

Family Justice Courts Practice Directions 2024

Appendices B to F

Appendix B

133.

E-FORM

Notice of Change of Party's Details

This Form is used to update your personal administrative information in the Court records. You only need to complete the relevant fields which have changed.

This Form will serve as a Notice to inform all parties of the change.

You **cannot** use this Form to:

- (a) appoint a new lawyer / change or discharge lawyers;
- (b) remove / appoint a Litigation Representative;
- (c) add or change the name or identity number for any party.

Notes

State the case number(s): Enter case number here.

These are the updated details for:

- the Applicant
- the Respondent
- Others: Please state the party type here.

1. Contact Details

You must provide least one contact number.

Singapore mobile number

Enter mobile number here.

Singapore residential number

Enter residential number here.

I do not have a Singapore contact number.

You must provide either a Singapore address or your email address.

Email

Enter email address here.

Address (in Singapore)

Enter address here.

Provide the address at which you can receive Court notices. P.O. Boxes are not acceptable.

2. Is the party able to attend hearings / conferences through video conference or teleconference (if applicable)?

Yes.

No. *Provide your reason(s):*

Video conferences are conducted over virtual platforms such as Zoom.

Enter reasons here.

3. Does the party require interpretation for Court hearings?

No.

Yes. *State which language/dialect:*

In Mandarin Malay Tamil

Chinese dialects : ^ Select a dialect

^the options are Cantonese, Hakka, Hokkien or Teochew

*Should you require the Court to provide a translator in one of these languages, please file a **Request for Hearing Administrative Support** prior to the Court event.*

4. This Notice is to be served on:

Other party's lawyer in: Enter case number here.

Other party in: Enter case number here.

For every case stated above, you must serve this Notice on the other party if unrepresented, or the other party's lawyer if represented.

Para 107(2) PD 2024

Request for Urgent Hearing before Judge

Case Number(s) and Case Name(s):	Enter case details here
Sub-Case Number(s) (if applicable):	Enter sub-case number(s) here
Name(s) of Requesting party(ies):	Enter name(s) here
Details of Requesting party(ies):	<input type="checkbox"/> Applicant/Claimant <input type="checkbox"/> Respondent/Defendant <input type="checkbox"/> Third Party <input type="checkbox"/> Others: Enter details here.
Counsel for Requesting party(ies) (<i>if represented</i>):	Enter name(s) of counsel and law practice here
Contact Number(s) of <input type="checkbox"/> Counsel for Requesting party(ies) (<i>if represented</i>) or <input type="checkbox"/> Requesting party(ies) (<i>if unrepresented</i>)	Enter contact number(s) here
Name(s) of other party(ies):	Enter name(s) here
Counsel for other party(ies) (<i>if represented</i>):	Enter contact number(s) here
Contact Number(s) of <input type="checkbox"/> Counsel for other party(ies) (<i>if represented</i>) or <input type="checkbox"/> Other party(ies) (<i>if unrepresented</i>)	Enter name(s) of counsel and law practice here
Summary of relief sought (E.g. Worldwide injunction)	Enter summary here
Estimated duration of the hearing E.g. 1 hour or less, Half-day, Full-day.	Enter estimated duration here

Summary of relevant facts: (Maximum 500 words)

Enter details here.

Reason(s) for urgency: (Maximum 300 words)

Enter details here.

Have all requisite Court papers been filed and are they in order?

- Yes.
 No. Enter details here.

Is this an application without notice?

- Yes.
 No.

Does paragraph 100 of the Family Justice Courts Practice Directions 2024 on applications without notice for injunctions apply?

- Yes. Enter details here.
 No. Enter details here.

If yes, please state whether the directions set out in paragraph 100 have been complied with.

If the directions under paragraph 100(2) on giving of notice of the application to the other concerned parties prior to the hearing have been complied with, please state the date, time and manner in which notice was given.

If those directions have not been complied with, please state whether and when notice will be given and, if not, the reasons for not giving notice.)

Has/Have the Requesting party(ies) notified the other party(ies) of the attendance before the Judge?

- Yes.
 No. Enter details here.

If not, please state the reason(s) why.

Has there been any previous request for an urgent hearing of the application(s)?

Yes. Enter details here.

No.

If yes, please state the date and outcome of each previous request, and the reason(s) for making this request.)

Skeletal Submissions¹ (select the applicable option):

- I confirm that the skeletal submissions have been filed together with this Form.
- The skeletal submissions could not be filed together with this Form, but will be filed as soon as possible and, in any event, no later than the next working day after the attendance before the Judge, unless the Court directs otherwise.
- Due to the extreme urgency, the skeletal submissions cannot be filed or provided in hard copy by the time of the hearing before the Judge, and I wish to seek a dispensation of this requirement. My reasons for seeking dispensation are set out below:

Enter details here.

Signature of Requesting party(ies) / Counsel for Requesting party(ies)

Name: Enter name here

Date: Enter date here

¹ The skeletal submissions must comply with the requirements stated in paragraphs 107(6) and (7) of the Family Justice Courts Practice Directions 2024.

P.19, r.13 FJ(G)R 2024
P.12, r.12, P.13, r.15
FJ(P)R 2024

Withdrawal of Appeal or Application in Appeal

(Title as in action)

WITHDRAWAL OF APPEAL OR APPLICATION IN APPEAL

To: 1. The Registrar
2. Other party(ies) to the appeal/application in appeal: *Enter details here*

1. The appellant/applicant withdraws his or her appeal/application in appeal in relation to
 all the parties the following parties: *[Enter details here]*.
2. There are no outstanding issues relating to costs or other matters.
 The following are the outstanding issues:
 - a. *Enter details here.*
 - b. *Enter details here.*

Solicitor for the appellant/applicant

[Name, address, email address and telephone number of solicitor]

We confirm the above.

Solicitor for the *[other party(ies)]*

[Name, address, email address and telephone number of solicitor]

P.19, r.17, 19, 21, 27, 28
 FJ(G)R 2024
 P.12, r.15, 17, 19, 24,
 P.13, r.4, 5 FJ(P)R 2024

Notice of Appeal

Notice is valid only if engrossed with the seal of the Court and signature of the Registrar

Originating case number: Enter case no. here
 Sub-case number in which the order being appealed was made (if applicable): Enter sub-case no. here
 Date of order/judgment appealed against: Enter date here
 Appealing against the decision of: Coram Select the applicable option¹ Enter name of judicial officer here.

(Title as in action)

NOTICE OF APPEAL

To: 1. The Registrar
 2. Respondent-in-appeal and other party(ies): Enter details here

1. The [Enter party here] appeals to the [Select the applicable option]².
2. The appeal is against the whole following parts of the decision of the [Select the applicable option]³ [Enter name of judicial officer here] sitting in the Family Court Family Division of the High Court given on [Enter date here]:
 - a. [Enter order(s) appealed against].
 - b. [Enter order(s) appealed against].

Solicitor for the appellant

[Name, address, email address and telephone number of solicitor]

¹ The applicable options are: Assistant Registrar / Judge / Judicial Commissioner / District Judge / Deputy Registrar / Magistrate / Registrar / Others.

² The applicable options are: District Judge in chambers / Judge sitting in the Family Division of the High Court in chambers / Family Division of the High Court.

³ The applicable options are: Registrar of the Family Courts / Registrar of the Family Division of the High Court / Magistrate in Chambers / District Judge in Chambers / Magistrate / District Judge.

P.19, r.22(1), 29(1)
 FJ(G)R 2024
 P.12, r.20(1), P.13,
 r.8(1) FJ(P)R 2024

Certificate for Security for Costs

Certificate is valid only if engrossed with the seal of the Court and signature of the Registrar

DRI No.: Enter details here
 Enter amount: Enter amount here

(Title as in action)

CERTIFICATE FOR SECURITY FOR COSTS

This is to certify that the appellant has provided the sum of \$[Enter sum here] by way of security for the respondent-in-appeal's costs of the appeal application [Select the applicable option]¹ [If others is selected, describe any other form accepted by the parties].

¹ Applicable options are: in the form of a solicitor's undertaking in Form 138 / by depositing the sum in the Registry / by depositing the sum with the Accountant-General / others.

P.19, r.22(4)(a),
 r.29(4)(a) FJ(G)R 2024
 P.12, r.20(4), P.13,
 r.8(4) FJ(P)R 2024

Undertaking for Security for Costs

Appeal Case No.: Enter case no. here

Between

[Name]
 [ID No.]

... Appellant(s)

And

[Name]
 [ID No.]

... Respondent(s)

In the matter of Enter case no. here

Between

[Name]
 [ID No.]

... Applicant(s)/
 Claimant(s)

And

[Name]
 [ID No.]

... Respondent(s)/
 Defendant(s)

UNDERTAKING FOR SECURITY FOR COSTS

To: The respondent-in-appeal

We, the solicitor for the appellant, undertake to hold the sum of \$[Enter sum here] by way of security for your costs of the appeal application and, if costs are payable to the respondent-in-appeal under any order made by the Family Division of the High Court, to release to you the said amount without set-off unless the Family Division of the High Court otherwise orders.

Solicitor for the appellant

[Name, address, email address and telephone number of solicitor]

P.19, r.25, 30 FJ(G)R 2024
P.13, r.9 FJ(P)R 2024

Record of Appeal

This Form is used as the index to the Record of Appeal.

A Record of Appeal (“ROA”) is to be filed by an Appellant (i.e. the party who filed the Notice of Appeal) if the appeal is to be **heard** in the **Family Division of the High Court** against a **Family Court** order.

Generally, the ROA should contain:

- (a) Notice of Appeal;
- (b) Certificate on Security for Costs;
- (c) Record of Proceedings*; and
- (d) All documents filed in the lower court which are relevant to the matter decided and the nature of the appeal.

*The Record of Proceedings refers to:

- (a) Certified Grounds of Decision (if applicable);
- (b) Extracted lower court order; and/or
- (c) Certified transcript of proceedings.

If the appeal involves documents which are not in eLitigation (e.g. iFAMS cases with case prefixes MSS, SS, VAP, VAM) you must re-file the complete set of court documents which was previously filed in the lower courts as part of this ROA.

Please refer to the applicable rule for the related timelines and rules on the ROA:

- (a) Part 19, Rule 30 of the Family Justice (General) Rules 2024; or
- (b) Part 13, Rule 9 of the Family Justice (Probate and Other Matters) Rules 2024.

This form contains Notes to help you in the completion of the form. Please note that the Notes are **NOT** to be construed or regarded as a substitute for legal advice. Please seek legal advice if necessary.

The Form for completion is from the next page onwards. This cover note need not be included in the filed document.

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Appeal Case No.: Enter case no. here
Sub-Case No.: Enter sub-case no. here¹

Between

[Name]
[ID No.]

... Appellant(s)

And

[Name]
[ID No.]

... Respondent(s)

In the matter of Enter case no. here

Between

[Name]
[ID No.]

... Applicant(s)/
Claimant(s)

And

[Name]
[ID No.]

... Respondent(s)/
Defendant(s)

RECORD OF APPEAL

Index of Record of Appeal (“ROA index”)

S/N	Document title	Party who filed the document	Date of filing	Page number in the ROA
1.	Notice of Appeal	[Enter name/party type here]	Enter date here	Enter page no. here.
2.	Certificate on Security for Costs	[Enter name/party type here]	Enter date here	Enter page no. here.

¹ To insert sub-case details if relevant.

3.	Order of Court (for permission to appeal, if applicable) ²	[Enter name/party type here]	Enter date here	Enter page no. here.
4.	(a) Certified Grounds of Decision (if applicable) ²	-	-	Enter page no. here.
5.	(b) Certified transcript of proceedings	-	-	Enter page no. here.
6.	(c) Extracted order of the lower court	[Enter name/party type here]	Enter date here	Enter page no. here.
7.	Summons [Enter sub-case no. here]	[Enter name/party type here]	Enter date here	Enter page no. here.
8.	Affidavit of [Enter name/party type here]	[Enter name/party type here]	Enter date here	Enter page no. here. (E.g. pages xx to yy ³)
9.	Enter details here	[Enter name/party type here]	Enter date here	Enter page no. here.
10.	Enter details here	[Enter name/party type here]	Enter date here	Enter page no. here.

² Delete as applicable and re-number the subsequent entries.

³ Specific pages must be stated if the party only intends to include in the form of record of appeal a portion of a document which is filed or is available in the electronic case file.

2.2	<input type="checkbox"/> Defence & counterclaim <input type="checkbox"/> Reply <input type="checkbox"/> Reply & cross-application	Set out the number of pages in each document.	
2.3	<input type="checkbox"/> Reply & defence to counterclaim (if applicable) <input type="checkbox"/> Reply to cross-application	Set out the number of pages in each document.	
2.4	Relief claimed	Set out succinctly the reliefs claimed, if any.	
2.5	Affidavits deemed or ordered to stand as pleadings (if applicable)	Set out the number of pages in each affidavit.	
3.	Interlocutory attendances		
3.1	Interlocutory applications - costs fixed by Court	Set out in relation to each interlocutory application, the application number, the nature of the application, the number of affidavits filed, the orders made on costs and the amount of costs awarded.	Set out the amount of time taken for the hearing and such other relevant information as enabled the Court to determine the costs awarded for the application.
3.2	Interlocutory applications – costs not fixed by Court	Set out in relation to each interlocutory application, the application number, the number of affidavits filed, the nature of the application and the orders made on costs.	Set out the amount of time taken for the hearing and such other information as will enable the Court to determine the costs to award for the application.
3.3	Appeals to District Judge in Chambers	Set out in relation to each appeal, the appeal number, the nature of the appeal, the orders made on costs and the amount of costs awarded, if any.	Set out the amount of time taken for the hearing and such other information as will enable the Court to determine the costs to award for the appeal.

3.4	Case conference(s)	Set out the dates of the Case Conference(s).	Provide details if a substantial application is heard during a Case conference and the amount of time taken.
3.5	Other attendances	Set out the dates and the nature of hearings if there are other attendances in Court which should be taken into consideration.	Set out the amount of time taken for the hearing and such other relevant information as will enable the Court to determine the costs to award for the hearing.
4.	Disclosure / Production of documents		
4.1	Number of lists of documents, if applicable	Set out the number of lists of documents, including supplementary lists, filed by each party.	
4.2	Total number of documents disclosed	Set out the number of documents, with the total number of pages, disclosed by each party.	Provide such information as is relevant, such as the number of pages that overlap.
5.	Trial		
5.1	Opening statement	Set out the number of pages of opening statement filed by each party.	
5.2	Number of days and date(s) of trial	Indicate the total number of days fixed for trial, the actual number of days taken and the date(s) of the trial.	Provide such information as is relevant, such as whether digital or mechanical recording was used during the trial.
5.3	Affidavits of evidence-in-chief – text and exhibits	Set out the number of affidavits filed by each party and the total number of pages of text and exhibits of all affidavits filed.	
5.4	Bundle of documents	Set out the number of volumes and the total number of pages in each bundle filed in respect of the trial.	
5.5	Witnesses at trial	Set out the number of witnesses of fact and expert witnesses for each party.	

5.6	Closing submissions and authorities cited	Set out the number of pages and authorities cited in the closing submissions, if any, of each party.	
5.7	Submissions in reply and authorities cited	Set out the number of pages and authorities cited in the reply submissions, if any, of each party.	
5.8	Other post-trial filings/matters	Set out the number of pages and authorities cited in any other documents filed by each party.	
6.	Complexity of case		
6.1	Legal issues	Set out succinctly all the legal issues raised.	
6.2	Factual issues	Set out succinctly all the factual issues raised.	
6.3	Complexity	Set out succinctly the matters that affect the complexity of the case.	
6.4	Grounds of decision	Set out the number of pages in the grounds of decision and highlight the paragraph(s) where the Court commented on the complexity of the case or the novelty of the issues raised.	
7.	Urgency and importance to client		
7.1	Urgency	Set out the factors that rendered the suit one of urgency for the party entitled to claim costs.	
7.2	Importance to client	Set out the factors that rendered the suit one of importance for the party entitled to claim costs.	
8.	Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor		
8.1	Number of letters/faxes/emails exchanged between the parties	Set out the total amount of correspondence exchanged between the parties and also between the parties and the Court.	
8.2	Number of letters/faxes/emails to client	Set out the total amount of correspondence between the party entitled to claim costs and counsel.	
8.3	Meetings with opposing counsel	Set out the total number of meetings, and the time taken for them.	

8.4	Time spent	Set out the total number of hours spent on the case by each counsel or solicitor.	
8.5	Others	Set out any other relevant factors for the Court's consideration.	
9.	Number of solicitors involved		
9.1	Counsel and solicitors	List all the lawyers acting for each party and their seniority.	
10.	Proportionality		
10.1	Amount claimed	<p>Amount claimed for [specify name of counsel or solicitor]:</p> <p>[\$[Insert amount]].</p> <p>Set out in relation to each counsel or solicitor, the amount of costs claimed for Section 1, with a breakdown of –</p> <ul style="list-style-type: none"> a) the amount claimed for work done by the counsel or solicitor; b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit; c) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and d) the GST claimed for work done, <p>in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.</p>	
11.	Conduct of the parties		
11.1	Conduct of the parties throughout the proceedings, including the efforts made by the parties at amicable resolution	Enter details here.	

Section 2: Work done for and in the assessment of costs

12.	Work done	Describe the work done for the preparation of the bill of costs and the assessment of the bill.	
13.	Amount claimed	<p>Total amount claimed: \$[Insert amount].</p> <p>Set out the amount of costs claimed for Section 2, with a breakdown of –</p> <ul style="list-style-type: none"> a) the amount claimed for work done for Section 2; b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit; c) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and d) the GST claimed for work done, <p>in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.</p>	

Section 3: Disbursements

14.	Set out in different rows the dates or period of time when each disbursement is incurred.	Set out the description and amount of each disbursement claimed.	
[]	-	<p>Total amount claimed: \$[Insert amount].</p> <p>Set out the amount of costs claimed for Section 3, with a breakdown of –</p> <ul style="list-style-type: none"> a) the amount claimed for disbursements for Section 3; 	

		<p>b) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</p> <p>c) the amount of input tax for which a party entitled to claim costs is not entitled to credit;</p> <p>and</p> <p>d) the GST claimed for disbursements,</p> <p>in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.</p>	
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Para 152(c)(i)(C) PD 2024

Bill of Costs for Contentious Business Other Than Trials

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Main Case No.: Enter case no. here
 Bill of Costs No.: Enter no. here

Between

GST Reg. No. (solicitors for [state party here]): Enter GST reg no. here

[Name]
[ID No.]

... Applicant(s)/
Claimant(s)

GST Reg. No. ([state party here]):
 Indicate the GST number or “No GST No.” and the percentage of input tax applicable to each party entitled to costs.

And

[Name]
[ID No.]

... Respondent(s)/
Defendant(s)

BILL OF COSTS FOR CONTENTIOUS BUSINESS OTHER THAN TRIALS

Applicant: State the party for whom the bill is filed

Nature of bill: Party-and-party bill Solicitor-and-client bill

Basis of assessment: Standard basis Indemnity basis

Basis for assessment: Judgment dated [Enter date here] ordering [set out the order on costs under which the bill is to be assessed, including such details as the party who is ordered to pay costs and the party entitled to claim costs.]

Section 1: Work done except for assessment of costs

No.	Item	Description	Remarks
1.	The claim		
1.1	Nature of claim	Give a brief description of the nature of claim such as whether the substantive claim is for breach of contract or negligence.	
2.	Application / Proceedings		
2.1	Nature of application or proceedings	Give a brief description of the nature of proceedings or application to which the bill relates, e.g., for an appeal or interlocutory application.	

	assessment of costs		
3.	Interlocutory attendances		
3.1	Interlocutory applications - costs fixed by Court	Set out in relation to each interlocutory application, the application number, the nature of the application, the number of affidavits filed, the orders made on costs and the amount of costs awarded.	Set out the amount of time taken for the hearing and such other relevant information as enabled the Court to determine the costs awarded for the application.
3.2	Interlocutory applications – costs not fixed by Court	Set out in relation to each interlocutory application, the application number, the number of affidavits filed, the nature of the application and the orders made on costs.	Set out the amount of time taken for the hearing and such other information as will enable the Court to determine the costs to award for the application.
3.3	Appeals to District Judge in Chambers	Set out in relation to each appeal, the appeal number, the nature of the appeal, the orders made on costs and the amount of costs awarded, if any.	Set out the amount of time taken for the hearing and such other information as will enable the Court to determine the costs to award for the appeal.
3.4	Other attendances	Set out the dates and the nature of hearings if there are other attendances in Court which should be taken into consideration.	Set out the amount of time taken for the hearing and such other relevant information as will enable the Court to determine the costs to award for the hearing.
4.	Hearing		
4.1	Number of days and date(s) of hearing	Indicate the total number of days fixed for the hearing, the actual number of days taken and the date(s) of the hearing.	Provide such information as is relevant, such as whether digital or mechanical recording was used during the trial.

