



# SYARIAH COURT SINGAPORE

## USER GUIDE FOR SYC PORTAL

### Service of Originating Summons

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

Service of Originating Summons



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### Service of Originating Summons

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# Service of Originating Summons

# Service of Originating Summons

The Originating Summons for divorce together with the relevant documents must be served i.e., brought to the Defendant's notice within 12 months from the date of filing of the Originating Summons by the Plaintiff or Plaintiff's Lawyer. Types of Service of Originating Summons :

1. Service of Originating Summons via SYC Portal.
2. Service of Originating Summons via Registered Post.
3. Service of Originating Summons via Personal Service.
4. Service of Originating Summons via Substituted Service (Summons (Application for Substituted Service) and Affidavit required to be filed).

For more details, please refer to :

<https://www.syariahcourt.gov.sg/Divorce/Process-Divorce-Proceedings/Service-of-the-Originating-Summons>

**You are required to select and update the method you have selected via the Service of Originating Summons function.**

# Service of Originating Summons from Dashboard (Selecting method of service)

## Service of Originating Summons – From Dashboard

1 If you have filed the Originating Summons via SYC portal in e-form, you will receive a task on your Dashboard: "Originating Summons Service Bundle" with status Pending Service.

This task will be available for one year in your dashboard after your filing of Originating Summons is accepted. You are required to serve the Originating Summons on the Defendant / Defendant's Lawyer within this period.

2 Click on the **3 dots** under More Options and select **View** to start the update on Service of Originating Summons. Alternatively, you can click on the Case ID hyperlink.

Dashboard 1a ce 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... - 66 items

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Filing of OS	<a href="#">OS-2022-000178</a>	Originating Summons Service Bundle	Pending Service	28/09/2023	⋮
Divorce	<a href="#">OS-2022-000178</a>	<a href="#">Appointment - Mediation</a>	Booked	27/10/20	View

## Service of Originating Summons – From Dashboard

- 3 You will find a bundle (set of documents) of the Originating Summons and accompanying documents. The files in PDF format are generated and endorsed court documents of filed and accepted documents and consist of:
- Originating Summons (Form 6)
  - Case Statement Husband or Wife (Form 7 or 8, depending on the Plaintiff's gender)
  - Agreed Matrimonial Property Plan, or Plaintiff's Proposed Matrimonial Property Plan (Form 13 or 15, if applicable)
  - Agreed Parenting Plan, or Plaintiff Proposed Parenting Plan or (Form 11 or 12, if applicable)

- 4 The next set of files are DOCX (MS. Word) blank documents. These documents are required to be served on the Defendant.

Please download all the files in 3 and 4 (and print if necessary) to serve it to the Defendant.

- 5 To proceed to update Service of Originating Summons, click on the hyperlink [Service of Originating Summons](#). Alternatively, you can click on **Proceed to Divorce E-Services**.

Case ID: OS-2022-000178

Status: Pending Service

Originating Summons valid for service until: 28/09/2023

The Originating Summons service bundle has been generated. The following are the documents you will need to serve on the Defendant before the Originating Summons expires:

1. [Originating Summons \(Form 6\).pdf](#) (PDF)
2. [Case Statement \(Husband\) \(Form 7\).pdf](#) (PDF)
3. [Plaintiff's Proposed Matrimonial Property Plan \(Form 15\).pdf](#) (PDF)
4. [Form 47 - Notice of Appointment of Solicitor.pdf](#) (PDF)
5. [Plaintiff's Proposed Parenting Plan \(Form 12\).pdf](#) (PDF)
6. [Provisional Grant of Aid.pdf](#) (PDF)

7. [Memorandum of Defence \(Wife\)](#) (DOCX)
8. [Defendant's Agreement to Plaintiff's Proposed Parenting Plan](#) (DOCX)
9. [Defendant's Proposed Parenting Plan](#) (DOCX)
10. [Defendant's Agreement to Plaintiff's Proposed Matrimonial Property Plan](#) (DOCX)
11. [Defendant's Proposed Matrimonial Property Plan](#) (DOCX)
12. [Acknowledgement of Service](#) (DOCX)

To serve the Originating Summons on the Defendant, you can go to Divorce E-services: [Service of Originating Summons](#).

[Back to Dashboard](#)

[Proceed to Divorce E-Services](#)

## Service of Originating Summons – From Dashboard

6 You will be directed to **Divorce E-Services > I want to...for Case with Originating Summons > Service of Originating Summons** page. Please read the Description & Documents required.

7 Click on the hyperlink on **Service of Originating Summons** to continue.

8 You will be directed to the Case Access page. Key in the Originating Summons Number. Click on **Submit**.

The screenshot shows a web application interface. At the top left, there is a dropdown menu labeled 'Start a New Case'. Below it, a list of options is shown: 'I want to.. for Case with Originating Summons Number', 'File Court Documents', 'Serve Originating Summons for Divorce', 'File Summons', 'Praecipe (Request)', and 'Submit Registry Request'. The 'Service of Originating Summons' option is highlighted with a yellow box and a yellow circle containing the number 7. To the right of this menu, there is a dark red header bar with the word 'Applications' in white. Below this, a yellow box highlights the 'Service of Originating Summons' section. This section contains a 'Description' and 'Documents Required' area. The description states that the summons and supporting documents must be served within 12 months and lists four methods: Personal Service, Service via registered post, Service via SYC Portal, and Service via Substituted service. A note below the list states that if service is not effected within this time, the validity of the summons will expire. The 'Documents Required' section lists 'Affidavit-in-Support (if filing an application for Substituted Service)'. A yellow circle with the number 6 is positioned to the right of this section.

The screenshot shows a form titled 'Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to serve the Originating Summons via SYC Portal.' Below the text is a form field labeled 'Originating Summons Number \*' with the sub-label 'Nombor Saman Pemula'. The field contains the text 'OS-2022-000178'. To the right of the field is a yellow circle with the number 8a. To the right of the field is a red 'Submit' button, which is highlighted with a yellow box and a yellow circle with the number 8b.

6

## Service of Originating Summons – From Dashboard

- 9 You will find a selection of available options to Serve the Originating Summon, such as :
- a) **Attempt Service via Registered Post**
  - b) **Attempt Service via SYC Portal**
  - c) **File Summons (Application for Substituted Service and Affidavit)**
  - d) **Personal Service Attempt**

For more details on each method of service, please refer to :  
<https://www.syariahcourt.gov.sg/Divorce/Process-Divorce-Proceedings/Service-of-the-Originating-Summons>

### Notes:

Once you have selected a method, **you are unable** to change the method of attempt of service, until 21 days after the date of selection.

Once 21 days has lapsed and you have not taken action on the Task for that method of service, the system will send a new Task for you to provide Originating Summons Status Update on your dashboard, and you will be able to select a new Method of Service.

Originating Summons Number \*

Nombor Saman Pemula

OS-2022-000178

Submit

You may choose one of the following ways to serve the Originating Summons:

### A. Attempt Service via Registered Post

9a

#### Description

Service by registered post means sending the Originating Summons to the Defendant/Respondent by pre-paid registered post.

For Filing of Originating Summons for Divorce/Nullity, you must send the complete set of filed documents, together with the blank Acknowledgement of Service Form and the blank Memorandum of Defence Form, to the Defendant via registered post.

For Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA (Form 6A), you must send the complete set of filed documents, together with the blank Acknowledgement of Service Form to the Respondent via registered post.

Please note that the following must be done for the service to be considered valid:

- The Defendant/Respondent must sign and return the Acknowledgement of Service to you.
- When you have received the signed Acknowledgement of Service Form from the Defendant/Respondent, you must file it with the necessary payments in SYC Portal.

Service fee: N/A

Attempt Service via Registered Post

## Service of Originating Summons – From Dashboard

- 9 (Continued) You will find a selection of available options to serve the Originating Summons, such as :
- a) **Attempt Service via Registered Post**
  - b) **Attempt Service via SYC Portal**
  - c) **File Summons (Application for Substituted Service and Affidavit)**
  - d) **Personal Service Attempt by Court Process Server**

For more details on each method of service, please refer to:  
<https://www.syariahcourt.gov.sg/Divorce/Process-Divorce-Proceedings/Service-of-the-Originating-Summons>

### Notes:

Once you have selected a method, **you are unable** to change the method of attempt of service, until 21 days after the date of selection.

