



SYARIAH COURT
SINGAPORE

USER GUIDE FOR SYC PORTAL

Service of Originating Summons

Syariah Court Detailed User Guide for Corporate Users

Service of Originating Summons



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Service of Originating Summons

Service of Originating Summons

The Originating Summons for divorce together with the relevant documents must be served, i.e., brought to the Defendant's notice within 12 months from the date of filing of the Originating Summons by the Plaintiff or Plaintiff's Lawyer. Types of Service of Originating Summons :

1. Service of Originating Summons via SYC Portal.
2. Service of Originating Summons via Registered Post.
3. Service of Originating Summons via Personal Service.
4. Service of Originating Summons via Substituted Service (Summons (Application for Substituted Service) and Affidavit required to be filed).

For more details, please refer to:

<https://www.syariahcourt.gov.sg/Divorce/Process-Divorce-Proceedings/Service-of-the-Originating-Summons>

You are required to select and update the method you have selected via the Service of Originating Summons function.

Service of Originating Summons from Dashboard (Selecting method of service)

Service of Originating Summons – From Dashboard

1 If you have filed the Originating Summons via E-Services on the SYC Portal in e-form, you will receive a task on your Dashboard "Originating Summons Service Bundle" with status Pending Service.

This task will be available for one year in your dashboard after your filing of Originating Summons is accepted. You are required to serve the Originating Summons on the Defendant / Defendant's Lawyer within this period.

2 Click on the **3 dots** under More Options and select **View** to start the update on Service of Originating Summons. Alternatively, you can click on the Case ID hyperlink.

The screenshot shows a user dashboard with a navigation bar at the top containing 'Dashboard', '1a', 'ce', 'Divorce', and 'Others'. Below the navigation bar is a dark red header with 'DASHBOARD / DASHBOARD' and 'DASHBOARD' in large white text. The main content area features a greeting 'Assalamualaikum!', a welcome message 'Welcome TAN CHONG HO, Update My Particulars', and a notification 'This is your personalised portal where you can view your transactions, correspondence, and cases with Syariah Court at a glance.' Below this is a section titled 'What I need to do... - 66 items' containing a table. The table has columns for Category, Case ID, Case/ Appointments/ Tasks, 1b, Status, Date, and More Options. The first row is highlighted with a yellow box and contains 'Filing of OS', 'OS-2022-000178', 'Originating Summons Service Bundle', 'Pending Service', '28/09/2023', and a vertical ellipsis. A 'View' button is visible under the 'More Options' column, also highlighted with a yellow box and labeled '2'. The second row contains 'Divorce', 'OS-2022-000178', 'Appointment - Mediation', 'Booked', and '27/10/20'.

Category	Case ID	Case/ Appointments/ Tasks	1b	Status	Date	More Options
Filing of OS	OS-2022-000178	Originating Summons Service Bundle	Pending Service	28/09/2023	⋮	
Divorce	OS-2022-000178	Appointment - Mediation	Booked	27/10/20	View	

Service of Originating Summons – From Dashboard

- You will find a bundle (set of documents) of the Originating Summons and accompanying documents. The files in PDF format are generated and endorsed court documents of filed and accepted documents and consist of:

 - Originating Summons (Form 6)
 - Case Statement Husband or Wife (Form 7 or 8, depending on the Plaintiff's gender)
 - Agreed Matrimonial Property Plan, or Plaintiff's Proposed Matrimonial Property Plan (Form 13 or 15, if applicable)
 - Agreed Parenting Plan, or Plaintiff Proposed Parenting Plan or (Form 11 or 12, if applicable)
 - Form 47 – Notice of Appointment of Solicitor
 - Provisional Grant of Aid/Grant of Aid (if applicable)
- The next set of files are DOCX (MS. Word) blank documents. These documents are required to be served on the Defendant.

Please download all the files in 3 and 4 (and print if necessary) to serve it on the Defendant.
- To proceed to update Service of Originating Summons, click on the hyperlink [Service of Originating Summons](#). Alternatively, you can click on the [Proceed to Divorce E-Services](#) button.

Case ID: OS-2022-000178 Status: Pending Service

Originating Summons valid for service until: 28/09/2023

The Originating Summons service bundle has been generated. The following are the documents you will need to serve on the Defendant before the Originating Summons expires:

- [Originating Summons \(Form 6\).pdf](#) (PDF)
- [Case Statement \(Husband\)\(Form 7\).pdf](#) (PDF)
- [Plaintiff's Proposed Matrimonial Property Plan \(Form 15\).pdf](#) (PDF)
- [Form 47 - Notice of Appointment of Solicitor.pdf](#) (PDF)
- [Plaintiff's Proposed Parenting Plan \(Form 12\).pdf](#) (PDF)
- [Provisional Grant of Aid.pdf](#) (PDF)
- [Memorandum of Defence \(Wife\)](#) (DOCX)
- [Defendant's Agreement to Plaintiff's Proposed Parenting Plan](#) (DOCX)
- [Defendant's Proposed Parenting Plan](#) (DOCX)
- [Defendant's Agreement to Plaintiff's Proposed Matrimonial Property Plan](#) (DOCX)
- [Defendant's Proposed Matrimonial Property Plan](#) (DOCX)
- [Acknowledgement of Service](#) (DOCX)

To serve the Originating Summons on the Defendant, you can go to Divorce E-services [Service of Originating Summons](#).

[Back to Dashboard](#) [Proceed to Divorce E-Services](#)

Service of Originating Summons – From Dashboard

6 You will be directed to **Divorce E-Services > I want to...for Case with Originating Summons > Service of Originating Summons** page. Please read the Description & Documents required.

7 Click on the hyperlink on **Service of Originating Summons** to continue.

8 You will be directed to the Case Access page. Key in the Originating Summons Number. Click on **Submit**.

The screenshot shows a web interface for starting a new case. On the left, a dropdown menu titled 'Start a New Case' is open, showing options: 'I want to.. for Case with Originating Summons Number', 'File Court Documents', 'Serve Originating Summons for Divorce', 'File Summons', 'Praecipe (Request)', and 'Submit Registry Request'. The 'Service of Originating Summons' option is highlighted with a yellow box and a yellow circle containing the number 7. To the right, a dark red header bar contains the word 'Applications'. Below it, a yellow box highlights the 'Service of Originating Summons' section, which includes a 'Description' and 'Documents Required' section. The description states that the summons and supporting documents must be served within 12 months and lists four methods: Personal Service, Service via registered post, Service via SYC Portal, and Service via Substituted service. The documents required section lists 'Affidavit-in-Support (if filing an application for Substituted Service)'. A note at the bottom of the description states that if service is not effected within the time, the validity of the summons will expire and the case will be closed. A yellow circle with the number 6 is positioned to the right of this section.

The screenshot shows the 'Case Access' page. At the top, a dark red header bar is visible. Below it, a light gray box contains the text: 'Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to serve the Originating Summons via SYC Portal.' Below this, there is a form with a label 'Originating Summons Number *' and 'Nombor Saman Pemula'. The text 'OS-2022-000178' is entered in the input field. A yellow box highlights the input field, and a yellow circle with the number 8a is next to it. To the right of the input field is a 'Submit' button, which is highlighted with a yellow box and a yellow circle with the number 8b.

6

Service of Originating Summons – From Dashboard

9 You will find a selection of available options to serve the Originating Summons, such as :

- a) **Attempt Service via Registered Post**
- b) **Attempt Service via SYC Portal**
- c) **File Summons (Application for Substituted Service and Affidavit)**
- d) **Personal Service Attempt**

For more details on each method of service, please refer to:

<https://www.syariahcourt.gov.sg/Divorce/Process-Divorce-Proceedings/Service-of-the-Originating-Summons>

Notes:

Once you have selected a method, **you are unable** to change the method of attempt of service, until 21 days after the date of selection.

Once 21 days has lapsed and you have not taken action on the Task for that method of service, the system will send a new Task for you to provide Originating Summons Status Update on your dashboard, and you will be able to select a new Method of Service.

If the status of Service of OS is shown on the Dashboard of the Plaintiff or Plaintiff's solicitor (as the case may be) as 'Draft' or 'Pending service', and a Notice of Appointment or Notice of Change of Solicitor for the Plaintiff is filed and accepted, the status of service of OS will be reset and the initial four options will be shown again. If the status is 'Served,' the status will remain unchanged.

Originating Summons Number *
Nombor Saman Pemula

You may choose one of the following ways to serve the Originating Summons:

9a

A. Attempt Service via Registered Post

Description

Service by registered post means sending the Originating Summons to the Defendant/Respondent by pre-paid registered post.

For Filing of Originating Summons for Divorce/Nullity, you must send the complete set of filed documents, together with the blank Acknowledgement of Service Form and the blank Memorandum of Defence Form, to the Defendant via registered post.

For Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA (Form 6A), you must send the complete set of filed documents, together with the blank Acknowledgement of Service Form to the Respondent via registered post.

Please note that the following must be done for the service to be considered valid:

- The Defendant/Respondent must sign and return the Acknowledgement of Service to you.
- When you have received the signed Acknowledgement of Service Form from the Defendant/Respondent, you must file it with the necessary payments in SYC Portal.

Service fee: N/A

Service of Originating Summons – From Dashboard

- 9 (Continued) You will find a selection of available options to serve the Originating Summons, such as :
- a) **Attempt Service via Registered Post**
 - b) **Attempt Service via SYC Portal**
 - c) **File Summons (Application for Substituted Service and Affidavit)**
 - d) **Personal Service Attempt**

For more details on each method of service, please refer to:
<https://www.syariahcourt.gov.sg/Divorce/Process-Divorce-Proceedings/Service-of-the-Originating-Summons>

Notes:

Once you have selected a method, **you are unable** to change the method of attempt of service, until 21 days after the date of selection.

Once 21 days has lapsed and you have not taken action on the Task for that method of service, the system will send a new Task for you to provide Originating Summons Status Update on your dashboard, and you will be able to select a new Method of Service.

If the status of Service of OS is shown on the Dashboard of the Plaintiff or Plaintiff's solicitor (as the case may be) as 'Draft' or 'Pending service', and a Notice of Appointment or Notice of Change of Solicitor for the Plaintiff is filed and accepted, the status of service of OS will be reset and the initial four options will be shown again. If the status is 'Served,' it will remain unchanged.

B. Attempt Service via SYC Portal	9b
<p>Description</p> <p>Service via SYC Portal means sending the Originating Summons to the Defendant/Respondent via SYC Portal. The Defendant/Respondent must have a valid email address and must login to SYC Portal and indicate acceptance of service of Originating Summons.</p> <p>If the Defendant/Respondent fails to accept service of the documents via SYC Portal, you will need to serve the Originating Summons on the Defendant/Respondent by an alternative method.</p> <p>Service fee: \$2 (per document per party)</p> <p>Attempt Service via SYC Portal</p>	
C. File Summons (Application for Substituted Service)	9c
<p>Description</p> <p>Substituted service is an alternative mode of service when personal service or service by registered post cannot be effected. Substituted service can only be done with the Court's permission.</p> <p>If personal service, or service by registered post, of the Originating Summons is unsuccessful or impossible (such as because the Defendant's/Respondent's whereabouts are unknown), the divorce proceedings must be brought to the Defendant's/Respondent's notice by alternative methods such as:</p> <ul style="list-style-type: none">• newspaper advertisement• registered post (without the need for Defendant to return the Acknowledgement of Service)• electronic mail <p>You may apply to the Court for an order for substituted service. The application is made by filing a summons with a supporting affidavit.</p> <p>Important: You should not carry out the substituted service until you have obtained the Order of Court.</p> <p>Service fee: N/A</p> <p>File Summons (Application for Substituted Service)</p>	
D. Personal Service Attempt	9c
<p>Description</p> <p>Personal service is one of the ways in which the Originating Summons is served on the Defendant/Respondent. It may only be effected by a solicitor or an authorised solicitor's clerk.</p> <p>Service fee: N/A</p> <p>Personal Service Attempt</p>	

Service of Originating Summons
from Divorce E-Services
(Selecting method of service)

Service of Originating Summons – From Divorce E-Services

- 1 To update Service of Originating Summons from Divorce E-Services, navigate to the **Divorce** tab.
- 2 Click on “**Divorce E-Services**”.
- 3 Click on **I want to ..for Case with Originating Summons Number**
- 4 Select **Service of Originating Summons for Divorce**.
- 5 Please read through the Description & Documents Required.
- 6 To continue, click on the hyperlink on **Service of Originating Summons**.

- 7 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 8 Click on **Submit** to validate the Originating Summons Number. If you have case access, you will find a selection of available options to serve the Originating Summons. Refer to pages [10 and 11] of this guide for more details.

DIVORCE E-SERVICES / SERVICE OF ORIGINATING SUMMONS / SERVICE OF ORIGINATING SUMMONS

Service of Originating Summons

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to serve the Originating Summons via SYC Portal.

Originating Summons Number *
Nombor Saman Pemula

OS-2022-000158

7

Submit

8

Back to Divorce E-Services

Attempt Service via Registered Post

Attempt Service via Registered Post

1

If you would like to serve the Originating Summons via Registered Post, navigate to option A. Please read through the description for information on this method of service.

2

To select this method, click on **Attempt Service via Registered Post**.

A. Attempt Service via Registered Post

1

Description

Service by registered post means sending the Originating Summons to the Defendant/Respondent by pre-paid registered post.

For Filing of Originating Summons for Divorce/Nullity, you must send the complete set of filed documents, together with the blank Acknowledgement of Service Form and the blank Memorandum of Defence Form, to the Defendant via registered post.

For Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA (Form 6A), you must send the complete set of filed documents, together with the blank Acknowledgement of Service Form to the Respondent via registered post.

Please note that the following must be done for the service to be considered valid:

- The Defendant/Respondent must sign and return the Acknowledgement of Service to you.
- When you have received the signed Acknowledgement of Service Form from the Defendant/Respondent, you must file it with the necessary payments in SYC Portal.

Service fee: N/A

Attempt Service via Registered Post

2

Attempt Service via Registered Post

3 Read the checklist and confirm each point by clicking on the checkbox. The **Update** button will only be enabled once you have ticked all the checkboxes.

4 To proceed with the selection, click on **Update**. Alternatively, you can click on **Back to Service of Originating Summons** and will be directed to the Service of Originating Summons page.

Case ID: OS-2022-000178

Status: Draft

Please ensure that you have read the following checklist.

- I will send the Originating Summons documents to the Defendant/Respondent via registered post.
- I will be required to file the Acknowledgment of Service signed by the Defendant/Respondent via SYC Portal for the Originating Summons to be effectively served.
- If the Originating Summons is not effectively served on the Defendant/Respondent, I may be required to file a Summons (Application for Substituted Service).

[Back to Service of Originating Summons](#)

Update

4

3

Attempt Service via Registered Post

- 5 Once you have clicked **Update** in step no. 4, you will find the completion screen. Click on **Back to Dashboard** to go back to Dashboard.

Attempt Service via Registered Post

Case ID: OS-2022-000146 Status: Pending Service

Submitted!

Case ID: OS-2022-000146

Submission Date: 29/09/2022 19:03:25
An acknowledgement has been sent to: myinfotesting@gmail.com

Once the Originating Summons has been served on the Defendant/Respondent, you will be required to upload and submit the Signed Acknowledgement of Service via SYC Portal.

[Back to Dashboard](#) 5

Submit Signed Acknowledgment of Service

6 If you have selected Attempt Service via Registered Post, you are required to send or serve all the documents in the **Originating Summons Service Bundle** (refer to step nos. 3 and 4 in page 8) on the Defendant via registered post.

In order for the service to be considered valid, the Defendant must sign and return the Acknowledgement of Service Form to the Plaintiff, and the signed Acknowledgement of Service Form must be filed.

You will find a task on your **Dashboard** to Submit the Signed Acknowledgement of Service Form.

7a Click on the **3 dots** under More Options and click **View** to file the signed Acknowledgement of Service Form. Alternatively, you can click on the Case ID hyperlink.

7b You may also locate the Acknowledgement of Service with the status 'Draft' in the **Divorce** section, under Ongoing Filing.

7c Click on the **3 dots** under More Options and select Edit to proceed

The screenshot shows the Syariah Court Singapore dashboard. At the top, there are navigation links for 'Dashboard', 'Inheritance', and 'Divorce'. The main heading is 'DASHBOARD' with a greeting 'Assalamualaikum!' and a welcome message for 'TAN CHONG HO'. Below this is a search bar for case IDs and a 'Search' button. A section titled 'What I need to do...' lists 102 items. A table below shows a task: 'Submit Signed Acknowledgement of Service' with status 'Pending Service' and date '08/11/2022'. A 'View' button is next to it. Below the table are sections for 'Ongoing Filing', 'Completed Filing', and 'Court File'. The 'Ongoing Filing' section has a search bar and a 'Divorce E-Services' button. A table below shows a draft application: 'Acknowledgement of Service' with status 'Draft' and date '12/02/2025'. An 'Edit' button is next to it.