4.2	Documents (apart from written submissions and authorities)	Set out the number of volumes and the total number of pages in each bundle filed in respect of the hearing.	
4.3	Witnesses (if any)	Set out the number of witnesses of fact and expert witnesses for each party.	
4.4	Written submissions	Set out the number of pages of the submissions, if any, of each party.	
4.5	Authorities cited	Set out the number of authorities cited by each party.	
4.6	Other post-hearing filings	Set out the number of pages and authorities cited in any other documents filed by each party.	
5.	Complexity of case		
5.1	Legal issues	Set out succinctly all the legal issues raised.	
5.2	Factual issues	Set out succinctly all the factual issues raised.	
5.3	Complexity	Set out succinctly the matters that affect the complexity of the case.	
5.4	Grounds of decision	Set out the number of pages in the grounds of decision and highlight the paragraph(s) where the Court commented on the complexity of the case or the novelty of the issues raised.	
6.	Urgency and importance to client		
6.1	Urgency	Set out the factors that rendered the suit one of urgency for the party entitled to claim costs.	
6.2	Importance to client	Set out the factors that rendered the suit one of importance for the party entitled to claim costs.	
6.3	Amount involved	Set out the amount involved in the substantive dispute between the parties.	
7.	Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor		
7.1	Number of letters/faxes/emails exchanged	Set out the total amount of correspondence exchanged between the parties and also between the parties and the Court.	

	between the parties		
7.2	Number of letters/faxes/emails to client	Set out the total amount of correspondence between the party entitled to claim costs and counsel.	
7.3	Meetings with opposing counsel	Set out the total number of meetings, and the time taken for them.	
7.4	Time spent	Set out the total number of hours spent on the case by each counsel or solicitor.	
7.5	Others	Set out any other relevant factors for the Court's consideration.	
8.	Number of solicitors involved		
8.1	Counsel and solicitors	List all the lawyers acting for each party and their seniority.	
9.	Proportionality		
9.1	Amount claimed	<p>Amount claimed for [specify name of counsel or solicitor]:</p> <p>[\$[Insert amount].</p> <p>Set out in relation to each counsel or solicitor, the amount of costs claimed for Section 1, with a breakdown of –</p> <ul style="list-style-type: none"> e) the amount claimed for work done by the counsel or solicitor; f) the percentage of input tax for which a party entitled to claim costs is not entitled to credit; g) the amount of input tax for which a party entitled to claim costs is not entitled to credit; <p>and</p> <ul style="list-style-type: none"> h) the GST claimed for work done, <p>in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.</p>	
10.	Conduct of the parties		
10.1	Conduct of the parties throughout the proceedings,	Enter details here.	

	including the efforts made by the parties at amicable resolution		
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Section 2: Work done for and in the assessment of costs

11.	Work done	Describe the work done for the preparation of the bill of costs and the assessment of the bill.	
12.	Amount claimed	<p>Total amount claimed: \$[Insert amount].</p> <p>Set out the amount of costs claimed for Section 2, with a breakdown of –</p> <ul style="list-style-type: none"> e) the amount claimed for work done for Section 2; f) the percentage of input tax for which a party entitled to claim costs is not entitled to credit; g) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and h) the GST claimed for work done, <p>in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.</p>	

Section 3: Disbursements

13.	[Set out in different rows the dates or period of time when each disbursement is incurred].	Set out the description and amount of each disbursement claimed.	
[]	-	<p>Total amount claimed: \$[Insert amount].</p>	

		<p>Set out the amount of costs claimed for Section 3, with a breakdown of –</p> <ul style="list-style-type: none"> e) the amount claimed for disbursements for Section 3; f) the percentage of input tax for which a party entitled to claim costs is not entitled to credit; g) the amount of input tax for which a party entitled to claim costs is not entitled to credit; <p>and</p> <ul style="list-style-type: none"> h) the GST claimed for disbursements, <p>in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.</p>	
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Para 152(c)(i)(D) PD 2024

Bill of Costs for Non-Contentious Business

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Bill of Costs No.: Enter no. here

In the matter of [Enter details here]

GST Reg. No. (solicitors for [state party here]): Enter GST reg no. here

GST Reg. No. ([state party here]):
Indicate the GST number or "No GST No." and the percentage of input tax applicable to each party entitled to costs.

BILL OF COSTS FOR NON-CONTENTIOUS BUSINESS

Applicant: State the party for whom the bill is filed.

Nature of bill: Party-and-party bill Solicitor-and-client billBasis of assessment: Standard basis Indemnity basis

Basis for assessment: Set out the basis under which the bill may be assessed.

Section 1: Work done except for assessment of costs

No.	Item	Description	Remarks
1.	The work done		
1.1	Nature of work	Give a brief description of the nature of work to which the bill relates.	
1.2	Scope of engagement (including relevant Court orders, if any)	Give a brief description of the scope of the engagement.	
1.3	Period of work	State the period(s) of time in which the work was done.	
2.	Complexity of matter		
2.1	Legal issues	Set out succinctly all the legal issues raised.	
2.2	Factual issues	Set out succinctly all the factual issues raised.	

2.3	Complexity	Set out succinctly the matters that affect the complexity of the work.	
2.4	Amount involved	Set out the amount involved in relation to the work done.	
3.	Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor		
3.1	Number of letters/faxes/emails exchanged with others	Set out the total amount of correspondence exchanged between the parties and also between the parties and the Court.	
3.2	Number of letters/faxes/emails to client	Set out the total amount of correspondence between the party entitled to claim costs and counsel.	
3.3	Meetings with client	Set out the total number of meetings, and the time taken.	
3.4	Meetings with other parties (by class)	Set out the total number of meetings, and the time taken.	
3.5	Documents (including legal opinions)	Set out the total number of pages of documents perused and legal opinions rendered.	
3.6	Time spent	Set out the total number of hours spent on the case by each counsel or solicitor.	
3.7	Others	Set out any other relevant factors for the Court's consideration.	
4.	Number of solicitors involved		
4.1	Counsel and solicitors	List all the lawyers acting for each party and their seniority.	
5.	Urgency and importance to client		
5.1	Urgency	Set out the factors that rendered the suit one of urgency for the client.	
5.2	Importance to client	Set out the factors that rendered the matter one of importance for the client.	
6.	Proportionality		
6.1	Amount claimed	Amount claimed for [specify name of counsel or solicitor]: \$[Insert amount]. Set out in relation to each counsel or solicitor, the amount of costs claimed for Section 1, with a breakdown of –	

		<p>i) the amount claimed for work done by the counsel or solicitor;</p> <p>j) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</p> <p>k) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and</p> <p>l) the GST claimed for work done,</p> <p>in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.</p>	
--	--	--	--

Section 2: Work done for and in the assessment of costs

7.	Work done	Describe the work done for the preparation of the bill of costs and the assessment of the bill.	
8.	Amount claimed	<p>Total amount claimed: #[Insert amount].</p> <p>Set out the amount of costs claimed for Section 2, with a breakdown of –</p> <p>i) the amount claimed for work done for Section 2;</p> <p>j) the percentage of input tax for which a party entitled to claim costs is not entitled to credit;</p> <p>k) the amount of input tax for which a party entitled to claim costs is not entitled to credit; and</p> <p>l) the GST claimed for work done,</p> <p>in relation to the periods for which different rates of GST are applicable, including the period for which no GST is chargeable.</p>	

Section 3: Disbursements

9.	Set out in different rows the dates or period of time when each disbursement is incurred.	Set out the description and amount of each disbursement claimed.	
----	---	--	--

P.9, r.16, P.24, r.12 FJ(G)R 2024
 P.15, r.11 FJ(P)R 2024

Committal Order

Order is valid only if engrossed with the seal of the Court and signature of the Registrar

(Title as in action)

COMMITTAL ORDER

Case / Application No: Enter case/application number here

Before: Select the applicable option¹ Enter name of judicial officer here.

Venue: [Supreme Court / Family Justice Courts]

Open court / Chambers

Hearing date / Time: Enter date here

The Court made the following orders in the above action/application:

[State the committal order made and/or fine]

1. [Enter details here]

2. [Enter details here]

Note: If the order is to arrest or commit the committal respondent, the following notice is to be added:

The Bailiff and any Police Officer is hereby directed to arrest [state name, identity number and last known place of residence of the committal respondent] and to bring him or her safely to [state which Court] or, if the Court's working hours are over, to prison to be kept in custody until the Court's working hours/to prison to be imprisoned for [state the length of time ordered by the Court] (or until further order).

Date of order: Enter date here

¹ The applicable options are: Judge / Judicial Commissioner / District Judge / Magistrate / Others.

Para 166 PD 2024

Affidavit Verifying Form Showing Lack of Means

[Enter party type here]: [Enter name of maker here]: [Enter ordinal number of affidavit (in relation to previous affidavits filed by the same party) here]: [Enter date of affidavit filed here]: [Enter hearing type and summons no. (if applicable) here]¹

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Main Case No.: Enter case no. here

Between

Sub-Case No.: Enter sub-case no. here²

[Name]

[ID No.]

... Applicant(s)/
Claimant(s)

And

[Name]

[ID No.]

... Respondent(s)/
Defendant(s)

AFFIDAVIT VERIFYING FORM SHOWING LACK OF MEANS

Section 1: Introduction

Name of maker: Enter full name as per NRIC/ Passport here.Identity No.: Enter NRIC/ FIN/ Passport no. here.Address: Enter address here.

1. I make oath affirm and say that the particulars contained in the Form Showing Lack of Means dated [Enter date here] in relation to my request for waiver deferment and signed by me are true and complete to the best of my knowledge and belief.

Section 2: Affirmation

For proceedings under the Family Justice (General) Rules 2024:

The affidavit is to be sworn / affirmed in accordance with the Form of Attestation (Form 106) of the Family Justice (General) Rules 2024.

¹ Refer to paragraph 133(5) of the Family Justice Courts Practice Directions 2024 if required.

² To insert sub-case details if relevant.

For proceedings under the Family Justice (Probate and Other Matters) Rules 2024:

Affirmed Sworn] on [date] at [location]
(through the interpretation of [name of interpreter])
In [language]

Before me,

Commissioner for Oaths

Section 3: Exhibit Content Page

For proceedings under the Family Justice (General) Rules 2024, please refer to the Generic Affidavit (Form 54) for the exhibit content page and cover pages to be included in the affidavit (where applicable).

Para 166 PD 2024

Form Showing Lack of Means

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Main Case No.: Enter case no. here

Between

Sub-Case No.: Enter sub-case no. here¹

[Name]

[ID No.]

... Applicant(s)/
Claimant(s)

And

[Name]

[ID No.]

... Respondent(s)/
Defendant(s)

FORM SHOWING LACK OF MEANS

Note:

You should check if you qualify for Legal Aid (see <<https://lab.mlaw.gov.sg/legal-services/do-i-qualify/>>) before filling this form. If you qualify for Legal Aid, you can only use this form if you have applied for Legal Aid and your application has been rejected.

Section 1: Introduction

Name of applicant: Enter full name as per NRIC/ Passport here.Occupation: Enter occupation here.Contact address: Enter address here.Contact phone numbers: Enter phone numbers here.

Section 2

1. This application relates to court fees for [Enter details here, e.g., the filing of a notice of appeal] in the sum of S\$[Enter sum here].
2. State if you are applying for waiver or deferment²:

¹ To insert sub-case details if relevant.

² A waiver or deferment of appeal court fees will only be granted in exceptional circumstances.

- a full waiver;
- a partial waiver of S\$[Enter sum here]; or
- the payment to be deferred until [Enter date here].

3. Confirm your application status:

- I have not previously applied for a waiver or deferment.
- I applied for a waiver or deferment on [Enter date here].

4. Confirm if you qualify for Legal Aid:

- Yes. *Proceed to question 5.*
- No. *If you do not qualify for Legal Aid, briefly state the reasons why this is so. Proceed to Section 3 thereafter:*

Enter details here.

5. If you qualify for Legal Aid, confirm if you have made an application with the Legal Aid Bureau:

- Yes. *Proceed to question 6.*
- No. *Proceed to Section 3.*

6. If you have made an application with the Legal Aid Bureau, was your application successful:

- Yes. *Proceed to Section 3.*
- No. *Proceed to question 7.*

7. If your application with the Legal Aid Bureau was not successful, briefly state the reasons why this is so:

Enter details here.

Section 3

8. Provide the reasons for your request (*for example, details of any undue financial hardship which may be suffered by you if you had to pay the court fee*):

Enter details here.

9. Provide information on your personal financial circumstances:

- I am not employed. *State when you were last gainfully employed and who is supporting you now.*

Enter details here.

- I am employed and my total monthly income for the last 3 months is S\$[Enter sum here].
- I run my own business and my total monthly income is S\$[Enter sum here].
- I am a bankrupt and my bankruptcy number is [Enter number here].

10. Attach the necessary documentation³ to support the information provided in this form and answer the following questions and support your answers with the relevant documents:

a. Are you on any government financial assistance plan?

No.

Yes. *State type of assistance:*

Enter details here.

b. Are you suffering from any medical condition that requires long term medication or treatment?

Yes. *Provide us with a note from a doctor confirming that you require long term medication or treatment.*

No.

c. Do you have any outstanding conservancy, rental, utilities or medical bills, or any other outstanding legal liabilities?

Yes. *Provide evidence of your liabilities.*

No.

11. State the source(s) of your income:

Wages or salary. Enter details here.

Other source. Enter details here.

12. State other funds which you have:

³ In particular, a recent copy of your CPF Statement of Account, pay advice and a copy of your latest notice of income tax assessment.

Enter details here.

13. State the assets in your ownership (e.g., house, other property, car, boat, shares):

Enter details here.

14. State your debts and liabilities (e.g., mortgage, hire purchase, repayment of loans) below and attach the necessary documentation in support at the back of this form.

Enter details here.

15. State the number of dependents which you have: [Enter number here]

16. State your monthly living expenses (*Use additional rows for items not listed.*):

S/N	Items	Amount per month (in SGD)
a.	Mortgage/rent	Enter amount here.
b.	Food/groceries	Enter amount here.
c.	Electricity bills	Enter amount here.

d.	Phone/internet	Enter amount here.
e.	Petrol/travel	Enter amount here.
f.	Insurance	Enter amount here.
g.	Hire purchase	Enter amount here.
h.	Loan repayment	Enter amount here.
i.	Others (e.g., medical)	Enter amount here.
j.	Total monthly expenses:	Enter amount here.

17. State how much income the other members of your household contribute to meeting these monthly living expenses:

Enter details here.

18. State if you are able to raise the monies from other sources, and provide details of your efforts in seeking funding.

Enter details here.

19. If you are the appellant, please describe the appeal. Briefly explain the grounds of the appeal.

Enter details here.

Signature

Name of Applicant: [Enter name here]

Date: [Enter date here]

Third Schedule Part 2
FJ(G)R 2024,
Third Schedule Part 2
FJ(P)R 2024

Request for Hearing Dates / Further Hearing Dates

(Title as in action)

REQUEST FOR HEARING DATES / FURTHER HEARING DATES

To: The Registrar

Request for the matter to be fixed for hearing / State name of Judge / Registrar
further hearing before:

Number of hearing/further hearing days requested: Enter no. of days here

Number of hearing days previously expended: Enter no. of days here

Hearing fees payable: \$[Enter sum here]

Issued by: Solicitor for the [state party here]

[Name, address, email address and telephone number of solicitor]

P.27, r.4(1), r.4(5), r.8

FJ(G)R 2024

Para 141(1), (2) PD 2024

P.18, r.4(1), r.4(5), r.8

FJ(P)R 2024

Directions to Accountant-General

For payments in

Details of payment in

Mode of payment:

Cash: Enter currency type and amount here

Funds and securities¹. Enter details in the table below:

Particulars of fund to be lodged	Person(s) to make the lodgment	Value	
		Currency type	Amount (\$)

Reason for payment in:

Pursuant to Order of Court.

Case number where order was given:	Enter case no. here
Order No.:	Enter Order no. here
Hearing date / order made on:	Enter date here
Order made by: Coram	Select the applicable option ² Enter name of judicial officer here.

For security for costs for appeal / application:

¹ Where funds are lodged in Court not being moneys paid in under Order 14 of the Rules of Court 2021, Part 17 of the Family Justice (General) Rules 2024 or Part 19 of the Family Justice (Probate and Other Matters) Rules 2024 or as security for costs or in satisfaction of a judgment or order, but are to be lodged under an order comprising funds of various nature and directing lodgment by one or more persons, a single direction may be issued, and the particulars stated in a schedule to the direction.

² The applicable options are: Assistant Registrar / Judge / Judicial Commissioner / District Judge / Deputy Registrar / Magistrate / Registrar / Others.

Pursuant to Rules of Court / Family Justice Rules: Order / Division [Select the applicable option]³ rule [Select the applicable option]⁴.

To satisfy a claim:

Pursuant to Rules of Court / Family Justice Rules: Order / Division [Enter Order/Division no. here] rule [Enter rule no. here].

Please specify whether entire claim or part claim to be satisfied: Enter details here

Others: Enter details here.

Generated form for payment in

Form is valid only if engrossed with the seal of the Court and signature of the Registrar

(Title as in action)

DIRECTIONS TO ACCOUNTANT-GENERAL FOR PAYMENT IN

The Accountant-General is hereby directed to receive the following payment in the above cause or matter:

Amount: Enter amount here

Lodgment made by: Enter party here

Reason for Lodgment: Enter details here

For payments out

Details of payment out

Payment In number(s): Enter no. here

Requested amount for payment out: Enter amount here

Reason for payment out:

Pursuant to Order of Court.

³ The applicable options are: 18 / 19 / 55D / 57 / 59.

⁴ The applicable options are: 3 / 6 / 16 / 20 / 824.

Case number where order was given:	Enter case no. here
Order No.:	Enter Order no. here
Hearing date / order made on:	Enter date here
Order made by: Coram	Select the applicable option ⁵ Enter name of judicial officer here.

Pursuant to Notice of Acceptance of Payment into Court

Others: Enter details here.

Name of party to be paid: Enter name here

Description of party to be paid: Enter details here, e.g. Applicant / Respondent / Solicitors for the Applicant / Respondent etc

Generated form for payment out

Form is valid only if engrossed with the seal of the Court and signature of the Registrar

(Title as in action)

DIRECTIONS TO ACCOUNTANT-GENERAL FOR PAYMENT OUT

The Accountant-General is hereby directed to pay or make the following payment out of monies and any interest accruing thereon lodged in Court in the above cause or matter:

Name of party to be paid: Enter name here

Description of party to be paid: Enter party here

Payment in number and amount to be paid out: Enter details here

Reason for payment: Enter details here

⁵ The applicable options are: Assistant Registrar / Judge / Judicial Commissioner / District Judge / Deputy Registrar / Magistrate / Registrar / Others.

P.27, r.4(3),(4) FJ(G)R 2024

P.18, r.4(3),(4) FJ(P)R 2024

Authority to Company to Register Transfer

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Main Case No.: Enter case no. here

Between

Sub-Case No.: Enter sub-case no. here¹

[Name]

[ID No.]

... Applicant(s)/
Claimant(s)

And

[Name]

[ID No.]

... Respondent(s)/
Defendant(s)

AUTHORITY TO COMPANY TO REGISTER TRANSFER

To: Enter name of company here,

Please register transfer of shares Nos. [Enter no. here] from [Enter name of party here] to the Accountant-General.

Date: Enter date here

Accountant-General.

CERTIFICATE OF TRANSFER

The abovementioned shares have this day been transferred as authorised.

Date: Enter date here

Secretary of the [Enter name of company here]

¹ To insert sub-case details if relevant.

P.27, r.10 FJ(G)R 2024

P.18, r.10 FJ(P)R 2024

Affidavit for Payment Out on Death of Payee

[Enter party type here]: [Enter name of maker here]: [Enter ordinal number of affidavit (in relation to previous affidavits filed by the same party) here]: [Enter date of affidavit filed here]: [Enter hearing type and summons no. (if applicable) here]¹

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Main Case No.: Enter case no. here

Between

Sub-Case No.: Enter sub-case no. here²

[Name]

[ID No.]

... Applicant(s)/
Claimant(s)

And

[Name]

[ID No.]

... Respondent(s)/
Defendant(s)

AFFIDAVIT FOR PAYMENT OUT ON DEATH OF PAYEE

Section 1: Introduction

Name of maker: Enter full name as per NRIC/ Passport here.Identity No.: Enter NRIC/ FIN/ Passport no. here.Address: Enter address here.

2. I make oath affirm and say that the particulars contained in declaration below are true and complete to the best of my knowledge and belief.

Section 2: Declaration

3. Ledger Account (if the same as the cause state 'as above'). I [Enter name and address of applicant here] solemnly and sincerely declare that I am the [Enter degree of relationship here] and next or one of the next-of-kin of [Enter name of deceased here] and that I am entitled to take out Letters of Administration to his/her estate and to receive the sum of \$[Enter amount here] directed to be paid to him/her by the Order dated [Enter date here].

¹ Refer to paragraph 133(5) of the Family Justice Courts Practice Directions 2024 if required.

² To insert sub-case details if relevant.

4. And I further declare that the total value of the assets of the deceased including the above sum does not exceed \$10,000 and I certify that the funeral and other testamentary expenses of the deceased have been paid.

Section 3: Affirmation

For proceedings under the Family Justice (General) Rules 2024:

The affidavit is to be sworn / affirmed in accordance with the Form of Attestation (Form 106) of the Family Justice (General) Rules 2024.

For proceedings under the Family Justice (Probate and Other Matters) Rules 2024:

Affirmed Sworn] on [date] at [location]
(through the interpretation of [name of interpreter])
In [language]

Before me,

Commissioner for Oaths

Section 4: Exhibit Content Page

For proceedings under the Family Justice (General) Rules 2024, please refer to the Generic Affidavit (Form 54) for the exhibit content page and cover pages to be included in the affidavit (where applicable).

Para 173 PD 2024

Application to be Registered User of the Electronic Filing Service

[Letterhead of law firm or organisation]

[Enter date here]

The Registrar
 Supreme Court
 1 Supreme Court Lane
 Singapore 178879
 (Attn: eLitigation Project Director)

Dear Sirs

APPLICATION TO BE REGISTERED USER OF THE ELECTRONIC FILING SERVICE

- I, [Enter name of managing partner / director etc of law practice], am the managing partner/director etc of [Enter name of law practice], [Enter law practice UEN no.], and I am duly authorised to make this application on behalf of [Enter name of law practice].
2. The law practice of [Enter name of law practice] hereby applies to be a registered user of the electronic filing service, eLitigation, established under Order 28 of the Rules of Court 2021 or Part 28 of the Family Justice (General) Rules 2024.
 3. As required under Order 28 of the Rules of Court 2021 or Part 28 of the Family Justice (General) Rules 2024, I hereby designate [Enter name of appointed administrator here], NRIC/FIN [Enter NRIC / FIN no. of appointed administrator here], as an authorised user to administer the service on behalf of my law practice. The SingPass identification code of the said authorised user is his or her NRIC/FIN number.
 4. A recent business profile report from the Accounting and Corporate Regulatory Authority of [Enter name of law practice], the duly completed application form and subscriber agreement with the designated electronic filing service provider, CrimsonLogic Pte Ltd, for the use of the electronic filing service, eLitigation, and the duly completed application form for interbank GIRO payment facilities for the payment of all fees and charges incurred by my law practice's use of the electronic filing service are annexed hereto.

Yours faithfully

[Signature of authorised signatory]

For Official Use Only	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<hr/> Signature/Date	

[Name and designation of authorised signatory]

Para 197 PD 2024

Application to Use the Video Conference Facilities or Mobile Infocomm Technology Facilities (MIT facilities)

Date: Enter date here

To: The Registrar
Family Justice Courts
3 Havelock Square
Singapore 059725

[In cases involving alternative dispute resolution, to provide the information set out below:

Through: Please specify the relevant person-in-charge at the organisation at which the dispute resolution process is carried out, such as Registrar, Singapore International Arbitration Centre or the Executive Director, Singapore Mediation Centre.]

