



# SYARIAH COURT SINGAPORE

## USER GUIDE FOR SYC PORTAL

### General Navigation

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

### General Navigation



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### General Navigation of E-Services Portal

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#### General Navigation of E-Services Portal for SingPass and SYC Pass Users

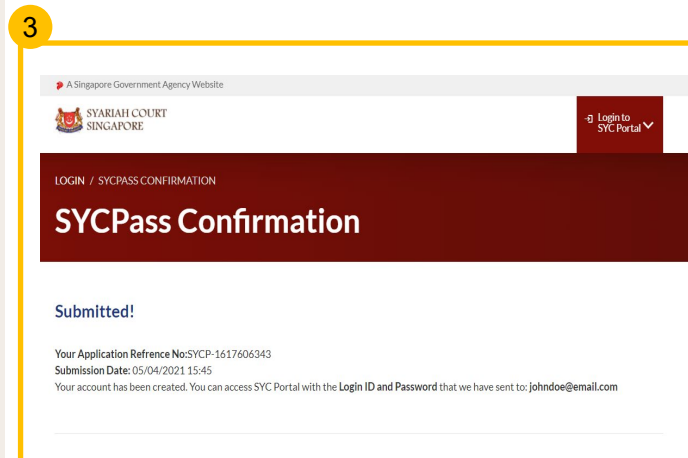
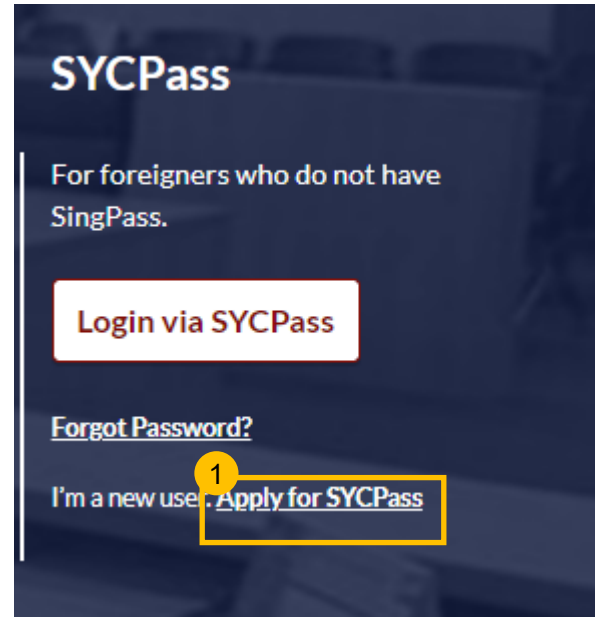
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Apply for SYCPass

# Apply for SYCPass

- 1 To apply for a SYCPass, click **Apply for SYCPass** under the SYCPass section. You will be redirected to the SYCPass application page.
- 2 Fill in the required fields, type the Captcha code and click **Submit**. All fields in the application form are mandatory.
- 3 Upon successful registration, there will be a **SYCPass Confirmation** message with the **Application Reference Number** and **Submission Date**. You may now login to the SYC Portal using the Username and Password that has been sent to the email address provided in your application for SYCPass.



**SYCPass - Reset Password**

# Apply for SYCPass - SYCPass Reset

- 1 When logging in for the first time with SYCPass, you will be prompted to reset your password. The new password must meet all the conditions displayed on the screen.
- 2 Key in your new password at **New Password** and **Confirm Password**.
- 3 Click **Reset Password**.
- 4 Upon clicking **Reset Password**, you will be redirected to your Dashboard for SYC E-Services.

LOGIN / SYCPASS RESET

## SYCPass Reset

- 1 **Password Reset**
  - Your password must meet the following conditions:
  - At least 12 characters; - Contain characters from at least two of the following four categories:
    - at least one Upper case (A - Z);
    - at least one Lower case (a - z);
    - at least one number (0 - 9)
    - at least one special character (! \$, #, %, etc.).
  - Should not be the same as your login ID;
  - Should not be a commonly used or expected password, for example, "password"; "P@ssword"; "Pass123" etc; and
  - Should not be the same as any of the last three generations of passwords

Enter and confirm your new password below to access your account.

