



# SYARIAH COURT SINGAPORE

## USER GUIDE FOR SYC PORTAL

### FILING OF SUMMONS

## **Syariah Court Detailed User Guide for Public Users**

Filing of Summons



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### Filing of Summons

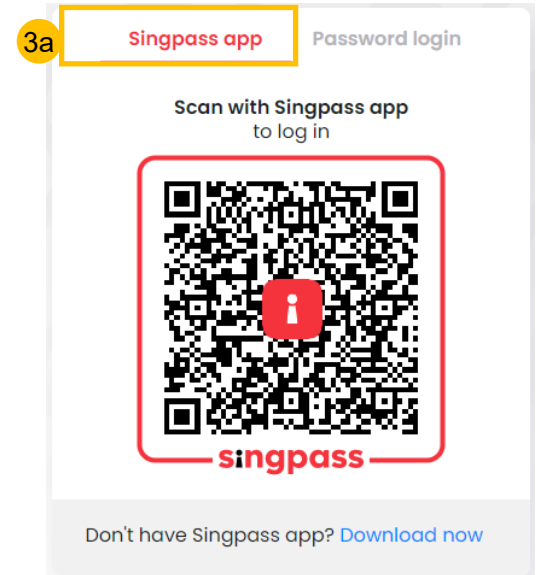
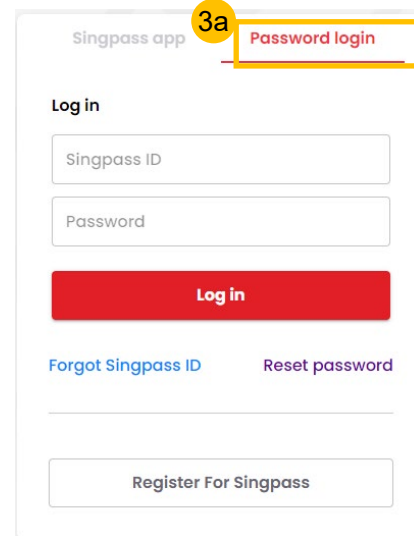
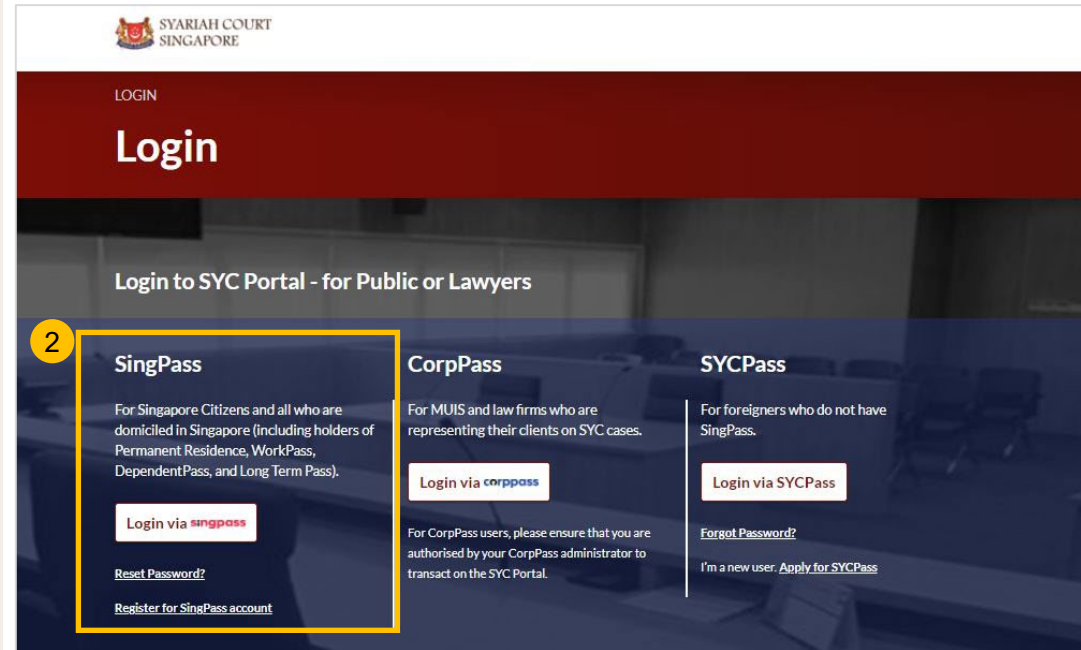
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# Login to SYC Portal E-Services Using SingPass

# Login to SYC Portal for E-Services using SingPass

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- 1 For Singaporeans, Permanent Residents and other individuals with SingPass, please use your individual **SingPass**. For Foreigners without SingPass, please apply for and use **SYCPass**.
- 2 Click **Login via SingPass** and you will be redirected to the SingPass login page.
- 3 On the SingPass login page, select either Password login or SingPass app, whichever is applicable.
  - For Password login, enter your SingPass credentials and OTP.
  - For SingPass app, a QR code will appear. Use the QR code to login with your SingPass app. On desktop devices, launch the SingPass application on a mobile device and scan the QR code. On mobile devices, tap the QR code to launch the SingPass application.
- 4 After a successful login, you will be brought to your Dashboard for SYC E-Services.

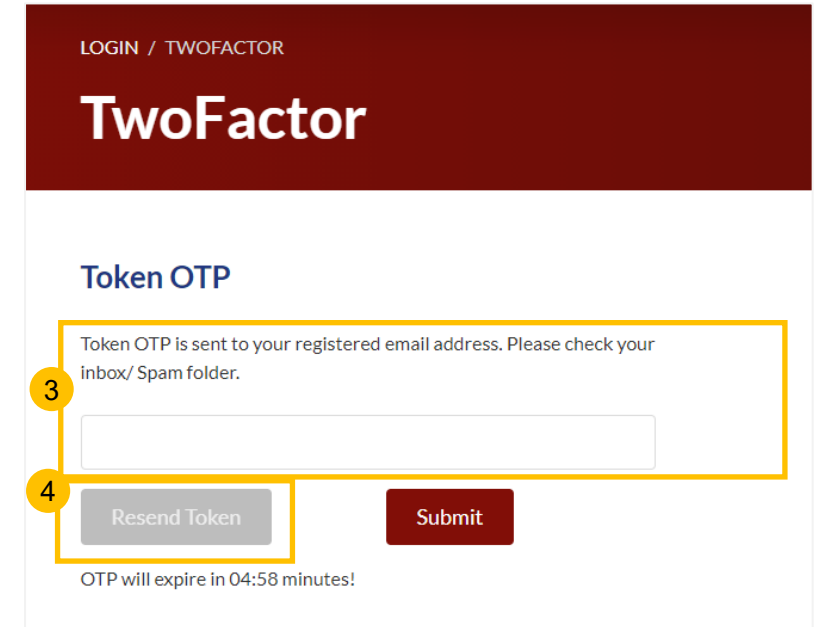
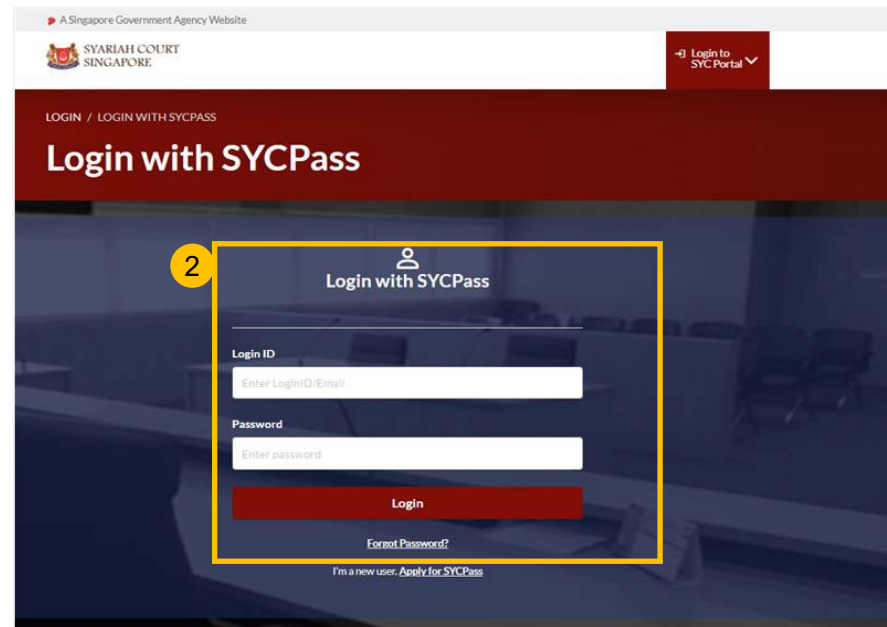
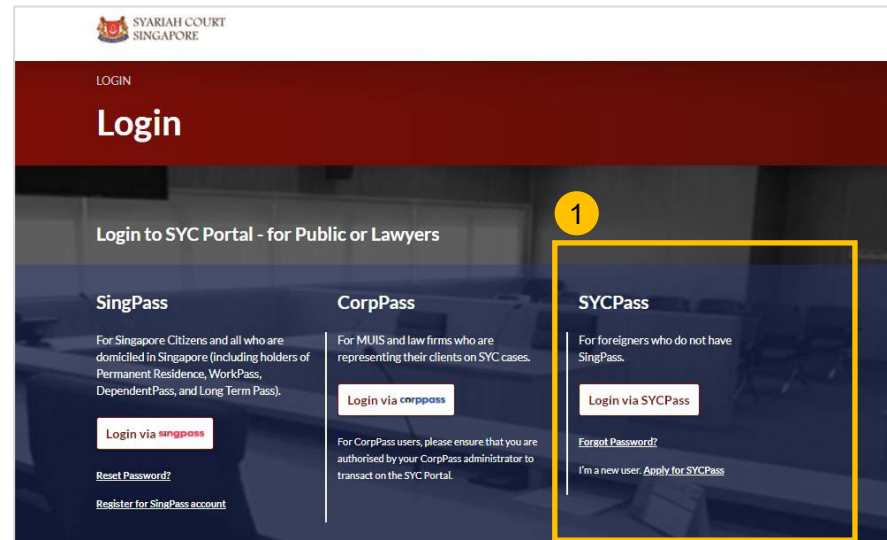


# Login to SYC Portal E-Services Using SYCPass

# Login to SYC Portal for E-Services using SYCPass

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- 1 To login via SYCPass, please click on **Login via SYCPass**. You will be redirected to the SYCPass login page.
- 2 Enter your SYCPass Login ID and password and click **Login**.
- 3 A One Time Password (OTP) will be sent to your email. Key in the OTP to login.
- 4 If the OTP has expired, click on **Resend Token**.
- 5 After a successful login, you will be brought to your Dashboard for SYC E-Services.



