**Form 211**

Para 26K, 33, 71C

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| **APPLICATION FOR RECORDS OF COURT PROCEEDINGS**  Name of Applicant / Solicitor’s Firm : ………………………………………………………………………………………  NRIC No. : ………………………………………………………………………………………  Address : ………………………………………………………………………………………  : ………………………………………………………………………………………  File Reference No: ……………………………………………………. Email: …………………………………………………….  Telephone No: ……………………………………………………. Facsimile No: …………………………………………………. | | | | | | *Date of Application* |
| *Solicitor Acting For :-*  *( where applicable)*   Complainant   Respondent   Others:    …………………………………  *(please specify)* |
| **FAMILY JUSTICE COURTS DOCUMENTS APPLIED FOR** | | | | | | |
| Case No. …………………………………………………………………..  ***Name of Parties cited in case***  Complainant: ……………………………………………………………..  Respondent: …………………………………………………………….. | | | | | | |
| Court No . …………………………………………………………………..  Hearing/Mention Date: …………………………………………………..  Name of JO ………………………………………………………………..  Other Information: ……………………….………………………………..  *(if any)* | | | | | | |
| *Type of Document ( where applicable)*   * Complaint Form * Notes of Evidence: ………………………………………………………   *(please specify hearing dates)*   * Court Order No: …………………………………………………………   *(please specify)*   * Others …………………………………………………………   *(please specify)* | | | * *Certified True Copy*   *or*   * *Plain Copy* | | | |
| ***Reasons For Application (*****  ***where applicable)*** | | | | | | |
| * Misplaced Original Copy of the Order/Charge/Others   ………………………………………………………………………………………….   * For reference | | | * To seek legal advice/ representation * Others :   ………………………………………………………………………………………….  *(please specify)* | | | |
| 1. I understand that I am to pay the required fees for the above in accordance with the relevant rules or regulations, as applicable, upon submission of the application form. I also understand that the document(s) applied for can only be collected after the stipulated payment has been made. 2. I also understand that the Court, upon approval of the application, will only release the document(s) applied for to parties named in the action or their solicitors. For proceedings under Vulnerable Adults Act, the documents may also be released to the applicant or a person who had filed a notice of objection or their solicitors. 3. I also understand that my application will be deemed as lapsed if the document(s) applied for is/are not collected within 21 days from the date I am informed on the availability thereof. I also understand that I am required to provide a **Letter of Authorisation** for another person to collect the requested document(s) on my behalf if I am unable to collect them personally.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Applicant Date | | | | | | |
| **FOR OFFICIAL USE ONLY** | | | | | | |
| **The application is:**  *( where applicable)* | * Approved | | | * Not approved   Reasons for rejection (where applicable): | | |
| *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Name and Signature of Judicial Officer / Authorised Officer* | |  | | | | |
| * Total Fees payable : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | No. of documents collected: | | | No. of Pages: | |
| * Paid on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Document(s) collected by: | | | | |
|  | | Name & Signature of Collector  NRIC/Passport/ FIN No:  Date: | | | | |

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**Collection Time: Mondays to Fridays – 9.00 am to 1:00pm & 2.00pm to 5.00pm**

1. All requests for copies of the records of any court proceedings are subject to the approval of the court.

2. Once the request has been approved and the applicant has been informed on the availability of the requested document(s) and the cost (where applicable), the said documents will be available for collection for a period of 21 days. Any document(s) not collected within the stipulated period will be destroyed and a fresh request must be submitted thereafter if the applicant still requires the document(s).

3. An application for copies of the records of any criminal proceedings will only be processed after the stipulated payment has been made.

**Prescribed Fees**

4. The fees payable are as follows:

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| **Document Type** | **Fee Amount** | **Remarks** |
| Complaint Form | $5 for each type of document requested in the application and $0.50 per page thereof, subject to a minimum of $15 per document. | Payable upon Application |
| Notes of Evidence & other documents for maintenance (MSS), family violence (SS) and Vulnerable Adults Act 2018 (VAA) Proceedings in non-appeal cases | $5 for each type of document requested in the application and $0.50 per page thereof, subject to a minimum of $15 per document. | Minimum of $15 (per document) payable upon Application  \**Any additional amount (based on number of pages) may be payable before collection of the document(s).* |
| For judgement orders (plain copies) for MSS, SS and VAA Proceedings in non-appeal cases. | $5 plus $0.15 per page |  |
| Notes of Evidence & other documents for CPO and BPC Proceedings in Youth Courts in non-appeal cases | $5 plus $0.50 per page thereof, subject to a minimum of $15 per document. |  |
| Notes of Evidence & other documents (certified true copies) for MSS, SS and VAA Proceedings in non-appeal cases | $8 plus $5 per page |  |
| For judgment orders (certified true copies) for MSS, SS and VAA Proceedings in non-appeal cases | $8 plus $5 per page |  |

**Refund of Fees Paid**

5. The applicant must furnish the photocopies of the applicant’s NRIC or Passport.

**Payment Modes**

6. Local Applicants: Cash, NETS or Ez-Link

7. Overseas Applicants: Bank Draft in Singapore Currency (payable to “Registrar Supreme Court/AG”)

Payment should also include all bank charges.

**Contact Us**

* For enquiries pertaining to family & youth matters, please email to us at FJC\_MAINTPOS@judiciary.gov.sg or contact us at (65) 6435 5471.

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