

USER GUIDE FOR SYC PORTAL

Court Appointments

Syariah Court Detailed User Guide for Public Users

Court Appointments



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View Court Appointment

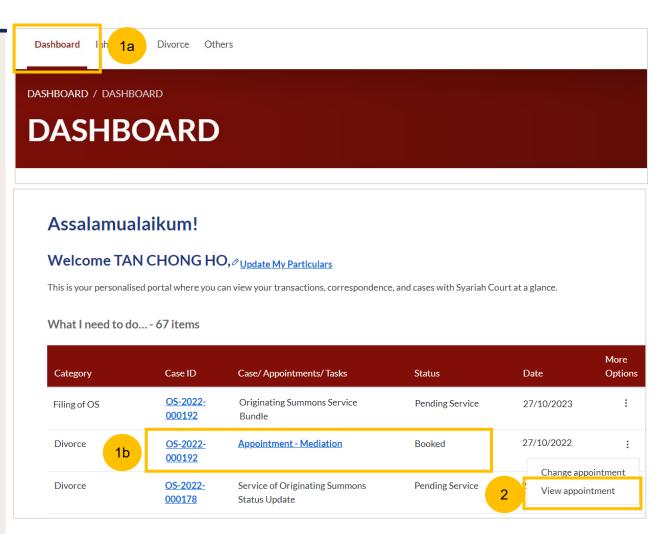
View Court Appointment

On your **Dashboard** you will find your upcoming Court Appointment with the status **Booked**. Once the appointment is completed, it will disappear from your dashboard.

On the Case/Appointments/Tasks column you will find the appointment type.

On the Date column is the appointment date.

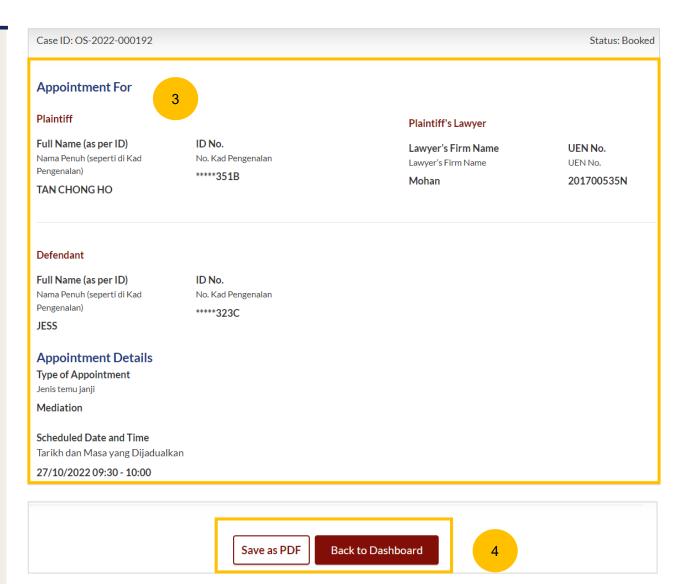
To view the scheduled appointment, click on the 3 dots under More Options and select View appointment.



View Court Appointment

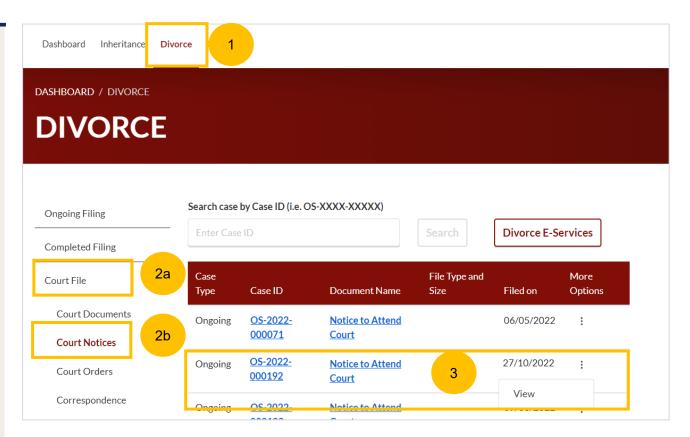
- On the appointment form you will find these details :
 - a) Parties' details
 - b) Lawyers' details (if available)
 - c) Type of Appointment
 - d) Scheduled Date and Time
- Click on **Save as PDF** if you need to save and print the appointment form.

