



SYARIAH COURT SINGAPORE

USER GUIDE FOR SYC PORTAL

General Navigation

Syariah Court Detailed User Guide for Corporate Users

General Navigation



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General Navigation of E-Services Portal for CorpPass Users

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Dashboard

Dashboard

- 1 In the SYC Portal, the Dashboard will show you the open tasks / open appointments across 3 modules :
 - a) Inheritance
 - b) Divorce
 - c) OthersDashboard items will be completed once any of these criteria is completed :
 - a) Task is completed
 - b) Task has passed the due date
 - c) Appointment is completed or cancelled
- 2 You may take action for any pending task by toggling on a selected case and clicking on the **three dots** under **More Options**.
- 3 You may view the available actions and choose accordingly.
 - a) Edit: to edit when a document/application is returned to you for some revision.
 - b) View: to view details of the case.
 - c) Withdraw: to withdraw from the Marriage Counselling Programme.
 - d) Cease to Act: to cease acting for a party in the Marriage Counselling Programme.
 - e) Book Appointment: to select date and time of an appointment or Court session
 - f) View Appointment: to view details of an appointment or Court session.
 - g) Change Appointment: to change an appointment or Court session.
- 4 Some tasks may have further notes or remarks.

The screenshot shows the SYC Portal Dashboard. At the top, there are navigation tabs for 'Dashboard', 'Inheritance', 'Divorce', and 'Others'. The 'Dashboard' tab is selected. Below the navigation, the breadcrumb 'DASHBOARD / DASHBOARD' is visible. The main heading is 'DASHBOARD'. A greeting 'Assalamualaikum!' and 'Welcome S4102109H,' is displayed. A message states: 'This is your personalised portal where you can view your transactions, correspondence, and cases with Syariah Court at a glance.' Below this, it says 'What I need to do... - 114 items' with a link for 'Request for case access.' A table lists cases with columns: Category, Case ID, Case/ Appointments/Tasks, Status, Date, and More Options. The table has three rows. The first row is for 'Pre-Divorce' with Case ID 'R-2022-000341' and status 'Returned as Incomplete'. The second row is for 'MCP Appointment' with Case ID 'MCP-2022-000352' and status 'Scheduled'. The third row is for 'Filing of OS' with Case ID 'OS-2022-000065' and status 'Pending Service'. Annotations with numbered circles (1-4) highlight the 'Dashboard' tab, the 'More Options' column, the 'Returned as Incomplete' status, and the 'Edit', 'Withdraw', and 'Cease to Act' actions in the dropdown menu.

Category	Case ID	Case/ Appointments/Tasks	Status	Date	More Options
Pre-Divorce	R-2022-000341	Registration for M	Returned as Incomplete (Please see Remarks in Divorce > Ongoing Case folder)	06/09/2022	⋮
MCP Appointment	MCP-2022-000352	MCP Appointment	Scheduled	14/	Edit Withdraw Cease to Act
Filing of OS	OS-2022-000065	Originating Summons Service Bundle	Pending Service	05/05/2023	⋮

Withdraw & Cease to Act actions are applicable only for the Marriage Counselling Programme (Pre-Divorce).

Once Divorce Proceedings have commenced (after the Originating Summons is accepted) you must file the necessary application to cease to act for any party in a Case.

Dashboard

- 5 If the dashboard task is marked with remarks, you need to navigate to the related modules (Inheritance/Divorce/Others) > Ongoing Filing and locate the case ID.
- 6 Click on **View Remarks**, and the remarks field will be opened.
- 7 Please read through the remarks sent by SYC.
- 8 Click **Close** to close the remarks field.
- 9 You may update the document/application (where the Status is 'Returned as Incomplete') to comply with the remarks by SYC by clicking on the **three dots** under **More Options**, then click Edit.