Once 21 days has lapsed and you have not taken action on the Task for that method of service, the system will send a new Task for you to provide Originating Summons Status Update on your dashboard, and you will be able to select a new Method of Service.

<b>B. Attempt Service via SYC Portal</b>	9b	
<p><b>Description</b></p> <p>Service via SYC Portal means sending the Originating Summons to the Defendant/Respondent via SYC Portal. The Defendant/Respondent must have a valid email address and must login to SYC Portal and indicate acceptance of service of Originating Summons.</p> <p>If the Defendant/Respondent fails to accept service of the documents via SYC Portal, you will need to serve the Originating Summons on the Defendant/Respondent by an <a href="#">alternative method</a>.</p> <p>Service fee: \$2 (per document per party)</p> <p><a href="#">Attempt Service via SYC Portal</a></p>		
<b>C. File Summons (Application for Substituted Service)</b>	9c	
<p><b>Description</b></p> <p>Substituted service is an alternative mode of service when personal service or service by registered post cannot be effected. Substituted service can only be done with the Court's permission.</p> <p>If personal service, or service by registered post, of the Originating Summons is unsuccessful or impossible (such as because the Defendant's/Respondent's whereabouts are unknown), the divorce proceedings must be brought to the Defendant's/Respondent's notice by alternative methods such as:</p> <ul style="list-style-type: none"><li>• newspaper advertisement</li><li>• registered post (without the need for Defendant to return the Acknowledgement of Service)</li><li>• electronic mail</li></ul> <p>You may apply to the Court for an order for substituted service. The application is made by filing a summons with a <a href="#">supporting affidavit</a>.</p> <p><b>Important:</b> You should not carry out the substituted service until you have obtained the Order of Court.</p> <p>Service fee: N/A</p> <p><a href="#">File Summons (Application for Substituted Service)</a></p>		
<p><b>As the Defendant/Respondent is in prison, you will need to serve the Originating Summons via Personal Service by Court Process Server:</b></p> <td data-bbox="1684 1025 1753 1089">9d</td>		9d
<p><b>Personal Service Attempt by Court Process Server</b></p> <p><b>Description</b></p> <p>Personal service is one of the ways in which the Originating Summons is served on the Defendant/Respondent. It may only be effected by a process server of the Court.</p> <p>As the Defendant/Respondent is in prison, you may attempt service of the Originating Summons by the Court Process Server. The Court Process Server will make ONE attempt to serve the Originating Summons on the Defendant/Respondent. You will be updated via SYC Portal whether the service was successful. If unsuccessful, you must serve the Originating Summons by an <a href="#">supporting affidavit</a>.</p> <p>Service fee: \$29</p> <p><a href="#">Pay for Personal Service Attempt by Court Process Server</a></p>		

**Service of Originating Summons  
from Divorce E-Services  
(Selecting method of service)**

## Service of Originating Summons – From Divorce E-Services

- 1 To update Service of Originating Summons from Divorce E-Services, navigate to the **Divorce** tab.
- 2 Click on “**Divorce E-Services**”.
- 3 Click on **I want to ..for Case with Originating Summons Number**
- 4 Select **Serve Originating Summons for Divorce**.
- 5 Please read through the Description & Documents Required.
- 6 To continue, click on the hyperlink on **Service of Originating Summons**

The screenshot shows a web interface for Divorce E-Services. At the top, there are navigation tabs: Dashboard, Divorce (highlighted with a yellow box and callout 1), and Others. Below the tabs is a breadcrumb trail: DASHBOARD / DIVORCE. The main header is a dark red bar with the word 'DIVORCE' in white. Below the header, there is a search section with a search bar labeled 'Enter Case ID' and a search button labeled 'Search' (highlighted with a yellow box and callout 2). To the right of the search bar is a button labeled 'Divorce E-Services' (highlighted with a yellow box and callout 2). Below the search section is a table with columns: Case ID, Form/Appointments, Status, Last Updated Date, Remarks, and More Options. Below the table, there is a 'Start a New Case' dropdown menu. The dropdown menu is open, showing several options: 'I want to.. for Case with Originating Summons Number' (highlighted with a yellow box and callout 3), 'File Court Documents', 'Serve Originating Summons for Divorce' (highlighted with a yellow box and callout 4), 'File Summons', 'Praecipe (Request)', and 'Submit Registry Request'. To the right of the dropdown menu, there is a 'Service of Originating Summons' link (highlighted with a yellow box and callout 6). Below the link, there is a 'Description' section and a 'Documents Required' section. The 'Description' section contains text about the requirements for serving the summons and a list of service methods: Personal Service, Service via registered post, Service via SYC Portal, and Service via Substituted service. The 'Documents Required' section contains a list: Affidavit-in-Support (if filing an application for Substituted Service). At the bottom of the 'Description' section, there is a note: 'If service is not effected within this time, the validity of the Originating Summons for service will expire and your case will be closed.' A yellow box highlights the 'Description' and 'Documents Required' sections, with a callout 5 on the right side.

- 7 Key in the Originating Summons Number (minimum 5, maximum 20 digits).
- 8 Click on **Submit** to validate the Originating Summons Number. If you have case access, you will find a selection of available options to serve the Originating Summons. Refer to pages [10 and 11] of this guide for more details.

DIVORCE E-SERVICES / SERVICE OF ORIGINATING SUMMONS / SERVICE OF ORIGINATING SUMMONS

## Service of Originating Summons

Please enter the Originating Summons Number to check the validity of the case and whether you are allowed to serve the Originating Summons via SYC Portal.

Originating Summons Number \*  
Nombor Saman Pemula

OS-2022-000158

7

Submit

8

Back to Divorce E-Services

**Attempt Service via Registered Post**

## Attempt Service via Registered Post

1 If you would like to serve the Originating Summons via Registered Post, navigate to option A. Please read through the description for information on this method of service.

2 To select this method, click on **Attempt Service via Registered Post**.

### A. Attempt Service via Registered Post

1

#### Description

Service by registered post means sending the Originating Summons to the Defendant/Respondent by pre-paid registered post.

For Filing of Originating Summons for Divorce/Nullity, you must send the complete set of filed documents, together with the blank Acknowledgement of Service Form and the blank Memorandum of Defence Form, to the Defendant via registered post.

For Filing of Originating Summons Pursuant to Section 46A(4) of the AMLA (Form 6A), you must send the complete set of filed documents, together with the blank Acknowledgement of Service Form to the Respondent via registered post.

Please note that the following must be done for the service to be considered valid:

- The Defendant/Respondent must sign and return the Acknowledgement of Service to you.
- When you have received the signed Acknowledgement of Service Form from the Defendant/Respondent, you must file it with the necessary payments in SYC Portal.

Service fee: N/A

Attempt Service via Registered Post

2

## Attempt Service via Registered Post

3 Read the checklist and confirm each point by clicking on the checkbox. The **Update** button will only be enabled once you have ticked all the checkboxes.

4 To proceed with the selection, click on **Update**. Alternatively, you can click on **Back to Service of Originating Summons** and will be directed to the Service of Originating Summons page.

Case ID: OS-2022-000178

Status: Draft

3 Please ensure that you have read the following checklist.

- I will send the Originating Summons documents to the Defendant/Respondent via registered post.
- I will be required to file the Acknowledgment of Service signed by the Defendant/Respondent via SYC Portal for the Originating Summons to be effectively served.
- If the Originating Summons is not effectively served on the Defendant/Respondent, I may be required to file a Summons (Application for Substituted Service).

[Back to Service of Originating Summons](#)

**Update**

4

# Attempt Service via Registered Post

5 Once you have clicked **Update** in step no. 4, you will find the completion screen. Click on **Back to Dashboard** to go back to Dashboard.

## Attempt Service via Registered Post

Case ID: OS-2022-000146 Status: Pending Service

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**Submitted!**

Case ID: OS-2022-000146

Submission Date: 29/09/2022 19:03:25  
An acknowledgement has been sent to: myinfotesting@gmail.com

Once the Originating Summons has been served on the Defendant/Respondent, you will be required to upload and submit the Signed Acknowledgement of Service via SYC Portal.

---

[Back to Dashboard](#) 5

# Submit Signed Acknowledgment of Service

6 If you have selected Attempt Service via Registered Post, you are required to send or serve all the documents in the **Originating Summons Service Bundle** (refer to the images for steps 1(a), 3 and 4 in slides 7 and 8 on the Defendant via registered post.

In order for the service to be considered valid, the Defendant must sign and return the Acknowledgement of Service Form to the Plaintiff, and the signed Acknowledgement of Service Form must be filed.

