

USER GUIDE FOR SYC PORTAL

Court Appointments – Selecting First Appointment, Viewing and Changing Appointment

Syariah Court Detailed User Guide for Corporate User

Court Appointments – Selecting First Appointment, Viewing and Changing Appointment



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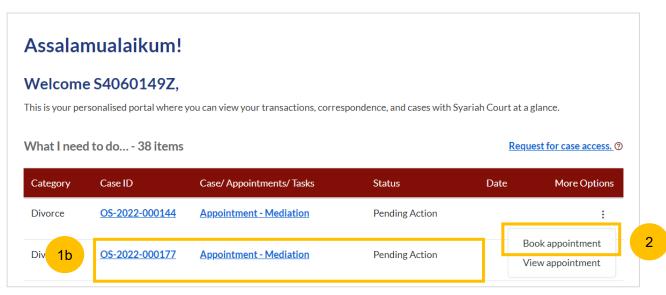
Court Appointment

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Book 1st Appointment

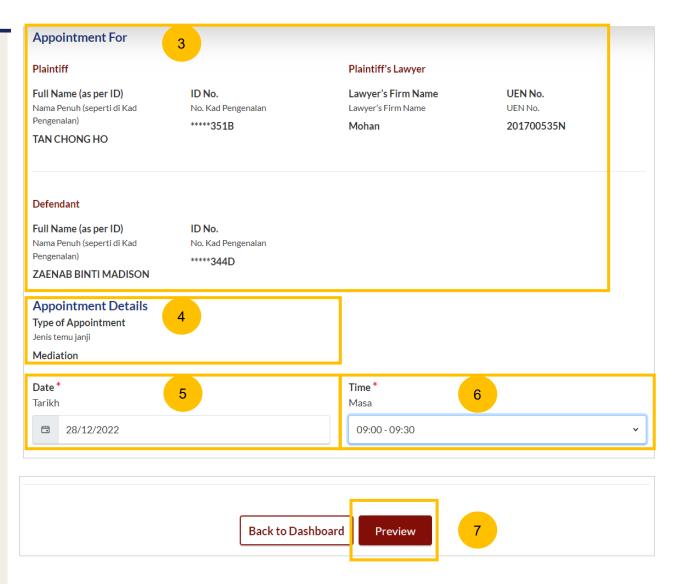
- Once your Filing of Originating Summons is accepted, you will find on your **Dashboard** the Court Appointment with status **Pending Action.** You are required to book or schedule the 1st Appointment.
- To book 1st appointment, click on the 3 dots under More Options and select **Book appointment**.



