

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

**REGISTRAR'S CIRCULAR NO. 10 OF 2020**

**REQUEST TO ADJOURN, REFIX OR VACATE A HEARING DATE**

1. A party, or a solicitor acting on behalf of a party, who wishes to request for a hearing date to be adjourned, re-fixed or vacated must send a written request to the Court Registry at least 14 days before the day on which the hearing is fixed. A request made less than 14 days before the day on which the hearing is fixed will not be considered, except in the most exceptional circumstances.
2. The written request is to be made in the form set out in the Annex to this Circular and must be sent via email at [MCCY\\_Syariah@mccy.gov.sg](mailto:MCCY_Syariah@mccy.gov.sg) with the subject header "Request to Adjourn, Refix or Vacate Hearing Date:" followed by the case reference number.
3. Before a party writes to the Court to request an adjournment, re-fixing or vacation of any hearing date, the party should seek the consent of the other party or parties to the proceedings. Unilateral requests made without first seeking the consent or the views of the other party or parties will not be considered, except in the most exceptional circumstances.
4. If the consent of the other party or parties to the proceedings is obtained, the request should state so.
5. If the consent of the other party or parties is not obtained, the request should set out the reasons for the other party or parties' objections or explain why the consent cannot be obtained.
6. All requests are subject to approval.
7. 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 13<sup>th</sup> day of February 2020

  
SHAHRINAH ABDOL SALAM  
REGISTRAR  
SYARIAH COURT



**IN THE SYARIAH COURT OF THE REPUBLIC OF SINGAPORE****REQUEST FOR RE-FIXING OF HEARING DATE**

Please submit this form via email to [MCCY\\_Syariah@mccy.gov.sg](mailto:MCCY_Syariah@mccy.gov.sg)

Originating Summons / Summons No.:	
Type of Hearing (please select)	<input type="checkbox"/> Mediation <input type="checkbox"/> Pre-Trial Conference <input type="checkbox"/> Hearing <input type="checkbox"/> Others (please specify) _____
Date and Time of Hearing	
<b>A. Particulars of party making the request</b>	
Name of client	
Name of solicitor	
Name of law firm	
Tel No. / Fax No.	
<b>B. Particulars of the other party</b>	
Name of client	
Name of solicitor	
Name of law firm	
Tel No. / Fax No.	
<b>C. Reason for Request</b>	
<p><i>(Please state why an adjournment is warranted. If the reason is a conflict of court dates, please explain how this situation arose, when and how dates for the relevant hearings were given. The case number, nature of hearing, date and time of hearing and the relevant Court are also to be stated. All supporting documents are to be submitted.)</i></p>	

**D. Has the other party been informed?**

Yes

No

**E. Has the other party consented to this Request?**

Yes

Consent attached

No. Please set out reasons or explanation below

Reasons:

\_\_\_\_\_

Name and Signature  
of party/ lawyer making request

\_\_\_\_\_

Date

**For official use**

Request is approved:  Yes

No

Further information required

Remarks:

\_\_\_\_\_

President / Registrar

\_\_\_\_\_

Date