Part I

Application by:	<input type="checkbox"/> Law Firm <input type="checkbox"/> Individual
Name of applicant / law firm:	Enter name here
Name of lawyer / secretary-in-charge of matter:	Enter name here
Address:	Enter address here
E-mail address:	Enter email address here
Telephone and mobile numbers:	Enter number(s) here
Case number:	Enter case number here
Name of parties:	Enter names of parties here
Date(s) of hearing:	From [Enter date here] to [Enter date here]

Part II

Application for the use of:	<input type="checkbox"/> Video Conference Facilities <i>Complete paragraph (a) below.</i> <input type="checkbox"/> MIT facilities. <i>Complete paragraph (b) below.</i>
-----------------------------	--

In respect of:	<input type="checkbox"/> Court Proceedings <input type="checkbox"/> Alternative Dispute Resolution
----------------	---

Date(s) and time when use of Video Conference Facilities is required:

Dates of scheduled use: Enter date(s) here	Total No. of days: Enter no. here
Start date and time (1 st scheduled day of use): Enter date here	
End date and time (last scheduled day of use): Enter date here	

Facility (Tick box):

Video-Conferencing system State the country, state and city: Enter details here	<input type="checkbox"/>
---	--------------------------

Date(s) and time when use of MIT facilities are required:

Dates of scheduled use: Enter date(s) here	Total No. of days: Enter no. here
Start date and time (1 st scheduled day of use): Enter date here	
End date and time (last scheduled day of use): Enter date here	

Facility (Tick box):

1. Interactive Display Board with HD display	
(a) 65" HD touch-screen display	<input type="checkbox"/>
(b) Internet access via browser	<input type="checkbox"/>
(c) Recording of voices and actions (e.g., annotations on image or on google maps)	<input type="checkbox"/>
(d) Multi-format disc player (which allows the playback of DVD-audio, DVD-video, DVDRAM, DVD-R, CD, CD-R/RW and SVCD media)	<input type="checkbox"/>
2. Audio Visual Projection Facility	
3. Other Audio Visual Equipment*	
(a) Multi-format disc player (which allows the playback of DVD-Audio, DVD-Video, DVD-RAM and DVD-R)	<input type="checkbox"/>
(b) Visualiser	<input type="checkbox"/>
(c) Others*: Please list here	<input type="checkbox"/>

**Subject to availability of such equipment*

We undertake to compensate the Family Justice Courts for all damage caused to the equipment, furniture or fittings in connection with the hearing.

[The Applicant/Respondent or the solicitors for the Applicant/Respondent, as the case may be]

Para 200(3) PD 2024

Request for Interpretation Services

Date: Enter date here

To: Head Interpreter Chinese Indian Malay
 Supreme Court
 1 Supreme Court Lane
 Singapore 178879
 (Email: SUPCT_Head_Interpreters@judiciary.gov.sg)

REQUEST FOR INTERPRETATION SERVICES

Application by:	<input type="checkbox"/> Law Firm <input type="checkbox"/> Individual
Party making request or on whose behalf request is made:	<input type="checkbox"/> Applicant / Claimant <input type="checkbox"/> Respondent / Defendant <input type="checkbox"/> Others: Enter party type here
Name of applicant/law firm:	Enter name here
Name of lawyer / secretary-in-charge of matter:	Enter name here
Address:	Enter address here
E-mail address:	Enter email address here
Telephone number:	Enter number here
Case number:	Enter case number here
Name of parties:	Enter names of parties here
Court number or Chamber number (if known):	<input type="checkbox"/> Court <input type="checkbox"/> Chamber Enter no. here

Date(s) and time(s) interpretation services are required:	Enter date(s) here Enter time(s) here
Name(s) of party(ies) and/or witness(es) requiring Interpretation:	Enter name(s) here
Language/dialect:	<input type="checkbox"/> Cantonese <input type="checkbox"/> Hokkien <input type="checkbox"/> Teochew <input type="checkbox"/> Mandarin <input type="checkbox"/> Tamil <input type="checkbox"/> Malayalam <input type="checkbox"/> Malay <input type="checkbox"/> Javanese <input type="checkbox"/> Boyanese
Date of previous hearing: (to be filled if the hearing described above is an adjourned or a part-heard hearing)	Enter date here

We undertake to pay the applicable fee prescribed by the Family Justice (General) Rules 2024 or Family Justice (Probate and Other Matters) Rules 2024 immediately upon approval of the request.

We undertake to inform the appropriate Head Interpreter immediately by letter/email in the event that the services of the interpreter are not required for any reason on any of the scheduled days specified in the request.

Party or Solicitor

[Name, address, email address and telephone number]

List of ROC 2021 forms which apply to FJC proceedings

Rules of Court 2021 forms which will apply to FJC proceedings

Appendix / Form No. in Supreme Court PD 2021	Form Title	Applicable ROC 2021 Rule(s) / PD Paragraph(s)
A 82	Form of Oath	O.54, r.2 ROC 2021
A 83	Form of Affirmation	O.54, r.3 ROC 2021
A 99	Limited Civil Restraint Order	O.69, r.3(1) ROC 2021
A 100	Extended Civil Restraint Order	
A 101	General Civil Restraint Order	
A 102	Order under Section 74(1) of Supreme Court of Judicature Act 1969	O.70, r.3(1) ROC 2021

Family Justice Courts Practice Directions 2024

Appendix C

154.

E-FORM

P.3, r.10(2) FJ(P)R 2024

Summons

(Title as in action)

To: The claimant/defendant [name]

1. The claimant/defendant [name] of [address] is applying to the Court for the following orders:

[set out all the orders sought in numbered paragraphs].

2. The evidence in support of this application is stated in the accompanying affidavit of [state the name of the person making the affidavit].
3. If you wish to contest the application, you must:
 - (a) file an affidavit in reply if you also wish to introduce evidence in this application within 14 days of being served this application and supporting affidavit(s); and
 - (b) attend at the [Family Division of the High Court / Family Courts] on the date and time shown above. If you do not attend personally or by lawyer, the Court may make appropriate orders.

Issued by:

Solicitor for the [state the party]

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

P.3, r.10(3) FJ(P)R 2024

Summons Without Notice

(Title as in action)

1. The claimant/defendant [name] of [address] is applying to the Court for the following orders:
[set out all the orders sought in numbered paragraphs].
2. The evidence in support of this application is stated in the accompanying affidavit of
[state the name of the person making the affidavit].

Issued by:

Solicitor for the [state the party]

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

P.4, r.9 FJ(P)R 2024

Notice of Action

(Title as in action)

To: The non-party affected by any judgment given in the action [name]

TAKE NOTICE THAT:

1. An action has been commenced in the Family Courts / Family Division of the High Court* in accordance with the Originating Claim / Originating Application* attached to this document.
2. You are or may be one of the persons who is interested in the action.
3. You may within 14 days / 21 days* of being served with this notice file a notice of intention to contest or not contest the Originating Claim / Originating Application* and become a party to the action.
4. You may file the notice of intention to contest or not contest the Originating Claim / Originating Application* in person or by a solicitor at the Registry of the Family Justice Courts using the electronic filing service.
5. If you do not file a notice of intention to contest or not contest the Originating Claim / Originating Application*, you will be bound by any judgment given in the action as if you were a party to it.

Date:

Issued by: *Solicitor for the [state the party]*

[Name, address, email address and telephone number of solicitor]

Note:

A person served with a notice of action must file a notice of intention to contest or not contest as a defendant to the probate action.

*(*Use as appropriate)*

P.4, r.11(1),(3) FJ(P)R 2024

Notice of Appointment / Change of Solicitor

(Title as in action)

To: The Registrar and the claimant/defendant [name] or his or her solicitor and the former solicitor of the defendant/claimant [name]

Take notice that [name of new solicitor], of [name of firm of solicitor], has been appointed to act as the solicitor of the abovenamed claimant/defendant [name of claimant or defendant, or if for one or more of several claimants or defendants, naming the claimants or defendants] in this action, in the place of [name of original solicitor].

The address for service of the abovenamed [name of new solicitor] is [address of new solicitor].

Issued by:

Solicitor for the [state the party]

[Name, address, email address and telephone number of solicitor]

P.4, r.11(4) FJ(P)R 2024

Notice of Intention of Party to Act in Person, in Place of Solicitor

(Title as in action)

To: The Registrar and the claimant/defendant [name] or his or her solicitor and the former solicitor of the defendant/claimant [name]

Take notice that I, [name], the abovenamed claimant/defendant intend to act in person in this action in the place of [name of former solicitor] and that my address for service is [address].

Issued by:

Party

[Name, address, email address and telephone number of party]

P.4, r.12(1) FJ(P)R 2024

Notice of Ceasing to Act as Solicitor

(Title as in action)

To: The Registrar and the claimant/defendant [name] or his or her solicitor

Take notice that the following solicitor has ceased to act —

Name of solicitor ceasing to act:

Party for whom the solicitor has ceased to act:

Address for service of the party for whom the solicitor has ceased to act:

[state last known address of the party, if acting in person, or the principal or registered address of the party, if a body corporate].

Issued by:

Solicitor for the [state the party]

[Name, address, email address and telephone number of solicitor]

P.4, r.12(2) FJ(P)R 2024

Summons for Withdrawal of Solicitor

(Title as in action)

To: [name of party whose solicitor is applying for withdrawal]

1. [Name of solicitor withdrawing] is applying to the Court for the following orders:
 - (a) [Name of solicitor withdrawing] ceases to be the solicitor acting for [name of party represented by that solicitor], the claimant/defendant in this action/matter upon compliance with the requirements of Part 4, Rule 12(1) of the Family Justice (Probate and Other Matters) Rules 2024; and
 - (b) Costs of this application be [state costs order being sought].
2. The evidence in support of this application is stated in the accompanying affidavit of [state the name of the person making the affidavit].
3. If you wish to contest the application, you must:
 - (a) file an affidavit in reply if you also wish to introduce evidence in this application within 14 days of being served this application and supporting affidavit(s); and
 - (b) attend at the Family Division of the High Court/Family Courts on the date and time shown above. If you do not attend personally or by lawyer, the Court may make appropriate orders.

Issued by:

Solicitor for the [state the party]

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

P.4, r.12(4) FJ(P)R 2024

Order for Withdrawal of Solicitor

(Title as in action)

[Name of solicitor], the solicitor for [name of party], a claimant/defendant in this action/matter having duly served notice of the application on the said claimant/defendant;

Upon the application of [name of solicitor] and upon reading the affidavit of [state the name of the person making the affidavit and the filing date];

It is ordered that upon compliance with the requirements of Part 4, Rule 12(1) of the Family Justice (Probate and Other Matters) Rules 2024 the said [name of solicitor] ceases to be the solicitor acting for the said claimant/defendant in this action/matter.

(Seal of the Court and signature of the Registrar)

P.6, r.3, r.46 FJ(P)R 2024

Originating Application for Probate Pursuant to the Probate and Administration Act 1934

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

HCF/FC/P. No. [number/year]

Date of filing: [date]

[Applicant's Name]

[ID no.]

... Applicant

ORIGINATING APPLICATION FOR PROBATE PURSUANT TO THE PROBATE AND ADMINISTRATION ACT 1934

In the estate of [Name] (ID No.), deceased

The Applicant applies for:

No.	Prayer

Issued by: Solicitor for the applicant

[Name, address, email address and telephone number of solicitor]

(Seal of the Court and signature of the Registrar)

PARTICULARS OF APPLICATION

(a) For Probate.

(A) Particulars of Deceased:

The particulars of the Deceased are as follows:

1. Name:
2. ID Number:
3. Address:
4. Date of Death:
5. Place of Death:
6. Domicile:
7. Gender:

(B) Particulars of Applicant(s):

The particulars of the Applicant(s) are as follows:

1. Name:
ID Number:
Address:
Gender:

(C) General Details:

The Applicant(s) state(s) as follows:

1. A certified true copy of the original last Will and Testament (with Codicil(s) annexed) of the deceased is filed with this application.
2. The Applicant is the sole executor (or one of the executors) named in the Will.
3. The application for a grant is filed within 6 months from the death of the deceased./The application for a grant is filed after the lapse of 6 months from the death of the deceased. [State reasons for the delay.]

(D) Particulars of Executor(s) (other than Applicant(s)):

The particulars of the executor(s) other than the Applicant(s) are as follows:

1. Name:
Status:
Date of Renunciation/Death:

(E) Any Other Relevant Information in Support of the Originating Application

1. [The Applicant is not an undischarged bankrupt. /
The Applicant is an undischarged bankrupt.
Details of permission of court to act as personal representative: [state details of the relevant order of court]”.
2. [State any other relevant information, if any]
(* Please delete as appropriate.)

(b) For Administration.

(A) Particulars of Deceased:

The particulars of the deceased are as follows:

1. Name:
2. ID Number:
3. Address:
4. Date of Death:
5. Place of Death:
6. Domicile:
7. Nationality: (1)
8. Religion: (2)
9. Marital Status: (3)

10. Gender:

(B) Particulars of Applicant(s):

The particulars of the Applicant(s) are as follows:

1. Name:

ID Number:

Address:

Gender:

Relationship to the Deceased/Capacity: (4)

(C) General Details:

The Applicant(s) state(s) as follows:

1. The application for a grant is filed within 6 months from the death of the deceased. / The application for a grant is filed after the lapse of 6 months from the death of the deceased. [State reasons for the delay.]

(D) Particulars of Beneficiaries:

The beneficiaries of the estate are as follows:

1. Name: (5)

Gender:

Age or Date of Birth:

Relationship to the Deceased:

[There are no beneficiaries who lack capacity within the meaning of the Mental Capacity Act 2008./ Beneficiary lacks capacity within the meaning of the Mental Capacity Act 2008.*]

(* Please delete as appropriate.)

(E) Particulars of Spouse and Other Next-of-kin who are Deceased:

The spouse or next-of-kin who are deceased are as follows:

1. Name:

Gender:

Date of Death:

Relationship to the Deceased:

(F) Particulars of the Person(s) with Prior/Equal Rights:

The following persons have prior right to the Applicant or an equal right to a grant but the rights have been cleared off in the manner stated:

1. Name:

Manner of clearing off:

Date of clearing off:

(G) Particulars of Minor(s):

There is no minority interest in the estate. / There are minority interests in the estate as follows*:

1. Name: (6)
Share Entitlement:

(H) Particulars of Co-Administrator(s):

The Applicant applies for the following person to be appointed co-administrator of the estate of the deceased:

1. Name:
2. ID Number:
3. Address:
4. Gender:
5. Relationship to the Deceased: (7)

The consent in writing of the said [name of co-administrator] to be appointed is filed with this application.

(I) Any Other Relevant Information in Support of the Originating Application

1. [The Applicant is not an undischarged bankrupt. /
The Co-administrator is not an undischarged bankrupt. /
The Applicant / Co-administrator is an undischarged bankrupt.
Details of permission of court to act as personal representative: [state details of the relevant order of court]”.
2. [State any other relevant information, if any]
(* Please delete as appropriate.)

(c) Administration with Will.

In addition to Section C in (b) above, state -

2. A certified true copy of the original last Will and Testament (with Codicil(s) annexed) of the deceased is filed with this application.
3. The Testator did not in the Will name any executor. / The executors named in the Will have died. / The executors named in the Will have renounced probate and execution of the Will. / The testator did not in the Will name any residuary legatee.*
(* Please delete as appropriate.)

(d) For Administration — Unadministered estate.

Insert the following additional section to (b) above –

Particulars of Administrator/Executor in Previous Grant:

A grant of Probate/Letters of Administration of the estate of the said deceased was granted to the following person(s) but the person(s) died leaving (part of) the estate unadministered:

Name:
Capacity:
Date of Death:
Previous Probate Case No:
Date of Grant:

Grant Issued By:

(e) Administration by a trust company.

Proceed as in *(b)* above but replace Section B with the following –

(B) Particulars of Applicant(s):

The particulars of the Applicant(s) are as follows:

Name:

UEN:

Registered Office Address:

Name of Authorised Officer:

ID Number of Authorised Officer:

The Applicant is a Trust Company licensed under the Trust Companies Act 2005. The Applicant company by a resolution of their board of directors have authorised the abovenamed officer to file this Originating Application and to make, swear and sign the Affidavit in support of the Originating Application on their behalf. A copy of the resolution of the Applicant company is filed with this application.

The Applicant company has been authorised in writing by [name], the [relationship and capacity] to apply for Letters of Administration of the estate of the deceased. The written authorisation is filed with this application.

Note:

In an application for probate where there is one executor or executrix only named in the Will, he or she should be described as the sole executor or the sole executrix and in an application for Letters of Administration all persons entitled to any part of the estate should be disclosed.

At —

- (1) State country e.g. Singapore, Malaysia.
- (2) Religion e.g. Christian, Buddhist, Hindu, Muslim (if a Muslim state Mazhab to which he belonged).
- (3) A widower, widow, spinster or bachelor.
- (4) Please refer to Paragraph [Part 24, Paragraph 208(11)(f)(iv) and (g)(iii)] of these Practice Directions for the descriptions
- (5) His only or one of the lawful widows (or her lawful husband) and state the next-of-kin (in case of children state name, gender, and age or date of birth).
- (6) Set out the minority or life interest stating the name and interest of each minor entitled.
- (7) State relationship, if any, to deceased.

(f) For Resealing in the Family Division

(A) Particulars of Deceased:

The particulars of the Deceased are as follows:

1. Name:
2. ID Number:
3. Address:
4. Date of Death:
5. Domicile:
6. Marital Status:
7. Gender:

(B) Particulars of Applicant(s):

The particulars of the Applicant(s) are as follows:

1. Name:
- ID Number:
- Address:
- Gender:
- Filing Capacity:

(Add the following paragraph if the applicant is an attorney –

“The Applicants have been duly authorised to make this application. The Power of Attorney has been deposited in the Supreme Court under the provisions of section 48 of the Conveyancing and Law of Property Act 1886 and a certified true copy is filed with this application. The details of the Power of Attorney are as follows:

- Donor’s Name:
- Date of Power of Attorney:
- Entered No. of Power of Attorney:)

(C) Particulars of Foreign Grant & Original Grantee(s):

The particulars of Foreign Grant and Original Grantee(s) are as follows:

1. Nature of Foreign Grant:
2. Foreign Grant Description: [Select one of the following -
 - The said deceased died intestate and Letters of Administration of the estate and effects, of which a true copy is filed with this application, were duly granted to the said original grantee(s) by the foreign court.
 - Or The said deceased duly executed his/her last Will and Testament dated [date], and Probate, of which a true copy is filed with this application, was duly granted to the said original grantee(s) by the foreign court.
 - Or The said deceased duly executed his/her Last Will and Testament dated [date], and Letters of Administration with such Will and Testament annexed, of which Letters and Will a true copy

is filed with this application, was duly granted to the said original grantee(s) by the foreign court.

3. Foreign Court:
4. Original Grantee:
5. Date of Grant:

(D) Other Details:

1. The said deceased [did not reside or did not carry][resided or carried] on business in Singapore within 12 months prior to [his / her] death.
2. The Applicant(s) are aware that there are [or no] debts due from the estate of the deceased to creditors residing in Singapore.

(E) The Deceased died possessed of properties in Singapore, namely:

1. [Description of Property]

(g) Probate as in (a) above, for remaining executor(s) where more than one executor.

In addition to Section C in (a) above, state -

Probate of the estate and effects of the said deceased was granted on [date of grant], to [name of executor] as [one / two / three] of the executors named in the said Will in [previous probate case number] power being reserved of making the like grant to [name of other executor] the other executor(s) named in the said Will. (A certified true copy of the grant is filed with this application.)

P.6, r.3, r.46 FJ(P)R 2024

Supporting Affidavit for Application for Grant / Resealing

(Title as in the action)

I/We*, (name(s) of applicants) (ID No.) of (address(es) of applicant(s)), Singapore, do make oath (or affirm) and say as follows:

- (1) The Originating Application exhibited as “A” is the same Originating Application that was generated by the Electronic Filing Service and no changes have been made. The contents entered into the Electronic Filing Service, which now appear in the Originating Application, are true and accurate to the best of my/our* knowledge and belief.
- (2) The documents exhibited and marked “B” have been accepted by the Court and the contents of the documents are to the best of my/our* knowledge and belief in all respects true.

To add Paragraph (3) if the Schedule of Assets is available

- (3) The contents of the Schedule of Assets exhibited herein and marked as “C” are true and accurate in every particular to the best of my knowledge and belief at this time. The deponent/deponents* does/do* not know or have any reason to believe that any of the contents of the Schedule of Assets is false at this time. The deponent/deponents* undertake(s) to amend the Schedule of Assets if further information regarding the assets of the estate is obtained.

[Affirmed / Sworn] on [date] at [location]
 (through the interpretation of [name of interpreter])
 in [language]

Before me,

Commissioner for Oaths
 *Delete where inapplicable

P.6, r.16 FJ(P)R 2024

Consent to Act as Co-Administrator

(Title as in action)

1. I, [name of proposed co-administrator] [NRIC] of [Address], state that -
 - (1) [Name of deceased], deceased (“the Deceased”), of [address of deceased], died on [date] at [place of death];
 - (2) [Name of party applying for letters of administration], the [relationship to the deceased] of the deceased is applying for a Grant of Letters of Administration / Grant of Letters of Administration with Will Annexed* in relation to the estate of the Deceased; and
 - (3) there are minority interests in the estate of the Deceased. / There is a life interest arising under the will (or codicil) made by the Deceased on [date]. *
2. I consent to act as a Co-Administrator to administer the estate of the Deceased jointly with [name of party applying for letters of administration] in accordance with law if this Honourable Court shall deem fit to appoint me to the said office.

[Signed] on [date] at [location]
 (through the interpretation of [name of interpreter])
 in [language]

Before me,

*Solicitor
 (or Commissioner for Oaths)*

(*Delete as appropriate)

P.6, r.18, P.7, r.5 FJ(P)R 2024

Memorandum of Service

(Title as in action)

To: The Registrar

The [originating claim / originating application / notice of action] herein was served on

—

Name of person served:

Capacity in which person is served: Defendant (or as may be)

On: [Day, date and time of service]

At: [Place of service]

Method of service: [State how service was effected]

Issued by:

Solicitor for the claimant / applicant

[Name, address, email address and telephone number of solicitor]

P. 6, r. 28 FJ(P)R

Renunciation

(Title as in action)

(a) *Of Letters of Administration*

I, [name of person renouncing] [NRIC] [address], state as follows:

1. [Name of deceased], deceased, (“the Deceased”) of [address of deceased], who at the time of his(her) death had property within Singapore, died on [date] at [place of death].
2. The Deceased died intestate leaving me his (her) [state relationship] and next of kin.
3. I renounce all my right and title to Letters of Administration of the estate of the Deceased.
4. I consent to Letters of Administration of the estate of the Deceased being granted to [name of applicant(s)].
5. I also consent to an application by [name of applicant(s)] for the dispensation of sureties if [name of applicant(s)] is/are* required by the Court to give security for the due administration of the estate.