Click on **Back to Dashboard** and you will be redirected to dashboard.



Notice to Attend Court

- 1 You may view any generated Notice to Attend Court by clicking on Divorce
- Select Court File > Court Notices.
- You will find the generated **Notice to Attend Court** for the corresponding Case ID. Click on either of the hyperlinks to open the Notice. Alternatively, click on the **3 dots** under More Options and **View**.

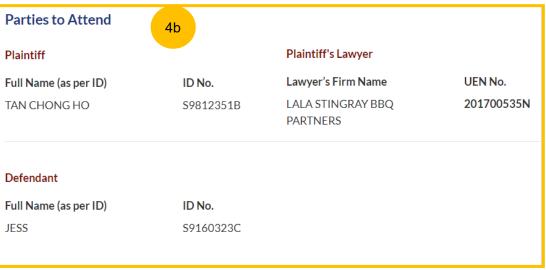




On the Notice to Attend Court form you will find :

- **a) Appointment details:** including the "Type of Court Session", "Date", and "Time".
- **b)** Parties to attend: Parties' details and Lawyers' details (if any)
- c) To Bring: The required documents or witnesses to be brought to the Court session
- d) Important Notes





- (Continued) On the Notice to Attend Court form you will find:
 - **a) Appointment details:** including the "Type of Court Session", "Date", and "Time".
 - **b)** Parties to attend: Parties' details and Lawyers' details (if any)
 - c) To Bring: The required documents or witnesses to be brought to the Court session
 - d) Important Notes
- Click on **Back to Divorce E-Services** and you will be directed to the Divorce E-Services menu.

To Bring:



- 1. Identity Card/Passport
- 2. CPF Public Housing Scheme Withdrawal Statement (from CPF Board).
- 3. CPF Property Statement (from the CPF Board website)
- HDB/Bank Statement of Outstanding Housing Loan (from HDB/Bank).
- 5. Latest CPF Statements showing the Ordinary, Special, Medisave, Retirement & Investment Account Balance (from CPF Board).
- 6. Property Statements (applicable for private property owners only).
- 7. \$100.00 for the divorce registration (for Plaintiff) (By NETS, eNets, Paynow or Credit Card).
- 8. \$13.00 for the certified copy of Certificate of Divorce. (By NETS, eNets, Paynow or Credit Card).
- 9. \$22.00 for the certified true copy of Order of Court. (By NETS, eNets, Paynow or Credit Card).
- 10. POSB or other bank account book if you are claiming Nafkah Iddah and Mutaah from your husband.
- 11. Certified True Copy of Court Order

Important Notes:



If you are the Plaintiff/Applicant/Intervener and fail to attend the Court session, the Court may dismiss your case.

If you are the Defendant/Respondent and fail to attend the Court session, the case may proceed and orders may be made by the Court in your absence.

If you are the Defendant, a Warrant of Arrest may also be issued against you.

All parties must be appropriately and decently attired when they come to Syariah Court and must conduct themselves with decorum throughout the proceedings.

A new Notice to Attend Court will be issued for any change of appointment details.

Thank you.

Syariah Court Singapore

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Back to Divorce E-Services

- 1. You can change your 1st appointment from the **Dashboard** once up to 14 days before the original appointment date.
- 2. There are **2 types** of change of appointment that can be done from the Dashboard:
 - a) Change the <u>date & time</u> of the original appointment.
 - b) Change the type of appointment.

Please refer to more information on the types appointment, before changing the appointment:

Mediation: https://www.syariahcourt.gov.sg/Divorce/Process-Divorce-Proceedings/Mediation

Pre-Trial Conference: https://www.syariahcourt.gov.sg/Divorce/Process-Divorce-Proceedings/Pre-Trial-Conference

3. To change the 1st appointment <u>again</u>, or for <u>subsequent appointment(s)</u>, you will need to submit the request via the Registry Request e-service and is subjected to the Court's approval. Please refer to the Registry Request user guide for more details.