You will find a task on your Dashboard to Submit the Signed Acknowledgement of Service Form .

7 Click on the **3 dots** under More Options and click **View** to file the signed Acknowledgement of Service Form. Alternatively, you can click on the Case ID hyperlink.

The screenshot shows a user interface for a legal portal. At the top, it says "Assalamualaikum!" and "Welcome TAN CHONG HO, [Update My Particulars](#)". Below this is a message: "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... - 67 items" contains a table with the following data:

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Divorce	<a href="#">OS-2022-000178</a>	Submit Signed Acknowledgement of Service	Pending Service	08/11/2022	⋮ View

Yellow boxes highlight the table row and the "View" button. A yellow circle with the number "6" is placed to the left of the table, and another yellow circle with the number "7" is placed over the "View" button.

# Submit Signed Acknowledgment of Service

- 8 Key in the date when the documents were served, under the **Date Documents Served** tab.
- 9 On the **Address Documents Served** tab, specify whether the address is :
  - a) Local, or,
  - b) Overseas
- 10 If you select **Local** address, key in the postal code.
- 11 Click on **Retrieve Address**.
- 12 Verify **Block/House Number, Street Name & Building Name** that will be auto populated.
- 13 Key in **Level No.** and **Unit No.**
- 14 If the address does not have a Level no. or a Unit No. select NO to the question “Does the address contain Level no. and/or Unit no.?”

All fields are mandatory unless otherwise stated.  
You may save the form as draft copy for future completion.

**Date Documents Served**  
Tarikh dokumen diserahkan

8

**Address Documents Served**  
Alamat Dokumen Diserahkan

**Location**  
Lokasi

Local  Overseas 9

**Postal Code**  
Poskod

10

**Retrieve Address** 11

12

**Does the address contain Level no. and/or Unit no.?**  
Adakah alamat mengandungi nombor aras (tingkat) dan/atau nombor unit?

Yes  No 14

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

12

**Level No.**  
No. Aras

13

**Unit No.**  
No. Unit

13

**Street Name**  
Nama Jalan

ALEXANDRA ROAD

**Building Name (Optional)**  
Nama Bangunan (Jika ada)

Enter Text

**Please upload the Signed Acknowledgement of Service**  
Sila muat naik 'Acknowledgement of Service' yang telah ditandatangani

Drag and drop your document here

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

# Submit Signed Acknowledgment of Service

- 15 If you select **Overseas** Address, select the **Country** from the dropdown list.
- 16 Key in the Address.
- 17 Key in the Postal Code.

All fields are mandatory unless otherwise stated.  
You may save the form as draft copy for future completion.

**Date Documents Served**  
Tanggal dokumen diserahkan

01/11/2022

**Address Documents Served**  
Alamat Dokumen Diserahkan **15a**

**Location**  
Lokasi

Local  Overseas

**Country**  
Negara

UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRE **15b**

**Address**  
Alamat

Fullham Road SW 6 1HS **16**

**Postal Code**  
Poskod

615177 **17**

# Submit Signed Acknowledgment of Service

- 18 To upload the signed Acknowledgement of Service Form, click on the **Choose File** button and upload the form in PDF format.
- 19 Once all fields are keyed in, and the Acknowledgement of Service Form is uploaded, the **Preview** button will be enabled. Click on **Preview** to view the Form in non-editable format before submission.
- 20 In the **Preview Mode**, verify all the keyed-in information & uploaded file.
- 21 Click **Submit** to continue.
- 22 Alternatively, click on **Back to Edit** to revert to edit mode.

Please upload the Signed Acknowledgement of Service  
Sila muat naik 'Acknowledgement of Service' yang telah ditandatangani

Drag and drop your document here 18 Choose File

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

[PowerShell\\_Commands\\_To\\_Fix\\_NCSMCCYNet\\_Azuer\\_VPN\\_Slowness\\_Issue \(004\).pdf](#)

Type of Document  
Jenis Dokumen  
Acknowledgement of Service

Back to Dashboard Save as Draft Preview 19

20

Street Name  
Nama Jalan  
ALEXANDRA ROAD

Building Name (Optional)  
Nama Bangunan (Jika ada)

[PowerShell\\_Commands\\_To\\_Fix\\_NCSMCCYNet\\_Azuer\\_VPN\\_Slowness\\_Issue \(004\).pdf](#)

File Description  
Acknowledgement of Service

23 Back to Edit Submit 21

# Submit Signed Acknowledgment of Service

24 On the **Declare** section, read and confirm the declaration by clicking on the checkbox.

25 Click on **Make Payment** to continue.

DIVORCE E-SERVICES / SERVICE OF ORIGINATING SUMMONS / SIGNED ACKNOWLEDGEMENT OF SERVICE

## Signed Acknowledgement of Service

Case ID: OS-2022-000178 Status: Pending Service

✓ Acknowledgement of Service — ✓ Preview — 3 Declare — 4 Submit & Make Payment — 5 Complete

I declare that the information provided in this form is true and correct. 24

---

[Back to Preview](#) [Make Payment](#) 25

Make Payment

## Payment - PayNow

- 1 On the payment page, verify the breakdown of filing fees and the total amount.
- 2 Select Payment Mode. The default selection is PayNow.
- 3 Scan the QR code, proceed to pay by your PayNow mobile app.
- 4 Click on **Verify Payment**.

Payment Advice Number  
Nombor Yuran Pembayaran  
PM-2022-000908

**Breakdown of Fees**  
Butiran Yuran

- Filing fee for for Acknowledgement of Service: \$12

Payment Amount (SGD)  
Jumlah Pembayaran (SGD)  
\$12

Payment Mode  
Cara Pembayaran

PayNow    eNETS / Credit Card    Request for Fee Waiver



1. Please check that the recipient is Ministry of Culture, Community & Youth.  
2. Ensure that your internet banking account is linked to Paynow.  
3. PayNow participating banks: DBS/POSB, UOB, OCBC, Citibank, HSBC, Maybank, Standard Chartered, BOC and ICBC.

[Back to Declaration](#)   [Verify Payment](#)

## Payment – E-Nets/Credit Card

- 5 On the payment page, verify the breakdown of items, fees and total amount.
- 6 Select E-Nets/Credit Card as the payment mode.
- 7 Key in your card details such as Name on Card, Number, CVV/CVV2, card expiry date & optional email address.
- 8 Click on **Submit**. Perform 2FA authorisation to pay on your mobile app/-SMS/email if required.
- 9 Or click **Cancel** to cancel the payment.

**Payment Advice Number**  
Nombor Yuran Pembayaran  
PM-2022-000908

**Breakdown of Fees**  
Butiran Yuran  
· Filing fee for for Acknowledgement of Service: \$12

**Payment Amount (SGD)**  
Jumlah Pembayaran (SGD)  
\$12

**Payment Mode**  
Cara Pembayaran

**6**  eNETS / Credit Card  Request for Fee Waiver

**Payment Methods**



Name on Card

Card Number

CVV/CVV2

Expiry Date

Email (Optional)

**8**   **9** **7**

## Request Fee Waiver

- 10 On the payment page, verify the breakdown of items, fees and total amount.
- 11 If you are a SingPass user, you will be able to select **Request Fee Waiver**.
- 12 Once you have selected Request Fee Waiver, provide the **Reason for fee waiver request**.
- 13 You will be required to upload the supporting documents, for example, your Financial Assistance Letter. Click on the **Choose File** button and upload the document.
- 14 Click on **Submit Request for Fee Waiver** to submit the request.

Payment Advice Number  
Nombor Yuran Pembayaran  
PM-2022-000908

**Breakdown of Fees**  
Butiran Yuran

• Filing fee for for Acknowledgement of Service: \$12

**Payment Amount (SGD)**  
Jumlah Pembayaran (SGD)  
\$12

**Payment Mode**  
Cara Pembayaran

PayNow  eNETS / Credit Card  Request for Fee Waiver

**Reason for request for fee waiver** ⓘ  
Sebab bagi permohonan pengenejian yuran

Poverty

Please upload the SSO (Social Office) Financial Assistance Letter  
Sila muat naik surat bantuan kewangan Pejabat Khidmat Sosial (SSO)

Drag and drop your document here

Choose File

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

Submit Request for Fee Waiver

# Service of Originating Summons – Make Payment

## Complete

- 15 Completion screen. You can click **Save as PDF** to save the acknowledgement of filing in PDF format.
- 16 Or you can click **Back to Dashboard** and will be redirected back to the dashboard.