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Divorce	OS-2022-000178	Submit Signed Acknowledgement of Service	Pending Service	08/11/2022	⋮ View

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
OS-2025-000432	Acknowledgement of Service	Draft	12/02/2025		⋮ Edit

Submit Signed Acknowledgment of Service

- 8 Key in the date when the documents were served, under the **Date Documents Served** tab.
- 9 On the **Address Documents Served** tab, specify whether the address is :
 - a) Local, or,
 - b) Overseas
- 10 If you select **Local** address, key in the postal code.
- 11 Click on **Retrieve Address**.
- 12 Verify Block/House Number, Street Name & Building Name that will be auto populated.
- 13 Key in **Level No.** and **Unit No.**
- 14 If the address does not have a Level no. or a Unit No. select NO to the question **“Does the address contain Level no. and/or Unit no.?”**

All fields are mandatory unless otherwise stated.
You may save the form as draft copy for future completion.

Date Documents Served
Tarikh dokumen diserahkan

8

Address Documents Served
Alamat Dokumen Diserahkan

Location
Lokasi

Local Overseas 9

Postal Code
Poskod

10

11

Does the address contain Level no. and/or Unit no.?
Adakah alamat mengandungi nombor aras (tingkat) dan/atau nombor unit?

Yes No 14

Blk/House No.
No. Blok/No. Rumah

12

Level No.
No. Aras

13

Unit No.
No. Unit

13

Street Name
Nama Jalan

Building Name (Optional)
Nama Bangunan (Jika ada)

Please upload the Signed Acknowledgement of Service
Sila muat naik 'Acknowledgement of Service' yang telah ditandatangani

Drag and drop your document here

Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & * : < > ? / . - { }.

Submit Signed Acknowledgment of Service

15 If you select **Overseas** Address, select the **Country** from the dropdown list.

16 Key in the Address.

17 Key in the Postal Code.

All fields are mandatory unless otherwise stated.
You may save the form as draft copy for future completion.

Date Documents Served
Tanggal dokumen diserahkan

01/11/2022

Address Documents Served
Alamat Dokumen Diserahkan

Location
Lokasi

Local Overseas

Country
Negara

UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRE

Address
Alamat

Fullham Road SW 6 1HS

Postal Code
Poskod

615177

Submit Signed Acknowledgment of Service

18 To upload the signed Acknowledgement of Service Form, click on the **Choose File** button and upload the form in PDF format.

19 Once all fields are keyed in, and the Acknowledgement of Service Form is uploaded, the **Preview** button will be enabled. Click on **Preview** to view the Form in non-editable format before submission.

20 In the **Preview Mode**, verify all the keyed-in information & uploaded file.

21 Click **Submit** to continue.

22 Alternatively, click on **Back to Edit** to revert to edit mode.

Please upload the Signed Acknowledgement of Service
Sila muat naik 'Acknowledgement of Service' yang telah ditandatangani

Drag and drop your document here

18 **Choose File**

Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & * : < > ? / . - { }.

PowerShell_Commands_To_Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue (004).pdf

Type of Document
Jenis Dokumen

Acknowledgement of Service

Back to Dashboard **Save as Draft** **Preview** 19

Street Name
Nama Jalan

ALEXANDRA ROAD

Building Name (Optional)
Nama Bangunan (Jika ada)

PowerShell_Commands_To_Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue (004).pdf

File Description

Acknowledgement of Service

20

22 **Back to Edit** **Submit** 21

Submit Signed Acknowledgment of Service

- 23 On the **Declare** section, read and confirm the declaration by clicking on the checkbox.
- 24 Click on **Make Payment** to continue. Refer to pages 27 to 30 on Payment.

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SYARIAH COURT SINGAPORE

Dashboard Inheritance Divorce

DIVORCE E-SERVICES / SERVICE OF ORIGINATING SUMMONS / SIGNED ACKNOWLEDGEMENT OF SERVICE

Signed Acknowledgement of Service

Case ID: OS-2022-000178 Status: Pending Service

✓ Acknowledgement of Service — ✓ Preview — 3 Declare — 4 Submit & Make Payment — 5 Complete

I declare that the information provided in this form is true and correct.

Back to Preview **Make Payment**

Submit Signed Acknowledgment of Service

25 Once the Acknowledgement of Service has been submitted, you may view the status of the submission in the Divorce tab, in the Ongoing Filing section.

26 If the submission is Returned as Incomplete you may view the remarks by clicking **View Remarks** under the Remarks column.

Once the returned Acknowledgement of Service has been re-submitted, you may view the status of the submission as indicated in step 25 above.

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Dashboard Inheritance **Divorce**

Ongoing Filing

Completed Filing

Court File

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

Enter Case ID Search **Divorce E-Services**

Draft applications will be automatically deleted from the system if they exceed a six-month period from the creation date. Ensure all necessary actions are taken before this period ends.

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
OS-2025-000432	Acknowledgement of Service (ACKR-2025-000001)	Pending Approval	12/02/2025		

25

Ongoing Filing

Completed Filing

Court File

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

Enter Case ID Search **Divorce E-Services**

Draft applications will be automatically deleted from the system if they exceed a six-month period from the creation date. Ensure all necessary actions are taken before this period ends.

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
OS-2025-000432	Acknowledgement of Service (ACKR-2025-000001)	Returned as incomplete	05/02/2024	View Remarks	

26

Submit Signed Acknowledgment of Service

27 Once the Acknowledgment of Service is accepted, the submission will be shown in the **Completed Filing** section of the Divorce tab.

28 The accepted Acknowledgement of Service may be found in the **Court File -> Court Documents** section of the Divorce tab.

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SYARIAH COURT SINGAPORE

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Dashboard Inheritance **Divorce**

Ongoing Filing

Completed Filing 27

Court File

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

Enter Case ID Search **Divorce E-Services**

Draft applications will be automatically deleted from the system if they exceed a six-month period from the creation date. Ensure all necessary actions are taken before this period ends.

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
OS-2022-000171	Acknowledgement of Service (ACKR-2022-000019)	Accepted	02/08/2022		⋮

Ongoing Filing

Completed Filing

Court File 28

Court Documents

Court Notices

Court Orders

Correspondence

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

Enter Case ID Search **Divorce E-Services**

Draft applications will be automatically deleted from the system if they exceed a six-month period from the creation date. Ensure all necessary actions are taken before this period ends.

Case Type	Case ID	Document Name	File Type and Size	Filed on	More Options
Ongoing	ACKR-2025-000001 (OS-2025-000432)	Supporting Documents.pdf	PDF	12/02/2025	⋮

Make Payment

Payment - PayNow

- 1 On the payment page, verify the breakdown of items, fees and the total amount.
- 2 Select Payment Mode. The default selection is PayNow.
- 3 Scan the QR code, proceed to pay by your PayNow mobile app.
- 4 Click on **Verify Payment**.

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000908


Breakdown of Fees
Butiran Yuran

- Filing fee for for Acknowledgement of Service: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$12

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver



1. Please check that the recipient is Ministry of Culture, Community & Youth.
2. Ensure that your internet banking account is linked to Paynow.
3. PayNow participating banks: DBS/POSB, UOB, OCBC, Citibank, HSBC, Maybank, Standard Chartered, BOC and ICBC.

Back to Declaration Verify Payment

Payment – E-Nets/Credit Card

- 5 On the payment page, verify the breakdown of items, fees and the total amount.
- 6 Select E-Nets/Credit Card as the payment mode.
- 7 Key in your card details such as Name on Card, Number, CVV/CVV2, card expiry date & optional email address.
- 8 Click on **Submit**. Perform 2FA authorisation to pay on your mobile app/-SMS/email if required.
- 9 Alternatively, click **Cancel** to cancel the payment.

Payment Advice Number
Nombor Yuran Pembayaran
PM-2022-000908


Breakdown of Fees
Butiran Yuran
- Filing fee for for Acknowledgement of Service: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$12

Payment Mode
Cara Pembayaran

6 eNETS / Credit Card Request for Fee Waiver

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

8 **9** **7**

PGA/GA Fee Waiver

- 10 On the payment page, verify the breakdown of items, fees and the total amount.
- 11 Payment Mode is set as **Request Fee Waiver**
- 12 The reason for fee waiver is **Provisional Grant of Aid or Grant of Aid** (according to the type of grant that you have filed). These fields are non-editable.
- 13 Click on **Submit Request for Fee Waiver** to submit the Filing and accompanying documents.

Payment Advice Number
Nombor Yuran Pembayaran
UPM-2022-001450

Breakdown of Fees
Butiran Yuran

- Filing fee for Acknowledgement of Service: \$12

Payment Amount (SGD)
Jumlah Pembayaran (SGD)
\$12

Payment Mode
Cara Pembayaran

PayNow eNETS / Credit Card Request for Fee Waiver

Reason for request for fee waiver ⓘ
Sebab bagi permohonan pengenejian yuran

Grant of Aid

[Back to Declaration](#) [Submit Request for Fee Waiver](#)

Service of Originating Summons – Make Payment

Complete

- 14 Completion screen. You can click **Save as PDF** to save the acknowledgement of filing in PDF format.
- 15 Alternatively, you can click **Back to Dashboard** and will be redirected to the Dashboard.