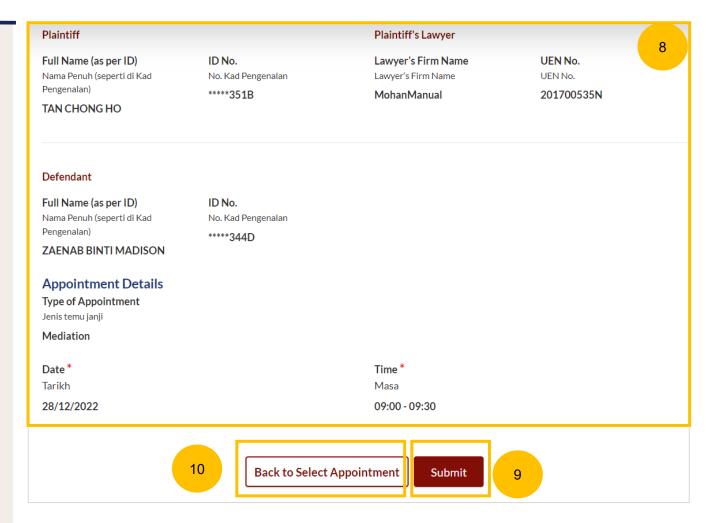


Book 1st Appointment

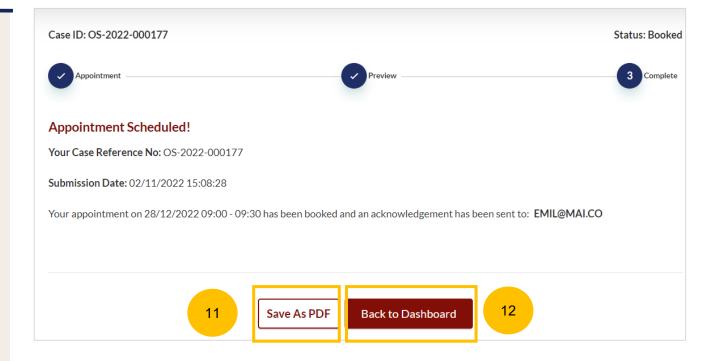
- On the appointment form, you will find these details:
 - a) The Plaintiff's and Defendant's details
 - b) Lawyers' details (if available)
- Under **Appointment Details**, you will find the default Appointment which is Mediation. You can submit a request to change the type of appointment subsequently.
- Click on the **Calendar picker** and select a date. The earliest date will be between 4 to 8 weeks (20 to 40 working days) from the date of acceptance of the Filing of Originating Summons.
- 6 Select the appointment time.
- 7 Click on the **Preview** button to review the selected date and time in non-editable format before submission.



- 8 In the preview mode, verify information that you have selected.
- Once you have confirmed the appointment details, click on the **Submit** button.
- Click on **Back to Select Appointment** to revert to edit mode, and to update the Appointment form.



- Once submitted, you will be directed to the completion page. Click on Save as PDF if necessary.
- Click on Back to Dashboard to return to the Dashboard.



View Court Appointment

View Court Appointment

On your **Dashboard** you will find your upcoming Court Appointment with status **Booked**. Once the appointment is completed, it will disappear from your dashboard.

On the Case/Appointments/Tasks column you will find the appointment type.

On the "Date" column is the appointment date.

To view the scheduled appointment, click on the 3 dots under More Options and select **View appointment**

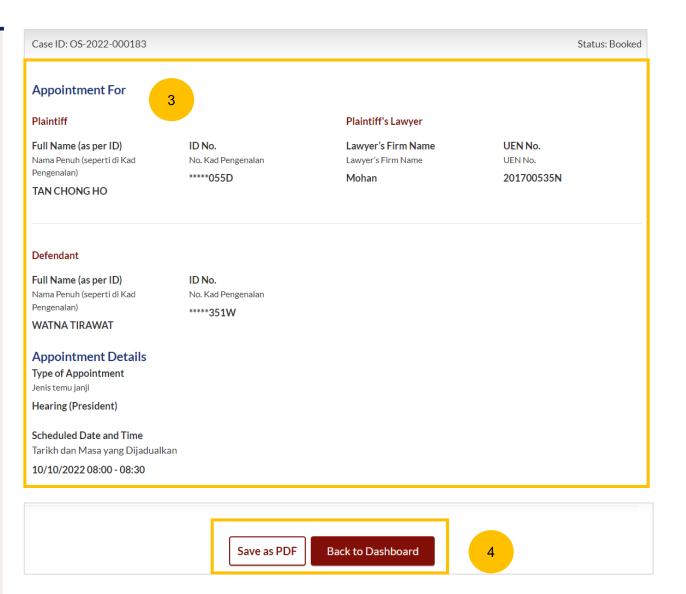


Assalamualaikum! Welcome \$4060149Z, This is your personalised portal where you can view your transactions, correspondence, and cases with Syariah Court at a glance. What I need to do... - 38 items Request for case access. ② Category Case ID Case/ Appointments/ Tasks Status Date **More Options** Divorce OS-2022-000144 **Appointment - Mediation** Pending Action Divorce OS-2022-000177 **Appointment - Mediation** Pending Action OS-2022-000183 Appointment - Hearing (President) Booked Divorce 10/10/2022 Change appointment Divorce OS-2022-000021 Appointment - Pre-Trial Conference Booked View appointment OS-2022-000177 Appointment - Pre-Trial Conference Divorce Booked 27/09/2022

View Court Appointment

- On the appointment form, you will find these details:
 - a) The Plaintiff's and Defendant's details
 - b) Lawyers' details (if available)
 - c) Type of Appointment
 - d) Scheduled Date and Time
- Click on **Save as PDF** if you need to save and print the appointment form.

