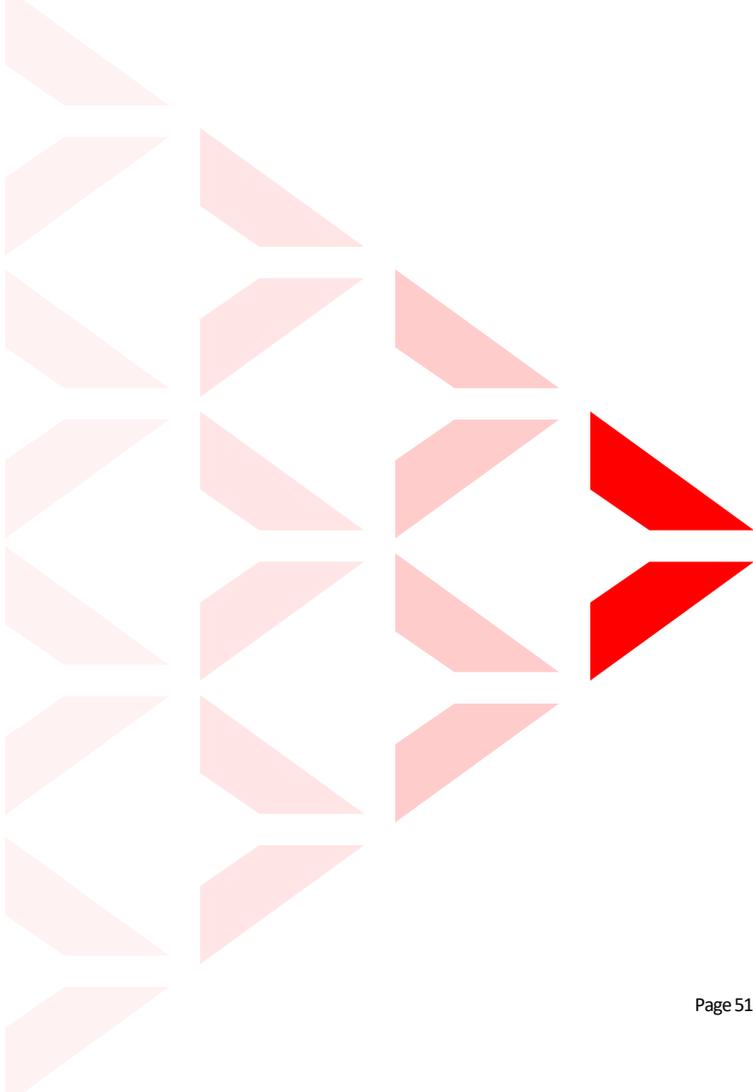
Common User Reported Issues/Feedback

SN	Issues	Resolution
18.	The filed document appears in the “Outbox” tray several hours later	When there is an error during submission which caused the submissions to be stuck, there is a standard operating procedure in place where the support team will monitor the status of stuck submissions and recover them. Thus, the filed document may appear in the “Outbox” only after some time.
19.	E-Litigation logs users out after 30 minutes, even when user is typing in a textbox and the draft which may not have been saved will disappear.	<p>If no active activity (i.e., clicking/refreshing etc.) performed on the website for 30 minutes, the session is automatically terminated per security policies.</p> <p>In addition, a change will be implemented for having a warning or alert message that will notify users before their session expires. This alert will include an option to extend the session by an additional 30 minutes.</p>

Issue reporting process

1. Users are requested to report issues to Helpdesk along with relevant details including screenshots of issues faced, to assist with faster resolution.
2. Reported incidents will be addressed based on the severity.
3. Helpdesk may reach out to the users to seek additional information/details.
4. Once the incident is addressed, helpdesk will update the user.
5. For enquiries or incidents pending user's feedback for more information, the ticket will be closed if the user did not respond within 7 working days.

Q&A



KEY CHANGES IN THE NEW FJC PRACTICE DIRECTIONS

AGENDA

- General
- Matrimonial Applications
- Commencement of Proceedings
- Service of Documents
- Disclosure
- Court Hearings & Evidence
- Appeals under Part 19 of FJ(G)R

GENERAL

- ▶ PD 2015 will continue to apply to all proceedings governed by FJR 2014
- ▶ PD 2024 will apply to all proceedings governed by:
 - ▶ Family Justice (General) Rules 2024 [“FJ(G)R”]
 - ▶ Family Justice (Criminal Proceedings in Youth Courts) Rules 2024 [“FJ(CP)R”]
 - ▶ Family Justice (Protection from Harassment) Rules 2024 [“FJ(PH)R”]
 - ▶ All civil proceedings under the Inheritance (Family Provision) Act, Legitimacy Act, Probate and Administration Act and Wills Act
 - ▶ All civil proceedings for the distribution of an intestate estate in accordance with the Intestate Succession Act

GENERAL

Organisation of the PD 2024

Part 1: Introduction	Part 71: Therapeutic Justice Model	Part 15: Judgments and Orders	Part 23: Application and Citation of Case Numbers (Probate and Other Matters Proceedings)
Part 2: Proceedings under Part 10 of WC	Part 8: Disclosure	Part 16: Appeals	Part 24: Non-Contentious Probate Proceedings
Part 3: Quasi-Criminal Proceedings	Part 9: Expert Evidence	Part 17: Appeals from Tribunals to Family Division and Case Stated	Part 25: Contentious Probate Proceedings
Part 31: Enforcement of Child Access Orders	Part 10: Relevant Professionals and Child Reports	Part 18: Costs	Part 26: Youth Courts
Part 4: Commencement of Proceedings	Part 11: Parenting Coordination Programme	Part 19: Enforcement of Judgments and Orders	Part 27: Applicability of Court Forms
Part 5: Parties to Proceedings	Part 12: Injunctions and Other Interim Relief before Hearing	Part 20: Court Fees	Appendixes A to F
Part 6: Service, Consent and Relevant Persons	Part 13: Court Hearings and Evidence	Part 21: Electronic Filing Services	
Part 7: Judge-Led Approach in Resolving Family Disputes	Part 14: Payment Into and Out of Court	Part 22: Administrative Matters	

