

Maintenance-related Matters: General Guide on How to Prepare Documents for Submission to the Court

- 1. There are <u>3 types</u> of Maintenance-related matters:
 - a) "<u>Fresh maintenance</u>" (for spouse and/or children or incapacitated husband) → No existing maintenance order and the Complainant now seeks an order.
 - b) "<u>Variation/rescission/suspension</u>" → There is an existing maintenance order (excluding any divorce court order) and either party seeks to vary, rescind, or suspend it.
 - c) "<u>Enforcement</u>" → There is an existing court order mandating maintenance to be paid, which a Complainant alleges the Respondent has not complied with and wishes to enforce.

For 1a) and 1b), please submit the 'Electronic Template Statement' (ETS). For 1c), please fill in the monthly expenses form, calculation of arrears form, and other supporting financial documents you wish to rely on during court proceedings.

- 2. Refer to this guide carefully on how to prepare your documents.
 - a) **<u>Paginate your documents</u>**, i.e. there must be a page number on every page which has contents. → Please refer to the infographics on Page 2.
 - b) <u>Combine your documents into one single set of documents</u> → Please refer to the infographics on Page 2, illustrating how to prepare your documents.
 - c) Scan and Upload your set of documents as one single file onto the Family Justice Courts' online system (iFAMS) → Please refer to Annex A ('Pictorial Guide on Preparing Documents for Online Submission).

(*Please note that the file size must be kept to* <u>5MB or below per upload</u>. Hence, please <u>submit</u> <u>only what is relevant for your case</u>. \rightarrow Please refer to Annex B ('Maintenance-related Matters: Documents and Evidence Checklist' for the relevant documents).

3. Any document not in English must be translated before submission to court. Both the original and translated version are to be exhibited, with the translation certified. Translations that are not certified may be disregarded.

USEFUL INFORMATION

4. You can also refer to the following for further information:

Information on how to file an 'Electronic Template Statement' (ETS) for selected maintenance applications', at <u>https://www.judiciary.gov.sg/family/file-maintenance-application</u>

QR Code for ETS (*IMPORTANT: Please use the correct ETS, depending on the type of matter and whether you are the Complainant or the Respondent*):



After scanning the QR Code, please refer to the section, 'Filing an E-Template Statement for maintenance applications', for the relevant ETS.

Note: All information and infographics below are for illustration. The documents needed depends on what your matter is, and whether you are the Complainant or the Respondent.

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THE FOLLOWING IS APPLICABLE ONLY IF YOU FILL IN THE ETS FORM:

SINGAPORI Maintenance Matters	COMPLAINANT'S STATEMENT. (application for maintenance for <u>self and/or child(ren) only</u>)
Documents & Evidence Checklist	PART A: (1) PERSONAL PARTICULARS
Name of Party:	Full Name: MdexABC
Case Number's:	NRIC / Passport No: Socot232
Include all related maintenance maiters that are ceall with together. Ose a separate checklin () your related matter is a PPO matter. For each cose sumbar indicate if you are the Completint or Betrondent	Email address:
Next Court Event Date: (Date) / (Month) / 20	please note that this is the email address which will be used to: (i) receive subsequent court notifications, and (ii) as the address for the associated to and elaberat documents in these proceedings)
Court Number	Highest educational Diploma gualification(s):
PAGE NUMBER IS NOT REQUIRED FOR THE CHECKLIST.	"Medical
	disability/incapacity/2*
DECLARATION	(This only applies for If Yes please state the nature of the physical or mental
I, Mdm ABC, confirm and declare that:	incapacitated husbands disability or illness causing you to be incapacitated from earning a livelihood:
(a) Understand that I am committing an offence under rescion 199 of the Penal believe to be false or do not believe to be thus, to cushing any point material to the object for which the statement is made or used; and (a) The documents which I which to realy on at the trial for this matter are filed popular with this Blasement. I understand that if there are documents which view to the material trial. (b) The documents which I which to real on the state that the state view of the documents which I which the order of the state of the state view of the documents which I which the order of the state of the state view of the documents which I which the order of the state view of the document of the state of the state view of the document of the state of the state of the state view of the state of the state of the state of the state state of the state of the state of the state of the state state of the state of the state of the state of the state state of the state of the state of the state of the state state of the state of the state of the state of the state state of the state of the state of the state of the state state of the state of the state of the state of the state state of the state of the state of the state of the state state of the state of the state of the state of the state state of the state of the state of the state of the state state of the state of the state of the state of the state state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the	Image: Sectionary which complexes with Med XP3 of the Freedy-Auditor Rules. Such they a registered medical practitioner must state, (a) the functioner must state, (b) the date you begate for suffer scale states (b) the date you begate for suffer scale states (b) the date you begate for suffer scale states (c) the scale scale state (c) the scale
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Please provide feedback on this General Guide by completing the feedback form accessible via this QR Code. The feedback form should take 5 minutes or less of your time.

