

IMPORTANT INFORMATION

Filing of Summons to Vary Order of Court

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. All forms must be printed one-sided only.

You may file a Summons at the Syariah Court if you wish to vary Order of Court due to misrepresentation, mistake of fact, material change in circumstances or other good cause being shown to the satisfaction of the court.

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

1)	Original NRIC or valid Passport
2)	Original (and copy) of the Decree of Court, and every subsequent Order of Court
3)	Latest residential address of the Respondent
4)	Completed Form 10 ((Summons to Vary Order of Court) and Affidavit-in-Support of Summons to Vary Order)
5)	(If application on custody, care/control, access of child) Original (and copy) of Birth Certificate of the concerned child of the parties
6)	(If application on matrimonial property) i. Latest CPF Statement showing the balance in the Ordinary, Special, Medisave, Retirement and Investment accounts ii. Latest HDB/Bank statement on outstanding mortgage loan iii. Public Housing Withdrawal Statement/ Private Properties Withdrawal Statement
7)	Blank Form 36 – Acknowledgement of Service form (if service by registered post)

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: \$81.00

Filing fee for Acknowledgement of Service form: \$12.00

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.

3 After you have filed the Summons, you are required by law to serve the Summons (together with relevant documents) on your ex-spouse. Service may be effected by personal service or registered post.

4 If service of the Summons (and related documents) cannot be effected by personal service or by registered post, you are required to apply to the Court for substituted service.

Note:

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>.