[Signed] on [date] at [location]
 (through the interpretation of [name of interpreter])
 in [language]

Before me,

Solicitor
 (or *Commissioner for Oaths*)

(b) *Of Probate*

I, _____, state as follows:

1. [Name of deceased], deceased, (“the Deceased”) of [address of deceased], who at the time of his(her) death had property within Singapore, died on [date] at [place of death], made and duly executed his(her) Last Will and Testament dated [date] (with a Codicil dated [date]) and appointed me the sole (or) one of the executor(s).
2. I declare that I have not intermeddled in the estate of the Deceased and will not hereafter intermeddle with intent to defraud creditors; and I renounce all my right and title to the Probate and execution of the Will.

[Signed] on [date] at [location]
(through the interpretation of [name of interpreter])
in [language]

Before me,

Solicitor
(or *Commissioner for Oaths*)

(*Use as appropriate)



Administration Bond

(Title as in action)

WE (I)
of
of
of , and
of

are jointly and severally bound unto the Registrar of the Family Justice Courts, in the sum of Dollars (\$) to be paid to the said Registrar for which payment we (I) bind ourselves (myself) and each of us our (my) heirs, executors and administrators sealed with our (my) seals this [date].

THE CONDITION of this obligation is that if the abovenamed the Administrator of the Estate and Effects of late of deceased who died on , do administer according to law the movable and immovable property of the said deceased which has or shall come to hands, possession or knowledge or into the hands and possession of any other person for then this obligation to be void and of no effect but otherwise to remain in full force and effect.

[Affirmed / Sworn] by [name] on [date] at [location]
(through the interpretation of [name of interpreter])
in [language]

(Seal)
(Seal)
(Seal)
(Seal)

Before me,

Commissioner for Oaths

P.6, r.32 FJ(P)R 2024

Grants

(Title as in action)

(a) Of Probate.

Probate of the Last Will and Testament (dated [date of will]) (with codicils if such is the case) (dated [date of codicil]) of _____ late of _____, deceased who died on [date] at _____, is granted by this Court to _____ as the sole executor (or one of the executors or as the case may be) named in the Will.

Dated:

Date of issue:

Registrar.

This form requires sealing by the Court and the signature of the Registrar.

(b) Of Letters of Administration.

Letters of Administration of the estate and effects of _____ late of _____, deceased who died on [date] are granted to (insert the name and character in which the Grant is taken).

Dated:

Date of issue:

Registrar.

This form requires sealing by the Court and the signature of the Registrar.

(c) Of Letters of Administration for unadministered estate.

_____ late of _____ deceased died intestate on [date].

Letters of Administration of his estate and effects were previously granted by the High Court/Family Justice Courts/State Courts/Subordinate Courts to _____ (insert the name and character in which the Grant was taken) who after taking such administration died on [date], leaving part of the estate unadministered.

Letters of Administration of the said estate and effects so left unadministered were granted by this Court on [date] to (insert the name and character in which Grant was taken).

Dated:

Date of issue:

Registrar.

This form requires sealing by the Court and the signature of the Registrar.

(d) Of Letters of Administration for unadministered estate with will annexed.

The Last Will and Testament (dated [date of will]) (with codicils if such is the case) (dated [date of codicil]) of _____ late of _____ deceased, was on [date] proved in the Family Justice Courts/High Court/State Courts and Probate was previously granted to the Executor (or one of the executors) named in the will who after taking such Probate died leaving the administration of the estate of the deceased incomplete and without having by his will appointed any executor.

Letters of Administration with the will annexed of the estate and effects of the deceased left unadministered were on [date], granted by this Court to (insert the name and character in which the Grant was taken).

Dated:

Date of issue:

Registrar.

This form requires sealing by the Court and the signature of the Registrar.

(e) To an Attorney.

As in (b) above inserting after “granted to _____” the duly constituted attorney of (one of the lawful children and next of kin of the deceased or as may be) for the use and benefit of _____ until he shall obtain a grant of Letters of Administration to himself.

(f) To a Guardian.

As in (b) above inserting after “granted to _____” as the legal guardian of _____ the lawful infant children and next of kin of the deceased, limited until one of the infants obtains a grant to himself.

(g) Of Double Probate.

On [date], the Last Will and Testament (dated [date of will]) (with codicil(s) if such is the case) (dated [date of codicil]) of _____ late of _____, deceased who died on [date] at _____ was proved before this Court, and Administration of the estate was previously granted by this Court to _____ as _____ of the executors named in the Will, power being reserved of making the like grant to _____ the other executor(s) named in the Will.

On the date stated below, the Will of the deceased (with Codicil annexed) was also proved in this Court, and that the like administration of the estate and effects of the deceased was granted by this Court to _____ the other executor(s) named in the Will.

Dated:

Date of issue:

Registrar.

This form requires sealing by the Court and the signature of the Registrar.

P.6, r.34(2) FJ(P)R 2024

Caveat Against Grant of Probate Pursuant to the Probate and Administration Act 1934

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

HCF/FC/CAVP. No. [number/year]

Date of filing: [date]

[Caveator's Name]

[ID No.]

... Caveator

CAVEAT AGAINST GRANT OF PROBATE PURSUANT TO THE PROBATE AND ADMINISTRATION ACT 1934

In the estate of [Name] (ID No.), deceased

Let no grant be sealed in the estate of late of deceased, who died on [date]
at without notice to of having interest as (here
describe the nature of the interest).

Dated:

Issued by:

Caveator

(or Solicitor for the Caveator)

[Name, address, email address and telephone number]

P.6, r.34(7) FJ(P)R 2024

Warning to Caveator

(Title as in the action)

To _____ of _____ .

You are hereby warned within 14 days after service upon you to file a Notice of Intention to Contest or Not Contest the Warning either in person or by your solicitor at the Registry of the Family Justice Courts:

- (1) setting forth what interest you have in the estate of the abovenamed of _____ deceased, contrary to that of the party at whose instance this warning is issued; or
- (2) setting forth your brief grounds if you have no contrary interest but wish to show cause against the sealing of a grant to such party.

And take notice that in default of your so doing the Court may proceed to issue a grant of probate or administration in the said estate notwithstanding your caveat.

Dated:

Issued by: Name of Person Warning or Solicitor for the Person Warning
[Name, address, email address and telephone number]

Interest: [Set out the interest of the person warning including the date of the will, if any, under which the interest of the person warning arises]

This form requires sealing by the Court and the signature of the Registrar.

P.6, r.34(9), (11), (12),
 r.38(7), r.39(5), r.40(2)
 FJ(P)R 2024

Notice of Intention to Contest or Not Contest Warning or Citation

(Title as in action)

To: The Registrar and the person warning (or citor)

Party filing this notice: Caveator (or Person Cited)

Name of party filling this notice: [Name]

Contact details of party filing this notice:

The Caveator (or Person Cited) intends:

* (a) to contest the warning or citation;

* (b) not to contest the warning or citation

(*Use as appropriate)

For a notice of intention to contest or not contest warning

This notice is filed in respect of the following warning to caveator —

Caveat No.:

Caveat dated:

in respect of the estate of _____, deceased of [address of deceased].

Name of Person Warning:

Contact details of Person Warning:

The Caveator is claiming an interest contrary to that of the Person Warning [or showing cause against the making of a grant to the Person Warning].

[To state particulars of contrary interest or brief grounds for showing cause.]

For notice of intention to contest or not contest citation

This notice is filed in respect of the following citation —

Citation No.: (if any)

Citation dated:

in respect of the estate of _____, deceased of [address of deceased].

Name of the Citor:

Contact details of the Citor:

Dated:

Issued by: [Solicitors for the]

(*Use as appropriate)

P.6, r.38(1), r.39, r.40(1) FJ(P)R 2024

Citation Pursuant to the Probate and Administration Act 1934

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

HCF/FC/P. No. [number/year]

Date of filing: [date]

Between

[Citor's Name]

[ID no.]

... Citor(s)

And

[Person Cited's Name]

[ID. No.]

... Person Cited

CITATION

PURSUANT TO THE PROBATE AND ADMINISTRATION ACT 1934

In the estate of [Name] (ID No.), deceased

(a) *Citation by brother to father to accept or refuse Administration.*

To _____ of _____

1. It appears by an affidavit of _____ filed on [date] that-
 - (1) _____ of _____ died at _____ on [date] a bachelor without a mother and intestate, leaving you, _____, his lawful father and next of kin; and
 - (2) [name of the citor] is the lawful brother of the deceased, and your lawful son.
2. You are required to, within 14 days after service of this Citation, file a Notice of Intention to Contest or Not Contest the Citation in the Registry of the Family Justice Courts, and accept or refuse Letters of Administration of the estate of the deceased or show cause why the same should not be granted to _____.
3. If you do not file the Notice of Intention to Contest or Not Contest the Citation and accept and extract the said Letters of Administration, the Court will proceed to make the appropriate orders according to law, notwithstanding your absence.

Dated:

Issued by: Solicitor for the Citor
[Name, address, email address and telephone number of solicitor]
This form requires sealing by the Court and the signature of the Registrar.

(b) *Citation to accept or refuse Probate.*
To _____ of _____

1. It appears by the affidavit of _____ filed on [date] that –
 - (1) _____ of _____, deceased, died on [date], at _____ ;
 - (2) the deceased made and duly executed his Last Will and Testament dated [date] and appointed you as the sole executor (or sole executor and residuary legatee and devisee or as may be); and
 - (3) [name of citor] is a creditor (or a legatee named in the Will or as may be)
2. You are required to, within 14 days after service of this Citation, file a Notice of Intention to Contest or Not Contest the Citation in the Registry of the Family Justice Courts, and accept or refuse probate and execution of the Will (or as may be) of the said deceased, or show cause why the same should not be granted to _____ as creditor of the deceased (or as may be).
3. If you do not file the Notice of Intention to Contest or Not Contest the Citation and accept and extract the said probate of the Will, the Court will proceed to make the appropriate orders according to law, notwithstanding your absence.

Dated: _____
Issued by: Solicitor for the Citor
[Name, address, email address and telephone number of solicitor]
This form requires sealing by the Court and the signature of the Registrar.

(c) *Citation against executor who has intermeddled.*
To _____ of _____

1. It appears by the affidavit of _____ filed on [date] that –
 - (1) _____ of _____, deceased, died on [date], at _____ ;
 - (2) the deceased made and duly executed his Last Will and Testament dated [date] and appointed you as the sole executor (or sole executor and residuary legatee and devisee or as may be); and
 - (3) it is alleged that you have intermeddled in the estate of the deceased.

2. You are required to, within 14 days after service of this Citation, file a Notice of Intention to Contest or Not Contest the Citation in the Registry of the Family Justice Courts, and show cause why you should not be ordered to take probate of the Will under pain of the law and contempt thereof.
3. If you do not file the Notice of Intention to Contest or Not Contest the Citation and accept and comply with the requirements of this citation, the Court will proceed to make the appropriate orders according to law, notwithstanding your absence.

.

Dated:

Contact details of _____ :

This form requires sealing by the Court and the signature of the Registrar.

(d) *Citation to propound a Will.*

To _____ of _____

1. It appears by the affidavit of _____ filed on [date] that –
 - (1) _____ of _____ died on [date] at _____, intestate a widower leaving _____, his lawful son the only person entitled to his estate; and
 - (2) it is alleged in the affidavit that the deceased left a certain paper writing dated [date], purporting to be a will where he appointed you _____ sole executor (or sole executor and residuary legatee and devisee or as may be):
2. You are required to, within 14 days after service of this Citation, file a Notice of Intention to Contest or Not Contest the Citation in the Registry of the Family Justice Courts, and show cause why you should not be ordered to take probate of the Will under pain of the law and contempt thereof.
3. If you do not file the Notice of Intention to Contest or Not Contest the Citation and accept and comply with the requirements of this citation, the Court will proceed to make the appropriate orders according to law, notwithstanding your absence.

.

Dated:

Contact details of _____ :

This form requires sealing by the Court and the signature of the Registrar.

P.6, r.46(9) FJ(P)R 2024

Memorandum of Resealing

(Title as in action)

The applicant [name of applicant] having filed a certified true copy of the [foreign grant] with this Court, the Grant is now sealed on [date] pursuant to the Probate and Administration Act 1934.

This form requires sealing by the Court and the signature of the Registrar.

P.6, r.46(9) FJ(P)R 2024

Form for Notice of Resealing

REGISTRY, FAMILY JUSTICE COURTS, SINGAPORE, 20 .
 HCF/P. No.)
 of 20 .)

NOTICE OF RESEALING OF GRANT

SIR,

Notice is hereby given that the undermentioned Grant, which was issued under the seal of your Court, was, on the date stated, resealed in the Family Division of the High Court of the Republic of Singapore.

Name of Deceased	Nature and Date of Grant	Date of Resealing

*Registrar,
 Family Justice Courts,
 Republic of Singapore.*

P.7, r.4 FJ(P)R 2024

Notice of Intention to Contest or Not Contest Action

(Title as in action)

To: The claimant [name]

The defendant [name] intends:

- * (a) To contest your originating claim;
- * (b) Not to contest your originating claim;

(If the defendant's intention to contest or non-contest is not in respect of all the claims, state the contested claims and those not contested).

Issued by: *Solicitor for the defendant*

[Name, address, email address and telephone number of solicitor]

Note:

This notice must be filed and served within (a) 14 days after the statement of claim is served in Singapore on the defendant; or (b) 21 days after the statement of claim is served out of Singapore on the defendant.

(*Use as appropriate)

Para 212 PD 2024

Schedule of Assets
[For Death On or After 15 February 2008]¹

(Title as in the action)

SCHEDULE OF ASSETS

A. Deceased's Property in Singapore	Market Value as at Date of Death (S\$) <i>(without deducting the debts due or owing from the deceased)</i>
Gross value²	
B. Outstanding Debts in Singapore which are Secured by Mortgage <i>(For immovable property only)</i>	Amount
Net Estate Value³	
C. Deceased's Property outside Singapore <i>(for deceased person domiciled in Singapore at date of death)</i>	Market Value as at Date of Death (S\$)

¹ This form is to be annexed to an affidavit and filed separately with the Courts as well. It will be annexed to the grant of representation.

² Please state the total for Section A.

³ Please deduct the amount for Section B from the total for Section A.

Para 215(4) PD 2024

Consent to Dispensation of Sureties

(Title as in the action)

I, _____, state as follows:

1. [Name of deceased], deceased, (“the Deceased”) of [address of Deceased], who at the time of his(her) death had property within Singapore, died on [date] at [place of death].
2. The Deceased died intestate. / The Deceased made and duly executed his(her) Last Will and Testament dated [date] (with a Codicil dated [date]). *
3. I am the [state relationship] and next of kin of the Deceased. / I am a beneficiary named in the Last Will and Testament (or Codicil) made by the Deceased. / I am a creditor of the estate of the Deceased. *
4. I have been informed that the Applicant(s) is/are* required to provide security for the due administration of the estate by way of an administration bond by the Applicant(s) and 2 sureties.
5. I consent to an application by the Applicant(s) to dispense with sureties for the Administration Bond.

[Affirmed / Sworn] on [date] at [location]
 (through the interpretation of [name of interpreter])
 in [language]

Before me,

Solicitor
 (or Commissioner for Oaths)

(*Use as appropriate)

Para 222(2) PD 2024

Pre-Case Conference Questionnaire (“PCQ”)

1. Service of process

- a. Has the originating process been served on all defendants/ respondents?
- b. If no, please state reasons.
- c. When is the originating process intended to be served?
- d. If any application for service (Sub-service or Service out of Jurisdiction) is intended to be made, please state when such an application will be filed.

2. Jurisdiction challenges

- a. Are any applications to challenge jurisdiction intended to be made?
- b. If so, what is the nature of the jurisdictional challenge?
- c. When will such an application be made?

3. Brief overview of the case

- a. What is the nature of the claim? What are the causes of action?
- b. Are the claims / causes of action within the jurisdiction of the Family Justice Courts? (Please refer to sections 2, 22 and 26 of the Family Justice Act 2014.)
- c. What are the key factual, legal and technical issues in each party’s case?
- d. Is there a list of agreed issues?
- e. Is the capacity in which the party is suing or is sued (e.g. as personal representative or trustee) stated in the Originating Claim or Originating Application?
- f. Are affidavits of testamentary scripts required to be exchanged under P. 7, r. 8 of the Family Justice (Probate and Other Matters) Rules 2024 and if so, have parties exchanged the affidavits of testamentary scripts?
- g. Based on the pleadings (if any), the issues in each party’s case, the reliefs sought and the affidavits of testamentary scripts, are there persons who are not parties to the action but who will be or may be affected by any judgment given in the action?
- h. Are notices of action under P. 4, r. 9 of the Family Justice (Probate and Other Matters) Rules 2024 required to be issued?
- i. Are there any proceedings (pending or concluded) which are related to this case?

(For the purposes of 3(c) and 3(d), parties need only state the issues in broad terms without the need for detailed analysis or comprehensive coverage of every sub-issue.)

4. Settlement and amicable resolution options

Parties are to apply their minds to P. 5, r 1 and 2 of the Family Justice (Probate and Other Matters) Rules 2024 and solicitors are to be in a position to update the Court at the first Registrar’s Case Conference on:

- a. whether amicable resolution has been attempted; and
- b. if so, when and what form of amicable resolution was attempted.

5. Affidavits of Evidence-in-chief (“AEICs”)

- a. Is this an appropriate case for AEICs to be filed before production of documents? Please state reasons.

- b. Is there any agreement among the parties on whether AEICs should be filed before production of documents?
- c. Please indicate the number of factual witnesses and expert witnesses (if any) that you intend to call, and identify the witnesses (if known).
- d. Please state the language spoken and the location of these witnesses
- e. If the witnesses are based outside Singapore, is there any intention for the witnesses to give evidence remotely by way of video-link?

6. Striking out

- a. Are any applications for striking out intended to be made?
- b. If so, when will such an application be made?
- c. If a striking out application is intended, please state whether the application will seek to strike out the whole or part of the claim / defence.

7. Are there any other Preliminary Applications intended to be filed before the Single Application Pending Trial?

- a. Addition or removal of parties
- b. Consolidation of actions
- c. Division of issues at trial
- d. Further and Better Particulars
- e. Amendment of pleadings
- f. Filing of further pleadings
- g. Any other application(s)? [Please state]
 - (i) Have parties conveyed their requests or positions on the applications (if any)?
 - (ii) Please state when these applications (if any) will be filed, a brief description of the applications and the parties' respective positions on the applications.

Signed:

Submitted by: [Name of counsel] for [party]/ [Name]
[position], for and on behalf of [party]/ [Name of party]

Date:

Para 222(8) PD 2024

Expert Witness Template

Case No.:

Case Name:

(A) General information¹

S/N	Item	Details
1.	Please list out the full name and work address of proposed expert(s) ²	
2.	Please set out the proposed expert(s)'s area of expertise and discipline	
3.	Please include a brief description of the proposed expert(s)'s qualification showing that the expert has the requisite specialised knowledge on the issues referred to him or her ³	
4.	Please set out the present and past, if any, relationship of proposed expert(s) with any of the parties, counsel and other witnesses (if any)	
5.	Please state whether the proposed expert(s) was involved in the matter pre-trial and the capacity in which he/she was involved	

¹ The intention is for this template to be submitted ahead of the Case Conference where expert evidence may be discussed.

² Under O 9 r 21 of ROC 2021, the parties are to inform the Court during the Case Conference if they intend to rely on expert evidence. If one or more parties intend to rely on expert evidence, the Court must consider the matters set out in Order 12. Please indicate the details of each proposed expert in the table. If there is more than one expert, please indicate clearly which expert you are referring to.

³ Under O 12 r 5(2)(a) of ROC 2021, this would be included in the expert's report.

(B) List of Issues, facts and documents

S/N	Issue	Plaintiff's position	Defendant's position
6.	Please set out the specific instructions to be given to each proposed expert(s) on which the expert(s) is to provide his/her opinion and conclusions		
7.	Please set out the list of issues ⁴ to be referred to the expert		
8.	Please list out a full and detailed description of the facts or assumed facts upon which each proposed expert(s) will consider in reaching the opinion		
9.	Please state whether more than one expert would be relied on for an issue and provide justifications for this		

(C) Timelines

10.	Please state how much time the proposed expert(s) will require to put together their opinion		
11.	Please state how much time the proposed expert(s) will need if he/she testifies (e.g. half a day, one day)		

⁴ Under O 12 r 4 of ROC 2021, the parties must agree on **the list of issues to be referred for expert evidence** and **the common set of agreed or assumed facts** that the experts are to rely on. The list of issues and the common set of agreed or assumed facts must be approved by the Court and unless the Court otherwise orders, the expert evidence must be confined to the approved issues and must rely on the common set of agreed or assumed facts only. If there is no agreement, the Court must decide the list of issues and the common set of agreed or assumed facts.

Para 222(10) PD 2024

Note to Expert Witness

If you have been approached to act as an expert witness in Court proceedings or asked to prepare an expert's report for Court proceedings, you should be aware of -

- (a) your duties to the Court as an expert witness; and
- (b) the mandatory requirements in expert reports.

These requirements are prescribed in greater detail in Order 12 of the Rules of Court 2021. Please check with the person instructing you if you require further clarification. Your evidence may be discredited or rejected by the Court if you do not comply with Order 12 of the Rules of Court 2021.

