

The information provided below is general in nature and is not intended as legal advice. The Family Justice Courts (“FJC”) cannot provide legal advice or assist with drafting the contents of any document.

1) How do you appeal against a Court order?

If you are dissatisfied with the Court’s decision, you may consider filing an Appeal against the decision within the prescribed time.

2) What is the prescribed time to file an Appeal?

Please refer to Annex A for the prescribed time to file an Appeal.

3) What happens when you file an appeal after the time prescribed?

The Notice of Appeal will be rejected if it is filed after the prescribed time. If you wish to appeal nonetheless, you will have to file an Originating Summons (OS) in the High Court (Family Division) to extend the time to file an Appeal. This will have to be supported by an affidavit setting out the reasons for the application.

4) What is Security for Costs?

Depending on the nature of the appeal, you may be required to provide security for costs at the time when filing the Appeal. Please refer to Annex A for the general requirements for the filing of appeals and rule 821 of the Family Justice Rules (“FJR”) (<https://sso.agc.gov.sg/SL/FJA2014-S813-2014?ProvlDs=P118-#pr821->) for the list of court orders that Security for Costs is required.

5) How do you provide Security for Costs and file the Appeal?

If you are represented in the appeal, you may consult your lawyers on the filing of an Undertaking for the Security for Costs on your behalf.

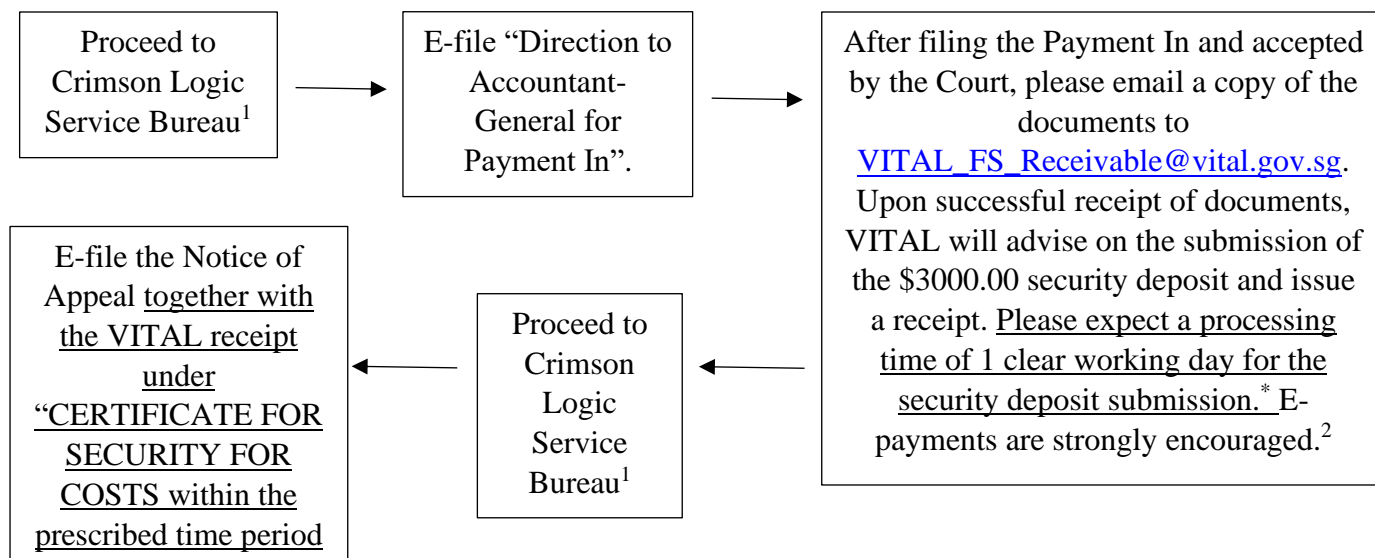
If you are not represented in the appeal, you may follow the relevant procedure below.