GENERAL

Organisation of the PD 2024

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**PD for FJ(G)R
proceedings**

GENERAL

Organisation of the PD 2024

Part 1: Introduction	Part 7: Therapeutic Justice Model	Part 15: Judgments and Orders	Part 23: Application and Citation of Case Numbers (Probate and Other Matters Proceedings)
Part 2: Proceedings under Part 10 of WC	Part 8: Disclosure	Part 16: Appeals	Part 24: Non-Contentious Probate Proceedings
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**PD for
FJ(CP)R
proceedings**

GENERAL

Organisation of the PD 2024

Part 1: Introduction	Part 71: Therapeutic Justice Model	Part 15: Judgments and Orders	Part 23: Application and Citation of Case Numbers (Probate and Other Matters Proceedings)
Part 2: Proceedings under Part 10 of WC	Part 8: Disclosure	Part 16: Appeals	Part 24: Non-Contentious Probate Proceedings
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**PD for
FJ(P)R
proceedings**

GENERAL

Organisation of the PD 2024

Part 1: Introduction	Part 7I: Therapeutic Justice Model	Part 15: Judgments and Orders (except para 145)	Part 23: Application and Citation of Case Numbers (Probate and Other Matters Proceedings)
Part 2: Proceedings under Part 10 of WC	Part 8: Disclosure	Part 16: Appeals	Part 24: Non-Contentious Probate Proceedings
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Part 4A: Commencement of Proceedings (except para 53)	Part 11: Parenting Coordination Programme	Part 19: Enforcement of Judgments and Orders	Part 27: Applicability of Court Forms
Part 5: Parties to Proceedings	Part 12: Injunctions and Other Interim Relief before Hearing	Part 20: Court Fees	Appendices A to F
Part 6A: Service of Documents	Part 13: Court Hearings and Evidence	Part 21: Electronic Filing Services	PD for FJ(PH)R proceedings
Part 7: Judge-Led Approach in Resolving Family Disputes (except Part 7B)	Part 14: Payment Into and Out of Court	Part 22: Administrative Matters	

- ▶ Appendix A: Forms for use in FJ(G)R
- ▶ Appendix B: Common forms for use in FJ(G)R and FJ(P)R
 - ▶ Includes list of ROC 2021 forms which apply to FJC proceedings
- ▶ Appendix C: Forms for use in FJ(P)R
 - ▶ Includes list of ROC 2021 forms which apply to probate proceedings
- ▶ Appendix D: Forms for use in FJ(PH)R
- ▶ Appendix E: Sample bills of costs
- ▶ Appendix F: Forms for use in FJ(CP)R

- ▶ Requirements of court documents are found in the PD forms
 - ▶ Where there is a specific PD form available for a court document, provisions on what is required in the document are incorporated into the PD form instead of the PD text (e.g., the details required in an affidavit for substituted service / dispensation of service are incorporated into the PD form).

Section 2C: Virtual service via virtual address, mobile numbers or social media

a. I believe that Enter name or party type here
can be contacted at:

Enter virtual address / contact number / virtual account /
social media account here.

b. I believe that this
 virtual address and/or contact number
 social media account
belongs to Enter name or party type here
and remains active.

- ▶ A selected number of Forms are re-designed as E-Forms.
- ▶ E-Forms are implemented in eLitigation as dynamic structured questionnaire templates:
 - ▶ Applicable fields appear for completion based on prior user-selected options
 - ▶ Auto-generation of court document using the information provided

- ▶ Examples of E-Forms (non-exhaustive list):
 - ▶ OA for Divorce / Judicial Separation / Presumption of Death and Divorce / Nullity
 - ▶ Reply to OA for Dissolution of Marriage
 - ▶ Draft Ancillary Reliefs Order
 - ▶ Affidavit of Split Care and Control
 - ▶ First Ancillary Affidavit
 - ▶ OA / Summons for Children Orders (new orders only)
 - ▶ Summons for Spouse / Children Maintenance (new orders only)
 - ▶ Summons for Subservice / Dispensation of Service
 - ▶ OA for Adoption of Child
 - ▶ Summons for Disclosure
 - ▶ Consent

2A.

E-FORM

P.2, r.2, 5, 7, 8 FJ(G)R 2024
Para 11, 12 PD 2024

Originating Application for Divorce / Judicial Separation / Presumption of Death and Divorce

The table in the next page sets out the sections of this Form which you must complete.

This Form contains Notes to help you in the completion of the form. Please note that the Notes are **NOT** to be construed or regarded as a substitute for legal advice or advice on Central Provident Fund Board ("CPF Board") or Housing and Development Board ("HDB") policies. Please seek legal advice or consult CPF Board / HDB if necessary.

This form, when submitted to the Court, will be generated in accordance with Form 3.

This Notice serves as a reminder to the Applicant and does not appear as part of the issued Originating Application ("OA").

IMPORTANT: Duty to consider amicable resolution

Pursuant to the Family Justice (General) Rules 2024 ("FJ(G)R 2024"), you are required to consider amicable resolution of the dispute before and after commencing Court proceedings. This means that you should either:

- c. explore alternative ways of settling the dispute without resorting to legal action; or
- d. make an offer to the other party to settle the dispute.

For more information on your obligations, please refer to the Information Sheet on Amicable Dispute Resolution and Part 4 of the FJ(G)R 2024.

17A.

PDF UPLOAD

P.2, r.18 FJ(G)R 2024,
Para 29(2) PD 2024

Binding Summary of Positions ("SOPO")

Why is this Form important?

This Form contains both parties' FINAL positions for the hearing of ancillary matters.