A. Your Duties to the Court as an Expert Witness

1. It is the duty of the expert to familiarise himself with the general duties set out herein before accepting an appointment to provide an expert report or to give expert evidence.
2. It is the duty of the expert to assist the Court on matters within his expertise. This duty is paramount and overrides any obligation to the person from whom the expert has received instructions or by whom he is paid.
3. It is the duty of the expert to be independent and unbiased in the formation of his opinion. In this context, an expert will be independent if he would give the same opinion if given the same instructions by the opposing party.
4. In expressing his opinion, it is the duty of the expert to consider all relevant and material facts, including those which might detract from his opinion.
5. The expert should clearly state the literature or any other materials on which he has relied upon in forming his opinion and in the case when he is not able to reach a definite opinion, for example because he has insufficient information, the extent to which such opinion may be provisional or qualified by further information or facts.
6. When the opinion is based upon experiments or joint inspections, the expert should clearly state the methodology, results and conclusions of these experiments and joint inspections and the extent to which such information has been relied upon for his opinion.
7. It is the duty of the expert to only confine his opinion to matters which are material to the dispute between the parties and to provide opinions in relation only to matters that lie within his own expertise. An expert should make it clear when a question or issue falls outside his expertise.
8. If after producing a report, an expert changes his view on any material matter, such a change of view should be communicated to all parties without delay, and when appropriate, to the Court.

B. Mandatory Requirements in Expert Reports

You must comply with the mandatory requirements of Order 12, Rule 5 of the Rules of Court 2021 if you are preparing an expert's report for purposes of Court proceedings. To avoid inadvertent non-compliance with Order 12, Rule 5 of the Rules of Court 2021, your report should follow the following format:

1. Please state your qualifications – Order 12, Rule 5(2)(a) of the Rules of Court 2021:
 - (a) relevant professional or academic qualifications;
 - (b) specific training and experience; and
 - (c) the number of times you appeared as an expert witness in litigation proceedings and the number of occasions for claimants and defendants.
2. Please state the issues you were asked to consider and the basis upon which evidence is given – Order 12, Rule 5(2)(c) of the Rules of Court 2021, including:
 - (a) list the issues referred to you;
 - (b) a statement of the common set of agreed or assumed facts provided by parties leading to your opinion; and
 - (c) what were the facts you have assumed.
3. Please state a one-paragraph summary of your conclusions reached – Order 12, Rule 5(2)(h) of the Rules of Court 2021.
4. If you had to rely on the work of others - Order 12, Rule 5(2)(d) of the Rules of Court 2021:
 - (a) identify the literature or other material you relied on in making this report;
 - (b) state whether you had the opportunity to verify the literature or other material;
 - (c) state the identity and qualifications of the author of the literature or other material; and
 - (d) include only extracts of the literature or other material which are necessary to understand this report.
5. If you are aware of experiments, tests, examinations, inspections or surveys conducted – Order 12, Rule 5(2)(e) of the Rules of Court 2021:
 - (a) identify the person(s) conducting those tests etc;
 - (b) state the qualifications of such person(s);
 - (c) state whether those tests were conducted under your instruction or supervision;
 - (d) state whether you relied on those tests etc; and
 - (e) state the extent to which your opinion may be qualified by inaccuracies or mistakes in such tests etc.
6. If there is a range of differing opinions amongst experts on the matters dealt with in your report – Order 12, Rule 5(2)(f) of the Rules of Court 2021:
 - (a) summarise the range you consider to be acceptable and the reasons why; and
 - (b) summarise the range you consider unacceptable and the reasons why.

After completing your report

7. You must make the following declaration which is – Order 12, Rule 5(2)(b) and (g) of the Rules of Court 2021:
 - (a) a statement of belief of correctness of your opinion; and
 - (b) a statement that you understand that in giving this report, your duty is to the Court, and that you have complied with that duty -

“I confirm that insofar as the facts stated in my report are within my own knowledge I have made clear they are and I believe them to be correct, and that the opinions I have expressed represent my accurate and complete professional opinion.

I also confirm that in preparing this report, I am aware that my primary duty is to the Court and not the person(s) from whom I have received my instructions or by whom I am paid.”

Para 222(13) PD 2024

Sample Single Application Pending Trial (“SAPT”) Checklist Template

Sample SAPT Checklist Template – To be sent by Applicant to Respondent(s)

S/N (A)	Matter in SAPT (B)	Applicant’s Proposed Sequence for the Matters to be Heard (C)	Respondent’s Proposed Sequence for the Matters to be Heard (D)
1	Security for costs against Claimant	1	
2	Amend Defence as exhibited in Annex A	2	
3	Further and better particulars against Claimant for paragraphs X and Y of the Statement of Claim	2	
4	Striking out of Paragraph Z of the Claimant’s Statement of Claim	2	
5	Production of documents against the Claimant (see Schedule at Annex B)	3	

Sample SAPT Checklist – To be sent to Court by Respondent(s) (after parties have conferred)

S/N (A)	Matter in SAPT (B)	Applicant’s Proposed Sequence for the Matters to be Heard (C)	Respondent’s Proposed Sequence for the Matters to be Heard (D)
1	Security for costs against Claimant	1	1
2	Amend Defence as exhibited in Annex A	2	3
3	Further and better particulars against Claimant for paragraphs X and Y of the Statement of Claim	2	3
4	Striking out of Paragraph Z of the Claimant’s Statement of Claim	2	2
5	Production of documents against the Claimant (see Schedule at Annex B)	3	4

Please indicate whether parties have agreed on the sequence stated in Column D:

Parties have agreed / Parties have not agreed * (please delete as appropriate)

If parties are unable to agree, to include brief reasons on the parties' positions:

(a) Applicant's brief reasons:

(b) Respondent's brief reasons:

Para 224(1) PD 2024

Amicable Resolution Offer

Case Reference No:	
Date:	
Details of Applicant(s):	Claimant / Defendant / Others (please state)*

The Applicant(s) are willing to attempt mediation/ neutral evaluation/ others (please state)*

Please state proposals, e.g. possible dates for the amicable resolution session, reference to particular amicable resolution body, appointment of particular amicable resolution practitioner, venue, etc.

* *Delete as appropriate*

Para 224(1) PD 2024

Response to Amicable Resolution Offer

Case Reference No:	
Date:	
Details of Respondent(s):	Claimant / Defendant / Others (please state)*

The Respondent(s) are willing to attempt mediation/neutral evaluation/others (please state).*

The Respondent(s) are willing to accept the following proposals of the Applicant(s):

Please state proposals of the Applicant(s) being accepted

The Respondent(s) have the following counter-proposals:

Please state counter-proposals, e.g. possible dates for the amicable resolution session, reference to particular amicable resolution body, appointment of particular amicable resolution practitioner, venue, etc.

* *Delete as appropriate*

This is to certify that:

- i. My solicitor has explained to me the available options of resolving the dispute by amicable resolution; and
- ii. I am aware of the benefits of settling my case by amicable resolution.

Signature of the Respondent(s):

Name:

Date:

Name of Counsel (if applicable):	
Law Practice (if applicable):	
Signature of Counsel (if applicable):	

List of ROC 2021 forms which apply to probate proceedings

FJ(P)R: ROC Forms which will apply with suitable modifications to proceedings under the Family Justice (Probate and Other Matters) Rules 2024 pursuant to Part 1, Rule 3(3) of the Family Justice (Probate and Other Matters) Rules 2024 or paragraphs 203 and 205 of these Practice Directions

Appendix / Form No. in Supreme Court PD 2021	Form Title	Applicable PD Paragraph(s) / Applicable ROC 2021 Rule(s)
A 8	Originating Claim	O.6, r.5(1) ROC 2021
A 9	Statement of Claim	O.6, r.5(3) ROC 2021
A 10	Notice of Intention to Contest or Not Contest	O.6, r.6(3) ROC 2021 O.10, r.4(1) ROC 2021
A 13	Defence / Defence and Counterclaim/ Defence to Counterclaim	O.6, r.7(3), r.8(2), r.9(2) ROC 2021
A 15	Originating application *an Originating Application under section 4 Legitimacy Act 1934 may also be known as an Originating Summons	O. 6, r.11(1), r.11(2) ROC 2021
A 16	Originating Application (Without Notice)	O. 6, r.11(1), r.11(3) ROC 2021
A 17	Letter of Request for Examination of witness out of jurisdiction / Permission for evidence to be given by live video or live television link by witness out of jurisdiction	O.9, r.24(5) ROC 2021 O.15, r.5(5) ROC 2021
A 18	Undertaking as to Expenses	O.9, r.24(5) ROC 2021 O.15, r.5(8) ROC 2021
A 19	Notice for Setting Down An Action For Trial	O.9, r.25(6) ROC 2021
A 20	Third Party Notice Claiming Contribution or Indemnity or Other Relief or Remedy	O.10, r.1(1) ROC 2021
A 21	Third Party Notice Where Question or Issue to be Determined	O.10, r.1(1) ROC 2021
A 22	Summons for Permission to Issue A Third Party Notice	O.10, r.2(1) ROC 2021
A 23	Summons for Third Party Directions	O.10, r.4(1), r.4(2), r.8(4) ROC 2021
A 24	Injunction Prohibiting Disposal of Assets in Singapore	O.13, r.1(6) ROC 2021
A 25	Injunction Prohibiting Disposal of Assets Worldwide	O.13, r.1(7) ROC 2021
A 26	Order to Allow Entry and Search of Premises	O.13, r.1(8) ROC 2021
A 27	Notice of Payment into Court	O.14, r.1(2) ROC 2021

A 28	Notice of Acceptance of Money Paid into Court	O.14, r.3(1) ROC 2021
A 29	Order to Attend Court and/or Produce Documents	O.15, r.4(1) ROC 2021
A 30	Order for Issue of Letter of Request to Relevant Authority Out of Jurisdiction	O.15, r.5(1) ROC 2021
A 31	Affidavit	O.15, r.19(1), r.19(2) ROC 2021
A 32	Notice of Discontinuance / Withdrawal	O.16, r.2(1), r.2(2) ROC 2021
A 33	Judgment / Order of Court	O.17, r.3(2) ROC 2021
A 39	Consent to Entry of Satisfaction	O.22, r.3(1) ROC 2021
A 38	Enforcement Order	O.22, r.2(3) ROC 2021
A 40	Notice of Seizure or Attachment	O.22, r.6(5) ROC 2021
A 41	Order for Examination of Enforcement Respondent	O.22, r.11(5) ROC 2021
B9	Request for Permission to File Application	Para. 66(6) Supreme Court PD 2021
B10	Form of Summary Table for Applications for Further and Better Particulars or Production of Document	Para. 68(2) Supreme Court PD 2021
B11	Receiver's Security by Undertaking	Para. 75(2) Supreme Court PD 2021
B12	Request for Production of Document filed in Court or Court's records	Para. 76(4) Supreme Court PD 2021
B13	Notice of Objections to Contents of Affidavits of Evidence-in-Chief	Para. 84(1), (2) Supreme Court PD 2021
B13A	Notice to Admit Documentary Hearsay Evidence	Para. 84A(4) Supreme Court PD 2021
B17	Form of Table for the Last Pleading Under Order 9, Rule 25(10)(a) of the Rules of Court 2021	Para. 102(7) Supreme Court PD 2021
B18	Index to Bundle of Documents	Para. 102(9)(a) Supreme Court PD 2021
B35	Request for Attendance of the Bailiff	Paras. 140(1), (2), 149(1)
B36	Notice of Objection (Enforcement)	Para. 142(1) Supreme Court PD 2021
B37	Consent to Release	Para. 142(2) Supreme Court PD 2021
B38	Notice of Dispute to Objection	Para. 142(2) Supreme Court PD 2021
B39	Summons for Order Determining the Ground of Objection	Para. 142(3) Supreme Court PD 2021
B40	Summons for Order to Release Property / Debt	Para. 142(4) Supreme Court PD 2021
B41	Questionnaire for the Examination of Individual Enforcement Respondent	Para. 145(1) Supreme Court PD 2021
B42	Questionnaire for the Examination of Officer of Enforcement Respondent	Para. 145(1) Supreme Court PD 2021

Family Justice Courts Practice Directions 2024
Appendix D

185.

E-FORM

Rule 4(1) FJ(PH)R 2024

Application under Section 16I(2)(C) for Permission to Commence Proceedings Under Protection from Harassment Act 2014 in the Family Court

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

In the matter of an application under section 16I(2)(c) of the Protection from Harassment Act 2014.

Between (*name of victim*).

Applicant.

And (*name of Respondent*)

Respondent

**ORIGINATING APPLICATION
(PERMISSION TO COMMENCE PROCEEDINGS UNDER THE PROTECTION
FROM HARASSMENT ACT 2014 IN THE FAMILY COURT)**

Let all parties concerned attend before the Family Court on (*date and time*), on the hearing of an application by (*name of applicant*) for the following orders:

1. That permission be granted for the Applicant to commence the relevant proceedings under the Protection from Harassment Act 2014 in the Family Court, in which any related family proceeding is pending.

The grounds of the application are set out in the [affidavit(s) / form(s)]* filed in support of this application.

Dated this day of 20 .

Registrar.

This application is taken out by (*name of applicant or applicant's solicitor*) whose address is (*address of applicant or applicant's solicitor*).

*Delete where inapplicable.

Affidavit in Support of Application for Permission to Commence Proceedings Under Protection from Harassment Act 2014 in the Family Court

Originating
Application
No.

[Title as in Form 185]

AFFIDAVIT

I, (*name of applicant*), the applicant, of _____ do make oath (or affirm) and say as follows:

1. I am the applicant.
2. The statement(s) of fact which I make in this affidavit which are within my personal knowledge are true. For statements which are not within my personal knowledge, they are true to the best of my knowledge, information and belief.
3. I make this affidavit in support of my application to commence certain proceedings under Part 3 the Protection from Harassment Act 2014 (“Act”) (excluding a claim under section 11 of the Act (“PH Proceedings”) in the Family Court.

Section 1 – The PH proceedings which I wish to commence in the Family Court

4. [*Specify the applications and relief under the Protection from Harassment Act 2014 you wish to commence in the Family Court*]

Section 2 – Pending family proceedings which are related to the PH proceedings

5. [*Specify the pending family proceeding(s) which are related to the abovementioned PH proceedings intended to be commenced in the Family Court*]
6. [*State whether the PH proceedings and the pending family proceedings involve any common issues of law or fact, and the extent of such common issues*]
7. [*State whether, and to what extent, the rights and reliefs claimed in the abovementioned PH proceedings and the pending family proceedings are in respect of the same conduct or course of conduct*]
8. [*In the case where you are the applicant in the pending family proceedings, state whether you have served the originating process for such proceedings on all other parties to those family proceedings, and provide evidence of the same; OR In the case where you are the respondent of the pending family proceeding, state whether you have been served with the originating process for such proceedings, and provide evidence of the same*]

Section 3 – Identity of respondent(s) to the PH proceedings

9. *[To state the name and address of the party(s) in the pending family proceedings against whom the abovementioned PH proceedings are intended to be commenced against]*
10. *[To state the name and address of all other individuals or entities against whom an order is sought under the abovementioned PH proceedings, if any]*

Section 4 – Just, expeditious, and economical disposal of the PH proceedings

11. I verily believe that it will be just, expeditious, and economical for the disposal of the PH proceedings and the pending family proceedings that the abovementioned PH proceeding[s]* be commenced in the Family Court for the following reasons:

(a) *[state reasons]*

Sworn (or affirmed) on *[date]* at *[location]*

*Before me
Commissioner of Oaths / Notary Public**

*Delete where inapplicable.

Application for Protection Order (with Expedited Order and/or Mandatory Treatment Order)

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

In the matter of an application under section(s) [12(2)/12(2B)/12(2C)/12(2E)/12(2F)/13/13B]* of the Protection from Harassment Act 2014.

Between (*name of victim*).

Applicant.

And (*name of respondent*)

Respondent

ORIGINATING APPLICATION (PROTECTION ORDER [(WITH [EXPEDITED PROTECTION ORDER / MANDATORY TREATMENT ORDER]*]*)

Let all parties concerned attend before the Family Court on (*date and time*), on the hearing of an application by (*name of applicant*) for the following orders:

1. A protection order under section 12(2) providing that:
 - (a) *pursuant to section 12(2B)(a): (*Name of Respondent*) is prohibited from doing the following thing(s) in relation to (*name of applicant*):
[*specify thing(s)*]
 - (b) *pursuant to section 12(2B)(a): (*Name of Respondent*) is prohibited from doing the following thing(s) in relation to the related person(s) named below, being [a person/persons]* about whose safety or well-being (*name of applicant*) would reasonably be expected to be seriously concerned:
[*specify related person(s) and thing(s) in relation to each named related person*]
 - (c) *pursuant to section 12(2B)(b): (*Name of Respondent*) must stop publishing the following communication(s) or not publish any communication that is substantially similar to the following communication(s):
[*specify particulars of the alleged offending communication(s)*]
 - (d) *pursuant to section 12(2C): (*Name of Respondent*) be excluded from the following part(s) of the shared residence:

[specify the address of the shared residence, and the part(s) of the shared residence the respondent is to be excluded from]

2. A protection order under section 12(2E) providing that:
 - (a) ⁺*(Name of third party)* must stop publishing (within the time specified by the court) or not publish the communication specified in paragraph 1(c) or any communication that is substantially similar to that communication.
 - (b) ⁺any third party must stop publishing (within the time specified by the court) or not publish the communication specified in paragraph 1(c) or any communication that is substantially similar to that communication.
3. ⁺A protection order under section 12(2F) providing that the internet intermediary must disable access by end-users of its internet intermediary service provided in Singapore to the following material:

[specify internet intermediary; its internet intermediary service; and the material to which access is to be disabled]
4. * An expedited protection order under section 13 in respect of the following orders:

[specify for which of the above orders an expedited protection order is sought, e.g. the order mentioned in paragraph 1(a)]
5. *Where the court makes a protection order under section 12(2) mentioned in paragraph 1, a mandatory treatment order under section 13B providing that (*Name of Respondent*) must undergo psychiatric treatment for a period not exceeding 36 months.

Dated this day of 20 .

Registrar.

This application is taken out by (*name of applicant or applicant's solicitor*) whose address is (*address of applicant or applicant's solicitor*).

* Delete where inapplicable.

⁺Repeat this Part if there is more than one person to whom the order under section 12(2E) or (2F) of the Protection from Harassment Act 2014 is to apply.

Affidavit in Support of Application for Protection Order / Expedited Order / Mandatory Treatment Order

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

[Title as in Form 187]

AFFIDAVIT

I, (*name of applicant*), the applicant, do make oath (or affirm) and say that the statements contained in the document exhibited and marked “A” are true.

Sworn (or affirmed) on [*date*] at [*location*] (through the interpretation of [*name of interpreter*])*.

Before me
*Commissioner of Oaths / Notary Public**

EXHIBIT “A” INFORMATION IN SUPPORT OF APPLICATION

Part A — Applicant’s Particulars

1. My particulars are as follows:
 - (a) Name:
 - (b) NRIC No. (for Singapore citizen) or No., type and country of issue of foreign identification document (for foreign citizen):
 - (c) Address for service:
2. I am deposing this affidavit in my [own capacity/capacity as (*state capacity*)]*.

Part B — Application for protection order against Respondent

3. To the best of my knowledge, information and belief, the Respondent’s particulars are as follows:
 - (a) Name or, if the name is unknown, Unique Identifier (e.g. Internet location address, website, username or account or email address):

- (b) NRIC No. (for Singapore citizen) or No., type and country of issue of foreign identification document (for foreign citizen):
 - (c) Address for service:
 - (d) Other electronic means of contacting the Respondent:
 - (e) Relationship to me:
4. To the best of my knowledge, information and belief, the Respondent has the following presence on the Internet:
 - (a) Internet website address(es):
 - (b) Blog (or weblog) address(es):
 - (c) Account(s) on social media or social networking website(s):
 - (d) Page(s) on social media or social networking website(s):
 5. I believe that the Respondent [is/is not]* in Singapore because [*state reasons for the belief*].
 6. The Respondent has contravened section(s) [3/4/5/6/7]* of the Protection from Harassment Act 2014.
 7. The Respondent contravened the provision(s) of the Protection from Harassment Act 2014 mentioned in paragraph 6 by doing the following things:

[specify how the Respondent has contravened the provisions mentioned in paragraph 6; specify whether the contravention involves an offending communication; specify whether the Respondent has been convicted of any offence under section 3, 4, 5, 6 or 7 of the Protection from Harassment Act 2014 or section 323, 324, 325, 326, 327, 329, 330, 331 or 333 of the Penal Code 1871, in respect of the applicant]
 8. The things which the Respondent did (as mentioned in paragraph 7) have the following effects on me or a related person:

[specify the effects, in particular, any harassment, alarm, distress, injury or other harm caused]
 9. *The particulars of the offending communication(s) are as follows:

[specify particulars of the alleged offending communication(s)]
 10. *The particulars of each publication by the Respondent of the offending communication (including the Internet location address of each publication on the Internet, if any) are as follows:

[specify the particulars]

11. *I attach the following evidence in support of my statements at paragraphs [6/7/8/9/10]*:
 - (a) Document(s):
 - (b) Photograph(s):
 - (c) Other evidence (including electronic documents or records):

12. I [have/have not]* approached the Respondent to remove the offending communication(s) mentioned in paragraph 9.
 - (a) *The Respondent's response to my approach was [describe Respondent's response].
 - (b) *I did not approach the Respondent because [state reasons].

13. I believe that the Respondent —
 - (a) *is likely to continue contravening the provision(s) of the Protection from Harassment Act 2014 mentioned in paragraph 6.
 - (b) *is likely to commit a new contravention of section(s) [3/4/5/6/7]* of the Protection from Harassment Act 2014.

14. I attach the following evidence in support of my statement(s) at paragraph 13:
 - (a) Document(s):
 - (b) Photograph(s):
 - (c) Other evidence (including electronic documents or records):

15. I [have lodged a police report on [date] at [time]/have not lodged a police report]* in respect of the Respondent's contravention of the provision(s) of the Protection from Harassment Act 2014 mentioned in paragraph 6.

16. Medical attention [has/has not]* been sought in respect of any injury or harm specified in paragraph 8. [The particulars of the medical attention sought are as follows:
 - (a) Date and time:
 - (b) Receipt No. or Registration No.:
 - (c) Diagnosis or Treatment:]*

⁺Part C — Application for expedited protection order against Respondent

17. I believe that the Respondent is likely to continue or to commit the contraventions mentioned in paragraph 13 imminently.
18. I believe that the continuation or commission of the contraventions mentioned in paragraph 13 is likely to have a substantial adverse effect on me or my day-to-day activities.