DASHBOARD / DIVORCE

DIVORCE

Ongoing Filing **5a**

Completed Filing

Court File ▾

Search case by Case ID (i.e. OS-XXXX-XXXXX)

Enter Case ID

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
MOD-2022-000008	Filing of Memorandum of Defence and accompanying documents	Returned as Incomplete	23/06/2022	View Remarks	9
OS-2022-000157	Filing of Summons (Application to be Joined as an Intervener)	Draft	20/09/2022	6	

View Remarks: R-2022-000542

Please upload Birth Certificate in English **7**

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Divorce E-Services

Divorce E-Services

Divorce E-Services

- 1 You can access the Divorce module from the **Divorce** tab.
- 2 All menus and filing forms are on the Divorce E-Services page. Click on the **Divorce E-Services** button to view all the available menus and forms.

The screenshot shows the SYARIAH COURT SINGAPORE website interface. At the top, there is a navigation menu with 'Dashboard', 'Inheritance', and 'Divorce' tabs. The 'Divorce' tab is highlighted with a yellow box and a yellow circle containing the number '1'. Below the navigation menu, there is a dark red header with the text 'DASHBOARD / DIVORCE' and 'DIVORCE' in large white letters. On the left side, there is a sidebar menu with 'Ongoing Filing', 'Completed Filing', and 'Court File' options. The 'Ongoing Filing' option is selected. In the center, there is a search bar with the placeholder text 'Enter Case ID' and a 'Search' button. To the right of the search bar, there is a yellow box containing the text 'Divorce E-Services' and a yellow circle containing the number '2'. Below the search bar, there is a table with the following columns: 'Case ID', 'Form/ Appointments', 'Status', 'Last Updated Date', 'Remarks', and 'More Options'. The table is currently empty.

Divorce E-Services – Start a New Case

- 3 On the Divorce E-Services page, there are 2 main menus on the left:
- Start a New Case
 - I want to... for Case with Originating Summons Number.

- 4 On clicking the arrow next to **Start a New Case**, you will see further options for:
- Marriage Counselling Programme
 - Divorce
- Select the new type of case you would like to start.

To register for the Marriage Counselling Programme, select **Marriage Counselling Programme**.

- 5 On the right, you will then find the available applications for that type of case, with **Description** and **Documents Required**. Click on the hyperlink **Registration for Marriage Counselling Programme** to select the application.

The screenshot shows the 'Divorce' section of the e-services portal. The navigation bar includes 'Dashboard', 'Inheritance', and 'Divorce'. The left sidebar has a 'Start a New Case' dropdown menu (3a) with options: 'Marriage Counselling Programme' (4a), 'Divorce' (4b), and 'I want to.. for Case with Originating Summons Number' (3b). The main content area displays 'Applications' for the 'Marriage Counselling Programme' (5). The application details include:

Description	Documents Required
For an applicant who intends to file a divorce. Estimated time required: 30 mins Filing fee: N/A	Singaporean/PR <ul style="list-style-type: none">Marriage/Revocation Certificate (front and back page)Children's Birth CertificatesProtection Order/Maintenance Order/Conversion Letter to Islam Foreigners <ul style="list-style-type: none">Marriage/Revocation Certificate (front and back page) [For foreign marriage, please provide a copy of original attested foreign marriage certificate and the attested translation, if applicable.]Children's Birth CertificatesProtection Order/Maintenance Order/Conversion Letter to IslamProof of Habitual Residence in Singapore

Notes

Once a draft is created from any of the available filing options on the Divorce E-Services menu, you will find it under Divorce > Ongoing Filing with status Draft. Please refer to [View & Actions on Divorce Module](#) page for details.

Divorce E-Services – Start a New Case

6 To start a new divorce case, select **Divorce**.

7 On the right, you will then find the available applications for that type of case, with **Description** and **Documents Required**.

Click on the hyperlink of the application that you wish to make i.e. either [Filing of Originating Summons for Divorce](#) or [Filing of Originating Summons Pursuant to Section 46\(A\) of the Administration of Muslim Law Act \(AMLA\) \(Form 6A\)](#).

The screenshot shows the 'Start a New Case' dropdown menu with 'Divorce' selected. The 'Filing of Originating Summons For Divorce' application is highlighted. The application details include a description, estimated time required (30 mins), and estimated maximum total filing fee for Plaintiff (\$135). The 'Documents Required (Soft copies for upload)' section lists: NRIC or valid Passport (for foreigner), Deed Poll (if applicable where a party have changed his/her name), and Marriage/Revocation Certificate (front and back page). A 'View Full List' link is also present.

