

### 3. Documents to be filed at the Registry of the Family Justice Courts

...

- (4) Documents relating to the following proceedings which are to be heard and determined by the General Division of the High Court shall continue to be filed at the Legal Registry of the Supreme Court ~~at the Supreme Court Building~~. These include:

...

- (e) all applications and documents relating to contentious proceedings under Probate and Administration Act filed in the High Court before 1 January 2015.

...

## **45. Proceedings under the Mental Capacity Act (Cap 177A)**

(deleted)

~~Any application under the Mental Capacity Act made in relation to any proceedings commenced in the High Court under Part I of the Mental Disorders and Treatment Act (Cap. 178) shall be heard and determined by the Family Division of the High Court.~~

## 71A. Applications under Vulnerable Adults Act

...

(2) Unless otherwise directed by the Registrar, all applications made under the Vulnerable Adults Act shall be ~~filed in person at the Registry of the Family Justice Courts located at 3 Havelock Square Level 1 Singapore 059725 in the following manner:~~ electronically filed through IFAMS. The relevant directions in Part VIIA of these Practice Directions shall apply.

(a) ~~(deleted) applications made under sections 11(2), 12 and 15 of the Vulnerable Adults Act shall be electronically filed through IFAMS. Part VIIA of these Practice Directions shall apply with the necessary modifications; and~~

(b) ~~(deleted) all other applications under the Vulnerable Adults Act shall made in hard copy in the form prescribed for Complaints to Magistrates under the Criminal Procedure Rules 2018.~~

...

## 71C. Application for Court Records

(deleted)

- ~~(1) — An application for a copy of any part of the record of any proceeding must be made in Form 211 in Appendix A to these Practice Directions. Upon approval, the requisite number of copies of the record of proceeding applied for shall be made available for collection for a period of 21 calendar days from the date specified in the notification given to the applicant.~~
- ~~(2) — Where the copy of any record of proceedings applied for is not collected by the applicant within the time given by sub-paragraph (1), the copy of the record of proceedings shall be disposed of and the applicant must make a fresh application if he still requires a copy of the relevant record of proceedings.~~
- ~~(3) — Any application for the waiver or remission of any fee payable for a copy of any record of proceedings may be made to the Registrar of the Family Justice Courts and the grant of such an application shall be in the absolute discretion of the Registrar.~~

## 92. Written Submissions and Bundles of Authorities for Special Date Hearings

This paragraph applies only to hearings in the Family Division of the High Court save for hearings of appeals.

- (1) Unless otherwise directed by the Court for any contested special date hearing before a Judge in the Family Division of the High Court, each party shall:
  - (a) submit to the Court and serve on the other party a hard copy of the following documents at least 1 clear day in advance of the hearing
    - (i) written submissions; and
    - (ii) bundle of authorities (which are in compliance with the requirements under paragraphs 88(4), 90(9) to (11) of these Practice Directions); and
  - (b) file a soft copy of his written submissions using the Electronic Filing Service no later than 1 working day after the hearing.

...

## 125. Filing of records of appeal and written cases

*Filing of records of appeal and written cases for appeals filed ~~on or after 1 January 2015~~ ~~from the Family Courts~~ to the Family Division of the High Court under Part 18 Division 60 of the Family Justice Rules*

...

(2) To facilitate the conduct of appeal hearings before the Judge of the Family Division of the High Court in Chambers, parties are required to file the following documents prior to the appeal hearing:

- (a) the appellant shall, within ~~one week~~ 7 working days from the date of the release of the notes of evidence and grounds of decision (if any), file his submission, the record of appeal, and where the record of appeal exceeds 1000 pages, a core bundle, and serve a copy thereof on every respondent to the appeal or his solicitor; and
- (b) the respondent shall, within ~~one week~~ 7 working days the date of the service of the documents referred to in sub-paragraph (2)(a), file his submission and a supplemental core bundle, where necessary, and serve a copy thereof on the appellant or his solicitor.

...

(5) The record of appeal shall consist of:

- (a) the notice of appeal;
- (b) the certified copy of the grounds of decision, if any;
- (c) the certified copy of the notes of evidence;
- (d) the originating process and all subsequent pleadings;
- (e) the affidavits filed or referred to by parties for the hearing and any other documents, so far as relevant to the matter decided and the nature of the appeal; and
- (f) the judgment or order appealed from.

(6) The core bundle shall, if necessary, contain a copy of:

- (a) ~~(deleted) the grounds of decision;~~

- (b) ~~(deleted) the judgment or order appealed from;~~
- (c) ~~the specific documents from the record of appeal, including notes of evidence, pleadings and affidavits~~ or portions thereof that are of particular relevance to any question in the appeal or that will be referred to at the appeal; and
- (d) an index of the documents included therein, which shall cross-refer each document to its location in the record of appeal.

...