Case ID: POS-2022-000389 Status: Pending Waiver Approval

✓ Filing of Originating Summons — Agreement — ✓ Make Payment — 4 Complete

**Submitted!**

Case ID: POS-2022-000389  
Your Payment Advice Number: PM-2022-000901  
Payment Status: Pending Waiver Approval  
An acknowledgement with a copy of submission has been sent to: [yijie.ng1@ncs.com.sg](mailto:yijie.ng1@ncs.com.sg).

Your case/application will be processed within 3 working days. You will be informed if your fee waiver request has been approved or rejected before the Originating Summons is processed.

---

15 Save as PDF Back to Dashboard 16

**Attempt Service via SYC Portal**

## Attempt Service via SYC Portal - Plaintiff

- 1 If you choose to serve the Originating Summons via the SYC Portal, navigate to the Option B. Please read the description.
- 2 To select this method, click on **Attempt Service via SYC Portal**.
- 3 You will be directed to the Important Notes. Please read through the Important Notes.
- 4 You will need to tick that that you have read and agree to the **Privacy Statement** and **Term of Use** before the **Agree and Proceed** button is enabled
- 5 Click on **Agree and Proceed** to continue.

### B. Attempt Service via SYC Portal

1

#### Description

Service via SYC Portal means sending the Originating Summons to the Defendant/Respondent via SYC Portal. The Defendant/Respondent must have a valid email address and must login to SYC Portal and indicate acceptance of service of Originating Summons.

If the Defendant/Respondent fails to accept service of the documents via SYC Portal, you will need to serve the Originating Summons on the Defendant/Respondent by an [alternative method](#) 

Service fee: N/A

**Attempt Service via SYC Portal**

2

### Important Notes

3

1. This service will take you approximately 10 minutes to complete.
2. The service fee for attempting service via SYC Portal is \$2 per document per party.
3. The complete set of filed documents, together with the blank forms will be sent to the Defendant/Respondent via SYC Portal.
4. The Defendant/Respondent will be notified via the email address in our records, which will be shown in the Preview page of this submission. If this is not the Defendant/Respondent's email address or is not a valid email address, please serve the documents via an alternative method of service.
5. If the Originating Summons is not effectively served via SYC Portal on the Defendant/Respondent, you may be required to file an application for substituted service and obtain a Court order allowing the substituted service. Service must then be effected in accordance with the Court order.

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

4

**Agree and Proceed**

5

## Attempt Service via SYC Portal - Plaintiff

- 6 You will find a list of the documents in the Originating Summons Service Bundle.
- 7 Choose the party on whom the documents will need to be served by selecting the checkbox.
- 8 Verify the Defendant/Defendant Solicitor's Details.
- 9 Click on **Preview** to view the information in non-editable format before submission.

5. [Defendant's Proposed Parenting Plan](#) (DOCX) 6

6. [Defendant's Agreement to Plaintiff's Proposed Matrimonial Property Plan](#) (DOCX)

7. [Defendant's Proposed Matrimonial Property Plan](#) (DOCX)

8. [Acknowledgement of Service](#) (DOCX)

Documents will need to be served on  
Dokumen perlu diserahkan kepada

Defendant/Defendant's Solicitor 7

No. of Party(s) to be served: 1

**Defendant/Defendant's Solicitor**

Full Name (As per ID) Nama Penuh (seperti di Kad Pengenalan)	Alias (Optional) Alias (Jika ada)	<span>8</span>
VIVEK GARRETT		
ID Type Jenis Pengenalan	ID No. Nombor Kad Pengenalan	
FIN	F1612347K	
Email Address Alamat emel		
Vivek@123gmail.com		

[Back to Service of Originating Summons](#) [Save as Draft](#) [Preview](#) 9

## Attempt Service via SYC Portal - Plaintiff

- 10 Verify the form in Preview Mode.
- 11 If there are changes to be made in the preview page, click on **Back to Edit**
- 12 If there are no changes to be made, click on **Submit**.

Defendant/ Defendant's Solicitor  
Yes

No. of Party(s) to be served: 1

**Defendant / Defendant's Solicitor**

Full Name (As per ID) Nama Penuh (seperti di Kad Pengenalan)	Alias (Optional) Alias (Jika ada)
VIVEK GARRETT	
ID Type Jenis Pengenalan	ID No. Nombor Kad Pengenalan
FIN	F1612347K
Email Address Alamat emel	
Vivek@123gmail.com	

[Back to Service of Originating Summons](#) [Back to Edit](#) [Submit](#)

11

12

## Attempt Service via SYC Portal - Plaintiff

13 In the **Declare** section, select the checkbox to make the declaration.

14 Click on **Make Payment** to continue. Please refer to pages 24 to 28 on how to Make Payment.

Case ID: OS-2022-000060 Status: Draft

Defendant's/ Respondent's Details  Preview  **3** Declare  **4** Make Payment  **5** Complete

I declare that the information provided in this form is true and correct. **13**

---

[Back to Preview](#) [Make Payment](#) **14**

# Defendant's View & Action (Service via SYC Portal)

## Attempt Service via SYC Portal – Defendant’s View

- 1 If Attempt Service via SYC Portal is selected by the Plaintiff/ Plaintiff’s lawyer, once the Defendant logs in to SYC Portal, the Defendant will receive a Dashboard task to **Accept Service of Documents via SYC Portal**. Click on the hyperlink of the **Case ID** for that task.
- 2 At the declaration page, tick the checkbox to accept service of the documents via SYC Portal and the **Submit** button will be enabled.
- 3 Click on **Submit**.

Assalamualaikum!

Welcome Applicant, [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... - 5 items

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Divorce	<a href="#">OS-2022-000060</a>	Accept Service of Documents via SYC Portal	Accepted	08/2022	⋮
Divorce	<a href="#">OS-2022-000083</a>	<a href="#">Appointment - Mediation</a>	Booked	13/05/2022	⋮

Case ID: OS-2022-000060 Status: Pending Action

I agree to accept service of all documents in this Originating Summons via SYC Portal.

## Attempt Service via SYC Portal – Defendant’s View

- 4 The submission page will be displayed.  
Click on **Back to Dashboard**, to return to the Dashboard.
- 5 The Originating Summons Service bundle will be available to the Defendant in the **Court File > Court Documents** folder.

Case ID: OS-2022-000060 Status: Served

---

**Submitted!**

Case ID: OS-2022-000060  
 Submission Date: 05/08/2022 19:20:55  
 An acknowledgement has been sent to: lemuel\_ho@mccy.gov.sg

Once the Originating Summons has been served on the Defendant/Respondent, you will be required to upload and submit the Signed Acknowledgement of Service via SYC Portal.

---

Back to Dashboard
4

Dashboard Inheritance **Divorce**

# DIVORCE

Ongoing Filing  
 Completed Filing  
 Court File ^

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

Case Type	Case ID	Document Name	File Type and Size	Filed on	More Options
Ongoing	<a href="#">OS-2022-000380</a>	<a href="#">Case Statement (Wife) (Form 8).pdf</a>	PDF	24/11/2022	⋮
Ongoing	<a href="#">OS-2022-000380</a>	<a href="#">Agreed Parenting Plan (Form 11).pdf</a>	PDF	24/11/2022	⋮
Ongoing	<a href="#">OS-2022-000380</a>	<a href="#">Agreed Matrimonial Property Plan (Form 13).pdf</a>	PDF	24/11/2022	⋮
Ongoing	<a href="#">OS-2022-000380</a>	<a href="#">Originating Summons (Form 6).pdf</a>	PDF	24/11/2022	⋮

5

**File Summons  
(Application for Substituted Service)**

# Filing of Summons (Application for Substituted Service) & Affidavit

- 1 If you choose to serve the Originating Summons by filing a Summons (Application for Substituted Service), navigate to Option C and click on **File Summons (Application for Substituted Service)**.
- 2 Please read through the description for information on this mode of service.
- 3 Once you click on **File Summons (Application for Substituted Service)**, you will be directed to the Important Notes. Please read through the Important Notes
- 4 Select the checkbox to confirm that you have read and agree to the **Privacy Statement** and **Term of Use**.
- 5 The **Agree and Proceed** button will only be enabled thereafter.  
Click on **Agree and Proceed** to continue.

