

A GUIDE TO FILING A MAGISTRATE'S COMPLAINT ONLINE



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CHAPTER 1 WHAT IS A MAGISTRATE'S COMPLAINT?

A **Magistrate's Complaint** is filed by a person who wishes to commence private prosecution when he believes that a criminal offence has been committed against him.

Once a Magistrate's Complaint has been filed, the person filing the Magistrate's Complaint is referred to as the **Complainant**. The person against whom the Magistrate's Complaint is filed is referred to as the **Respondent**.

CHAPTER 2

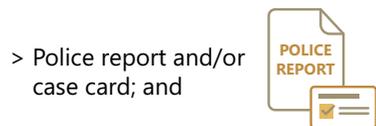
HOW TO FILE A MAGISTRATE'S COMPLAINT ONLINE

(A) If you are below 21 years old

- > Your parent/guardian should file the Magistrate's Complaint on your behalf.
- > Your parent/guardian will prepare the Magistrate's Complaint from his/her perspective, e.g. *The respondent hit my son/daughter on the face...*
- > Your parent/guardian and you are required to attend Court to affirm the Magistrate's Complaint.

(B) Supporting documents required

Examples of supporting documents include:



> Other relevant documents such as:



Medical reports



Photographs



Emails



Phone messages



Internet posts

Please note that the supporting documents must be clear and legible. If the contents of the supporting documents are not in English, they must be translated into English and submitted as well.

(C) Filing a Magistrate's Complaint

- 1 Complete the Pre-filing Assessment (PFA) form to check whether your case is suitable for filing a Magistrate's Complaint.

Scan the QR code for the PFA form.



go.gov.sg/scmagcomppfa



The screenshot shows the 'Pre-Filing Assessment for Mag Complaints' form. It features the State Courts logo at the top. Below the title, it states '10 mins estimated time to complete'. The 'Instructions' section explains that the online pre-filing assessment provides a preliminary assessment of whether the case is suitable for filing a Magistrate's Complaint. It also lists the topics the assessment assistant can guide on: 1. General questions on eligibility; 2. Types of offences; and 3. Types of remedies. At the bottom, it reiterates that the online assessment will take approximately 10 minutes to complete.

If your case is suitable for filing, proceed to Step 2. Please consult a lawyer if you need legal advice for your case.

(C) Filing a Magistrate's Complaint (cont'd)

2 Complete the Magistrate's Complaint form and Grounds of Complaint via the Automated Court Documents Assembly (ACDA) System.



cjc.org.sg/automated-court-documents-assembly/self-help-magistrates-complaint/

After you have completed your Magistrate's Complaint form and Grounds of Complaint, you should receive an email with the computer-generated documents.

(C) Filing a Magistrate's Complaint (cont'd)

3 Submit your completed PFA form, Magistrate's Complaint form and Grounds of Complaint together with the supporting documents listed below (where applicable):

1. **Police report and/or case card;** and
2. Other relevant documents (e.g. medical reports, photographs, emails, phone messages, internet posts).

Scan the QR code to submit your Magistrate's Complaint.



go.gov.sg/magcomp

(D) Filing a Magistrate's Complaint (cont'd)

4 After you have submitted your documents, you will receive an email from the State Courts between 3 and 5 working days, informing you of your appointment date and time to see the Magistrate to affirm your Magistrate's Complaint.

On the day of your appointment, go to the State Courts Service Hub on level 2 and take a queue number. When your number is called, an officer will verify your particulars and issue you a Payment Advice Chit for you pay the filing fee. You can make payment at the payment kiosks in the State Courts Service Hub, or via PayNow.

From: STATECOURTS
Sent: Tuesday, 16 August 2023, 5:03pm
To:
Subject: EXAMINATION AND AFFIRMATION OF MAGISTRATE'S COMPLAINT (CM-XXXXXX-2023)

Dear NAME

With reference to your Magistrate's Complaint that you filed on DATE.

2 You are required to appear before the Duty Magistrate for examination and affirmation of the Complaint on **DATE and TIME** at the State Courts Service Hub on level 2 of the State Courts Towers.

3 You should report at the State Courts Service Hub at least 15 minutes before the scheduled appointment to register by taking a queue number. Thereafter, take a seat and wait for your number to be displayed. Please note that if you are late for the appointment, priority will be given to those who have registered before you.

4 Please note that a fee of \$xx is payable to file your Complaint. You will need to collect the Payment Advice at the State Courts Service Hub on level 2, then make payment at the self-service kiosks located there. Thereafter, you will meet the Duty Magistrate via video conference in a court chamber for examination and affirmation of your Complaint.

5 All visitors to the State Courts are required to register at the entrance of the building and will be subject to temperature and/or travel history checks. Click on this [link](#) to read the full Visitor Management Advisory. As you may be required to show this email notification to the Security Officer, do print a copy of this email or have your electronic copy ready for checking when you arrive at the entrance.