Both parties must confirm that your positions are accurately set out by signing the Form even if you are represented by lawyers.

How do you complete this Form?

This Form must be completed by BOTH parties. As guidance, you may wish to refer to the relevant sections in your respective affidavits filed for ancillary matters (eg. ancillary affidavits, disclosure affidavits) to complete this Form.

The Applicant (A) will start the process by completing his/her part of the Form indicated as "Husband" or "Wife". A will provide the partially completed Form in soft copy to the Respondent (R).

R will complete his/her part of the Form and include his/her response to A's position (where applicable). R signs the Form and returns the Form in soft copy to A.

A will complete his/her response to R's position (where applicable) in the returned Form. A signs the Form and files the completed Form in Court.

A is to serve the completed Form on R.

During the hearing, the Court will use this Form with (a) parties' Written Submissions ("WS") and (b) Core Bundle of documents ("CB").

In this Form, you are required to cross-refer to the CB and the WS. Please ensure that the references are accurate.

This form contains Notes to help you in the completion of the Form. Please note that the Notes are **NOT** to be construed or regarded as a substitute for legal advice. Please seek legal advice if necessary.

	If you are asking for			
Complete:	Child(ren) orders	Division of assets	Maintenance of child(ren)	Maintenance of wife /

► Table of Forms in Part 27

- Serves as a content page to give a quick overview of the PD forms. The table identifies the rule / PD references for each form and guides the users on when the court form is to be used.

Form No.	Form Title	Applicable Rule(s) / PD Paragraph(s)	When should the form be used?	Remarks
55A	Originating Application / Summons for Children Orders (New Orders only)	P.5, r.1 FJ(G)R P.5, r.15 FJ(G)R	<p>To apply for:</p> <ul style="list-style-type: none"> (a) Custody, care and control, access orders for child(ren), with or without maintenance for child(ren); (b) Appointment of guardian of child(ren), with or without maintenance for child(ren); (c) Maintenance for child(ren) under the Guardianship of Infants Act 1934 ("GIA"); (d) Orders under GIA; or (e) Orders under section 17(1)(d) of the Supreme Court of Judicature Act 1969. <p>For details on whether the application is to be made by Originating Application or summons, please refer to the help notes in the Form.</p> <p>For more details on when the form cannot be used, please refer to the help notes in the Form.</p>	

MATRIMONIAL APPLICATIONS

Part 2

SECTION 94A(4) WC APPLICATIONS

- ▶ Seeking the Court's approval to proceed with OAD without Applicant satisfying the Mandatory Co-Parenting Programme ("CPP") requirement under section 94A(4) of the WC
 - ▶ Application can be made within OAD: para 11(1)
 - ▶ Applicant should not serve the OAD on Respondent until the Court has granted approval: para 11(2)

SIMPLIFIED HEARING TRACK

- ▶ Simplified hearing track is available where the parties have reached an agreement on:
 - a) the divorce / judicial separation only; or
 - b) the divorce / judicial separation + at least one AM relief; or
 - c) the divorce / judicial separation + all AM reliefs;before the filing of the OA. [para 15]

SIMPLIFIED HEARING TRACK

- ▶ If the agreement is to proceed on both originating application (“1st OA”) and cross-application (“Cross OA”) in the simplified hearing track:
 - ▶ Applicant of the 1st OA should inform Respondent once the 1st OA is filed in order that Respondent may proceed to file the Cross OA within 3 working days: para 15(8)
 - ▶ A party cannot file a Cross OA which seeks different reliefs from the 1st OA: para 15(9)

Example:

- ▶ A party cannot file a cross application for judicial separation in response to an originating application for divorce. Instead, that party must file an originating application for judicial separation as the 1st OA is for divorce.
- ▶ In the event that a second originating application is filed seeking different reliefs (“2nd OA”), the party filing the 2nd OA should immediately inform the Family Court via email that there are 2 originating applications in relation to the same marriage, stating both case numbers and the scheduled hearing date(s): para 15(10)

SIMPLIFIED HEARING TRACK

- ▶ If the parties reached an agreement on the divorce / judicial separation + all AM reliefs before the filing of the OA, the agreed AM orders sought should be stated in the OA (E-Form).

8. Reliefs Claimed

The Applicant is applying for:

- (a) a Judgment of Divorce
- (b) the agreed ancillary reliefs stated in the Draft Ancillary Reliefs Order below.

Draft Ancillary Reliefs Order

- i. The parties shall have joint custody of the child/ren of the marriage, namely [REDACTED]
- ii. [REDACTED] shall have care and control of the child/ren of the marriage, namely [REDACTED]
- iii. [REDACTED] shall have reasonable access to the child/ren.
- iv. [REDACTED] shall pay a monthly maintenance of \$2000 for [REDACTED] of the marriage with effect from 01/10/2024 and thereafter on the 1st of each month.
- v. There shall be no maintenance for [REDACTED].
- vi. Each party shall retain all other assets in their respective names.
- vii. That there shall be no order as to costs of the proceedings.

AGREEMENT ON AM RELIEFS

- ▶ In other scenarios, whether on simplified hearing track or not, the agreement on AM reliefs will be filed as a Draft Ancillary Reliefs Order (“DARO”) (E-Form).
- ▶ Filing party completes a “questionnaire” to generate the DARO

Part B: Asset Pool (If there are matrimonial assets to be divided)

i To calculate the gross value of an asset, you may use market value of the asset but without deducting the loan.

2a. Does the agreement concern any property in which CPF monies is used and will require any of the following action to be taken:

- a. Sell in the open market
- b. Surrender to HDB
- c. Transfer to another party with full refund of outgoing owner's CPF monies
- d. Sale of part-share to another party with full refund of outgoing owner's CPF monies

Yes
Mandatory: Complete the CPF Checklist and file it together with the Draft Ancillary Reliefs Order.