Case ID: POS-2022-000389 Status: Pending Waiver Approval

✓ Filing of Originating Summons — Agreement — ✓ Make Payment — 4 Complete

Submitted!

Case ID: POS-2022-000389
Your Payment Advice Number: PM-2022-000901
Payment Status: Pending Waiver Approval
An acknowledgement with a copy of submission has been sent to: yijie.ng1@ncs.com.sg.

Your case/application will be processed within 3 working days. You will be informed if your fee waiver request has been approved or rejected before the Originating Summons is processed.

15 Save as PDF Back to Dashboard 14

Attempt Service via SYC Portal


Attempt Service via SYC Portal - Plaintiff

- 1 If you choose to serve the Originating Summons via the SYC Portal, navigate to Option B. Please read the description.
- 2 To select this method, click on **Attempt Service via SYC Portal**.
- 3 You will be directed to the Important Notes. Please read through the Important Notes.
- 4 You will need to tick that that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#) before the **Agree and Proceed** button is enabled
- 5 Click on **Agree and Proceed** to continue.

B. Attempt Service via SYC Portal

Description

Service via SYC Portal means sending the Originating Summons to the Defendant/Respondent via SYC Portal. The Defendant/Respondent must have a valid email address and must login to SYC Portal and indicate acceptance of service of Originating Summons.

If the Defendant/Respondent fails to accept service of the documents via SYC Portal, you will need to serve the Originating Summons on the Defendant/Respondent by an [alternative method](#) 

Service fee: N/A

Attempt Service via SYC Portal

Important Notes

1. This service will take you approximately 10 minutes to complete.
2. The service fee for attempting service via SYC Portal is \$2 per document per party.
3. The complete set of filed documents, together with the blank forms will be sent to the Defendant/Respondent via SYC Portal.
4. The Defendant/Respondent will be notified via the email address in our records, which will be shown in the Preview page of this submission. If this is not the Defendant/Respondent's email address or is not a valid email address, please serve the documents via an alternative method of service.
5. If the Originating Summons is not effectively served via SYC Portal on the Defendant/Respondent, you may be required to file an application for substituted service and obtain a Court order allowing the substituted service. Service must then be effected in accordance with the Court order.

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#)

Agree and Proceed

Attempt Service via SYC Portal - Plaintiff

- 6 You will find a list of the documents in the Originating Summons Service Bundle.
- 7 Choose the party on whom the documents will need to be served by selecting the checkbox.
- 8 Verify the Defendant/Defendant Solicitor's Details.
- 9 Click on **Preview** to view the information in non-editable format before submission.

5. [Defendant's Proposed Parenting Plan](#) (DOCX) 6

6. [Defendant's Agreement to Plaintiff's Proposed Matrimonial Property Plan](#) (DOCX)

7. [Defendant's Proposed Matrimonial Property Plan](#) (DOCX)

8. [Acknowledgement of Service](#) (DOCX)

Documents will need to be served on
Dokumen perlu diserahkan kepada

Defendant/Defendant's Solicitor 7

No. of Party(s) to be served: 1

Defendant/Defendant's Solicitor

Full Name (As per ID) Nama Penuh (seperti di Kad Pengenalan)	Alias (Optional) Alias (Jika ada)	8
VIVEK GARRETT		
ID Type Jenis Pengenalan	ID No. Nombor Kad Pengenalan	
FIN	F1612347K	
Email Address Alamat emel		
Vivek@123gmail.com		

[Back to Service of Originating Summons](#) [Save as Draft](#) **Preview** 9

Attempt Service via SYC Portal - Plaintiff

- 10 Verify the form in Preview Mode.
- 11 If there are changes to be made in the preview page, click on **Back to Edit**.
- 12 If there are no changes to be made, click on **Submit**.

Defendant/ Defendant's Solicitor
Yes

No. of Party(s) to be served: 1

Defendant / Defendant's Solicitor

Full Name (As per ID) Nama Penuh (seperti di Kad Pengenalan)	Alias (Optional) Alias (Jika ada)
VIVEK GARRETT	
ID Type Jenis Pengenalan	ID No. Nombor Kad Pengenalan
FIN	F1612347K
Email Address Alamat emel	
Vivek@123gmail.com	

101112

Back to Service of Originating SummonsBack to EditSubmit

Attempt Service via SYC Portal - Plaintiff

- 13 In the **Declare** section, select the checkbox to make the declaration.
- 14 Click on **Make Payment** to continue. Please refer to slides 24 to 28 on how to Make Payment.

Case ID: OS-2022-000060 Status: Draft

Defendant's/ Respondent's Details Preview 3 Declare 4 Make Payment 5 Complete

I declare that the information provided in this form is true and correct. 13

Back to Preview 14

Defendant's View & Action (Service via SYC Portal)

Attempt Service via SYC Portal – Defendant’s View

- 1 If Attempt Service via SYC Portal is selected by the Plaintiff/Plaintiff’s lawyer, once the Defendant logs in to SYC Portal, the Defendant will receive a Dashboard task to **Accept Service of Documents via SYC Portal**. Click on the hyperlink of the **Case ID** for that task.
- 2 At the declaration page, tick the checkbox to accept service of the documents via SYC Portal and the **Submit** button will be enabled.
- 3 Click on **Submit**.

Assalamualaikum!

Welcome Applicant, [Update My Particulars](#)

This is your personalised portal where you can view your transactions, correspondence, and cases with Syariah Court at a glance.

What I need to do... - 5 items

Category	Case ID	Case/ Appointments/Tasks	Status	Date	More Options
Divorce	OS-2022-000060	Accept Service of Documents via SYC Portal	Accepted	08/2022	⋮
Divorce	OS-2022-000083	Appointment - Mediation	Booked	13/05/2022	⋮

Case ID: OS-2022-000060 Status: Pending Action

I agree to accept service of all documents in this Originating Summons via SYC Portal.

Attempt Service via SYC Portal – Defendant’s View

4 The submission page will be displayed.

Click on **Back to Dashboard** to return to the Dashboard.

5 The Originating Summons Service bundle will be available to the Defendant under the Divorce tab in the **Court File > Court Documents** folder.

Case ID: OS-2025-000104 Status: Served

Submitted!

Case ID: OS-2025-000104
Submission Date: 22/04/2025 19:20:55

An acknowledgement has been sent to: myinfotesting@gmail.com.

You have accepted the service of the Originating Summons for Divorce via the SYC Portal.

4

[Back to Dashboard](#)

Dashboard Inheritance **Divorce** 5

DIVORCE

Ongoing Filing

Completed Filing

Court File ^

5 **Court Documents**

Court Notices

Court Orders

Correspondence

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

Enter Case ID

Case Type	Case ID	Document Name	File Type and Size	Filed on	More Options
Ongoing	OS-2022-000380	Case Statement (Wife)(Form 8).pdf	PDF	24/11/2022	⋮
Ongoing	OS-2022-000380	Agreed Parenting Plan (Form 11).pdf	PDF	24/11/2022	⋮
Ongoing	OS-2022-000380	Agreed Matrimonial Property Plan (Form 13).pdf	PDF	24/11/2022	⋮
Ongoing	OS-2022-000380	Originating Summons (Form 6).pdf	PDF	24/11/2022	⋮

**File Summons
(Application for Substituted Service)**

Filing of Summons (Application for Substituted Service) & Affidavit

Section 1 Summons (Application for Substituted Service)

- 1 If you choose to serve the Originating Summons by filing a Summons (Application for Substituted Service), navigate to Option C and click on **File Summons (Application for Substituted Service)**.
- 2 Please read through the description for information on this mode of service.
- 3 Once you click on **File Summons (Application for Substituted Service)**, you will be directed to the **Important Notes** page. Please read through the Important Notes.
- 4 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Term of Use](#).

Once you have done so, the **Agree and Proceed** button will be enabled.

- 5 Click on **Agree and Proceed** to continue.

C. File Summons (Application for Substituted Service) 1

Description

Substituted service is an alternative mode of service when personal service or service by registered post cannot be effected. Substituted service can only be done with the Court's permission.

If personal service, or service by registered post, of the Originating Summons is unsuccessful or impossible (such as because the Defendant's/Respondent's whereabouts are unknown), the divorce proceedings must be brought to the Defendant's/Respondent's notice by alternative methods such as:

- newspaper advertisement
- registered post (without the need for Defendant to return the Acknowledgement of Service)
- electronic mail

You may apply to the Court for an order for substituted service. The application is made by filing a summons with a [supporting affidavit](#)?

Important: You should not carry out the substituted service until you have obtained the Order of Court.