***Filing of records of appeal and written cases for appeals filed after 1 October 2014 and before 1 January 2015 on ancillary matters or custody matters or s17A(2) SCJA proceedings from the Family Courts to the Family Division of the High Court under Order 55C of Rules of Court***

- (11) ~~(deleted) Appeals filed after 1 October 2014 and before 1 January 2015 against final orders made by a District Judge in chambers on ancillary matters in matrimonial proceedings under the Women's Charter (Cap. 353), custody proceedings under the Guardianship of Infants Act (Cap. 122) or proceedings pursuant to section 17A(2) of the Supreme Court of Judicature Act (Cap. 322) are governed by Order 55C of the Rules of Court. In practice, the District Judges furnish grounds of decision within 8 weeks of the filing of the notice of appeal although the furnishing of grounds of decision is not a requirement under the Rules of Court.~~
- (12) ~~(deleted) To facilitate the conduct of appeal hearings before the Judge of the Family Division of the High Court in Chambers, parties are required to file the following documents prior to the appeal hearing:~~
  - (a) ~~the appellant shall, within one week from the date of the release of the notes of evidence and grounds of decision, file his submission, the record of appeal, and where the record of appeal exceeds 1000 pages, a core bundle, and serve a copy thereof on every respondent to the appeal or his solicitor; and~~
  - (b) ~~the respondent shall, within one week from the date of the service of the documents referred to in sub paragraph (12)(a), file his submission and a supplemental core bundle, where necessary, and serve a copy thereof on the appellant or his solicitor.~~
- (13) ~~(deleted) Sub paragraphs (3) to (10) apply to such appeals.~~

*Filing of records of appeal and written cases for appeals to the Family Division of the High Court under Part 18 Division 59 of the Family Justice Rules*

- (14) Rules 827 and 828 of the Family Justice Rules apply with regard to the filing and preparation of the Record of Appeal, Appellant's case and Respondent's case.
- (15) Where a Record of Appeal exceeds 1000 pages, a core bundle may be filed may be filed and served together with the Record of Appeal.
- (16) Sub-paragraphs (6) to (10) shall apply and references to submissions shall be read as Appellant's case and Respondent's case.



## 127. Skeletal arguments for appeals before the Family Division of the High Court

(deleted)

- ~~(1) — This paragraph does not apply to appeals from Registrar to a Judge in Chambers.~~
- ~~(2) — The term “skeletal arguments” includes “skeletal submissions”, “written submissions”, “written arguments” and all other variant terms by which such documents are known.~~
- ~~(3) — Counsel should submit skeletal arguments for the hearing of the appeal or matter and give a copy to counsel for the other parties. Hard copies of skeletal arguments may be printed on one side or both sides of each page.~~
- ~~(4) — Skeletal arguments are abbreviated notes of the arguments that will be presented. Skeletal arguments are not formal documents and do not bind parties. They are a valuable tool to the Judges and are meant to expedite the hearing of the appeal. These notes should comply with the following requirements:
  - ~~(a) — they should contain a numbered list of the points proposed to be argued, stated in no more than one or 2 sentences;~~
  - ~~(b) — each listed point should be accompanied by a full reference to the material to which counsel will be referring, i.e., the relevant pages or passages in authorities, the record of appeal, the bundles of documents, affidavits, transcripts and the judgment under appeal;~~
  - ~~(c) — all pages should be paginated, with the first page (not including any cover page) numbered as “Page 1”;~~
  - ~~(d) — the minimum font size to be used is Times New Roman 12 or its equivalent;~~
  - ~~(e) — the print of every page shall be double spaced; and~~
  - ~~(f) — every page shall have a margin on all 4 sides, each of at least 35mm in width.~~~~

### *Timelines for submission of skeletal arguments for appeal*

- ~~(5) — Where the appeal is a civil appeal before the Family Division of the High Court, the skeletal arguments should be sent to the Correspondence Clearance Centre at Level 1, Supreme Court Building at least 7 days before the hearing of the appeal.~~

## 168. Requests and other Correspondence

...

### *Request to adjourn, ~~re-fix~~ reschedule or vacate a hearing date*

- (5) A request for a hearing date to be ~~re-fixed~~ rescheduled shall be ~~in Form 268 in Appendix A to these Practice Directions and sent to the Registry of the Family Justice Courts made via the electronic filing service~~ as soon as possible and at least 7 working days prior to the hearing date.

...

- (9) Where the reason for ~~re-fixing~~ rescheduling of the hearing is a conflict of court dates, the following information relating to both court cases must be stated in the request:

...

FORM 9

R. 44, 47, 48, 60, 84

(NOTICE OF PROCEEDINGS (OTHER PARTY) FORM)  
IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF  
SINGAPORE

Divorce Writ No.