Click on **Back to Dashboard** and you will be directed to the Dashboard.



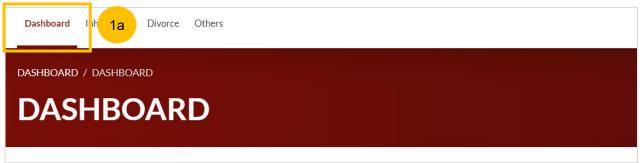
Change 1st Appointment

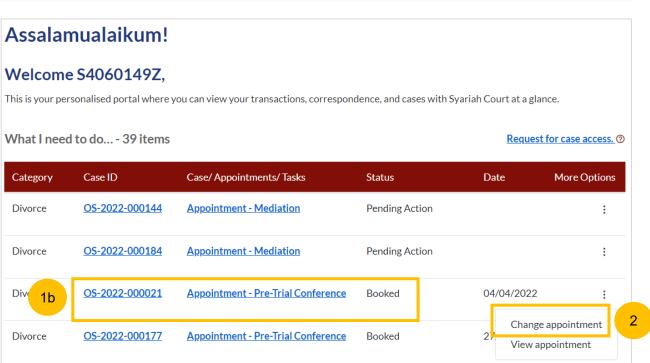
Change Appointment

- 1. After booking the 1st appointment for mediation, you may change the appointment type from the **Dashboard** once up to 14 days before the original appointment date
- 2. To change or reschedule the 1st appointment <u>again</u>, or for <u>subsequent appointment(s)</u>, you will need to submit the request via the **Registry Request** e-service and is subjected to the Court's approval. Please refer to the **Registry Request** user guide for more details.

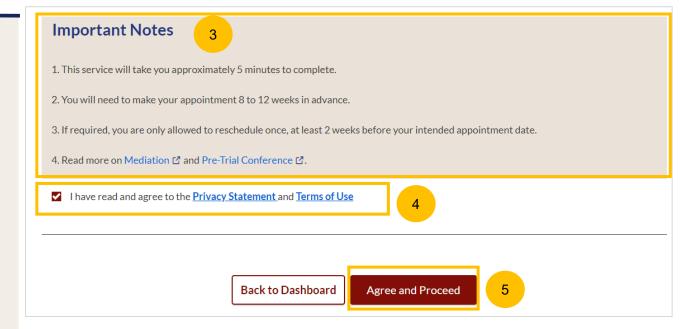
Change 1st Appointment

- From your **Dashboard**, identify the 1st appointment that you wish to change. You can only change an appointment with the status **Booked**.
- To change the scheduled 1st appointment, click on the 3 dots under More Options and select **Change appointment**.

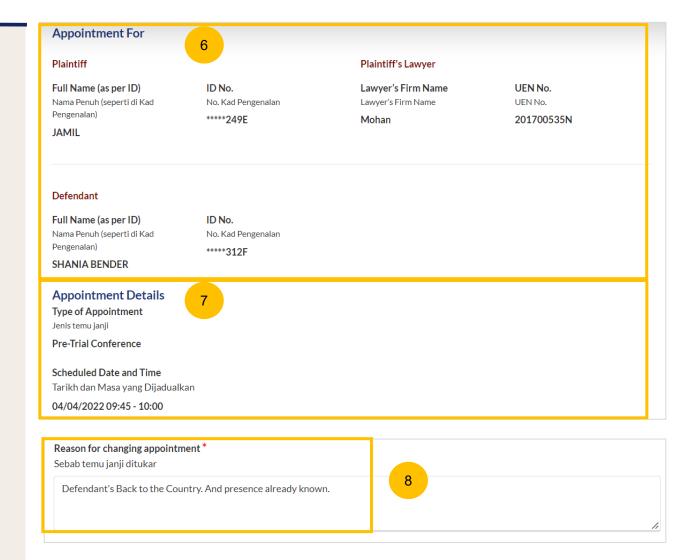




- You will be directed to **Important Notes**. Please read through the Important Notes.
- 4 Select the checkbox to agree to the Privacy Statement and Terms of Use. The **Agree and Proceed** button will only be enabled once you have selected this.
- Click on Agree and Proceed to proceed with the change of appointment.



