



**CrimsonLogic**

A member of the PSA Group

# Family Justice Rules (FJR) -

## User Training: Notice of Change of Representation

**Simpler trade. Smarter tech. [crimsonlogic.com](https://crimsonlogic.com)**

# Agenda

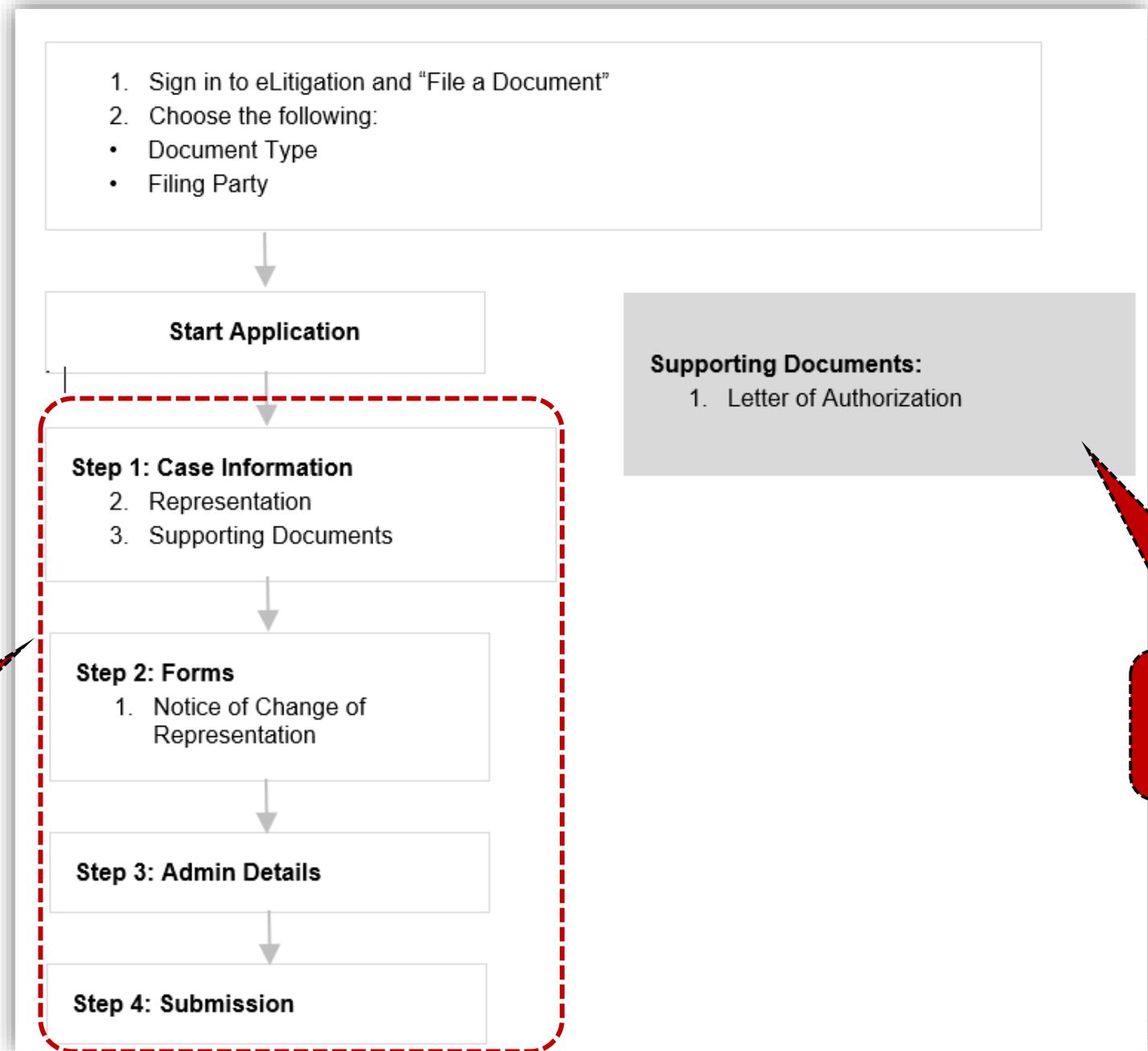
Introduction

Storyboard

Live Demo

Q & A

# User Journey for Document Filing



4-Steps User Journey for Filing

List of Supporting Documents as per the Case/Document Filing

# Post Login Landing Page

Quick Access Pre-Filing Family Justice Courts

File a New Case File a Summons File an Affidavit File a Request File a Document File an Enforcement Document File a Caveat File a Power of Attorney Extract an Order/Judgment QuickFetch

