

# **USER GUIDE FOR SYC PORTAL**

**Service of Originating Summons** 

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





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

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

For more details, please refer to:

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

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

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

#### Service of Originating Summons – From Dashboard

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

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

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

ashboard	a ce Divorce Ot	hers			
Shboard / Da	SHBOARD				
DASH	BOARD				
Assalan	nualaikum!				
		i <b>HO</b> , <i>∂</i> Update My Particulars			
Welcome	TAN CHONG	i <b>HO</b> ,  ク <u>Update My Particulars</u> you can view your transactions, corresponde	nce, and cases with Sy	ariah Court at a	a glance.
Welcome This is your per	e TAN CHONG	you can view your transactions, corresponde	nce, and cases with Sy	ariah Court at a	a glance.
Welcome This is your per	TAN CHONG	you can view your transactions, corresponde	nce, and cases with Sy	ariah Court at a	a glance.
Welcome This is your per	e TAN CHONG	you can view your transactions, corresponde	nce, and cases with Sy Status	ariah Court at a	a glance. More Optic

**Appointment - Mediation** 

Divorce

OS-2022-000178

View

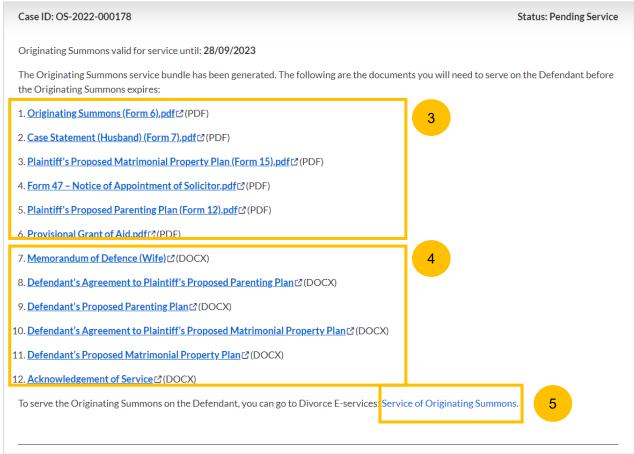
27/10/20

Booked

#### Case ID: OS-2022-000178 Service of Originating Summons – From Dashboard You will find a bundle (set of documents) of the Originating 3 Summons and accompanying documents. The files in PDF format the Originating Summons expires: are generated and endorsed court documents of filed and accepted documents and consist of: Originating Summons (Form 6) Case Statement Husband or Wife (Form 7 or 8, depending on the Plaintiff's gender) Agreed Matrimonial Property Plan, or Plaintiff's Proposed Matrimonial Property Plan (Form 13 or 15, if applicable) · Agreed Parenting Plan, or Plaintiff Proposed Parenting Plan or (Form 11 or 12, if applicable) Form 47 – Notice of Appointment of Solicitor Provisional Grant of Aid/Grant of Aid (if applicable) The next set of files are DOCX (MS. Word) blank documents. These documents are required to be served on the Defendant.

Please download all the files in 3 and 4 (and print if necessary) to serve it on the Defendant.

To proceed to update Service of Originating Summons, click on the hyperlink Service of Originating Summons. Alternatively, you can click on the Proceed to Divorce E-Services button.



Back to Dashboard

Proceed to Divorce E-Services

6

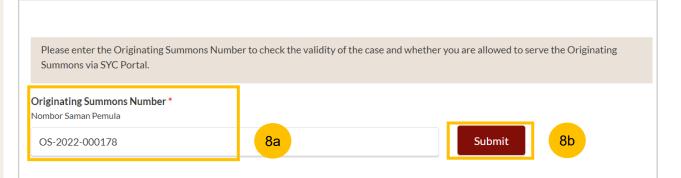
8

6

#### Service of Originating Summons – From Dashboard

- You will be directed to **Divorce E-Services** > I want to...for Case with Originating Summons > Service of Originating Summons page. Please read the Description & Documents required.
- Click on the hyperlink on **Service of Originating Summons** to continue.
- You will be directed to the Case Access page. Key in the Originating Summons Number. Click on **Submit**.

	Applications	
I want to for Case with Originating Summons Number	Service of Originating Summons	7
	Description	Documents Required
File Court Documents	The Originating Summons and supporting	<ul> <li>Affidavit-in-Support (if filing an application</li> </ul>
Serve Originating	documents must be served i.e., brought to the	for Substituted Service)
Summons for Divorce	Defendant's/Respondent's notice, within 12	
Summons for Divorce	months from the date of filing of the Originating	
File Summons	Summons. Service can be effected in one of the	
The Summons	following ways:	
Praecipe	Personal Service	
(Request)	<ul> <li>Service via registered post</li> </ul>	
	Service via SYC Portal	
Submit Registry	<ul> <li>Service via Substituted service</li> </ul>	
Request	If service is not effected within this time, the	
	validity of the Originating Summons for service	
	will expire and your case will be closed.	



#### Service of Originating Summons – From Dashboard

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

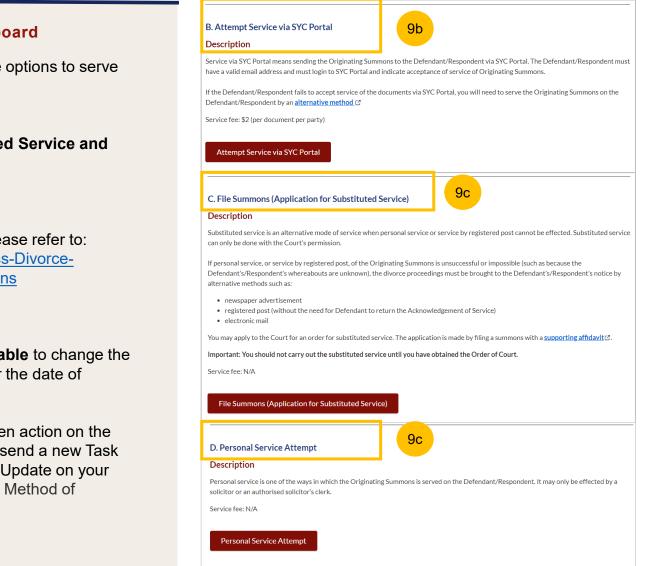
For more details on each method of service, please refer to: https://www.syariahcourt.gov.sg/Divorce/Process-Divorce-Proceedings/Service-of-the-Originating-Summons