# APPEALS

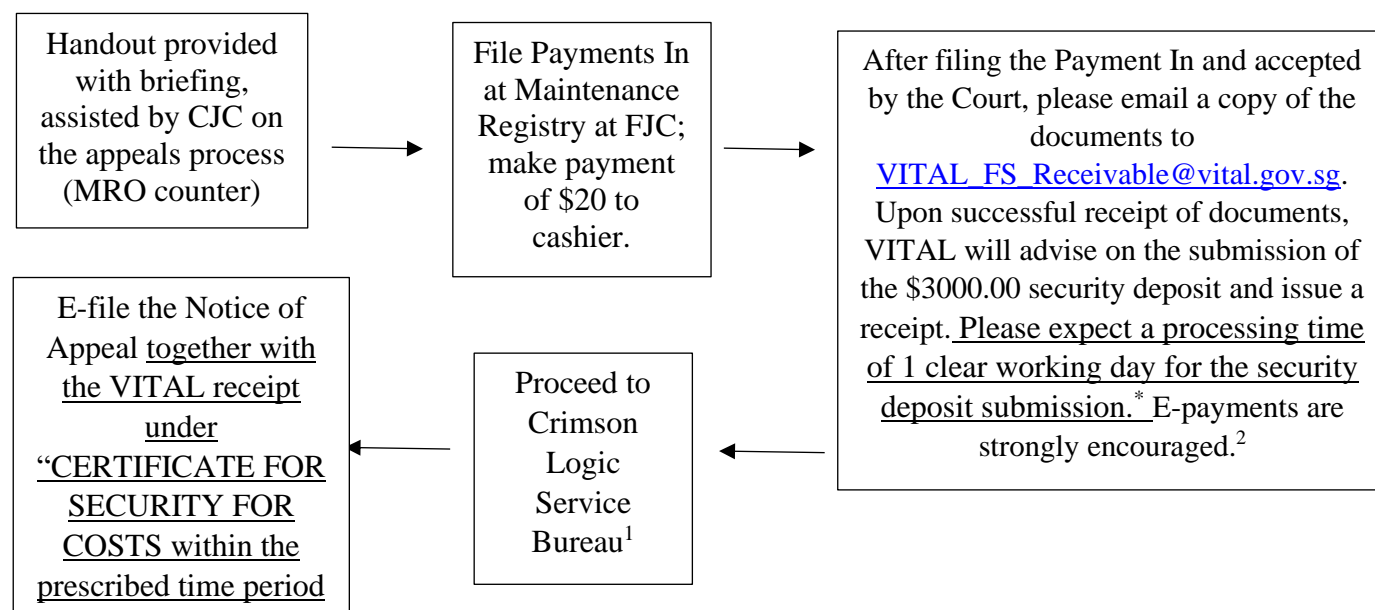
*Last updated on 15 April 2021*

## a) Procedure for Appeals against Cases filed in e-Litigation and Manual Cases

If you have been filing documents through CrimsonLogic Service Bureau at Chinatown Point or Supreme Court, then your case is an e-Litigation case. If your case was concluded before 2004, your case is a manual case.



## b) Procedure for Appeals for VAA, SS, and MSS Cases filed in iFAMS



\* Please note that the appeal timeline will continue to run during any processing time(s). If the processing time for your submission of the security deposit is taking longer than expected, you are encouraged to contact VITAL<sup>2</sup> directly.

<sup>1</sup>You may be required to make an appointment before attending at CrimsonLogic Service Bureau at <https://SBappointment.as.me/>.