# List of Summons that are available on E-Services

S.N	Summons Name	Type of Form to be used	Remarks
1	Application to be Joined as an Intervener	E-Form	
2	Application to Reinstate Struck Out Case	PDF Upload	
3	Application to Extend Validity of Originating Summons	E-Form	
4	Application for Discharge of Solicitor	E-Form	
5	Application for Discovery	PDF Upload	
6	Application for Interim Custody, Care and Control of and Access to Child	PDF Upload	
7	Application for Leave under Section 35A of the AMLA (Application to commence / continue civil proceedings)	PDF Upload	
8	Application Pursuant to Section 46A(4) of the AMLA (Application to be exempted from counselling)	PDF Upload	
9	Application to Vary Order of Court under Section 52(6) of the AMLA	E-Form	
10	Application for Substituted Service	E-Form	Only for cases where the Service of Originating Summons Module is used to update the method and status of service of the OS. For other categories of application for substituted service, to be filed as <b>Other Application</b> and insert description as Application for Substituted Service
11	Other Application (mandatory to state the type of Summons or Provision under AMLA for the application)	Summons	



Filing of Summons (Application to be  
Joined as an Intervener)

# Filing of Summons (Application to be Joined as an Intervener)

- 1 To file Summons (Application to be Joined as an Intervener), navigate to the **Divorce** tab on your Dashboard.
- 2 Click on “**Divorce E-Services**”.
- 3 Click on **I want to.. for Case with Originating Summons Number**.
- 4 Select **File Summons**.

Dashboard

1

Divorce

Others

DASHBOARD / DIVORCE

DIVORCE

Ongoing Case

Completed Case

Court File

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

Enter Case ID

2

Divorce E-Services

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
---------	--------------------	--------	-------------------	---------	--------------

Start a New Case

3

I want to.. for Case with Originating Summons Number

File Court Documents

Serve Originating Summons for Divorce

4

File Summons

Praeipce (Request)

Submit Registry Request

Submit Correspondence

# Filing of Summons (Application to be Joined as an Intervener)

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- 5
- Under the tab “**What would you like to apply for?**” you can select the type of application, e.g : **Add party/parties as an Intervener**. You will be redirected to the Application to be Joined as an Intervener section.
- 6
- Alternatively, you can locate "**Application to be Joined as an Intervener**" from the list of Summons in the Divorce tab under “I want to... for Originating Summons” > File Summons.
- 7
- Please read through the description and documents required.
- 8
- To continue, click on **Proceed to Application to be joined as an Intervener**.

What would you like to apply for?  
What would you like to apply for?

Add party/parties as Intervener

5

Application to be Joined as an Intervener

6

7

Description

To file an application to join a person who is not a party to the proceedings but has an interest in the proceedings as an intervener. The applicant must be the interested person or a party to the proceedings (with the consent of the interested person). It must be filed with a supporting affidavit.

Estimated time required: 30 min

Filing fee: \$16

Filing fee for Affidavit-in-Support per document: \$12

Documents Required (Soft copies for upload)

- Affidavit-in-Support
- Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat

8

Proceed to Application to be joined as an Intervener

# Filing of Summons (Application to be Joined as an Intervener)

- 9 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 10 Click **Submit** to validate the Originating Summons Number and whether you have case access to file the Summons (Application to be Joined as an Intervener).
- 11 If you do not have case access, you will see this message and will be required to key in the ID Nos. of the Plaintiff and the Defendant used in the Originating Summons.
- 12 Key in Minimum 9 Digits (for NRIC & FIN) and Maximum 20 Digits (For Passport and Other ID type) for the Plaintiff's ID No.
- 13 Key in Minimum 9 Digits (for NRIC & FIN) and Maximum 20 Digits (For Passport and Other ID type) for the Defendant's ID No.
- 14 Click **Submit** to validate both ID Nos. that you have entered.
- 15 If you have entered the correct ID Nos., you will find this message.

DIVORCE E-SERVICES / SUMMONS / FILING OF SUMMONS (APPLICATION TO BE JOINED AS AN INTERVENER)

Filing of Summons (Application to be Joined as an Intervener)

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Application to be joined as an Intervener.

Originating Summons Number \*  
Nombor Saman Pemula

OS-2022-000298

9

Submit

10

The Originating Summons Number is valid. You do not have case access. Please provide the Plaintiff and Defendant's ID Numbers used in these proceedings, to be allowed to file the Application to be Joined as an Intervener

Plaintiff's ID No.  
Plaintiff's ID No.

S9125321F

12

Defendant's ID No.  
Defendant's ID No.

REGID09021123

13

Submit

14

The Originating Summons Number is valid. You have case access. You may file the Application to be Joined as an Intervener.

11

15

# Filing of Summons (Application to be Joined as an Intervener)

- 16 If one or both ID No(s). provided is/are incorrect, you will see this message.
- 17 If both ID Nos. provided are correct, you will be able to select for which case(s) you would like to file the Application to be Joined as an Intervener. The system will display the case(s) in the Originating Summons. Select the applicable cases.
- 18 Click on the **Proceed** button to continue file the Application to be Joined as an Intervener. You will be redirected to the Important Notes page.
- 19 Alternatively, you can key in button **Back to Divorce E-Services** and will be redirected back to Divorce E-Service page.

16 One or more of the ID numbers provided is/are invalid. Please provide the ID Numbers used in these proceedings.

Please select for which case(s) you would like to file the Application to be joined as an Intervener

Sila pilih kes-kes yang anda ingin failkan permohonan untuk disertakan sebagai Intervener

☒ OS-2022-000298: Originating Summons for Divorce

17a

☒ OS-2022-000298/S003:Form 10 - Application to Vary Order of Court

17b

☒ OS-2022-000298/S001:Form 29 - Application to be joined as intervener

☒ OS-2022-000298/S002:Form 29 - Application to be joined as intervener

19 Back to Divorce E-Services

Proceed

18

# Filing of Summons (Application to be Joined as an Intervener)

- 20 Once you click on **Proceed**, you will be directed to the **Important Notes** page. Please read through the Important Notes.
- 21 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 22 The **Agree and Proceed** button will then be enabled. Click on **Agree and Proceed** to continue. .
- 23 Alternatively, you can click on **Back to Divorce E-Services** to be redirected to the Divorce E-Services page.

### Important Notes

1. This service will take you approximately 30 minutes to complete.
2. The filing fee for Summons (Application to be Joined as an Intervener) is \$16; and for each Affidavit is \$12.
3. Payment can be made via PayNow or eNETS/Credit Card.
4. Your case/application will be processed within 3 working days.

20

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

21

23

Back to Divorce E-Services

Agree and Proceed

22

# Filing of Summons (Application to be Joined as an Intervener)

- 24
- The Initial status of Filing of Summons (Application to be Joined as an Intervener) is **Draft**.
- 25
- On the header you will find a navigation bar to guide you on the steps to complete the filing of the Summons, which are:
- a) **Summons & Affidavit**
  - b) **Make Payment**
  - c) **Complete**
- 26
- In the main Filing of Summons (Application to be Joined as an Intervener) page, the following sections must be completed:
- a) **Summons (Application to be Joined as an Intervener)**
  - b) **Affidavit-in-Support**
  - c) **Affidavit Consenting to Summons (if applicable)**

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Case ID: OS-2022-000298

24

Status: Draft

1 Summons & Affidavit

2 Make Payment

3 Complete

25

1. Summons (Application to be Joined as an Intervener)

26a

Description

To file an application to join a person who is not a party to the proceedings but has an interest in the proceedings as an intervener. The applicant must be the interested person or a party to the proceedings (with the consent of the interested person). It must be filed with a supporting affidavit.

Estimated time required: 30min

Estimated filing fee: \$16

Proceed to Summons (Application to be Joined as an Intervener)

Documents Required (Soft copies for upload)

N/A

2. Affidavit-in-Support

26b

Description

To file the Affidavit-in-Support

Estimated time required: 10min

Estimated filing fee: \$12

Proceed to Affidavit-in-Support

Documents Required (Soft copies for upload)

Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.

# Filing of Summons (Application to be Joined as an Intervener)

27 For each section, you will find a flag whether the section is Completed (Green) / Incomplete (Yellow).

✓ 2. Affidavit-in-Support

! 2. Affidavit-in-Support

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

Alternatively, you can click **Save as Draft** to save the Summons Filing as a draft or you can click **Back** and will be redirected to the Divorce > Ongoing Filing section.

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## ! 3. Affidavit Consenting to Summons

26c

Are you filing an Affidavit Consenting to Summons by the proposed intervener(s)?  
Adakah anda memfailkan Affidavit Persetujuan ke atas Saman oleh Intervener yang diusulkan?

☒ Yes ☐ No

### Description

To file the Affidavit Consenting to Summons.

Estimated time required: 30min

Estimated filing fee: \$12

### Documents Required (Soft copies for upload)

Scanned or PDF copy of completed and affirmed Affidavit Consenting to Summons.

Proceed to Affidavit Consenting to Summons

Affidavit Consenting to Summons is not required if you are not applying with other person(s) as an intervener.

Back

Save as Draft

Submit

27



# Filing of Summons (Application to be Joined as an Intervener)

## Section 1 Summons (Application to be Joined as an Intervener)

- 28 Click on the button **Proceed to Summons (Application to be Joined as an Intervener)**.
- 29 You will be directed to the **Important Notes** page. Please read through the Important Notes.
- 30 Select the checkbox to confirm you had 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.
- 31 Click on the **Agree and Proceed** button to continue.
- 32 Alternatively, you can click on **Back to Filing of Summons (Application to be Joined as an Intervener)** and will be redirected to the previous filing page.

1. Summons (Application to be Joined as an Intervener)

Description

To file an application to join a person who is not a party to the proceedings but has an interest in the proceedings as an intervener. The applicant must be the interested person or a party to the proceedings (with the consent of the interested person). It must be filed with a supporting affidavit.

Estimated time required: 30min

Estimated filing fee: \$16

Documents Required (Soft copies for upload)

N/A

Proceed to Summons (Application to be Joined as an Intervener)

28

Important Notes

1. This service will take you approximately 20 minutes to complete.

2. The filing fee for Summons (Application to be Joined as an Intervener) is \$16.

3. Your case/application will be processed within 3 working days.

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

30

32

Back to Filing of Summons (Application to be Joined as an Intervener)

Agree and Proceed

31

17

# Filing of Summons (Application to be Joined as an Intervener)

## Section 1 Summons (Application to be Joined as an Intervener)

- 33
- The initial status of Summons (Application to be Joined as an Intervener) is **Incomplete**.
- 34
- On the header, you will find a navigation bar to guide you on the steps to complete the filing of the Summons (Application to be Joined as an Intervener), which are:
- a) Summons
- b) Preview
- c) Declare & Save
- 35
- Answer the question ‘Do you want to use the standard orders?’ (YES/NO). Step nos. 37 to 48 are applicable for both answers.
- Refer to step no. 49 if you select YES, and to step no. 51 if you select NO.
- 36
- Order #1**, is a fixed order. You will find the case(s) that you had selected in step no. 17.
- 37
- You are required to add at least one person as an intervener in Order #1. To provide the details of the proposed intervener, click on **Add Intervener**.

Case ID: OS-2022-000298

33

Status: Incomplete

1 Summons


34

2 Preview

3 Declare & Save

- All fields are mandatory unless otherwise stated.

- You may save the form as draft copy for future completion.

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

35

☒ 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

That the following person(s) be added as Intervener(s) in these proceedings:

• OS-2022-000298: Originating Summons for Divorce

• OS-2022-000298/S003: Form 10 - Application to Vary Order of Court

• OS-2022-000298/S001: Form 29 - Application to be joined as intervener

• OS-2022-000298/S002: Form 29 - Application to be joined as intervener

36

Please add and furnish the details of Intervener(s)  
Sila tambah dan berikan perincian

S/N

Full Name

ID No.

