



SYARIAH COURT SINGAPORE

USER GUIDE FOR SYC PORTAL

General Navigation

Syariah Court Detailed User Guide for Corporate Users

General Navigation



Contents (click on the page numbers to go to the section)



General Navigation of E-Services Portal

General Navigation of E-Services Portal for CorpPass Users

Dashboard	Page 4
Divorce E-Services	Page 7
View and Actions on Divorce Modules	Page 12
Notifications	Page 18

Dashboard

Dashboard

- 1 In the SYC Portal, the Dashboard will show you the open tasks / open appointments across 3 modules :
 - a) Inheritance
 - b) Divorce
 - c) OthersDashboard items will be completed once any of these criteria is completed :
 - a) Task is completed
 - b) Task has passed the due date
 - c) Appointment is completed or cancelled
- 2 You may take action for any pending task by toggling on a selected case and clicking on the **three dots** under **More Options**.
- 3 You may view the available actions and choose accordingly.
 - a) Edit: to edit when a document/application is returned to you for some revision.
 - b) View: to view details of the case.
 - c) Withdraw: to withdraw from the Marriage Counselling Programme.
 - d) Cease to Act: to cease acting for a party in the Marriage Counselling Programme.
 - e) Book Appointment: to select date and time of an appointment or Court session
 - f) View Appointment: to view details of an appointment or Court session.
 - g) Change Appointment: to change an appointment or Court session.
- 4 Some tasks may have further notes or remarks.

The screenshot shows the SYC Portal Dashboard. At the top, there are navigation tabs for 'Dashboard', 'Inheritance', 'Divorce', and 'Others'. The 'Dashboard' tab is selected. Below the navigation, the breadcrumb 'DASHBOARD / DASHBOARD' is visible, followed by the large heading 'DASHBOARD'. A greeting 'Assalamualaikum!' and 'Welcome S4102109H,' is displayed. Below this, a message states: 'This is your personalised portal where you can view your transactions, correspondence, and cases with Syariah Court at a glance.' A section titled 'What I need to do... - 114 items' includes a link for 'Request for case access.' Below this is a table with columns: Category, Case ID, Case/ Appointments/Tasks, Status, Date, and More Options. The table contains three rows of data. The first row is highlighted with a yellow box, and a dropdown menu is open for its 'More Options' column, showing 'Edit', 'Withdraw', and 'Cease to Act' options. Numbered callouts (1-4) are placed on the screenshot to highlight specific elements: 1 points to the 'Dashboard' tab, 2 points to the 'More Options' column, 3 points to the dropdown menu, and 4 points to the 'Returned as Incomplete' status text.

Category	Case ID	Case/ Appointments/Tasks	Status	Date	More Options
Pre-Divorce	R-2022-000341	Registration for M	Returned as Incomplete (Please see Remarks in Divorce > Ongoing Case folder)	06/09/2022	⋮
MCP Appointment	MCP-2022-000352	MCP Appointment	Scheduled	14/	⋮
Filing of OS	OS-2022-000065	Originating Summons Service Bundle	Pending Service	05/05/2023	⋮

Withdraw & Cease to Act actions are applicable only for the Marriage Counselling Programme (Pre-Divorce).

Once Divorce Proceedings have commenced (after the Originating Summons is accepted) you must file the necessary application to cease to act for any party in a Case.

Dashboard

- 5 If the dashboard task is marked with remarks, you need to navigate to the related modules (Inheritance/Divorce/Others) > Ongoing Filing and locate the case ID.
- 6 Click on **View Remarks**, and the remarks field will be opened.
- 7 Please read through the remarks sent by SYC.
- 8 Click **Close** to close the remarks field.
- 9 You may update the document/application (where the Status is 'Returned as Incomplete') to comply with the remarks by SYC by clicking on the **three dots** under **More Options**, then click Edit.