Start a New Case ▾

Marriage Counselling Programme

Divorce ▾

I want to.. for Case with Originating Summons Number ▾

6a Applications

Filing of Originating Summons For Divorce **7a**

Description
To file the Originating Summons for divorce.
Estimated time required: 30 mins
Estimated maximum total filing fee for Plaintiff: \$135

Documents Required (Soft copies for upload)

- NRIC or valid Passport (for foreigner)
- Deed Poll (if applicable where a party have changed his/her name)
- Marriage/Revocation Certificate (front and back page)

[View Full List](#) ▾

Filing of Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA) (Form 6A) **7b**

Description
To file the Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA) (Form 6A)
Estimated time required: 30 mins
Filing fee: \$34

Document Required

- NRIC or valid Passport (for foreigner)
- Marriage Certificate
- Affidavit-in-Support

Divorce E-Services – I want to... for Case with Originating Summons Number

8

After your Filing of Originating Summons is accepted, you can file other documents or take other actions related to the Originating Summons under the menu **I want to... for Case with Originating Summons Number**. The categories of documents and actions are:

- **File Court Documents**, to file Court Documents related to your main Divorce proceeding. Please refer to the [Court Documents user guide for details](#).
- **Serve Originating Summons for Divorce**, to select and update the method of serving the Originating Summons for Divorce and to file documents/applications relating to service. Please refer to the [Service of Originating Summons user guide for details](#).
- **File Summons**, to file sub-application related to your main Divorce proceeding. Please refer to the [Summons user guide for details](#).
- **Praecipe (Request)**, to file praecipe request related to the Divorce Case. Please refer to the [Praecipe & Registry Request user guide for details](#).
- **Registry Request**, to file registry request related to the Divorce Case. Please refer to the [Praecipe & Registry Request user guide for details](#).

Start a New Case ▾

I want to.. for Case with Originating Summons Number ▸

File Court Documents

- Serve Originating Summons for Divorce
- File Summons
- Praecipe (Request)
- Submit Registry Request

To act on a Case with Originating Summons, please ensure you have a valid Originating Summons Number (e.g. OS-2022-123456 or, for cases commenced in hardcopy, OS12345).

8

What would you like to file?
Apakah yang anda ingin memfail?

8a Court ▾

Court Documents

- [Affidavits/Other Documents](#) ▾
- [Amended Matrimonial Property Plan](#) ▾
- [Amended Parenting Plan](#) ▾
- [Amended Case Statement](#) ▾
- [Memorandum of Defence](#) ▾
- [Notice of Appeal against Registrar's Decision or Order](#) ▾
- [Notice of Appointment of Solicitor](#) ▾
- [Notice of Change of Solicitor](#) ▾

View & Actions on Divorce Modules

View & Actions on Divorce Modules

Ongoing Filing

- 1 There are 3 folders (menu) under the Divorce Module :
 - a) **Ongoing Filing**
 - b) **Completed Filing**
 - c) **Court File**

- 2 Under **Ongoing Filing**, you will find a list of MCP cases or forms/ documents which you are drafting or which have been submitted but not accepted, with any of these status:
 - a) Pending Acceptance
 - b) Draft
 - c) Returned as Incomplete
 - d) For an ongoing MCP Case: Pending 1st Appointment, 1st Appointment Scheduled, or Further MCP

- 3 The list of forms will display this information :
 - a) **Case ID** (Some Draft Forms will not have Case ID)
 - b) **Form Name**
 - c) **Status**
 - d) **Last Updated Date**
 - e) **Remarks**
 - f) **More Options (three dots)**. You may take the same actions from the Dashboard, or from the Ongoing Filing list.