Between

[*Plaintiff's Name*] (ID No. ) *Plaintiff*

And

[*Defendant's Name*] (ID No. ) *Defendant*

NOTICE TO A CO-DEFENDANT/DEFENDANT IN  
COUNTERCLAIM/PERSON ENTITLED TO  
INTERVENE/OTHER PARTY

(TO SPECIFY)\*

(in the case of a Writ of Summons and Statement of  
Claim/Defence/Counterclaim based on adultery or improper association)

1. NOTICE OF PROCEEDINGS
2. ACKNOWLEDGMENT OF SERVICE/MEMORANDUM OF APPEARANCE

To: [*state name and ID number of Co-Defendant/Defendant in Counterclaim/Person Entitled to Intervene/Other Party (To specify)\**]

1. NOTICE OF PROCEEDINGS
  - (a) Take Notice that a Writ of Summons and Statement of Claim/Defence/Defence and Counterclaim/Other Document [*please specify*]\* has been filed in the ~~High Court~~ Family Justice Courts by [*Plaintiff's/Defendant's Name*].
  - (b) A copy of the Writ of Summons and Statement of Claim/Defence/Defence and Counterclaim/Other Document [*please specify*]\* is delivered with this Notice.
  - (c) Please read the instructions set out in Part 2 of this Notice carefully.

\*Delete where inapplicable.

2. ACKNOWLEDGMENT OF SERVICE/MEMORANDUM OF APPEARANCE

- (a) You must complete the form in Annex A which is known as the *Acknowledgment of Service (Other Party) Form* and return it immediately to the Plaintiff's solicitor or the Plaintiff (if unrepresented).

- (b) You must also complete the form in Annex B which is known as the *Memorandum of Appearance (Other Party) Form* (MOA), and file\*\* it within 8/21\* days from the day on which you have received this Writ/Defence/Defence and Counterclaim/Other Document [*please specify*]\*. If you do not file the MOA within such time, you are NOT entitled to be heard in these proceedings. This means that the court may, without notice to you, proceed to hear the action and pronounce judgment in your absence, and make all further orders in the proceedings without further reference to you.
- (c) If you intend to instruct a solicitor to act for you, you should at once give him all the documents which have been served on you, so that he may complete the relevant forms on your behalf within the time specified in paragraphs (a) and (b) above.

\*Delete where inapplicable.

\*\*All references to the filing of documents in court shall refer to filing by using the electronic filing service.

[Attach Annexes A and B to this form on separate pages.]

Annex A — Acknowledgment of Service (Other Party) Form

[Set out Form 15]

Annex B — Memorandum of Appearance (Other Party) Form

[Set out Form 16]

FORM 34

R. 121

GARNISHEE ORDER TO SHOW CAUSE  
IN THE FAMILY JUSTICE COURTS OF THE  
REPUBLIC OF SINGAPORE

MSS No. )

of 20 )

Between

*Applicant*

and

*Defendant*

and

*Garnishee*

Upon the application of \_\_\_\_\_ and upon hearing

It is ordered by the Judge that all debts due or accruing due from the abovementioned garnishee to the abovementioned defendant (in the sum of \$ \_\_\_\_\_) be attached to answer an order made in the Family Division of the High Court/Family Justice Courts on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ ordering payment by the defendant of the sums of \$ \_\_\_\_\_ as maintenance (together with the costs of the garnishee proceedings) on which order the sum of \$ \_\_\_\_\_ remains due and unpaid.

And it is ordered that the garnishee attend before the Judge in Court \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_ am/pm, on an application by the said applicant that the garnishee do pay to the applicant, or such person as the Court may direct, the debt due from the garnishee to the defendant, or so much thereof as may be sufficient to satisfy the order, together with the costs of the garnishee proceedings.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ .

(Seal)

Judge

To the abovenamed garnishee and defendant.

FORM 64B

R. 295I(1)(a)

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

In the Matter of Section 11(2)/14(1)/17(1) of the

VULNERABLE ADULTS ACT 2018

and

[Name & identification of Vulnerable Adult]

Director-General of Social Welfare/protector... Applicant

**NOTICE OF APPLICATION**

To (Name of Vulnerable Adult)

Of (Address)

**WHEREAS** the Director-General of Social Welfare/protector has reason to believe that you, the abovenamed vulnerable adult, has experienced, or is experiencing or at risk of, abuse, neglect or self-neglect.

**AND WHEREAS** an application by the Director-General/protector has been made for an order under [specify which order under section 11(2)/14(1)/17(1)] of the above-mentioned Act, namely [state nature of order].

**YOU ARE HEREBY GIVEN NOTICE** of the above application. If you wish to object to the application, you are to ~~appear before the Family Justice Courts No. \_\_\_\_\_ at 3 Havelock Square Singapore 059725 on (date) at (time) to be heard on the application.;~~

(a) File a Notice of Objection with the Family Justice Courts at 3 Havelock Square Singapore 059725 within seven (7) days of the service of this Notice of Application on you. Upon acceptance of your Notice by the Court, serve a copy of the Notice on the Director-General/protector at 512 Thomson Road, #10-00 MSF Building, Singapore 298136, and

(b) Appear at (Court Room) of the Family Justice Courts, 3 Havelock Square Singapore 059725 on (date) at (time) to be heard on the application.