DASHBOARD / DIVORCE

DIVORCE

Ongoing Filing **5a**

Completed Filing

Court File ▾

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

Enter Case ID

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
MOD-2022-000008	Filing of Memorandum of Defence and accompanying documents	Returned as Incomplete	23/06/2022	View Remarks	9
OS-2022-000157	Filing of Summons (Application to be Joined as an Intervener)	Draft	20/09/2022	6	

View Remarks: R-2022-000542

Please upload Birth Certificate in English **7**

8

Divorce E-Services

Divorce E-Services

Divorce E-Services

- 1 You can access the Divorce module from the **Divorce** tab.
- 2 All menus and filing forms are on the Divorce E-Services page. Click on the **Divorce E-Services** button to view all the available menus and forms.

The screenshot shows the SYARIAH COURT SINGAPORE website. At the top, there is a navigation menu with 'Dashboard', 'Inheritance', and 'Divorce' tabs. The 'Divorce' tab is highlighted with a yellow box and a yellow circle with the number '1'. Below the navigation menu, there is a dark red header with the text 'DASHBOARD / DIVORCE' and 'DIVORCE' in large white letters. On the left side, there is a sidebar menu with 'Ongoing Filing', 'Completed Filing', and 'Court File' options. The 'Ongoing Filing' option is selected. In the center, there is a search bar with the text 'Search case by Case ID (i.e. OS-XXXX-XXXXX)' and a 'Search' button. To the right of the search bar, there is a 'Divorce E-Services' button highlighted with a yellow box and a yellow circle with the number '2'. Below the search bar, there is a table with the following columns: Case ID, Form/ Appointments, Status, Last Updated Date, Remarks, and More Options.

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
---------	--------------------	--------	-------------------	---------	--------------

Divorce E-Services – Start a New Case

- 3 On the Divorce E-Services page, there are 2 main menus on the left:
 - a) Start a New Case
 - b) I want to... for Case with Originating Summons Number.
- 4 On clicking the arrow next to **Start a New Case**, you will see further options for:
 - a) Marriage Counselling Programme
 - b) DivorceSelect the new type of case you would like to start.

To register for the Marriage Counselling Programme, select **Marriage Counselling Programme**.

- 5 On the right, you will then find the available applications for that type of case, with **Description** and **Documents Required**. Click on the hyperlink **Registration for Marriage Counselling Programme** to select the application.

The screenshot shows the 'Divorce' section of the e-services portal. At the top, there are navigation links for 'Dashboard', 'Inheritance', and 'Divorce'. Below this is a menu with three options: 'Start a New Case', 'Marriage Counselling Programme', and 'Divorce'. The 'Start a New Case' option is highlighted with a yellow box and a callout '3a'. Below it, a dropdown menu is open, showing 'Marriage Counselling Programme' (highlighted with a yellow box and callout '4a') and 'Divorce' (highlighted with a yellow box and callout '4b'). Below the dropdown, another option 'I want to.. for Case with Originating Summons Number' is highlighted with a yellow box and callout '3b'. To the right, the 'Registration for Marriage Counselling Programme' application is displayed, highlighted with a yellow box and callout '5'. The application details include a 'Description' for an applicant who intends to file a divorce, an estimated time of 30 minutes, and a filing fee of N/A. The 'Documents Required' section lists requirements for Singaporean/PR citizens and foreigners.

Description	Documents Required
For an applicant who intends to file a divorce. Estimated time required: 30 mins Filing fee: N/A	Singaporean/PR <ul style="list-style-type: none">Marriage/Revocation Certificate (front and back page)Children's Birth CertificatesProtection Order/Maintenance Order/Conversion Letter to Islam Foreigners <ul style="list-style-type: none">Marriage/Revocation Certificate (front and back page) [For foreign marriage, please provide a copy of original attested foreign marriage certificate and the attested translation, if applicable.]Children's Birth CertificatesProtection Order/Maintenance Order/Conversion Letter to IslamProof of Habitual Residence in Singapore

Notes

Once a draft is created from any of the available filing options on the Divorce E-Services menu, you will find it under Divorce > Ongoing Filing with status Draft. Please refer to [View & Actions on Divorce Module](#) page for details.