Add Intervener

37

# Filing of Summons (Application to be Joined as an Intervener)

## Section 1 Summons (Application to be Joined as an Intervener)

- 38
- At the **Add Intervener** page, key in details, such as :
  - a) Full Name
  - b) Alias (if any)
  - c) ID Type
  - d) ID No.
  - e) Email address
- 39
- Specify intervener’s residential address, whether the location is Local or Overseas.
- 40
- If you select Local address, key in the postal code and click on **Retrieve Address**.
- 41
- Block No, Street Name and Building Name will be auto populated. Please verify the auto-populated information.
- 42
- Key in Level No and Unit No.
- 43
- If the address does not have Level No & Unit No, select NO as the answer to the question “**Does the address contain Level no. and/or Unit no.?**”

38

Add Intervener

Full Name (as per ID) \*  
Nama Penuh (seperti di Kad Pengenalan)  
MARY JANE BINTI IRWANSYAH

Alias (Optional)  
Alias (Jika ada)  
Enter Text

ID Type \*  
Jenis Pengenalan  
SG PINK

ID No. \*  
No. Kad Pengenalan  
T9862850E

Email Address \*  
Alamat emel  
maryjaneT9862850E@email.com

39

Location  
Lokasi  
☒ Local ☐ Overseas

40a

Postal Code  
Poskod  
119960

40b

Retrieve Address

41

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

42

43

Blk/House No.  
No. Blok/No. Rumah  
450

Level No.  
No. Aras  
12

Unit No.  
No. Unit  
11

Street Name  
Nama Jalan  
ALEXANDRA ROAD

Building Name (Optional)  
Nama Bangunan (Jika ada)  
Enter Text

19

# Filing of Summons (Application to be Joined as an Intervener)

## Section 1 Summons (Application to be Joined as an Intervener)

- 44 Once you have completed the fields in the Add Intervener page, click **Save** to save the details.
- 45 You can click **Cancel** to delete the details and click **OK** to confirm the deletion.
- 46 Once you have saved the Intervener details, the information will be added for **Order #1**.
- 47 You can click on the three dots and select:
  - a) **Edit**, to edit the intervener's details; or
  - b) **Delete**, to delete the intervener's details.
- 48 To add more interveners, click on **Add Intervener**.

45a

Cancel

Save

44

Are you sure want to delete?

45b

OK

Cancel

Please add and furnish the details of Intervener(s)  
Sila tambah dan berikan perincian

S/N	Full Name	ID No.
<div><div>✓</div><div>1</div></div>	<div>MARY JANE BINTI IRWANSYAH</div>	<div>T9862850E</div> <div><div>:</div><div><div>Edit</div><div>Delete</div></div></div>

Add Intervener

48

46

47a

47b

# Filing of Summons (Application to be Joined as an Intervener)

## Section 1 Summons (Application to be Joined as an Intervener)

- 49 If you select YES at step no. 36 (i.e. to use the standard orders), **Order #2**, **Order #3** and **Order #4** will be auto populated and non-editable.
- 50 You can click **Preview** to review the Summons in preview mode before completion. Alternatively, click on **Save as Draft** to save the details, or click **Back to Filing of Summons (Application to be Joined as an Intervener)** to be redirected to the previous filing page.
- 51 If you select NO at step no. 36 (i.e. not to use the standard orders), the system will display a text box for you to key in the order(s) you would like to be made for the application.
- 52 If you need to add more orders, click on **Add Order**. The maximum number of orders that you can add is **4**. If you need to delete the draft order, click on **Delete**.
- 53 You can click **Preview** to review the Summons in preview mode before completion. Alternatively, you can click on **Save as Draft** to save the details or click on **Back to Filing of Summons (Application to be Joined as an Intervener)** to be redirected to the previous filing page.

Order #2

That the title of the Originating Summons/Summons be amended by adding the said person(s) as Intervener(s).

Order #3

That the said person(s) be at liberty to file an affidavit within 3 weeks from the date of this order.

Order #4

That the costs of this application be provided for.

Back to Filing of Summons (Application to be Joined as an Intervener)

Save as Draft

Preview

Order #2

Normal B I U S " < > | = x<sub>2</sub> x<sup>2</sup> | = > Sans Serif | x

Non-Standard Order sample - please stated here|

Delete

Add Order

Back to Filing of Summons (Application to be Joined as an Intervener)

Save as Draft

Preview

## Section 1 Summons (Application to be Joined as an Intervener)

- 54
- In the Preview Mode, you will view the prayer(s)/order(s) in non-editable format. Please read through and verify the information that you have keyed in.
- 55
- Click **Complete** to complete this section.
- 56
- If you need to edit, click on **Back to Edit**.

54

Order #1

That the following person(s) be added as Intervener(s) in these proceedings:

- OS-2022-000298: Originating Summons for Divorce
- OS-2022-000298/S003: Form 10 - Application to Vary Order of Court
- OS-2022-000298/S001: Form 29 - Application to be joined as intervener
- OS-2022-000298/S002: Form 29 - Application to be joined as intervener

Please add and furnish the details of Intervener(s)  
Sila tambah dan berikan perincian

Intervener #1

Full Name (As per ID) Nama Penuh (seperti di Kad Pengenalan)	Alias Alias
MARY JANE BINTI IRWANSYAH	
ID Type Jenis Pengenalan	ID No. No. Kad Pengenalan
SG Pink	T9862850E

Order #2

That the title of the Originating Summons/Summons be amended by adding the said person(s) as Intervener(s).

Order #3

That the said person(s) be at liberty to file an affidavit within 3 weeks from the date of this order.

Order #4

That the costs of this application be provided for.

56

Back to Edit

Complete

55

[Return to Contents](#)

57 After clicking **Complete**, you will be directed to the declaration section. Please confirm the declaration by selecting the checkbox.

**58** Click on **Complete & Back to Filing of Summons (Application to be Joined as an Intervener)** to continue.

59 Once you have clicked **Complete & Back to Filing of Summons (Application to be Joined as an Intervener)**, this section will be marked as Completed (Green) and you will be redirected to the main Filing of Summons (Application to be Joined as an Intervener) page.

**60** Alternatively, you can click on **Back to Preview** to go back to the preview page.

**61** If you click **Edit/View Summons (Application to be Joined as an Intervener)** this section will revert to Yellow (Incomplete). You will have to complete this section up to step no. 59 to mark this section as Completed.

## Case ID: OS-2022-000295

Status: Draft

 **Summons**

 Preview

### 3 Declare & Save

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

57

59

[Back to Preview](#)

### Complete & Back to Filing of Summons (Application to be Joined as an Intervener)

58

### 1. Summons (Application to be Joined as an Intervener)

60

### Documents Required (Soft copies for upload)

To file an application to join a person who is not a party to the proceedings but has an interest in the proceedings as an intervener. The applicant must be the interested person or a party to the proceedings (with the consent of the interested person). It must be filed with a supporting affidavit.

Estimated time required: 30min

Estimated filing fee: \$16

[Edit/View Summons \(Application to be Joined as an Intervener\)](#)

61

# Filing of Summons (Application to be Joined as an Intervener)

## Section 2 Affidavit-in-Support

- 62
- To start this section, click on **Proceed to Affidavit-in-Support**. Please read through the Description before proceeding.
- 63
- You will be directed to the **Important Notes** page. Please read through the Important Notes and select the checkboxes in the Pre-Requisites.
- 64
- Select the checkbox to confirm you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 65
- Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 66
- Alternatively, you can click on **Back to Filing of Summons (Application to be Joined as an Intervener)** and will be redirected to the previous filing page.

2. Affidavit-in-Support

Description

To file the Affidavit-in-Support

Estimated time required: 10min

Estimated filing fee: \$12

Documents Required (Soft copies for upload)

Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.

Proceed to Affidavit-in-Support

62

Important Notes

Pre-Requisites

☒ I have downloaded a template of the [Affidavit-in-Support of Summons to be Joined as Intervener](#) (DOC) 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](#)

63

64

65

66

Back to Filing of Summons (Application to be Joined as an Intervener)

Agree and Proceed

65

24



# Filing of Summons (Application to be Joined as an Intervener)

## Section 2 Affidavit-in-Support

- 67 The Initial status of the Affidavit-in-Support is **Incomplete**.
- 68 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**
- 69 Click on **Choose File** to upload the completed affirmed Affidavit-in-Support.
- 70 Key in the Deponent's Name.
- 71 You can 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.
- 72 The **Preview** button will be enabled after step nos. 70 and 71 are completed. You may press tab or refresh the page to enable the Preview button to verify the keyed in information in non-editable format before completion. Click **Preview** to navigate to the preview mode and verify the details in non-editable format before completion.

Case ID: OS-2022-000295

67

Status: Incomplete

1 Affidavit-in-Support

68

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

69

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 (002).pdf

Type of Document  
Jenis Dokumen  
Affidavit-in-Support

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

70

Add Affidavit-in-Support

71

Back to Filing of Summons (Application to be Joined as an Intervener)

Save as Draft

Preview

72

25

# Filing of Summons (Application to be Joined as an Intervener)

[Return to Contents](#)

## Section 2 Affidavit-in-Support

- 73
- Verify the uploaded affidavit information in preview mode.
- 74
- Once you have verified, click on **Complete & Back to Filing of Summons (Application to be Joined as an Intervener)**. The system will mark this section as Completed (Green) and you will be redirected to the main Filing of Summons (Application to be Joined as an Intervener) page.
- 75
- Alternatively, you can click on **Back to Edit** to edit the Affidavit page.
- 76
- On the Filing of Summons (Application to be Joined as an Intervener) page you will find the section for Affidavit-in-Support marked as Green (Completed).
- 77
- If you click the **Edit/View Affidavit-in-Support** button, this section will revert to Yellow (Incomplete). You will have to complete this section up to step no. 75 to mark this section as Completed.

✓ Affidavit-in-Support

2 Preview & Save

- Before submission, please verify all the details in the completed form are accurate.

**Affidavit-in-Support #1**

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

PowerShell Commands To Fix NCSMCCYNet Azuer VPN Slowness\_Issue (002).pdf

File Description

Affidavit-in-Support

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

Beatrice Smith

75

Back to Edit

Complete & Back to Filing of Summons (Application to be Joined as an Intervener)

74

✓ 2. Affidavit-in-Support

76

Description

To file the Affidavit-in-Support

Estimated time required: 10min

Estimated filing fee: \$12

Documents Required (Soft copies for upload)

Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.

Edit/View Affidavit-in-Support

77

# Filing of Summons (Application to be Joined as an Intervener)

## Section 3 Affidavit Consenting to Summons

- 78
- This section is optional. If you selected **YES** to the question : “**Are you applying with other person(s) as an Intervener?**”, you are required to complete this section before proceeding to submit the filing of the Summons. If you selected **NO** to the question, this section is not required.
- 79
- To continue with this section, click on the **Proceed to Affidavit Consenting to Summons** button.
- 80
- You will be directed to the **Important Notes** page. Please read through the Important Notes and select the checkboxes to confirm the Pre-requisites field.
- 81
- Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 82
- The **Agree and Proceed** button will be enabled after you have done so. Click on **Agree and Proceed** to continue.
- 83
- Alternatively, you can click on **Back to Filing of Summons (Application to be Joined as an Intervener)** and will be redirected to the previous filing page.

1

3. Affidavit Consenting to Summons

Are you applying with other person(s) as an intervener?  
Adakah anda ingin memohon bersama lain-lain pihak sebagai Intervener?

