

IN THE SYARIAH COURT OF THE REPUBLIC OF SINGAPORE

INSTRUCTIONS FOR FILING COURT DOCUMENTS

IMPORTANT: Please follow the instructions below when you prepare your Court documents (forms/ affidavits) for online filing in the SYC Portal (accessed from the website). If the form is not downloadable, it is an electronic template and to be composed in Divorce E-Services on the SYC Portal. A document that does not conform to instructions is liable to be rejected by the Court Registry.

The information provided is general in nature, and is not intended as legal advice. The staff of the Syariah Court cannot provide legal advice, or assist with drafting the contents of any document. Only a lawyer can give legal advice on the merits of your case.

STEP ONE – Preparing your Court documents

- 1) Download the applicable forms / affidavits from www.syariahcourt.gov.sg and save it in your computer. The form / affidavit may be modified as the circumstances of the case require it.
- 2) Complete all sections in the forms / affidavits by typing (not writing) in clear font, the relevant information. Use double line spacing and leave a blank margin of not less than 35mm wide on all sides of the paper.
- 3) Print the forms / affidavits on one side of the paper (single page) to facilitate scanning and uploading in PDF format on the SYC Portal.
- 4) If you wish to include a documentary exhibit, preface the exhibit with a dividing sheet, and mark or type clearly on the dividing sheet the following exhibit mark:

“This is the exhibit marked [*insert letter of the alphabet or a number*] referred to in the affidavit of [*insert name of deponent*] and affirmed before me this [*insert date on which affidavit is affirmed*]

Before me,

A Commissioner for Oaths”
- 5) Place the dividing sheet and the corresponding documentary exhibit after the last page of the form / affidavit. Please ensure that the documentary exhibit is clear, complete and legible.
- 6) No physical exhibits can be submitted e.g. thumbdrive or CD, without the Court’s leave. It has to be transcribed.
- 7) 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.
- 8) Insert the correct case reference number (i.e. Originating Summons number and where applicable, the Summons number) at the top left-hand corner of the first page.
- 9) Insert the next court date and the next court event at the top right-hand corner of the first page.

STEP TWO – Affirming

- 1) All affidavits (including exhibits), and certain forms, must be affirmed before a Commissioner for Oaths. If you are overseas, the document is to be notarised before a Notary Public.

- 3) A list of Commissioner for Oaths is available at the following website:
<https://legalisation.sal.sg/Directory>

You may do a search by the following criteria:

- (i) Street Name
- (ii) Building Name
- (iii) Language/Dialect group
- (iv) Name

Note: If you require translation, please choose the appropriate Commissioner for Oaths suitable for the language you are conversant in.

*Log in to the SYC Portal using SingPass/ SYCPass. Locate the task on your Dashboard, where applicable. Otherwise, click on Divorce > Divorce E-Services > select 'I want to..for Case with Originating Summons Number' > select the action you wish to take e.g. 'File Court Documents', and select the type of document you wish to file e.g. 'Affidavits/other Documents'.

- 1) Documents must be uploaded in Divorce E-Services in the SYC Portal in the correct section, and 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.
- 2) The size of a single uploaded document must not exceed 10 mega-bytes. In the event that you wish to upload documents which exceed the limit, you may upload multiple PDF files.
- 3) 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. Example: "Plaintiff's Affidavit of Evidence-in-Chief".
- 4) It is not necessary for uploaded documents to have a cover page or a backing sheet, unless the document falls within paragraph 5(b) below.
- 5) 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.
 - iii. A filing fee of \$12 is payable for each file uploaded.
- 6) Once the filing of your form/affidavit is processed and accepted, a filing endorsement page will be generated together with your accepted document. Please serve the filed form / affidavit to the other party (Plaintiff or Defendant), with a copy of the filing endorsement page.