For enquiries on the filing / appointment, you may contact Crimson Logic Service Bureau at:  
133 New Bridge Road  
#19-01/02 Chinatown Point  
Singapore 059413  
Tel: 6538 9507

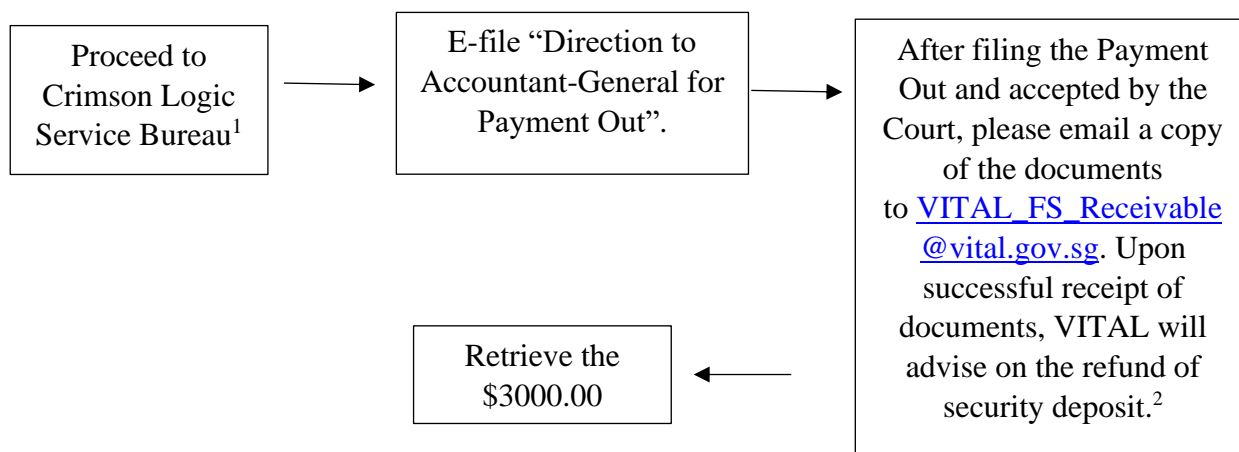
<sup>2</sup>For enquires on the submission of the security deposit, you may contact VITAL at

5 Maxwell Road  
MND Complex Tower Block  
#07-00  
Singapore 069110  
Tel: 6509 1757  
Email: [VITAL\\_FS\\_Receiveable@vital.gov.sg](mailto:VITAL_FS_Receiveable@vital.gov.sg)

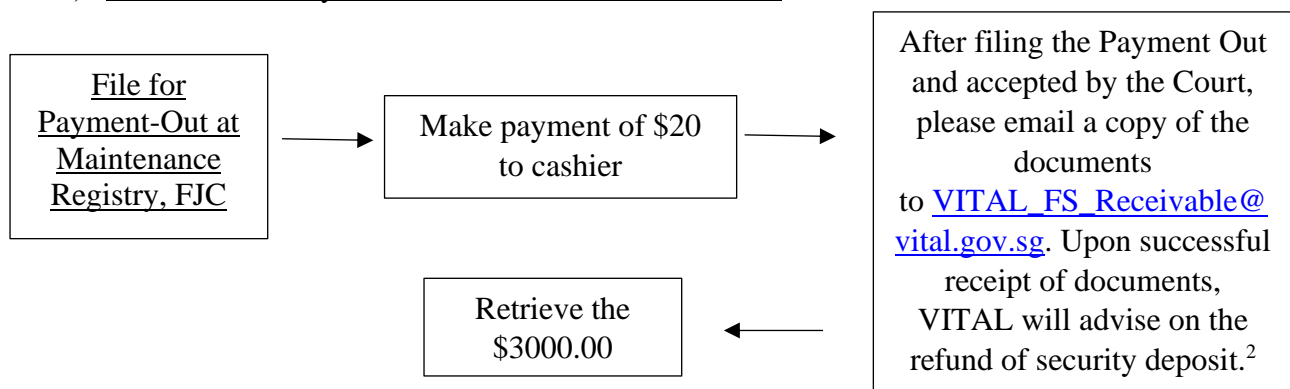
6) What happens if you have filed the Security for Costs and do not wish to proceed with the Appeal?