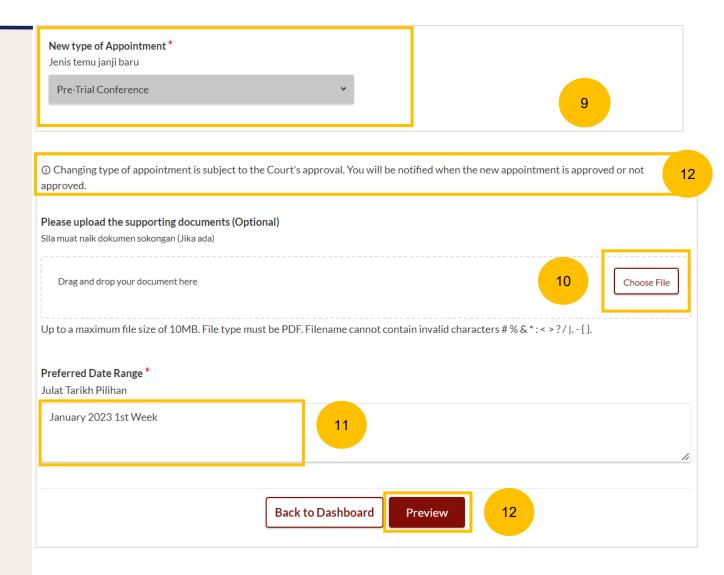
- On the Change appointment form you will find **Appointment For** which display these details :
 - a) The Plaintiff's and Defendant's details
 - b) Lawyers' details (if available)
- Under **Appointment Details** you will find:
 - a) Type of scheduled Appointment
 - b) Scheduled Date and Time
- 8 Key in Reason for changing appointment.



Change Appointment – Change Appointment Type

- New Appointment type is automatically populated.
- Click on **Choose File** to upload supporting documents (optional).
- 11 Key in the Preferred Date Range.

Click on **Preview** button to review Change Appointment form in non-editable format before submission.

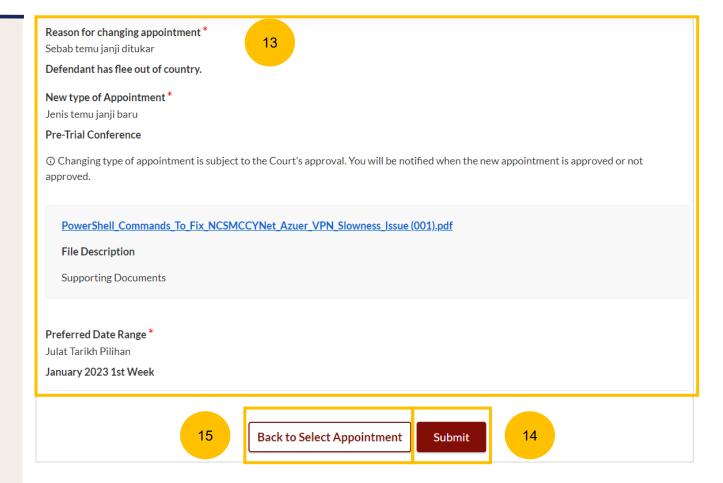


Change Appointment – Preview

- In the preview mode, verify the information that you have keyed in and the uploaded supporting document in non-editable format.
- Once you have confirmed the information, click on Submit.
- Click on **Back to Select Appointment** to revert to edit mode, and to update the Change of Appointment form.

Please note:

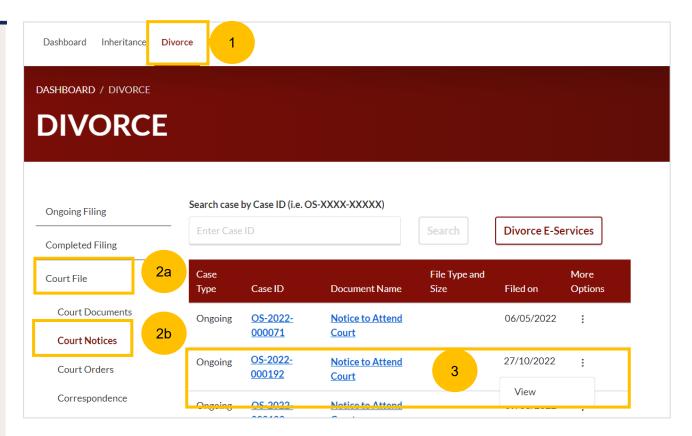
Changing type of appointment is subjected to the Court's approval. You will be notified of the outcome of your request within 3 working days via the SYC Portal.



