

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

PRACTICE DIRECTIONS

AMENDMENT NO. 3 OF 2022

1. It is hereby notified for general information that the Family Justice Courts Practice Directions will be amended as follows with effect from 18 July 2022: -

(a) The existing sub-paragraph 26C(2) will be deleted and replaced with the following sub-paragraph:

[Paragraph 26C\(2\)](#)

(b) The existing paragraph 141 will be deleted and replaced with the following paragraph:

[Paragraph 141](#)

(c) The existing paragraph 142 will be deleted and replaced with the following paragraph:

[Paragraph 142](#)

(d) The existing paragraph 148 will be deleted and replaced with the following paragraph:

[Paragraph 148](#)

(e) The existing Form 222 will be deleted and replaced with the following form:

[Form 222](#)

(f) The existing Form 259 will be deleted and replaced with the following form:

[Form 259](#)

2. The amendment at 1(a) is to remove specific reference to the Divorce Support Specialist Agencies (“DSSAs”) and to update the reference to the appointed agencies of the Ministry of Social and Family Development (“MSF”).

3. The amendments at 1(b) and (c) are to remove references to a specific service bureau and the Electronic Litigation Systems Committee of the Singapore Academy of Law.
4. The amendment at 1(d) is to allow any established or authorised service bureau to provide cross-court service bureau services.
5. The amendments at 1(e) and (f) are consequential as all established or authorised service bureaus will provide cross-court service bureau services.

Dated this 18th day of July 2022



KENNETH YAP
REGISTRAR
FAMILY JUSTICE COURTS

26C. Authorised users and authorised agents

...

- (2) Under rule 929E(2) of the Family Justice Rules, the qualifying entities granted access to IFAMS as authorised users by the Registrar are as follow:

...

- (c) Designated ~~Divorce Support Specialist Agencies (“DSSAs”)~~ appointed agencies of the Ministry of Social and Family Development (“MSF”);

...

141. Establishment of Electronic Filing Service and appointment of network service provider

In exercise of the powers conferred by rules 914 and 915 of the Family Justice Rules, the Registrar, with the approval of the Chief Justice, hereby —

- (a) establishes an Electronic Filing Service known as the Integrated Electronic Litigation System or eLitigation and accessible at www.elitigation.sg; and
- (b) appoints CrimsonLogic Pte Ltd as the Electronic Filing Service provider for this service, ~~with the Electronic Litigation Systems Committee of the Singapore Academy of Law as its superintendent pursuant to Rule 13A(2) of the Singapore Academy of Law Rules (Cap. 294A, Rule 1).~~

142. Appointment of agent to establish service bureau

Pursuant to rule 917 of the Family Justice Rules, the Registrar hereby appoints CrimsonLogic Pte Ltd as an agent to establish a service bureau or service bureaux at ~~133 New Bridge Road #19-01/02 Chinatown Point Singapore 059413~~ (or such other address(es) in Singapore as may be deemed suitable), ~~with the Electronic Litigation Systems Committee of the Singapore Academy of Law as its superintendent.~~

148. Filing of documents to the Family Justice Courts through ~~a Supreme Court~~ another service bureau

Pursuant to rule 929(4) of the Family Justice Rules, the Registrar hereby prescribes that any service bureau established or authorised to be established by the Registrar of the Supreme Court or the Registrar of the State Courts may assist in the filing, service, delivery or conveyance of documents pertaining to proceedings in the Family Justice Courts using the Electronic Filing Service in all cases and circumstances where the staff of any service bureau established or authorised to be established by the Registrar of the Supreme Court or the Registrar of the State Courts are able to provide such assistance pertaining to Family Justice Courts proceedings.:-

- (a) ~~proceedings in the Family Division of the High Court, and [deleted]~~
- (b) ~~Family Courts using the Electronic Filing Service if the service bureau, or, if there are more than one, all the service bureaux, established or authorised to be established by the Registrar are unable to provide such services owing to failure of hardware or software, or both. [deleted]~~

Form 222

Para 50

NOTICE TO RELEVANT PERSONS

To: [Name of Relevant Person]
[Address of Relevant Person]

APPLICATION UNDER MENTAL CAPACITY ACT (CAP 177A)

1. You have been served with an Originating Summons and the supporting affidavits. The plaintiff/applicant* is making an application for [*state nature of application*].
2. If you consent to the application, you should sign a written consent in Form 221 in Appendix A of these Practice Directions before a solicitor, a Commissioner for Oaths, a notary public or any person for the time being authorised by law in the place where the document is executed to administer oaths. You should then return the completed and signed consent form to the plaintiff/applicant* or the plaintiff's /applicant's* solicitors.