If you have filed the Security for Costs and do not wish to proceed to file an Appeal, you are required to retrieve your Security for Costs by filing the appropriate Payment Out application in your case file.

a) Procedure for Payment Out for Cases filed in e-Litigation and Manual Cases



b) Procedure for Payment Out for cases filed in iFAMS



## 7) What happens after a Notice of Appeal is filed?

### a) For Appeals against Family Courts' Orders made by District Judges and Magistrates

The Notice of Appeal ("NOA") will be accepted if the document is in order. If you have filed the NOA at CrimsonLogic Service Bureau, you must retrieve the NOA with the Court seal affixed once you have received the Notice of Acceptance. You must then serve the NOA on the other party(ies) / the other party(ies)' lawyers within the time prescribed.

After the NOA has been accepted, a Notice of Collection from the Court will be sent informing you / your lawyer to collect the Record of Proceedings. Depending on the nature of the Appeal, the parties can expect to receive the Notice of Collection within three months' time.

The Notice of Collection will set out the steps to be taken by each party and the time for each step. This will include filing and serving of the Appellant's Case / Submissions, Record of Appeal (in applicable cases) and Respondent's Case / Submissions.

A Pre-Trial Conference ("PTC") will be fixed after the time for the Respondent's Case/Submissions has expired. PTC can be held by videoconferencing / teleconferencing or at the FJC premises, either at :

- 3 Havelock Square, Singapore 059725; or
- 5 Maxwell Road #04-00 Tower Block MND Complex, Singapore 069110.

### b) For Appeals against Youth Courts Orders

The hearing of the Appeal will be fixed via a Registrar's Notice ("RN"). Further directions will also be given in the same RN.

## 8) What happens at the PTC?

If the appeal is ready for hearing, the hearing date for the appeal will be fixed.

If any party intends to file interlocutory applications, the Court will give directions accordingly. Common interlocutory applications would include applications to adduce fresh evidence and applications for extension of time to file the documents stated in the Court Notice.

## 9) Where is the Appeal hearing conducted?

The hearing of the Appeal may be conducted through a physical hearing at the Supreme Court located at 1 Supreme Court Lane, Singapore 178879 or by way of videoconferencing. You will be informed specifically either at the PTC or by way of a Registrar's Notice of the mode of hearing.

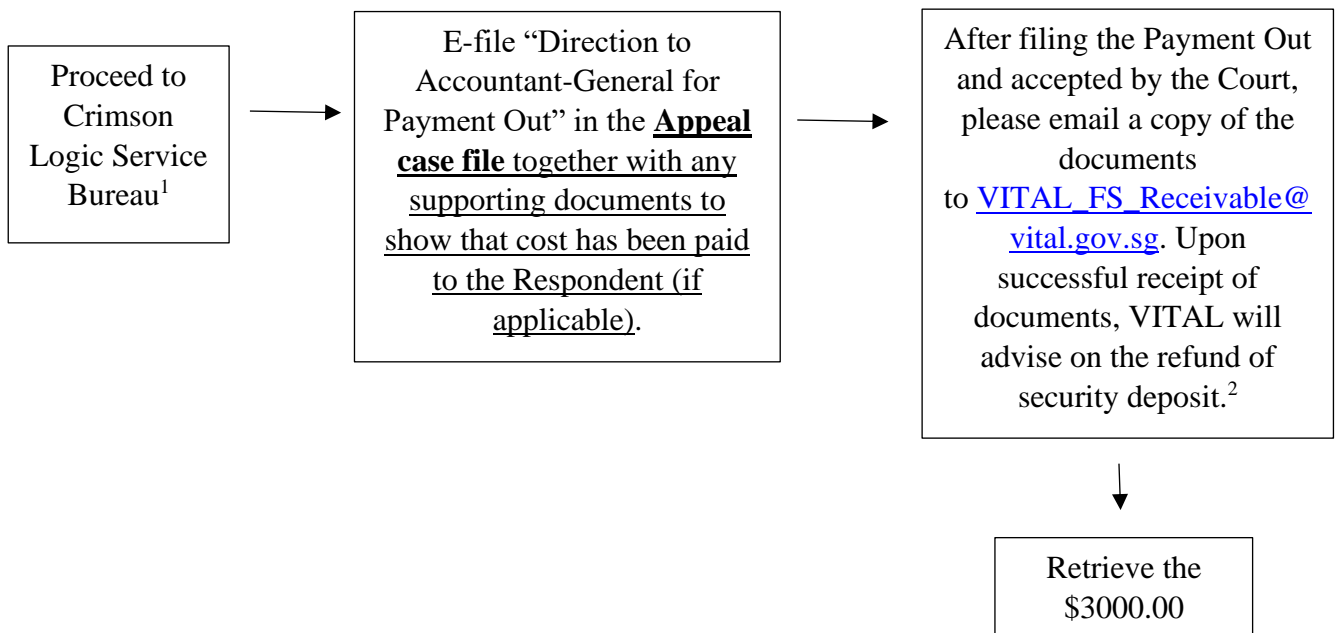
## 10) What happens after the Appeal hearing is concluded?