Divorce E-Services – Start a New Case

- 6 To start a new divorce case, select **Divorce**.
- 7 On the right, you will then find the available applications for that type of case, with **Description** and **Documents Required**.

Click on the hyperlink of the application that you wish to make i.e. either [Filing of Originating Summons for Divorce](#) or [Filing of Originating Summons Pursuant to Section 46\(A\) of the Administration of Muslim Law Act \(AMLA\) \(Form 6A\)](#).

The screenshot shows the 'Start a New Case' dropdown menu with 'Divorce' selected. The 'Filing of Originating Summons For Divorce' application is highlighted, showing its description, estimated time, and filing fee. The 'Documents Required' section lists the necessary documents for this application.

Start a New Case ▾

Marriage Counselling Programme

Divorce 6b

I want to.. for Case with Originating Summons Number ▾

Filing of Originating Summons For Divorce 7a

Description
To file the Originating Summons for divorce.
Estimated time required: 30 mins
Estimated maximum total filing fee for Plaintiff: \$135

Documents Required (Soft copies for upload)

- NRIC or valid Passport (for foreigner)
- Deed Poll (if applicable where a party have changed his/her name)
- Marriage/Revocation Certificate (front and back page)

[View Full List](#) ▾

Filing of Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA) (Form 6A) 7b

Description
To file the Originating Summons Pursuant to Section 46A(4) of the Administration of Muslim Law Act (AMLA) (Form 6A)
Estimated time required: 30 mins
Filing fee: \$34

Document Required

- NRIC or valid Passport (for foreigner)
- Marriage Certificate
- Affidavit-in-Support

Divorce E-Services – I want to... for Case with Originating Summons Number

8

After your Filing of Originating Summons is accepted, you can file other documents or take other actions related to the Originating Summons under the menu **I want to... for Case with Originating Summons Number**. The categories of documents and actions are:

- **File Court Documents**, to file Court Documents related to your main Divorce proceeding. Please refer to the [Court Documents user guide for details](#).
- **Serve Originating Summons for Divorce**, to select and update the method of serving the Originating Summons for Divorce and to file documents/applications relating to service. Please refer to the [Service of Originating Summons user guide for details](#).
- **File Summons**, to file sub-application related to your main Divorce proceeding. Please refer to the [Summons user guide for details](#).
- **Praecipe (Request)**, to file praecipe request related to the Divorce Case. Please refer to the [Praecipe & Registry Request user guide for details](#).
- **Registry Request**, to file registry request related to the Divorce Case. Please refer to the [Praecipe & Registry Request user guide for details](#).

Start a New Case ▾

I want to.. for Case with Originating Summons Number ▲

File Court Documents

Serve Originating Summons for Divorce

File Summons

Praecipe (Request)

Submit Registry Request

To act on a Case with Originating Summons, please ensure you have a valid Originating Summons Number (e.g. OS-2022-123456 or, for cases commenced in hardcopy, OS12345).

What would you like to file?
Apakah yang anda ingin memfail?

8a ct ▾

Court Documents

Affidavits/Other Documents ▾

Amended Matrimonial Property Plan ▾

Amended Parenting Plan ▾

Amended Case Statement ▾

Memorandum of Defence ▾

Notice of Appeal against Registrar's Decision or Order ▾

Notice of Appointment of Solicitor ▾

Notice of Change of Solicitor ▾

View & Actions on Divorce Modules

View & Actions on Divorce Modules

Ongoing Filing

- 1 There are 3 folders (menu) under the Divorce Module :
 - a) **Ongoing Filing**
 - b) **Completed Filing**
 - c) **Court File**
- 2 Under **Ongoing Filing**, you will find a list of MCP cases or forms/ documents which you are drafting or which have been submitted but not accepted, with any of these status:
 - a) Pending Acceptance
 - b) Draft
 - c) Returned as Incomplete
 - d) For an ongoing MCP Case: Pending 1st Appointment, 1st Appointment Scheduled, or Further MCP
- 3 The list of forms will display this information :
 - a) **Case ID** (Some Draft Forms will not have Case ID)
 - b) **Form Name**
 - c) **Status**
 - d) **Last Updated Date**
 - e) **Remarks**
 - f) **More Options (three dots)**. You may take the same actions from the Dashboard, or from the Ongoing Filing list.