#### Notes:

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

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

OS-20	22-000178 Submit
′ou ma	y choose one of the following ways to serve the Originating Summons:
A. Atte Descri	mpt Service via Registered Post 9a
ervice l	y registered post means sending the Originating Summons to the Defendant/Respondent by pre-paid registered post.
	; of Originating Summons for Divorce/Nullity, you must send the complete set of filed documents, together with the blank edgement of Service Form and the blank Memorandum of Defence Form, to the Defendant via registered post.
	of Originating Summons Pursuant to Section 46A(4) of the AMLA (Form 6A), you must send the complete set of filed documents, with the blank Acknowledgement of Service Form to the Respondent via registered post.
lease n	ote that the following must be done for the service to be considered valid:
• W	e Defendant/Respondent must sign and return the Acknowledgement of Service to you. Iven you have received the signed Acknowledgement of Service Form from the Defendant/Respondent, you must file it with the Ivessary payments in SYC Portal.
ervice f	ee: N/A



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

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

#### Notes:

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

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

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

Service of Originating Summons – From Divorce E-Services

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

Dashboard 1 c Divor	rce Dthers
DIVORCE	Search case by Case ID (i.e. OS-XXXX-XXXXX)
Ongoing Filing Completed Filing	Enter Case ID Sea 2 Divorce E-Services
Court File V	Last Updated     More       Case ID     Form/ Appointments     Status     Date     Remarks     Options
Start a New Case	3 Applications Service of Originating Summons 6
File Court Documents	Description         Documents Required           The Originating Summons and supporting documents must be served i.e., brought to the         • Affidavit-in-Support (if filing an application for Substituted Service)
Serve Originating Summons for Divorce	4 Defendant's/Respondent's notice, within 12 months from the date of filing of the Originating
File Summons	Summons. Service can be effected in one of the following ways:
Praecipe (Request)	<ul> <li>Personal Service</li> <li>Service via registered post</li> <li>Service via SYC Portal</li> </ul>
Submit Registry Request	<ul> <li>Service via Substituted service</li> <li>If service is not effected within this time, the validity of the Originating Summons for service</li> <li>will expire and your case will be closed.</li> </ul>

5

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

DIVORCE E-SERVICES / SERVICE OF ORI	GINATING SUMMONS / SERVICE OF ORIGINATING SUMMONS			
Service of Originating Summons				
Please enter the Originating Summons Nu Summons via SYC Portal.	mber to check the validity of the case and whether you are allowed to serve the Originating			
Originating Summons Number * Nombor Saman Pemula				
OS-2022-000158	7   Submit   8			
	Back to Divorce E-Services			

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

2	To se
2	Doct

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

#### A. Attempt Service via Registered Post

#### Description

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

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

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

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

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

2

Service fee: N/A

- 3 Read the checklist and confirm each point by clicking on the checkbox. The Update button will only be enabled once you have ticked all the checkboxes.
  - To proceed with the selection, click on **Update**. Alternatively, you can click on **Back to Service of Originating Summons** and will be directed to the Service of Originating Summons page.

Case ID: OS-2022-000	0178	Status: Draft
Please ensure that you ha	we read the following checklist.	
✓ I will send the Originat	ting Summons documents to the Defendant/Respondent via registered post.	
✓ I will be required to file Summons to be effecti	e the Acknowledgment of Service signed by the Defendant/Respondent via S ively served.	SYC Portal for the Originating
If the Originating Sum for Substituted Service	mons is not effectively served on the Defendant/Respondent, I may be requi e).	ired to file a Summons (Application
	Back to Service of Originating Summons Update	4

5

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

Case ID: OS-2022-000146	Status: Pending Service
Submitted!	
Case ID: OS-2022-000146 Submission Date: 29/09/2022 19:03:25 An acknowledgement has been sent to: myinfotesting@gmail.com	
Once the Originating Summons has been served on the Defendant/Respondent, you will be required to upload and su Acknowledgement of Service via SYC Portal.	bmit the Signed
Back to Dashboard 5	

6

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

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

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

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

#### Assalamualaikum!

#### Welcome TAN CHONG HO, & Update My Particulars

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

What I need to do... - 67 items

6

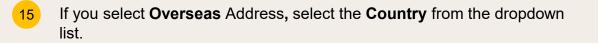
Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Divorce	<u>OS-2022-000178</u>	Submit Signed Acknowledgement of Service	Pending Service	08/11	(2022 :
				7	View

- 9 On the Address Documents Served tab, specify whether the address is :
  - a) Local, or,
  - b) Overseas
- 10 If you select **Local** address, key in the postal code.
  - Click on Retrieve Address.
- 12 Verify Block/House Number, Street Name & Building Name that will be auto populated.
- 3 Key in Level No. and Unit No.
- 14

8

If the address does not have a Level no. or a Unit No. select NO to the question "Does the address contain Level no. and/or Unit no.?"

Tarikh dokumen diserahkan           Image: Diser and the second se			
01/11/2022			
	8		
Address Documents Served			
Alamat Dokumen Diserahkan			
Location Lokasi	9		
Elecal Overseas			
Postal Code			
Decked			
119960	10	Retrieve Address	11
117700			
Blk/House No. No. Blok/No. Rumah	<b>Level No.</b> No. Aras	<b>Unit No.</b> No. Unit	13
	11	11	
450			
450			
Street Name			
Street Name Nama Jalan			
Street Name			_
Street Name Nama Jalan ALEXANDRA ROAD Building Name (Optional)			
Street Name Nama Jalan ALEXANDRA ROAD Building Name (Optional) Nama Bangunan (Jika ada)			
Street Name Nama Jalan ALEXANDRA ROAD Building Name (Optional)			
Street Name Nama Jalan ALEXANDRA ROAD Building Name (Optional) Nama Bangunan (Jika ada)	nent of Service		
Street Name Nama Jalan ALEXANDRA ROAD Building Name (Optional) Nama Bangunan (Jika ada) Enter Text			



16 Key in the Address.

#### 17 Key in the Postal Code.

All fields are mandatory unless otherwise stated. You may save the form as draft copy for future completion.	
Date Documents Served Tarikh dokumen diserahkan	
<b>©</b> 01/11/2022	
Address Documents Served Alamat Dokumen Diserahkan Location	
Lokasi	
Country Negara	
UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRE V	
Address Alamat	
Fullham Road SW 6 1HS	16
Postal Code Poskod	
615177 17	

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

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

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

Click Submit to continue.