No

For questions 2b and 2c, use the information in the following document. The information is accurate: **i**

- Originating Application for Divorce / Judicial Separation / Nullity
- First Ancillary Affidavit **i**

i If the above is not applicable, please complete the questions 2b and 2c below.

2b. Based on my estimate, the total gross value of matrimonial assets which the Court is required to determine is **i** *

- Less than S\$2 million
- Between S\$2 million and S\$4.99 million
- At least S\$5 million



Part B: Asset Pool

2a. The agreement concerns property in which CPF monies is used and will require any of the following action to be taken:

- (a) Sell in the open market
- (b) Surrender to HDB
- (c) Transfer to another party with full refund of outgoing owner's CPF monies
- (d) Sale of part-share to another party with full refund of outgoing owner's CPF monies.

2b. The total **gross** value of matrimonial assets which the Court is required to determine is between S\$2 million and S\$4.99 million.

Generated DARO

User Interface

AGREEMENT ON AM RELIEFS

g Documents

You may wish to refer to the Family Orders Guide for other types of orders.

The parties are seeking these orders:

Joint

Custody
Order

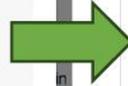
The parties shall have joint custody of the child/ren of the marriage, namely

[Redacted]

Create order

Close

Access
General arrangements for the child to spend time with the other parent >



Section 2: Orders Sought

The Applicant is seeking these orders:

1. The parties shall have joint custody of the child/ren of the marriage, namely [Redacted]
2. [Redacted] shall have care and control of the child/ren of the marriage, namely [Redacted]

Generated DARO

User Interface

FIRST ANCILLARY AFFIDAVIT

Exhibits

- ▶ Standard list of documents set out in Table 16-1 of First Ancillary Affidavit Form in PD 2024.

Table 16-1		
Exhibit number	Reference in Affidavit to the exhibit <i>(e.g. Paragraph 1 of Section 5)</i>	Page numbers
Supporting Documents (Standard documents)		
Section 1		
E1	Completed Notice of Syariah Court Proceedings Form (Form 58)	Enter page no. here
E2	Syariah Court commencement certificate (referred to in paragraph 3a of the Notice of Syariah Court Proceedings Form)	Enter page no. here
E3	Syariah Court continuation certificate (referred to in paragraph 3b of the Notice of Syariah Court Proceedings Form)	Enter page no. here
E4	Consent and Syariah Court certificate of attendance (referred to in paragraph 3c of the Notice of Syariah Court Proceedings Form)	Enter page no. here
Section 3		
E5	Statement of Affairs for Bankruptcy for self and/or ex-spouse (if "Yes" is answered for Section 3 questions 2a and/or 2c)	Enter page no. here
E6	Income and Expenditure Statement for self and/or ex-spouse (if "Yes" is answered for Section 3 questions 2a and/or 2c)	Enter page no. here

Section 4		
E7	Court order relating to a minor child (excluding orders made in the current proceedings)	Enter page no. here
E8	Medical report of a child. Note: If the medical report relates to custody or welfare of the child and you do not have the Court's permission, do not exhibit the report in this affidavit.	Enter page no. here
Section 6		
E9	Payslips or similar documents to show evidence of income for the past 6 months	Enter page no. here
E10	Current employment contract OR similar evidence showing the current terms of my employment	Enter page no. here
E11	Tax assessment notices or similar documents for the past 3 years	Enter page no. here
E12	Updated ACRA search results or similar documents to show ownership of my businesses	Enter page no. here
E13	Current tenancy agreement or similar evidence showing the rental I receive	Enter page no. here
E14	Updated search results on my bankruptcy status from the Ministry of Law's Insolvency Office	Enter page no. here

BINDING SUMMARIES

- ▶ 2 types of binding summary: para 20

Binding Summary of Position - Form 17A	Binding Summary of Position (Simplified) - Form 17B
<ul style="list-style-type: none">• Default: Form 17A is to be used unless the Court directs otherwise.	<ul style="list-style-type: none">• Exception: As a guide, the Court may allow the use of Form 17B if the disputed financial matters involve only:<ul style="list-style-type: none">• 1 immovable asset in Singapore; and• assets which do not require valuation.
<ul style="list-style-type: none">• Must be accompanied with a Core Document Bundle	<ul style="list-style-type: none">• As a guide, where the Court allows the use of Form 17B, the Court may dispense with the Core Document Bundle.

- ▶ Para 20(5) to (7) sets out the process and pointers on how parties are to complete the binding summary.

COMMENCEMENT OF PROCEEDINGS

Part 4

NOTICE OF PROCEEDINGS

- ▶ OA is to be served with the applicable Notice of Proceedings: para 53
 - ▶ Exception: OA for orders under the Protection from Harassment Act 2014; OA for an appeal against the decision of a tribunal, an application for case to be stated or an application by way of case stated

SERVICE OF DOCUMENTS

Part 6A

DISPENSATION OF SERVICE / SUBSTITUTED SERVICE

- ▶ Requirements in para 79 of PD 2015 are incorporated within the “Summons for Substituted Service / Dispensation of Service” form in PD 2024 (E-Form).
- ▶ Applicable fields appear for completion based on mode of service selected.

Application >

Application
* marked fields are mandatory

State the document(s) to be served: *

Originating Application for Divorce

State who is the person to be served: *

The Applicant is applying for: ⓘ

Dispensation of Service

Substituted Service

Others ⓘ

Costs of this summons

Costs in the cause. ⓘ

No orders as to costs.

Each party to bear own costs.

Example 1: Dispensation of Service

DISPENSATION OF SERVICE / SUBSTITUTED SERVICE

Other ways to effect service ⓘ

* marked fields are mandatory

Last contact with the person to be served ⓘ

The Applicant has never contacted [REDACTED]

The last time the Applicant had contact with [REDACTED] was:

Enter month /year here.

The details are as follows: *

Enter details here.