(D) Reference images of documents

Magistrate's Complaint form

STATE COURTS
 SINGAPORE

COMPLAINT TO MAGISTRATE
 UNDER SECTION 151 OF THE CRIMINAL PROCEDURE CODE,
 CHAPTER 68 (REVISED EDITION 2012)

A. Your Profile

Complainant: Dr/Mr/Mrs/Miss/Mdm _____
 Address: _____
 Correspondence Address: Same as above _____
 Contact No: _____ (H) _____ (HP) Date of Birth: _____
 NRIC/Passport No: _____ *Nationality: _____ *Residential Status: _____
 *Gender: Male/Female *Ethnic Group: Chinese Malay Indian Others _____
 *Language spoken: _____ *Educational Level: _____ *Occupation: _____
 *Monthly Income: _____ Email: _____ Do you have a lawyer representing you? Yes / No
 If "Yes", please indicate: _____
 Name of lawyer: _____ Firm: _____ Fax: _____

B. Respondent's Profile

Respondent(s): Dr/Mr/Mrs/Miss/Mdm _____
 Address: _____
 Contact No: _____ (H) _____ (HP) Date of Birth: _____
 NRIC/Passport No: _____ *Nationality: _____ *Gender: Male/Female
 *Ethnic Group: Chinese Malay Indian Others _____ *Language spoken: _____
 *Educational Level: _____ *Occupation: _____ Email: _____
 Please specify your relationship with the Respondent:
 Neighbour Friend Employer / Employee Colleague Stranger Ex-Spouse Ex-boyfriend
 Ex-girlfriend Family / Relative: _____ Others: _____

C. Details of the Offence

1. Any Police Report lodged? Yes / No If "Yes", please state: Police Report No: _____
 Police Division: Central / Clementi / Tanglin / Ang Mo Kio / Bedok / Jurong / Airport / Woodlands
 2. Date of Offence: _____ 3. Location of Offence: _____
 4. Offence alleged to have been committed: _____
 5. Do you have any previous/ current related matter(s) at Complaint/ Family/ Civil/ Criminal Section?: Yes / No
 If "Yes", please indicate the details of the related matter(s): _____
 Case No: _____ Subject matter: _____

*Data collected for statistical purposes only.
 Note: A copy of your identity card, police report and other supporting documents (if any) are to be attached.

(D) Reference images of documents (cont'd)

Police report and case card

POLICE REPORT Report No. _____

Date/Time	Vide Report No.	Station Diary No.		
Name		Address		
ID Type/ ID No./ NRIC no.	Contact Home/Office	Mobile		
Nationality	Email Address			
Occupation	Sex	Age	Date of Birth	Race
Institution/School Name	Language			
Date/Time of Incident	Location of Incident			

CASE CARD

Report No. _____

Classification _____

For queries, please contact _____

(E) Affirmation proceedings

- 1 > Prepare the following documents for verification:
 - Identification document, e.g. NRIC / Passport / Work Permit; and
 - Email notification of your affirmation date and time.

- 2 > Proceed to the State Courts Service Hub on level 2.
 - > Take a queue number and wait for your queue number to be called.

- 3 > Once your queue number is called, collect the Payment Advice Chit and proceed to pay your filing fee.
 - > You can make payment at the payment kiosk in the State Courts Service Hub, or via PayNow.

- 4 > After making payment, wait at the State Courts Service Hub for your queue number to be called for you to see the Magistrate to affirm your Magistrate's

(F) Frequently asked questions**1 What happens after I submit my documents online?**

After you have submitted your documents online, you will receive an email from the State Courts between 3 and 5 working days, informing you of your appointment date and time to see the Magistrate for the affirmation of your Magistrate's Complaint.

2 What happens on the day of the affirmation?

Upon arrival at State Courts Service Hub on level 2, take a queue number at the Queue kiosk. When your number is called, an officer will verify your particulars and issue you a Payment Advice Chit for you to make payment of the filing fee. You can make payment at the service payment kiosks located in the State Courts Service Hub, or via PayNow.

3 I am told to submit a document. What does it look like?

Please refer to "Reference images of documents" section for samples of the required documents.

4 I do not want to pursue the Magistrate's Complaint that I have submitted. Do I still have to pay of the filing fee and come to the Court?

If you do not wish to pursue your Magistrate's Complaint, please inform us by email contact@judiciary.gov.sg. After we have received your email, we will reply to you by email to confirm that your attendance and payment are no longer required.

5 What happens to my Magistrate's Complaint if I do not turn up in Court for the affirmation hearing?

Your Magistrate's Complaint may be dismissed.

6 I have paid the filing fee, but I do not want to pursue the Magistrate's Complaint anymore. Can I get a refund of the filing fee?

Filing fees that have been paid are not refundable.

(F) Frequently asked questions (cont'd)**7 I cannot make it on the day of affirmation. Can I request another date?**

Please submit your request by replying to the email informing you of the date of the affirmation, at least 2 working days before the date of the affirmation. While we may consider your preferred dates, please note that the Court has the final say on the adjourned hearing date. We will inform you of the outcome of your request between 3 and 5 working days.

8 I want to submit more supporting documents. Can I email them to you or bring them on the day of the affirmation?

Please submit your request by replying to the email informing you of the date of the affirmation. We will reply to you between 3 and 5 working days.

9 I have tried to upload my documents but they cannot go through. What should I do?

Your file size may have exceeded the 1MB limit for file upload. Please consider resizing your documents, such as reducing the resolution of your images. Alternatively, you may reply to our email after we have registered your case, or call us at 6587 8423 for assistance.

10 I am unable to come to Court to affirm my Complaint. Is remote hearing possible?

A request for remote hearing is subject to approval. Please submit your request by replying to the email informing you of the date of the affirmation, with the reason(s) for your request, at least 2 working days before the date of the affirmation. We will reply to you between 3 and 5 working days.

11 I am the parent/guardian of the Complainant. Can I complete the Magistrate's Complaint form and Grounds of Complaint?

You can complete the Magistrate's Complaint form and Grounds of Complaint, and you must ensure that the contents are factually true and accurate. You will also be required to affirm the contents under oath, and the Complainant must be present at this affirmation.

Disclaimer: This publication is produced for general information only and is not intended as substitution for legal advice. A lawyer should be consulted should you require legal advice on your case. The State Courts disclaim any and all liabilities arising from and in connection with the contents of this publication.

All information is correct as of 1 September 2023.



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