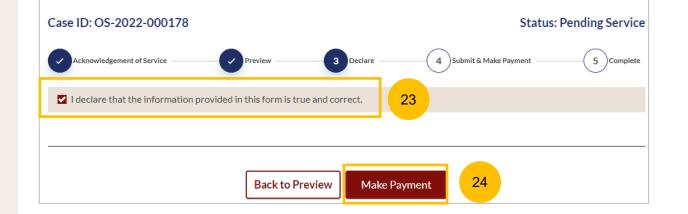
2 Alternatively, click on **Back to Edit** to revert to edit mode.

Please upload the Signed Acknowledgement of Service Sila muat naik 'Acknowledgement of Service' yang telah ditandatangani	
Drag and drop your document here	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 (004),pdf	
Type of Document Jenis Dokumen	
Acknowledgement of Service	
Back to Dashboard   Save as Draft   Preview     19	
Street Name	20
Nama Jalan ALEXANDRA ROAD	
<b>Building Name (Optional)</b> Nama Bangunan (Jika ada)	
PowerShell_Commands_To_Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue(004).pdf	
File Description	
Acknowledgement of Service	
22 Back to Edit Submit 21	

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

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

# **Signed Acknowledgement of Service**



# Make Payment

#### **Payment - PayNow**

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

Payment Advice Number Nombor Yuran Pembayaran PM-2022-000908	
Breakdown of Fees Butiran Yuran • Filing fee for for Acknowledgement of Service: \$12	
Payment Amount (SGD) Jumlah Pembayaran (SGD) \$12	
Payment Mode         Cara Pembavaran         PayNow       eNETS/Credit Card         PayNow         PayNow <td< td=""><td></td></td<>	
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, Ma	whank Standard Chartered BOC and ICBC



#### Payment – E-Nets/Credit Card

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

Payment Advice Number	
Nombor Yuran Pembayaran	
PM-2022-000908	
<b>Breakdown of Fees</b> Butiran Yuran	5
<ul> <li>Filing fee for for Acknowledgement of Service: \$12</li> </ul>	
Payment Amount (SGD) Jumlah Pembayaran (SGD)	
\$12	
Payment Mode Cara Por bayaran 6 eNETS / Credit Card Request for Fee Waiver	
Payment Methods	
• VISA	
Name on Card	7
Card Number	

CVV/CVV2

Expiry Date Email (Optional) Month 🗸 Year 🗸

Cancel

Submit

9

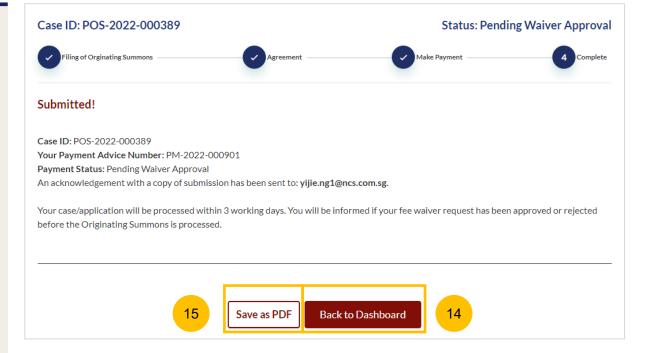
#### **PGA/GA Fee Waiver**

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

Payment Advice Number					
Nombor Yuran Pembayaran					
UPM-2022-001450					
Breakdown of Fees					
Butiran Yuran			10		
· Filing fee for for Acknowledgem	ent of Service: \$12				
Payment Amount (SGD)					
Jumlah Pembayaran (SGD)					
\$12					
PayNow      eNETS / Credit C  Reason for request for fee waiver	0	-	11		
Sebab bagi permohonan pengenepian y	uran				
Grant of Aid		× 12			
	Back to Declaration			13	
	Back to Declaration	Submit Request for	r Fee waiver	10	

#### Complete

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



# Attempt Service via SYC Portal

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

# B. Attempt Service via SYC Portal

#### Description

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

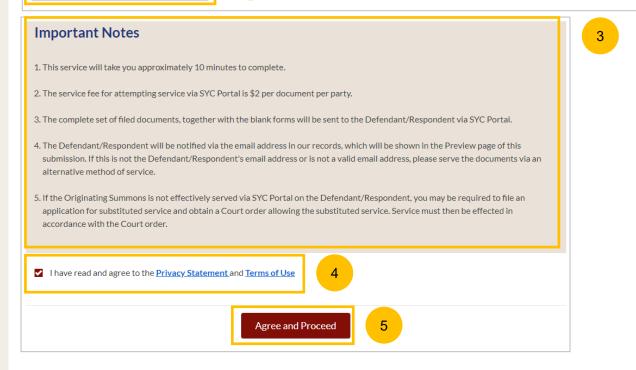
1

2

If the Defendant/Respondent fails to accept service of the documents via SYC Portal, you will need to serve the Originating Summons on the Defendant/Respondent by an <u>alternative method</u> C<sup>4</sup>

Service fee: N/A

Attempt Service via SYC Portal



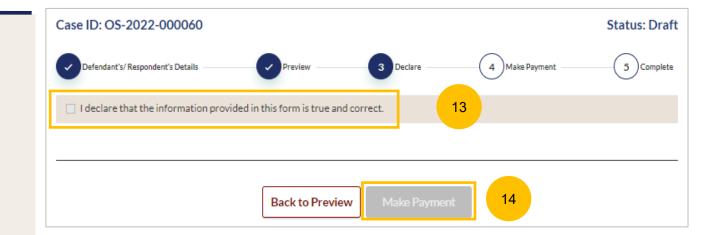
- 6 You will find a list of the documents in the Originating Summons Service Bundle.
- 7 Choose the party on whom the documents will need to be served by selecting the checkbox.
- 8 Verify the Defendant/Defendant Solicitor's Details.
- 9 Click on **Preview** to view the information in non-editable format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