Service fee: N/A

File Summons (Application for Substituted Service) 2

Important Notes 3

1. This service will take you approximately 30 minutes to complete.
2. The filing fee for Summons (Application for Substituted Service) is \$16; and for each Affidavit-in Support is \$12.
3. You will know the outcome of your application after 3 working days. If your application is granted, you will then have to serve the Originating Summons according to the method stated in the Order of Court.
4. You may find out more about [Service of Originating Summons by Substituted Service](#)?

Important: You should not carry out the substituted service until you have obtained the Order of Court.

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 4

[Back to Service of Originating Summons](#) **Agree and Proceed** 5

Filing of Summons (Application for Substituted Service) & Affidavit

[Return to Contents](#)

Section 1 Summons (Application for Substituted Service)

- 6 The initial Status of the filing will be **Draft**.
- 7 On the header you will find a navigation bar to guide you on the steps to completing the Filing of Summons (Application for Substituted Service), which are:
 - a) **Summons & Affidavit**
 - b) **Make Payment**
 - c) **Complete**
- 8 In the main Filing of Summons (Application for Substituted Service) page, the following sections must be completed:
 - a) **Summons (Application for Substituted Service)**
 - b) **Affidavit-in-Support**

Case ID: OS-2022-000295

6

Status: Draft

1 Summons & Affidavit

2 Make Payment

3 Complete

7

1. Summons (Application for substituted service)

8a

Description

To file an application for substituted service.

Estimated time required: 15 mins

Filing fee: \$16

Documents Required

- N/A

[Proceed to Summons \(Application for Substituted Service\)](#)

2. Affidavit-in-Support

8b

Description

To file the Affidavit-in-Support

Estimated time required: 10 mins

Filing fee per document: \$12

Documents Required

- Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.

[Proceed to Affidavit-in-Support](#)

Filing of Summons (Application for Substituted Service) & Affidavit

Section 1 Summons (Application for Substituted Service)





9 For each section, you will find a flag to indicate whether the section is Completed (Green) or Incomplete (Yellow).



 2. Affidavit-in-Support

 2. Affidavit-in-Support

10 You can only click **Submit** to proceed to payment and to submit the filing once all the mandatory sections have been marked as Completed (Green).

11 Alternatively, you can click **Back** and will be directed to the Divorce > Ongoing Filing section.

 1. Summons (Application for substituted service)	
Description To file an application for substituted service. Estimated time required: 15 mins Filing fee: \$16	Documents Required <ul style="list-style-type: none">N/A
View Summons (Application for Substituted Service)	
 2. Affidavit-in-Support	
Description To file the Affidavit-in-Support Estimated time required: 10 mins Filing fee per document: \$12	Documents Required <ul style="list-style-type: none">Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.
View Affidavit-in-Support	

 [Back](#) [Submit](#) 

Filing of Summons (Application for Substituted Service) & Affidavit

Section 1 Summons (Application for Substituted Service)

- 12 Click on **Proceed to Summons (Application for Substituted Service)** to start filing the Summons.
- 13 You will be directed to the **Important Notes** page. Please read through the Important Notes.
- 14 Select the checkbox to confirm you have read and agree to the [Privacy Statement](#) and [Terms of Use](#). Once you have done so, the **Agree and Proceed** button will be enabled.
- 15 Click on **Agree and Proceed** to continue.
- 16 Alternatively, you can click on **Back to Filing of Summons (Application for Substituted Service)** and will be redirected to the previous filing page.

1 1. Summons (Application for substituted service)

Description	Documents Required
To file an application for substituted service. Estimated time required: 15 mins Filing fee: \$16	<ul style="list-style-type: none">N/A

Proceed to Summons (Application for Substituted Service) 12

13

Important Notes

- This service will take you approximately 15 minutes to complete.
- The filing fee for Summons (Application for Substituted Service) is \$16.
- You will know the outcome of your application after 3 working days. If your application is granted, you will then have to serve the Originating Summons according to the method stated in the Order of Court.
- You may find out more about [Service of Originating Summons by Substituted Service](#)

Important: You should not carry out the substituted service until you have obtained the Order of Court.

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 14

16 **Back to Filing of Summons (Application for Substituted Service)** **Agree and Proceed** 15

Filing of Summons (Application for Substituted Service) & Affidavit

Section 1 Summons (Application for Substituted Service)

- 17 Choose the party on whom the documents will need to be served by selecting the checkbox
- 18 Select the documents to be served. By default, the system will populate generated and endorsed court documents of filed and accepted documents from the Originating Summons Service Bundle.
- 19 If you need to serve any additional document, tick on Others, and specify the additional document to be served.

Case ID: OS-2022-000285 Status: Incomplete

1 Summons 2 Preview 3 Declare & Save

- All fields are mandatory unless otherwise stated.
- You may save the form as draft copy for future completion.

Documents will need to be served on *
Dokumen perlu diserahkan kepada

Defendant 17

Documents to be served *
Dokumen yang harus diserahkan

[Case Statement \(Wife\)\(Form 8\).pdf](#) (pdf, 16 KB) [Acknowledgement of Service](#) (DOCX) KB 18

[Originating Summons \(Form 6\).pdf](#) (pdf, 16 KB)

[Memorandum of Defence \(Husband\)](#) (DOCX)

Others; please specify

Consent Letter 19

Filing of Summons (Application for Substituted Service) & Affidavit

Section 1 Summons (Application for Substituted Service)

- 20 Select whether you would like to use **Standard Orders** by clicking on (YES/NO).
- 21 If you are using the standard orders (option YES), **Order #1** will be shown with a selection of methods of service of the documents:
 - a) By inserting an advertisement
 - b) By sending copies of the documents via registered post
 - c) By sending an electronic copy of the documents via email

20

For option NO to using standard orders, please refer to page 47.

- 22 **Order #2** will be auto populated and non-editable.

21

- 23 If you need to add an additional order, click on **Add Order**.

22

- 24 If you need to remove the additional order, click on **Remove Order**.

23

24

Do you want to use the standard orders? * ⓘ
Adakah anda ingin menggunakan perintah mahkamah yang biasa dikeluarkan?

Yes No

Let all parties concerned appear before the Registrar or President on a date and time to be assigned, for the hearing of an application for the following orders:

Order #1

How will the documents be served? *
Bagaimanakah dokumen akan diserahkan?

By inserting an advertisement

By sending copies of the documents via registered post

By sending an electronic copy of the documents via email

Order #2

Such service shall be deemed good and sufficient service of the Originating Summons on the Defendant/Respondent.

Add Order

Order #3

Normal | B | I | U | S | " | < | | x₂ | x² | | | | A | Sans Serif |

ix

Additional Order|

Remove Order

Filing of Summons (Application for Substituted Service) & Affidavit

Section 1 Summons (Application for Substituted Service)

- 25 If you select the method of service as **By inserting an advertisement**, you will need to do the following :

- 26 Key in Name of Publication (the Name of Newspaper that the advertisement will be published in).

- 27 Select the Country of Publication.

- 28 Specify the Circulation (city of publication).

- 29 If you wish to insert more than one advertisement, click on **Add Publication** button, and repeat step nos. 26 to 28 above.

Order #1

How will the documents be served? *
Bagaimanakah dokumen akan diserahkan?

By inserting an advertisement 25

Publication #1

Name of Publication *
Nama Penerbitan
New York Times 26

Country of Publication *
Negara Penerbitan
UNITED STATES OF AMERICA 27

Circulation * ⓘ
Sirkulasi
New York 28

Add Publication 29

Filing of Summons (Application for Substituted Service) & Affidavit

Section 1 Summons (Application for Substituted Service)

- 30 If you select the method of service as **By sending copies of the documents via registered post**, you will need to do the following:
- 31 Specify whether the for service is **Local** or **Overseas**.
- 32 If you select **Local** address, key in the postal code.
- 33 And click on **Retrieve Address**.
- 34 Verify the auto populated Block No., Street Name & Building Name.
- 35 Key in Level No & Unit No.
- 36 If the address does not have level & unit no., answer this question : **Does the address contain Level No. and/or Unit No.** (YES/NO) as NO.

By sending copies of the documents via registered post 30

Address to serve documents *
Alamat bagi penyerahan dokumen

Local Overseas 31

Postal Code *
Poskod

119960 32 Retrieve Address 33

Does the address contain Level no. and/or Unit no.? *
Adakah alamat mengandungi nombor aras (tingkat) dan/atau nombor unit?

Yes No 36

Blk/House No. * No. blok/rumah 450 34	Level No. * No. Aras 12	Unit No. * No. Unit. 11 35
Street Name * Nama Jalan ALEXANDRA ROAD		
Building Name (Optional) Nama Bangunan (Jika ada) ALEXANDRA ROAD		

Filing of Summons (Application for Substituted Service) & Affidavit

Section 1 Summons (Application for Substituted Service)

- 37 If you select the method of service as **By sending electronic copy of the documents via email**, you will need to do the following:
- 38 Key in the Defendant's email address.
- 39 Once you have selected the method of service and completed the fields required, the **Preview** button will be enabled, for you to verify all information in non-editable format.
- 40 Alternatively, you can click **Save as Draft** to save the Summons as a draft or click **Back to Filing of Summons (Application for Substituted Service)** and will be redirected to the previous filing page.