**TAKE NOTICE** that if you do not appear as stipulated above, the Court may proceed to hear and determine the application without further reference to you.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

*Court Seal*

.....

Clerk

.....

District Judge / Magistrate

Department .....

Received the duplicate of this process on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

.....

Name & Signature

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

In the Matter of Section 11(2)/14(1)/17(1) of the

VULNERABLE ADULTS ACT 2018

and

[Name & identification of Vulnerable Adult]

Director-General of Social Welfare/protector... Applicant

**NOTICE OF APPLICATION**

To (Name)

Of (Address)

**WHEREAS** the Director-General of Social Welfare/protector has reason to believe that the above-named vulnerable adult has experienced, or is experiencing or at risk of, abuse, neglect or self-neglect.

**AND WHEREAS** an application by the Director-General/protector has been made for an order under [specify which order under section 11(2)/14(1)/17(1)] of the above-mentioned Act, namely [state nature of order].

**YOU ARE HEREBY GIVEN NOTICE** of the above application. If you wish to object to the application, you are to ~~file a Notice of Objections (a copy enclosed) with the Family Justice Courts at 3 Havelock Square Singapore 059725 and upon acceptance of your Notice by the Court, to serve a copy of the Notice on the Director-General of Social Welfare/protector at [address of DGSW/Protector], within seven (7) days of the service of this Notice of Application on you.;~~

(a) File a Notice of Objection with the Family Justice Courts at 3 Havelock Square Singapore 059725 within seven (7) days of the service of this Notice of Application on you. Upon acceptance of your Notice by the Court, serve a copy of the Notice on the Director-General/protector at 512 Thomson Road, #10-00 MSF Building, Singapore 298136, and

(b) Appear at (Court Room) of the Family Justice Courts, 3 Havelock Square Singapore 059725 on (date) at (time) to be heard on the application.

**TAKE NOTICE** that if ~~there is no Notice of Objections filed within the~~ you do not appear as stipulated timeline above, the Court may proceed to hear and determine the application without further reference to you.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

*Court Seal*

.....

.....



Clerk

District Judge / Magistrate

Department .....

Received the duplicate of this process on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

.....

Name & Signature

FORM 64B-1

R. 295I(1A)

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

In the Matter of Section 22(4) of the  
VULNERABLE ADULTS ACT 2018

and

[Name & identification of Vulnerable Adult]

Director-General of Social Welfare/protector... Applicant

and

[Name & identification of Respondent]

... Respondent

**NOTICE OF APPLICATION**

To (Name of Respondent)

Of (Address)

WHEREAS the Director-General of Social Welfare/protector that you have, without the Director-General's approval, on [specify date] on [specify platform], in contravention of [specify section 22(1) / (2)]\* of the above-mentioned Act, published, or broadcast, information or picture(s) that identify(ies) or is/are likely to lead to the identification of:

[to insert the applicable sub-paragraph of 22(1) or 22(2) as the case may be:

- 22(1) (a) an individual who has been or is the subject of any investigation, examination, assessment or treatment under this Act relating to whether the individual is a vulnerable adult experiencing or at risk of abuse, neglect or self-neglect;  
(b) a vulnerable adult who has been committed to a place of temporary care and protection or place of safety or to the care of a fit person under this Act; or  
(c) a vulnerable adult who is the subject of an order made by a court under this Act.

- 22(2) (a) a place of temporary care and protection or place of safety in which an individual or a vulnerable adult mentioned in subsection (1)(a), (b) or (c) is committed, or the location of such a place of temporary care and protection or place of safety; or  
(b) a fit person under whose care an individual or a vulnerable adult mentioned in subsection (1)(a), (b) or (c) is placed, or the location of the premises of such a fit person.]

AND WHEREAS an application by the Director-General/protector has been made for an order under section 22(4) of the above-mentioned Act that you remove the publication, or cease the broadcast, of such information or picture(s);

YOU ARE HEREBY GIVEN NOTICE of the above application. If you wish to object to the application, you are to:

- (a) File a Notice of Objection with the Family Justice Courts at 3 Havelock Square Singapore 059725 within seven (7) days of the service of this Notice of Application on you. Upon acceptance of your Notice by the Court, serve a copy of the Notice on the Director-General/protector at 512 Thomson Road, #10-00 MSF Building, Singapore 298136, and
- (b) Appear at (Court Room) of the Family Justice Courts, 3 Havelock Square Singapore 059725 on (date) at (time) to be heard on the application.

**TAKE NOTICE** that if you do not appear as stipulated above, the Court may proceed to hear and determine the application without further reference to you.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Court Seal

.....

.....

Clerk

District Judge / Magistrate

Department .....

Received the duplicate of this process on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

.....