Notice to Attend Court

Notice to Attend Court Return to Contents

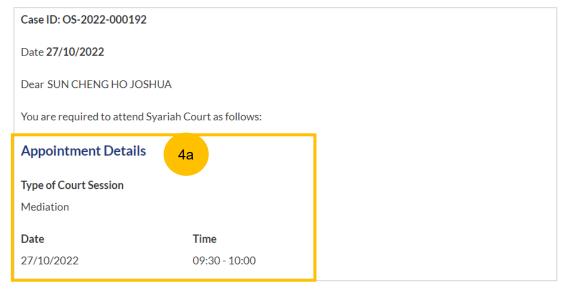
- You may view any generated Notice to Attend Court by clicking on **Divorce**.
- Select Court File > Court Notices.
- You will find the generated **Notice to Attend Court** for the corresponding Case ID. Click on either of the hyperlinks to open the Notice. Alternatively, click on the **3 dots** under More Options and **View**.

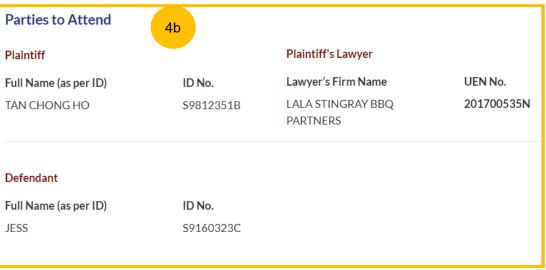




On the Notice to Attend Court form you fill find :

- **a) Appointment details:** including the "Type of Court Session", "Date", and "Time".
- **b)** Parties to attend: Parties' details and Lawyers' details (if any)
- c) To Bring: The required documents or witnesses to be brought to the Court session
- d) Important Notes





- On the Notice to Attend Court form you will find :
 - **a) Appointment details:** including the "Type of Court Session", "Date", and "Time".
 - **b) Parties to attend:** Parties' details and Lawyers' details (if any)
 - c) To Bring: The required documents or witnesses to be brought to the Court session
 - d) Important Notes
- Click on **Back to Divorce E-Services** and you will be directed to the Divorce E-Services menu.

To Bring:



- 1. Identity Card/Passport
- 2. CPF Public Housing Scheme Withdrawal Statement (from CPF Board).
- 3. CPF Property Statement (from the CPF Board website)
- HDB/Bank Statement of Outstanding Housing Loan (from HDB/Bank).
- 5. Latest CPF Statements showing the Ordinary, Special, Medisave, Retirement & Investment Account Balance (from CPF Board).
- 6. Property Statements (applicable for private property owners only).
- 7. \$100.00 for the divorce registration (for Plaintiff) (By NETS, eNets, Paynow or Credit Card).
- 8. \$13.00 for the certified copy of Certificate of Divorce. (By NETS, eNets, Paynow or Credit Card).
- 9. \$22.00 for the certified true copy of Order of Court. (By NETS, eNets, Paynow or Credit Card).
- 10. POSB or other bank account book if you are claiming Nafkah Iddah and Mutaah from your husband.
- 11. Certified True Copy of Court Order

Important Notes:



If you are the Plaintiff/Applicant/Intervener and fail to attend the Court session, the Court may dismiss your case.

If you are the Defendant/Respondent and fail to attend the Court session, the case may proceed and orders may be made by the Court in your absence.

If you are the Defendant, a Warrant of Arrest may also be issued against you.

All parties must be appropriately and decently attired when they come to Syariah Court and must conduct themselves with decorum throughout the proceedings.

A new Notice to Attend Court will be issued for any change of appointment details.

Thank you.

Syariah Court Singapore

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Back to Divorce E-Services