

**THE SYARIAH COURT OF THE REPUBLIC OF SINGAPORE**

**REGISTRAR'S CIRCULAR NO. 4 OF 2024**

**REGISTRY REQUEST**

1. The following requests must be made by submitting a Registry Request in E-Services using the relevant form on the website.
  - (a) Request for Interpreter;
  - (b) Request for Re-fixing of Hearing Date;
  - (c) Request for Remote Hearing via Webex;
  - (d) Request to Amend Order of Court or Divorce Certificate for clarification or clerical errors only; and
  - (e) Request Marriage Counselling Programme Referral to file Cross-Application for Divorce.

Request for Interpreter

2. A party, or a solicitor acting on behalf of a party, who wishes to request for the Court to arrange for an interpreter for the party must submit a request at least 14 days before the day on which the interpreter's services are required.
3. If the Court is unable to arrange for an interpreter as requested, for whatever reason, the scheduled Court event may be adjourned to another date or further directions may be given.

Request for Re-fixing of Hearing Date or Court Event

4. A party, or a solicitor acting on behalf of a party, who wishes to request for a court event to be adjourned, re-fixed or vacated must submit a request at least 14 days before the day of the court event. A request made less than 14 days before the court event will not be considered, except in the most exceptional circumstances. 'Court event' includes Pre-Trial Conference, mediation and hearing.
5. Before a party submits the request, the party should seek the consent of the other party or parties to the proceedings. Unilateral requests made without first seeking the consent or the views of the other party or parties will not be considered, except where the application in respect of which the court event is scheduled has not been served or in the most exceptional circumstances.

6. If the consent of the other party or parties to the proceedings is obtained, the request should state so and the consent must be attached to the request.
7. If the consent of the other party or parties is not obtained, the request should set out the reasons for the other party or parties' objections or explain why the consent cannot be obtained.
8. All requests are subject to approval. Pending such approval, the original court event remains.

#### Request for Remote Hearing via Webex

9. A request for remote hearing via Webex may only be made by solicitors and only for a court event which is a hearing. Reference is to be made to Registrar's Circular No. 7 of 2024 and/or any other applicable circular currently in force.

#### Request to Amend Order of Court or Divorce Certificate for clarification or clerical errors only

10. Before a party submits the request, the party should seek the consent of the other party or parties to the proceedings. If the consent of the other party or parties to the proceedings is obtained, the request should state so and the consent must be attached to the request. If the consent of the other party or parties is not obtained, the request should set out the reasons for the other party or parties' objections or explain why the consent cannot be obtained.

#### Request Marriage Counselling Programme Referral to file Cross-Application for Divorce

11. A request for marriage counselling programme referral may be made by a defendant who did not attend the applicable prescribed activity under section 46A(3) of the Administration of Muslim Law Act but wishes to file a cross-application for divorce. The defendant may only file the cross application for divorce if the request is approved and the defendant completes the applicable prescribed activity.

General

12. 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](mailto:MCCY_Syariah@mccy.gov.sg). For general information on court processes and procedures, they may visit our website at [www.syariahcourt.gov.sg](http://www.syariahcourt.gov.sg).

Dated this 30<sup>th</sup> day of September 2024



MASAYU NORASHIKIN BINTE MOHAMAD AMIN  
REGISTRAR  
SYARIAH COURT