☒ Yes

☐ No

Description

To file the Affidavit Consenting to Summons.

Estimated time required: 30min

Estimated filing fee: \$12

Documents Required (Soft copies for upload)

N/A

78

Proceed to Affidavit Consenting to Summons

79

Important Notes

Pre-Requisites

☒ I have downloaded a template of the [Affidavit Consenting to Summons](#) (DOC) or I will prepare my own own Affidavit Consenting to Summons.

☒ I have completed the Affidavit Consenting to Summons with all the required information.

☒ I have printed and affirmed the Affidavit Consenting to Summons before a [Commissioner for Oaths](#).

☒ I have a scanned copy of the affirmed Affidavit Consenting to Summons.

1. This service will take you approximately 15 minutes to complete.

2. The filing fee for each Affidavit Consenting to Summons is \$12.

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

83

Back to Filing of Summons (Application to be Joined as an Intervener)

Agree and Proceed

82

27

# Filing of Summons (Application to be Joined as an Intervener)

[Return to Contents](#)

## Section 3 Affidavit Consenting to Summons

- 85 Click on **Choose File** to upload the completed affirmed Affidavit Consenting to Summons.
- 86 Key in the Deponent's Name.
- 87 You can add an additional Affidavit Consenting to Summons by clicking on the **Add Affidavit Consenting to Summons** button. You can add a maximum of 2 affidavit files.
- 88 The **Preview** button will be enabled after step nos. 85 and 86 are completed. You may press the tab key or refresh the page to enable the Preview button. Click **Preview** to navigate to the preview mode and verify the details in non-editable format before completion
- 89 Alternatively, you can click on **Back to Filing of Summons (Application to be Joined as an Intervener)** to go back to the main filing page, or click **Save as Draft** to save the details as a draft.

### Affidavit Consenting to Summons #1

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

Drag and drop your document here

84

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 (006).pdf

Type of Document  
Jenis Dokumen  
Affidavit-Consent

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

Jane Smith

85

Add Affidavit Consenting to Summons

86

88

Back to Filing of Summons (Application to be Joined as an Intervener)

Save as Draft

Preview

87

# Filing of Summons (Application to be Joined as an Intervener)

[Return to Contents](#)

## Section 3 Affidavit Consenting to Summons

- 89
- Verify the uploaded affidavit information in preview mode.
- 90
- Once you have verified, click **Complete & Back to Filing of Summons (Application to be Joined as an Intervener)**. The system will mark this section as Completed (Green) and you will be redirected to the main Filing of Summons (Application to be Joined as an Intervener) page.
- 91
- Alternatively, you can click on **Back to Edit** to edit the Affidavit page.
- 92
- On the Filing of Summons (Application to be Joined as an Intervener) page you will find the section for Affidavit Consenting to Summons marked as Green (Completed).
- 93
- If you click the button **Edit/View Affidavit Consenting to Summons**, this section will revert to Yellow (Incomplete) until you have completed up to step 91 to mark this section as Completed.

Case ID: OS-2022-000166

Status: Incomplete

1

Affidavit-in-Support

2

Preview & Save

-

Before submission, please verify all the details in the completed form are accurate.

Affidavit Consenting to Summons #1

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

PowerShell\_Commands\_To\_Fix\_NCSMCCYNet\_Azuer\_VPN\_Slowness\_Issue (006).pdf

File Description

Affidavit Consenting to Summons

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

Jane Smith

91

Back to Edit

Complete & Back to Filing of Summons (Application to be Joined as an Intervener)

90

3. Affidavit Consenting to Summons

Are you applying with other person(s) as an intervener?  
Adakah anda ingin memohon bersama lain-lain pihak sebagai Intervener?

Yes

No

Description

To file the Affidavit Consenting to Summons.

Estimated time required: 30min

Estimated filing fee: \$12

Documents Required (Soft copies for upload)

N/A

Edit/View Affidavit Consenting to Summons

93

Payment

# Payment

- 1
- All sections need to be marked as Completed (Green) before you can proceed to submit the filing of Summons (Application to be Joined as an Intervener).
- 2
- Once all the required section(s) are completed, the **Submit** button will be enabled. Click on **Submit** to proceed with the filing of the Summons and to make payment.
- 3
- Alternatively, you can click on **Save as Draft** to save the filing as a draft or click **Back** to be redirected to the Divorce > Ongoing Filing section.

1a

1. Summons (Application to be Joined as an Intervener)

Description

To file an application to join a person who is not a party to the proceedings but has an interest in the proceedings as an intervener. The applicant must be the interested person or a party to the proceedings (with the consent of the interested person). It must be filed with a supporting affidavit.

Documents Required (Soft copies for upload)

N/A

Estimated time required: 30min

Estimated filing fee: \$16

Edit/View Summons (Application to be Joined as an Intervener)

1b

2. Affidavit-in-Support

Description

To file the Affidavit-in-Support

Documents Required (Soft copies for upload)

Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.

Estimated time required: 10min

Estimated filing fee: \$12

Edit/View Affidavit-in-Support

1c

3. Affidavit Consenting to Summons

Description

To file the Affidavit Consenting to Summons.

Documents Required (Soft copies for upload)

N/A

Are you applying with other person(s) as an intervener?

Adakah anda ingin memohon bersama lain-lain pihak sebagai Intervener?

Yes

No

Estimated time required: 30min

Estimated filing fee: \$12

Edit/View Affidavit Consenting to Summons

3

Back

Save as Draft

Submit

2

31

Payment - PayNow

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

Case ID: OS-2022-000166

Status: Draft

1 Summons & Affidavit

2 Make Payment

3 Complete

- Please note that payment will be made to Ministry of Culture, Community & Youth.

Payment Advice Number

Nombor Yuran Pembayaran

PM-2022-000561

Breakdown of Fees

Butiran Yuran

• Filing fee for Summons (Application to be Joined as an Intervener): \$16

• Filing fee for Affidavit-in-Support #1: \$12

Payment Amount (SGD)

Jumlah Pembayaran (SGD)

\$28


Payment Mode

Cara Pembayaran

5 ☒ PayNow

☐ eNETS / Credit Card

☐ Request for Fee Waiver

6 

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 Summons & Affidavit

7 

Verify Payment



Payment – E-Nets/Credit Card

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

Payment Advice Number  
Nombor Yuran Pembayaran  
PM-2022-000561

Breakdown of Fees  
Butiran Yuran  
· Filing fee for Summons (Application to be Joined as an Intervener): \$16  
· Filing fee for Affidavit-in-Support #1: \$12

Payment Amount (SGD)  
Jumlah Pembayaran (SGD)  
\$28

8

Payment Mode  
Cara Pembayaran

9

☒ eNETS / Credit Card

☐ Request for Fee Waiver

Payment Methods

VISA

Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

Month Year

10

11

Submit

Cancel

12

Back to Summons & Affidavit

33

## Request for Fee Waiver

- 13 If you login via SingPass, you will be able to select **Request for Fee Waiver**
- 14 Once you have selected Request for Fee Waiver, specify the **reason for request for fee waiver**
- 15 You are required to upload the supporting documents (e.g your valid Financial Assistance Letter). Click on the **Choose File** button and upload the document.
- 16 Click on **Submit Request for Fee Waiver** to submit the Summons (Application to be Joined as Intervener) and accompanying documents for filing.

Payment Advice Number  
Nombor Yuran Pembayaran  
PM-2022-000561

Breakdown of Fees  
Butiran Yuran  
• Filing fee for Summons (Application to be Joined as an Intervener): \$16  
• Filing fee for Affidavit-in-Support #1: \$12  
  
Payment Amount (SGD)  
Jumlah Pembayaran (SGD)  
\$28

13

Payment Mode  
Cara Pembayaran  
☐ PayNow ☐ eNETS / Credit Card ☒ Request for Fee Waiver

14a

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

Poverty

14b

Please upload the SSO (Social Office) Financial Assistance Letter  
Sila muat naik surat bantuan kewangan Pejabat Khidmat Sosial (SSO)  

Drag and drop your document here

Choose File

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

15

Back to Summons & Affidavit

Submit Request for Fee Waiver

16

34

## Complete

- 17 Completion screen. You can click **Save as PDF** to save the acknowledgement of filing in PDF format.
- 18 Or you can click **Back to Dashboard** to be redirected to the Dashboard.

Case ID: OS-2022-000295

Status: Pending Waiver Approval

✓ Notice of Withdrawal

✓ Preview

✓ Declare

✓ Make Payment

5 Complete

Submitted!

Case ID: OS-2022-000295

Your Payment Advice Number: PM-2022-000505

Payment Status: Pending Waiver Approval

An acknowledgement with a copy of submission has been sent to: fsfss@ddsds.com.

Your document will be processed within X working days. Once your document has been accepted, you are required to serve the document on the other party/parties.

17

Save as PDF

Back to Dashboard

18

Filing of Summons (Application to  
Vary Order of Court under Section  
52(6) of the AMLA)

# Filing of Summons (Application to Vary Order of Court)

- 1 To file Summons (Application to Vary Order of Court), navigate to the **Divorce** tab on your Dashboard.
- 2 Click on “**Divorce E-Services**”.
- 3 Click on **I want to.. for Case with Originating Summons Number**
- 4 Select **File Summons**.

Dashboard1DivorceOthers

DASHBOARD / DIVORCE

DIVORCE

Ongoing Case

Completed Case

Court File

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

Enter Case ID

Search

2Divorce E-Services

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
---------	--------------------	--------	-------------------	---------	--------------

3

Start a New Case

I want to.. for Case with Originating Summons Number

File Court Documents

Serve Originating Summons for Divorce

4File Summons

Praecipe (Request)

Submit Registry Request

Submit Correspondence

# Filing of Summons (Application to Vary Order of Court)

- 5
- Under the tab “**What would you like to apply for?**”, you can select the type of application, e.g. : **Vary Order of Court**. You will then be directed to the **Application to Vary Order of Court under Section 52(6) of the AMLA** section.
- 6
- Alternatively, you can locate **Application to Vary Order of Court under Section 52(6) of the AMLA** from the list of Summons in the Divorce tab under “I want to... for Originating Summons” > File Summons..
- 7
- Please read the description and documents required.
- 8
- To continue, click on **Proceed to Application to Vary Order of Court under Section 52(6) of the AMLA**.

To act on a Case with Originating Summons, please ensure you have a valid Originating Summons Number (i.e OS-2020-123456)

What would you like to apply for?  
Apakah yang anda ingin mohonkan?

Vary an Order of Court

5

### Application to Vary Order of Court under Section 52(6) of the AMLA

6

7

#### Description

To file an application to vary an order of court upon certain events such as a material change in circumstances, misrepresentation, mistake of fact or other good cause. It must be filed with a supporting affidavit.

[Read Section 52\(6\) of the AMLA](#)

Estimated time required: 30 min

Filing fee for Summons: \$16

Filing fee for Affidavit-in-Support per document: \$12

#### Documents Required

- Affidavit-in-Support

Documents to be included in the Affidavit-in- Support - For full details, please refer to the [Registrar's Circular\(s\)](#) on Supporting Affidavits for Specific Applications

[View full list](#) ▾

8

Proceed to Application to Vary Order of Court under Section 52(6) of the AMLA

38

# Filing of Summons (Application to Vary Order of Court)

- 9 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 10 Click **Submit** to validate the Originating Summons Number and whether you have case access to file the Summons (Application to Vary Order of Court under Section 52(6) of the AMLA).
- 11 If you have keyed in an invalid Originating Summons Number, you will see this message.
- 12 If you have keyed in a valid Originating Summons Number but you do not have case access, you will see this message.
- 13 If you have keyed in a valid Originating Summons Number and have case access, you will see this message.

## Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Application to Vary Order of Court under Section 52(6) of the AMLA.

Originating Summons Number \*  
Nombor Saman Pemula

Enter Text

9

Submit

10

The Originating Summons Number is invalid. Please check and enter a valid Originating Summons Number.

The Originating Summons Number is valid. You do not have case access. You need to file the necessary Notice before proceeding (Notice of Appointment of Solicitor/Notice of Change Solicitor/Notice of Intention to act in Person).

The Originating Summons Number is valid. You have case access. You may file the Application to Vary Order of Court under Section 52(6) of the AMLA.

39

# Filing of Summons (Application to Vary Order of Court)

- 14 Under the question “**Please select for which Order of Court you would like to file the Application to Vary Order of Court under Section 52(6) of the AMLA**”, the system will display all Court Order Numbers issued for this Originating Summons. You will have to select at least one Order of Court to be varied:  
a. If the Order of Court Number is available, select the Court Order Number  
b. If Order of Court Number is not available, select **other Order of Court**.
- 15 If you select **Other Order of Court**, you are required to key in :  
a. Order of Court Number (for cases filed in hardcopy, key in the case number for which the Order of Court was issued)  
b. Order of Court Issuance Date
- 16 To continue with the filing, click on **Proceed**.
- 17 Alternatively, you can click **Back to Divorce E-Services** and will be redirected to the Divorce E-Services page.

Please select for which Order of Court you would like to file the Application to Vary Order of Court under Section 52(6) of the AMLA  
Sila pilih kes-kes yang anda ingin failkan permohonan untuk mengembalikan kes yang telah digugurkan.

☒ ORC-2022-000017 (Sep 23, 2022)

☒ Other Order of Court

Other Order of Court#1

Order of Court Number \*  
Nombor Perintah Mahkamah

SYC18277

Order of Court Issuance Date  
Tarikh Perintah Mahkamah dikeluarkan

12/12/2019

Add Other Order of Court

17

Back to Divorce E-services

Proceed

16



# Filing of Summons (Application to Vary Order of Court)

- 18 You will be directed to the **Important Notes** page. Please read the Important Notes.
- 19 Select the checkbox to confirm you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 20 Once you have done so, **Agree and Proceed** will be enabled. Click on **Agree and Proceed** to continue.
- 21 Alternatively, you can click on **Back to Divorce E-Services** to cancel the action and go back to the Divorce E-Services page.

18

### Important Notes

1. This service will take you approximately 30 minutes to complete.
2. The filing fee for Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) is \$16; and for each Affidavit in Support is \$12.
3. Payment can be made via PayNow or eNETS/Credit Card.
4. Your case/application will be processed within 3 working days.

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

19

21

Back to Divorce E-Services

Agree and Proceed

20

# Filing of Summons (Application to Vary Order of Court)

- 22
- The initial status of Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) is **Draft**.
- 23
- On the header you will find a navigation bar to guide you on the steps to complete the filing of the Summons, which are:  
a) **Summons & Affidavit**  
b) **Make Payment**  
c) **Complete**
- 24
- In the main filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) page, the following sections must be completed:  
a) **Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)**  
b) **Affidavit-in-Support**

Return to Contents

Case ID: OS-2022-000295

22

Status: Draft

1 Summons & Affidavit

2 Make Payment

3 Complete

23

1. Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

24a

Description

Documents Required

To file an application to vary an order of court upon certain events such as a material change in circumstances, misrepresentation, mistake of fact or other good cause. It must be filed with a supporting affidavit.

N/A

[Read Section 52\(6\) of the AMLA](#)

Estimated time required: 30 mins

Filing fee: \$16

Edit/View Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

2. Affidavit-in-Support

24b

Description

Documents Required

To file the Affidavit-in-Support

Documents to be included in the Affidavit-in- Support - For full details, please refer to the [Registrar's Circular\(s\)](#) on Supporting Affidavits for Specific Applications:

Estimated time required: 15 mins

[View full list](#)

Filing fee per document: \$12

Edit/View Affidavit-in-Support

# Filing of Summons (Application to Vary Order of Court)

[Return to Contents](#)

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

✓

2. Affidavit-in-Support

1

2. Affidavit-in-Support

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

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

✓ 1. Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

26a

Description	Documents Required
To file an application to vary an order of court upon certain events such as a material change in circumstances, misrepresentation, mistake of fact or other good cause. It must be filed with a supporting affidavit.  <a href="#">Read Section 52(6) of the AMLA</a>  Estimated time required: 30 mins  Filing fee: \$16	N/A

Edit/View Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

✓ 2. Affidavit-in-Support

26b

Description	Documents Required
To file the Affidavit-in-Support  Estimated time required: 15 mins  Filing fee per document: \$12	Documents to be included in the Affidavit-in- Support - For full details, please refer to the <a href="#">Registrar’s Circular(s)</a> on Supporting Affidavits for Specific Applications:  <a href="#">View full list</a> ▾

Edit/View Affidavit-in-Support

27

Back

Submit

26c

# Filing of Summons (Application to Vary Order of Court)

## Section 1 Summons (Application to Vary Order of Court)

- 28
- Click on the button **Proceed to Summons (Application to Vary Order of Court)**. You will be directed to the **Important Notes** page. Please read through the Important Notes.
- 29
- Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 30
- Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 31
- Alternatively, you can click on **Back to Filing of Summons (Application to Vary Order of Court under section 52(6) of the AMLA)** and will be redirected to the previous filing page.

Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

Important Notes

28

1. This service will take you approximately 10 minutes to complete.

2. The filing fee for Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) is \$16.

3. Your case/application will be processed within 3 working days.

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

29

Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

31

Agree and Proceed

30

[Return to Contents](#)

**32** The initial status of Summons (Application to Vary Order of Court) is **Incomplete**.

**33** On the header you will find a navigation bar to guide you on the steps to complete the filing of the Summons, which are:

- a) **Summons**
- b) **Preview**
- c) **Declare & Save**

**34** In the Summons form, you will find these sections:

- a) **Plaintiff**, auto completed, all details retrieved from the Originating Summons.
- b) **Defendant**, auto completed, all details retrieved from the Originating Summons.
- c) **Intervener**, this section is enabled and auto completed if there is an intervener for the Originating Summons, all details retrieved from the Originating Summons.
- d) **Orders**, to be completed (marked as Yellow).

You can navigate to the Orders section directly by clicking on section 4, or by clicking on the Next tab at the bottom of the page of each section.

32

# Filing of Summons (Application to Vary Order of Court)

## Section 1 Summons (Application to Vary Order of Court)

- 35
- Verify Plaintiff's Details which are non-editable.
- 36
- Verify Defendant's Details, which are non-editable.
- 37a
- If the Originating Summons has an Intervener, click on each Intervener's Name > Under **More Options** > Click on **Edit**

1. Plaintiff

2. Defendant

3. Intervener

4. Orders

✓

✓

✓

!

- All fields are mandatory unless otherwise stated.

- You may save the form as draft copy for future completion.

✓ Complete

! Incomplete

Full Name (as per ID)

Nama penuh (seperti di Kad Pengenalan atau ID)

TAN MING HENG TERENCE

Alias (Optional)

Alias (Jika ada)

ID Type

Jenis Pengenalan

SG Pink

ID No.

Nombor Kad Pengenalan

59812388A

35

1. Plaintiff

2. Defendant

3. Intervener

4. Orders

✓

✓

✓

!

- All fields are mandatory unless otherwise stated.

- You may save the form as draft copy for future completion.

✓ Complete

! Incomplete

Full Name (as per ID)

Nama penuh (seperti di Kad Pengenalan atau ID)

WATTNA TIWARAT

Alias (Optional)

Alias (Jika ada)

ID Type

Jenis Pengenalan

FIN

ID No.

Nombor Kad Pengenalan

F1612351W

36

1. Plaintiff

2. Defendant

3. Intervener

4. Orders

✓

✓

✓

!

- All fields are mandatory unless otherwise stated.

- You may save the form as draft copy for future completion.

✓ Complete

! Incomplete

	S/N	Full Name	ID No.	More Options
✓	1	MARC CUCURELLA	T1696785D	:
✓	2	FRANKIE DE JONG	T39 07	<div>Edit</div>

37a

# Filing of Summons (Application to Vary Order of Court)

## Section 1 Summons (Application to Vary Order of Court)

- 37b Verify the Intervener’s details
- 37c Specify “Do the matters in the present application affect any orders relating to the intervener?” (YES/NO)
- 37d Click on **Save**.

Intervener

Full Name (As per ID)  
Nama Penuh (seperti di Kad Pengenalan)

MARC CUCURELLA

Alias  
Alias

ELLA

ID Type  
Jenis Pengenalan

SG Pink

ID No.  
No. Kad Pengenalan

T1696785D

37b

Do the matters in the present application affect any orders relating to the intervener?  
Adakah permohonan perkara ini menjejaskan Perintah Mahkamah kepada Intervener?

☐ Yes

☒ No

37c

Save

37d

# Filing of Summons (Application to Vary Order of Court)

## Section 1 Summons (Application to Vary Order of Court)

- 38
- In the Orders section (section 4), answer the question “**Do you want to use the standard orders?**” (YES/NO).
- If you select YES, and you had selected more than one Order of Court Numbers in the initial summons page (i.e. you want to vary more than one order of court), you will find the all the Order of Court Numbers that you had selected listed as Order #1, Order #2, Order #3, and Order #4 respectively.
- 39
- For each Court Order Number, you need to specify the details of each order to be varied and how the new order to be stated. To edit, click on the **Add Paragraph** button, for each corresponding court order.

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

38a

☒ 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:

38b

Order #1

I am applying to vary the following paragraph(s) of the Order of Court given on 16 May 2018(OS01881) as follow(s):

Please add the details of the order to be varied  
Please add the details of the order to be varied

Paragraph No	Order to be Varied	Exactly how the new order is to be stated
<div>39</div> <div>Add Paragraph</div>		

38c

Order #2

I am applying to vary the following paragraph(s) of the Order of Court given on 23 September 2022(ORC-2022-000017) as follow(s):

Please add the details of the order to be varied  
Please add the details of the order to be varied

Paragraph No	Order to be Varied	Exactly how the new order is to be stated
<div>Add Paragraph</div>		



# Filing of Summons (Application to Vary Order of Court)

## Section 1 Summons (Application to Vary Order of Court)

- 40
- By clicking on **Add Paragraph**, the form will be opened. You will need to:
- 41
- 1) Specify the paragraph number of the order of Court to be varied
- 41
- 2) Key in the details of the original order made in that paragraph and which you now want to vary.
- 42
- 3) State exactly how the new order is to be stated.
- 43
- To save the draft in respect of this paragraph, click **Save**. You can click **Cancel** to cancel the action and delete the draft in respect of this paragraph.

Add Paragraph

Paragraph No.

