

Availability of Divorce eService

The Judiciary has provided an electronic service which can be used both by lawyers and litigants in person.

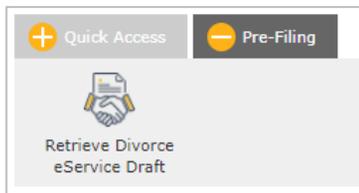
If a lay-person uses the eService, s/he is able to fill in details relevant to an intended divorce application, but s/he is also able to stop and “handover” the in-progress application for a lawyer to “take over”. This may be appropriate where the intended applicant feels that s/he needs the services of a lawyer to deal with various aspects of the application.

The rest of this brief document sets out what a lawyer should do, if an individual approaches you with information about a partially-filled divorce application, and asks that you “take over” the electronic application.

Retrieval of Divorce eService Application Details by Lawyers

Step 1

Lawyer clicks “Retrieve Divorce eService Draft” to navigate to new screen in eLitigation system.



Step 2

Enter the access code received from applicant.

The screenshot shows the 'eService Draft Retrieval' form. It has a text input field containing 'QK6AJ16S' and a 'Search' button. A red circle with the number '2' is placed over the input field.

Step 3

Click on “Search”, basic details of the application for the lawyer to preview and confirm will be shown.

Step 4

If the details are from the intended application, lawyer may click 'Retrieve' to fetch the application details.

The screenshot shows the 'Draft Details' page. It displays the following information:

- The access code, [QK6AJ16S], is associated to an application in Divorce eService with the following details:
- Case Type: Writ of Divorce - Simplified
- Case Parties: Janette Teo (Defendant) vs Chen Ming Yao (Plaintiff)
- Documents Prepared:

 At the bottom, there are 'Retrieve' and 'Cancel' buttons. A red circle with the number '3' is placed over the 'Search' button in the previous screenshot.

Step 5

eLitigation will retrieve the details from Divorce eService and display the Retrieval Status as 'In Progress'.

Note: The retrieval process may take up to 1 hour.

The screenshot shows the 'eService Draft Retrieval History' table. The table has the following columns: CASE NUMBER, REFERENCE NUMBER, DRAFTED BY, TRANSFERRED DATE, RETRIEVAL STATUS, FILING STATUS, and ACTION. The data row shows:

CASE NUMBER	REFERENCE NUMBER	DRAFTED BY	TRANSFERRED DATE	RETRIEVAL STATUS	FILING STATUS	ACTION
QK6AJ16S			6/30/2021 1:46:27 AM	In Progress	Not Yet Filed	

Step 6

Once Retrieval Status shows “Completed”, lawyer may proceed to update the application draft and complete the filing process.

Note: Depending on the stage the application is in, there may be documents retrieved from Divorce eService. Lawyer has the discretion to either use the documents or create them afresh. Documents in word format may be downloaded for use and uploaded as **PDF** in eLitigation system.

The screenshot shows the 'eService Draft Retrieval History' table. The table has the following columns: CASE NUMBER, REFERENCE NUMBER, DRAFTED BY, TRANSFERRED DATE, RETRIEVAL STATUS, FILING STATUS, and ACTION. The data row shows:

CASE NUMBER	REFERENCE NUMBER	DRAFTED BY	TRANSFERRED DATE	RETRIEVAL STATUS	FILING STATUS	ACTION
QK6AJ16S		Chen Ming Yao	6/30/2021 1:46:27 AM	Completed	Not Yet Filed	