The screenshot shows the 'Divorce' module dashboard. At the top, there are navigation tabs: 'Dashboard', 'Inheritance', 'Divorce', and 'Others'. The 'Divorce' tab is selected and highlighted with a yellow box and a circled '1'. Below the navigation, the breadcrumb 'DASHBOARD / DIVORCE' is visible, followed by a large 'DIVORCE' header. On the left side, there is a vertical menu with three options: 'Ongoing Filing', 'Completed Filing', and 'Court File'. The 'Ongoing Filing' option is selected and highlighted with a yellow box and a circled '2'. To the right of the menu, there is a search bar labeled 'Search case by Case ID (i.e. OS-XXXX-XXXXX)' with an input field and a 'Search' button. A 'Divorce E-Services' button is also present. Below the search bar, a table displays a list of cases. The table has columns for 'Case ID', 'Form/Appointments', 'Status', 'Last Updated Date', 'Remarks', and 'More Options'. Two rows are visible in the table, both highlighted with a yellow box and a circled '3'. The first row shows a case with ID 'R-2022-000542', form name 'Registration for Marriage Counselling Programme', status 'Returned as Incomplete', and last updated date '27/10/2022'. The second row shows a case with ID 'MCP-2022-000072', form name 'MCP Case', status '1st Appointment Scheduled', and last updated date '13/04/2022'.

Case ID	Form/Appointments	Status	Last Updated Date	Remarks	More Options
R-2022-000542	Registration for Marriage Counselling Programme	Returned as Incomplete	27/10/2022	View Remarks	⋮
MCP-2022-000072	MCP Case	1st Appointment Scheduled	13/04/2022		⋮

Note:

Once the filing of a form/document has been accepted or rejected, or a case undergoing Marriage Counselling Programme (MCP) is completed, the form/document filed or completed MCP case will be moved to the Completed Filing section, and the endorsed Court document will be viewable in the relevant Court File section.

View & Actions on Divorce Modules

Ongoing Filing

- 1 You may Search by Case ID, if you need to locate a case directly using the Case Number. A minimum of 3 digits/letters is required to search, in order for the system to find a similar case number.

E.g : for Case ID : POS-2022-000157

If you key in 157 > and click **Search**, the system will search any Case ID that contains 157 in the Ongoing Filing Folder. This search will show all case/document types, whether Registration for Marriage Counselling Programme, Filing of Originating Summons, Filing of Notice, etc., if it contains '157'.

If you key in POS > and click **Search**, the system will search any Case ID that contains POS in the Ongoing Filing Folder.

If you key in POS-2022 > and click **Search**, the system will search any Case ID that contains POS-2022 in the Ongoing Filing Folder. This search will also show all Filing of Originating Summons (with case ID prefix **POS-**) that was submitted or filed in the year 2022.

The screenshot shows the 'Ongoing Filing' search interface. A search bar contains '157' and a 'Search' button is highlighted. A table below displays search results for Case ID 'POS-2022-000157'.

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
POS-2022-000157	Filing of Originating Summons (TAN CHONG HO v SUSAN)	Pending Waiver Approval	25/04/2022		⋮

The screenshot shows the 'Ongoing Filing' search interface with 'POS' entered in the search bar. A table below displays search results for Case IDs starting with 'POS-2022-000293', 'POS-2022-000091', and 'POS-2022-000163'.