**Court Replies and Notifications**

Inbox Outbox Sent Draft Archive

Filter by: Date From [ ] To [ ] Submitted by: --- Select --- [ ] Search

<input type="checkbox"/>	Document	Date/Time	Case / Subcase	Case Title	File Ref No
<input type="checkbox"/>	<a href="#">ORDER OF COURT - Accepted [View]</a>	03-Sep-2024 01:34 PM	FC/OAMV 14/2024	Alex v Rani	
<input type="checkbox"/>	<a href="#">DRAFT JUDGMENT / ORDER - Accepted [View]</a>	03-Sep-2024 01:34 PM	FC/OAMV 14/2024	Alex v Rani	
<input type="checkbox"/>	<a href="#">Hearing Outcome for FC/OAMV 14/2024</a>	03-Sep-2024 01:17 PM	FC/OAMV 14/2024	Alex v Rani	
<input type="checkbox"/>	<a href="#">LETTER TO INFORM TENTATIVE AUCTION DATE [View]</a>	03-Sep-2024 01:09 PM	FC/OAD 504/2023 - FC/EO 12/2023	Raj v Ramya	
<input type="checkbox"/>	<a href="#">CONSENT (MENTAL CAPACITY ACT) - Accepted [View]</a>	03-Sep-2024 01:05 PM	FC/OAMV 14/2024	Alex v Rani	
<input type="checkbox"/>	<a href="#">NOTICE OF DEEMED WITHDRAWAL OF OBJECTION [View]</a>	03-Sep-2024 01:04 PM	FC/OAD 348/2024 - FC/EO 2/2024	Ramya v Raj	
<input type="checkbox"/>	<a href="#">NOTICE OF DEEMED WITHDRAWAL OF OBJECTION [View]</a>	03-Sep-2024 01:02 PM	FC/OAD 504/2023 - FC/EO 12/2023	Raj v Ramya	
<input type="checkbox"/>	<a href="#">LETTER TO INFORM TENTATIVE AUCTION DATE [View]</a>	03-Sep-2024 12:59 PM	FC/OAD 348/2024 - FC/EO 2/2024	Ramya v Raj	
<input type="checkbox"/>	<a href="#">ORIGINATING APPLICATION FOR MENTAL CAPACITY ORDERS (FORM 59) (Amendment No. 1) - Accepted [View]</a>	03-Sep-2024 12:25 PM	FC/OAM 38/2024	Johnny Tay Bee Huat v Rain Lee	
<input type="checkbox"/>	<a href="#">NOTICE OF PROCEEDINGS TO RELEVANT PERSON (GENERAL) - Accepted [View]</a>	03-Sep-2024 12:06 PM	FC/OAM 38/2024	Johnny Tay Bee Huat v Rani Lee	
<input type="checkbox"/>	<a href="#">NOTICE OF PROCEEDINGS TO RESPONDENT (GENERAL) - Accepted [View]</a>	03-Sep-2024 12:05 PM	FC/OAM 38/2024	Johnny Tay Bee Huat v Rani Lee	
<input type="checkbox"/>	<a href="#">NOTICE OF PROCEEDINGS TO RELEVANT PERSON (ORGANISATION) - Accepted [View]</a>	03-Sep-2024 12:05 PM	FC/OAM 38/2024	Johnny Tay Bee Huat v Rani Lee	
<input type="checkbox"/>	<a href="#">ORIGINATING APPLICATION FOR MENTAL CAPACITY ORDERS (FORM 59) - Accepted [View]</a>	03-Sep-2024 12:05 PM	FC/OAM 38/2024	Johnny Tay Bee Huat v Rani Lee	
<input type="checkbox"/>	<a href="#">SUMMONS FOR ENFORCEMENT ORDER - Accepted [View]</a>	03-Sep-2024 11:29 AM	SIC/OA 18/2024 - SIC/EO 1/2024	TestPlaintiff v TestDefendant	
<input type="checkbox"/>	<a href="#">ORIGINATING CLAIM - Accepted [View]</a>	03-Sep-2024 10:34 AM	DC/OC 112/2024	Party A v Party B	