5. <u>Defendant's Proposed Parenting Plan</u> 岱 (DOCX)	6
6. Defendant's Agreement to Plaintiff's Proposed Mat	
7. Defendant's Proposed Matrimonial Property Plan	ĵ(DOCX)
8. <u>Acknowledgement of Service</u> 戊 (DOCX)	
Documents will need to be served on Dokumen perlu diserahkan kepada	
Defendant/Defendant's Solicitor	
No. of Party(s) to be served: 1	
Defendant/Defendant's Solicitor	
Full Name (As per ID) Nama Penuh (seperti di Kad Pengenalan)	Alias (Optional) Alias (Jika ada)
VIVEK GARRETT	
ID Type Jenis Pengenalan	ID No. Nombor Kad Pengenalan
FIN	F1612347K
Email Address Alamat emel	
Vivek@123gmail.com	
Back to Service of Orig	inating Summons Save as Draft Preview 9

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

Defendant/ Defendant's Solicitor Yes	10
No. of Party(s) to be served: 1	
Defendant / Defendant's Solicitor	
Full Name (As per ID) Nama Penuh (seperti di Kad Pengenalan) VIVEK GARRETT	Alias (Optional) Alias (Jika ada)
ID Type Jenis Pengenalan FIN	ID No. Nombor Kad Pengenalan F1612347K
Email Address Alamat emel	
Vivek@123gmail.com	
Back to Service of Orig	ginating Summons Back to Edit Submit
	11 12

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



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

## **Attempt Service via SYC Portal – Defendant's View**

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

Click on Submit.

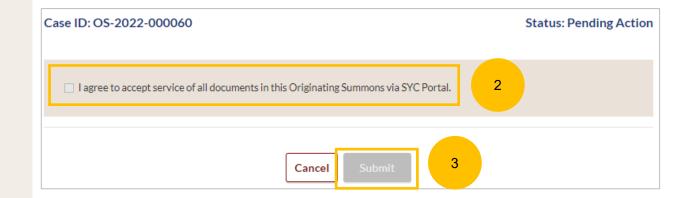
#### Assalamualaikum!

#### Welcome Applicant, @ Update My Particulars

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

What I need to do... - 5 items

Category	Case ID	Case/ Appointments/ Tasks	Status	Pate	More Options
Divorce	<u>OS-2022-000060</u>	Accept Service of Documents via SYC Portal	Accepted	1 18/2022	1
Divorce	OS-2022-000083	Appointment - Mediation	Booked	13/05/2022	1

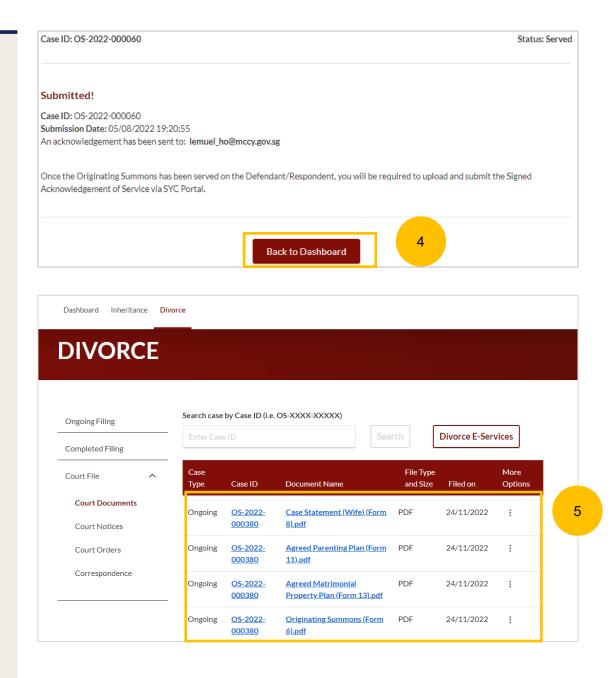


# Attempt Service via SYC Portal – Defendant's View

4 The submission page will be displayed.

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

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



# File Summons (Application for Substituted Service)

Section 1 Summons (Application for Substituted Service)

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

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

5 Click on Agree and Proceed to continue.

#### C. File Summons (Application for Substituted Service)



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.

1

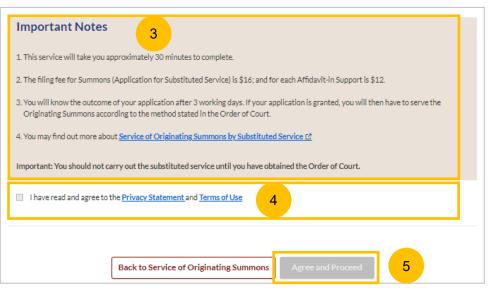
If personal service, or service by registered post, of the Originating Summons is unsuccessful or impossible (such as because the Defendant's/Respondent's whereabouts are unknown), the divorce proceedings must be brought to the Defendant's/Respondent's notice by alternative methods such as:

- 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.

ervice fee: N/A			
File Summons (Application for Substituted Service)	2		



6

7

8

b) Make Payment

c) Complete

6 Case ID: OS-2022-000295 Status: Draft Section 1 Summons (Application for Substituted Service) 2 Make Payment 3 Complete Summons & Affidavit The initial Status of the filing will be Draft. 1. Summons (Application for substituted service) 8a On the header you will find a navigation bar to guide you on the steps to completing the Filing of Summons (Application **Documents Required** Description for Substituted Service), which are: • N/A To file an application for substituted service. a) Summons & Affidavit Estimated time required: 15 mins Filing fee: \$16 Proceed to Summons (Application for Substituted Service) In the main Filing of Summons (Application for Substituted Service) page, the following sections must be completed: 8b 2. Affidavit-in-Support a) Summons (Application for Substituted Service) b) Affidavit-in-Support Description **Documents Required** To file the Affidavit-in-Support Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths. Estimated time required: 10 mins Filing fee per document: \$12 Proceed to Affidavit-in-Support

**Return to Contents** 

7



section is Completed (Green) or Incomplete (Yellow).

