

## IMPORTANT INFORMATION

### Filing of Summons to be Joined as Intervener

Please note that you will not be able to proceed to file the Summons if you do not bring the required documents listed in this letter.

You may download the forms from our website at [www.syariahcourt.gov.sg](http://www.syariahcourt.gov.sg). All forms must be printed one-sided only.

You may file a Summons at the Syariah Court to add a person (the proposed Intervener) who is not a party to any divorce proceedings but who has an interest in the proceedings. You may file the Summons if you are the proposed Intervener OR if you are a party to the proceedings and have obtained the consent of the proposed Intervener.

2 Please ensure that you bring the following documents to be submitted:

1)	^Digital IC via SingPass App, <b>Original</b> NRIC or valid Passport
2)	Latest <b>residential</b> address of the Plaintiff, Defendant, the proposed Intervener and/or other parties in the proceedings.
3)	<b>Completed</b> Form 29 ((Summons Application to be Joined as Intervener) and Affidavit-in-Support of Application to be Joined as Intervener)
4)	(If the proposed Intervener's interest relates to custody, care/control, access of the child/children) <ul style="list-style-type: none"> <li>i. <b>Original</b> (if you are a party to the proceedings) or <b>copy</b> (if you are the proposed Intervener)) of Birth Certificate of the concerned child/children of the parties.</li> <li>ii. Documents showing the relationship between the proposed Intervener and either/both of the parties.</li> </ul>
5)	(If the proposed Intervener's interest relates to the parties' matrimonial property) <ul style="list-style-type: none"> <li>i. Documents showing the proposed Intervener's interest in the matrimonial property.</li> <li>ii. <b>Latest</b> CPF Statement showing the balance in the Ordinary, Special, Medisave, Retirement and Investment accounts</li> <li>iii. <b>Latest</b> HDB/Bank statement on outstanding mortgage loan</li> <li>iv. Public Housing Withdrawal Statement/ Private Properties Withdrawal Statement</li> </ul>
6)	(If you are already a party to the proceedings) Signed consent of the proposed Intervener
7)	Any other supporting documents

#### Operating hours for filing of Summons:

**Mondays to Wednesdays**  
8.30am - 11.30am  
2.00pm - 4.00pm

**Thursdays & Fridays**  
8.30am - 11.30am

**We are closed on Saturdays, Sundays and Public Holidays.**

**Total maximum filing fees for Summons: \$52.00**

Syariah Court accepts payments by NETS or CashCard only. Please ensure that there is sufficient value in your card.

For clarification, you can call our hotline at 63548371 or visit our website at [www.syariahcourt.gov.sg](http://www.syariahcourt.gov.sg).

3 After you have filed the Summons, you are required by law to serve the Summons (together with relevant documents) on the parties in the proceedings and on the proposed Intervener (if the applicant is already a party). Service may be effected by ordinary service and must be done within 7 seven days after filing the application.

**Note:**

^Digital IC – Please show your watermarked digital IC or tap the barcode button via your SingPass App to prove your identity upon request.

All persons must be appropriately and decently attired attending at the Syariah Court and must conduct themselves with decorum.

If you require legal advice, it would be in your best interests to consult a lawyer. You may refer to the list of lawyers on the website of the Law Society of Singapore <http://www.lawsociety.org.sg/forPublic/FindaLawFirmLawyer/FindaLawFirm.aspx>.