Option to Initiate Document Filing

Landing Page Post Login

# Notice of Change of Representation (NCR)

**Case Search**

Case No/Sub Case No: FC/OAD 758/2024 [Search Document\(s\)](#)

**Case Overview**

For Filing in: Family Courts  
Case No/Case Name: FC/OAD 758/2024 John v Merry

**Document Details**

Refiling a document that was previously rejected.  
 Filing a new document into this case.

**Category** [i](#)  
Certificates, Memorandum & Notices

**Document Title** [i](#)  
NOTICE OF CHANGE OF REPRESENTATION

**List of Parties**

Select the party whose legal representation is to be changed as the Filing Party. E.g. if the Applicant's counsel wishes to discharge himself/herself from acting for his/her client (e.g. because he/she has an order of court), the Filing Party is the **Applicant**.

<input type="checkbox"/>	S/No	Party Name	Party Type	Represented By	Filing Party	File Reference No
<input type="checkbox"/>	1	<a href="#">John</a>	Applicant	Training Lawfirm 1	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
<input type="checkbox"/>	2	<a href="#">Merry</a>	Respondent	Training Lawfirm 1	<input type="checkbox"/>	<a href="#">Edit</a>

[Add Non-Party Manually](#) [Delete](#)

Selection of document type for filing

Case number for filing the NCR

Selection of Party type for filing the NCR

# Discharging the Lawyer

# Notice of Change of Representation (NCR) – Step 1

## Case Info

Please complete all the sections below

Representation >

Supporting Documents

## Application

\* marked fields are mandatory

### I am a lawyer

Name of lawyer \*

MARY CHOW 1

Name of law firm \*

Training Lawfirm 1

Is there a current lawyer on the case? \*

No. A new lawyer is to be appointed.

Yes

You are requesting for the current lawyer is to be \*

Replaced with a new lawyer.

Discharged. 

Options to choose the change of Representation e.g., Discharging of Lawyer

# Notice of Change of Representation (NCR) – Step 1

Is there a current lawyer on the case? \*

No. A new lawyer is to be appointed.

Yes

You are requesting for the current lawyer is to be \*

Replaced with a new lawyer.

Discharged. 

 **If you are a lawyer filing this Notice,**

a. Please state the date on which the Court has made an order for you to be discharged.

OR

b. Please attach a letter of authorisation from your client.

I have the order of Court granting myself to be discharged.

I have a letter of authorization from my client.

## The party's information

The contact information in eLitigation is accurate. \*

Yes.

No. The party's updated contact information is below.

Data fields for discharging  
of Lawyer

# Appointment of a new Lawyer

# Notice of Change of Representation (NCR) – Step 1

## Application

\* marked fields are mandatory

### I am a lawyer

Name of lawyer \*

MARY CHOW 1

Name of law firm \*

Training Lawfirm 1

Option to choose the appointment of new lawyer

Is there a current lawyer on the case? \*

No. A new lawyer is to be appointed.

## Representative Information

Law Practice Address : \*

31 SCIENCEPARKROAD II  
Singapore 117611

784 Woodlands St 25 # 10 - 393 Singapore 730173

Select the solicitor(s) in charge of the case : \*

Please select a Solicitor

# Notice of Change of Representation (NCR) – Step 1

## Case Info

Please complete all the sections below

Representation

Supporting Documents >

## Supporting Documents

\* marked fields are mandatory

This section is used to include **attachment(s)** to the summons / originating application / other document(s) excluding affidavits.