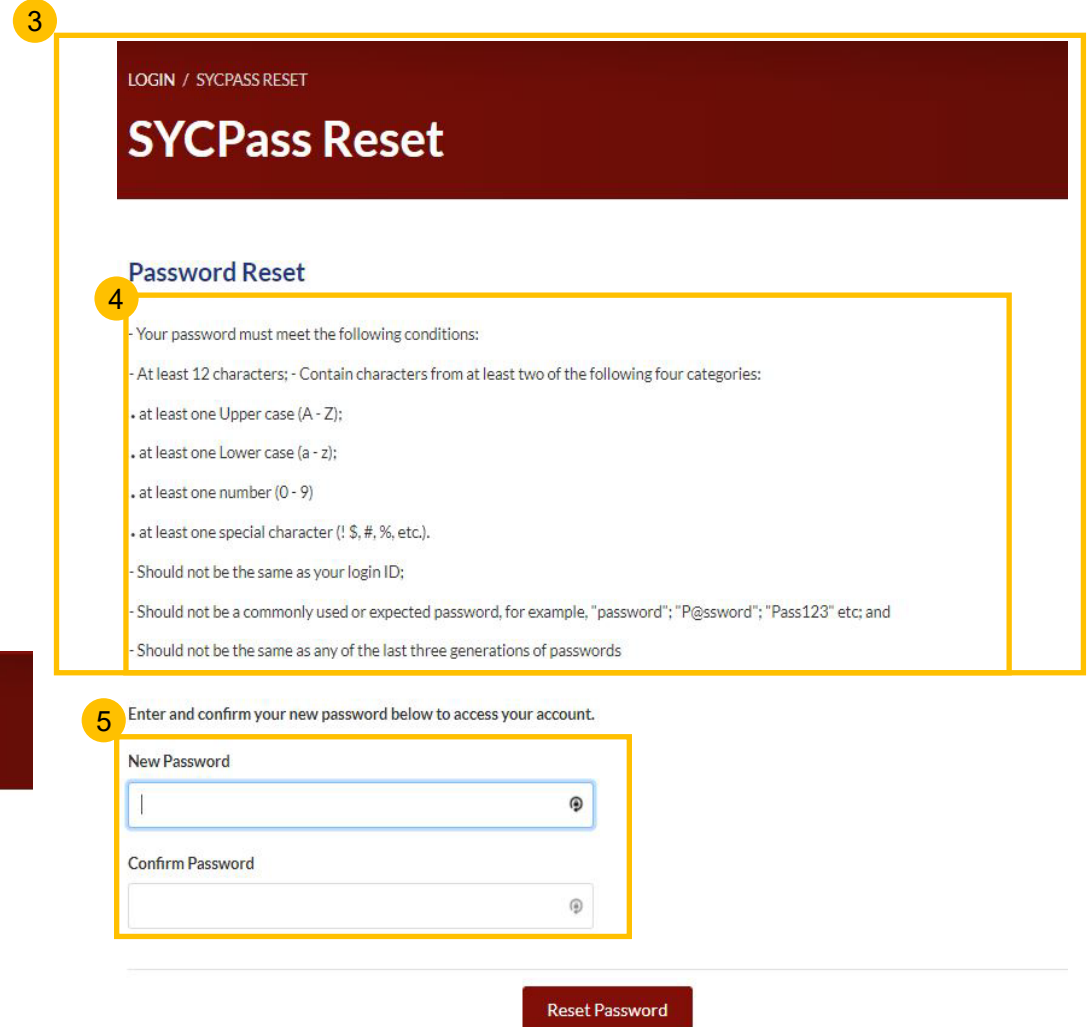
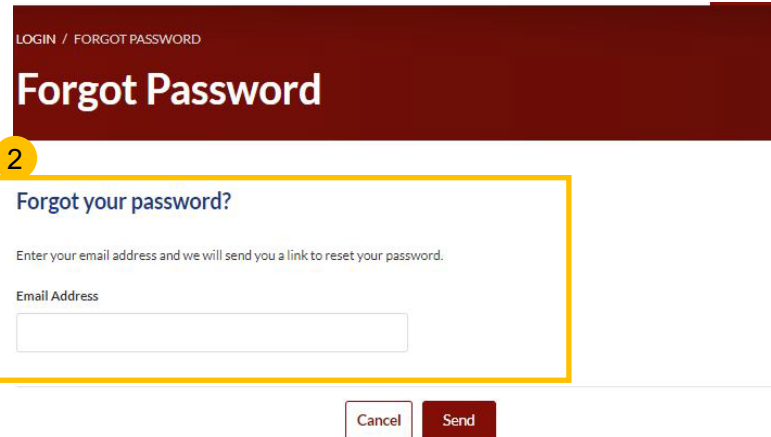
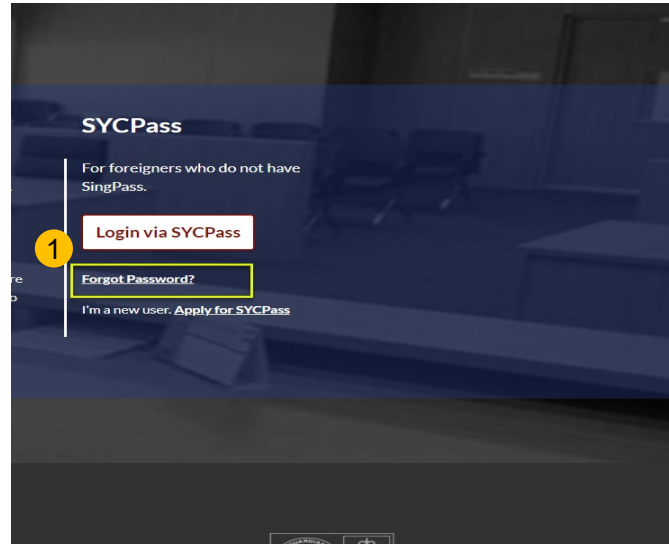
- 2 **New Password**
- Confirm Password**