2. Affidavit-in-Support

2. Affidavit-in-Support

- **10** You can only click **Submit** to proceed to payment and to submit the filing once all the mandatory sections have been marked as Completed (Green).
- 11 Alternatively, you can click **Back** and will be directed to the Divorce > Ongoing Filing section.

1. Summons (Application for substituted service	e) 9a
Description	Documents Required
To file an application for substituted service.	• N/A
Estimated time required: 15 mins	
Filing fee: \$16	
View Summons (Application for Substituted Service)	
View Summons (Application for Substituted Service) <ul> <li>2. Affidavit-in-Support</li> </ul>	9b
<ul> <li>2. Affidavit-in-Support</li> </ul>	
<ul> <li>2. Affidavit-in-Support</li> <li>Description</li> </ul>	9b Documents Required • Scanned or pdf copy of the Affidavit-in-Support affirmed before
_	Documents Required



**Return to Contents** 

#### Section 1 Summons (Application for Substituted Service)

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

1. Summons (Application for substituted service)			
Description	Documents Required		
To file an application for substituted service.	• N/A		
Estimated time required: 15 mins			
Filing fee: \$16			
Proceed to Summons (Application for Substituted Service)	12		

# Important Notes 1. This service will take you approximately 15 minutes to complete. 2. The filing fee for Summons (Application for Substituted Service) is \$16. 3. You will know the outcome of your application after 3 working days. If your application is granted, you will then have to serve the Originating Summons according to the method stated in the Order of Court. 4. You may find out more about Service of Originating Summons by Substituted Service 12 Important: You should not carry out the substituted service until you have obtained the Order of Court. 1 Ital wave read and agree to the Privacy Statement and Terms of Use 14 16 Back to Filing of Summons (Application for Substituted Service)

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

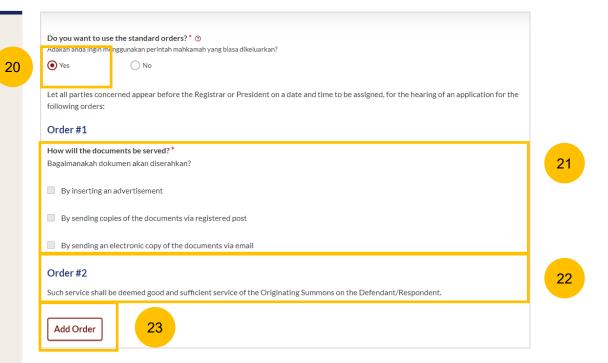
Case ID: OS-2022-000285		Status: Incomplete
Summons	2 Preview	3 Declare & Save
<ul> <li>All fields are mandatory unless otherwise stated.</li> <li>You may save the form as draft copy for future compared to the state of the stat</li></ul>		
Documents will need to be served on * Dokumen perlu diserahkan kepada 🗹 Defendant	17	
Documents to be served *		
Dokumen yang harus diserahkan <u>Case Statement (Wife) (Form 8), pdf (</u> pdf, 16 KB)	Acknowledgement of Service (DOCX)	кв) 18
Originating Summons (Form 6), pdf (pdf, 16 KB)		
Memorandum of Defence (Husband) (DOCX)		
Others; please specify		
Consent Letter	19	

#### Section 1 Summons (Application for Substituted Service)

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

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

- **Order #2** will be auto populated and non-editable.
- 23 If you need to add an additional order, click on Add Order.
- 24 If you need to remove the additional order, click on **Remove Order**.

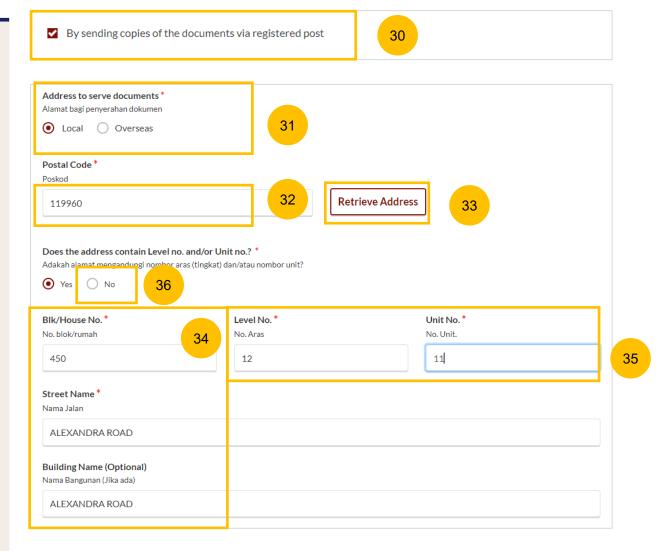




- 25 If you select the method of service as **By inserting an advertisement**, you will need to do the following :
- 26 Key in Name of Publication (the Name of Newspaper that the advertisement will be published in).
- 27 Select the Country of Publication.
- 28 Specify the Circulation (city of publication).
- If you wish to insert more than one advertisement, click on Add Publication button, and repeat step nos. 26 to 28 above.

Ho	r <b>der #1</b> w will the documents be served? * gaimanakah dokumen akan diserahkan?				
~	By inserting an advertisement 25				
	Publication #1				
	Name of Publication * Nama Penerbitan				
	New York Times				
	Country of Publication * Negara Penerbitan				
	UNITED STATES OF AMERICA		~		
	Circulation * ⑦ Sirkulasi	1			
	New York				
	Add Publication 29				

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



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

By sending an electronic copy of the documents via email	37	
Email Address to serve documents * Alamat emel bagi penyerahan dokumen		
defendantemailaddress@email.com	38	

40	Back to Filing of Summons (Application for Substituted Service) Save as Draft	Preview	39

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

	nt to use the standard orders? * ⑦ a ingin menggunakan perintah mahkamah yang biasa dikeluarkan?	
O Yes		
Let all par following	ies concerned appear before the Registrar or President on a date and time to be assigned, for the hearing of an application for the orders:	
Normal	÷ BIU ⇔ ୬୬ «> 旨 ⊟ x₂ x² ☲ ⊑ →¶ ▲ ﷺ Sans Serif ÷ ≕ ፲x	
Non Stan	dard Order Here	
44	Back to Filing of Summons (Application for Substituted Service)       Save as Draft       Preview       43	)

