


THE SYARIAH COURT OF THE REPUBLIC OF SINGAPORE

REGISTRAR'S CIRCULAR NO 5 OF 2020

DUTY REGISTRAR

1. The duties of the Duty Registrar are –
 - (a) To hear urgent applications made on *ex parte* basis or by consent, provided that the summons has been filed in the Court Registry and adequate time is allowed for the matter to be brought to the Duty Registrar's attention; and
 - (b) To grant approval for any urgent matter pertaining to the administration of the Court Registry.
2. The duty hours of the Duty Registrar are as follows:
 - (a) Mondays to Wednesdays –
2:00 p.m. to 4:30 p.m.
 - (b) Thursdays and Fridays –
9:00 a.m. to 11:30 a.m.
3. A solicitor or litigant-in-person who wishes to appear before the Duty Registrar is required to register by taking a queue number and completing a "Request To Attend Before Duty Registrar" form. The form is available from the Court Registry upon request. All requests are subject to approval.
4. 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. For general information on court processes and procedures, they may visit our website at www.syariahcourt.gov.sg.

Dated this 13th day of February 2020


SHAHRINAH ABDOL SALAM
REGISTRAR
SYARIAH COURT