**Reset Password**

SYCPass - Forgot Password

# SYCPass – Forgot Password

- 1 To reset your password, click **Forgot Password** under the SYCPass section of the login page.
- 2 You will be brought to the **Forgot Password** page. Enter your Email Address and click **Send**. A password reset link will be sent to your email address.
- 3 After clicking on the link in your email, you will be redirected to the **SYCPass Reset** page.
- 4 The new password must meet all the conditions displayed on the screen.
- 5 Key in your **New Password** and retype to **Confirm Password**. Click **Reset Password**.





Update Particulars

# Update Particulars

1 For first time and existing users who wish to make changes to their contact details, you may update your particulars in the SYC Portal.

2 There are two ways to update your particulars.

(a) Click on **Update My Particulars** on your Dashboard.

Or

(b) Click on the downward arrow beside the profile icon, which is next to the bell, at the top-right hand side of any of the pages in the E-Services and select **Update My Particulars**.

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The screenshot displays the SYARIAH COURT SINGAPORE Dashboard. At the top left, the court's logo and name are visible. The main header area is dark red with the text 'DASHBOARD / DASHBOARD' and 'DASHBOARD' in large white letters. In the top right corner, there is a notification bell icon with '11' and a profile icon with a downward arrow. A yellow box labeled '2a' highlights the profile icon. A dropdown menu is open, showing 'Hello Abdul Hassan,' followed by 'Update My Particulars' (with a pencil icon) and 'Logout' (with an arrow icon). A yellow box labeled '2b' highlights the 'Update My Particulars' option in the dropdown. Below the header, the text 'Assalamualaikum!' and 'Welcome Abdul Hassan,' is displayed. A yellow box labeled '1' highlights the 'Update My Particulars' link next to the user's name.