No. perenggan

5

40

Order to be varied

Perintah yang bakal diubah

Normal

⬅

**B***I*U~~S~~”“/»≡≡x<sub>2</sub>x<sup>2</sup>≡≡¶A

Sans Serif

⬅

≡*I*~~x~~

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In gravida dui a imperdiet pretium. Nulla facilisis, tellus sed rutrum cursus, elit felis ultrices nunc, id consequat lorem lorem blandit est. Suspendisse sit amet molestie eros, vel mollis leo. Sed pharetra dui ac condimentum ornare. Aenean molestie aliquet pretium. Vestibulum aliquam nibh nec lectus condimentum aliquam. Cras sodales consequat dapibus.

I

Exactly how the new order is to be stated

Nyatakan perkara-perkara yang harus diterapkan dalam perintah yang baharu

Normal

⬅

**B***I*U~~S~~”“/»≡≡x<sub>2</sub>x<sup>2</sup>≡≡¶A

Sans Serif

⬅

≡*I*~~x~~

Nunc convallis magna purus, a fermentum arcu ornare quis. Integer leo tortor, maximus non libero at, aliquet pretium sapien. Duis vel felis nisi. Etiam justo magna, cursus vitae blandit sed, viverra eget mauris. Praesent pharetra nec metus a interdum. Fusce lobortis, neque ac imperdiet hendrerit, augue felis placerat sem, non mollis orci lorem a ex. Nunc ut turpis vel diam ornare vulputate nec in lectus. Ut ut ligula urna. Nam suscipit mi vel est semper porttitor. Ut cursus et enim sed scelerisque. Fusce facilisis nibh sit amet est sodales venenatis. Donec nec mattis ligula. Maecenas placerat nibh vel suscipit iaculis. Suspendisse porttitor, leo sit amet viverra mollis, ante orci hendrerit ex, vel fringilla metus odio et sapien. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia curae; Phasellus et est lorem.


Cancel

Save


43

# Filing of Summons (Application to Vary Order of Court)

## Section 1 Summons (Application to Vary Order of Court)

- 44
- Once you have saved the details in relation to a paragraph, the details will be shown in the table at the Summons page. If you need to edit or delete the details, you can click on the **three dots** menu  and select **Edit** or **Delete**.
- 45
- If there are more paragraphs to be varied in that Order of Court Number, click on the **Add Paragraph**, and repeat step nos. 39 to 42.
- 46
- Once you have added the details of at least one paragraph to be varied in each Order of Court Number, the **Preview** button will be enabled. Click **Preview** to verify the Summons in non-editable format before completion.

Alternatively, you can click **Save as Draft** to save the summons as a draft. Or you can click **Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)** and will be redirected to the previous filing page.

Paragraph No	Order to be Varied	Exactly how the new order is to be stated
 3	At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Add Paragraph

45

Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

Save as Draft

Preview

46

# Filing of Summons (Application to Vary Order of Court)

## Section 1 Summons (Application to Vary Order of Court)

47 In the preview page, verify all information in non-editable format.

48 Once verified, click on **Complete** to continue. Alternatively, you can click **Back to Edit** to revert to edit mode.

1. Plaintiff

2. Defendant

3. Intervener

4. Orders

- All fields are mandatory unless otherwise stated.

- You may save the form as draft copy for future completion.

Complete

Incomplete

Full Name (as per ID)

Nama penuh (seperti di Kad Pengenalan atau ID)

TAN MING HENG TERENCE

Alias (Optional)

Alias (Jika ada)

ID Type

Jenis Pengenalan

SG Pink

ID No.

Nombor Kad Pengenalan

S9812388A

Next: 2. Defendant

48b

Back to Edit

Complete

48a

51

# Filing of Summons (Application to Vary Order of Court)

## Section 1 Summons (Application to Vary Order of Court)

- 49
- You will be directed to the declaration. Select the checkbox to confirm the declaration. Click **Complete & Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)**.
- Once you have clicked **Complete & Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)**, the system will mark this section as Completed (Green) and you will be redirected to the main Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) page.
- 50
- Alternatively, you can click on **Back to Preview** to go back to the preview page.
- 51
- On the main Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) page, you will find the section for the Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) marked as **Green (Completed)**.
- 52
- If you click the button **Edit/View Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)**, this section will revert to Yellow (Incomplete). You will have to complete this section up to step no. 49 to mark this section as Completed.

Case ID: OS-2022-000181

Status: Incomplete

Summons

Preview

3 Declare & Save

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

49a

Back to Preview

50

Complete & Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

49b

1. Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

51

Description

Documents Required

To file an application to vary an order of court upon certain events such as a material change in circumstances, misrepresentation, mistake of fact or other good cause. It must be filed with a supporting affidavit.

N/A

[Read Section 52\(6\) of the AMLA](#)

Estimated time required: 30 mins

Filing fee: \$16

Edit/View Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

52

# Filing of Summons (Application to Vary Order of Court)

## Section 2 Affidavit-in-Support

- 53
- To start this section, click on the button **Proceed to Affidavit-in-Support**.
- 54
- You will be directed to the **Important Notes** page. Please read the Important notes and confirm the Pre-requisites by selecting each checkbox.
- 55
- Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 56
- Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 57
- Alternatively, you can click on **Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)** and will be redirected to the previous filing page.

!

### 2. Affidavit-in-Support

#### Description

To file the Affidavit-in-Support

Estimated time required: 10min

Estimated filing fee: \$12

#### Documents Required (Soft copies for upload)

Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.

Proceed to Affidavit-in-Support

53

### Important Notes

#### Pre-Requisites

- ☒
- 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](#)

Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

Agree and Proceed

56

54

55

57

# Filing of Summons (Application to Vary Order of Court)

## 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 the Affidavit-in-Support, which are:
  - a) **Affidavit-in-Support**
  - b) **Preview & Save**
- 60 Click on **Choose file** to upload the completed affirmed Affidavit-in-Support.
- 61 Key in the Deponent's Name.
- 62 If required, you can add additional Affidavit-in-Support by clicking on the **Add Affidavit-in-Support** button. You can add a maximum of 2 affidavit files for each Summons.
- 63 The **Preview** button will be enabled after step nos. 60 and 61 are completed. You may press the tab key or refresh the page to enable the Preview button. Click **Preview** to navigate to the preview mode and verify the details in non-editable format before completion.

Return to Contents

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

Affidavit-in-Support

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

BEATRICE SMITH

61

Add Affidavit-in-Support

62

Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

Preview

63

54

# Filing of Summons (Application to Vary Order of Court)

[Return to Contents](#)

## Section 2 Affidavit-in-Support

- 64 Verify the uploaded affidavit information in preview mode.
- 65 Once you have verified, click **Complete & Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)**. The system will mark this section as completed (Green) and you will be redirected to the main Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) page.
- 66 Alternatively, you can click **Back to Edit** to edit the Affidavit page.
- 67 On the Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) page, you will find the section for Affidavit-in-Support marked as Green (Completed).
- 68 If you click the **Edit/View Affidavit-in-Support** button, this section will revert to Yellow (Incomplete). You will have to complete this section up to the 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](#)  
File Description  
Affidavit-in-Support  
Please enter the Deponent's Name(s) ⓘ  
Sila berikan nama Deponen  
BEATRICE SMITH

64

66

65

Back to Edit

Complete & Back to Filing of Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

✓ 2. Affidavit-in-Support

67

Description

To file the Affidavit-in-Support  
Estimated time required: 10min  
Estimated filing fee: \$12

Edit/View Affidavit-in-Support

68

Documents Required (Soft copies for upload)

Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.

55

Payment



- 1 All sections need to be marked as Completed (Green) before you can proceed to submit the filing of Summons (Application to Vary Order of Court).
- 2 Once all required section(s) are completed, the system will enable the **Submit** button. Click on **Submit** to proceed with the filing.
- 3 Alternatively, you can click **Save as Draft** to save the details as draft or click **Back** and you will be redirected to the Divorce > Ongoing Filing section.

✓ 1. Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

1a

Description

To file an application to vary an order of court upon certain events such as a material change in circumstances, misrepresentation, mistake of fact or other good cause. It must be filed with a supporting affidavit.  
  
[Read Section 52\(6\) of the AMLA \(Cap 3\)](#)  
  
Estimated time required: 30 mins  
  
Filing fee: \$XX  
  
Filing fee for Affidavit-in-Support per document: \$XX

Documents Required

N/A

Edit/View Summons (Application to Vary Order of Court under Section 52(6) of the AMLA)

✓ 2. Affidavit-in-Support

1b

Description

To file the Affidavit-in-Support  
  
Estimated time required: 15 mins  
  
Filing fee per document: \$X

Documents Required

Documents to be included in the Affidavit-in- Support - For full details, please refer to the [Registrar's Circular\(s\)](#) on Supporting Affidavits for Specific Applications:  
  
[View full list](#) ▾

Edit/View Affidavit-in-Support

3

Back

Save as Draft

Submit

2

Payment - PayNow

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

Payment Advice Number  
Nombor Yuran Pembayaran  
PM-2022-001117

Breakdown of Fees  
Butiran Yuran

- Filing fee for Summons (Application to Vary Order of Court under Section 52(6) of the AMLA): \$16
- Affidavit-in-Support #1: \$12


Payment Amount (SGD)  
Jumlah Pembayaran (SGD)  
\$28

Payment Mode  
Cara Pembayaran

☒ PayNow

☐ Debit Card / Credit Card

☐ Request for Fee Waiver



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

Back to Summons & Affidavit

Verify Payment

4

5

6

7

## Payment – e-Nets/Credit Card

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

### Payment Advice Number

Nombor Yuran Pembayaran

PM-2022-001118

### Breakdown of Fees

Butiran Yuran

- Filing fee for Summons (Application to Vary Order of Court under Section 52(6) of the AMLA): \$16
- Affidavit-in-Support #1: \$12

### Payment Amount (SGD)

Jumlah Pembayaran (SGD)

\$28

### Payment Mode

Cara Pembayaran

☐ PayNow ☒ eNETS / Credit Card ☐ Request for Fee Waiver

### Payment Methods



Name on Card	<input type="text"/>
Card Number	<input type="text"/>
CVV/CVV2	<input type="text"/>
Expiry Date	Month <input type="text"/> Year <input type="text"/>
Email (Optional)	<input type="text"/>

## Request for Fee Waiver

- 13 If you login via SingPass, you will be able to select **Request for Fee Waiver**
- 14 Once you have selected Request for Fee Waiver, specify the **reason for request for fee waiver**
- 15 You are required to upload the supporting documents (e.g your valid Financial Assistance Letter). Click on the **Choose File** button and upload the document.
- 16 Click on **Submit Request for Fee Waiver** to submit the Summons (Application to Vary Order of Court under Section 52(6) of the AMLA) and accompanying documents for filing.

Payment Advice Number  
Nombor Yuran Pembayaran  
PM-2022-001118

Breakdown of Fees  
Butiran Yuran

- Filing fee for Summons (Application to Vary Order of Court under Section 52(6) of the AMLA): \$16
- Affidavit-in-Support #1: \$12

Payment Amount (SGD)  
Jumlah Pembayaran (SGD)  
\$28

Payment Mode  
Cara Pembayaran

☐ PayNow ☐ eNETS / Credit Card ☒ Request for Fee Waiver

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

Poverty

Please upload the SSO (Social Office) Financial Assistance Letter  
Sila muat naik surat bantuan kewangan Pejabat Khidmat Sosial (SSO)

Drag and drop your document here

Choose File

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

Back to Declaration

Submit Request for Fee Waiver

16

## Complete

- 86 You can click **Save as PDF** to save the acknowledgement of filing in PDF format.
- 87 Or you can click **Back to Dashboard** to be redirected to the Dashboard.