In the past, they would communicate with each other in this manner: *

Enter details here.

The Applicant is not able to contact [REDACTED] using the same way. The reasons why the Applicant is unable to contact [REDACTED] using the same way are: *

Enter details here.

Example 1: Dispensation of Service

DISPENSATION OF SERVICE / SUBSTITUTED SERVICE

Physical Address ⓘ

The Applicant has [redacted] last known address.

The Applicant does not have [redacted] last known address:
The reasons why the Applicant does not have [redacted] last known address are: *

Enter details here.

Locating the person to be served through his/her social contacts ⓘ

The Applicant knows [redacted]

Family

Friends

Employer

State who the social contacts are, how the Applicant knows them and why the person to be served cannot be located through them: *

Enter details here.

The Applicant does not know [redacted]

Family

Friends

Employer

These are the reasons why the Applicant does not know [redacted] family / friends / employer: *

Enter details here.

Example 1: Dispensation of Service

DISPENSATION OF SERVICE / SUBSTITUTED SERVICE

Virtual address, Mobile number or Social media ?

i If you have applied for substituted service using 1 method of virtual service (e.g. Virtual address or mobile number), complete this section for the other method of virtual service (e.g. Social media)

Option 1: Virtual address or mobile number

The Applicant is aware that [redacted] has the following virtual address or mobile number (e.g., email, WhatsApp, SMS): *

The Applicant does not have any of [redacted] virtual address or mobile number.

State the reasons for your statement: *

Enter details here.

Option 2: Social Media

The Applicant is aware that [redacted] owns the following social media account(s)(e.g., Facebook, Instagram, Wechat): *

The Applicant is not aware any of [redacted] social media account. The Applicant has conducted a search on the following social media using [redacted] name:

The Applicant is unable to search for [redacted] social media account:

Example 1: Dispensation of Service

DISPENSATION OF SERVICE / SUBSTITUTED SERVICE

Advertisement ⓘ

Nationality

[Redacted] is a .

The Applicant is not aware of [Redacted] nationality.

Literacy

[Redacted] is literate in the language.

The Applicant is not aware of [Redacted] literacy.

Residency

The Applicant believes the [Redacted] currently resides in the following state/province, country: *

The Applicant does not know [Redacted] whereabouts.

Habit of reading newspapers

[Redacted] has a habit of reading newspaper, namely: ⓘ

[Redacted] does not have a habit of reading newspapers.

The Applicant is not aware if [Redacted] reads newspapers.

Other Information

ⓘ If the Applicant would like to provide other information to support his/her application, please do so here.

Enter details here.

Example 1: Dispensation of Service

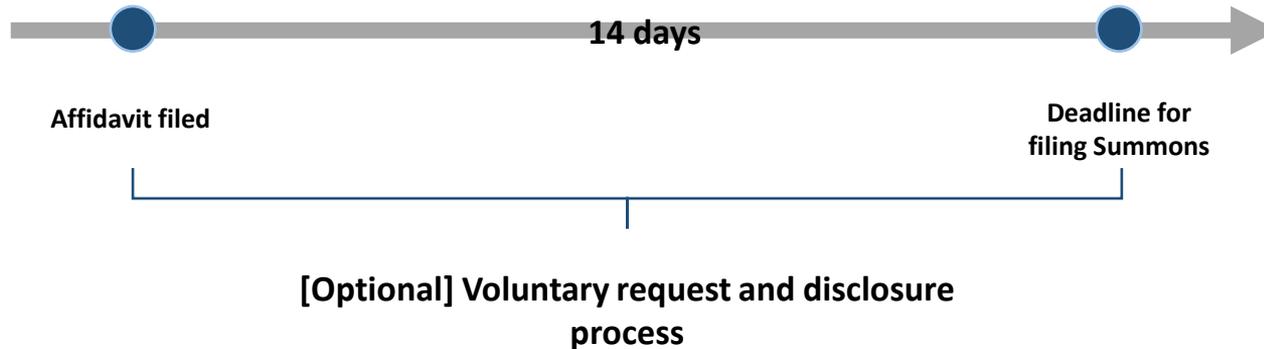
DISCLOSURE

Part 8

DISCLOSURE

Voluntary Request

- ▶ No requirement to issue request before filing a summons for disclosure.
- ▶ Summons to be filed within 14 days after affidavit served: P. 9, r. 5(3) FJ(G)R



Voluntary request and disclosure process: para 92

- ▶ Requesting Party (“RP”) writes to Disclosing Party (“DP”) to specify (a) the documents / information sought, and (b) the date by which DP must respond whether such disclosure will be provided (“the specified date”).
- ▶ If DP agrees to provide full or partial disclosure:
 - ▶ DP must respond by the specified date stating the extent of disclosure – not necessary to provide the actual document / information at this stage.
 - ▶ RP must file and serve Form 85A within 7 days from the specified date, to inform the Court of the agreed scope of disclosure.

Voluntary request and disclosure process: para 92

- ▶ RP may request the Court records a consent order for disclosure as per the agreement in Form 85A.
- ▶ If RP wishes to file a summons, s/he must adhere to the 14 days timeline, regardless of whether s/he has issued a voluntary request.

DISCLOSURE

Summons

- ▶ Mandatory for Applying Party to annex Disclosure Table (Form 85, PDF) to the Summons for Disclosure.

P.2, r.17, P.9, r.5, r.10 FJ(G)R 2024

85.

PDF UPLOAD

Disclosure Table: The Applying Party's Table

Case No.: Enter case no. here

Date: [Enter date here](#)

Each row should contain only 1 subject matter or item (E.g. xx bank account number: xxxx).
Please number each row consecutively.