# Update Particulars for users logging in with SingPass

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\*Note: Please note that all fields are mandatory in the Update My Particulars form, unless otherwise stated.

DASHBOARD / UPDATE MY PARTICULARS

## Update My Particulars

1

Full Name (as per ID No.) Nama Penuh (seperti di Kad Pengenalan)	Alias (Optional) Alias (Jika ada)
TAN CHONG HO	SUN CHENG HO JOSHUA
ID Type Jenis ID	ID No. No. Kad Pengenalan.
SG PINK	S9812351B
Citizenship Kerakyatan	Nationality Kewarganegaraan
Singapore Citizen	SINGAPORE CITIZEN
Date of Birth Tarikh Lahir	Gender Jantina
06/10/1988	Male
Race Bangsa	Highest Education Qualification Kelayakan Pendidikan Tertinggi
CHINESE	Please Select..

Residential Address

Location  
Lokasi

Local  Overseas

Postal Code  
Poskod

642698

Residential Address

Location  
Lokasi

Local  Overseas

Postal Code  
Poskod

101092

Blk/House No.  
No. Blok/No. Rumah

Level No.  
No. Aras

Unit No.  
No. Unit

92A Enter Text 192

Street Name  
Nama Jalan

TELOK BLANGAH STREET 31

Building Name (Optional)  
Nama Bangunan (Jika ada)

TELOK BLANGAH PARCVIEW

3 Mailing Address

Same as Residential Address

Contact Details

Handphone  
Telefon bimbit

Singapore(+65) 91743432

Home (Optional)  
Rumah (Jika ada)

Singapore(+65) 84544332

Email Address  
Alamat emel

email@email.com

4

- 1 For users with SingPass login, greyed out fields cannot be updated as the information is pre-populated from MyInfo.
- 2 Enter the Postal Code for the Residential Address and click on **Retrieve Address** to auto-populate the Blk/House No. and Street Name fields. Complete all the other fields.
- 3 If the **Mailing Address** and **Residential Address** are different, slide the slider to left.
- 4 The **Save** button will be enabled when all mandatory fields are completed. Click **Save** to update your particulars. You will then be redirected to your Dashboard.

# Update Particulars for users logging in with SYCPass

\*Note: Please note that all fields are mandatory in the Update My Particulars form, unless otherwise stated.

- 5 For users with SYCPass login, all fields are editable.
- 6 Enter the Postal Code for the Residential Address and click on Retrieve Address to auto-populate the address.
- 7 If the **Mailing Address** and **Residential Address** are different, slide the slider to left.
- 8 Upon filling all the mandatory fields, the **Save** button will be enabled.
- 9 Once the necessary updates are done, click **Save** at the bottom of the form.
- 10 Once the changes have been saved, you will be redirected to your Dashboard.

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DASHBOARD / UPDATE MY PARTICULARS

## Update My Particulars

Full Name (as per ID No.) Nama Penuh (seperti di Kad Pengenalan)	Alias (Optional) Alias (Jika ada)
<input type="text" value="Lim wei jun xavier"/>	<input type="text" value="Type here..."/>
ID Type Jenis ID	ID No. No. Kad Pengenalan.
<input type="text" value="PASSPORT"/>	<input type="text" value="T0125412F"/>
Citizenship Kerakyatan	Nationality Kewarganegaraan
<input type="text" value="Please Select..."/>	<input type="text" value="JAPANESE"/>
Date of Birth Tarikh Lahir	Gender Jantina
<input type="text" value="01/01/1970"/>	<input type="text" value="Male"/>
Race Bangsa	Highest Education Qualification Kelayakan Pendidikan Tertinggi
<input type="text" value=""/>	<input type="text" value="Please Select..."/>