+Part D — Application for mandatory treatment order against Respondent

19. I am applying for a mandatory treatment order to be made against the Respondent under section 13B of the Protection from Harassment Act 2014 upon the Court granting my application for an order under section 12(2) of the Protection from Harassment Act 2014 against the Respondent.
20. I believe the Respondent is suffering from a psychiatric condition which is likely to be a contributing factor for the Respondent's conduct in paragraph 7 because *[state reasons for the belief, identifying the psychiatric condition if possible]*.
21. I attach the following evidence in support of my statement at paragraph 20:
 - (a) Document(s):
 - (b) Photograph(s):
 - (c) Other evidence (including electronic documents or records):

+Part E — Order under section [12(2E)/12(2F)]* of the Protection from Harassment Act 2014

22. I am applying for an order under section [12(2E)/12(2F)]* of the Protection from Harassment Act 2014 against a [third party/internet intermediary]*.
23. To the best of my knowledge, information and belief, the [third party's/internet intermediary's]* particulars are as follows:
 - (a) Name or, if the name is unknown, Unique Identifier (e.g. Internet location address, website, username or account or email address):
 - (b) NRIC No. (for Singapore citizen), UEN or No., type and country of issue of foreign identification document (for foreign citizen):
 - (c) Address for service:
 - (d) *Other electronic means of contacting the [third party/internet intermediary]*:
 - (e) Relationship to me:
24. *To the best of my knowledge, information and belief, the third party has the following presence on the Internet:
 - (a) *Internet website address(es):

- (b) *Blog (or weblog) address(es):
- (c) *Account(s) on social media or social networking website(s):
- (d) *Page(s) on social media or social networking website(s):
25. *I believe that the [third party/internet intermediary]* [is/is not]* in Singapore because [*state reasons for the belief*].
26. The particulars of each publication by the [third party/internet intermediary]* of the offending communication (including the Internet location address of each publication on the Internet, if any) are as follows:
- [*specify the particulars*]
27. *I [have/have not]* approached the [third party/internet intermediary]* to remove the offending communication(s):
- (a) *The third party's response to my approach was [*describe third party's response*].
- (b) *I did not approach the third party because [*state reasons*].
28. I believe that the third party is likely to publish, or continue to publish, the offending communication(s) or communication(s) that is substantially similar to the offending communication(s).
29. I attach the following evidence in support of my statement at paragraph 28:
- (a) Document(s):
- (b) Photograph(s):
- (c) Other evidence (including electronic documents or records):

+Part F — Application for expedited protection order against third party/internet intermediary

30. *I believe that the publication of the offending communication(s) [or communication(s) that is substantially similar to the offending communication(s)]* by the third party is imminent or is likely to continue.
31. *I believe that the publication of the offending communication(s) [or communication(s) that is substantially similar to the offending communication(s)]* by the third party is likely to have a substantial adverse effect on me or my day-to-day activities.
32. *I attach the following evidence in support of my statement(s) at paragraphs 30 and 31:

Part G — Confirmation of Contents

33. I confirm that to the best of my knowledge, information and belief, the information contained in this document is true.

Part H — Undertaking

34. *I undertake to abide by any order the Court may make against me for the payment of damages to any person who sustains loss or damage by reason of my application for an expedited protection order or a mandatory treatment order in this matter.
35. If I obtain any relevant information (that is, any document or information in the course of these proceedings which is subject to privilege or a duty of confidentiality, or any statement made or material disclosed to the party in the course of these proceedings or any record of these proceedings obtained under rule 73 of the Supreme Court of Judicature (Protection from Harassment) Rules 2021 or Part 26, Rule 3 of the Family Justice (General) Rules 2024, as the case may be), I undertake —
- (a) to use the relevant information only in the conduct of those proceedings; and
 - (b) to use the relevant information for any other purpose only with the permission of every party to the proceedings likely to be affected by the use of that material or with the permission of the court.

[*Signature of Applicant*]

Name of Applicant:

Date:

*Delete where inapplicable. Paragraphs 30, 31 and 32 are only applicable to an application for an expedited protection order.

+Delete this Part if it is not required. Repeat this Part if there is more than one Respondent/third party/internet intermediary to whom the protection order is to apply.

Rule 7(6) FJ(PH)R 2024

**Affidavit in Reply to Application for Protection Order /
Expedited Order / Mandatory Treatment Order**

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

[Title as in Form 187]

AFFIDAVIT IN REPLY

I, (name), do make oath (or affirm) and say that the statements contained in the document exhibited and marked “A” are true.

Sworn (or affirmed) on [date] at [location] (through the interpretation of [name of interpreter])*.

Before me
*Commissioner of Oaths / Notary Public**

**EXHIBIT “A”
RESPONSE**

Part A — Particulars of Respondent/third party/internet intermediary* to whom protection order is to apply

1. My particulars are as follows:
 - (a) Name:
 - (b) NRIC No. (for Singapore citizen) or No., type and country of issue of foreign identification document (for foreign citizen):
 - (c) Address for service:
2. I am deposing this affidavit in my [own capacity/in my capacity as (state capacity)]*:

***Part B — Response of Respondent to application for protection order**

3. I am opposing the Applicant’s application for a protection order against me.
4. A protection order should not be made against me because [state reasons].
5. I attach the following evidence in support of my statements at paragraph 4:

- (a) Document(s):
- (b) Photograph(s):
- (c) Other evidence (including electronic documents or records):

***Part C — Response of [Respondent/third party/internet intermediary]* to application for order under section [12(2E)/12(2F)]* of Protection from Harassment Act 2014**

- 6. I am opposing the Applicant's application for an order under section [12(2E)/12(2F)]* of the Protection from Harassment Act 2014 against me.
- 7. An order under section [12(2E)/12(2F)]* of the Protection from Harassment Act 2014 should not be made against me because: [*state reasons*]
- 8. I attach the following evidence in support of my statements at paragraph 7:
 - (a) Document(s):
 - (b) Photograph(s):
 - (c) Other evidence (including electronic documents or records):

***Part D — Response by Respondent against application for mandatory treatment order**

- 9. I am opposing the Applicant's application for a mandatory treatment order against me.
- 10. In the event that a protection order is granted against me, a mandatory treatment order should not be made against me because [*state reasons*].
- 11. I attach the following evidence in support of my statements at paragraph 10:
 - (a) Document(s):
 - (b) Photograph(s):
 - (c) Other evidence (including electronic documents or records):

Part E — Confirmation of contents

- 12. I confirm that to the best of my knowledge, information and belief, the information contained in this document is true.

Part F — Undertaking

- 13. If I obtain any relevant information (that is, any document or information in the course of these proceedings which is subject to privilege or a duty of confidentiality, or any statement made or material disclosed to the party in the course of these proceedings or any record of these proceedings obtained under rule 73 of the Supreme Court of Judicature (Protection from Harassment) Rules 2021 or Part 26, Rule 3 of the Family Justice (General) Rules 2024, as the case may be), I undertake —

- (a) to use the relevant information only in the conduct of those proceedings; and
- (b) to use the relevant information for any other purpose only with the permission of every party to the proceedings likely to be affected by the use of that material or with the permission of the court.

[Signature of [Respondent/third party/internet intermediary] to whom protection order is to apply]*

Name of [Respondent/third party/internet intermediary]* to whom protection order is to apply:

Date:

*Delete where inapplicable.

Order of Court (Protection Order / Expedited Order)

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

[Title as in Form 187]

Before the Honourable Family Court Judge

[In Chambers/Open Court]*

ORDER OF COURT (PROTECTION ORDER / EXPEDITED ORDER)*

Upon the application of (*name of applicant*), and upon reading the affidavit of (*name of applicant*) [and the affidavit(s) of (*name of every Respondent or person who filed a response*)]*, and upon hearing [, and upon the applicant undertaking to abide by any order the Court may make for the payment of damages by the applicant for loss or damage sustained by any person as a result of the applicant's application for this order]#:

It is ordered by the Family Court Judge as follows:

1. ***Protection order under section 12(2):**

- (a) *pursuant to section 12(2B)(a): (*Name of Respondent*) is prohibited from doing the following thing(s) in relation to (*name of applicant*):

[*specify thing(s)*]

- (b) *pursuant to section 12(2B)(a): (*Name of Respondent*) is prohibited from doing the following thing(s) in relation to (*name(s) of related person*), being a person about whose safety or well-being (*name of applicant*) would reasonably be expected to be seriously concerned:

[*specify thing(s)*]

- (c) *pursuant to section 12(2B)(b): (*Name of Respondent*) must stop publishing the following communication(s) within (*the time specified by the court*) or not publish any communication that is substantially similar to the following communication(s):

[*specify particulars of the offending communication(s)*]

- (d) *pursuant to section 12(2B)(c): [*names of Respondent/victim/related person of victim*]* must attend [counselling/mediation]* by [*particulars of body specified by the court*].

- (e) *pursuant to section 12(2C): [*names of Respondent/victim/related person of victim*]* are excluded from the following part(s) of the shared residence:

[specify part(s)]

2. ***Protection order under section 12(2E):**

- (a) **(Name of third party)* must stop publishing within *(the time specified by the court)* or not publish the communication specified in paragraph 1(c) or any communication that is substantially similar to that communication.
- (b) **Any third party* must stop publishing within *(the time specified by the court)* or not publish the communication specified in paragraph 1(c) or any communication that is substantially similar to that communication.

3. ***Protection order under section 12(2F):**

(Name of internet intermediary) must within *(the time specified by the court)* disable access by end-users of *(name of its internet intermediary service)* provided in Singapore to the following material:

[specify the material to which access is to be disabled]

4. ***Expedited protection order under section 13:**

[specify expedited protection order(s) given]

* Delete where inapplicable.

Include only if this is an expedited protection order under section 13.

Rule 8(3), (4) FJ(PH)R 2024

Notification to Relevant Party not Identified in Protection Order / Expedited Order

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

[Title as Form 187]

NOTIFICATION OF PARTICULARS OF OFFENDING COMMUNICATION AND PUBLICATION OF OFFENDING COMMUNICATION

+Preamble

+This notification is intended to amend and replace the notification which was filed on [*insert date and time of filing*] and served on the relevant party in paragraph [3/5]*.

Part A — Brief Particulars

1. Particulars of offending communication:
2. Particulars of publication of communication:

Part B — Details of third party

3. To the best of my knowledge, information and belief, the particulars of the third party (not identified in the order under section [12(2E)/13(1B)]* of the Protection from Harassment Act 2014 dated [*insert date of order*]) against whom the order applies are as follows:
 - (a) Name or, if the name is unknown, Unique Identifier (e.g. Internet location address, website, username or account or email address):
 - (b) NRIC No. (for Singapore citizen) or No., type and country of issue of foreign identification document (for foreign citizen):
 - (c) Address for service:
 - (d) Other electronic means of contacting the third party*:
 - (e) Relationship to me:
4. To the best of my knowledge, information and belief, the third party has the following presence on the Internet:

- (a) Internet website address(es):
- (b) Blog (or weblog) address(es):
- (c) Account(s) on social media or social networking website(s):
- (d) Page(s) on social media or social networking website(s):

Part C — Details of Internet Intermediary

5. To the best of my knowledge, information and belief, the particulars of the internet intermediary (for the purpose of section [12(2F)/13(1C)]* of the Protection from Harassment Act 2014 dated [*insert date of order*]) against whom the order applies are as follows:
- (a) Name or, if the name is unknown, Unique Identifier (e.g. Internet location address, website, username or account or email address):
 - (b) NRIC No. (for Singapore citizen)/UEN (for Singapore-registered entity) or No., type and country of issue of foreign identification document (for foreign citizen/entity):
 - (c) Address for service:
 - (d) Other electronic means of contacting the internet intermediary* :
 - (e) Name of Internet Intermediary Service through which offending communication was published:
 - (f) Nature of Internet Intermediary Service through which offending communication was published:

Part D — Details of offending communication

6. The details of each publication by the third party of the offending communication (including the Internet location address of each publication on the Internet, if any) are as follows:
7. I attach the following evidence in support of my statements at paragraphs 3, 4, 5 and 6:
- (a) Document(s):
 - (b) Photograph(s):
 - (c) Other evidence (including electronic documents or records):
8. I [have/have not]* approached the third party to remove the offending communication mentioned in paragraphs 1 and 2.

(a) *The third party's response to my approach was as follows:

(b) *I did not approach the third party for the following reasons:

9. I [have/have not]* approached the internet intermediary to remove the offending communication mentioned in paragraphs 1 and 2.

(a) *The internet intermediary's response to my approach was as follows:

(b) *I did not approach the internet intermediary for the following reasons:

Part E — Confirmation of Contents

10. I confirm that to the best of my knowledge, information and belief, the information contained in this document is true.

[Signature of Applicant]

Name of Applicant:

Date:

*Delete where inapplicable.

+Delete unless amending the notification pursuant to rule 8(5) of the Family Justice (Protection from Harassment) Rules 2024.

Rule 9(1)(b) FJ(PH)R 2024

Affidavit in Support of Application to Vary / Suspend / Extend / Cancel Protection Order or Expedited Order

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

Summons
No.

[Title as in Form 192]

AFFIDAVIT

I, (*name of person making application*), do make oath (or affirm) and say that the statements contained in the document exhibited and marked “A” are true.

Sworn (or affirmed) on [*date*] at [*location*] (through the interpretation of [*name of interpreter*]).

Before me
*Commissioner of Oaths / Notary Public**

EXHIBIT “A” INFORMATION IN SUPPORT OF APPLICATION

Part A — Particulars of person making application

1. My particulars are as follows:
 - (a) Name:
 - (b) NRIC No. (for Singapore citizen) or No., type and country of issue of foreign identification document (for foreign citizen):
 - (c) Address for service:

Part B — Information in support of application

2. *I am applying for an order that the [protection order/expedited protection order]* made on (*date*) be varied as follows:
3. *I am applying for an order that the [protection order/expedited protection order]* made on (*date*) be [[suspended/extended]* for a period of _____ beginning on (*date*)/cancelled]*.

4. The reasons for my application are as follows:

Part C — Confirmation of Contents

5. I confirm that to the best of my knowledge, information and belief, the information contained in this document is true.

[Signature of person making application]

Name of person making application:

Date:

*Delete where inapplicable.

Rule 10(1) FJ(PH)R 2024

Application for False Statement Order (with Interim False Statement Order)

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

In the matter of an application under section [15A/15B/15C/15D/15E/16A/16B/16AA/16BA]* of the Protection from Harassment Act 2014.

And in the matter of *(name of subject of relevant statement)*.

Applicant.

And *(name of respondent)*

Respondent

ORIGINATING APPLICATION (FALSE STATEMENT ORDER [(WITH INTERIM FALSE STATEMENT ORDER)]*)

Let all parties concerned attend before the Family Court on *(date and time)*, on the hearing of an application by *(name of applicant)* for an order under section [15A/15B/15C/15D/15E/16A/16B/16AA/16BA]* of the Protection from Harassment Act 2014 in respect of the relevant statement(s) set out in paragraph 1:

1. *[specify particulars of relevant statement(s)]*
2. ⁺Pursuant to section 15A: The Respondent [and any other persons]* must stop publishing the relevant statement and must not publish any substantially similar statement:

[specify the Respondent [and any other persons] to which the stop publication order is to apply]*
- 2A. ⁺Pursuant to section 16A: an interim stop publication order in relation to the application for the stop publication order mentioned in paragraph 2:

[specify the Respondent [and any other persons] to which the interim stop publication order is to apply]*
- 2B. ⁺Pursuant to section 16B: The Respondent must publish the following interim notice in relation to the application for the stop publication order mentioned in paragraph 2:

[specify the Respondent to which the interim notification order is to apply; the [person(s)/description of persons] to whom the interim notice must be published; and the content, form and manner of the interim notice]*

3. ⁺Pursuant to section 15B: The Respondent must publish the following correction notice(s):

[specify the Respondent to which the correction order is to apply; the [person(s)/description of persons] to whom the correction notice must be published; and the content, form and manner of the correction notice]*

- 3A. ⁺Pursuant to section 16B: The Respondent must publish the following interim notice in relation to the application for the correction order mentioned in paragraph 3:

[specify the Respondent to which the interim notification order is to apply; the [person(s)/description of persons] to whom the interim notice must be published; and the content, form and manner of the interim notice]*

4. ⁺Pursuant to section 15C: The Respondent must disable access by end-users of its internet intermediary service provided in Singapore to the following specified material [or identical copies of the specified material]*:

[specify the Respondent to which the disabling order is to apply; and the material to which access is to be disabled]

- 4A. ⁺Pursuant to section 16AA: an interim disabling order in relation to the application for the disabling order mentioned in paragraph 4:

[specify the Respondent to which the interim disabling order is to apply; and the material to which access is to be disabled]

5. ⁺Pursuant to section 15D: The Respondent must publish the following targeted correction notice to all end-users in Singapore of its internet intermediary service who [access/it knows had accessed]* specified material [or identical copies of specified material]*:

[specify the Respondent to which the targeted correction order is to apply; the material to which the end-users have access that consists of or contains the relevant statement or identical copies of it; the content, form, and manner of the targeted correction notice]

- 5A. ⁺Pursuant to section 16BA: The Respondent must publish the following targeted interim notice in relation to the application for the targeted correction order mentioned in paragraph 5:

[specify the Respondent to which the targeted interim notification order is to apply; the end-users to whom the targeted interim notice must be published; and the content, form and manner of the targeted interim notice]

6. ⁺Pursuant to section 15E: The Respondent must publish in Singapore the following general correction notice:

[specify the Respondent to which the general correction order is to apply; the content, form and manner of the general correction notice]

7. The Court to give such other direction(s) as the Court thinks fit.

Dated this day of 20 .

Registrar.

This application is taken out by (*name of applicant or applicant's solicitor*) whose address is .

*Delete where inapplicable.

⁺Repeat this Part if there is more than one person to whom the order under section 15A/15B/15C/15D/15E/16A/16B/16AA/16BA of the Protection from Harassment Act 2014 is to apply.

Rule 10(4)(b) FJ(PH)R 2024

Application for Interim False Statement Order

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

[Title as in OA]

And in the matter of an application under section [16A/16B/16AA/16BA]* of the Protection from Harassment Act 2014.

And in the matter of [*name of subject of relevant statement*].

Applicant.

And (*name of respondent*)

Respondent

SUMMONS [WITHOUT NOTICE]# (INTERIM FALSE STATEMENT ORDER)

Let all parties concerned attend before the Family Court on [*date and time*], on the hearing of an application by [*name of applicant*] for an order under section [16A/16B/16AA/16BA]* of the Protection from Harassment Act 2014 in respect of the relevant statement(s) set out in paragraph 1:

1. [*specify particulars of relevant statement(s)*]
2. ⁺Pursuant to section 16A: The Respondent [and any other persons]* must stop publishing the relevant statement and must not publish any substantially similar statement:

[*specify the Respondent [and any other persons]* to which the interim stop publication order is to apply*]

3. ⁺Pursuant to section 16AA: The Respondent must disable access by end-users of its internet intermediary service provided in Singapore to the following material:

[*specify the Respondent [and any other persons]* to which the interim disabling order is to apply; and the material to which access is to be disabled*]

4. ⁺Pursuant to section 16B: The Respondent must publish the following interim notice:

[*specify the Respondent to which the interim notification order is to apply; the [person(s)/description of persons]* to whom the interim notice must be published; the content, form and manner of the interim notice*]

5. ⁺*Pursuant to section 16BA: The Respondent must publish the following targeted interim notice to all end-users in Singapore of its internet intermediary service who [access/it knows had accessed]^{*} specified material [or identical copies of specified material]^{*}:

[specify the Respondent to which the targeted interim notification order is to apply; the material to which the end-users have access that consists of or contains the relevant statement or identical copies of it; the content, form, and manner of the targeted interim notice]

6. The Court to give such other direction(s) as the Court thinks fit.

Dated this day of 20 .

Registrar.

This summons is taken out by (*name of applicant or applicant's solicitor*) whose address is .

[#] Delete if this includes an application under section 16AA or 16BA of the Protection from Harassment Act 2014.

^{*} Delete where inapplicable.

⁺ Repeat this Part if there is more than one person to whom the order is to apply.

Rule 10(1), 4(b) FJ(PH)R 2024

Affidavit in Support of Application for False Statement Order / Interim False Statement Order

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application /
Summons
No.

[Title as in Form 194/195]*

AFFIDAVIT

I, [*name of applicant*], the applicant, do make oath (or affirm) and say that the statements contained in the document exhibited and marked “A” are true.

Sworn (or affirmed) on [*date*] at [*location*] (through the interpretation of [*name of interpreter*])*.

Before me
*Commissioner of Oaths / Notary Public**

EXHIBIT “A” INFORMATION IN SUPPORT OF APPLICATION

Part A — Applicant’s Particulars

1. My particulars are as follows:
 - (a) Name:
 - (b) NRIC No. (for Singapore citizen) or No., type and country of issue of foreign identification document (for foreign citizen):
 - (c) Address for service:
2. I am deposing this affidavit in my [own capacity/capacity as (*state capacity*)]*.

+Part B — Application for false statement order

3. >Paragraphs [6 to 18]< relate to my application for an order under section [15A/15B/15C/15D/15E]* [and paragraphs [19 to 22]< relate to my application for an interim order under section [16A/16B/16AA/16BA]*] of the Protection from Harassment Act 2014 against the following person:

4. To the best of my knowledge, information and belief, the person's particulars are as follows:
 - (a) Name or, if the name is unknown, Unique Identifier (e.g. Internet location address, website, username or account or email address):
 - (b) NRIC No. (for Singapore citizen) or No., type and country of issue of foreign identification document (for foreign citizen):
 - (c) Address for service:
 - (d) Other electronic means of contacting the person:
 - (e) Relationship to me:
5. To the best of my knowledge, information and belief, the person has the following presence on the Internet:
 - (a) Internet website address(es):
 - (b) Blog (or weblog) address(es):
 - (c) Account(s) on social media or social networking website(s):
 - (d) Page(s) on social media or social networking website(s):
6. I believe that the person [is/is not]* in Singapore because [*state reasons for the belief*].
7. The particulars of the relevant statement are as follows:
[*specify particulars of the relevant statement*]
8. The relevant statement is about [me/the following subject]*:
9. The originator of the relevant statement (the author) is the following person:
10. I will be [able/unable]* to serve the originator of the relevant statement (the author) because:
11. The relevant statement is a statement of fact about [me/the subject]* which is false in the following particular(s) about [me/the subject]*:
[*specify the particulars*]
12. The particulars of each publication by the person of the relevant statement (including the Internet location address of each publication on the Internet, if any) are as follows:
[*specify the particulars*]
13. I attach the following evidence in support of my statements at paragraphs 4 to 12:

- (a) Document(s):
 - (b) Photograph(s):
 - (c) Other evidence (including electronic documents or records):
14. I [have/have not] * approached the person to remove or correct the relevant statement.
- (a) *The person’s response to my approach was as follows:
 - (b) *I did not approach the person because: [*state reasons*]
15. *Where the author of the relevant statement is not the person mentioned in paragraph 3, I [have/have not] * approached the author to remove or correct the relevant statement.
- (a) *The author’s response to my approach was as follows:
 - (b) *I did not approach the author because: [*state reasons*]
16. I attach the following evidence in support of my statement at paragraph [14/15] *:
17. *I believe that the Respondent’s publication of the relevant statement(s) mentioned in paragraph 7 has caused or is likely to cause serious harm to my reputation:
- [specify the serious harm to your reputation caused or is likely to be caused by the publication of the relevant statement, and the reasons for your belief]*
18. *I attach the following evidence in support of my statement at paragraph 17:

***+Part C — Application for interim false statement order**

19. I believe that the Respondent’s publication of the relevant statement(s) has caused or is likely to cause me harm.
20. I attach the following evidence in support of my statement at paragraph 19:
21. I believe it is just and equitable to grant the order on an expedited basis for the following reasons:
22. I attach the following evidence in support of my statement at paragraph 21:

Part D — Confirmation of Contents

23. I confirm that to the best of my knowledge, information and belief, the information contained in this document is true.