Name & Signature

*\*delete where inapplicable*

FORM 64C

R. 295I(2)

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

In the Matter of the Section 7(3)/10(4) of the  
VULNERABLE ADULTS ACT 2018

and

[Name & identification of Vulnerable Adult]

Director-General of Social Welfare/protector... Applicant

**NOTICE OF APPLICATION**

To (Name of Vulnerable Adult)

Of (Address)

**WHEREAS** the Director-General of Social Welfare/protector has reason to believe that you have experienced, or is experiencing or at risk of, abuse, neglect or self-neglect.

**AND WHEREAS** an application by the Director-General/protector has been made for an order under [specify which order under section 7(3)/10(4)] of the above-mentioned Act, namely [state nature of order].

**YOU ARE HEREBY GIVEN NOTICE** of the above application. If you wish to object to the application, you are to ~~appear before the Family Justice Courts No. \_\_\_\_\_ at 3 Havelock Square Singapore 059725 on (date) at (time) to be heard on the application.:~~

(a) File a Notice of Objections with the Family Justice Courts at 3 Havelock Square Singapore 059725 within seven (7) days of the service of this Notice of Application on you. Upon acceptance of your Notice by the Court, serve a copy of the Notice on the Director-General/protector at 512 Thomson Road, #10-00 MSF Building, Singapore 298136, and

(b) Appear at (Court Room) of the Family Justice Courts, 3 Havelock Square Singapore 059725 on (date) at (time) to be heard on the application.

**TAKE NOTICE** that if you do not appear as stipulated above, the Court may proceed to hear and determine the application without further reference to you.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

*Court Seal*

.....

Clerk

.....

District Judge / Magistrate

Department .....

Received the duplicate of this process on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

.....

Name & Signature

FORM 64E

R. 295J(1)

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

In the Matter of the  
VULNERABLE ADULTS ACT 2018

and

[Name & identification of Vulnerable Adult]

Director-General of Social Welfare/protector... Applicant

**NOTICE OF OBJECTIONS**

To:

I) Family Justice Courts

II) Director-General of Social Welfare/protector

1. Whereas an application has been made by the above applicant for an Order under section 14 of the abovementioned Act and that a Notice of Application was served on me/the Respondent\*.

2. I, [state name] [Identification Number (for Respondent) / Practicing Certificate Number (for solicitor)]\*, the [state nature of relationship to the vulnerable adult (e.g., father, daughter)] of the vulnerable adult hereby gives notice that I/the Respondent\* intend to object to the application and wish to be heard on the same.

[Brief Grounds/Reasons for objections]

3. The address to which communications should be sent to me/the Respondent\* is:

[Note: This must be an address in Singapore. If a solicitor is acting for you, give the name and address of your solicitor in Singapore.]

[If the Respondent is a minor (i.e. below 21 years of age), a Litigation Representative is to appear on his/her behalf and a solicitor is to be appointed to represent the Litigation Representative. Forms 133 and 134 of these Practice Directions are to be filed together with this Notice.]

4. My other contact particulars are:

*Handphone & Email:*

5. Particulars of solicitor appointed by the Litigation Representative (if applicable)

Name of Law Firm:

Address of Law Firm:

Email & contact number of solicitor:

6. I understand that after ~~my~~ the Notice of Objections has been filed and accepted by the Family Justice Courts, ~~I will have to serve~~ the Notice of Objection is to be served on the Director-General of Social Welfare/~~Adult P~~rotector, Ministry of Social and Family Development (MSF) and ~~attend~~ a case conference will be fixed where the Court may give such directions as it deems fit.

Name & Signature: \_\_\_\_\_

Date of birth (of Respondent): \_\_\_\_\_

*\*delete where inapplicable*

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

In the Matter Section 22(4) of the  
VULNERABLE ADULTS ACT 2018

and

[Name & identification of Vulnerable Adult]

Director-General of Social Welfare/protector... Applicant

and

[Name & identification of Respondent]

... Respondent

**NOTICE OF OBJECTION**

To:

I) Family Justice Courts

II) Director-General of Social Welfare/protector

1. Whereas an application has been made by the above applicant for an Order under section 22(4) of the abovementioned Act and that a Notice of Application was served on me/the Respondent\*.

2. I, [state name] [Identification Number (for Respondent) / Practicing Certificate Number (for solicitor)]\*, the [state nature of relationship to the vulnerable adult (e.g., father, daughter)] of the vulnerable adult hereby give notice that I/the Respondent\* intend to object to the application and wish to be heard on the same.

i) Brief Grounds/Reasons for objections:

3. The address to which communications should be sent to me/the Respondent\* is:

[Note: This must be an address in Singapore. If a solicitor is acting for you, give the name and address of your solicitor in Singapore.]

[If the Respondent is a minor (i.e. below 21 years of age), a Litigation Representative is to appear on his/her behalf and a solicitor is to be appointed to represent the Litigation Representative. Forms 133 and 134 of these Practice Directions are to be filed together with this Notice.]