By sending an electronic copy of the documents via email

37

Email Address to serve documents *

Alamat emel bagi penyerahan dokumen

defendantemailaddress@email.com|

38

40

Back to Filing of Summons (Application for Substituted Service)

Save as Draft

Preview

39

Filing of Summons (Application for Substituted Service) & Affidavit

Section 1 Summons (Application for Substituted Service)

- 41 If you select No to using the **Standard Orders**, follow the steps below.
- 42 Key in the orders you are applying for in the text box.
- 43 Once you have keyed in the orders, the **Preview** button will be enabled for you to verify all information in non-editable format.
- 44 Alternatively, you can click **Save as Draft** to save the Summons as a draft or click on **Back to Filing of Summons (Application for Substituted Service)** and will be redirected to the previous filing page.

Do you want to use the standard orders? * ⓘ
Adakah anda ingin menggunakan perintah mahkamah yang biasa dikeluarkan?

Yes No 41

Let all parties concerned appear before the Registrar or President on a date and time to be assigned, for the hearing of an application for the following orders:

Normal ⌵ **B** *I* U x_2 x^2 Sans Serif ⌵

Non Standard Order Here 42

44 43

Filing of Summons (Application for Substituted Service) & Affidavit

45

Section 1 Summons (Application for Substituted Service)

- 45 In the preview mode, verify all the information in non-editable format.
- 46 Once you have verified the information, click on **Complete** to complete the Summons.
- 47 Alternatively, you can click **Save as Draft** to save the Summons as a draft or you can click on **Back to Edit** to update or amend the Summons.

Documents will need to be served on
Dokumen perlu diserahkan kepada

Yes

Documents to be served
Dokumen yang harus diserahkan

- [Case Statement \(Wife\)\(Form 8\).pdf](#) (pdf, 16 KB)
- [Memorandum of Defence \(Husband\)](#) (DOCX)
- [Acknowledgement of Service](#) (DOCX)
- Others; please specify
Consent Letter

Do you want to use the standard orders? ⓘ
Adakah anda ingin menggunakan perintah mahkamah yang biasa dikeluarkan?

Yes

Let all parties concerned appear before the Registrar or President on a date and time to be assigned, for the hearing of an application for the following orders:

Order #1

How will the documents be served?
Bagaimanakah dokumen akan diserahkan?

- By inserting an advertisement

Publication #1

Name of Publication
Nama Penerbitan
New York Times

47 [Back to Edit](#) [Save as Draft](#) [Complete](#) 46

Filing of Summons (Application for Substituted Service) & Affidavit

Section 1 Summons (Application for Substituted Service)

- 48 On clicking Complete, you will be directed to the Declaration section. Select the checkbox to make the declaration.
- 49 Click **Complete & Back to Filing of Summons (Application for Substituted Service)** to confirm completion of the Summons.
- 50 Alternatively, you can click on **Back to Preview** to go back to the preview mode of the Summons.
- 51 Once you have clicked **Complete & Back to Filing of Summons (Application for Substituted Service)**, the system will mark this section as Completed (Green) and you will be redirected back to the main Filing of Summons (Application for Substituted Service) page.

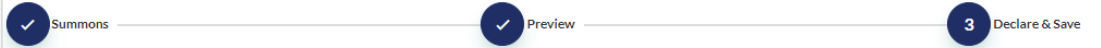
On the main Filing of Summons (Application for Substituted Service) page, you will find the section for the Summons (Application for Substituted Service) marked as Green (Completed).

- 52 If you click the **Edit/View Summons (Application for Substituted Service)** button, this section will revert to Yellow (Incomplete). You must complete the section up to step no. 49 to mark this section as Completed.

Summons (Application for Substituted Service)

Case ID: OS-2022-000285

Status: Incomplete



I declare that the information provided in this form is true and correct.

50 [Back to Preview](#) [Complete and Back to Filing of Summons \(Application for Substituted Service\)](#) 49

✓ 1. Summons (Application for substituted service) 51

Description	Documents Required
To file an application for substituted service.	• N/A
Estimated time required: 15 mins	
Filing fee: \$16	

[Edit/View Summons \(Application for Substituted Service\)](#) 52

48

Filing of Summons (Application for Substituted Service) & Affidavit

Section 2 Affidavit-in-Support

- 53 To proceed with filing the Affidavit In Support, click on the button **Proceed to Summons Affidavit-in-Support**
- 54 You will be directed to the **Important Notes** page. Please read through the Important notes and select the checkboxes to confirm the **Pre-Requisites**.
- 55 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#). The **Agree and Proceed** button will only be enabled once you have done so.
- 56 Click on **Agree and Proceed** to continue.
- 57 Alternatively, you can click on **Back to Filing of Summons (Application for Substituted Service)** and will be redirected to the main filing page.

2. Affidavit-in-Support

Description	Documents Required
To file the Affidavit-in-Support Estimated time required: 10 mins Filing fee per document: \$12	<ul style="list-style-type: none">Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.

Proceed to Affidavit-in-Support 53

Important Notes

Pre-Requisites

- I have downloaded a template of the [Affidavit-in-Support for subservice application](#) (DOCX) or I will prepare my own Affidavit-in-Support.
- I have completed the Affidavit-in-Support with all the required information.
- I have printed and affirmed the Affidavit-in-Support before a [Commissioner for Oaths](#).
- I have a scanned copy of the affirmed Affidavit-in-Support.

1. This service will take you approximately 10 minutes to complete.
2. The filing fee for each Affidavit-in-Support is \$12.

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#)

54

55

57 **Back to Filing of Summons (Application for Substituted Service)** **Agree and Proceed** 56

Filing of Summons (Application for Substituted Service) & Affidavit

[Return to Contents](#)

Section 2 Affidavit-in-Support

- 58 The initial status of Affidavit-in-Support is **Incomplete**.
- 59 On the header you will find a navigation bar to guide you on the steps to complete the filing of Affidavit-in-Support, which are:
 - a) **Affidavit-in-Support**
 - b) **Preview & Save**
- 60 Click **Choose File** to upload the-completed and affirmed Affidavit-in-Support.
- 61 Key in Deponent's Name.
- 62 You can an add additional Affidavit-in-Support by clicking on **Add Affidavit-in-Support**. You can upload a maximum of 2 Affidavit-in-Support for each Summons.
- 63 The **Preview** button will be enabled after steps 60 and 61 are completed. You may refresh the tab to enable the Preview button. Click **Preview** to navigate to the preview mode and verify the details in non-editable format before completion

Case ID: OS-2022-000295 58 **Status: Incomplete**

1 Affidavit-in-Support 59 2 Preview & Save

Affidavit-in-Support #1

Please upload the affirmed Affidavit-in-Support
Sila muat naik 'Affidavit-in-Support' yang telah diperakui

Drag and drop your document here 60 **Choose File**

Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & * : < > ? / | . - { }.

✕ [affidavits.pdf](#)

Type of Document
Jenis Dokumen

Please enter the Deponent's Name(s) ⓘ
Sila berikan nama Deponen

61

Add Affidavit-in-Support 62

Back to Filing of Summons (Application for Substituted Service) **Preview** 63

Filing of Summons (Application for Substituted Service) & Affidavit

[Return to Contents](#)

Section 2 Affidavit-in-Support

- 64 Verify the uploaded affidavit information in preview mode.
- 65 Once you have verified, click on **Complete & Back to Filing of Summons (Application for Substituted Service)**. The system will mark this section as Completed (Green) and you will be redirected to the main Filing of Summons (Application for Substituted Service) page.
- 66 Alternatively, you can click on **Back to Edit** to edit the Affidavit page.
- 67 On the main Filing of Summons (Application for Substituted Service) page, you will find the section marked as Green (Completed).
- 68 If you click the **Edit/View Affidavit-in-Support** button, this section will revert to Yellow (Incomplete). You must complete this section until step no. 65 to mark this section as Completed.

Affidavit-in-Support #1

Please upload the affirmed Affidavit-in-Support
Sila muat naik 'Affidavit-in-Support' yang telah diperakui

[affidavits.pdf](#) 64

File Description
Affidavit-in-Support

Please enter the Deponent's Name(s) ⓘ
Sila berikan nama Deponen
BEATRICE SMITH

66 [Back to Edit](#) [Complete and Back to Filing of Summons \(Application for Substituted Service\)](#) 65

✓ 2. Affidavit-in-Support 67

Description
To file the Affidavit-in-Support
Estimated time required: 10 mins
Filing fee per document: \$12

Documents Required

- Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.