### C. File Summons (Application for Substituted Service) 1

**Description**

Substituted service is an alternative mode of service when personal service or service by registered post cannot be effected. Substituted service can only be done with the Court's permission.

If personal service, or service by registered post, of the Originating Summons is unsuccessful or impossible (such as because the Defendant's/Respondent's whereabouts are unknown), the divorce proceedings must be brought to the Defendant's/Respondent's notice by alternative methods such as:

- newspaper advertisement
- registered post (without the need for Defendant to return the Acknowledgement of Service)
- electronic mail

You may apply to the Court for an order for substituted service. The application is made by filing a summons with a [supporting affidavit](#)?

Important: You should not carry out the substituted service until you have obtained the Order of Court.

Service fee: N/A

**File Summons (Application for Substituted Service) 2**

### Important Notes 3

1. This service will take you approximately 30 minutes to complete.
2. The filing fee for Summons (Application for Substituted Service) is \$16; and for each Affidavit-in Support is \$12.
3. You will know the outcome of your application after 3 working days. If your application is granted, you will then have to serve the Originating Summons according to the method stated in the Order of Court.
4. You may find out more about [Service of Originating Summons by Substituted Service](#)?

Important: You should not carry out the substituted service until you have obtained the Order of Court.

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

[Back to Service of Originating Summons](#) [Agree and Proceed](#) 5

# Filing of Summons (Application for Substituted Service) & Affidavit

[Return to Contents](#)

- 6 The initial Status of the filing will be **Draft**.
- 7 On the header you will find a navigation bar to guide you on the steps to completing the Filing of Summons (Application for Substituted Service), which are:
  - a) **Summons & Affidavit**
  - b) **Make Payment**
  - c) **Complete**
- 8 In the main Filing of Summons (Application for Substituted Service) page, the following sections must be completed:
  - a) **Summons (Application for Substituted Service)**
  - b) **Affidavit-in-Support**

Case ID: OS-2022-000295

6

Status: Draft

1 Summons & Affidavit

2 Make Payment

3 Complete

7

## 1. Summons (Application for substituted service)

8a

### Description

To file an application for substituted service.  
Estimated time required: 15 mins  
Filing fee: \$16

### Documents Required

- N/A

[Proceed to Summons \(Application for Substituted Service\)](#)

## 2. Affidavit-in-Support

8b

### Description

To file the Affidavit-in-Support  
Estimated time required: 10 mins  
Filing fee per document: \$12

### Documents Required

- Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.

[Proceed to Affidavit-in-Support](#)

# Filing of Summons (Application for Substituted Service) & Affidavit

9 For each section, you will find a flag to indicate whether the section is Completed (Green) / Incomplete (Yellow)

 2. Affidavit-in-Support

 2. Affidavit-in-Support

10 You can only click **Submit** to proceed to payment and to submit the filing once all the mandatory sections have been marked as Completed (Green).

11 Alternatively, you can click **Back** and will be directed to the Divorce > Ongoing Filing section.

 1. Summons (Application for substituted service)	 9a
<b>Description</b> To file an application for substituted service. Estimated time required: 15 mins Filing fee: \$16	<b>Documents Required</b> <ul style="list-style-type: none"><li>N/A</li></ul>
<a href="#">View Summons (Application for Substituted Service)</a>	
 2. Affidavit-in-Support	 9b
<b>Description</b> To file the Affidavit-in-Support Estimated time required: 10 mins Filing fee per document: \$12	<b>Documents Required</b> <ul style="list-style-type: none"><li>Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.</li></ul>
<a href="#">View Affidavit-in-Support</a>	

 [Back](#) [Submit](#) 

# Filing of Summons (Application for Substituted Service) & Affidavit

## Section 1 Summons (Application for Substituted Service)

- 12 Click on **Proceed to Summons (Application for Substituted Service)** to start filing the Summons.
- 13 You will be directed to the **Important Notes** page. Please read through the Important Notes.
- 14 Select the checkbox to confirm you have read and agree to the Privacy Statement and Terms of Use. Once you have done so, the **Agree-and Proceed** button will be enabled.
- 15 Click on **Agree and Proceed** to continue.
- 16 Alternatively, you can click on **Back to Filing of Summons (Application for Substituted Service)** and will be redirected back to the previous filing page.

1 1. Summons (Application for substituted service)

Description	Documents Required
To file an application for substituted service. Estimated time required: 15 mins Filing fee: \$16	<ul style="list-style-type: none"><li>N/A</li></ul>

**Proceed to Summons (Application for Substituted Service)** 12

13

### Important Notes

- This service will take you approximately 15 minutes to complete.
- The filing fee for Summons (Application for Substituted Service) is \$16.
- You will know the outcome of your application after 3 working days. If your application is granted, you will then have to serve the Originating Summons according to the method stated in the Order of Court.
- You may find out more about [Service of Originating Summons by Substituted Service](#)

Important: You should not carry out the substituted service until you have obtained the Order of Court.

I have read and agree to the [Privacy Statement](#) and [Terms of Use](#) 14

16 **Back to Filing of Summons (Application for Substituted Service)** **Agree and Proceed** 15

# Filing of Summons (Application for Substituted Service) & Affidavit

## Section 1 Summons (Application for Substituted Service)

- 17 Choose the party on whom the documents will need to be served by selecting the checkbox
- 18 Select the documents to be served. By default, the system will populate generated and endorsed court documents of filed and accepted documents from the Originating Summons Service Bundle.
- 19 If you need to serve any additional document, tick on Others, and-specify the additional document to be served.

Case ID: OS-2022-000285 Status: Incomplete

1 Summons ————— 2 Preview ————— 3 Declare & Save

- All fields are mandatory unless otherwise stated.  
- You may save the form as draft copy for future completion.

**Documents will need to be served on \***  
Dokumen perlu diserahkan kepada

Defendant 17

**Documents to be served \***  
Dokumen yang harus diserahkan

[Case Statement \(Wife\)\(Form 8\).pdf](#) (pdf, 16 KB)  [Acknowledgement of Service](#) (DOCX) KB 18

[Originating Summons \(Form 6\).pdf](#) (pdf, 16 KB)

[Memorandum of Defence \(Husband\)](#) (DOCX)

Others; please specify

Consent Letter 19

# Filing of Summons (Application for Substituted Service) & Affidavit

## Section 1 Summons (Application for Substituted Service)

- 20 Select whether you would like to use **Standard Orders** by clicking on (YES/NO).
- 21 If you are using the standard orders (option YES), **Order #1** will be shown with a selection of methods of service of the documents:
  - a) By inserting an advertisement
  - b) By sending copies of the documents via registered post
  - c) By sending an electronic copy of the documents via email

For option NO to using standard orders, please refer to slide 52.

- 22 **Order #2** will be auto populated and non-editable.

- 23 If you need to add an additional order, click on **Add Order**.

- 24 If you need to remove the additional order, click on **Remove Order**.

20

Do you want to use the standard orders? \* ⓘ  
Adakah anda ingin menggunakan perintah mahkamah yang biasa dikeluarkan?

Yes  No

Let all parties concerned appear before the Registrar or President on a date and time to be assigned, for the hearing of an application for the following orders:

**Order #1**

How will the documents be served? \*  
Bagaimanakah dokumen akan diserahkan?

By inserting an advertisement

By sending copies of the documents via registered post

By sending an electronic copy of the documents via email

**Order #2**

Such service shall be deemed good and sufficient service of the Originating Summons on the Defendant/Respondent.

**Add Order**

21

22

23

**Order #3**

Normal | B | I | U | S | " | < | | x<sub>2</sub> | x<sup>2</sup> | | | | A | Sans Serif |

*ix*

Additional Order|

**Remove Order**

24

# Filing of Summons (Application for Substituted Service) & Affidavit

## Section 1 Summons (Application for Substituted Service)

- 25 If you select the method of service as **By inserting an advertisement**, you will need to do the following :
- 26 Key in Name of Publication (the Name of Newspaper that the advertisement will be published in)
- 27 Select the Country of Publication
- 28 Specify the Circulation (city of publication)
- 29 If you wish to insert more than one advertisement, click on **Add Publication** button, and repeat step nos. 26 to 28 above.

**Order #1**

How will the documents be served? \*  
Bagaimanakah dokumen akan diserahkan?

