



SYARIAH COURT SINGAPORE

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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Book 1st Appointment

Book 1st Appointment

1 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.

2 To book 1st appointment, click on the 3 dots under More Options and select **Book appointment**.

Dashboard | Divorce | Others

DASHBOARD / DASHBOARD

DASHBOARD

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 need to do... - 38 items [Request for case access. ©](#)

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Divorce	OS-2022-000144	Appointment - Mediation	Pending Action		⋮
Div	OS-2022-000177	Appointment - Mediation	Pending Action		Book appointment View appointment

- 3 On the appointment form, you will find these details :
 - a) The Plaintiff's and Defendant's details
 - b) Lawyers' details (if available)
- 4 Under **Appointment Details**, you will find the default Appointment which is Mediation. You can submit a request to change the type of appointment subsequently.
- 5 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.

Appointment For

Plaintiff		Plaintiff's Lawyer	
Full Name (as per ID) Nama Penuh (seperti di Kad Pengenalan)	ID No. No. Kad Pengenalan	Lawyer's Firm Name Lawyer's Firm Name	UEN No. UEN No.
TAN CHONG HO	****351B	Mohan	201700535N

Defendant	
Full Name (as per ID) Nama Penuh (seperti di Kad Pengenalan)	ID No. No. Kad Pengenalan
ZAENAB BINTI MADISON	****344D

Appointment Details

Type of Appointment Jenis temu janji
Mediation

Date* Tarikh	Time* Masa
<input type="text" value="28/12/2022"/>	<input type="text" value="09:00 - 09:30"/>

[Back to Dashboard](#) [Preview](#)

8 In the preview mode, verify information that you have selected.

9 Once you have confirmed the appointment details, click on the **Submit** button.

10 Click on **Back to Select Appointment** to revert to edit mode, and to update the Appointment form.

Plaintiff		Plaintiff's Lawyer	
Full Name (as per ID) Nama Penuh (seperti di Kad Pengenalan)	ID No. No. Kad Pengenalan	Lawyer's Firm Name Lawyer's Firm Name	UEN No. UEN No.
TAN CHONG HO	*****351B	MohanManual	201700535N
Defendant			
Full Name (as per ID) Nama Penuh (seperti di Kad Pengenalan)	ID No. No. Kad Pengenalan		
ZAENAB BINTI MADISON	*****344D		
Appointment Details			
Type of Appointment Jenis temu janji			
Mediation			
Date * Tarikh		Time * Masa	
28/12/2022		09:00 - 09:30	

10 9

Book 1st Appointment

[Return to Contents](#)

11 Once submitted, you will be directed to the completion page. Click on **Save as PDF** if necessary.

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

Case ID: OS-2022-000177

Status: Booked



Appointment



Preview

3

Complete

Appointment Scheduled!

Your Case Reference No: OS-2022-000177

Submission Date: 02/11/2022 15:08:28

Your appointment on 28/12/2022 09:00 - 09:30 has been booked and an acknowledgement has been sent to: EMIL@MAI.CO

11

Save As PDF

Back to Dashboard

12

[View Court Appointment](#)

View Court Appointment

1 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.

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

Dashboard | 1a | Divorce | Others

DASHBOARD / DASHBOARD

DASHBOARD

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What I need to do... - 38 items [Request for case access.](#)

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Divorce	OS-2022-000144	Appointment - Mediation	Pending Action		⋮
Divorce	OS-2022-000177	Appointment - Mediation	Pending Action		⋮
Divorce	OS-2022-000183	Appointment - Hearing (President)	Booked	10/10/2022	⋮
Divorce	OS-2022-000021	Appointment - Pre-Trial Conference	Booked		⋮
Divorce	OS-2022-000177	Appointment - Pre-Trial Conference	Booked	27/09/2022	⋮

Change appointment
View appointment

3 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

4 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.

Case ID: OS-2022-000183Status: Booked

Appointment For

3

Plaintiff	Plaintiff's Lawyer
Full Name (as per ID) <small>Nama Penuh (seperti di Kad Pengenalan)</small>	Lawyer's Firm Name <small>Lawyer's Firm Name</small>
TAN CHONG HO	Mohan
ID No. <small>No. Kad Pengenalan</small>	UEN No. <small>UEN No.</small>
****055D	201700535N

Defendant

Full Name (as per ID) <small>Nama Penuh (seperti di Kad Pengenalan)</small>	ID No. <small>No. Kad Pengenalan</small>
WATNA TIRAWAT	****351W

Appointment Details

Type of Appointment
Jenis temu janji

Hearing (President)

Scheduled Date and Time
Tarikh dan Masa yang Dijadualkan

10/10/2022 08:00 - 08:30

Save as PDFBack to Dashboard

4

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 again, or for subsequent appointment(s), 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

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

Dashboard | Divorce | Others

DASHBOARD / DASHBOARD

DASHBOARD

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What I need to do... - 39 items [Request for case access.](#)

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Divorce	OS-2022-000144	Appointment - Mediation	Pending Action		⋮
Divorce	OS-2022-000184	Appointment - Mediation	Pending Action		⋮
Divorce	OS-2022-000021	Appointment - Pre-Trial Conference	Booked	04/04/2022	⋮
Divorce	OS-2022-000177	Appointment - Pre-Trial Conference	Booked	21/03/2022	⋮

Change appointment
View appointment

Change 1st Appointment

- 3 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.
- 5 Click on **Agree and Proceed** to proceed with the change of appointment.

