

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

REGISTRAR'S CIRCULAR NO. 3 OF 2024

RELOCATION TO THE NEW FAMILY JUSTICE COURTS BUILDING

The Family Justice Courts will be relocating to the new Family Justice Courts building and will commence operations at its new premises on 25 November 2024.

2 All services at the current Family Justice Courts premises at 3 Havelock Square and the MND Complex at 5 Maxwell Road will continue to operate and be accessible till 22 November 2024. All counter services (including Probate) will be available at the Family Justice Courts Service Hub located at Level 1 of the new Family Justice Courts building from 25 November 2024.

ADDRESS AND CONTACT DETAILS

3 The address, contact details and website of the Family Justice Courts will remain unchanged after 22 November 2024, as follows:

Address	3 Havelock Square Singapore 059725
Telephone	6 JUSTICE ((65) 6587 8423) 1800 JUSTICE (1800 587 8423)
Website	www.judiciary.gov.sg

ACCESS TO THE FAMILY JUSTICE COURTS

4 The new Family Justice Courts building is situated next to the current Family Justice Courts premises and the State Courts Towers, with its main entrance facing the State Courts Towers. The vehicular drop-off point is accessible from Havelock Square, with pedestrian and wheelchair access from Upper Cross Street or from Havelock Square. The nearest MRT station is Chinatown Station (via Exit D). Please refer to **Annex A** for the location map.

CAR PARK

5 The car park serving the new Family Justice Courts building is not open to the public. Lawyers and members of the public may park their vehicles at the public car parks in the vicinity.

SECURITY CHECKS

6 All lawyers and members of the public must pass through security screening at the main entrance before entering the new Family Justice Courts building.

COURTROOMS, CHAMBERS AND OTHER FACILITIES

7 The new Family Justice Courts building is fitted with 25 courtrooms and 52 chambers to cater to the specialised needs of family matters. Please refer to **Annex B** for the location of the various courtrooms, chambers, and other facilities.

8 The locations of the courtrooms and chambers in the new Family Justice Courts building are summarised as follows:

Courtroom/Chamber	Location in new Family Justice Courts building
Specialist Courts: <ul style="list-style-type: none">• Maintenance and Enforcement Court (Court 1A)• Court of Protection (Court 1B)• Youth Courts (Courts 1C and 1D)	Level 1
Family Protection Centre / Maintenance Mediation Chambers	Level 1
Chambers for Divorce and Guardianship cases	Level 2
Chambers for Probate, Mental Capacity and Adoption cases	Level 2
Chambers for Family Dispute Resolution / Rooms for Counselling and Psychological Services (CAPS)	Level 3
Courtrooms (for the Family Courts and Youth Courts)	Level 5

Courtrooms and Chambers (for the Family Division of the High Court)	Level 7
Heritage Courtroom (Court 7B)	Level 7

9 Court users whose matters will be conducted by video conferencing, but who do not have access to an electronic device that supports video conferencing, may arrange to use video conferencing facilities available at the new Family Justice Courts building. Please contact the relevant Registry to arrange for such use of the Family Justice Courts’ facilities.

OTHER SERVICES

10 The location of the key facilities in the new Family Justice Courts building are as follows:

Facility	Location in new Family Justice Courts building
Family Justice Courts Service Hub <ul style="list-style-type: none"> • Please refer to Annex C for the services provided at the Family Justice Courts Service Hub 	Level 1
Information Counter and Cashier Counter	Level 1
Self Service Hub (opening in 2025) <ul style="list-style-type: none"> • Community Justice Centre • Partnering agencies’ services 	Level 1
Bar Room (opening on a date to be announced)	Basement 1

ONLINE FILING AND CASE MANAGEMENT SYSTEMS

11 The Family Justice Courts’ case management systems, namely the Integrated Electronic Litigation System (eLitigation), the Integrated Family Application Management System (iFAMS), and the Integrated Case Management System (ICMS), will not be affected during the

move to the new building. Lawyers and court users can continue to access these case management systems.