[Note: *If the relevant person is an organisation providing residential accommodation to P, the above paragraph 2 is to be deleted and substituted with the following paragraph:-*

If you wish to furnish any relevant information for the Court's consideration and determination of the application in the best interests of P, you may prepare a report through one of your representatives. The report shall be submitted to the Family Justice Courts with a cover letter addressed to the Registrar of the Family Justice Courts and stating clearly the Originating number (OSM No.) and the names of P and the plaintiff/applicant*. You must notify the Court by way of letter (stating clearly the Originating Summons number and the names of P and the plaintiff/applicant) within 8 days of the date on which you were served with this Originating Summons that you wish to submit such a report. If such a report is submitted, the Court may require and direct for the attendance of the maker of the report at the hearing of the Originating Summons.]

3. If you intend to contest the application or any part of it, you are required to file an application in Form 4 in Appendix A of these Practice Directions to seek the permission of the Court to be joined as a party to the proceedings. This application must be

supported by an affidavit stating your interest in the application and the grounds of your objection. The application must be filed using the Electronic Filing Service[#] within 21 days after the date on which you were served with this Originating Summons.

[**Note:** *If the relevant person is an organisation providing residential accommodation to P, the above paragraph 3 is to be deleted.*]

4. If you do not attend personally or by your solicitor at the time and place stated in the Originating Summons, such order may be made as the Court may think just and expedient.

[**Note:** *If the relevant person is an organisation providing residential accommodation to P, the above paragraph 4 is to be deleted.*]

5. This Originating Summons is filed by [name of firm], the plaintiff's/applicant's* solicitor whose address is [state address].

(or where the plaintiff/applicant* acts in person)

This Originating Summons is filed by the plaintiff/applicant* who resides at [address] and (if the plaintiff/applicant* does not reside within the jurisdiction) whose address for service is [state address within the jurisdiction].

Name and Signature

Plaintiff/Applicant* OR Solicitors for the Plaintiff/Applicant*

* *To delete where inapplicable.*

[#] *To file a document using the Electronic Filing Service, you may use ~~the Lawnet and Crimsonlogic Service Bureau located at 133 New Bridge Road, Chinatown Point #19-01/02, Singapore 059413~~ any established or authorised service bureau. The operating hours, addresses and contacts of the service bureaux may be found at www.elitigation.sg.*

Form 259

Para 158

UNDERTAKING TO COURT TO E-FILE DOCUMENTS

1. I, _____ (*name of applicant/solicitor*), of _____ (*address*), do hereby undertake to the Court to file the following documents via the Electronic Filing Service (EFS)[#] by _____ (*date*):

- (a) the Originating Summons*;
- (b) the Summons*;
- (c) the affidavit(s) of _____ (*name of deponent*) affirmed on _____ (*date*); and
- (d) the draft and final Order of Court if granted by the Court.

2. I understand that if I should fail to carry out my undertaking, I am liable to be punished for non-compliance with an order of the Court.

(*Signature*)

Name of Applicant / Applicant's solicitor
Date : _____

For a ~~non-EFS~~ non-eLitigation subscriber, the documents may be e-filed at ~~the LawNet & CrimsonLogic Service Bureau~~ located at: any established or authorised service bureau.

~~133 New Bridge Road, #19-01/02 Chinatown Point, Singapore 059413
Tel: (65) 6538 9507
Fax: (65) 6438 6350~~

The operating hours, addresses and contacts of the service bureaux may be found at www.elitigation.sg.

* Delete where inapplicable