Important Notes 3

1. This service will take you approximately 5 minutes to complete.
2. You will need to make your appointment 8 to 12 weeks in advance.
3. If required, you are only allowed to reschedule once, at least 2 weeks before your intended appointment date.
4. Read more on [Mediation](#) and [Pre-Trial Conference](#).

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 4

[Back to Dashboard](#) [Agree and Proceed](#) 5

Change 1st Appointment

- 6 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)

- 7 Under **Appointment Details** you will find:
 - a) Type of scheduled Appointment
 - b) Scheduled Date and Time

- 8 Key in **Reason for changing appointment**.

Appointment For

Plaintiff		Plaintiff's Lawyer	
Full Name (as per ID) Nama Penuh (seperti di Kad Pengenalan)	ID No. No. Kad Pengenalan	Lawyer's Firm Name Lawyer's Firm Name	UEN No. UEN No.
JAMIL	****249E	Mohan	201700535N

Defendant	
Full Name (as per ID) Nama Penuh (seperti di Kad Pengenalan)	ID No. No. Kad Pengenalan
SHANIA BENDER	****312F

Appointment Details

Type of Appointment
Jenis temu janji

Pre-Trial Conference

Scheduled Date and Time
Tarikh dan Masa yang Dijadualkan

04/04/2022 09:45 - 10:00

Reason for changing appointment *

Sebab temu janji ditukar

Defendant's Back to the Country. And presence already known.

Change 1st Appointment

Change Appointment – Change Appointment Type

- 9 New Appointment type is automatically populated.
- 10 Click on **Choose File** to upload supporting documents (optional).
- 11 Key in the Preferred Date Range.
- 12 Click on **Preview** button to review Change Appointment form in non-editable format before submission.

New type of Appointment *
Jenis temu janji baru

Pre-Trial Conference

9

ⓘ Changing type of appointment is subject to the Court's approval. You will be notified when the new appointment is approved or not approved.

12

Please upload the supporting documents (Optional)
Sila muat naik dokumen sokongan (Jika ada)

Drag and drop your document here

10

Choose File

Up to a maximum file size of 10MB. File type must be PDF. Filename cannot contain invalid characters # % & * : < > ? / | . - { }.

Preferred Date Range *
Julat Tarikh Pilihan

January 2023 1st Week

11

Back to Dashboard

Preview

12

Change Appointment – Preview

- 13 In the preview mode, verify the information that you have keyed in and the uploaded supporting document in non-editable format.
- 14 Once you have confirmed the information, click on **Submit**.
- 15 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.

Reason for changing appointment *

Sebab temu janji ditukar

13

Defendant has flee out of country.

New type of Appointment *

Jenis temu janji baru

Pre-Trial Conference

Ⓞ Changing type of appointment is subject to the Court's approval. You will be notified when the new appointment is approved or not approved.

[PowerShell_Commands_To_Fix_NCSMCCYNet_Azuer_VPN_Slowness_Issue\(001\).pdf](#)

File Description

Supporting Documents

Preferred Date Range *

Julat Tarikh Pilihan

January 2023 1st Week

15

Back to Select Appointment

Submit

14

Notice to Attend Court

Notice to Attend Court

- 1 You may view any generated Notice to Attend Court by clicking on **Divorce**.
- 2 Select **Court File** > **Court Notices**.
- 3 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**.

Dashboard Inheritance **Divorce** 1

DASHBOARD / DIVORCE

DIVORCE

Ongoing Filing Search case by Case ID (i.e. OS-XXXX-XXXXX)

Completed Filing

- Court File** 2a
- Court Documents
- Court Notices** 2b
- Court Orders
- Correspondence

Case Type	Case ID	Document Name	File Type and Size	Filed on	More Options
Ongoing	OS-2022-000071	Notice to Attend Court		06/05/2022	⋮
Ongoing	OS-2022-000192	Notice to Attend Court		27/10/2022	⋮
Ongoing	OS-2022-000100	Notice to Attend Court			⋮

View

- 4 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**

Case ID: OS-2022-000192

Date 27/10/2022

Dear SUN CHENG HO JOSHUA

You are required to attend Syariah Court as follows:

Appointment Details 4a

Type of Court Session
Mediation

Date	Time
27/10/2022	09:30 - 10:00

Parties to Attend 4b

Plaintiff		Plaintiff's Lawyer	
Full Name (as per ID)	ID No.	Lawyer's Firm Name	UEN No.
TAN CHONG HO	S9812351B	LALA STINGRAY BBQ PARTNERS	201700535N

Defendant

Full Name (as per ID)	ID No.
JESS	S9160323C

- 4 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**

- 5 Click on **Back to Divorce E-Services** and you will be directed to the Divorce E-Services menu.

To Bring:

4c

1. Identity Card/Passport
2. CPF Public Housing Scheme Withdrawal Statement (from CPF Board).
3. CPF Property Statement (from the CPF Board website)
4. 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:

4d

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](#)