The screenshot shows the 'Divorce' module dashboard. At the top, there are navigation tabs: 'Dashboard', 'Inheritance', 'Divorce' (highlighted with a yellow box and a '1' in a yellow circle), and 'Others'. Below the tabs, the breadcrumb 'DASHBOARD / DIVORCE' is visible, followed by the large heading 'DIVORCE'. On the left side, there is a vertical menu with three options: 'Ongoing Filing' (highlighted with a yellow box and a '2' in a yellow circle), 'Completed Filing', and 'Court File'. To the right of the menu is a search bar labeled 'Search case by Case ID (i.e. OS-XXXX-XXXXX)' with an input field 'Enter Case ID', a 'Search' button, and a 'Divorce E-Services' button. Below the search bar is a table with the following data:

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
R-2022-000542	Registration for Marriage Counselling Programme	Returned as Incomplete	27/10/2022	View Remarks	⋮
MCP-2022-000072	MCP Case	1st Appointment Scheduled	13/04/2022		⋮

Note:

Once the filing of a form/document has been accepted or rejected, or a case undergoing Marriage Counselling Programme (MCP) is completed, the form/document filed or completed MCP case will be moved to the Completed Filing section, and the endorsed Court document will be viewable in the relevant Court File section.

View & Actions on Divorce Modules

Ongoing Filing

- 1 You may Search by Case ID, if you need to locate a case directly using the Case Number. A minimum of 3 digits/letters is required to search, in order for the system to find a similar case number.

E.g : for Case ID : POS-2022-000157

If you key in 157 > and click **Search**, the system will search any Case ID that contains 157 in the Ongoing Filing Folder. This search will show all case/document types, whether Registration for Marriage Counselling Programme, Filing of Originating Summons, Filing of Notice, etc., if it contains '157'.

If you key in POS > and click **Search**, the system will search any Case ID that contains POS in the Ongoing Filing Folder.

If you key in POS-2022 > and click **Search**, the system will search any Case ID that contains POS-2022 in the Ongoing Filing Folder. This search will also show all Filing of Originating Summons (with case ID prefix **POS-**) that was submitted or filed in the year 2022.

The screenshot shows the 'Ongoing Filing' search interface. A search bar contains '157' and a 'Search' button is highlighted. A table below displays search results for Case ID 'POS-2022-000157'.

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
POS-2022-000157	Filing of Originating Summons (TAN CHONG HO v SUSAN)	Pending Waiver Approval	25/04/2022		⋮

The screenshot shows the 'Ongoing Filing' search interface with 'POS' entered in the search bar. A table below displays search results for Case IDs starting with 'POS-2022'.

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
POS-2022-000293	Filing of Originating Summons (TAN CHONG HO)	Draft	18/10/2022		⋮
POS-2022-000091	Filing of Originating Summons (TAN CHONG HO v RIHANNA)	Pending Acceptance	07/09/2022		⋮
POS-2022-000163	Filing of Originating Summons (TAN CHONG HO v JOLENE)	Pending Waiver Approval	27/04/2022		⋮

View & Actions on Divorce Modules

Completed Filing

- 1 Under **Completed Filing**, you will find a list of forms/ documents which you have filed or submitted, and MCP cases, with any of these status:
 - a) Accepted
 - b) Rejected
 - c) Withdrawn
 - d) MCP case which has a final outcome.

- 2 The list of forms will display this information :
 - a) **Case ID**
 - b) **Form Name**
 - c) **Status**
 - d) **Last Updated Date**
 - e) **Remarks**
 - f) **More Options (Three Dots Menu)**. You can take the same actions from the dashboard, or from the Completed Case list.

The screenshot shows a web interface for 'Completed Filing'. At the top, there are tabs for 'Ongoing Filing' and 'Completed Filing' (the latter is highlighted with a yellow box and a '1' in a yellow circle). To the right is a search bar with the placeholder 'Enter Case ID', a 'Search' button, and a 'Divorce E-Services' button. Below the search bar is a table with a dark red header and a yellow border. The table has columns: Case ID, Form/ Appointments, Status, Last Updated Date, Remarks, and More Options. The table contains four rows of data. A yellow circle with the number '2' is placed over the first two rows of the table.