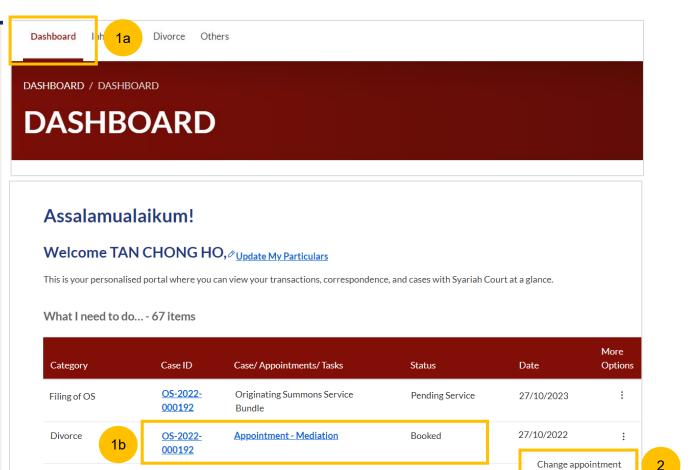
Change Appointment Return to Contents

Divorce

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- From your **Dashboard**, identify the 1st appointment that you wish to change. You can only change an appointment with the status **Booked**.
- To change the scheduled 1st appointment, click on the 3 dots under More Options and select Change appointment.



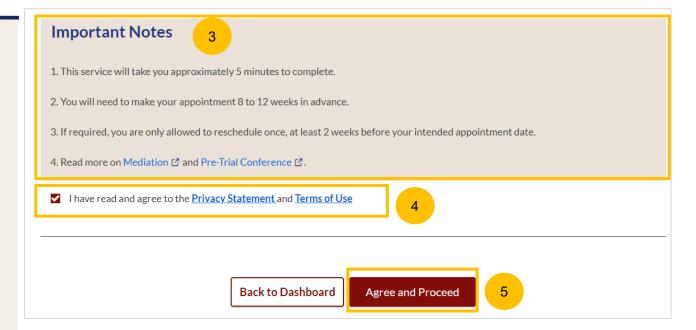
Pending Service

Service of Originating Summons

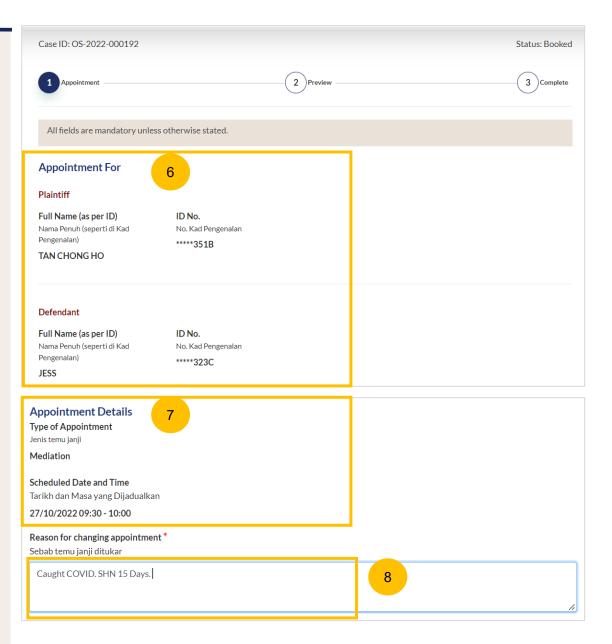
Status Update

view appointment

- You will be directed to **Important Notes**. Please read through the Important Notes.
- 4 Select the checkbox to agree to the Privacy Statement and Terms of Use. The **Agree and Proceed** button will only be enabled once you have selected this.
- 5 Click on Agree and Proceed to proceed with the change of appointment.