Either party may extract the Orders made by the Court.

# APPEALS

If applicable, the Security for Costs will be refunded to the Appellant if no adverse cost orders are made against the Appellant. To ensure that the Security for Costs can be refunded, the Appellant should seek an Order from the hearing judge for the release of the security for costs.

## Procedure for Payment Out for concluded Appeals



## 11) What happens if the appeal is filed but withdrawn before the hearing?

The Notice of Collection will contain the steps to be taken by each party if the Appellant intends to withdraw the appeal.

If the appeal is deemed withdrawn due to non-compliance of the timelines for the Appellant to file his/her documents, the Court will send a Notice of Deemed Withdrawal. The Notice will set out the steps to be taken by each party.

## 12) What happens if you wish to file a further appeal against orders made in your appeal?

This is made to the Appellate Division of the High Court or Court of Appeal and leave may be required. You may wish to refer to the following links for information on the leave and appeal processes:

- a. <https://sso.agc.gov.sg/ACT/SCJA1969>
- b. <https://www.supremecourt.gov.sg/rules/court-processes/civil-proceedings/the-appeal-process/appealing-from-a-high-court-decision-to-the-court-of-appeal>

# APPEALS

*Last updated on 15 April 2021*

## ANNEX A

The Family Division of the High Court exercises original jurisdiction and hears appeals against the decision of the Family Courts and the Youth Courts in family proceedings.

Subjected to certain exceptions, appeals to the High Court (Family Division) can be filed against:

- a decision of a Judge (District Judge / Magistrate) in the Family Courts;
- a decision of a Judge (District Judge / Magistrate) in the Youth Courts; or
- a decision of the Registrar/Deputy Registrar/Assistant Registrar in the High Court (Family Division).

Please refer to the table below for the prescribed time period and general requirements for the filing of appeals.

	<b>Prescribed time period</b>	<b>Security for costs</b>	<b>Appeal document to file</b>
Appeals from Family Courts' Orders which fall within the <u>list in rule 821 of the FJR</u> ( <a href="https://sso.agc.gov.sg/SL/FJA2014-S813-2014?ProvlDs=P118-#pr821-">https://sso.agc.gov.sg/SL/FJA2014-S813-2014?ProvlDs=P118-#pr821-</a> )	14 days from the date of Order*	Required.  The Appellant must provide \$3,000 as security for costs	Notice of Appeal
All other appeals from Family Courts which does not fall within the <u>list in rule 821 of the FJR</u> ( <a href="https://sso.agc.gov.sg/SL/FJA2014-S813-2014?ProvlDs=P118-#pr821-">https://sso.agc.gov.sg/SL/FJA2014-S813-2014?ProvlDs=P118-#pr821-</a> )		Not required	
Appeals from Registrar/Deputy Registrar/Assistant Registrar in the High Court		Not required	
Youth Courts	14 days from the date of sentence, judgement or Order	Not required	

\*You may wish to further refer to rules 12-14 of the FJR to understand how time is calculated.