Case ID: OS-2022-000155

Status: Pending Waiver Approval

✓ Summons & Affidavit

✓ Make Payment

3 Complete

**Submitted!**

Case ID: OS-2022-000155

Your Payment Advice Number: PM-2022-000579

Payment Status: Pending Waiver Approval

An acknowledgement with a copy of submission has been sent to: fsfss@ddsds.com.

Your application will be processed within 3 working days. Once the documents are accepted, you are required to serve the documents on the other party/parties.

86

Save as PDF

Back to Dashboard

87

# Filing Summons (Application for Substituted Service)

# Filing of Summons Application for Substituted Service & Affidavit

- 1 To file Summons Application for Substituted Service and Affidavit, navigate to the **Divorce** tab on your Dashboard.
- 2 Under Divorce Tab, click on “**Divorce E-Services**”.
- 3 Click on **I want to ..for Case with Originating Summons Number**
- 4 Select **File Summons**

Dashboard1DivorceOthers

DASHBOARD / DIVORCE

DIVORCE

Ongoing Case

Completed Case

Court File

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

Search2

Divorce E-Services

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
---------	--------------------	--------	-------------------	---------	--------------

3

Start a New Case

I want to.. for Case with Originating Summons Number

File Court Documents

Serve Originating Summons for Divorce

4File Summons

Praecipe (Request)

Submit Registry Request

Submit Correspondence

# Filing of Summons Application for Substituted Service & Affidavit

[Return to Contents](#)

- 5
- Locate from the available menu **Application for Substituted Service**.
- 6
- Please read through the description of the filing, documents required, estimated time, and filing fee.
- 7
- Click on **Proceed to Application for Substituted Service**, to continue to file the Summons.
- Note:** Use this E-Service only for cases where the Service of Originating Summons Module is used to update the method and status of service of the Originating Summons.

For other categories of application for substituted service, to be filed using the E-Service File Summons > Other Application, which will be by way of PDF upload. The description of the 'Other Application' should be keyed in as Application for Substituted Service. Refer to pages 68 to 88.

Application for Substituted Service

5

Description	Document Required
<p>If personal service, or service by registered post, of the Originating Summons for divorce is unsuccessful or impossible (such as because your spouse's (Defendant's) whereabouts are unknown), the divorce proceedings must still be brought to your spouse's (Defendant's) notice. This may be done by alternative methods (known as substituted service) such as newspaper advertisement, registered post (without the need for Defendant to return the Acknowledgment of Service) or 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.</p> <p>Estimated time required: 30 min</p> <p>Filing fee for Summons: \$16</p> <p>Filing fee for Affidavit-in-Support per document: \$12</p>	<ul style="list-style-type: none"><li>Scanned copy in PDF format of the completed Affidavit-in-Support</li></ul>

Proceed to Application for Substituted Service

7

6



# Filing of Summons Application for Substituted Service

- 8 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 9 Click **Submit** to validate whether you have access to file the Summons (Application for Substituted Service).
- 10 If you are not the Plaintiff for the Originating Summons, or if you have appointed a lawyer to file the Originating Summons, you will see this message and will be unable to continue.

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

8

Submit

9

Back to Divorce E-Services

The Originating Summons Number is valid. You do not have Case Access. Please check if the case ID is correct.

10

- 11 If you have case access to File Summons (Application for Substituted Service), you will see these options available to Serve the Originating Summons :
  - A. Attempt Service via Registered Post
  - B. Attempt Service via SYC Portal
  - C. File Summons (Application for Substituted Service and Affidavit). ). If you have selected Method A & B before but have not completed the service and have elected to update the status of service, you will only see this method (C) from the available list.**
- 12 Please refer to the [Service of Originating Summons](#) user guide for more details on how to file the **Summons (Application for Substituted Service)**.

C. File Summons (Application for Substituted Service)

11

**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)

12

# Filing Summons (Other Applications)

# Filing of Summons (Other Applications)

- 1 To file Summons for Other Applications, navigate to the **Divorce** tab on your Dashboard.
- 2 Click on “**Divorce E-Services**”.
- 3 Click on **I want to.. for Case with Originating Summons Number**.
- 4 Select **File Summons**.

Dashboard1DivorceOthers

DASHBOARD / DIVORCE

DIVORCE

Ongoing Case

Completed Case

Court File

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

2Divorce E-Services

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
---------	--------------------	--------	-------------------	---------	--------------

3Start a New Case

I want to.. for Case with Originating Summons Number

File Court Documents

Serve Originating Summons for Divorce

4File Summons

Praecipe (Request)

Submit Registry Request

Submit Correspondence

# Filing of Summons (Other Applications)

[Return to Contents](#)

- 5 Under the tab “**What would you like to apply for?**”, you can select the type of application, i.e. **Others** and you will be directed to the **Summons for Other Applications**.
- 6 Alternatively, you can locate **Other Applications** from the list of Summons in the Divorce tab under “I want to.. for Originating Summons” > File Summons.
- 7 Please read the description and documents required.
- 8 To continue, click on **Proceed to Other Applications**.

What would you like to apply for?  
Apakah yang anda ingin mohonkan?

Others

5

Select  
Add party/parties as Intervener  
Amend previously filed Summons  
Be granted interim custody, care and control of and access to child(ren)  
Discovery (disclosure) of document(s)  
Miscellaneous Interim Order  
Extend validity of Originating Summons for service  
Reinstate struck out case  
Represent a person under disability  
Substituted Service  
Leave to commence or continue civil proceedings  
Vary an Order of Court  
Others  
Cease to be the lawyer acting for a party  
Permission to apply for divorce notwithstanding that party have not attended the marriage counselling programme and, if applicable, the parenting programme

Other Applications

6

Description

To file any other application not stated above. It must be filed with a supporting affidavit.  
  
Estimated time required: 30 min  
  
Filing fee for Summons: \$16  
  
Filing fee for Affidavit-in-Support per document: \$12

Documents Required (Soft copies for upload)

- Scanned copy in PDF format of the completed Summons
- Scanned copy in PDF format of the completed and affirmed Affidavit-in-Support

Proceed to Other Applications

8

7

## Filing of Summons (Other Applications)

- 9 Key in the Originating Summons Number (minimum 5, maximum 20 digits)..
- 10 Click **Submit** to validate the Originating Summons Number and whether you have case access to file Summons (Other Applications).
- 11 If you have keyed in an invalid Originating Summons Number, you will see this message.
- 12 If you have keyed in a valid Originating Summons Number and have case access, you will see this message.
- 13 The **Proceed** button will be enabled. Click on the **Proceed** button to continue.
- 14 Alternatively, you can click on **Back to Divorce E-Services** to go back to Divorce E-Services.

DIVORCE E-SERVICES / SUMMONS / FILING OF SUMMONS (OTHER APPLICATIONS)

## Filing of Summons (Other Applications)

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Other Applications.

Originating Summons Number \*

Nombor Saman Pemula

OS-2022-000328

9

Submit

10

The Originating Summons Number is invalid. Please check and enter a valid Originating Summons Number.

11

The Originating Summons Number is valid. You have case access. You may file the Other Applications.

12

14

Back to Divorce E-Services

Proceed

13

## Filing of Summons (Other Applications)

- 15 If you do not have case access, you will be required to key in both Plaintiff's & Defendant's ID Nos. Key in minimum 9 digits (for NRIC/FIN) or maximum 20 digits (for Passport & Other ID's).
- 16 Click **Submit** to validate both ID Nos.
- 17 If both ID Nos. are correct, the **Proceed** button will be enabled. Click on the **Proceed** button to continue.
- 18 Alternatively, you can click on **Back to Divorce E-Services** to go back to Divorce E-Services.

DIVORCE E-SERVICES / SUMMONS / FILING OF SUMMONS (OTHER APPLICATIONS)

## Filing of Summons (Other Applications)

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to file the Other Applications.

Originating Summons Number \*

Nombor Saman Pemula

OS-2022-000328

Submit

1

The Originating Summons Number is valid. You do not have Case Access. Please provide the particulars of the Plaintiff and Defendant's ID number to be allowed to file the Other Applications.

Plaintiff's ID No. \*

No. ID Plaintiff

S9992201Z

Defendant's ID No. \*

No. ID Defendan

S9992202H

Submit

Back to Divorce E-Services

Proceed

71

## Filing of Summons (Other Applications)

- 19 Once you click on **Proceed**, you will be directed to the **Important Notes** page. Please read through the Important Notes.
- 20 Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 21 Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 22 Alternatively, you can click on **Back to Divorce E-Services** to go back to the Divorce E-Services page.

DIVORCE E-SERVICES / SUMMONS / FILING OF SUMMONS (OTHER APPLICATIONS)

## Filing of Summons (Other Applications)

### Important Notes

1. This service will take you approximately 30 minutes to complete.
2. The filing fee for Summons (Other Applications) is \$16; and for each Affidavit-in Support is \$12.
3. Payment can be made via PayNow or eNETS/Credit Card.
4. Your case/application will be processed within 3 working days.

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

[Back to Divorce E-Services](#)

**Agree and Proceed**



# Filing of Summons (Other Applications)

- 23
- The initial status of Filing of Summons (Other Application) is **Draft**.
- 24
- On the header you will find a navigation bar to guide you on the steps to complete the filing of the Summons, which are:  
a) **Summons & Affidavit**  
b) **Make Payment**  
c) **Complete**
- 25
- In the main Filing of Summons (Other Applications) page, the following sections must be completed:  
a) **Summons (Other Applications)**  
b) **Affidavit-in-Support**

[Return to Contents](#)

Case ID: OS-2022-000328

23

Status: Draft

1 Summons & Affidavit

24

2 Make Payment

3 Complete

1

1. Summons (Other Applications)

25a

Description

To file any other applications. It must be filed with a supporting affidavit.

Estimated time required: 15 mins

Filing fee: \$16

Proceed to Summons (Other Applications)

Documents Required

- Scanned copy in PDF format of the completed Summons

2

2. Affidavit-in-Support

25b

Description

To file the Affidavit-in-Support

Estimated time required: 15 mins

Filing fee per document: \$12

Proceed to Affidavit-in-Support

Documents Required

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

# Filing of Summons (Other Applications)

[Return to Contents](#)

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

✓ 2. Affidavit-in-Support

! 2. Affidavit-in-Support

26 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).

27 Alternatively, you can click **Back** and will be redirected to the Divorce > Ongoing Filing page.

## ✓ 1. Summons (Other Applications)

### Description

To file any other applications. It must be filed with a supporting affidavit.

Estimated time required: 15 mins

Filing fee: \$16

### Documents Required

- Scanned copy in PDF format of the completed Summons

Edit/View Summons (Other Applications)

## ✓ 2. Affidavit-in-Support

### Description

To file the Affidavit-in-Support

Estimated time required: 15 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

27

Back

Submit

26

Section 1 Summons (Other Applications)

- 28
- Click on **Proceed to Summons (Other Applications)**.
- 29
- You will be directed to the **Important Notes** page. Please read through the Important Notes.
- 30
- Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 31
- Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 32
- Alternatively, you can click on **Back to Filing of Summons (Other Applications)** and will be directed to the previous filing page.

1

1. Summons (Other Applications)

Description

To file any other applications. It must be filed with a supporting affidavit.

