

IN THE SYARIAH COURT OF THE REPUBLIC OF SINGAPORE

REGISTRAR'S CIRCULAR NO. 3 OF 2022

ONLINE FILING OF DOCUMENTS

1. This circular sets out guidelines for the filing of documents by way of E-Services in the SYC Portal ("E-Services").

Originating Summons

2. An originating summons for divorce with its accompanying case statement, and an originating summons pursuant to section 46A(4) of the Administration of Muslim Law Act must be composed and filed using the electronic template for the application in E-Services.

3. An originating summons for all other applications must be prepared using the relevant form referred to in rule 9 of the Muslim Marriage and Divorce Rules ("MMDR") and uploaded in E-Services for filing.

Memorandum of Defence

4. A memorandum of defence for divorce must be composed and filed using the electronic template for the form in E-Services.

5. A memorandum of defence for nullity must be prepared using the relevant form referred to in rule 12 of the MMDR and uploaded in E-Services for filing.

Summons

6. A summons for any of the following applications must be composed and filed using the electronic template of the application in E-Services:

- (a) application for substituted service of an originating summons for divorce, where the Service of Originating Summons Module in E-Services is used to update the method of service;
- (b) application to extend the validity of an originating summons for divorce;
- (c) application for variation of an order of court;
- (d) application to be joined as an intervener; and
- (e) application for discharge of solicitor.

7. A summons for any other application must be prepared using the relevant form referred to in the MMDR and in the current Practice Directions and/or the template of that application available on the website, and uploaded in E-Services for filing.

All other Court documents

8. Where a document is available as an electronic template in E-Services, it must be composed and filed using that electronic template.

9. All other documents must be prepared using the relevant form in the current Practice Directions read with the MMDR and/or the form of that document available on the website, and uploaded in E-Services for filing.

Requests

10. The following applications must be made by filing a Praecipe (Request) in E-Services using the relevant form on the website and on payment of the required fees:

- (a) for a search of the Register of Divorces;
- (b) for a copy of a Court document, decree, order of court or certificate of divorce or any other document; and
- (c) for execution of documents under section 53A of the Administration of Muslim Law Act.

11. Any other request must be made by submitting a Registry Request in E-Services using the relevant form on the website.

Upload of documents

12. Any document uploaded in E-Services must be in the Portable Document Format ("PDF"). The contents of every page of the document in the PDF file must be complete, clear and legible.

13. Every page of a document must be paginated consecutively so that the pagination on the actual document corresponds with the pagination of the document in PDF format. The page number must be inserted at the top right-hand corner of the page.

14. The size of a single uploaded document must not exceed 10 mega-bytes. In the event that any party wishes to upload documents which exceed the limit, he/she may upload multiple PDF files.

15. Where applicable, the proper document type must be selected, and a clear and appropriate document description must be entered. The document description should not be abbreviated.

16. It is not necessary for uploaded documents to have a cover page or a backing sheet, unless the document falls within paragraph 17(b) below.

17. The following shall apply to the upload of affidavits:

(a) the full name of the deponent must be typed in full in the field provided; and

(b) where the affidavit is uploaded in multiple files,

i. each upload shall be accompanied by a cover page with the title of the action, description of the document, name of deponent, and volume number in the format *Vol. 1 of x*, with *x* being the total number of volumes for that affidavit;

ii. the field in (a) shall include the volume number for that upload after the name of the deponent; and

iii. filing fee is payable for each file uploaded.

Return of filing

18. The filing of any application or document which has not been accepted may be returned by the Court Registry in E-Services for amendment or rectification of any part of the filing.

19. The returned application or document may be resubmitted after completion of the amendment or rectification as part of the same filing transaction without further payment of fees.

Rejection of filing

20. The filing of any application or document may be rejected by the Court Registry for non-compliance with the MMDR or any directions given the Court or any Registrar's Circular, without any refund of the filing fee.

Responsibility of solicitors

21. The solicitor having the conduct of any cause or matter may delegate the task of filing applications and documents in E-Services to an assistant or suitably experienced law clerk or secretary, provided always that the solicitor shall personally satisfy himself as to the accuracy and completeness of the information submitted to the Court, and shall bear personal responsibility for any errors or deficiencies. The

solicitor shall also ensure that any directions from the Court to rectify any such errors or deficiencies are complied with, including filing of an amended application or document or re-filing of the application or document and payment of the filing fee for such filing or re-filing.

22. Where, upon acceptance of any application, an appointment is to be selected in E-Services, the solicitor shall ensure that such selection is made not later than 3 working days after the acceptance. The endorsed documents in respect of an accepted filing of originating summons for divorce will not be available in the SYC Portal until such selection is made.

General

23. Court users and members of the public who wish to seek clarification on this matter may call 63548371 or email MCCY_Syariah@mccy.gov.sg. For general information on court processes and procedures, they may visit our website at www.syariahcourt.gov.sg.

Dated this 29th day of November 2022



MASAYU NORASHIKIN BINTE MOHAMAD AMIN
REGISTRAR
SYARIAH COURT