4. My other contact particulars are:

*Handphone & Email:*

5. Particulars of solicitor appointed by the Litigation Representative (if applicable)

Name of Law Firm:



Address of Law Firm:

Email & contact number of solicitor:

6. I understand that after the Notice of Objection has been filed and accepted by the Family Justice Courts, the Notice of Objection is to be served on the Director-General of Social Welfare/protector, Ministry of Social and Family Development (MSF) and a case conference will be fixed where the Court may give such directions as it deems fit.

Name & Signature: \_\_\_\_\_

Date of birth (of Respondent): \_\_\_\_\_

*\*delete where inapplicable*

FORM 64I

R. 295T

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

In the Matter Section 22(4) of the  
VULNERABLE ADULTS ACT 2018

and

[Name & identification of Vulnerable Adult]

Director-General of Social Welfare/protector... Applicant

and

[Name & identification of Respondent]

... Respondent

**NOTICE TO SET ASIDE AN ORDER UNDER SECTION 22(4)**

To (Name of Respondent)

Of (Address)

WHEREAS an order in my/the Respondent's\* absence has been made under section 22(4) of the above-mentioned Act that I/the Respondent\* remove the publication, or cease the broadcast, of the information or picture(s), that was published or broadcast on [specify date] on [specify platform], in contravention of [specify section 22(1) / (2)]\* of the above-mentioned Act;

1. I, [state name] [Identification Number (for Respondent) / Practicing Certificate Number (for solicitor)]\*, the [state nature of relationship to the vulnerable adult if any (e.g., father, daughter)] of the vulnerable adult hereby give notice that I am/the Respondent is\* applying to set aside the order. The grounds/reasons for my/the Respondent's application is set out in my/the Respondent's affidavit filed herewith.

2. The address to which communications should be sent to me/the Respondent\* is:

[Note: This must be an address in Singapore. If a solicitor is acting for you, give the name and address of your solicitor in Singapore.]

[If the Respondent is a minor (i.e. below 21 years of age), a Litigation Representative is to appear on his/her behalf and a solicitor is to be appointed to represent the Litigation Representative. Forms 133 and 134 of these Practice Directions are to be filed together with this Notice.]

3. My other contact particulars are:

Handphone & Email:

4. Particulars of solicitor appointed by the Litigation Representative (if applicable)

Name of Law Firm:

Address of Law Firm:

Email & contact number of solicitor:

5. I understand that after the Notice has been filed and accepted by the Family Justice Courts, the Notice is to be served on the Director-General of Social Welfare/protector, Ministry of Social and Family Development (MSF) and a case conference will be fixed where the Court may give such directions as it deems fit.

Name & Signature: \_\_\_\_\_

Date of birth: \_\_\_\_\_

*\* delete where inapplicable*

FORM 103

SUMMONS FOR DIRECTIONS  
PURSUANT TO DIVISION 20

(Title as in action)

To: The defendant (and his solicitors).

Let all parties concerned attend before the Court on the date and time to be assigned for the hearing of an application for the following order(s):

1. This action be consolidated with action(s) in the following Suit Number(s):

2. This action be referred to the Registrar. The costs of this application be costs in the cause.

3. The action be (or by consent) transferred to the . The costs of this application be in the discretion of the .

4. Unless the plaintiff gives security for the defendant's costs within days in the sum of \$ to the satisfaction of the Registrar, the action be transferred to the with stay meanwhile. The costs of this application be in the discretion of the (and if the security is paid, the directions shall be as follows: ).

5. The plaintiff have leave to amend the writ by . The service of the writ and the defendant's appearance do stand. The costs incurred and thrown away by the amendment be the defendant's in any event.

6. The plaintiff have leave to amend the statement of claim as shown in the document served herewith and to re-serve the amended statement of claim in days. Thereafter the defendant have leave to serve an amended defence (if so advised) in days. The plaintiff have leave to serve an amended reply (if so advised) in days. The costs of and thrown away by the amendments be the defendant's in any event.

7. The defendant have leave to amend the defence as shown in this summons and to re-serve the amended defence in days. Thereafter, the plaintiff have leave to re-serve an amended reply (if so advised) in days. The costs of and thrown away as a result of the amendments be the plaintiff's in any event.

8. The plaintiff serve on the defendant the further and better particulars of the statement of claim specified in this summons within            days.

9. The defendant serve on the plaintiff the further and better particulars of the defence specified in the document served herewith within            days.

10. The plaintiff serve on the defendant the further and better particulars of the reply specified in this summons within            days.

11. The plaintiff give security for the defendant's costs to the satisfaction of the Registrar in the sum of \$            on the following grounds:

In the meantime, all further proceedings be stayed.