I am asking for information / documents pertaining to the Affidavit(s): (If there is more than 1 affidavit, assign a reference to each affidavit, e.g. PA1, PA2)		Reference	Party who filed the affidavit:		Filing date of affidavit:
		Enter reference here.	Enter name or party type here.		Enter date here.
		Enter reference here.	Enter name or party type here.		Enter date here.
No.	Information or document required*	Is the original document required? (Please select: Yes or No, Not applicable)	Requested timeframe Requested frequency	Reference in the Affidavit If there is no reference in the affidavit, state the claim asserted.	Reasons for the request State: a) How is the disclosure necessary for the dispute? b) Does the Responding Party have the requested document or information? c) Can the Responding Party obtain the requested document?
S/No	Enter details here.	Select an option.	Enter details here.	Enter details here.	Enter details here.
S/No	Enter details here.	Select an option.	Enter details here.	Enter details here.	Enter details here.

DISCLOSURE

Reply

- ▶ Mandatory for Responding Party to file Reply to Disclosure Table (Form 87, PDF).

P.2, r.17, P.9, r.5 FJ(G)R 2024 87.

Reply to Disclosure: The Responding Party's ("R") Table

Case number: Enter the Summons no. here Date: Enter date here

I am responding to Summons for Disclosure Summons for Permission to seek Disclosure dated Enter date here.

To explain my response, I will rely on the previous affidavit¹ filed on Enter date here by Enter name or party type here.

I will not be relying on any affidavit².

I will rely on a new affidavit.

No. in Disclosure Table	Please tick the boxes. Do you agree or disagree:		Why do you disagree?	
	(a) to provide the documents / information?	(b) with the requested timeframe and frequency?	Choose the closest reason or state other reasons. Provide a brief explanation to your reason(s).	
	Agree	Disagree	Agree	Disagree

¹ If you are relying on affidavit evidence, you may wish to refer to the paragraphs / page numbers in the affidavit(s) in your explanation in this Table.

² If you are not filing a new affidavit, you must affirm this document by inserting the affirmation clause on the last page.

1

8/No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enter your reason and provide a brief explanation here.
------	--------------------------	--------------------------	--------------------------	--------------------------	---

How to provide disclosure: para 93

- ▶ Where the Court allows or the parties mutually agree, the disclosing party may elect to provide the documents / information by (a) filing and serving a separate affidavit containing the same or (b) correspondence in any agreed manner of communication such as letter or email.
- ▶ When providing disclosure in any manner, the disclosing party must ensure that the provided documents / information are tagged to the specific item of request. For this purpose, the disclosing party may prepare a List of Disclosure with the following information:

Item no. (in Court order or disclosure table)	Brief description of information / document required	Documents / information found in pages:
<i>E.g. S/N 1 in Disclosure Table</i>	<i>E.g. Bank account statements for POSB account ending with 1111</i>	<i>E.g. Pages 56-85</i>

Relying on documents / information disclosed through correspondence: para 94

- ▶ ***Applicable where a party, in his or her subsequent affidavits, refers to documents / information which were disclosed only through correspondence.**
- ▶ The party should identify the document / information by specific reference to the relevant correspondence in which the disclosure was made (e.g. S/N 1 in List of Disclosure dated 31 May 2024); and if appropriate, exhibit the disclosed document / information.

Relying on documents / information disclosed through correspondence: para 94

- ▶ A party must file a Third Ancillary Affidavit to exhibit documents / information disclosed by him or her which are not included in his or her First or Second Ancillary Affidavit but are referred to in the other party's Second Ancillary Affidavit: P. 2, r. 16(5) FJ(G)R
- ▶ To avoid the need to file a Third Ancillary Affidavit, the parties should liaise with each other to ensure that all relevant evidence is included in the Second Ancillary Affidavit as far as possible.
 - ▶ Party A who intends to rely on the disclosed documents / information given by Party B should give reasonable notice to Party B ahead of the deadline for the Second Ancillary Affidavit. This will allow Party B to include those documents / information in his or her own Second Ancillary Affidavit.

COURT HEARINGS AND EVIDENCE

Part 13

- ▶ Formatting requirements for written submissions: para 126(3)
- ▶ Page limits (prescribed in PD) for written submissions applies to: P. 15, r. 21(1) FJ(G)R
 - ▶ any originating application;
 - ▶ any summons to vary or rescind a judgment or an order made after a hearing on the merits of any originating application; and
 - ▶ any application made in the same manner as an application for a summons under the Criminal Procedure Code 2010.

COURT HEARINGS AND EVIDENCE

Formatting & Page Limits

▶ Para 126(4):

S/N	Application	Prescribed page limit
(a)	Application for a claim for ancillary relief under Part 2 of the Family Justice (General) Rules 2024	50 pages
(b)	Variation of an order made pursuant to an application in S/N (a)	
(c)	Application for a final order under section 17(1)(d) of the Supreme Court of Judicature Act 1969	
(d)	Application for a final order under sections 8 and 14 of the International Child Abduction Act 2010	
(e)	Application for a final order under the Guardianship of Infants Act 1934	
(f)	All other applications	35 pages

- ▶ Page limits include the cover page, table of contents, footnotes and all annexes and appendixes: para 126(5)

COURT HEARINGS AND EVIDENCE

Consent

- ▶ When an agreement has been reached between the parties and the terms of the agreement are different from the orders sought in the originating application or summons, the parties shall state the terms of the agreement and provide their consent in the relevant form: para 129(2)
 - ▶ Form 108A – Consent (General) (E-Form)

COURT HEARINGS AND EVIDENCE

Consent

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Case No.: FC/OAG 99/2024

Between

Jerry
(Singapore Birth Certificate No. 12345)

...Applicant(s)

And

Belle
(NRIC No. S7685447E)

...Respondent(s)

Consent (General)

You can use this Form for more than 1 person to indicate their consent if the **same options** apply to **all persons**. Otherwise, please use a separate Form for persons with different options selected.