6

### Residential Address

Location  
Lokasi

Local  Overseas

Postal Code  
Poskod

Blk/House No.  
No. Blok/No. Rumah

Level No.  
No. Aras

Unit No.  
No. Unit

Street Name  
Nama Jalan

Building Name (Optional)  
Nama Bangunan (Jika ada)

7

Mailing Address

Same as Residential Address

9

### Contact Details

Handphone  
Telefon bimbit

Home (Optional)  
Rumah (Jika ada)

Email Address  
Alamat emel

# 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) Others

Dashboard 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 actions 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) Book Appointment: to select date and time of an appointment or Court session.
- e) View Appointment: to view details of an appointment or Court session.
- f) Change Appointment: to change an appointment or Court session.

4 Some tasks may have further notes or remarks.

1
DASHBOARD / DASHBOARD

## DASHBOARD

Assalamualaikum!

Welcome TAN MING HENG TERENCE, [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... - 23 items

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Pre-Divorce	<a href="#">R-2022-000347</a>	Registration for MCP	Returned as Incomplete (Please see Remarks in Divorce > Ongoing Case folder)	08/09/2022	⋮
MCP Appointment	<a href="#">MCP-2022-000356</a>	MCP Appointment	Scheduled	17/	<div style="border: 1px solid gray; padding: 2px; text-align: center;">           Edit Withdraw         </div>

# 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 case/application according to 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
<a href="#">MOD-2022-00008</a>	<a href="#">Filing of Memorandum of Defence and accompanying documents</a>	Returned as Incomplete	23/06/2022	<a href="#">View Remarks</a>	<b>9</b>
<a href="#">OS-2022-000157</a>	<a href="#">Filing of Summons (Application to be Joined as an Intervener)</a>	Draft	20/09/2022	<b>6</b>	

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' (highlighted with a yellow box and a yellow circle with the number 1). Below the navigation menu, there is a dark red header with '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' (with a dropdown arrow). 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
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## 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, there is another option 'I want to.. for Case with Originating Summons Number' (highlighted with a yellow box and callout '3b'). To the right of the menu, there is a table of applications. The 'Registration for Marriage Counselling Programme' application is highlighted with a yellow box and callout '5'. The table has two columns: 'Description' and 'Documents Required'. The 'Description' for the highlighted application is 'For an applicant who intends to file a divorce.' and 'Estimated time required: 30 mins'. The 'Documents Required' are listed as 'Singaporean/PR' and include: 'Marriage/Revocation Certificate (front and back page)', 'Children's Birth Certificates', and 'Protection Order/Maintenance Order/Conversion Letter to Islam'. Below this, there is a section for 'Foreigners' with documents: '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 Certificates', 'Protection Order/Maintenance Order/Conversion Letter to Islam', and 'Proof of Habitual Residence in Singapore'. The 'Filing fee' is listed as 'N/A'.

### 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

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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 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) Drafts
  - c) Returned as Incomplete
  - d) Ongoing MCP, (such as: Pending 1<sup>st</sup> Appointment, 1<sup>st</sup> Appointment Scheduled, or Further MCP)
  
- 3 The list of the 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' dashboard with a navigation menu at the top containing 'Dashboard', '1', 'Divorce', and 'Others'. The main header reads 'DASHBOARD / DIVORCE' and 'DIVORCE'. Below this, there are three menu options: 'Ongoing Filing' (highlighted with a yellow box and a '2' in a yellow circle), 'Completed Filing', and 'Court File'. To the right of the menu 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 menu is a table with the following data:

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

A yellow box highlights the table area, and a '3' in a yellow circle is placed to the right of the table.

### 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 is 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 the search results for Case ID 157.