Estimated time required: 15 mins

Filing fee: \$16

Documents Required

- Scanned copy in PDF format of the completed Summons

Proceed to Summons (Other Applications)

28

Important Notes

1. This service will take you approximately 30 minutes to complete.

2. The filing fee for Summons (Other Applications) is \$16.

3. Your case/application will be processed within 3 working days.

29

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

30

32

Back to Filing of Summons (Other Applications)

Agree and Proceed

31

## Section 1 Summons (Other Applications)

- 33 The Initial status of Summons (Other Applications) is **Incomplete**.
- 34 On the header you will find a navigation bar to guide you on the steps to complete the filing of the Summons (Other Applications), which are:
- a) **Summons**
  - b) **Preview**
  - c) **Declare & Save**
- 35 You are required to state the type of Summons or the specific provision under AMLA for the application. Key in the information.
- 36 Click on **Choose File** to upload the completed Summons (Other Application) in PDF format.
- 37 Once you have completed step nos 36 and 37, the **Preview** button will be enabled. Click **Preview** to review the details in non-editable format. Alternatively, you can click on **Back to Filing of Summons (Other Applications)** and you will be redirected to the initial filing page.

Case ID: OS-2022-000337

33

Status: Incomplete

1 Summons

34

2 Preview

3 Declare & Save

Please state the type of Summons or specify the provision under AMLA for the Application

Sila nyatakan jenis saman atau seksyen dalam AMLA untuk permohonan ini

Pursuant to Section 51 of AMLA

35

### Summons (Other Applications)

Please upload the completed Summons (Other Applications)

Sila muat naik Saman (Lain-lain Permohonan) yang telah dilengkapkan

Drag and drop your document here

Choose File

36

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

Back to Filing of Summons (Other Applications)

Preview

37

## Section 1 Summons (Other Applications)

- 38 In the Preview Mode, verify the information that you have keyed in and uploaded in non-editable format.
- 39 Once verified, click **Complete** to continue with the filing.
- 40 Alternatively, you can click **Back to Edit** to revert to edit mode and update the fields.

1. Orders

✓

✓ Complete

! Incomplete

38

These are the case(s) you would like to file for Summons (Other Applications)

Ini adalah kes yang anda ingin memfailkan untuk Saman (Lain-lain Permohonan)

OS-2022-000337: Originating Summons for Divorce

Please state the type of Summons or specify the provision under AMLA for the Application

Sila nyatakan jenis saman atau seksyen dalam AMLA untuk permohonan ini

Pursuant to Section 51 of AMLA

**Summons (Other Applications)**

Please upload the completed Summons (Other Applications)

Sila muat naik Saman (Lain-lain Permohonan) yang telah dilengkapi

[PowerShell\\_Commands\\_To\\_Fix\\_NCSMCCYNet\\_Azuer\\_VPN\\_Slowness\\_Issue \(004\).pdf](#)

File Description

Other Applications

50

Back to Edit

Complete

39

## Section 1 Summons (Other Applications)

- 41 After clicking **Complete**, you will be directed to the declaration page. Confirm the declaration by selecting the checkbox.
- 42 Once you have done so, the **Complete & Back to Filing of Summons (Other Applications)** button will be enabled. Click to continue.
- 43 Alternatively, you can click on **Back to Preview** to go back to the Preview page.
- 44 On the main Filing of Summons (Other Applications) page, you will find the section for the Summons (Other Applications) marked as Green (Completed).
- 45 If you click the **Edit/View Summons (Other Applications)** button, this section will revert to Yellow (Incomplete). You will have to complete this section up to step no. 42 to mark this section as Completed.

Case ID: OS-2022-000337

Status: Incomplete

✓ Summons

✓ Preview

3 Declare & Save

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

41

43

Back to Preview

Complete & Back to Filing of Summons (Other Applications)

42

✓ 1. Summons (Other Applications)

44

Description

To file any other applications. It must be filed with a supporting affidavit.

Estimated time required: 15 mins

Filing fee: \$16

Documents Required

- Scanned copy in PDF format of the completed Summons

Edit/View Summons (Other Applications)

45

Section 2 Affidavit-in-Support

- 46
- To complete this section, click on **Proceed to Affidavit-in-Support**.
- 47
- You will be directed to the **Important Notes** page. Please read through the Important Notes.
- 48
- Select the checkbox to confirm that you have read and agree to the [Privacy Statement](#) and [Terms of Use](#).
- 49
- Once you have done so, the **Agree and Proceed** button will be enabled. Click on **Agree and Proceed** to continue.
- 50
- Alternatively, you can click on **Back to Filing of Summons (Other Applications)** and will be directed the previous filing page.

2. Affidavit-in-Support

Description

To file the Affidavit-in-Support

Estimated time required: 10min

Estimated filing fee: \$12

Documents Required (Soft copies for upload)

Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.

Proceed to Affidavit-in-Support

46

Important Notes

Pre-Requisites

☒ 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 15 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](#)

50

Back to Filing of Summons (Other Applications)

Agree and Proceed

49

79

# Filing of Summons (Other Applications)

[Return to Contents](#)

## Section 2 Affidavit-in-Support

- 51 The Initial status of Affidavit-in-Support is **Incomplete**.
- 52 On the header, you will find a navigation bar to guide you on the steps to complete the filing of the Affidavit-in-Support, which are:
  - a) **Affidavit-in-Support**
  - b) **Preview & Save**
- 53 Click on **Choose File** to upload the completed affirmed Affidavit-in-Support.
- 54 Key in the Deponent's Name.
- 55 If required, you can add additional Affidavit-in-Support by clicking on the **Add Affidavit-in-Support** button. You can add a maximum of 2 affidavit files for each Summons.
- 56 Once you have completed step nos. 53 and 54, the **Preview** button will be enabled. You may press the tab key or refresh the page 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

51

Status: Incomplete

1 Affidavit-in-Support

52

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

53

Choose File

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

X PowerShell\_Commands\_To\_Fix\_NCSMCCYNet\_Azuer\_VPN\_Slowness\_Issue (002).pdf

Type of Document  
Jenis Dokumen  
Affidavit-in-Support

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

Beatrice Smith

54

Add Affidavit-in-Support

55

Back to Filing of Summons (Other Applications)

Preview

56



# Filing of Summons (Other Applications)

[Return to Contents](#)

## Section 2 Affidavit-in-Support

- 57
- Verify the uploaded affidavit information in preview mode.
- 58
- Once you have verified, click **Complete & Back to Filing of Summons (Other Applications)**. The system will mark this section as Completed (Green) and you will be redirected to the main Filing of Summons (Other Applications) page.
- 59
- Alternatively, you can click on **Back to Edit** to edit the Affidavit page.
- 60
- On the main **Filing of Summons (Other Applications)** page you will find the section for Affidavit-in-Support marked as Green (Completed).
- 61
- If you click on the **Edit/View Affidavit-in-Support** button, this section will revert to Yellow (Incomplete). You will have to complete the section up to step no. 58 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](#)

File Description

Affidavit-in-Support

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

Beatrice

57

59

Back to Edit

Complete & Back to Filing of Summons (Other Applications)

58

✓ 2. Affidavit-in-Support

60

Description

To file the Affidavit-in-Support

Estimated time required: 10min

Estimated filing fee: \$12

Documents Required (Soft copies for upload)

Title search or HDB print-out showing names of present owners of the flat where proposed Intervener is a co-owner of the HDB flat.

Edit/View Affidavit-in-Support

61

81

Payment

# Payment

- 1 All sections must be marked as Completed (Green) before you can proceed to submit the filing of Summons (Other Applications).
- 2 Once all required sections are completed, the **Submit** button will be enabled. Click on **Submit** to proceed with the filing.
- 3 Alternatively, you can click on **Back** to go back to the Divorce > Ongoing Filing page.

[Return to Contents](#)

✓ 1. Summons (Other Applications) 1a

Description

To file any other applications. It must be filed with a supporting affidavit.

Estimated time required: 15 mins

Filing fee: \$16

Edit/View Summons (Other Applications)

Documents Required

- Scanned copy in PDF format of the completed Summons

✓ 2. Affidavit-in-Support 1b

Description

To file the Affidavit-in-Support

Estimated time required: 15 mins

Filing fee per document: \$12

Edit/View Affidavit-in-Support

Documents Required

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

3

Back

Submit

2

## Payment - PayNow

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

**Payment Advice Number**  
Nombor Yuran Pembayaran  
PM-2022-001119


**Breakdown of Fees**  
Butiran Yuran

- Filing fee for Summons (Other Applications): \$16
- Filing fee for Affidavit-in-Support #1: \$12

**Payment Amount (SGD)**  
Jumlah Pembayaran (SGD)  
\$28

**Payment Mode**  
Cara Pembayaran

☒ PayNow ☐ eNETS / Credit Card



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

Back to Summons & Affidavit

Verify Payment

## Payment – eNets/Credit Card

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

Payment Advice Number

Nombor Yuran Pembayaran

PM-2022-001119

Breakdown of Fees

Butiran Yuran

- Filing fee for Summons (Other Applications): \$16
- Filing fee for Affidavit-in-Support #1: \$12

Payment Amount (SGD)

Jumlah Pembayaran (SGD)

\$28

Payment Mode

Cara Pembayaran

☐ PayNow

☒ eNETS / Credit Card

89

Payment Methods

VISA

Name on Card

Card Number

CVV/CVV2

Expiry Date

Month

Year

Email (Optional)

Submit

Cancel

101211

## Request for Fee Waiver

- 13 If you are logged in using SingPass, you will be able to select **Request for Fee Waiver**.
- 14 Once Request for Fee Waiver is selected, specify the **reason for the Request for Fee Waiver**.
- 15 Upload the supporting documents (e.g. a valid Financial Assistance Letter). Click **Choose File** to upload the document.
- 16 Click on **Submit Request for Fee Waiver** to submit the Filing of Summons (Application to Vary Order of Court)

### Payment Advice Number

Nombor Yuran Pembayaran

PM-2022-001120

### Breakdown of Fees

Butiran Yuran

- Filing fee for Summons (Other Applications): \$16
- Affidavit-in-Support #1: \$12

### Payment Amount (SGD)

Jumlah Pembayaran (SGD)

\$28

### Payment Mode

Cara Pembayaran

- ☐ PayNow ☐ eNETS / Credit Card ☒ Request for Fee Waiver

### Reason for request for fee waiver ⓘ

Sebab bagi permohonan pengenehan yuran

Poverty

### Please upload the SSO (Social Office) Financial Assistance Letter

Sila muat naik surat bantuan kewangan Pejabat Khidmat Sosial (SSO)

Drag and drop your document here

Choose File

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

Back to Declaration

Submit Request for Fee Waiver

Complete

- 17 Completion screen. You can click **Save as PDF** to save the acknowledgement of filing in PDF format.
- 18 Or you can click **Back to Dashboard** to redirected to the Dashboard.

Case ID: OS-2022-000155

Status: Pending Waiver Approval

✓ Summons & Affidavit

✓ Make Payment

3 Complete

Submitted!

Case ID: OS-2022-000155  
Your Payment Advice Number: PM-2022-000579  
Payment Status: Pending Waiver Approval  
An acknowledgement with a copy of submission has been sent to: fsfss@ddsds.com.  
  
Your application will be processed within 3 working days. Once the documents are accepted, you are required to serve the documents on the other party/parties.

17

Save as PDF

Back to Dashboard

18