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
POS-2022-000293	Filing of Originating Summons (TAN CHONG HO)	Draft	18/10/2022		⋮
POS-2022-000091	Filing of Originating Summons (TAN CHONG HO v RIHANNA)	Pending Acceptance	07/09/2022		⋮
POS-2022-000163	Filing of Originating Summons (TAN CHONG HO v JOLENE)	Pending Waiver Approval	27/04/2022		⋮

View & Actions on Divorce Modules

Completed Filing

- 1 Under **Completed Filing**, you will find a list of forms/ documents which you have filed or submitted, and MCP cases, with any of these status:
 - a) Accepted
 - b) Rejected
 - c) Withdrawn
 - d) MCP case which has a final outcome.

- 2 The list of forms will display this information :
 - a) **Case ID**
 - b) **Form Name**
 - c) **Status**
 - d) **Last Updated Date**
 - e) **Remarks**
 - f) **More Options (Three Dots Menu)**. You can take the same actions from the dashboard, or from the Completed Case list.

The screenshot shows the 'Completed Filing' section of a web application. At the top, there is a search bar labeled 'Search case by Case ID (i.e. OS-XXXX-XXXXX)' with an input field 'Enter Case ID', a 'Search' button, and a 'Divorce E-Services' button. Below the search bar is a dropdown menu with 'Completed Filing' selected and 'Court File' as an option. A table of case records is displayed below the dropdown. The table has columns for Case ID, Form/Appointments, Status, Last Updated Date, Remarks, and More Options. The table contains four rows of data, each with a three-dot menu icon in the 'More Options' column.

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
POS-2022-000198	Filing of Originating Summons (TAN CHONG HO v SPOUSE SPOUSE)	Accepted	19/10/2022		⋮
POS-2022-000365	Filing of Originating Summons (TAN CHONG HO v ZAENAB BINTI MADISON)	Accepted	06/10/2022		⋮
MCP-2022-000507	MCP Case	Refer to Court (Divorce)	03/10/2022		⋮
R-2022-000523	Registration for Marriage Counselling Programme	Accepted	03/10/2022	View Remarks	⋮

View & Actions on Divorce Modules

Completed Filing

- 1 You may search by Case ID if you need to locate a case directly using the Case Number. A minimum of 3 digits/letters is required to search, in order for the system to find a similar case number.

E.g : for Case ID : NOA-2022-000036

If you key in 295 > and click **Search**, the system will search any Case ID that contains 295 in the Completed Filing Folder. This search will show all case/document types, whether Registration for Marriage Counselling Programme, Filing of Originating Summons, Filing of Notice, etc., if it contains 295.

If you key in MCP > and click **Search**, the system will search any Case ID that contains MCP in the Completed Filing Folder.

If you key in R-2022 > and click **Search**, the system will search any Case ID that contains R-2022 in the Completed Filing Folder. This search will also show all Registration for Marriage Counselling Programme (with case ID Prefix **R-**) that was submitted or filed in the year 2022.

Ongoing Filing

Completed Filing **1c**

Court File

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

295 Search Divorce E-Services

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
POS-2022-000295	Filing of Originating Summons	Accepted	01/09/2022		:

Previous 1 Next

Ongoing Filing

Completed Filing

Court File

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

mcp Search Divorce E-Services **1e**

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
MCP-2022-000355	MCP Case	Refer to Court (Divorce)	01/09/2022		:
MCP-2022-000346	MCP Case	Refer to Court (Divorce)	10/08/2022		:
MCP-2022-000238	MCP Case	Refer to Court (Divorce)	09/06/2022		:

1d **1f**

View & Actions on Divorce Modules

Court File

- 1 Under **Court File**, you will find 4 separate folders. Court File contains documents that are issued and/or endorsed by SYC. These are the 4 folders in the Court File :
 - a) **Court Documents**, for all generated and accepted filing of forms which are endorsed by SYC. E.g : Originating Summons Form 6, Case Statement (Form 7 or 8), Form 47 – Notice of Appointment of Solicitor, Form 48 – Notice of Change of Solicitor, Form 10 – Summons, Divorce Certificate or Extract Copy of Divorce Certificate etc.
 - b) **Court Notices**, for notices from SYC. E.g: Notice to Attend Court, Registrar’s Directions.
 - c) **Court Orders**, for issued Court Orders. E.g : Order to Discharge Solicitor, Decree, Order to Extend Validity of Originating Summons, etc
 - d) **Correspondence**, for correspondence from SYC, including outcomes of filed Praecipe (Request).
- 2 You may click on the document hyperlink to download the document.
- 3 Alternatively, for **Court Orders**, you may click on the **three dots** under **More Options**, then click **Download Copy of Order of Court**. Court orders must be paid for, or payment must be waived, before you may download a copy.

Ongoing Case

Completed Case

Court File

Court Documents

Court Notices

Court Orders

Correspondence

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

mcp

Search

Divorce E-Services

Case Type	Case ID	Document Name	File Type and Size	Filed on	More Options
Ongoing	OS-2022-000043	Case Statement (Husband) (Form 7).pdf	PDF	07/04/2022	⋮
Ongoing	OS-2022-000043	Plaintiff's Proposed Parenting Plan (Form 12).pdf	PDF	07/04/2022	⋮
Ongoing	OS-2022-000155	Plaintiff's Proposed Matrimonial Property Plan (Form 15).pdf	PDF	10/08/2022	⋮
Ongoing	OS-2022-000043	Form 36-Acknowledgement of Service.docx	Word docx	07/04/2022	⋮

1

2

Ongoing Case

Completed Case

Court File

Court Documents

Court Notices

Court Orders

Correspondence

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

0017

Search

Divorce E-Services

Case Type	Case ID	Document Name	File Type and Size	Filed on	More Options
Ongoing	ORC-2022-000003	Order for Intervention.pdf	PDF	03/08/2022	⋮

Download Copy of Order of Court

Previous

1

Next

3a

3b

Notifications

Check Notifications

- 1 Click on the **Bell** icon on the dashboard header to view pending notifications.
- 2 You will be directed to the **Notification page** that displays all notifications, both Read and Unread.
- 3 Click on **Unread** tab to view unread notifications only. Unread Notifications are marked with a red dot.
- 4 Click on **Read** tab to view Read notifications only.
- 5 A **red dot** marks unread notifications.
- 6 Click on the **hyperlink** on a Notification.
- 7 The **Notification pop up** will appear and display the contents of the Notification. The Notification will be marked as Read in the Notification Page and the red dot will no longer be shown beside the hyperlink.
- 8 Click on **Close** to close the notification pop-up page.

SYARIAH COURT SINGAPORE

Dashboard Inheritance Divorce Others

NOTIFICATION

All (3) Unread (2) Read (1)

Notifications	Date
● MCP outcome: Divorce	10/08/2022 10:52:41
● MCP: Your appointment is scheduled	10/08/2022 10:51:57
● Pending Approval: Application for Inheritance Certificate (I-2022-000002)	04/07/2022 13:35:23

Accepted Filing of Originating Summons (POS-2022-000105)

Dear ALFRED CHONG BOON HAO,

Your Filing of Originating Summons is accepted. The Case ID of your Originating Summons (OS) is OS-2022-000146. Please use this Case ID.

Appointment for Court session
Your appointment for Mediation is on 18/7/2022 3:00 PM.

Service of the Originating Summons
You must serve the Originating Summons on the Defendant before the appointment (where applicable) and in any event, before the expiry of the validity period of the Originating Summons. This task and the expiry date of the Originating Summons is shown on your dashboard in the SYC Portal. For more information on service of the Originating Summons, you may log in to <https://www.syariahcourt.gov.sg/Divorce/Process-Divorce-Proceedings/Service-of-the-Originating-Summons>.

Should you have any query on the above, please email us at mccy_syariah@mccy.gov.sg or call us at 6354 8371. For details, please log in to <https://eservices.syariahcourt.gov.sg/>.

Thank you.

Syariah Court Singapore
(Please do not reply to this message as it is auto generated.)

Close