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
<a href="#">POS-2022-000157</a>	<a href="#">Filing of Originating Summons (TAN CHONG HO v SUSAN)</a>	Pending Waiver Approval	25/04/2022		:

The screenshot shows the 'Ongoing Filing' search interface with 'POS' entered in the search bar. The 'Search' button is highlighted. A table below displays the search results for Case ID POS.

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
<a href="#">POS-2022-000293</a>	<a href="#">Filing of Originating Summons (TAN CHONG HO)</a>	Draft	18/10/2022		:
<a href="#">POS-2022-000091</a>	<a href="#">Filing of Originating Summons (TAN CHONG HO v RIHANNA)</a>	Pending Acceptance	07/09/2022		:
<a href="#">POS-2022-000163</a>	<a href="#">Filing of Originating Summons (TAN CHONG HO v JOLENE)</a>	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 which has a final outcome.
  
- 2 The list of the forms will display these information :
  - a) **Case ID**
  - b) **Form Name**
  - c) **Status**
  - d) **Last Updated Date**
  - e) **Remark**
  - f) **More Options (3 dots)**. You can take the same actions from the dashboard, or from the Completed Case list.

Ongoing Filing

Completed Filing

Court File

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

Enter Case ID

Search

Divorce E-Services

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



# 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 3 digits/letters is required to search, in order for the system to find a similar case number.

### E.g : for Case ID : POS-2022-000295

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, 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 submitted or filed in the year 2022.

The screenshot displays the 'Divorce E-Services' search interface. On the left, there are navigation tabs: 'Ongoing Filing', 'Completed Filing' (selected), and 'Court File'. The search area includes a search box with the text '295' and a 'Search' button. A 'Divorce E-Services' button is also present. The search results are displayed in a table with the following columns: Case ID, Form/ Appointments, Status, Last Updated Date, Remarks, and More Options. The first result is highlighted in yellow.

**1a** and **1b** highlight the search input and the search button respectively.

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
<a href="#">POS-2022-000295</a>	<a href="#">Filing of Originating Summons</a>	Accepted	01/09/2022		⋮

**1c** highlights the 'Completed Filing' tab.

**1d** highlights the search input with 'mcp' and the 'Search' button.

**1e** highlights the 'Divorce E-Services' button.

Case ID	Form/ Appointments	Status	Last Updated Date	Remarks	More Options
<a href="#">MCP-2022-000355</a>	<a href="#">MCP Case</a>	Refer to Court (Divorce)	01/09/2022		⋮
<a href="#">MCP-2022-000346</a>	<a href="#">MCP Case</a>	Refer to Court (Divorce)	10/08/2022		⋮
<a href="#">MCP-2022-000238</a>	<a href="#">MCP Case</a>	Refer to Court (Divorce)	09/06/2022		⋮

**1f** highlights the first three rows of the search results table.

# 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 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 OS, etc.
  - d) **Correspondence**, for correspondence from SCY, 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

1 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	<a href="#">OS-2022-000043</a>	<a href="#">Case Statement (Husband) (Form 7).pdf</a>	PDF	07/04/2022	:
Ongoing	<a href="#">OS-2022-000043</a>	<a href="#">Plaintiff's Proposed Parenting Plan (Form 12).pdf</a>	PDF	07/04/2022	:
Ongoing	<a href="#">OS-2022-000155</a>	<a href="#">Plaintiff's Proposed Matrimonial Property Plan (Form 15).pdf</a>	PDF	10/08/2022	:
Ongoing	<a href="#">OS-2022-000043</a>	<a href="#">Form 36-Acknowledgement of Service.docx</a>	Word docx	07/04/2022	:

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

# 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
<a href="#">MCP outcome: Divorce</a>	10/08/2022 10:52:41
<a href="#">MCP: Your appointment is scheduled</a>	10/08/2022 10:51:57
<a href="#">Pending Approval: Application for Inheritance Certificate (I-2022-000002)</a>	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](mailto: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