IMPORTANT: Before signing this consent, you **MUST** read the entire document which you are consenting to carefully. You may also wish to consult an **independent** lawyer (not the other party's lawyer) to understand the legal effect of the document. Your signed consent will be submitted to the Court and may affect your legal rights and obligations.

Agreed Terms

The terms of the agreement between the parties which are to be recorded as a Court order are set out below:

1. The parties shall have joint custody of the child, with care and control to the Respondent.
2. No order as to costs.

Section 1: Consent

State the main case number: FC/OAG 99/2024

State the parties in the intended proceedings:

Applicant : Jerry

Respondent : Belle

1. I understand the nature and effect of the orders sought in
(a) the agreed terms
2. I have read and understood the contents of
(a) the agreed terms
3. I consent to the making of the orders sought in
(a) the agreed terms
4. Person(s) signing this consent:

Name	NRIC/FIN/ Passport number	Singapore address or email address	Party type in proceedings (e.g. Respondent / Co-Respondent / Named Person)
Belle	S7685447E	58 CIRCULAR ROAD Singapore 049413	Respondent

Signed by Tan Mei Ling

Counsel for the Respondent Belle

Training Lawfirm 1

Date:

17/09/2024

APPEALS UNDER PART 19 OF FJ(G)R

Part 16

APPEALS UNDER PART 19 OF FJ(G)R

Formatting & Page Limits

- ▶ Formatting requirements for written submissions, appellant's Case, respondent's Case: para 146(2)
- ▶ Page limits: para 146(3)

Type of appeal	Rule	Appeal document	Prescribed page limits
Division 2 — Appeals from Registrar to District Judge in proceedings in Family Court and to Judge in proceedings in Family Division	Part 19, Rule 18(6)	Written submissions	35 pages
Division 3 — Appeal from judge of Family Court to Family Division	Part 19, Rule 23(6)	Written submissions	35 pages
Division 4 — Appeals from judgments and orders made after hearing on merits	Part 19, Rule 32(1)	Appellant's Case	35 pages
		Appellant's core bundle of documents (excluding the written judgment or grounds of decision of the lower Court and the extracted order of the lower Court)	55 pages
		Respondent's Case	35 pages
		Respondent's core bundle of documents	35 pages

- ▶ Page limits include the cover page and table of contents: para 146(4)

NEW PRACTICE DIRECTIONS FORMS (FJRG)

GENERAL GUIDELINES ON FORMS

GENERAL GUIDELINES

Table of Forms (TOF)

- ▶ Use specific forms which apply to the application.
- ▶ Refer to Table of Forms (Part 27 FJC PD) for information on the use of each form.

Alerts users to the changes from the old regime



Form No.	Form Title	Applicable Rule(s) / PD Paragraph(s)	When should the form be used?	Remarks
2A	Originating Application for Divorce / Judicial Separation / Presumption of Death and Divorce	P.2, r.2 FJ(G)R P.2, r.5 FJ(G)R P.2, r.7 FJ(G)R P.2, r.8 FJ(G)R Para 11 PD Para 12 PD	To file as: (a) Originating application (Simplified); (b) Cross-application (Simplified); (c) Originating application; or (d) Cross-application.	Includes: (a) Party's consent to simplified proceedings for divorce and judicial separation; (b) Summons without notice for approval under section 94A(4) of Women's Charter 1961; (c) Request for hearing date for simplified proceedings.

▶ Use general forms if there are no specific forms.

- ▶ Generic Originating Application ((53A)
- ▶ Generic summons (67A)
- ▶ Generic affidavit (54)

➤ Arrangement of Forms follow the arrangement in Rules. Rules follow life cycle of a case.

Forms	Part in FJRG	Subject matter
Forms 53-72	Part 5	Commencement of proceedings
Forms 73 – 76	Part 6	Parties and representation
Forms 77 – 81	Part 7	Service-related

GENERAL GUIDELINES

Table of Forms (TOF)

- Arrangement of Forms follow the arrangement in Rules. Rules follow life cycle of a case.

Forms	Part in FJRG	Subject matter
Forms 53-72	Part 5	Commencement of proceedings
Forms 73 – 76	Part 6	Parties and representation
Forms 77 – 81	Part 7	Service-related

- Exceptions are (i) Part 10 WC proceedings & (ii) Quasi-criminal proceedings (standalone)

Forms	Part in FJRG	Subject matter
Forms 2A - 22	Part 2	Part 10 WC proceedings
Forms 23A – 49	Part 3	Quasi-criminal

GENERAL GUIDELINES

Forms

- ▶ Forms are labelled e-form OR PDF

2A.

P.2, r.2, 5, 7, 8 FJ(G)R 2024
Para 11, 12 PD 2024

Originating Application for Divorce / Judicial Separation / Presumption of Death and Divorce

E-FORM

2C.

P.2, r.2(1) FJ(G)R 2024

Agreement That Marriage Has Irretrievably Broken Down

PDF UPLOAD

- e-form = digitized forms are composed in Elit
- PDF = forms are drafted offline and uploaded in Elit

- ▶ Cover page contains information on:
 - ▶ how to complete the form (images 1 and 2)
 - ▶ Related documents commonly filed together (image 1)
 - ▶ essential documents to prepare (image 3)

Image 1

Request for Trial Hearing Date

This Form is to be used if you would like the Court to fix a Court hearing for your Originating Application for dissolution.

This table sets out the following information:

(a) the sections within this Form to be completed
 (b) other Forms which are commonly filed together; and
 (c) the party who must complete the Forms.