If this application includes an e-affidavit (usually identified by a section named "Affidavit Deponent"), you may include **exhibit(s)** to the e-affidavit in the **Exhibits** section.

 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.

List of Supporting Documents to file the NCR

S/No.	Doc Title	Select File (PDF format only)	Action
1	Letter of Authorization	* <input type="button" value="Choose File"/> No file chosen	 

# Notice of Change of Representation (NCR) – Step 2



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	NOTICE OF CHANGE OF REPRESENTATION*		Pending Confirmation

List of Documents for Submission

Add Document

Delete Document

Finalise Document

Status of the 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 icon to update the generated document

Previous

Cancel

Next

# Notice of Change of Representation (NCR) – Step 2



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	NOTICE OF CHANGE OF REPRESENTATION*		Finalized

List of 'Finalized' documents

Finalise Document

Cancel Finalised 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 icon to update the generated document

Previous

Cancel

Next

# Notice of Change of Representation (NCR) – Step 3

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

## Hearing Details

Is there any special request required?     Yes  No

## Urgent

Do you require urgent processing of the Documents?     Yes  No

## Request to Backdate

Backdate Request Date:        AM

Reason for Backdating:

Step – 3 as per the current eLitigation system

## E-Service

### List of Law Practices

Please type Law Practice name to search

- Please type Law Practice name to search
- A C CHEONG & CO.
- A C FERGUSSON LAW CORPORATION
- A C SYED & PARTNERS
- A L HUSSIEN & FAIZAL WAHYUNI
- A MOHAMED HASHIM
- A.ANG, SEAH & HOE
- A.ROHIM NOOR LILA & PARTNERS
- AAAQQQ
- AARON & CO.
- ABC XY
- ABCD
- Abhiramb
- ABRAHAM LOGAN & PARTNERS
- ABRAHAMLOW LLC
- ACHIEVERS LLC
- ACIES LAW CORPORATION
- ADVENT LAW CORPORATION
- ADVOCATUS LAW LLP
- AEGIS LLC
- AEGITAS LAW LLP

# Law practices involved in the case

>> <<

>> <<

>> <<

### Immediate Service i

### Service upon acceptance of filing i

### Deferred Service i

# Notice of Change of Representation (NCR) – Step 4

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

You are about to submit the following information:

1. [Case Information Details](#)
2. [NOTICE OF CHANGE OF REPRESENTATION](#)
3. [Hearing Date Request and other Administrative Details](#)

Step – 4 as per the current eLitigation system

Pre-submission of the document

1. You are responsible for ensuring the accuracy and proper formatting of the documents you submit. Please ensure that the text entered is consistent in font, colour and formatting. Please preview the Eforms before submission and make changes to ensure consistency. Your submission may be rejected or you may be asked to resubmit if there is inconsistency in the text entered in the Eform in any way.
2. You are advised to
  - a. Review these documents and information entered before clicking on the "submit" button. If you have any queries, please go back by clicking on the "previous" button
  - b. Retain a copy of your submission for your own records
  - c. After submission, please check whether the documents have been sent (by checking your Sent box) and processed (by checking your Inbox)
3. If there are any issues relating to your filing(s), please contact Crimsonlogic helpdesk at 6887 7222 or e-mail to [elitigation@crimsonlogic.com.sg](mailto:elitigation@crimsonlogic.com.sg)
4. Please be reminded that use of the eLitigation service is governed by the [Terms of Use](#) and [Subscriber Agreement](#).

Previous

Submit Cancel

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

✔ **Success:** Form submission was successful.  
(Submission Reference No. : FESGID20240905\_191030N5HA1mBf)

You have submitted the following information:

1. [Case Information Details](#)
2. [NOTICE OF CHANGE OF REPRESENTATION](#)
3. [Hearing Date Request and other Administrative Details](#)

Post-submission of the Document

You may wish to keep a copy of these documents for your records

Back to Homepage

# Q&A