By inserting an advertisement 25

**Publication #1**

**Name of Publication \***  
Nama Penerbitan

26

**Country of Publication \***  
Negara Penerbitan

27

**Circulation \* ⓘ**  
Sirkulasi

28

29

# Filing of Summons (Application for Substituted Service) & Affidavit

## Section 1 Summons (Application for Substituted Service)

- 30 If you select the method of service as **By sending copies of the documents via registered post**, you will need to do the following:
- 31 Specify whether the for service is **Local** or **Overseas**.
- 32 If you select **Local** address, key in the postal code, and click on **Retrieve Address**.
- 33
- 34 Verify the auto populated Block No., Street Name & Building Name.
- 35 Key in Level No & Unit No.
- 36 If the address does not have level & unit no., answer this question: **Does the address contain Level No. and/or Unit No.** (YES/NO) as NO.

By sending copies of the documents via registered post 30

Address to serve documents \*  
Alamat bagi penyerahan dokumen

Local  Overseas 31

Postal Code \*  
Poskod

119960 32 Retrieve Address 33

Does the address contain Level no. and/or Unit no.? \*  
Adakah alamat mendasungi nombor aras (tingkat) dan/atau nombor unit?

Yes  No 36

<b>Blk/House No. *</b> No. blok/rumah	<b>Level No. *</b> No. Aras	<b>Unit No. *</b> No. Unit.
450	12	11 <span style="float: right;">35</span>

**Street Name \***  
Nama Jalan

ALEXANDRA ROAD

**Building Name (Optional)**  
Nama Bangunan (Jika ada)

ALEXANDRA ROAD

34

# Filing of Summons (Application for Substituted Service) & Affidavit

## Section 1 Summons (Application for Substituted Service)

- 37 If you select the method of service as **By sending electronic copy of the documents via email**, you will need to do the following:
- 38 Key in the Defendant's email address.
- 39 Once you have selected the method of service and completed the fields required, the **Preview** button will be enabled, for you to verify all information in non-editable format.
- 40 Alternatively, you can click **Save as Draft** to save the Summons as a draft, or click **Back to Filing of Summons (Application for Substituted Service)** and will be redirected to the previous filing page.

By sending an electronic copy of the documents via email 37

Email Address to serve documents \*  
Alamat emel bagi penyerahan dokumen

defendantemailaddress@email.com| 38

40 39

[Back to Filing of Summons \(Application for Substituted Service\)](#) [Save as Draft](#) [Preview](#)

# Filing of Summons (Application for Substituted Service) & Affidavit

## Section 1 Summons (Application for Substituted Service)

- 41 If you select "No" to using the **Standard Orders**, follow the steps below.
- 42 Key in the orders you are applying for in the text box.
- 43 Once you have keyed in the orders, the **Preview** button will be enabled for you to verify all information in non-editable format.
- 44 Alternatively, you can click **Save as Draft** to save the Summons as a draft or click on **Back to Filing of Summons (Application for Substituted Service)** and will be redirected to the previous filing page.

Do you want to use the standard orders? \* 

Adakah anda ingin menggunakan perintah mahkamah yang biasa dikeluarkan?

Yes  No 41

Let all parties concerned appear before the Registrar or President on a date and time to be assigned, for the hearing of an application for the following orders:

Normal B I U Quote List x<sub>2</sub> x<sup>2</sup> Align Font Color Background Color Sans Serif List Link

Non Standard Order Here 42

---

44

Back to Filing of Summons (Application for Substituted Service)Save as DraftPreview

43

# Filing of Summons (Application for Substituted Service) & Affidavit

## Section 1 Summons (Application for Substituted Service)

- 45 In the preview mode, verify all the information in non-editable format.
- 46 Once you have verified the information, click on **Complete** to complete the Summons.
- 47 Alternatively, you can click **Save as Draft** to save the Summons as a draft or you can click on **Back to Edit** to update or amend the Summons.

Documents will need to be served on  
Dokumen perlu diserahkan kepada

Yes

Documents to be served  
Dokumen yang harus diserahkan

- [Case Statement \(Wife\)\(Form 8\).pdf](#) (pdf, 16 KB)
- [Memorandum of Defence \(Husband\)](#) (DOCX)
- [Acknowledgement of Service](#) (DOCX)
- Others; please specify  
Consent Letter

Do you want to use the standard orders? ⓘ  
Adakah anda ingin menggunakan perintah mahkamah yang biasa dikeluarkan?

Yes

Let all parties concerned appear before the Registrar or President on a date and time to be assigned, for the hearing of an application for the following orders:

**Order #1**

How will the documents be served?  
Bagaimanakah dokumen akan diserahkan?

- By inserting an advertisement

**Publication #1**

Name of Publication  
Nama Penerbitan  
New York Times

45

47      Back to Edit   Save as Draft   Complete      46

# Filing of Summons (Application for Substituted Service) & Affidavit

## Section 1 Summons (Application for Substituted Service)

- 48 On clicking Complete, you will be directed to the Declaration section. Select the checkbox to make the declaration.
- 49 Click **Complete & Back to Filing of Summons (Application for Substituted Service)** to confirm completion of the Summons.
- 50 Alternatively, you can click on **Back to Preview** to go back to the preview mode of the Summons.
- 51 Once you have clicked **Complete & Back to Filing of Summons (Application for Substituted Service)**, the system will mark this section as Completed (Green) and you will be redirected back to the main Filing of Summons (Application for Substituted Service) page.  
  
On the main Filing of Summons (Application for Substituted Service) page, you will find the section for the Summons (Application for Substituted Service) marked as Green (Completed).
- 52 If you click the button **Edit/View Summons (Application for Substituted Service)**, this section will revert to Yellow (Incomplete). You must complete the section up to step 51 to mark this section as Completed.

# Summons (Application for Substituted Service)

Case ID: OS-2022-000285 Status: Incomplete

Summons Preview 3 Declare & Save

I declare that the information provided in this form is true and correct.

---

50 Back to Preview Complete and Back to Filing of Summons (Application for Substituted Service) 49

48

✓	<b>1. Summons (Application for substituted service)</b>	51
<b>Description</b>	<b>Documents Required</b>	
To file an application for substituted service.	• N/A	
Estimated time required: 15 mins		
Filing fee: \$16		
<b>Edit/View Summons (Application for Substituted Service)</b>		52

# Filing of Summons (Application for Substituted Service) & Affidavit

## Section 2 Affidavit-in-Support

- 53 To proceed with filing the Affidavit In Support, click on the button **Proceed to Summons Affidavit-in-Support**
- 54 You will be directed to the **Important Notes** page. Please read through the Important notes and select the checkboxes to confirm the **Pre-Requisites**.
- 55 Select the checkbox to confirm that you have read and agree to the **Privacy Statement** and **Term of Use**. The **Agree and Proceed** button will only be enabled once you have done so.
- 56 Click on **Agree and Proceed** to continue.
- 57 Alternatively, you can click on **Back to Filing of Summons (Application for Substituted Service)** and will be redirected back to the main filing page.

**2. Affidavit-in-Support**

Description	Documents Required
To file the Affidavit-in-Support Estimated time required: 10 mins Filing fee per document: \$12	<ul style="list-style-type: none"><li>Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.</li></ul>

**Proceed to Affidavit-in-Support** 53

**Important Notes**

**Pre-Requisites**

- I have downloaded a template of the [Affidavit-in-Support for subservice application](#) (DOCX) or I will prepare my own Affidavit-in-Support.
- I have completed the Affidavit-in-Support with all the required information.
- I have printed and affirmed the Affidavit-in-Support before a [Commissioner for Oaths](#).
- I have a scanned copy of the affirmed Affidavit-in-Support.

1. This service will take you approximately 10 minutes to complete.  
2. The filing fee for each Affidavit-in-Support is \$12.

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

54

55

56 **Back to Filing of Summons (Application for Substituted Service)** **Agree and Proceed** 57

# Filing of Summons (Application for Substituted Service) & Affidavit

[Return to Contents](#)

## Section 2 Affidavit-in-Support

- 58 The initial status of Affidavit-in-Support is **Incomplete**.
- 59 On the header you will find a navigation bar to guide you on the steps to complete the filing of Affidavit-in-Support, which are:
  - a) **Affidavit-in-Support**
  - b) **Preview & Save**
- 60 Click **Choose File** to upload the-completed and affirmed Affidavit-in-Support.
- 61 Key in Deponent's Name.
- 62 You can an add additional Affidavit-in-Support by clicking on **Add Affidavit-in-Support**. You can upload a maximum of 2 affidavit files for each Summons.
- 63 The **Preview** button will be enabled after steps 60 and 61 are completed. You may refresh the tab to enable the Preview button to verify the keyed in information in non-editable format before completion.

