



# SYARIAH COURT SINGAPORE

## USER GUIDE FOR SYC PORTAL

### Court Appointments

## **Syariah Court Detailed User Guide for Public Users**

### Court Appointments



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### Court Appointments

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#### Court Appointment

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**View Court Appointment**

# View Court Appointment

1 On your **Dashboard** you will find your upcoming Court Appointment with the 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 | Divorce | Others

DASHBOARD / DASHBOARD

## DASHBOARD

Assalamualaikum!

Welcome TAN CHONG HO, [Update My Particulars](#)

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... - 67 items

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Filing of OS	<a href="#">OS-2022-000192</a>	Originating Summons Service Bundle	Pending Service	27/10/2023	⋮
Divorce	<a href="#">OS-2022-000192</a>	<a href="#">Appointment - Mediation</a>	Booked	27/10/2022	⋮
Divorce	<a href="#">OS-2022-000178</a>	Service of Originating Summons Status Update	Pending Service		⋮

Change appointment  
View appointment

3 On the appointment form you will find these details :

- a) Parties' 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 redirected to dashboard.

Case ID: OS-2022-000192Status: Booked

### Appointment For

3

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

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**Defendant**

<b>Full Name (as per ID)</b> <small>Nama Penuh (seperti di Kad Pengenalan)</small>	<b>ID No.</b> <small>No. Kad Pengenalan</small>
JESS	****323C

### Appointment Details

**Type of Appointment**  
Jenis temu janji

**Mediation**

**Scheduled Date and Time**  
Tarikh dan Masa yang Dijadualkan

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

Save as PDFBack to Dashboard

4

# 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**.

The screenshot shows the 'Divorce' section of a legal services dashboard. At the top, there are navigation links for 'Dashboard', 'Inheritance', and 'Divorce' (highlighted with a yellow box and callout 1). Below this is a dark red header with 'DASHBOARD / DIVORCE' and a large 'DIVORCE' title. The main content area has a search bar for 'Case ID' and a 'Divorce E-Services' button. On the left, there are menu options: 'Court File' (highlighted with a yellow box and callout 2a), 'Court Documents', 'Court Notices' (highlighted with a yellow box and callout 2b), 'Court Orders', and 'Correspondence'. The central table lists court notices with columns for Case Type, Case ID, Document Name, File Type and Size, Filed on, and More Options. The second row of the table is highlighted with a yellow box and callout 3, showing a 'Notice to Attend Court' for Case ID OS-2022-000192, filed on 27/10/2022, with a 'View' button.

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

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**

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

27/10/2022

Time

09:30 - 10:00

## Parties to Attend

4b

### Plaintiff

Full Name (as per ID)

TAN CHONG HO

ID No.

S9812351B

### Plaintiff's Lawyer

Lawyer's Firm Name

LALA STINGRAY BBQ  
PARTNERS

UEN No.

201700535N

### Defendant

Full Name (as per ID)

JESS

ID No.

S9160323C



- 4 (Continued) 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](#)

Change Appointment

# Change Appointment

1. You can change your 1<sup>st</sup> appointment from the **Dashboard** once up to 14 days before the original appointment date.
2. There are 2 types of change of appointment that can be done from the Dashboard:
  - a) Change the date & time of the original appointment.
  - b) Change the type of appointment.

Please refer to more information on the types appointment, before changing the appointment:

Mediation : <https://www.syariahcourt.gov.sg/Divorce/Process-Divorce-Proceedings/Mediation>

Pre-Trial Conference : <https://www.syariahcourt.gov.sg/Divorce/Process-Divorce-Proceedings/Pre-Trial-Conference>

3. To change the 1<sup>st</sup> 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 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

Assalamualaikum!

Welcome TAN CHONG HO, [Update My Particulars](#)

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... - 67 items

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Divorce	<a href="#">OS-2022-000192</a>	<a href="#">Appointment - Mediation</a>	Booked	27/10/2022	⋮
Divorce	<a href="#">OS-2022-000178</a>	Service of Originating Summons Status Update	Pending Service		⋮

Change appointment  
view appointment

# Change 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

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

- 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**.

Case ID: OS-2022-000192Status: Booked

1 Appointment2 Preview3 Complete

All fields are mandatory unless otherwise stated.

### Appointment For 6

**Plaintiff**

Full Name (as per ID) <small>Nama Penuh (seperti di Kad Pengenalan)</small>	ID No. <small>No. Kad Pengenalan</small>
TAN CHONG HO	****351B

---

**Defendant**

Full Name (as per ID) <small>Nama Penuh (seperti di Kad Pengenalan)</small>	ID No. <small>No. Kad Pengenalan</small>
JESS	****323C

### Appointment Details 7

**Type of Appointment**  
Jenis temu janji

**Mediation**

**Scheduled Date and Time**  
Tarikh dan Masa yang Dijadualkan

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

**Reason for changing appointment \***  
Sebab temu janji ditukar

Caught COVID. SHN 15 Days.

## Change Appointment – Change Appointment Date or Time

- 9 If you wish to change the appointment date or time, you only need to select the **New Scheduled Date** and/or **New Scheduled Time**. Do not change the type of appointment which is Mediation.
- 10 Click on the **Calendar Picker** and select the **New Scheduled Date**.
- 11 Select the **New Scheduled Time**.
- 12 Click on **Preview** to review the change of appointment form in non-editable format before submission.

New type of Appointment \*

Jenis temu janji baru

Pre-Trial Conference

Please Select..

Mediation

Pre-Trial Conference

9

New type of Appointment \*

Jenis temu janji baru

Mediation

New Scheduled Date \*

Tarikh baru yang dijadualkan

Select

New Scheduled Time \*

Masa baru yang dijadualkan

Select

10

11

Back to Dashboard

Preview

12

## Change Appointment – Change Type of Appointment

- 13 If you wish to change Type of Appointment (e.g. from Mediation to Pre-Trial Conference), select the new type of appointment under **New type of Appointment** tab.
- 14 Click on **Choose File** to upload Supporting Documents (optional)
- 15 Key in Preferred Date Range for the new type of appointment.
- 16 Please note :  
Changing type of appointment is subjected to the Court's approval. You will be notified of the outcome of your request.
- 17 Click on **Preview** to review the Change Appointment form in non-editable format before submission.

### New type of Appointment \*

Jenis temu janji baru

Pre-Trial Conference

Please Select..

Mediation

Pre-Trial Conference

13

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

16

Please upload the supporting documents (Optional)

Sila muat naik dokumen sokongan (Jika ada)

Drag and drop your document here

14

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

15

Back to Dashboard

Preview

17



## Change Appointment – Preview

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

Reason for changing appointment \*

Sebab temu janji ditukar

18

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

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Back to Select Appointment

Submit

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