[Edit/View Affidavit-in-Support](#) 68

Filing of Summons (Application for Substituted Service) & Affidavit

Section 2 Affidavit-in-Support

- 69 All sections need to be marked as Completed (Green) before you can proceed to submit the filing and make payment.
- 70 Once all required sections are completed, the system will enable the **Make Payment** button. Please refer to pages 24 to 28 on how to make payment.
- 71 Alternatively, you can click **Back to Service of Originating Summons** and the system will redirect you to the Service of Originating Summons page.

<p>✓ 1. Summons (Application for substituted service)</p> <p>Description</p> <p>To file an application for substituted service.</p> <p>Estimated time required: 15 mins</p> <p>Filing fee: \$16</p> <p>Edit/View Summons (Application for Substituted Service)</p>	<p>69a</p> <p>Documents Required</p> <ul style="list-style-type: none">N/A
<p>✓ 2. Affidavit-in-Support</p> <p>Description</p> <p>To file the Affidavit-in-Support</p> <p>Estimated time required: 10 mins</p> <p>Filing fee per document: \$12</p> <p>Edit/View Affidavit-in-Support</p>	<p>69b</p> <p>Documents Required</p> <ul style="list-style-type: none">Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.
<p>71 Back to Service of Originating Summons Make Payment 70</p>	

Filing of Summons (Application for Substituted Service) & Affidavit

72 When a draft of the Filing of Summons (Application for Substituted Service) is created, after it has been submitted, and when it is Returned as Incomplete, you may view the status of the submission in the Divorce tab, in the Ongoing Filing section.

73 If the submission is Returned as Incomplete, you may view the remarks by clicking **View Remarks** under the Remarks column.

A Singapore Government Agency Website

SYARIAH COURT SINGAPORE

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Dashboard Inheritance **Divorce**

Ongoing Filing

Completed Filing

Divorce Certificate availability date

Court File

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

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

Draft applications will be automatically deleted from the system if they exceed a six-month period from the creation date. Ensure all necessary actions are taken before this period ends.

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
OS-2025-000244/S001	Filing of Summons (Application for Substituted Service)	Pending Acceptance	24/04/2025		⋮
OS-2025-000244	Filing of Summons (Application for Substituted Service)	Draft	24/04/2025		⋮

Ongoing Filing

Completed Filing

Divorce Certificate availability date

Court File

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

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

Draft applications will be automatically deleted from the system if they exceed a six-month period from the creation date. Ensure all necessary actions are taken before this period ends.

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
OS-2025-000244/S001	Filing of Summons (Application for Substituted Service)	Returned as Incomplete	24/04/2025	View Remarks	⋮
NA	Praecipe Request	Draft	28/03/2025		⋮

Filing of Summons (Application for Substituted Service) & Affidavit

74 Once the Filing of Summons (Application for Substituted Service) is accepted, the submission will be shown in the **Completed Filing** section of the Divorce tab. If the Filing of Summons (Application for Substituted Service) is rejected, it will also be shown in the Completed Filing section of the Divorce tab.

75 The accepted Filing of Summons (Application for Substituted Service) may be found in the **Court File -> Court Documents** section of the Divorce tab.

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SYARIAH COURT SINGAPORE

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Dashboard Inheritance **Divorce**

Ongoing Filing

Completed Filing 74

Divorce Certificate availability date

Court File

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

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

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
OS-2025-000244/S001	Filing of Summons (Application for Substituted Service)	Accepted	24/04/2025		⋮
R-2025-000015	Registration for Marriage Counselling Programme	Excluded	24/03/2025	View Remarks	⋮

Ongoing Filing

Completed Filing

Court File **Court Documents** 75

Court Notices

Court Orders

Correspondence

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

Enter Case ID Search **Divorce E-Services**

Draft applications will be automatically deleted from the system if they exceed a six-month period from the creation date. Ensure all necessary actions are taken before this period ends.

Case Type	Case ID	Document Name	File Type and Size	Filed on	More Options
Ongoing	OS-2025-000244	Summons (Application for Substituted Service).pdf	PDF	24/04/2025	⋮
Ongoing	OS-2025-000244	Affidavit-in-Support.pdf	PDF	24/04/2025	⋮

Personal Service Attempt

Personal Service Attempt

- 1 If you wish to effect personal service on the Defendant, select **Personal Service Attempt**. Please read the description for information on this mode of service.
- 2 Click on **Personal Service Attempt**.
- 3 You will be directed to the declaration page. Please read and confirm the declaration by selecting the checkboxes. The **Submit** button will only be enabled once you have done so.
- 4 Click on **Submit** to continue.

D. Personal Service Attempt

1

Description

Personal service is one of the ways in which the Originating Summons is served on the Defendant/Respondent. It may only be effected by a solicitor or an authorised solicitor's clerk.

Service fee: N/A

Personal Service Attempt

2

Case ID: OS-2022-000176

Status: Draft

Please ensure that you have read the following checklist.

3

- I or an authorised solicitor's clerk will attempt to serve the Originating Summons and its accompanying documents on the Defendant/Respondent.
- An Affidavit of Service will be filed if the documents are personally served on the Defendant/Respondent successfully. A completed and signed Notification of Particulars of Process Server will be exhibited if service is done by the authorised solicitor's clerk.

[Back to Service of Originating Summons](#)

Submit

4

Personal Service Attempt

- 5 The completion screen will be displayed once you have confirmed the selected service method. Click on **Back to Dashboard** and the system will redirect you to the Dashboard.

Case ID: OS-2022-000176 Status: Pending Service

Submitted!

Case ID: OS-2022-000176

Submission Date: 01/11/2022 17:25:21
An acknowledgement has been sent to: LALAEMIL@MIL.COM

[Back to Dashboard](#) 5

Personal Service Attempt

6 If you select **Personal Service Attempt**, you are required to file an Affidavit of Service once you have served the Originating Summons on the Defendant. You will find a task on your Dashboard: **File Affidavit of Service**.

7 Click on the **3 dots** under **More Options** and select **View** to start the task. Alternatively, you can click on the Case ID hyperlink.

Assalamualaikum!

Welcome S4060149Z,

This is your personalised portal where you can view your transactions, correspondence, and cases with Syariah Court at a glance.

What I need to do... - 37 items

[Request for case access.](#)

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Divorce	OS-2022-000184	Appointment - Pre-Trial Conference	Booked	04/10/2022	⋮
Divorce	OS-2022-000183	Appointment - Hearing (President)	Booked	10/10/2022	⋮
Divorce	OS-2022-000176	File Affidavit of Service	Pending Service	08/11/2022	⋮
Divorce	OS-2022-000185	Appointment - Mediation	Booked	28/11/2022	View

Personal Service Attempt

- 8 You will be directed to the Important Notes page. Please read through the Important Notes.
- 9 Select the checkbox to and confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#). The **Agree and Proceed** button will only be enabled after you have done so.
- 10 Click on **Agree and Proceed** to continue.

Important Notes

8

Pre-Requisites

1. This service will take you approximately 5 minutes to complete.
2. The filing fee for filing Affidavit of Service is \$12.
3. You should complete this section only after affirming the Affidavit of Service.

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#)

9

10

Agree and Proceed

Personal Service Attempt

- 11 Key in the date of service of the Originating Summons in the **Date Document Served** field.
- 12 Select who the documents were served by under **Documents served by**:
 - a) Law firm's clerk
 - b) Lawyer
 - c) Order of Court Substituted Service
- 13 If you select **law firm's clerk** (option a), you are required to provide details :
 - a) Name
 - b) ID Number
 - c) Confirmation that your law firm has authorised the clerk to serve documents under the Muslim Marriage and Divorce Rules. (Select the checkbox)
- 14 Click on **Choose File** to upload the Affidavit of Service.
- 15 The **Preview** button will be enabled once all information has been keyed in, and the Affidavit of Service is uploaded. Click on **Preview** to review the form in preview mode before submission.

1 Affidavit of Service — 2 Preview — 3 Declare — 4 Submit & Make Payment — 4 Complete

- All fields are mandatory unless otherwise stated.
- You may save the form as draft for future completion.

Date document served *
Date Documents served 11

Documents served by *
Dokumen diserahkan oleh 12

Name *
Nama

ID Number *
Nombor Kad Pengenalan 13

Our law firm has authorised the clerk to serve documents under the Muslim Marriage and Divorce Rules.

Please upload the affirmed Affidavit of Service
Sila muat naik 'Affidavit of Service' yang telah diperakui

Drag and drop your document here 14

15

Personal Service Attempt

- 16 In the preview mode, verify all information that you have keyed in in non-editable format.
- 17 Once you have verified, click on **Submit**.
- 18 Alternatively, you can click **Back to Edit** to edit the Affidavit of Service fields.