45

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

Dokumen perlu diserahkan kepada	
Yes	
Documents to be served	
Dokumen yang harus diserahkan	
<u>Case Statement (Wife) (Form 8),pdf (pdf, 16 KB)</u>	<u>Memorandum of Defence (Husband)</u> (DOCX)
	Others along and the
<u>Acknowledgement of Service</u> (DOCX)	Others; please specify
	Consent Letter
Do you want to use the standard orders? ⑦	
Adakah anda ingin menggunakan perintah mahkamah yang biasa dil	keluarkan?
Yes	
Let all parties concerned appear before the Registrar or Pre	esident on a date and time to be assigned, for the hearing of an application for th
following orders:	
Order #1	
How will the documents be served?	
Bagaimanakah dokumen akan diserahkan?	
By inserting an advertisement	
Publication #1	
Name of Publication	
Nama Penerbitan	
New York Times	



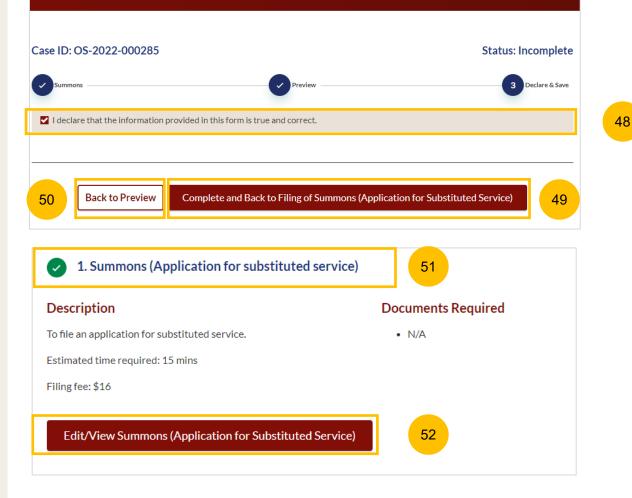
Section 1 Summons (Application for Substituted Service)

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

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

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

# Summons (Application for Substituted Service)



#### Section 2 Affidavit-in-Support

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

	Documents Required
To file the Affidavit-in-Support	Scanned or pdf copy of the Affidavit-in-Support affirmed befor
Estimated time required: 10 mins	a Commissioner for Oaths.
Filing fee per document: \$12	
Proceed to Affidavit-in-Support	53
Important Notes	
Pre-Requisites	
I have downloaded a template of the <u>Affidav</u> Support.	it-in-Support for subservice application [2] (DOCX) or I will prepare my own Affidavit-ir
I have completed the Affidavit-in-Support wi	th all the required information.
I have printed and affirmed the Affidavit-in-S	upport before a Commissioner for Oaths 🖸.
I have a scanned copy of the affirmed Affidav	it-in-Support.
1. This service will take you approximately 10 m	inutes to complete.
	512.
2. The filing fee for each Affidavit-in-Support is \$	
	ant and Terms of Lico
<ul> <li>2. The filing fee for each Affidavit-in-Support is \$</li> <li>I have read and agree to the Privacy Statem</li> </ul>	<u>ent</u> and <u>Terms of Use</u>

55

54

#### Return to Contents

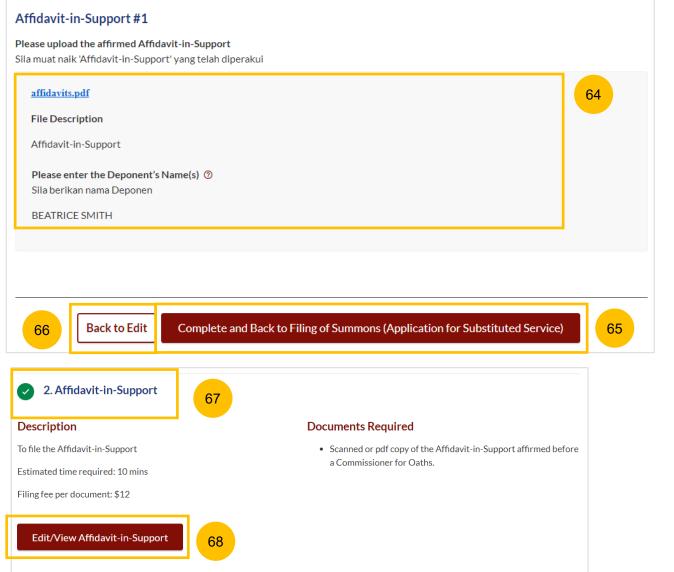
#### Section 2 Affidavit-in-Support

- 58 The initial status of Affidavit-in-Support is **Incomplete**.
- <sup>59</sup> 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
- OCIICK Choose File to upload the completed and affirmed Affidavitin-Support.
- 61 Key in Deponent's Name.
- 62 You can an add additional Affidavit-in-Support by clicking on Add Affidavit-in-Support. You can upload a maximum of 2 Affidavitin-Support for each Summons.
- 63 The Preview button will be enabled after steps 60 and 61 are completed. You may refresh the tab to enable the Preview button. Click Preview to navigate to the preview mode and verify the details in non-editable format before completion

Case ID: OS-2022-000295	58 Status: Incomplete
1 Affidavit-in-Support	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 ch	aracters # % & * : < > ? /   { }.
× <mark>affidavits.pdf Type of Document Jenis Dokumen Affidavit-in-Support ✓</mark>	
Please enter the Deponent's Name(s) ③         Sila berikan nama Deponen         BEATRICE SMITH	
Add Affidavit-in-Support 62	
Back to Filing of Summons (Application for Substituted Ser	rvice) Preview 63

#### Section 2 Affidavit-in-Support

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



#### Section 2 Affidavit-in-Support

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

<ul> <li>1. Summons (Application for substituted service)</li> </ul>	69a
Description	Documents Required
To file an application for substituted service.	• N/A
Estimated time required: 15 mins	
Filing fee: \$16	
Edit/View Summons (Application for Substituted Service)         2. Affidavit-in-Support	
Description	Documents Required
To file the Affidavit-in-Support	<ul> <li>Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.</li> </ul>
Estimated time required: 10 mins	
Filing fee per document: \$12	
Edit/View Affidavit-in-Support	
71 Back to Service of Originating	Summons Make Payment 70