Part E — Undertaking

24. *I undertake to abide by any order the Court may make against me for the payment of damages to any person who sustains loss or damage by reason of my application for a false statement order or an interim false statement order in this matter.

25. If I obtain any relevant information (that is, any document or information in the course of these proceedings which is subject to privilege or a duty of confidentiality, or any statement made or material disclosed to the party in the course of these proceedings or any record of these proceedings obtained under rule 73 of the Supreme Court of Judicature (Protection from Harassment) Rules 2021 or Part 26, Rule 3 of the Family Justice (General) Rules 2024, as the case may be), I undertake —

- (a) to use the relevant information only in the conduct of those proceedings; and
- (b) to use the relevant information for any other purpose only with the permission of every party to the proceedings likely to be affected by the use of that material or with the permission of the court.

[Signature of Applicant]

Name of Applicant:

Date:

*Delete where inapplicable. Paragraphs 17 and 18 are only applicable to an application for a general correction order under section 15E of the Protection from Harassment Act 2014. Paragraphs 19 to 22 are only applicable to an application for an interim false statement order under section 16A/16B/16AA/16BA of the Protection from Harassment Act 2014.

>Repeat this paragraph in relation to each order applied for.

<Substitute appropriate paragraph numbers.

+Repeat this Part if there is more than one person to whom the order is to apply.

Rule 10(6) FJ(PH)R 2024

Affidavit in Reply to Application for False Statement Order / Interim False Statement Order

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

[Title as in Form 194/195]

AFFIDAVIT IN REPLY

I, [name], do make oath (or affirm) and say that the statements contained in the document exhibited and marked “A” are true.

Sworn (or affirmed) on [date] at [location] (through the interpretation of [name of interpreter])*.

*Before me
Commissioner of Oaths / Notary Public**

EXHIBIT “A” RESPONSE

Part A — Particulars of Respondent

1. My particulars are as follows:
 - (a) Name:
 - (b) NRIC No. (for Singapore citizen) or No., type and country of issue of foreign identification document (for foreign citizen):
 - (c) Address for service:
2. I am deposing this affidavit in my [own capacity/capacity as (*state capacity*)]*:

Part B — Response of Respondent to Application for [false statement order/interim false statement order]

3. I am opposing the Applicant’s [application for an order under section [15A/15B/15C/15D/15E]*/application for an interim order under section [16A/16B/16AA/16BA]*/] of the Protection from Harassment Act 2014 against me.

4. A [false statement order/interim false statement order]* should not be made against me because: [*state reasons*]
5. I attach the following evidence in support of my statements at paragraph 4:
 - (a) Document(s):
 - (b) Photograph(s):
 - (c) Other evidence (including electronic documents or records):

Part C — Confirmation of Contents

6. I confirm that to the best of my knowledge, information and belief, the information contained in this document is true.

Part D — Undertaking

7. If I obtain any relevant information (that is, any document or information in the course of these proceedings which is subject to privilege or a duty of confidentiality, or any statement made or material disclosed to the party in the course of these proceedings or any record of these proceedings obtained under rule 73 of the Supreme Court of Judicature (Protection from Harassment) Rules 2021 or Part 26, Rule 3 of the Family Justice (General) Rules 2024, as the case may be), I undertake —
 - (a) to use the relevant information only in the conduct of those proceedings; and
 - (b) to use the relevant information for any other purpose only with the permission of every party to the proceedings likely to be affected by the use of that material or with the permission of the court.

[*Signature of person named below*]

Name of [Respondent/third party/internet intermediary]* to whom protection order is to apply:

Date:

* Delete where inapplicable.

> Repeat paragraphs 3, 4 and 5 for each false statement order/interim false statement order, if necessary.

Rule 11(1)(a), (2)(a) FJ(PH)R 2024

False Statement Order / Interim False Statement Order

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

[Title as in Form 194/195]

Before the Honourable Family Court Judge

[In Chambers/In Open Court]*

ORDER OF COURT

([FALSE STATEMENT ORDER / INTERIM FALSE STATEMENT ORDER]*)

Upon the application of [*name of applicant*], and upon reading the affidavit of [*name of applicant*] [and the affidavit of [*name of person responding*]]⁺, and upon hearing [], and upon the applicant undertaking to abide by any order the Court may make for the payment of damages by the applicant for loss or damage sustained by any person as a result of the applicant's application for this order][#]:

It is ordered by the Family Court Judge as follows:

1. The following statement(s) of fact about [*name of subject*] [is/are]^{*} declared to be false:

[*specify particulars of statement(s)*]

- *+2. Pursuant to section [15A/16A]^{*}: The Respondent [and any other persons]^{*} must stop publishing within [*time specified by the court*] the relevant statement and must not publish any substantially similar statement:

[*specify the Respondent and any other persons to which the interim stop publication order/stop publication order is to apply*]

- *+3. Pursuant to section 15B: The Respondent must publish the following correction notice(s) within [*time specified by the court*]:

[*specify the Respondent to which the correction order is to apply; the [person(s)/description of persons]^{*} to whom the correction notice must be published; and the content, form and manner of the correction notice*]

- *+4. Pursuant to section [15C/16AA]^{*}: The Respondent must disable access by end-users of its internet intermediary service provided in Singapore to the following specified material [or identical copies of the specified material]^{*} within [*time specified by the court*]:

[*specify the Respondent to which the [interim disabling order/disabling order]^{*} is to apply; and the material to which access is to be disabled*]

- *+5. Pursuant to section 15D: The Respondent must publish the following targeted correction notice to all end-users in Singapore of its internet intermediary service who [access/it knows had accessed]* specified material [or identical copies of specified material]* [from/by]* [time specified by the court]:

[specify the Respondent to which the targeted correction order is to apply; the material to which the end-users have access that consists of or contains the relevant statement or identical copies of it; and the content, form, and manner of the targeted correction notice]

- *+6. Pursuant to section 15E: The Respondent must publish in Singapore the following general correction notice within [time specified by the court]:

[specify the Respondent to which the general correction order is to apply; and the content, form and manner of the general correction notice]

- *+7. Pursuant to section 16B: The Respondent must publish in Singapore the following interim notice within [time specified by the court]:

[specify the Respondent to which the interim notification order is to apply; the [person(s)/description of persons] to whom the interim notice must be published; and the content, form and manner of the interim notice]*

- *+8. Pursuant to section 16BA: The Respondent must publish in Singapore the following targeted interim notice to all end-users in Singapore of its internet intermediary service who [access/it knows had accessed]* specified material [or identical copies of specified material]* [from/by]* [time specified by the court]:

[specify the Respondent to which the targeted interim notification order is to apply; the material to which the end-users have access that consists of or contains the relevant statement or identical copies of it; and the content, form, and manner of the targeted interim notice]

- *9. (a) This order does not apply to the following person(s): [specify person(s)]

(b) [specify any other exception(s) to this order]

- *+10. This order is subject to the following condition(s):

[specify any other condition(s) to which this order is subject]

- *+11. [specify any direction(s) given by the Court].

Dated this day of 20 .

Important Message:

1. You must carefully read, and comply with, the terms of this order.

- (i) If you disobey this order:
 - a. you will be liable to process of execution to compel you to obey this order.
 - b. you may also be guilty of contempt of court.
 - (ii) If the party against whom this order is made is an entity, the word “you” in this paragraph may apply to its directors or other officers or partners (as the case may be).
2. If this order is an interim false statement order, it cannot be appealed. However, the Court may vary, suspend or cancel this order on the application of —
 - (a) the subject or author of the relevant statement;
 - (b) the respondent; or
 - (c) an individual or entity that published the relevant statement.
 3. This order will take effect once it is served on you unless the Court specifies otherwise. If you were not identified in the order as a person to whom the order applies when the order was made, you should be served a copy of the order together with a notification in Form 199.
 4. In this order and this message, “publish”, in relation to a communication or statement, means to make the communication or statement available, or to cause the communication or statement to be made available, in any form such that the communication or statement is or can be heard, seen or otherwise perceived by the public in Singapore or a member of the public in Singapore, and includes cause to be published.
 5. This order ceases to have effect:
 - (i) during any period when it is suspended by the Court;
 - (ii) when it expires; or
 - (iii) when it is cancelled by the Court.

* Delete where inapplicable.

+ Repeat this Part if there is more than one person to whom the order is to apply.

Include only if this is an interim false statement order under section 16A/16B/16AA/16BA of the Protection from Harassment Act 2014.

Rule 11(3), (4) FJ(PH)R 2024

Notification to Relevant Party not Identified in Stop Publication Order / Interim Stop Publication Order

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

[Title as in Form 194/195]

Applicant.

NOTIFICATION OF PARTICULARS OF RELEVANT STATEMENT AND PUBLICATION OF THAT STATEMENT

⁺Preamble

⁺This notification is intended to amend and replace the notification which was filed on *[insert date and time of filing]* and served on the relevant party in paragraph 6.

Part A — Brief Particulars of Order under section [15A/16A]* of the Protection from Harassment Act 2014

1. Respondent(s):
2. Date Order was made:
3. *[State paragraph(s) of the Order to apply to individual or entity mentioned in Part B]*

Pursuant to section 15A: The Respondent(s) [and any other persons]* must stop publishing the relevant statement and must not publish any substantially similar statement within *[time specified by court]*.

4. Particulars of relevant statement:
5. Particulars of publication of relevant statement:

Part B — Details of relevant party

6. To the best of my knowledge, information and belief, the Order described in Part A applies to the following person:
 - (a) Name or, if the name is unknown, Unique Identifier (e.g. Internet location address, website, username or account or email address):
 - (b) NRIC No. (for Singapore citizen) or No., type and country of issue of foreign identification document (for foreign citizen):
 - (c) Address for service:

- (d) Other electronic means of contacting the person:
- (e) Relationship to me:
7. To the best of my knowledge, information and belief, the person has the following presence on the Internet:
- (a) Internet website address(es):
- (b) Blog (or weblog) address(es):
- (c) Account(s) on social media or social networking website(s):
- (d) Page(s) on social media or social networking website(s):
8. To the best of my knowledge, information and belief, the person has published the relevant statement as follows:
- [Specify the particulars of the publication, including the Internet location address of each publication on the Internet, if any]*
9. I attach the following evidence in support of my statements at paragraphs 6, 7 and 8:
- (a) Document(s):
- (b) Photograph(s):
- (c) Other evidence (including electronic documents or records):
10. I [have/have not]^{*} approached the person to remove or correct the relevant statement:
- *(a) The person's response to my approach was as follows:
- *(b) I did not approach the person for the following reasons:

Part C — Confirmation of Contents

11. I confirm that to the best of my knowledge, information and belief, the information contained in this document is true.

[Signature of Applicant]

Name of Applicant:

Date:

* Delete where inapplicable.

[†]Delete unless amending the notification pursuant to rule 11(5) of the Family Justice (Protection from Harassment) Rules 2024.

Rule 12(1)(a) FJ(PH)R 2024

Application to Vary / Suspend / Cancel False Statement Order / Interim False Statement Order

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

[Title as in Form 194/195]

And in the matter of [*Court Order No.*]

SUMMONS ([VARY / SUSPEND / CANCEL]* [FALSE STATEMENT ORDER / INTERIM FALSE STATEMENT ORDER]*)

Let all parties concerned attend before the Family Court on [*date and time*], on the hearing of an application by [*name of person making application*] for an order that:

- *1. The order under section [15A/15B/15C/15D/15E/16A/16B/16AA/16BA]* of the Protection from Harassment Act 2014 made on (*date*) be varied as follows:

[*specify how the order is to be varied*]
- *2. The order under section [15A/15B/15C/15D/15E/16A/16B/16AA/16BA]* of the Protection from Harassment Act 2014 made on (*date*) be [suspended for a period of beginning on (*date*)/cancelled]*.
- *3. The Court give such other direction(s) as the Court thinks fit.

Dated this day of 20 .

Registrar.

This summons is taken out by (*name of person making application or that person's solicitor*) whose address is .

*Delete where inapplicable.

Rule 12(1)(b) FJ(PH)R 2024

Affidavit in Support of Application Vary / Suspend / Cancel False Statement Order / Interim False Statement Order

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

Summons
No.

[Title as in Form 194/195]

AFFIDAVIT

I, (*name of person making application*), do make oath (or affirm) and say that the statements contained in the document exhibited and marked “A” are true.

Sworn (or affirmed) on [*date*] at [*location*] (through the interpretation of [*name of interpreter*]).

Before me
*Commissioner of Oaths / Notary Public**

EXHIBIT “A” INFORMATION IN SUPPORT OF APPLICATION

Part A — Particulars of person making application

1. My particulars are as follows:
 - (a) Name:
 - (b) NRIC No. (for Singapore citizen) or No., type and country of issue of foreign identification document (for foreign citizen):
 - (c) Address for service:
2. I am deposing this affidavit in my [own capacity/capacity as (*state capacity*)]*:

Part B — Information in support of application

- *3. I am applying for an order that the order under section [15A/15B/15C/15D/15E/16A/16B/16AA/16BA]* of the Protection from Harassment Act 2014 made on (*date*) be varied as follows:

4. I am applying for an order that the order under section [15A/15B/15C/15D/15E/16A/16B/16AA/16BA] of the Protection from Harassment Act 2014 made on *(date)* be [suspended for a period of beginning on *(date)*/cancelled]*.

5. The reasons for my application are as follows: [*specify details for reasons*]

Part C — Confirmation of Contents

6. I confirm that to the best of my knowledge, information and belief, the information contained in this document is true.

[*Signature of person making application*]

Name of person making application:

Date:

*Delete where inapplicable.

Rule 15(1) FJ(PH)R 2024

Order for Preliminary Assessment Report

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

[Title as in Form 185]

Before the Honourable Family Court Judge

[In Chambers/In Open Court]*

ORDER OF COURT (PRELIMINARY ASSESSMENT)

Whereas a protection order (*specify Court Order No.*) has been made against (*name of respondent*) upon the application of (*name of applicant*),

Upon [the Court's own initiative/the application of (*name of applicant*) for a mandatory treatment order]*,

[And upon reading the affidavit of (*name of applicant*) [and the affidavit of (*name of respondent*)]*], and upon hearing [], [and upon the applicant undertaking to abide by any order the Court may make for the payment of damages by the applicant for loss or damage sustained by any person as a result of the applicant's application]*

It is ordered by the Family Court Judge that:

Pursuant to section 13B(6), the Respondent must attend before a specified psychiatrist for the preparation of a preliminary assessment report and, for this purpose, attend personally at [*Venue*] on [*Date*] at [*Time*], and such other times and places as the specified psychiatrist may require.

Important Message:

1. You must obey this order. If you fail to obey this order, you may be liable for contempt of court.
2. Please arrive at the venue at least 15 minutes before the scheduled time.

*Delete where inapplicable.

Rule 16(1) FJ(PH)R 2024

Order for Formal Assessment Report

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

[Title as in Form 185]

Before the Honourable Family Court Judge

[In Chambers/In Open Court]*

ORDER OF COURT (FORMAL ASSESSMENT)

Whereas a protection order [*specify Court Order No.*] has been made against (*name of respondent*) upon the application of (*name of applicant*),

Upon [the Court's own initiative/the application of (*name of applicant*) for a mandatory treatment order]*,

*[And upon reading the affidavit of (*name of applicant*) [and the affidavit of (*name of respondent*)]*, and upon hearing [], [and upon the applicant undertaking to abide by any order the Court may make for the payment of damages by the applicant for loss or damage sustained by any person by reason of the applicant's application]*:

It is ordered by the Family Court Judge that:

1. pursuant to section 13B(7), the Respondent must [reside in a psychiatric institution for observation for [*specify period*]/attend personally before the appointed psychiatrist at a psychiatric institution* at such times as the appointed psychiatrist may require] for the preparation of a formal assessment report.
2. *[any report by a psychiatrist engaged by the Respondent be filed and submitted to the appointed psychiatrist by [*date*]].

Important Message:

1. You must obey this order. If you fail to obey this order, including any notice requiring you to attend before an appointed psychiatrist, you may be liable for contempt of court.
2. If you wish to submit a report by another psychiatrist, engaged by you, the report must be filed within 3 weeks after the date the court calls for the formal assessment report, unless the court allows you to do so by a later time.

*Delete where inapplicable.

Rule 17(1) FJ(PH)R 2024

Mandatory Treatment Order

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

[Title as in Form 187]

Before the Honourable Family Court
Judge

[In Chambers/ In Open Court]*

ORDER OF COURT (MANDATORY TREATMENT ORDER)

Whereas a protection order (*specify Court Order No.*) has been made against (*name of respondent*) upon the application of (*name of applicant*),

Upon [the Court's own initiative/the application of (*name of applicant*)] for a mandatory treatment order]*,

And upon reading the formal assessment report by the appointed psychiatrist certifying the matters mentioned in section 13B(8)[(a)/(b)/(c)]* of the Protection from Harassment Act 2014 [and the affidavit of (*name of applicant*)]* [and the affidavit of (*name of respondent*)]* [and the report of the psychiatrist submitted by the respondent under section 13B(11) of the Protection from Harassment Act 2014]*, and upon hearing [],

And upon explaining to the Respondent the purpose, effect, and consequences which may follow if any obligations or conditions of a mandatory treatment order are not met and the power of the Court to vary or revoke the order on application of the appointed psychiatrist,

It is ordered by the Family Court Judge that:

1. pursuant to section 13B(1), the Respondent must undergo psychiatric treatment for [a period not exceeding 36 months from the date this order is first in force].
2. pursuant to section 13B(2), the Respondent must reside in a psychiatric institution for [the whole duration/[*specify duration*]]* of the psychiatric treatment.
3. **[Insert any other conditions or requirements]*

Important Message:

1. You must obey this order. This includes attending the treatment session(s) on such day(s) and at such time(s) and place(s) as the appointed psychiatrist may require, and complying with all other obligations and conditions imposed in connection with your treatment as the appointed psychiatrist may require. If you fail to obey this order, you may be liable for contempt of court.

2. You must also bring this order and the Annex to your first treatment session.
3. The Court has the power to vary or revoke this order on the application of the appointed psychiatrist.

*Delete where inapplicable.

Annex to Mandatory Treatment Order

Formal Assessment Report No: [insert number]

Appointed Psychiatrist: [Name of Appointed Psychiatrist]

I, [*Name of Appointed Psychiatrist*], have explained the requirements of the mandatory treatment order to the Respondent and I am satisfied that the Respondent understands them.

Appointed Psychiatrist

I, [*Name of Respondent*], hereby acknowledge that I have received a copy of my mandatory treatment order and that I am aware of the requirements of my mandatory treatment order, which have been explained to me.

Respondent

Rule 17(2) FJ(PH)R 2024

Application to Vary or Revoke Mandatory Treatment Order

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

Summons
No.

In the matter of an application under section 13B of the Protection from Harassment Act
2014.

Between

Appointed Psychiatrist.

And

Respondent

And

*Applicant**

SUMMONS

Let all parties concerned attend before the Family Court on [*date and time*], on the hearing of an application by the appointed psychiatrist, [*name of appointed psychiatrist*]:

1. * [pursuant to section 13B(18), to revoke the mandatory treatment order made on (*date*).]
2. * [pursuant to section 13B(18), to vary the mandatory treatment order made on (*date*) as follows [*specify how the order is to be varied*]:]

Dated this day of 20 .

Registrar.

This summons is taken out by the appointed psychiatrist whose address is [*insert address of psychiatric institution*].

* Delete where inapplicable.

Rule 17(2) FJ(PH)R 2024

Affidavit in Support of Application to Vary or Revoke Mandatory Treatment Order

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application No.

Summons No.

In the matter of an application under section 13B of the Protection from Harassment Act 2014.

Between

Appointed Psychiatrist.

And

Respondent

And

*Applicant**

AFFIDAVIT

I, [*name of appointed psychiatrist*], do make oath (or affirm) and say that the statements contained in the document exhibited and marked "A" are true.

Sworn (or affirmed) on [*date*] at [*location*] (through the interpretation of [*name of interpreter*]).

Before me
*Commissioner of Oaths / Notary Public**

EXHIBIT "A" INFORMATION IN SUPPORT OF APPLICATION

1. I am the appointed psychiatrist with whom the respondent in this case has been ordered to undergo psychiatric treatment.
2. I wish to apply to [*vary/revoke*]* the mandatory treatment order made on (*date*).
3. *I wish for the abovementioned mandatory treatment order to be varied as follows:
[*specify variation applied for*]
4. My reasons for this application are as follows:

- There has been a change in the circumstances after the order was made.

[specify details of the change]:

- The Respondent has made progress in psychiatric treatment.

[specify progress made]:

5. I attach the following evidence in support of my application:

Confirmation of Contents

6. I confirm that to the best of my knowledge, information and belief, the information contained in this document is true.

[Signature of Appointed Psychiatrist]

Name of Appointed Psychiatrist:

Date:

*Delete where inapplicable. Paragraph 3 applies only if you are applying for a variation.

Rule 17(4) FJ(PH)R 2024

Affidavit in Response to Application to Vary or Revoke Mandatory Treatment Order

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

Summons
No.

In the matter of an application under section 13B of the Protection from Harassment Act
2014.

Between

Appointed Psychiatrist.

And

Respondent

And

*Applicant**

AFFIDAVIT IN RESPONSE

I, (*name of Applicant/Respondent*), do make oath (or affirm) and say that the statements contained in the document exhibited and marked "A" are true.