12. The plaintiff serve on the defendant a list of documents and file an affidavit verifying such list (limited to the documents relating to the (special damage claimed) (plaintiff's industrial injury, industrial disablement or sickness benefit rights) (period from            to            ) (issues raised in paras.            of the statement of claim and paras.            of the defence) (issues of            )) within            days.

13. The defendant serve on the plaintiff a list of documents and file an affidavit verifying such list (limited to documents relating to the (period from            to            ) (issues raised in paras.            of the statement of claim and paras.            of the defence) (issues of            )) within            days.

14. There be inspection of documents within            days of the service of the lists (filing of the affidavits).

15. The plaintiff have leave to serve on the defendant the interrogatories shown in the document served herewith. The defendant is to answer the interrogatories on affidavit within            days.

16. The defendant have leave to serve on the plaintiff the interrogatories shown in the document served with this summons. The plaintiff is to answer the interrogatories on affidavit within            days.

17. The plaintiff (or defendant) (retain and preserve pending the trial of the action) (upon            days' notice to give inspection of) (the subject-matter of the action, to the defendant (or plaintiff) and to his legal advisers (and experts)).

18. The statements in the following documents be admissible in evidence at the trial without calling as a witness the maker of the statements:

(A certified true copy of the above documents be admissible in evidence at the trial without production of the original documents).

19. The following affidavits (in the form of the draft affidavit (served herewith)) (to be served within                    days) be admissible in evidence at the trial:

20. Evidence of the following fact(s), namely,                    be received at the trial by statement on oath of information and belief (by the production of the following documents or entries in books or copy documents or copy entries in books, namely,                    ).

21. It be recorded that the parties ((plaintiff) (defendant) refuses to) admit for the purposes of this action that (                    (the truth of the statements in the document served (herewith)).

22. The affidavits of the evidence-in-chief of all witnesses shall be limited to one affidavit for each witness to be exchanged within                    weeks hereof.

23. Objections to the contents of the affidavit evidence shall be taken within                    weeks after the exchange of the affidavit evidence.

24. The evidence-in-chief or the substance thereof of all expert witnesses shall be in the form of affidavit and shall be exchanged/disclosed within                    weeks hereof.

25. The following witnesses on behalf of the plaintiff (or defendant) may be examined before the Registrar (or a special examiner to be agreed upon by the parties or appointed by the Registrar) upon                    days' notice and need not attend at the trial:

26. There shall be a discussion between the experts for the purpose of requiring the experts to identify the issues in the proceedings and where possible reach agreement on any issue not later than                    days before the exchange of the affidavits of evidence-in-chief. The issues which the experts are to discuss shall be limited to the following:

27. Within                    days of the discussion, the expert witnesses are to prepare and furnish to the parties a joint written statement indicating the agreed issues, the issues on which they disagree and a summary of the reasons for disagreement.

28. That (name) of (organisation) be appointed as assessor(s) in this action.

29. By consent, (the right of appeal be excluded) (any appeal be limited to the Appellate Division of the High Court or the Court of Appeal) (any appeal be limited to questions of law only).

30. Trial:

Estimated length:     days.

Estimated no. of witnesses:

To be set down within:     days.

Any other matters: (to be tried immediately after the action in Suit Number     ).

31. The witnesses whom the plaintiff intends if necessary to call shall be limited to the following:

Witnesses of fact: (names).

Expert witnesses: (names).

32. The witnesses whom the defendant intends if necessary to call shall be limited to the following:

Witnesses of fact: (names).

Expert witnesses: (names).

33. The costs of this application be costs in the cause.

Grounds of application: (To set out grounds) or (As set out in the affidavit of [name]).

Issued by:                     (Solicitors for the                     ).

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

\**Note:*

- (a) Applicants are to indicate only those prayers for which directions are necessary.
- (b) For paragraphs 31 and 32, all witnesses must be named here or in the order of Court to be extracted on this summons for directions. Witnesses not so named shall not be allowed to testify at the trial without leave of court.

FORM 125

R.608

ORDER TO PRODUCE PERSON IN PRISON

(Title as in action)

To the ~~Officer in charge of the~~ Commissioner of Prisons

You are hereby required

\*upon tender made to you of a reasonable sum for the conveyance and maintenance of a proper officer and of \_\_\_\_\_ now a prisoner in the \_\_\_\_\_ in going to, remaining at and returning from

\* to produce \_\_\_\_\_ now a prisoner in the \_\_\_\_\_ before

the Family Division of the High Court / Family Court\*, to bring the said \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_ a. m./p.m. to give testimony on behalf of \_\_\_\_\_ and \_\_\_\_\_ after \_\_\_\_\_ the said \_\_\_\_\_ shall have given his testimony before the Court or the Court shall have dispensed with his further attendance you are required to cause him to be conveyed under safe and sure conduct back to the said \_\_\_\_\_ .

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ .

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

\* Delete where inapplicable



FORM 142

UNDERTAKING, DECLARATION  
AND INDEMNITY

(Title as in action)

1. I/We hereby undertake to pay all charges and fees that are imposed by the Sheriff/bailiff and to fully indemnify the Sheriff/bailiff and his officers and keep them indemnified against all actions, proceedings, liabilities, claims, damages, costs and expenses incurred in relation to or become payable by the Sheriff/bailiff in respect of or arising from the execution. Please appoint a suitable date to execute the Writ of Seizure and Sale/Delivery/Possession\*.

2. \*\*I/We hereby declare that as at the date of this undertaking, declaration and indemnity, the property the Sheriff/bailiff is requested to seize under this Writ of Seizure and Sale/Delivery/Possession\* is/is not the subject-matter of a seizure or attachment under any execution or order issued by the Family ~~Justice~~ Courts or the Family Division of the High Court.

(State particulars of prior execution if applicable.)

3. For seizure of movable property under a Writ of Seizure and Sale/Delivery\*.

I/We hereby declare that, as at the date of this undertaking, declaration and indemnity, I/we have reason to believe that the execution debtor is the owner or occupier at the address of execution or the owner of the property liable to be seized.

(State the grounds of belief.)

(\*Delete as appropriate)

\*\*Use as appropriate)

(Signature of declarant)

NAME OF DECLARANT:

Date of filing:

FORM 169

(deleted)

R.830

**NOTICE OF DISCHARGE OF UNDERTAKING  
FOR SECURITY FOR COSTS OF APPEAL  
(Title as in Form 165)**

To the Registrar,

~~\_\_\_\_\_ We, the solicitors for the appellant, hereby give notice of our discharge of the undertaking furnished as stated in the Certificate for Security for Costs (By Way of Undertaking) filed on \_\_\_\_ (date).~~

~~All other parties to the appeal agree that there is no outstanding issue of cost between any party and consent to the discharge of the undertaking as shown below:~~

~~Signature: (Signature of consenting party.)~~

~~Name: \_\_\_\_\_ (Name of solicitor for party consenting to the discharge/  
If in person, name of party consenting to this summons.)~~

~~NRIC No.:~~

FORM 263

Para 158

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

OSF No.

Between

[Name] ...Plaintiff

And

[Name] ...Defendant

**REQUEST FOR WRIT FOR SEIZURE**

Name of person entitled to execution (applicant) :

Address of applicant :

Name of Solicitor for applicant :

Address of the Solicitor for applicant :

Hereby request the Registrar to issue a Writ for Seizure to be executed at the Address of Execution to seize the person of the infant [*name of infant*] and the infant be returned to the custody of his/her lawful guardian.

Name of person subject to execution (respondent):

Address of Execution :

Attached herewith is a copy of the Order of Court duly sealed.

**UNDERTAKING AND DECLARATION**

1. I/We hereby undertake to pay all your charges. Please appoint a suitable date to execute the Writ for Seizure.
2. I/We hereby declare that as at the date of this Request, the person of the infant [*name of infant*] is not subject to any other execution or order issued by the Family **Justice** Courts or the **Family Division of the** High Court.
3. I/We hereby declare that, as at the date of this declaration, I/we have reason to believe that the person subject to execution will be at the Address of Execution together with the infant [*name of infant*].

(State the grounds of belief)

NAME OF DECLARANT :

Date of filing :

(deleted)

Para 168

**REQUEST FOR RE-FIXING OF HEARING DATE**

Case No: D/OS* No. _____			
Type of Hearing (please tick)	<input type="checkbox"/> Contested divorce	<input type="checkbox"/> Uncontested divorce	
	<input type="checkbox"/> Ancillary matters	<input type="checkbox"/> Recording of consent orders	
	<input type="checkbox"/> OS Hearing	<input type="checkbox"/> SUM Hearing	
	<input type="checkbox"/> Status Conference	<input type="checkbox"/> Case conference	
	<input type="checkbox"/> Registrar's Appeal / Taxation / Further Arguments*		
	<input type="checkbox"/> Others (please specify) _____		
Date / Time of Hearing	<i>(To indicate if it is a special date)</i>		
<b>A. Particulars of party making the request</b>			
Name of solicitor			
Name of law firm			
Tel No.		Fax No.	
<b>B. Particulars of the other parties</b>			
Name of solicitor			
Name of law firm			
Tel No.		Fax No.	
<b>C. Reason for Request</b>			
<i>(Please state (with documentary evidence if relevant) why an adjournment is warranted. If the reason is a conflict of court dates, please explain how this situation arose and when and how dates for the relevant hearings were given. The case number, nature of hearing, date and time of hearing and the relevant Court are also to be stated. All supporting documents are to be submitted.)</i>			
<b>D. Has the other party been informed?</b>		<b>E. Has the other party consented to this Request?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name and Signature of lawyer making request			
<b>FOR OFFICIAL USE ONLY</b>			
Request is approved: Yes / No / Further information required *			
Date _____		District Judge / Assistant Registrar	