#### Return to Contents

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

D. Personal Service Attempt	: <u>1</u>	
Description		
Personal service is one of the ways ir solicitor or an authorised solicitor's o	n which the Originating Summons is served on the Defendant/Respondent. It may only be effe clerk.	cted by a
Service fee: N/A		
Personal Service Attempt	2	
Case ID: OS-2022-000176	Sta	atus: Draf
Please ensure that you have read	I the following checklist.	
✓ I or an authorised solicitor's cl Defendant/Respondent.	lerk will attempt to serve the Originating Summons and its accompanying documents on the	:
	filed if the documents are personally served on the Defendant/Respondent successfully. A c rticulars of Process Server will be exhibited if service is done by the authorised solicitor's cle	
	Back to Service of Originating Summon; Submit 4	

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

Case ID: OS-2022-000176		Status: Pending Service
Submitted!		
Case ID: OS-2022-000176		
Submission Date: 01/11/2022 17:25:21 An acknowledgement has been sent to: LALAEN	NIL@MIL.COM	
	Back to Dashboard	5

- 6 If you select **Personal Service Attempt**, you are required to file an Affidavit of Service once you have served the Originating Summons on the Defendant. You will find a task on your Dashboard: **File Affidavit of Service.**
- 7 Click on the **3 dots** under **More Options** and select **View** to start the task. Alternatively, you can click on the Case ID hyperlink.

Assalamualaikum!					
Welcome S4060149Z, This is your personalised portal where you can view your transactions, correspondence, and cases with Syariah Court at a glance.					
What I nee	d to do 37 items	;		Request for	case access. (
Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Divorce	<u>OS-2022-000184</u>	Appointment - Pre-Trial Conference	Booked	04/10/2022	:
Divorce	OS-2022-000183	Appointment - Hearing (President)	Booked	10/10/2022	:
Divorce	<u>OS-2022-000176</u>	File Affidavit of Service 6	Pending Service	08/11/2022	:
Divorce	OS-2022-000185	Appointment - Mediation	Booked	View	7

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

Important Notes	8			
Pre-Requisites				
1. This service will take you approximately 5 minutes to complete.				
2. The filing fee for filing Affidavit of Service is \$12.				
3. You should complete this section only after affirming the Affidavit of Service.				
I have read and agree to the <u>Privacy Statement</u> and <u>Terms of Use</u>				
10 Agree and Proceed				

- 11 Key in the date of service of the Originating Summons in the **Date Document Served** field.
  - Select who the documents were served by under **Documents** served by:
    - a) Law firm's clerk
    - b) Lawyer

12

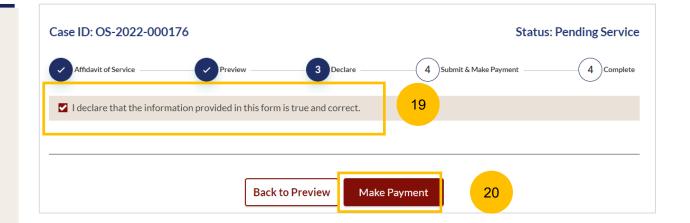
- c) Order of Court Substituted Service
- 13 If you select law firm's clerk (option a), you are required to provide details :
  - a) Name
  - b) ID Number
  - c) Confirmation that your law firm has authorised the clerk to serve documents under the Muslim Marriage and Divorce Rules. (Select the checkbox)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

<ul> <li>You may save the form as draft</li> </ul>	for future completion.	
Date document served *	Documents served by * Dokumen diserahkan oleh	
	1 Law firm's clerk	12
Name *	ID Number *	13
Vama	Nombor Kad Pengenalan	
ALPHONSO BOURNE	\$300237G	
Our law firm has authorised the optimized	clerk to serve documents under the Muslim Marriage and I <b>t of Service</b>	Divorce Rules.
<b>Please upload the affirmed Affidavi</b> ila muat naik 'Affidavit of Service' yang te	:lah diperakui	

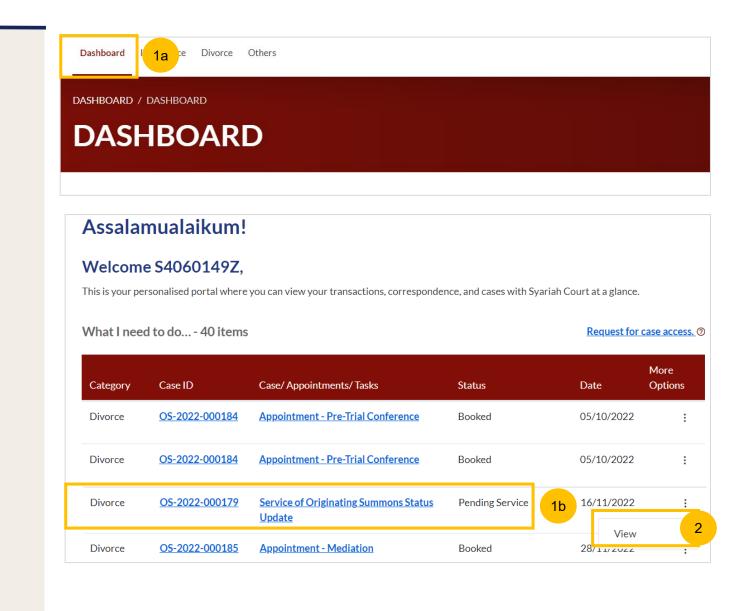
- 16 In the preview mode, verify all information that you have keyed in in non-editable format.
- 17 Once you have verified, click on **Submit**.
- **18** Alternatively, you can click **Back to Edit** to edit the Affidavit of Service fields.

Date document served * Date Documents served	Documents served by * Dokumen diserahkan oleh	16
Yes	Law firm's clerk	
Name *	<b>ID Number *</b> Nombor Kad Pengenalan	
ALPHONSO PULGOSO	S3002375G	
Please upload the affirmed Affidavit of Sila muat naik 'Affidavit of Service' yan PowerShell_Commands_To_Fix_N		
File Description Affidavit of Service		
	Back to Dashboard Back to Edit Submit	17

- 19 In the **Declare** section, select the checkbox to confirm the declaration. The **Make Payment** button will only be enabled once you have done so.
- 20 To proceed with payment, click on **Make Payment**. Please refer to pages 24 to 28 on how to make payment.