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
POS-2022-000198	Filing of Originating Summons (TAN CHONG HO v SPOUSE SPOUSE)	Accepted	19/10/2022		⋮
POS-2022-000365	Filing of Originating Summons (TAN CHONG HO v ZAENAB BINTI MADISON)	Accepted	06/10/2022		⋮
MCP-2022-000507	MCP Case	Refer to Court (Divorce)	03/10/2022		⋮
R-2022-000523	Registration for Marriage Counselling Programme	Accepted	03/10/2022	View Remarks	⋮

View & Actions on Divorce Modules

Completed Filing

- 1 You may search by Case ID if you need to locate a case directly using the Case Number. A minimum of 3 digits/letters is required to search, in order for the system to find a similar case number.

E.g : for Case ID : NOA-2022-000036

If you key in 295 > and click **Search**, the system will search any Case ID that contains 295 in the Completed Filing Folder. This search will show all case/document types, whether Registration for Marriage Counselling Programme, Filing of Originating Summons, Filing of Notice, etc., if it contains 295.

If you key in MCP > and click **Search**, the system will search any Case ID that contains MCP in the Completed Filing Folder.

If you key in R-2022 > and click **Search**, the system will search any Case ID that contains R-2022 in the Completed Filing Folder. This search will also show all Registration for Marriage Counselling Programme (with case ID Prefix R-) that was submitted or filed in the year 2022.

The screenshot shows the 'Completed Filing' section of the system. On the left, there is a navigation menu with 'Ongoing Filing', 'Completed Filing' (highlighted), and 'Court File'. A search box is labeled 'Search case by Case ID (i.e. OS-XXXX-XXXXX)' and contains the text '295'. A 'Search' button is next to it, and a 'Divorce E-Services' button is to the right. Below the search box is a table with the following data:

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
POS-2022-000295	Filing of Originating Summons	Accepted	01/09/2022		⋮

At the bottom, there are 'Previous', '1', and 'Next' buttons.

The screenshot shows the 'Completed Filing' section of the system. On the left, there is a navigation menu with 'Ongoing Filing', 'Completed Filing' (highlighted), and 'Court File'. A search box is labeled 'Search case by Case ID (i.e. OS-XXXX-XXXXX)' and contains the text 'mcp'. A 'Search' button is next to it, and a 'Divorce E-Services' button is to the right. Below the search box is a table with the following data:

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
MCP-2022-000355	MCP Case	Refer to Court (Divorce)	01/09/2022		⋮
MCP-2022-000346	MCP Case	Refer to Court (Divorce)	10/08/2022		⋮
MCP-2022-000238	MCP Case	Refer to Court (Divorce)	09/06/2022		⋮

View & Actions on Divorce Modules

Court File

- 1 Under **Court File**, you will find 4 separate folders. Court File contains documents that are issued and/or endorsed by SYC. These are the 4 folders in the Court File :
 - a) **Court Documents**, for all generated and accepted filing of forms which are endorsed by SYC. E.g : Originating Summons Form 6, Case Statement (Form 7 or 8), Form 47 – Notice of Appointment of Solicitor, Form 48 – Notice of Change of Solicitor, Form 10 – Summons, Divorce Certificate or Extract Copy of Divorce Certificate etc.
 - b) **Court Notices**, for notices from SYC. E.g: Notice to Attend Court, Registrar’s Directions.
 - c) **Court Orders**, for issued Court Orders. E.g : Order to Discharge Solicitor, Decree, Order to Extend Validity of Originating Summons, etc
 - d) **Correspondence**, for correspondence from SYC, including outcomes of filed Praecipe (Request).
- 2 You may click on the document hyperlink to download the document.
- 3 Alternatively, for **Court Orders**, you may click on the **three dots** under **More Options**, then click **Download Copy of Order of Court**. Court orders must be paid for, or payment must be waived, before you may download a copy.