Case ID: OS-2022-000295 58 Status: Incomplete

---

1 Affidavit-in-Support 59 2 Preview & Save

### Affidavit-in-Support #1

Please upload the affirmed Affidavit-in-Support  
Sila muat naik 'Affidavit-in-Support' yang telah diperakui

Drag and drop your document here 60

Choose File

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

✕ [affidavits.pdf](#)

Type of Document  
Jenis Dokumen

Affidavit-in-Support ▾

Please enter the Deponent's Name(s) ⓘ  
Sila berikan nama Deponen

BEATRICE SMITH 61

Add Affidavit-in-Support 62

Back to Filing of Summons (Application for Substituted Service)

Preview 63

# Filing of Summons (Application for Substituted Service) & Affidavit

## Section 2 Affidavit-in-Support

- 64 Verify the uploaded affidavit information in preview mode.
- 65 Once you have verified, click on **Complete & Back to Filing of Summons (Application for Substituted Service)**.
- 66 Alternatively, you can click on **Back to Edit** to edit the Affidavit page.
- 67 After step no.65, the system will mark this section as Completed (Green) and you will be redirected back to the main Filing of Summons (Application for Substituted Service) page.
- 68 If you click the **Edit/View Affidavit-in-Support** button, this section will revert to Yellow (Incomplete). You must complete this section up to step no. 65 to mark this section as Completed.

### Affidavit-in-Support #1

Please upload the affirmed Affidavit-in-Support  
Sila muat naik 'Affidavit-in-Support' yang telah diperakui

[affidavits.pdf](#)

**File Description**  
Affidavit-in-Support

**Please enter the Deponent's Name(s) @**  
Sila berikan nama Deponen

BEATRICE SMITH

64

66 **Back to Edit** **Complete and Back to Filing of Summons (Application for Substituted Service)** 65

### 2. Affidavit-in-Support

67

**Description**  
To file the Affidavit-in-Support  
Estimated time required: 10 mins  
Filing fee per document: \$12

- Documents Required**
- Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.

**Edit/View Affidavit-in-Support**

68

# Filing of Summons (Application for Substituted Service) & Affidavit

69 All sections need to be marked as Completed (Green) before you can proceed to submit the filing and make payment.

70 Once all required sections are completed, the system will enable the **Make Payment** button. Please refer to pages 24 to 28 on how to make payment.

71 Alternatively, you can click **Back to Service of Originating Summons** button and the system will redirect you back to the Service of Originating Summons page.

<p>✓ 1. Summons (Application for substituted service)</p>	<p>69a</p>
<p><b>Description</b></p> <p>To file an application for substituted service.</p> <p>Estimated time required: 15 mins</p> <p>Filing fee: \$16</p> <p><a href="#">Edit/View Summons (Application for Substituted Service)</a></p>	<p><b>Documents Required</b></p> <ul style="list-style-type: none"><li>N/A</li></ul>
<p>✓ 2. Affidavit-in-Support</p>	<p>69b</p>
<p><b>Description</b></p> <p>To file the Affidavit-in-Support</p> <p>Estimated time required: 10 mins</p> <p>Filing fee per document: \$12</p> <p><a href="#">Edit/View Affidavit-in-Support</a></p>	<p><b>Documents Required</b></p> <ul style="list-style-type: none"><li>Scanned or pdf copy of the Affidavit-in-Support affirmed before a Commissioner for Oaths.</li></ul>
<p>71 <a href="#">Back to Service of Originating Summons</a> <a href="#">Make Payment</a> 70</p>	

# Personal Service Attempt by Court Process Server

## Personal Service Attempt by Court Process Server

- 1 If you have indicated that the Defendant is in prison in your accepted filing of Originating Summons, the only available method of service of the Originating Summons is **Personal Service Attempt by Court Process Server**. Please read through the description for information on this mode of service.
- 2 To continue, click on **Pay for Personal Service Attempt by Court Process Server**.
- 3 You will be directed to Important Notes. Please read through the Important Notes.
- 4 Select the checkbox to confirm that you have read and agree to the **Privacy Statement** and **Terms of Use**.
- 5 The **Agree and Proceed** button will be enabled after you have done so. Click on **Agree and Proceed** to continue.

As the Defendant/Respondent is in prison, you will need to serve the Originating Summons via Personal Service by Court Process Server:

**Personal Service Attempt by Court Process Server** 1

**Description**

Personal service is one of the ways in which the Originating Summons is served on the Defendant/Respondent. It may only be effected by a process server of the Court.

As the Defendant/Respondent is in prison, you may attempt service of the Originating Summons by the Court Process Server. The Court Process Server will make ONE attempt to serve the Originating Summons on the Defendant/Respondent. You will be updated via SYC Portal whether the service was successful. If unsuccessful, you must serve the Originating Summons by an [supporting affidavit](#).

Service fee: \$29

**Pay for Personal Service Attempt by Court Process Server** 2

**Important Notes** 3

1. This service will take you approximately 5 minutes to complete.
2. The service fee for personal service attempt by court process server is \$29.
3. You must provide the Court with the Defendant's incarceration details.
4. If the Originating Summons is not successfully served on the Defendant/Respondent by the court process server, it may be served via registered post, or via substituted service provided the Plaintiff have obtained a Court order allowing the substituted service.

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

**Back to Service of Originating Summons** **Agree and Proceed** 5

## Personal Service Attempt by Court Process Server

- 6 Fill in all the required fields :
- Is the Defendant/Respondent in prison/incarcerated? (YES/NO)
  - Inmate No.
  - Length of Imprisonment
  - Release Date (Optional)
  - Address of Defendant/Respondent after release. Please choose whether it will be:
    - Same As Residential Address
    - Others (Key in Address)

- 7 Once you have completed the fields required, the **Preview** button will be enabled, for you to verify all information in non-editable format.

- 8 Alternatively, you can click on **Save as Draft** to save as a draft, or on **Back to Service of Originating Summons** and will be redirected to the previous page.

## Personal Service Attempt via Court Process Server

Case ID: OS-2022-000149

Status: Draft

1 Defendant's/ Respondent's Details — 2 Preview — 3 Declare — 4 Make Payment — 5 Complete

- All fields are mandatory unless otherwise stated.
- You may save the form as draft copy for future completion.

### Defendant's/Respondent's Details

Is the Defendant/Respondent in prison/incarcerated? \*

Adakah Defendan/Responden di dalam penjara/ditahan?

Yes  No

Inmate No. \*

No. Banduan

22331

Length of Imprisonment \*

Tempoh Pemenjaraan

More than 6 months

Release Date (Optional)

Tarikh dibebaskan (tidak diwajibkan)

19/01/2023

Address of Defendant/Respondent after release \*

Alamat Defendan/Responden selepas pembebasan

Same as residential address  Others

Back to Service of Originating Summons

Save as Draft

Preview

## Personal Service Attempt by Court Process Server

- 8 In the preview mode, verify all the information in non-editable format.
- 9 Click on **Submit** to continue.
- 10 Alternatively, you can click **Back to Edit** to revert to edit mode.

Case ID: OS-2022-000149 Status: Draft

1 Defendant's/ Respondent's Details — 2 Preview — 3 Declare — 4 Make Payment — 5 Complete

- All fields are mandatory unless otherwise stated.  
- You may save the form as draft copy for future completion.

### Defendant's/Respondent's Details

Is the Defendant/Respondent in prison/incarcerated?  
Adakah Defendan/Responden di dalam penjara/ditahan?

Yes

Inmate No. ⓘ No. Banduan	Length of Imprisonment Tempoh Pemenjaraan
22331	More than 6 months

Release Date (Optional)  
Tarikh dibebaskan (tidak diwajibkan)

01/01/1970

Address of Defendant/Respondent after release  
Alamat Defendan/Responden selepas pembebasan

No

8

10

9

Back to Service of Originating Su — Back to Edit — Submit

## Personal Service Attempt by Court Process Server

- 11 On the **Declare** section, read and confirm the declaration by clicking on the checkbox.
- 12 To proceed with payment, click on **Make Payment**. Please refer to pages 24 to 28 on how to proceed with Payment.

