

**IN THE SYARIAH COURT OF THE REPUBLIC OF SINGAPORE**

**REGISTRAR’S CIRCULAR NO. 2 OF 2022**

**IMPLEMENTATION OF NEW E-SERVICES**

1. E-Services will be implemented through the SYC Portal on the Syariah Court’s website for registration for the Marriage Counselling Programme (“MCP”), online filing of Court documents and requests, and service of certain Court documents.
2. The filing of hardcopy documents and requests at the Court Registry will cease. All applications and documents, whether for new or ongoing cases at the Syariah Court, must be filed using E-Services.
3. The following E-Services will be implemented on the dates set out below or such later date as the Court may direct. Any document submitted or filed through the SYC Portal before the respective implementation dates shall only be processed on or after the implementation date.

	<u>Description of E-Services</u>	<u>Implementation date</u>
(a)	Registration for the Marriage Counselling Programme	30 November 2022
(b)	Filing of originating summons for divorce and its accompanying documents	1 December 2022
(c)	Filing of originating summons under section 46A(4) of the Administration of Muslim Law Act and its accompanying documents	1 December 2022
(d)	Service of originating summons for divorce (“Service of Originating Summons Module”) which includes updating the method of service and service through the SYC Portal	2 December 2022
(e)	Filing of memorandum of defence for divorce and its accompanying documents (including amended memorandum of defence for cases where the memorandum of defence was filed in hardcopy)	2 December 2022
(f)	Service through the SYC Portal of memorandum of defence for divorce (only for cases where the method of service of originating summons for divorce is updated using the Service of Originating Summons Module)	2 December 2022

(g)	Filing of the following notices in divorce proceedings: i. Notice of Appeal against Registrar's Decision or Order ii. Notice of Appointment of Solicitor iii. Notice of Change of Solicitor iv. Notice of Intention to Act in Person, in Place of Solicitor v. Notice of Withdrawal	2 December 2022
(h)	Filing of summons and affidavit-in-support in divorce proceedings	5 December 2022
(i)	Filing of the following documents in divorce proceedings: i. All affidavits ii. Amended case statement iii. Amended parenting plan iv. Amended matrimonial property plan v. Grant of aid vi. Provisional grant of aid	6 December 2022
(j)	Filing of Praecipe (Request)	6 December 2022
(k)	Submission of Registry Request	6 December 2022

4. The filing of other documents in divorce proceedings not set out in paragraph 3 above and the filing of other originating summonses and documents in those proceedings shall be implemented on 30 January 2023 or such later or other date as the Court may direct.

5. Paragraph 12 of Registrar's Circular No. 1 of 2022 is extended to any matter in this circular.

#### Uncollected documents

6. The following documents may be collected in hardcopy from the Court Registry from the dates set out below. The last date for collection from the Court Registry is 6 March 2023.

	<u>Document</u>	<u>Date of resumption of collection</u>
(a)	Summons with supporting affidavit filed in hardcopy between 18 August 2022 and 9 November 2022 or such later date allowed by the Court	5 December 2022
(b)	A copy of a Court document from the Court file pursuant to an approved Praecipe (Request) filed in hardcopy by a party to the proceedings or his/her solicitor between 18 August 2022 and 9 November 2022 (both dates inclusive) or such later date allowed by the Court	6 December 2022

7. The following documents may be collected online through the SYC Portal with the required payment, if applicable.

	<u>Document</u>	<u>Date of resumption of collection</u>
(a)	A copy or extract copy of an Order of Court or certificate of divorce pursuant to an approved Praecipe (Request) filed in hardcopy between 18 August 2022 and 9 November 2022 (both dates inclusive) or such later date allowed by the Court	6 December 2022
(b)	In respect of a divorce registered on or before 18 November 2022, certificate of divorce which was not due for collection as at 18 November 2022 but has become due for collection	6 December 2022
(c)	Order of Court made on or before 18 November 2022 which was to be collected via email but which was not due for collection, or was uncollected, or for which payment was not made, as at 18 November 2022	6 December 2022

8. The following documents may be collected online through the SYC Portal by filing a Praecipe (Request) in E-Services with the required payment, if applicable. The hardcopy of such documents will no longer be available for collection from the Court Registry.

	<u>Document</u>	<u>Date of resumption of collection</u>
(a)	Certificate of divorce issued in hardcopy before 2 June 2020 and uncollected as at 18 November 2022	6 December 2022
(b)	Certificate of divorce issued on or after 2 November 2020 for which a party had opted to collect in hardcopy and uncollected as at 18 November 2022	6 December 2022
(c)	Order of Court issued in hardcopy before 2 June 2020 and uncollected as at 18 November 2022	6 December 2022
(d)	Order of Court issued on or after 2 November 2020 for which a party had opted to collect in hardcopy and uncollected as at 18 November 2022	6 December 2022

9. All other hardcopy documents which were due for collection but not collected as at 18 November 2022, including documents submitted without payment of filing fees, can no longer be collected from the Court Registry.

10. For the avoidance of doubt, a decree, order of court or certificate of divorce collected via email from 2 June 2020 to 18 November 2022 is deemed as collected.

### Court's Process Server

11. The services of the Court's Process Server will not be available for any application (filed by a party in person), except for the service process of originating summons for divorce and application for variation, on a defendant or respondent who is incarcerated or in prison.

### Court Registry services

12. The Court Registry will continue to facilitate requests to attend before the Duty Registrar and, upon approval of a Praecipe (Request) filed using E-Services, the execution of documents under section 53A of the Administration of Muslim Law Act.

General

13. Court users and members of the public who wish to seek clarification on this matter may call 63548371 or email [MCCY\\_Syariah@mccy.gov.sg](mailto:MCCY_Syariah@mccy.gov.sg). For general information on court processes and procedures, they may visit our website at [www.syariahcourt.gov.sg](http://www.syariahcourt.gov.sg).

Dated this 29<sup>th</sup> day of November 2022



A handwritten signature in blue ink, appearing to be "M/amin", is written to the left of the official name.

MASAYU NORASHIKIN BINTE MOHAMAD AMIN  
REGISTRAR  
SYARIAH COURT