Sworn (or affirmed) on [*date*] at [*location*] (through the interpretation of [*name of interpreter*]).

Before me
*Commissioner of Oaths / Notary Public**

EXHIBIT "A" INFORMATION [IN SUPPORT/OPPOSITION]* OF APPLICATION

1. I am the [*Applicant/Respondent*]* in this case.
2. The appointed psychiatrist, with whom the respondent in this case has been ordered to undergo psychiatric treatment, has filed an application to [*vary/revoke*]* the mandatory treatment order made on [*insert date*].

3. I [support/oppose]* the application for the following reasons: [*state details for your reasons*]:

4. I attach the following evidence in support of my response:

Confirmation of Contents

5. I confirm that to the best of my knowledge, information and belief, the information contained in this document is true.

[*Signature of Applicant/Respondent*]

Name of [Applicant/Respondent]*:

Date:

*Delete where inapplicable.

Rule 5(1) FJ(PH)R 2024

Application to Transfer PH Proceedings from Family Court to the Protection from Harassment Court

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Originating
Application
No.

Summons
No.

[Title as in Form 187, 194 or 195, depending on the nature of PH proceeding in the Family Court]

And in the matter of *[state parties to the relevant PH proceeding to be transferred]*

SUMMONS (TO TRANSFER PROCEEDINGS TO THE PROTECTION FROM HARASSMENT COURT)

Let all parties concerned attend before the Family Court on *[date and time]*, on the hearing of an application by *[name of person making application]* for an order that:

1. Permission be granted to transfer these proceedings pending in the Family Court to the Protection from Harassment Court pursuant to section 16J(2) of the Protection from Harassment Act 2014.
- *2. The Court give such other direction(s) as the Court thinks fit.

The grounds in support of the summons are set out in the affidavit(s) filed with this summons.

Dated this day of 20 .

Registrar.

This summons is taken out by *(name of person making application or that person's solicitor)* whose address is .

*Delete where inapplicable.

List of FJ(G)R forms which apply to POHA proceedings

POHA – Reference to FJ(G)R forms

Appendix / Form No. in FJC PD 2024	Form Title
A 1	Originating Application / Summons / Application for Extension of Time
A 50	Offer of Amicable Resolution
A 51	Response to Offer of Amicable Resolution
A 52	Withdrawal of Offer of Amicable Resolution
A 53	Generated Originating Application
A 53A	Generic Originating Application
A 53B	Originating Applications (Generic Sections)
A 54	Generic Affidavit
A 67	Generated Summons
A 67A	Generic Summons
A 73	Consent to Act as Litigation Representative
A 74	Certificate by Solicitor Acting for Litigation Representative
A 75	Notice of Change of Representation
A 76	Summons for Discharge of Solicitor
A 77	Acknowledgment of Service
A 78A	Affidavit of Service (Failed Attempts)
A 78B	Affidavit of Service (Successful Attempt)
A 79	Summons for Substituted Service / Dispensation of Service
A 80	Summons for Service out of Jurisdiction
A 82A	Summons / Application for Striking Out
A 82B	Striking Out Table
A 84	OA / summons for Disclosure
A 85	Disclosure Table
A 85A	Information on Agreed Voluntary Disclosure
A 86	Disclosure Affidavit
A 87	Reply to Disclosure
A 88	Notice to Inspect
A 89	Summons to Inspect
A 101	Pre-trial form & Annexes
A 102	Order to Attend Court
A 103	Order for Issue of Letter of Request to Relevant Authority Out of Jurisdiction
A 104	Letter of Request for Examination of Witness Out of Jurisdiction / Permission for Evidence to be Given by Live Video or Live Television Link by Witness Out of Jurisdiction
A 105	Undertaking as to Expenses
A 106	Form of Attestation
A 107	Form of Declaration
A 108A	Consent (General)
A 109	Request for Production of Documents Filed in Court or Court's Records
A 111	Notice of Withdrawal / Discontinuance

A 112	Notice of Payment into Court
A 113	Notice of Acceptance of Money Paid into Court
A 114	Generic Order of Court
A 121	Enforcement Order
A 122	Consent to Entry of Satisfaction
A 123	Notice of Seizure/Attachment
A 124	Order for Examination of Enforcement Respondent
A 125	Request for Attendance of the Bailiff
A 126	Notice of Objection (Enforcement)
A 127	Consent to Release
A 128	Notice of Dispute to Objection
A 129	Summons for Order Determining the Ground of Objection
A 130	Summons for Order to Release Property / Debt
A 131A	Questionnaire for the Examination of Individual Enforcement Respondent
A 131B	Questionnaire for the Examination of Officer of Enforcement Respondent
A 132	Requisition for Impressed Stamps
B 133	Notice of Change of Party Details
B 134	Request for Urgent Hearing before Duty Judge
B 135	Withdrawal of Appeal or Application in Appeal
B 136	Notice of Appeal
B 137	Certificate for Security for Costs
B 138	Undertaking for Security for Costs
B 139	Record of Appeal
B 140	Bill of Costs for Contentious Business – Trials
B 141	Bill of Costs for Contentious Business Other Than Trials
B 142	Bill of Costs for Non-Contentious Business
B 143	Notice of Dispute on Bill of Costs
B 144	Committal Order
B 145	Affidavit Verifying Form Showing Lack of Means
B 146	Form Showing Lack of Means
B 147	Request for Hearing Dates / Further Hearing Dates
B 148	Directions to Accountant General
B 151	Application to be Registered User of the Electronic Filing Service
B 152	Application to use the Technology Courts or Mobile Infocomm Technology Facilities (MIT Facilities)
B 153	Request for Interpretation Services

Family Justice Courts Practice Directions 2024

Appendix E

Sample A – Bill of Costs for Contentious Business – Trials

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Main Case No.: FC/OAD 1/2024 Between
 Bill of Costs No.: Enter no. here

GST Reg. No. (solicitors for Applicant): 12345 ABC
SxxxxxxxX
... Applicant(s)

GST Reg. No. (Applicant): 67890 (100%) And
DEF
SxxxxxxxX
... Respondent(s)

SAMPLE BILL OF COSTS FOR CONTENTIOUS BUSINESS – TRIALS

Applicant: Solicitors for the Applicant
 Nature of bill: Party-and-party bill Solicitor-and-client bill
 Basis of assessment: Standard basis Indemnity basis
 Basis for assessment: Judgment dated [Enter date here] ordering Respondent to pay Applicant's costs

Section 1: Work done except for assessment of costs

No.	Item	Description	Remarks
1.	The claim		
1.1	Nature of claim	Divorce	
2.	Pleadings / Applications		
2.1	<input checked="" type="checkbox"/> Originating Application	20 pages	
2.2	<input checked="" type="checkbox"/> Reply & cross-application	15 pages	
2.3	<input checked="" type="checkbox"/> Reply to cross-application	10 pages	
2.4	Relief claimed	Applicant's claim:	

		<ul style="list-style-type: none"> Divorce based on Respondent's unreasonable behaviour <p>Respondent's claim:</p> <ul style="list-style-type: none"> Divorce based on Applicant's unreasonable behaviour 	
2.5	Affidavits deemed or ordered to stand as pleadings (if applicable)	Not applicable	
3.	Interlocutory attendances		
3.1	Interlocutory applications - costs fixed by Court	<p>1. SUM 123/2024: Applicant's application for disclosure on [date]. 2 affidavits filed (total 25 pages including 4 exhibits). Costs awarded to Applicant fixed at \$500.</p> <p>2. SUM 234/2024: Respondent's application for disclosure. 1 affidavit filed (10 pages including 2 exhibits). No order on application with no order on costs.</p>	<p>20 disclosure items requested and 15 successful.</p> <p>Hearing before Assistant Registrar ABC for 1 hour on [date].</p> <p>Hearing before Assistant Registrar ABC for 1 hour on [date].</p>
3.2	Interlocutory applications – costs not fixed by Court	<p>1. SUM 345/2024: Applicant's without notice application for interlocutory injunction on [date]. 2 affidavits filed (total 100 pages including 10 exhibits). Written submissions of 20 pages with 7 cases cited. Order in terms with costs in the cause.</p> <p>2. SUM 456/2024: Applicant's summons for further affidavit. Orders made.</p>	<p>Hearing before District Judge ABC from 5.15pm to 6.30pm on [date].</p> <p>Heard together with Case Conference on [date].</p>
3.3	Appeals to District Judge in Chambers	FC/RA 123/2024: Appeal on Applicant's disclosure application.	Hearing before District Judge ABC from

		Appeal dismissed with costs fixed at \$800 to the Applicant.	9.30am to 10.30am on [date].
3.4	Case conference(s)	4 Case Conferences on [dates].	By consent application for extension of time to exchange First Ancillary Affidavit with costs in the cause heard during Case Conference on [date].
3.5	Other attendances	Not applicable	Not applicable
4.	Disclosure / Production of documents		
4.1	Number of lists of documents, if applicable	Not applicable	
4.2	Total number of documents disclosed	Applicant: 55 documents, 800 pages Respondent: 40 documents, 300 pages	Overlap of 234 pages
5.	Trial		
5.1	Opening statement	Applicant: 8 pages Respondent: 6 pages	
5.2	Number of days and date(s) of trial	Number of days fixed: 5 days Number of days of actual hearing: 4 days Dates of trial: 3-4 April 2024, 24-25 April 2024	Parties negotiated on the 1 st day and dispensed with 2 witnesses.
5.3	Affidavits of evidence-in-chief – text and exhibits	Applicant: 3 affidavits <ul style="list-style-type: none"> • 50 pages of text • 30 exhibits running to 500 pages Respondent: 2 affidavits <ul style="list-style-type: none"> • 40 pages of text • No exhibits, affidavits cross-reference to agreed bundle of documents; 20 documents referred to in the affidavits. 	Overlap of 20 exhibits

5.4	Bundle of documents	Core document bundle: 1 volume, 150 pages Agreed bundle of documents for trial: 1 volume, 200 pages Applicant's bundle: 1 volume, 300 pages Respondent's bundle: Documents in Agreed bundle	Exhibits A1 to A4 and R1 to R2 introduced during trial; 30 pages.
5.5	Witnesses at trial	Applicant: 3 (2 of fact) Respondent: 3 (2 of fact)	2 of the Applicant's witnesses only spoke Thai. 1 of the Respondent's witnesses gave oral evidence.
5.6	Closing submissions and authorities cited	Applicant: 40 pages and 10 cases Respondent: 30 pages and 6 cases	
5.7	Submissions in reply and authorities cited	Applicant: 10 pages and 2 cases Respondent: 6 pages and 5 cases	
5.8	Other post-trial filings/matters	Not applicable	Interim Judgment granted to the Applicant. Cross-application dismissed with costs.
6.	Complexity of case		
6.1	Legal issues	1. Whether behaviour after separation can be taken into account. 2. ...	
6.2	Factual issues	1. Whether the Respondent sent the email that is an admission to the allegations; 2. ...	
6.3	Complexity	1. Novel point of law involving ... [summary of the points]; 2. Consideration of multiple alternative defences; 3. Major factual disputes in respect	

		of definition of confidential information.	
6.4	Grounds of decision	30 pages. In particular, District Judge ABC commented on the complexity of the case or novelty of issues at paragraph [highlight relevant paragraph in the grounds of decision]. 5 authorities cited in the grounds.	
7.	Urgency and importance to client		
7.1	Urgency	Preparation for interlocutory injunction made over the Chinese New Year.	
7.2	Importance to client	The Applicant has dedicated her time and effort on the divorce proceedings and is concerned about the court's decision as it affects her life.	
8.	Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor		
8.1	Number of letters/faxes/emails exchanged between the parties	Applicant to Respondent: 50 Respondent to Applicant: 30 Applicant to Court: 3	
8.2	Number of letters/faxes/emails to client	70	
8.3	Meetings with opposing counsel	3 meetings comprising in total approximately 10 hours during the part-heard break between the 2 nd and 3 rd day of trial.	
8.4	Time spent	100 hours.	
8.5	Others	Not applicable.	
9.	Number of solicitors involved		
9.1	Counsel and solicitors	Applicant: Mr ABC, 15 years standing Ms DEF, 2 years standing Respondent: Ms GHI, 10 years standing	Ms DEF was however an in-house counsel in an MNC for 5 years prior to practice.
10.	Proportionality		
10.1	Amount claimed	Amount claimed for Mr ABC:	

		<p>Work done in 2024: \$a.</p> <p>Work done in 2025: \$b.</p> <p>Work done in 2026: \$c.</p> <p>Percentage of input tax for which Applicant is not entitled to credit: 20%</p> <p>Amount of input tax for which the Applicant is not entitled credit in respect of:</p> <p>Work done in 2024: \$d Work done in 2025: \$e Work done in 2026: \$f</p> <p>GST for work done in 2024: \$g GST for work done in 2025: \$h GST for work done in 2026: \$i</p> <p>Amount claimed for Ms DEF:</p> <p>Work done in 2024: \$j.</p> <p>Work done in 2025: \$k.</p> <p>Work done in 2026: \$l.</p> <p>[set out GST claim as above].</p>	
11.	Conduct of the parties		
11.1	Conduct of the parties throughout the proceedings, including the efforts made by the parties at amicable resolution	Parties attempted mediation (2 sessions on [dates] but mediation was not successful.	

Section 2: Work done for and in the assessment of costs

12.	Work done	Drawing up bill of costs, perusing documents and vouchers, attending hearing for assessment of costs and drawing up Registrar's certificate.	
13.	Amount claimed	<p>Total amount claimed: \$p.</p> <p>Percentage of input tax for which Applicant is not entitled to credit: 20%</p> <p>Amount of input tax for which the Applicant is not entitled credit in respect of:</p> <p>Work done in 2024: \$q Work done in 2025: \$r Work done in 2026: \$s</p> <p>GST for work done in 2024: \$t GST for work done in 2025: \$u GST for work done in 2026: \$v</p>	

Section 3: Disbursements

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
14.	1/1/2024	Originating Application for Divorce (Court fees): \$xxx	
15.	10/1/2024	Reply to Cross-Application (Court fees): \$yyy	
16.	2/3/2024	FC/SUM 123/2024 (Court fees): \$zzz	
17.	xxx	[Nature of each disbursement and amount claimed].	
[]	-	<p>Total amount claimed: \$t.</p> <p>Percentage of input tax for which Applicant is not entitled to credit: 20%</p>	

		<p>Amount of input tax for which the Applicant is not entitled credit in respect of:</p> <p>Disbursements incurred in 2024: \$u Disbursements incurred in 2025: \$v Disbursements incurred in 2026: \$w</p> <p>GST for work done in 2024: \$x GST for work done in 2025: \$y GST for work done in 2026: \$z</p>	
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Sample B – Bill of Costs for Contentious Business Other Than Trials

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Main Case No.: FC/OAD 1/2024 Between
 Bill of Costs No.: Enter no. here

ABC

GST Reg. No. (solicitors for Applicant): SxxxxxxxxX
 12345 ... Applicant(s)

GST Reg. No. (Applicant): 67890
 (100%) And

DEF
 SxxxxxxxxX ... Respondent(s)

SAMPLE BILL OF COSTS FOR CONTENTIOUS BUSINESS OTHER THAN TRIALS

Applicant: Solicitors for the Applicant
 Nature of bill: Party-and-party bill Solicitor-and-client bill
 Basis of assessment: Standard basis Indemnity basis
 Basis for assessment: Judgment dated [Enter date here] ordering Respondent to pay the Plaintiff's costs

Section 1: Work done except for assessment of costs

No.	Item	Description	Remarks
1.	The claim		
1.1	Nature of claim	Application under section 8 of the International Child Abduction Act 2010 ("ICAA").	
2.	Application / Proceedings		
2.1	Nature of application or proceedings for assessment of costs	Application for return of an abducted child under section 8 ICAA	
3.	Interlocutory attendances		
3.1	Interlocutory applications -	Not applicable	Not applicable

	costs fixed by Court		
3.2	Interlocutory applications – costs not fixed by Court	FC/SUM 123/2024: Applicant’s application for substituted service. Order in terms with costs in the cause.	Order given on [date].
3.3	Appeals to District Judge in Chambers	Not applicable	Not applicable
3.4	Other attendances	Not applicable	Not applicable
4.	Hearing		
4.1	Number of days and date(s) of hearing	Number of days/hours fixed: Half day Number of days/hours of actual hearing: 3 hours Date of hearing: [date]	
4.2	Documents (apart from written submissions and authorities)	Applicant: 3 affidavits filed (total 60 pages including 10 exhibits). Respondent: 2 affidavits filed (total 30 pages including 6 exhibits).	
4.3	Witnesses (if any)	Not applicable	
4.4	Written submissions	Applicant: 30 pages Respondent: 25 pages	
4.5	Authorities cited	Applicant: 8 cases Respondent: 4 cases	
4.6	Other post-hearing filings	Not applicable	Order granted for the return of child to Hong Kong.
5.	Complexity of case		
5.1	Legal issues	Whether the child was wrongfully removed from country of residence.	
5.2	Factual issues	Whether the child is an ordinary resident of Hong Kong.	
5.3	Complexity	Child has dual citizenship in Hong Kong and Australia.	
5.4	Grounds of decision	30 pages. In particular, District Judge ABC commented on the complexity of the case or novelty of issues at paragraph [highlight relevant paragraph in the grounds of decision]. 5 authorities cited in the grounds.	
6.	Urgency and importance to client		

6.1	Urgency	Abduction was made without consent and child is en-route to Australia	
6.2	Importance to client	To prevent the child from being taken away.	
6.3	Amount involved	Not applicable	
7.	Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor		
7.1	Number of letters/faxes/emails exchanged between the parties	Applicant to Respondent: 15 Respondent to Applicant: 10 Applicant to Court: 2	
7.2	Number of letters/faxes/emails to client	30	
7.3	Meetings with opposing counsel	Not applicable	
7.4	Time spent	40	
7.5	Others	Not applicable	
8.	Number of solicitors involved		
8.1	Counsel and solicitors	Applicant: Mr ABC, 15 years standing Respondent: Ms GHI, 10 years standing	
9.	Proportionality		
9.1	Amount claimed	[Refer to Sample A (used for trials) and modify as appropriate.]	
10.	Conduct of the parties		
10.1	Conduct of the parties throughout the proceedings, including the efforts made by the parties at amicable resolution	Parties attempted without prejudice negotiations on [dates] but were not successful.	

Section 2: Work done for and in the assessment of costs

11.	Work done	Drawing up bill of costs, perusing documents and vouchers, attending hearing for assessment of costs and drawing up Registrar's certificate.	
12.	Amount claimed	[Refer to Sample A (used for trials) and modify as appropriate.]	

Section 3: Disbursements

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
13.	10/3/24	<p>Disbursements on which GST is not chargeable</p> <p>Originating Application under s.8 ICAA including affidavit (Court fees): \$xxx</p> <p>Disbursements on which GST is chargeable: [state nature of disbursement and amount claimed.]</p>	
[]	-	<p>Total amount claimed:</p> <p>\$a.</p> <p>[Refer to Sample A (used for trials) and modify as appropriate.]</p>	

Sample C – Bill of Costs for Non-Contentious Business

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Bill of Costs No.: Enter no. here

In the matter of [Enter details here]

GST Reg. No. (Applicant): 12345

SAMPLE BILL OF COSTS FOR NON-CONTENTIOUS BUSINESS

Applicant: Solicitors for ABC

Nature of bill: Party-and-party bill Solicitor-and-client bill

Basis of assessment: Standard basis Indemnity basis

Basis for assessment: Pursuant to the written consent from the client vide letter dated [date] annexed hereto under section 120(3) of the Legal Profession Act 1966

Section 1: Work done except for assessment of costs

No.	Item	Description	Remarks
1.	The work done		
1.1	Nature of work	Advice on client's claim to access to grandchild.	
1.2	Scope of engagement (including relevant Court orders, if any)	To ascertain the relationship and background between client and parents of child and to give advice on what remedies are available for client.	
1.3	Period of work	From 2 February 2024 to 31 August 2024.	
2.	Complexity of matter		
2.1	Legal issues	Whether client has a right claim for access.	
2.2	Factual issues	What was the longstanding arrangement and relationship between client and grandchild.	
2.3	Complexity	Mother of the child has a pending PPO application against the client.	
2.4	Amount involved	Not applicable.	
3.	Skill, specialised knowledge and responsibility required of, time and labour expended by, solicitor		

3.1	Number of letters/ faxes/emails exchanged with others	4 letters to parents of the child 2 letters from parents of the child	
3.2	Number of letters/ faxes/emails to client	20 emails from applicant to client 20 emails from client to applicant.	
3.3	Meetings with client	2 meetings: 1 hour on [date] 2 hours on [date].	
3.4	Meetings with other parties (by class)	Not applicable	
3.5	Documents (including legal opinions)	Draft application to court: 6 pages Opinion: 3 pages	
3.6	Time spent	10 hours	
3.7	Others	Not applicable	
4.	Number of solicitors involved		
4.1	Counsel and solicitors	Mr GHI, 18 years standing	
5.	Urgency and importance to client		
5.1	Urgency	Parents of the child were denying client access to the child over Chinese New Year.	
5.2	Importance to client	Client was eager to have access to child.	
6.	Proportionality		
6.1	Amount claimed	Amount claimed for Mr GHI: \$a. [Refer to Sample A (used for trials) and modify as appropriate.]	

Section 2: Work done for and in the assessment of costs

7.	Work done	Drawing up bill of costs, perusing documents and vouchers, attending hearing for assessment of costs and drawing up Registrar's certificate.	
8.	Amount claimed	[Refer to Sample A (used for trials) and modify as appropriate.]	

Section 3: Disbursements

<i>No.</i>	<i>Item</i>	<i>Description</i>	<i>Remarks</i>
9.	xxxx	Disbursements on which GST is not chargeable: [Nature of each disbursement and the amount claimed.] Disbursements on which GST is chargeable: [Nature of each disbursement and the amount claimed.]	
10.	-	Total amount claimed: \$a. [Refer to Sample A (used for trials) and modify as appropriate.]	

Family Justice Courts Practice Directions 2024

Appendix F

List of FJ(G)R forms which apply to Youth Court proceedings

Family Justice (Criminal Proceedings) Rules 2024 – Reference to FJ(G)R forms

Appendix / Form No. in FJC PD 2024	Form Title
A 48	Application for Records of Court Proceedings
A 49	Notification on Appearances of Advocates / Prosecutors