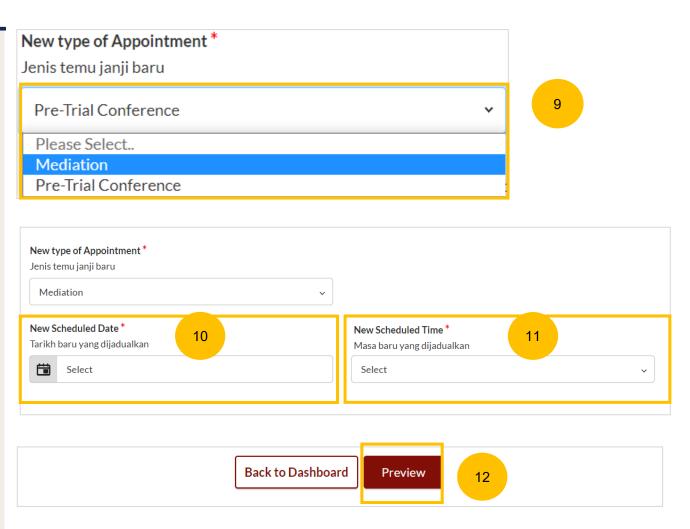


- On the Change appointment form you will find **Appointment For** which display these details :
 - a) The Plaintiff's and Defendant's details
 - b) Lawyers' details (if available)
- Under **Appointment Details** you will find :
 - a) Type of scheduled Appointment
 - b) Scheduled Date and Time
- 8 Key in Reason for changing appointment.



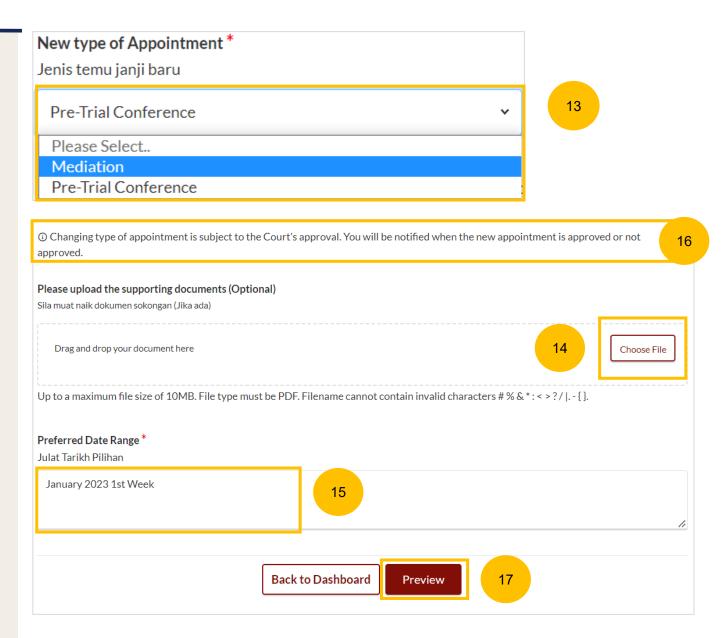
Change Appointment – Change Appointment Date or Time

- If you wish to change the appointment <u>date or time</u>, you only need to select the **New Scheduled Date** and/or **New Scheduled**Time. <u>Do not change</u> the type of appointment which is Mediation.
- Click on the **Calendar Picker** and select the New **Scheduled Date**.
- Select the New Scheduled Time.
- Click on **Preview** to review the change of appointment form in non-editable format before submission.



Change Appointment – Change Type of Appointment

- If you wish to change Type of Appointment (e.g. from Mediation to Pre-Trial Conference), select the new type of appointment under **New type of Appointment** tab.
- 14 Click on **Choose File** to upload Supporting Documents (optional)
- Key in Preferred Date Range for the new type of appointment.
- Please note:
 Changing type of appointment is subjected to the
 Court's approval. You will be notified of the outcome of your request.
- Click on **Preview** to review the Change Appointment form in non-editable format before submission.



Change Appointment – Preview

- In the preview mode, verify information that you have keyed in and the uploaded supporting documents in non-editable format.
- Once you have confirmed the information, click on **Submit**.
- Click on **Back to Select Appointment** to revert to edit mode and update the Change Appointment form.