Ongoing Case

Completed Case

Court File

Court Documents

Court Notices

Court Orders

Correspondence

Search case by Case ID (i.e. OS-XXXX-XXXXX)

mcp

Search

Divorce E-Services

Case Type	Case ID	Document Name	File Type and Size	Filed on	More Options
Ongoing	OS-2022-000043	Case Statement (Husband) (Form 7).pdf	PDF	07/04/2022	⋮
Ongoing	OS-2022-000043	Plaintiff's Proposed Parenting Plan (Form 12).pdf	PDF	07/04/2022	⋮
Ongoing	OS-2022-000155	Plaintiff's Proposed Matrimonial Property Plan (Form 15).pdf	PDF	10/08/2022	⋮
Ongoing	OS-2022-000043	Form 36-Acknowledgement of Service.docx	Word docx	07/04/2022	⋮

1

2

Ongoing Case

Completed Case

Court File

Court Documents

Court Notices

Court Orders

Correspondence

Search case by Case ID (i.e. OS-XXXX-XXXXX)

0017

Search

Divorce E-Services

Case Type	Case ID	Document Name	File Type and Size	Filed on	More Options
Ongoing	ORC-2022-000003	Order for Intervention.pdf	PDF	03/08/2022	⋮

Download Copy of Order of Court

Previous

1

Next

3a

3b

View & Actions on Divorce Modules

Divorce Certificate availability date

- 1 Under **Divorce Certificate availability date**, you will see the date on which the divorce certificate for your case(s) will be available for download under the Availability Date section. Once available, the Divorce Certificate may be found in the Court File tab.
- 2 You may Search by Case ID, if you need to locate a case using its Case Number. A minimum of 3 digits/letters is required to search, in order to find a similar case number.

Ongoing Filing

Completed Filing

1 **Divorce Certificate availability date**

Court File ▾

Search case by Case ID (i.e. OS-XXXX-XXXXX)

Enter Case ID 2 Search **Divorce/Other E-Services**

The divorce certificate will be available for download in the "Court File > Court Orders" section after the applicable administrative period, and after payment of the applicable fees.

Case ID	Document number	Availability Date	1
OS-2022-000178	D-2022-000018	29/01/2022	
OS-2023-000006	D-2023-000112	06/04/2023	
OS-2024-000231	D-2024-000008	22/07/2024	
OS-2025-000118	D-2025-000077	14/06/2025	
OS-2025-000236	D-2025-000159	30/09/2025	

Previous 1 Next

Notifications

Check Notifications

- 1 Click on the **Bell** icon on the dashboard header to view pending notifications.
- 2 You will be directed to the **Notification page** that displays all notifications, both Read and Unread.
- 3 Click on **Unread** tab to view unread notifications only. Unread Notifications are marked with a red dot.
- 4 Click on **Read** tab to view Read notifications only.
- 5 A **red dot** marks unread notifications.
- 6 Click on the **hyperlink** on a Notification.
- 7 The **Notification pop up** will appear and display the contents of the Notification. The Notification will be marked as Read in the Notification Page and the red dot will no longer be shown beside the hyperlink.
- 8 Click on **Close** to close the notification pop-up page.

SYARIAH COURT SINGAPORE

Dashboard Inheritance Divorce Others

NOTIFICATION

All (3) Unread (2) Read (1)

Notifications	Date
MCP outcome: Divorce	10/08/2022 10:52:41
MCP: Your appointment is scheduled	10/08/2022 10:51:57
Pending Approval: Application for Inheritance Certificate (I-2022-000002)	04/07/2022 13:35:23

Accepted Filing of Originating Summons (POS-2022-000105)

Dear ALFRED CHONG BOON HAO,

Your Filing of Originating Summons is accepted. The Case ID of your Originating Summons (OS) is **OS-2022-000146**. Please use this Case ID.

Appointment for Court session
Your appointment for **Mediation** is on **18/7/2022 3:00 PM**.

Service of the Originating Summons
You must serve the Originating Summons on the Defendant before the appointment (where applicable) and in any event, before the expiry of the validity period of the Originating Summons. This task and the expiry date of the Originating Summons is shown on your dashboard in the SYC Portal. For more information on service of the Originating Summons, you may log in to <https://www.syariahcourt.gov.sg/Divorce/Process-Divorce-Proceedings/Service-of-the-Originating-Summons>.

Should you have any query on the above, please email us at mccy_syariah@mccy.gov.sg or call us at 6354 8371. For details, please log in to <https://eservices.syariahcourt.gov.sg/>.

Thank you.

Syariah Court Singapore
(Please do not reply to this message as it is auto generated.)

Close