Date document served * Date Documents served	Documents served by * Dokumen diserahkan oleh
Yes	Law firm's clerk
Name * Nama	ID Number * Nombor Kad Pengenalan
ALPHONSO PULGOSO	S3002375G

Our law frm has authorised the clerk to serve documents under the Muslim Marriage and Divorce Rules.

Please upload the affirmed Affidavit of Service
Sila muat naik 'Affidavit of Service' yang telah diperakui

[PowerShell_Commands_To_Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue\(001\).pdf](#)

File Description

Affidavit of Service

161718

Back to DashboardBack to EditSubmit17

Personal Service Attempt

19 In the **Declare** section, select the checkbox to confirm the declaration. The **Make Payment** button will only be enabled once you have done so.

20 To proceed with payment, click on **Make Payment**. Please refer to pages 24 to 28 on how to make payment.

Case ID: OS-2022-000176 Status: Pending Service

✓ Affidavit of Service ——— ✓ Preview ——— 3 Declare ——— 4 Submit & Make Payment ——— 4 Complete

I declare that the information provided in this form is true and correct. 19

[Back to Preview](#) [Make Payment](#) 20

Service of Originating Summons Status Update

Service of Originating Summons – Status Update

- 1 If there is no update on the status of Service of the Originating Summons 21 days after selection of the method of service, you will receive a task "Service of Originating Summons Status Update" on your Dashboard to update the status of the service.
- 2 Click on the 3 dots under More Options and select View to start the update of the status of Service of the Originating Summons. Alternatively, you can click on the Case ID hyperlink.

Dashboard 1a Divorce Others

DASHBOARD / DASHBOARD

DASHBOARD

Assalamualaikum!

Welcome S4060149Z,

This is your personalised portal where you can view your transactions, correspondence, and cases with Syariah Court at a glance.

What I need to do... - 40 items [Request for case access.](#)

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Divorce	OS-2022-000184	Appointment - Pre-Trial Conference	Booked	05/10/2022	⋮
Divorce	OS-2022-000184	Appointment - Pre-Trial Conference	Booked	05/10/2022	⋮
Divorce	OS-2022-000179	Service of Originating Summons Status Update	Pending Service	16/11/2022	⋮
Divorce	OS-2022-000185	Appointment - Mediation	Booked	28/11/2022	⋮

1b View 2

3 Update the status of the Service of Originating Summons by selecting one of the following:

- a) Service is not yet attempted
- b) Defendant/Respondent is overseas/address unknown
- c) Defendant/Respondent is now in prison
- d) Defendant/Respondent did not respond

Case ID: OS-2022-000179

Status: Pending Action

You have not uploaded the signed Acknowledgement of Service (Form 36). Please update the Originating Summons service status.

Service of Originating Summons Status *

Status bagi Penyerahan Saman Pemula

Please Select

- Please Select
- Service is not yet attempted
- Defendant/Respondent is overseas/address unknown
- Defendant/Respondent is now in prison
- Defendant/Respondent did not respond

3

Cancel

Update

- 4 If you select **Service is not yet attempted**, you are required to provide further details:
- a) "Do you wish to select a new method of service" (YES/NO)
 - b) "Do you wish to re-schedule the appointment" (YES/NO)

Select YES or NO for both questions.

- 5 Click on **Update** to submit the status update.

Service of Originating Summons Status *
Status bagi Penyerahan Saman Pemula

Service is not yet attempted

Service of Originating Summons

Current Type of Service of Originating Summons
Jenis Penyerahan Saman Pemula semasa

[Attempt Service via Registered Post](#)

Do you wish to select a new method of service? * 4a
Adakah anda ingin memilih cara yang lain bagi penyerahan saman?
 Yes No

Mediation Appointment #1

Current Type of Appointment
Jenis temu janji semasa

Mediation

Current Scheduled Date and Time
Tarikh dan masa yang dijadualkan
02/12/2022 09:30 - 10:00

Do you wish to reschedule the appointment? * 4b
Adakah anda ingin menukar jadual temu janji?
 Yes No

ⓘ Your updates will be processed and you will be notified of a new appointment date.

5

Service of Originating Summons – Status Update

- 6 If you select **Defendant/Respondent is overseas/address unknown**, you are required to provide further details :
a) "Do you wish to select a new method of service" (YES/NO)

Select YES or NO. If you select YES, refer to page 69.

- 7 Click on **Update** to submit the status update.

Case ID: OS-2022-000179 Status: Pending Action

You have not uploaded the signed Acknowledgement of Service (Form 36). Please update the Originating Summons service status.

Service of Originating Summons Status *
Status bagi Penyerahan Saman Pemula

Defendant/Respondent is overseas/address unknown 6

Service of Originating Summons

Current Type of Service of Originating Summons
Jenis Penyerahan Saman Pemula semasa

Attempt Service via Registered Post

Do you wish to select a new method of service? * 6a
Adakah anda ingin memilih cara yang lain bagi penyerahan saman?

Yes No

Cancel Update 7

Service of Originating Summons – Status Update

8 If you select **Defendant/Respondent is now in prison**, the only available alternative method of service is **Personal Service Attempt**. You will receive a Task on your dashboard to attempt this method of Service of the Originating Summons thereafter.

Please refer to the Personal Service Attempt section.

9 Click on **Update** to send the status update.

Case ID: OS-2022-000179 Status: Pending Action

You have not uploaded the signed Acknowledgement of Service (Form 36). Please update the Originating Summons service status.

Service of Originating Summons Status *
Status bagi Penyerahan Saman Pemula

Defendant/Respondent is now in prison

8

ⓘ If Defendant/Respondent is now in prison, you can only serve the Originating Summons on the Defendant/Respondent through Personal Service via Court Process Server, on payment of fees of \$29. You will be updated on the appointment date as the Court will need time to serve the documents on the Defendant/Respondent.

Cancel **Update** 9

Service of Originating Summons – Status Update

- 10 If you select **Defendant/Respondent did not respond**, you will be required to answer:
a) Do you wish to select a new method of service (YES/NO)

Select YES or NO. If you select YES, refer to page 69.

- 11 Click on **Update** to submit the status update.

Case ID: OS-2022-000179 Status: Pending Action

You have not uploaded the signed Acknowledgement of Service (Form 36). Please update the Originating Summons service status.

Service of Originating Summons Status *
Status bagi Penyerahan Saman Pemula

Defendant/Respondent did not respond 10

Service of Originating Summons

Current Type of Service of Originating Summons
Jenis Penyerahan Saman Pemula semasa

Attempt Service via Registered Post

Do you wish to select a new method of service? * 10a
Adakah anda ingin memilih cara yang lain bagi penyerahan saman?

Yes No

11

Service of Originating Summons – Status Update

12 If you select "YES" to the question “Do you wish to select a new method of service”, the current selection of method of service will be shown under Type of Service of Originating Summons.

The other available methods of attempting Service of the Originating Summons will be shown as options below.

13 Select one of the options. Please refer to the steps on slides 6-14 to attempt the new method of Service.

Originating Summons Number *
Nombor Saman Pemula

OS-2022-000179

Current Type of Service of Originating Summons
Jenis Penyerahan Saman Pemula semasa
Attempt Service via Registered Post

12

You may choose one of the following ways to serve the Originating Summons:

A. Attempt Service via SYC Portal

13a

Description

Service via SYC Portal means sending the Originating Summons to the Defendant/Respondent via SYC Portal. The Defendant/Respondent must have a valid email address and must login to SYC Portal and indicate acceptance of service of Originating Summons.

If the Defendant/Respondent fails to accept service of the documents via SYC Portal, you will need to serve the Originating Summons on the Defendant/Respondent by an [alternative method](#).

Service fee: \$2 (per document per party)

Attempt Service via SYC Portal

B. File Summons (Application for Substituted Service)

13b

Description

Substituted service is an alternative mode of service when personal service or service by registered post cannot be effected. Substituted service can only be done with the Court's permission.

If personal service, or service by registered post, of the Originating Summons is unsuccessful or impossible (such as because the Defendant's/Respondent's whereabouts are unknown), the divorce proceedings must be brought to the Defendant's/Respondent's notice by alternative methods such as:

- newspaper advertisement
- registered post (without the need for Defendant to return the Acknowledgement of Service)
- electronic mail

You may apply to the Court for an order for substituted service. The application is made by filing a summons with a [supporting affidavit](#).

Important: You should not carry out the substituted service until you have obtained the Order of Court.

Service fee: N/A

File Summons (Application for Substituted Service)

D. Personal Service Attempt

13c

Description

Personal service is one of the ways in which the Originating Summons is served on the Defendant/Respondent. It may only be effected by a solicitor or an authorised solicitor's clerk.

Service fee: N/A

Personal Service Attempt