	Party who must complete the Section(s)/Form(s)			
	If the matter is uncontested and the dissolution is granted on:			If the matter is contested
	Originating Application ONLY	Originating Application AND Cross-Application	Cross-Application ONLY	
Section 1	Applicant in Originating Application	Applicant in Originating Application	Applicant in Cross-Application	Applicant
Section 2A	Applicant in Originating Application	Applicant in Originating Application	Applicant in Cross-Application	Not applicable
Section 2B	Applicant in Originating Application	Applicant in Originating Application	Applicant in Cross-Application	Not applicable
Section 3	Not applicable	Not applicable	Not applicable	Applicant
Other Forms which are commonly filed together				
Affidavit for Uncontested Dissolution Hearing (Form 7)	Applicant in Originating Application	Applicant in Originating Application AND Applicant in Cross-Application	Applicant in Cross-Application	Not applicable

Image 2

Binding Summary of Positions (“SOPO”) (Simplified)

Why is this Form important?

This Form contains both parties’ FINAL positions for the hearing of ancillary matters.

Both parties must confirm that your positions are accurately set out by signing the Form even if you are represented by lawyers.

How do you complete this Form?

This Form must be completed by BOTH parties. As guidance, you may wish to refer to the relevant sections in your respective affidavits filed for ancillary matters (eg. ancillary affidavits, disclosure affidavits) to complete this Form.

The Applicant (A) will start the process by completing his/her part of the Form indicated as “Husband” or “Wife”. A will provide the partially completed Form in soft copy to the Respondent (R).

Image 3

Originating Application for Nullity

This Form contains Notes to help you in the completion of the form. Please note that the Notes are **NOT** to be construed or regarded as a substitute for legal advice or advice on Central Provident Fund Board (“CPF Board”) or Housing and Development Board (“HDB”) policies. Please seek legal advice or consult CPF Board / HDB if necessary.

This form, when submitted to the Court, will be generated in accordance with Form 3.

Required Supporting Documents

To complete the form, you will require the following documents:

For all Nullity (excluding Cross-Application)	Copy of Marriage Certificate
	Translation of Marriage Certificate (if not in English)
	If applicable, deed poll to show change in the name in the Marriage Certificate
	If applicable, document to show change in identification number in the Marriage Certificate
	Child(ren)’s Birth Certificates
	Translation of Birth Certificates (if not in English)
If there are ancillary matters	

QR CODE FOR QUICK GUIDE ON COMMONLY USED FORMS



<https://go.gov.sg/quickguidefjgr>

DIVORCE BY MUTUAL AGREEMENT (DMA)

14 March 2025

Women's Charter 1961

What constitutes the irretrievable breakdown of a marriage

95A.—(1) For the purposes of this Act, a marriage between *X* and *Y* is taken to have irretrievably broken down if and only if —

...

(f) subject to subsection (6)(c), *X* and *Y* agree that the marriage has irretrievably broken down.

Women's Charter 1961

(6) For the purposes of subsection (1)(f) —

(a) an agreement must be in writing and must state the following matters:

(i) the reasons leading *X* and *Y* to conclude that their marriage has irretrievably broken down;

(ii) the efforts *X* and *Y* have made to reconcile;

(iii) the consideration *X* and *Y* have given to the arrangements to be made in relation to their financial affairs and any child of the marriage;

(b) the court must consider the stated matters in deciding whether to exercise its powers under Divisions 3 and 4 of Part 10A (amicable settlement of disputes); and

(c) the court must not accept the agreement if it considers, in all the circumstances of the case, that there remains a reasonable possibility that *X* and *Y* might reconcile.

Form 2C (Previously Form 271)

3. We conclude that our marriage has irretrievably broken down for the following reasons:

(Please note that you must set out in detail the reasons leading the both of you to conclude that your marriage has broken down irretrievably. A bare agreement without explanation is not enough. You must provide sufficient particulars that would allow the court to assess whether there is any basis for your conclusion that your marriage has broken down irretrievably.)

4. We have made the following efforts to reconcile:

(Please provide details of efforts made, such as the number or frequency of such attempts, the nature of such efforts, and whether and what external help (professional or otherwise) was sought.)

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5. We conclude that further efforts will not lead to a reasonable possibility that we may reconcile for the following reasons:

(Please state whether there are other options for reconciliation (such as seeking external help) that remain unexplored and explain why, considering the efforts you have made to reconcile, you believe that further attempts are not likely to succeed.)

Parliamentary Debates

The Minister of State for Social and Family Development (Ms Sun Xueling) at the Second Reading:

“... the Court will reject the agreement if there remains a reasonable possibility that parties might reconcile. This is a parties-centric test, assessed based on the circumstances of each individual case. The reasons given by parties will inform the assessment. For instance, in cases where previous efforts at reconciliation were few and insufficient, where reasons provided on the breakdown of the marriage appear vague and arbitrary and where parties do not seem entirely certain of their decision, the Court may choose not to accept the agreement.

The sufficiency or otherwise of the parties' reasons will inform the Court's assessment as to whether there remains a reasonable possibility of reconciliation. Whether there is such a possibility is a factual question in each case. As a parties-centric test, the possibility of reconciliation does not require the Court to impose an external, objective test for whether the marriage has broken down. At the same time, it permits the Court to weed out sham or frivolous agreements or cases where the parties are seeking a divorce for collateral reasons. We leave it to the Court to apply the test in actual cases and to develop the case law in this area.

Parliamentary Debates

I would like to emphasise that DMA will not lead to a quick and easy divorce. The sole ground of divorce remains, which is, the irretrievable breakdown of marriage. All safeguards of the divorce framework today will continue to apply, including the three-year time bar on filing for divorce and the three-month period before the divorce is finalised. The Court also retains the power to refuse to grant a divorce if it would not be just and reasonable.

Second, within the DMA framework itself, there are safeguards. Parties must explain the basis for their mutual agreement on the irretrievable breakdown of their marriage, what attempts they have made at reconciliation and what considerations they have in regard to their financial affairs and children.

The Court has the power to order parties to attend mediation, counselling and family support programmes. This will help filter out cases where reconciliation is still reasonably possible. The Court has the power to reject an agreement to divorce if there remains a reasonable possibility of reconciliation.

TRAINING MATERIALS



<https://go.gov.sg/family-justice-rules>



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