Case ID: OS-2022-000149 Status: Draft

✓ Defendant's/ Respondent's Details — ✓ Preview — 3 Declare — 4 Make Payment — 5 Complete

I declare that the information provided in this form is true and correct. 11

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[Back to Preview](#) [Make Payment](#) 12

# Service of Originating Summons Status Update

# Service of Originating Summons – Status Update

1 If there is no update on the status of Service of the Originating Summons 21 days after selection of the method of service, you will receive a task "**Service of Originating Summons Status Update**" on your Dashboard to update the status of the service.

2 Click on the **3 dots** under More Options > **View** to start the update of the status of Service of the Originating Summons. Alternatively, you can click on the Case ID hyperlink.

Dashboard 1a 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... - 40 items

[Request for case access.](#)

Category	Case ID	Case/ Appointments/ Tasks	Status	Date	More Options
Divorce	<a href="#">OS-2022-000184</a>	<a href="#">Appointment - Pre-Trial Conference</a>	Booked	05/10/2022	⋮
Divorce	<a href="#">OS-2022-000184</a>	<a href="#">Appointment - Pre-Trial Conference</a>	Booked	05/10/2022	⋮
Divorce	<a href="#">OS-2022-000179</a>	<a href="#">Service of Originating Summons Status Update</a>	Pending Service	16/11/2022	⋮
Divorce	<a href="#">OS-2022-000185</a>	<a href="#">Appointment - Mediation</a>	Booked	28/11/2022	⋮

1b

View 2

- 3 Update the status of the Service of Originating Summons by selecting one of the following:
  - a) Service is not yet attempted
  - b) Defendant/Respondent is overseas/address unknown
  - c) Defendant/Respondent is now in prison
  - d) Defendant/Respondent did not respond

Case ID: OS-2022-000179 Status: Pending Action

You have not uploaded the signed Acknowledgement of Service (Form 36). Please update the Originating Summons service status.

**Service of Originating Summons Status \***  
Status bagi Penyerahan Saman Pemula

Please Select ▼

Please Select

Service is not yet attempted

Defendant/Respondent is overseas/address unknown

Defendant/Respondent is now in prison

Defendant/Respondent did not respond

Cancel Update

3

- 4 If you select **Service is not yet attempted**, you are required to provide further details:
- a) "Do you wish to select a new method of service" (YES/NO)
  - b) "Do you wish to re-schedule the appointment" (YES/NO)

Select YES or NO for both questions.

- 5 Click on **Update** to submit the status update.

**Service of Originating Summons Status \***  
Status bagi Penyerahan Saman Pemula

Service is not yet attempted

4

**Service of Originating Summons**

Current Type of Service of Originating Summons  
Jenis Penyerahan Saman Pemula semasa

[Attempt Service via Registered Post](#)

**Do you wish to select a new method of service? \*** 4a  
Adakah anda ingin memilih cara yang lain bagi penyerahan saman?  
 Yes  No

**Mediation Appointment #1**

Current Type of Appointment  
Jenis temu janji semasa

Mediation

Current Scheduled Date and Time  
Tarikh dan masa yang dijadualkan  
02/12/2022 09:30 - 10:00

**Do you wish to reschedule the appointment? \*** 4b  
Adakah anda ingin menukar jadual temu janji?  
 Yes  No

ⓘ Your updates will be processed and you will be notified of a new appointment date.

Cancel Update

5

# Service of Originating Summons – Status Update

6 If you select **Defendant/Respondent is overseas/address unknown**, you are required to provide further details :  
a) "Do you wish to select a new method of service" (YES/NO)

Select YES or NO. If you select YES, refer to page 66 after step no. 7.

7 Click on **Update** to submit the status update.

Case ID: OS-2022-000179Status: Pending Action

You have not uploaded the signed Acknowledgement of Service (Form 36). Please update the Originating Summons service status.

**Service of Originating Summons Status \***  
Status bagi Penyerahan Saman Pemula

Defendant/Respondent is overseas/address unknown ▼

**Service of Originating Summons**

**Current Type of Service of Originating Summons**  
Jenis Penyerahan Saman Pemula semasa

**Attempt Service via Registered Post**

**Do you wish to select a new method of service? \***  
Adakah anda ingin memilih cara yang lain bagi penyerahan saman?

Yes       No

Cancel

Update

# Service of Originating Summons – Status Update

8 If you select **Defendant/Respondent is now in prison**, the only available alternative method of service is **Personal Service Attempt by Court Process Server**. You will receive a task on your dashboard to attempt this method of Service of the Originating Summons thereafter.

Please refer to pages 54 to 58 on Personal Service Attempt by Court Process Server.

9 Click on **Update** to send the status update.

Case ID: OS-2022-000179 Status: Pending Action

You have not uploaded the signed Acknowledgement of Service (Form 36). Please update the Originating Summons service status.

**Service of Originating Summons Status \***  
Status bagi Penyerahan Saman Pemula

Defendant/Respondent is now in prison

8

ⓘ If Defendant/Respondent is now in prison, you can only serve the Originating Summons on the Defendant/Respondent through Personal Service via Court Process Server, on payment of fees of \$29. You will be updated on the appointment date as the Court will need time to serve the documents on the Defendant/Respondent.

Cancel **Update** 9

# Service of Originating Summons – Status Update

- 10 If you select **Defendant/Respondent did not respond**, you will be required to answer:  
a) Do you wish to select a new method of service (YES/NO)

Select YES or NO. If you select YES, you will be able to select new method of service by repeating steps on pages 7 to 11.

- 11 Click on **Update** to submit the status update.

Case ID: OS-2022-000179 Status: Pending Action

You have not uploaded the signed Acknowledgement of Service (Form 36). Please update the Originating Summons service status.

**Service of Originating Summons Status \***  
Status bagi Penyerahan Saman Pemula

Defendant/Respondent did not respond 10

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**Service of Originating Summons**

**Current Type of Service of Originating Summons**  
Jenis Penyerahan Saman Pemula semasa

**Attempt Service via Registered Post**

**Do you wish to select a new method of service? \*** 10a  
Adakah anda ingin memilih cara yang lain bagi penyerahan saman?

Yes  No

11

# Service of Originating Summons – Status Update

12 If you select "YES" to the question “Do you wish to select a new method of service”, the current selection of method of service will be shown under Type of Service of Originating Summons.

The other available methods of attempting Service of the Originating Summons will be shown as options below.

13 Select one of the options. Please refer to the steps from pages 7 to 11 to attempt the new method of Service

Originating Summons Number \*  
Nombor Saman Pemula

OS-2022-000179

**Current Type of Service of Originating Summons**  
Jenis Penyerahan Saman Pemula semasa  
**Attempt Service via Registered Post**

You may choose one of the following ways to serve the Originating Summons:

**A. Attempt Service via SYC Portal**

**Description**

Service via SYC Portal means sending the Originating Summons to the Defendant/Respondent via SYC Portal. The Defendant/Respondent must have a valid email address and must login to SYC Portal and indicate acceptance of service of Originating Summons.

If the Defendant/Respondent fails to accept service of the documents via SYC Portal, you will need to serve the Originating Summons on the Defendant/Respondent by an [alternative method](#).

Service fee: \$2 (per document per party)

**Attempt Service via SYC Portal**

12

13a

**B. File Summons (Application for Substituted Service)**

**Description**

Substituted service is an alternative mode of service when personal service or service by registered post cannot be effected. Substituted service can only be done with the Court's permission.

If personal service, or service by registered post, of the Originating Summons is unsuccessful or impossible (such as because the Defendant's/Respondent's whereabouts are unknown), the divorce proceedings must be brought to the Defendant's/Respondent's notice by alternative methods such as:

- newspaper advertisement
- registered post (without the need for Defendant to return the Acknowledgement of Service)
- electronic mail

You may apply to the Court for an order for substituted service. The application is made by filing a summons with a [supporting affidavit](#).

**Important: You should not carry out the substituted service until you have obtained the Order of Court.**

Service fee: N/A

**File Summons (Application for Substituted Service)**

13b

**Personal Service Attempt by Court Process Server**

**Description**

Personal service is one of the ways in which the Originating Summons is served on the Defendant/Respondent. It may only be effected by a process server of the Court.

As the Defendant/Respondent is in prison, you may attempt service of the Originating Summons by the Court Process Server. The Court Process Server will make ONE attempt to serve the Originating Summons on the Defendant/Respondent. You will be updated via SYC Portal whether the service was successful. If unsuccessful, you must serve the Originating Summons by an [supporting affidavit](#).

Service fee: \$29

**Pay for Personal Service Attempt by Court Process Server**

13c