Dated this 19th day of November 2024



KENNETH YAP YEW CHOH
REGISTRAR
FAMILY JUSTICE COURTS

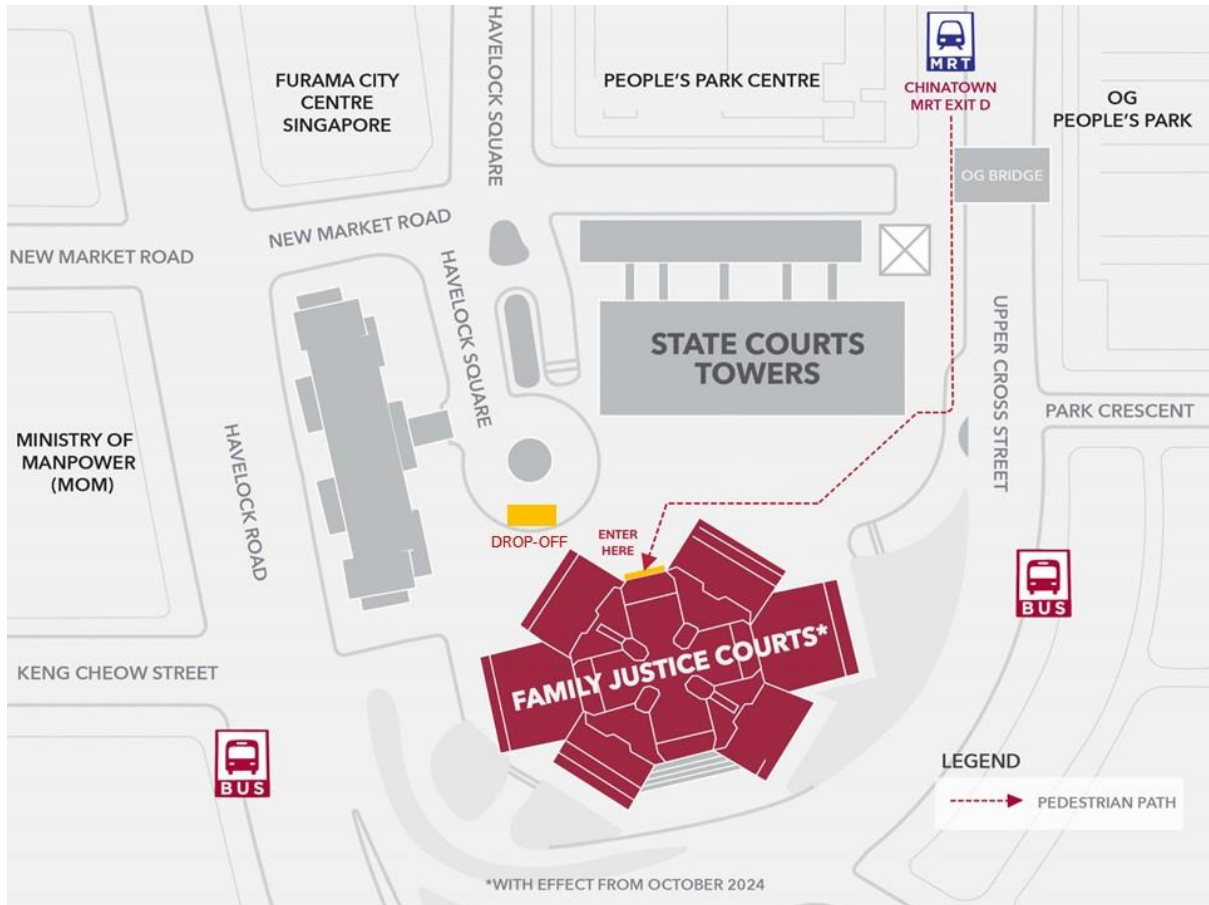
Annex A – Drop off point and pedestrian access

Annex B – Directory of the new Family Justice Courts building

Annex C – Services provided at the Family Justice Courts Service Hub

Annex A

Drop off Point and Pedestrian Access



Annex B

Directory of the New Family Justice Courts Building

B1

- Bar Room
- Rooms B1-02 to B1-05

L1

- Family Justice Courts Service Hub
- Maintenance Mediation Chambers
- Family Protection Centre
- Courts 1A to 1D
- Chambers 1-05 to 1-12 & 1-76 to 1-77
- Rooms 1-01 to 1-16 & 1-57 to 1-79
- Quiet Rooms

L2

- Family Division of the High Court
- Family Court (Divorce, Guardianship and Family Proceedings)
- Mental Capacity, Adoption and Probate
- Chambers 2-02 to 2-14 & 2-57 to 2-66
- Rooms 2-03 to 2-13 & 2-53 to 2-70
- Quiet Room

L3

- Family Dispute Resolution
- Counselling and Psychological Services
- Chambers 3-01 to 3-21
- Rooms 3-03 to 3-19 & 3-51 to 3-71

L5

- Courts 5A to 5F & 5G to 5P
- Chambers 5-01 to 5-06 & 5-51 to 5-54
- Rooms 5-02, 5-05
- Quiet Room

L7

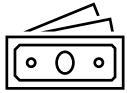
- Courts 7A to 7D & 7E to 7G
- Chambers 7-02 to 7-08 & 7-51 to 7-65
- Rooms 7-01 to 7-07 & 7-54

Annex C

Services provided at the Family Justice Courts Service Hub

The Family Justice Courts Service Hub on Level 1 is a one-stop service centre that provides the following services:

General Enquiries



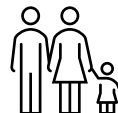
MAINTENANCE



DIVORCE



PROBATE



ADOPTION



MENTAL
CAPACITY

Transactions



FILING OF
APPLICATIONS



APPEALS-
RELATED
PAYMENTS
(FOR NON-
ELITIGATION
SUBSCRIBERS)



APPLICATION
FOR COURT
RECORDS



SUBMISSION
OF COURT
DOCUMENTS



COLLECTION
OF COURT
DOCUMENTS



AFFIRMATION
OF LEGAL
DOCUMENTS