

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

FAMILY JUSTICE COURTS PRACTICE DIRECTIONS

AMENDMENT NO. 1 OF 2023

1. It is hereby notified for general information that amendments have been made to Parts III, VII, XIV and Appendix A of the Family Justice Courts Practice Directions. The amendments are summarised below: -
 - (a) Amendments to Practice Direction 7 on Guidance on Direct Judicial Communications in International Family Proceedings Affecting Children;
 - (b) Amendments to Practice Direction 23A on Offer to Resolve in maintenance applications;
 - (c) Amendments to Practice Direction 24A on Service of summons under Part VIII of Women's Charter (except an application made under section 69 or 70);
 - (d) Amendments to Practice Direction 161 on Use of Video or Telephone Conferencing for Hearings;
 - (e) Amendments to Form 207 (Consent for Service by Way of Email or Mobile Phone Number for Summonses Made Under Section 71 and Section 72 of the Women's Charter (Cap. 353)) of Appendix A; and
 - (f) Amendments to Form 211 (Application for Records of Court Proceedings) of Appendix A.
2. The amendments will take effect on 6 March 2023 and will be reflected at <https://epd.familyjusticecourts.gov.sg> from 6 March 2023.
3. Please find attached a document reflecting the marked-up amendments to the Practice Directions.

Dated this 1st day of March 2023



KENNETH YAP
REGISTRAR
FAMILY JUSTICE COURTS

Part III – Judge-Led Approach in Resolving Family Disputes

7. Guidance on Direct Judicial Communications in International Family Proceedings Affecting Children

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- (20) When making contact with a judge in another jurisdiction, the initial communication should normally be in writing sent by email address to [~~FJCOURTS_Family_Registry@fjcourts.gov.sg~~](mailto:FJCOURTS_Family_Registry@fjcourts.gov.sg) FJC_FAMILY_REGISTRY@judiciary.gov.sg, subject to provisions set out in this Practice Direction in relation to written communications, and should in particular identify:
- (a) the name and contact details of the initiating judge;
 - (b) the nature of the case (with due regard to confidentiality concerns);
 - (c) the issue(s) on which communication is sought;
 - (d) whether the parties before the judge initiating the communication have consented to judicial communication;
 - (e) when the communication may occur (with due regard to time differences);
 - (f) any specific questions which the judge initiating the communication would like answered;
 - (g) any other pertinent matters.

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Part VII – Proceedings under Part VII and VIII of Women’s Charter

23A. Offer to Resolve in maintenance applications

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- (6) All Offers sent through this platform will reflect the following email address: ~~do-not-reply@ifams.gov.sg~~ iFAMS_Do_Not_Reply@judiciary.gov.sg.

24A. Service of summons under Part VIII of Women's Charter (except an application made under section 69 or 70)

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- (2) In the event of any change to the party's details in Form 207, such as email address; mobile telephone number; or if there is a change in the party's position with regard to his or her consent for service of the summons; it shall be for the party to notify the Court of the changes within seven (7) days of such change by email sent to: FJCOURTS_MAINTPOS@FJCourts.gov.sg FJC_MAINTPOS@judiciary.gov.sg. The said email must make reference to the relevant case numbers and be copied to the other party in the proceedings. If there is revocation of consent, the date of revocation shall be taken to be the date of the email unless it is otherwise specified to take effect on a later date.

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Part XIV – General Matters

161. Use of Video or Telephone Conferencing for Hearings

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- (11) Any queries or requests for assistance pertaining to hearings by video or telephone conferencing may be sent by email to FJCOURTS_Family_Registry@fjcourts.gov.sg or FJC_FAMILY_REGISTRY@judiciary.gov.sg.

Appendix A

Form 207

R. 131A(5)(a)
Para 24A

**CONSENT FOR SERVICE BY WAY OF EMAIL OR MOBILE PHONE NUMBER FOR
SUMMONSES MADE UNDER SECTION 71 AND SECTION 72 OF THE WOMEN'S
CHARTER (CAP. 353)**

To: The Registrar, Family Justice Courts

A maintenance order has been made in _____ [state case number] dated ____ [insert date].

I hereby consent to receiving any summons filed against me under section 71 (for enforcement of the maintenance order) or section 72 (for rescission or variation of the maintenance order) (“the Summons”) in the following manner:¹

- *(a) by way of email to my email address at _____ [insert email address]; *and/or
- *(b) by way of multimedia messaging service or other messaging communication at my mobile telephone number at _____ [insert mobile telephone number].

(*to delete if not applicable)

Service in the above manner shall constitute good and sufficient service of the Summons on me. In this regard, I understand that the Court is at liberty to effect service of any summons under section 71 or section 72 on me in accordance with the modes of service permitted at law, and is not limited to effecting service by email and/or messaging communication at my mobile phone number.

I further acknowledge that:

- 1) It is my responsibility to inform the Court of any changes in my contact details. In the event that there is a change to my email address or my mobile telephone number, I will notify the Court within seven (7) days of such change by writing in to FJCOURTS_MAINTPOS@FJCourts.gov.sg FJC_MAINTPOS@judiciary.gov.sg.
- 2) I understand that this consent continues to be valid until and unless it is revoked. If I wish to revoke my consent, I will inform the Court by writing in to FJCOURTS_MAINTPOS@FJCourts.gov.sg FJC_MAINTPOS@judiciary.gov.sg. If there is revocation of consent, the date of revocation shall be taken to be the date of the email unless it is otherwise specified to take effect on a later date. Unless my consent is revoked in the manner provided, the Court is entitled to rely on this consent for purposes of serving the Summons on me.

Name of consenting party:

Signature of consenting party:

Date:

Interpreted by (if required): [State Name of court interpreter or consenting party's solicitor]

¹ Section 72 of the Women's Charter does not apply to the variation or rescission of a maintenance order made in nullity, divorce, judicial separation or originating summons proceedings.

Form 211

Para 26K, 33, 71C

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

- Total Fees payable : _____ - Paid on: _____ Receipt No: _____	No. of documents collected:	No. of Pages:
	Document(s) collected by: Name & Signature of Collector NRIC/Passport/ FIN No: Date:	

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

- All requests for copies of the records of any court proceedings are subject to the approval of the court.
- Once the request has been approved and the applicant has been informed on the availability of the requested document(s) and the cost (where applicable), the said documents will be available for collection for a period of 21 days. Any document(s) not collected within the stipulated period will be destroyed and a fresh request must be submitted thereafter if the applicant still requires the document(s).
- An application for copies of the records of any criminal proceedings will only be processed after the stipulated payment has been made.

Prescribed Fees

- The fees payable are as follows:

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

Refund of Fees Paid

- The applicant must furnish the photocopies of the applicant's NRIC or Passport.

Payment Modes

- Local Applicants: Cash, NETS or Ez-Link
- Overseas Applicants: Bank Draft in Singapore Currency (payable to "Registrar Supreme Court/AG")
Payment should also include all bank charges.

Contact Us

- For enquiries pertaining to family & youth matters, please email to us at FJCOURTS_MAINTPOS@FJCourts.gov.sg or FJC_MAINTPOS@judiciary.gov.sg or contact us at (65) 6435 5471.

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