

## IN THE SYARIAH COURT OF THE REPUBLIC OF SINGAPORE

### INSTRUCTIONS FOR FILING COURT DOCUMENTS

**IMPORTANT:** Please follow the instructions below when you prepare your Court documents for filing at the Syariah Court. A document that does not conform to instructions is liable to be rejected by the Court Registry.

*The information provided is general in nature, and is not intended as legal advice. The staff of the Syariah Court cannot provide legal advice, or assist with drafting the contents of any document. Only a lawyer can give legal advice on the merits of your case.*

#### STEP ONE – Preparing your Court documents

- 1) Download the applicable forms / affidavits from [www.syariahcourt.gov.sg](http://www.syariahcourt.gov.sg) and save it in your computer. The form / affidavit may be modified as the circumstances of the case require it.
- 2) Complete all sections in the forms / affidavits by typing (not writing) in clear font, the relevant information\*. Use double line spacing and leave a blank margin of not less than 35mm wide on all sides of the paper.

\*We have made available certain forms for handwritten use (only for Litigants-In-Person).<sup>1</sup>

- 3) Print the forms / affidavits on one side of the paper (single page) using only white A4-ISO paper of durable quality.
- 4) If you wish to include a documentary exhibit, preface the exhibit with a dividing sheet in a light color (other than white), print on a single page, and mark or type clearly on the dividing sheet the following exhibit mark:

*“This is the exhibit marked [insert letter of the alphabet or a number] referred to in the affidavit of [insert name of deponent] and affirmed before me this [insert date on which affidavit is affirmed]*

Before me,

A Commissioner for Oaths”

Place the dividing sheet and the corresponding documentary exhibit after the last page of the form / affidavit and before the backing sheet.

- 5) No physical exhibits can be submitted e.g. thumbdrive or CD, without the Court’s leave. It has to be transcribed.
- 6) Paginate the forms / affidavits (i.e. insert page numbers) and the exhibit(s) (including the dividing sheet) consecutively at the top right hand corner of each page.
- 7) Insert the correct case reference number (i.e. Originating Summons number and where applicable, the Summons number) at the top left-hand corner of the first page.
- 8) Insert the next court date and the next court event at the top right-hand corner of the first page.
- 9) Staple securely all pages of the forms / affidavits (including exhibits, dividing and backing sheets) at the top left hand corner of the paper. If the pages of the documents cannot be securely fastened with a stapler, the documents must be bound with plastic ring

<sup>1</sup> Case Statement, Memorandum of Defence, Parenting Plans and Matrimonial Property Plans.

**STEP TWO – Affirming your Court documents**

binding or plastic spine thermal binding (Plaintiff/Applicant: Red; Defendant/Respondent: Blue; Intervener: Black) with a transparent cover in front and at the back.

- 1) All affidavits (including exhibits), and certain forms, must be affirmed before a Commissioner for Oaths. If you are overseas, the document is to be notarised before a Notary Public. Only handwritten forms / affidavits (made available by the Syariah Court) may be affirmed at the Syariah Court.
- 2) Leave the date of affirmation blank as it will be inserted by the Commissioner for Oaths.
- 3) A list of Commissioners for Oaths is available at the following website: <https://legalisation.sal.sg/Directory>

You may do a search by the following criteria:

- (i) Language
- (ii) Firm Name
- (iii) Street Name
- (iv) Building Name

Note: If you require translation, please choose the appropriate Commissioner for Oaths suitable for the language you are conversant in.

**STEP THREE - Filing your Court documents**

- 1) All Court documents (except ex-parte applications) are to be filed in triplicate. Required number of sets of documents (including exhibits) for filing:
  - a) 1 complete set for the Court’s copy (original filed copy)
  - b) 1 complete set for **each** opposing party (service copy)
  - c) 1 complete set for yourself (office/own copy).
- 2) After affirming the original document, make 2 photocopies of the original document so that 3 copies (minimally) are filed. If only 1 copy is filed, the fee payable for making an extract copy of a filed Court document by filing a praecipe (request) is \$12 per filed document.
- 3) The following is the operating hours for filing at the Registry:

Type of filing	Days	Time
Originating Summons	Monday to Thursday	8.30am to 11.30am
Memorandum of Defence	Monday to Wednesday	8.30am to 11.30am 2.00pm to 4.00pm
	Thursday to Friday	8.30am to 11.30am
Application to vary Order of Court / to be added as Intervener	Monday to Wednesday	8.30am to 11.30am 2.00pm to 4.00pm
	Thursday to Friday	8.30am to 11.30am
Other documents	Monday to Thursday	8.30am to 12.30pm 2.00pm to 4.30pm
	Friday	8.30am to 12.30pm 2.00pm to 4.00pm