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

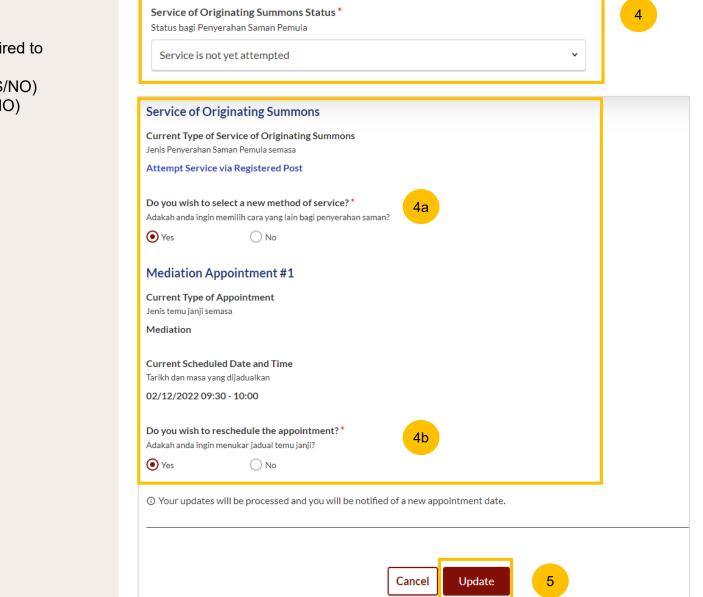


**Return to Contents** 

- 3 Update the status of the Service of Originating Summons by selecting one of the following:
  - a) Service is not yet attempted
  - b) Defendant/Respondent is overseas/address unknown
  - c) Defendant/Respondent is now in prison
  - d) Defendant/Respondent did not respond

Case ID: OS-2022-000179	Status: Pending Action
You have not uploaded the signed Acknowledgement of Service (Form 36). Please update the Origi	inating Summons service status.
Service of Originating Summons Status * Status bagi Penyerahan Saman Pemula	3
Please Select         Service is not yet attempted         Defendant/Respondent is overseas/address unknown         Defendant/Respondent is now in prison         Defendant/Respondent did not respond	
Cancel Update	

#### Return to Contents



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

Select YES or NO for both questions.

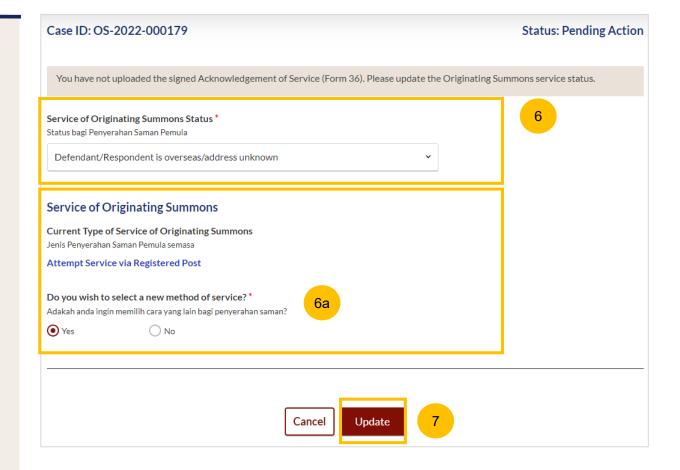
<sup>5</sup> Click on **Update** to submit the status update.

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

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

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

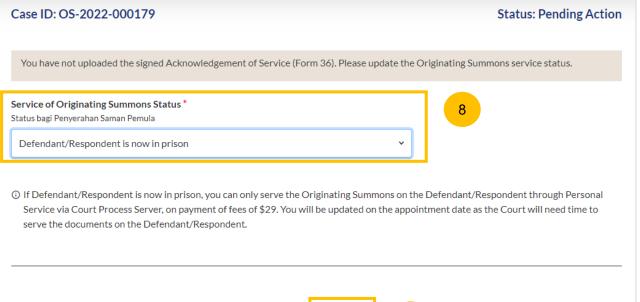
6



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

Please refer to the Personal Service Attempt section.

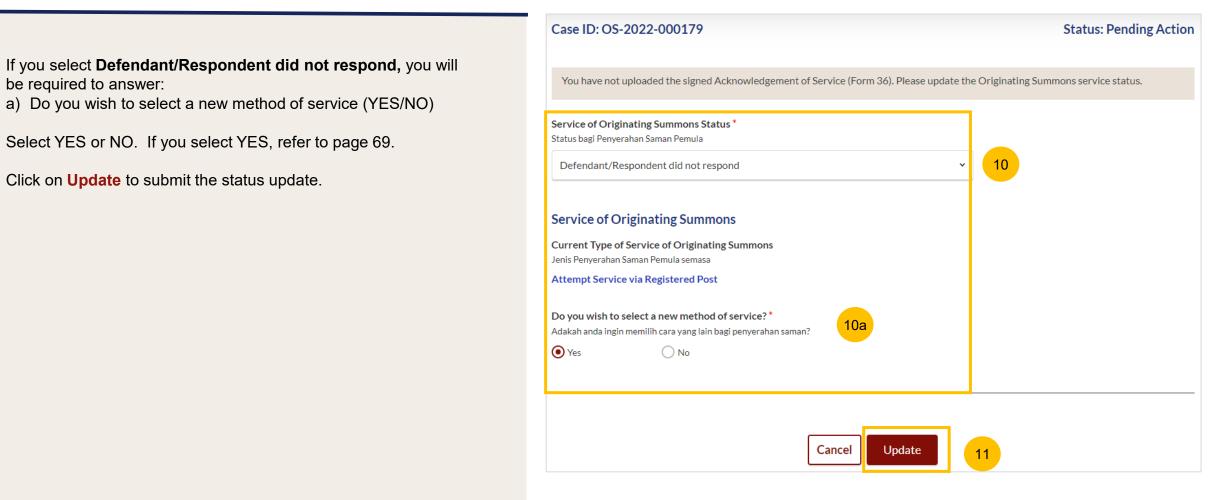
Click on **Update** to send the status update.





10

be required to answer:



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

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

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