If the form is unable to load properly, please open your mobile device's Internet browser at the point when you are scanning the QR code.



https://go.gov.sg/fjc-mec-feedback-f orm

ANNEX A: Pictorial Guide On Preparing Documents For Online Submission Onto iFAMS

<u>Step 1</u>

Go to the iFAMS Homepage - ifams.judiciary.gov.sg

<u>Step 2</u>

Select 1 (ONE) of these 3 options:

- 1. Maintenance Order Application
- 2. Protection Order Application
- 3. Vulnerable Adults Act Application

Step 3

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Select "File Other Applications or Requests"
```

<u>Step 4</u>

Login using SingPass, then select "Individuals", if you are a Litigant-In-Person

Individuals		(\Rightarrow)
Lawyers		(\Rightarrow)
Authorised	Agency	(\Rightarrow)
	Close	

<u>Step 5</u> Select "File AEIC / Documents for hearing"

Case-related matters

- File Notice Of Intention To Act In Person ()
- > File request for copy of documents ()
- > File AEIC / documents for hearing

<u>Step 6</u>

Key-in Case Number, then click "Proceed"

APPLICATION INFORMATION

Application T	/pe *
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File AEIC / documents for hearing

Case No.*

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<u>Step 7</u>

After reading the	instructions,	click	"Proceed"
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INSTRUCTIONS

This form will take approximately **5 minutes** to complete.

<u>Step 8</u>

Click on "Add Document" to upload document.

Sub	mit docu	iments to Court fo	r your case	
DOCU	MENTS			
S/N	File	Description/Reference Number	Action	
NOTE	icoras iouna.		+ Add Document	>

Step 9

Drag and drop the document (only PDF & JPG file format allowed) in the grey box area. Click on *"Start Upload"* and wait until the document is successfully uploaded (upload status will indicate "100% ").

<u>Step 10</u>

Key in a description for the document file to be uploaded. For e.g., "Complainant's/Respondent's Documents page 1 to page 80".

<u>Step 11</u>

Click on "**Save**" (Please ensure each file is less than 5MB by adjusting the scan resolution. If your file size is too large, you can adjust the scan quality to 200dpi or lower).

ILE UPLOAD	LE UPLOAD					
Description/Reference Number	affidavit from John Tan					
Select files Add lives to the uplead quove and click the start botton.						
Filename		Size	Status			
			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			
Add Files 💽 Start Upload		1.6 mb	0%			
If you have indicated that you would like your address / contact information to be kept confidential, pl	lease ensure that this information does not appear in the documents filed.					
Please note that the opposing party may apply to the Court for a copy of the documents you file.						

Close Save

# <u>Step 12</u>

To submit additional documents, repeat Step 8 to 10.

## <u>Step 13</u>

Click on "Proceed" after all documents are uploaded.

## <u>Step 14</u>

Click on the checkbox indicated below and on *"Submit"* Button when the application form is in order.

#### DECLARATION

I confirm that the information I have given for this application is true and correct.



## <u>Step 15</u> Take note of your Reference No., for future reference, as shown below:



#### **Step 16**

You can print the Reference No., the submitted Application Form or return to the Main iFAMS Page as shown below:

Print Acknowledgement Page	View Application	Main Page

## **IMPORTANT:**

# PLEASE <u>DO NOT</u> UPLOAD YOUR DOCUMENTS IN INDIVDUAL PAGES (E.G. 1 PAGE PER UPLOAD. SEE THE EXAMPLE BELOW SHOWING WHAT YOU SHOULD <u>NOT</u> DO.)

S/N	Document Type	Document Reference No.	Issued / Filed Date
6	Affidavit / Statement	Respondent's Documents page 1	19/12/2023 at 11:07 PM
7	Affidavit / Statement	Respondent's Documents page 2	19/12/2023 at 11:07 PM
8	Affidavit / Statement	de arments page 3	19/12/2023 at 11:07 PM
9	Affidavit / Statement	F ocuments page 4	19/12/2023 at 11:07 PM
10	Affidavit / Statement	onden ents page 5	19/12/2023 at 11:07 PM
11	Affidavit / Statement	Respondent's Documents page 6	19/12/2023 at 11:07 PM
12	Affidavit / Statement	Respondent's Documents page 7	19/12/2023 at 11:07 PM

# Annex B: Maintenance-related Matters: Documents and Evidence Checklist

DOCUMENT	"FRESH MAINTENANCE " MATTERS	"VARIATION/ RESCISSION" MATTERS	"ENFORCEMENT" MATTERS	PAGE NUMBER IN YOUR BUNDLE
	The checklist must b it forms the <b>Conten</b> document	be the <b>first docum</b> ts <b>Page or Cover</b> ts. All details must	ent in your bundle, and Page of your bundle of be filled up.	
<ul> <li>(A) Electronic Template Statement (ETS)*</li> <li>* Documents (B) to (M) listed below are already required documents stated in the ETS, hence, you do not need to provide them separately if you are filling in the ETS.</li> </ul>	$\checkmark$	$\checkmark$	×	Pg 1 onwards, <u>without</u> Documents (B) to (M)
<ul> <li>(B) List of your monthly expenses, including expense for children, if applicable (<i>Pls use "List of Expenses"</i> form)</li> </ul>	$\checkmark$	$\checkmark$	For Respondent only	Pg 1 onwards, if no ETS (A).
(C) Documents and receipts to prove expenses or debts listed in the "List of Expenses" form	$\checkmark$	$\checkmark$	For Respondent only	Follows after (B), if no ETS
(D) Payslips for last 6 months	$\checkmark$	$\checkmark$	For Respondent only	Follows after (C), if no ETS
(E) CPF Statements for last 6 months	$\checkmark$	$\checkmark$	For Respondent only	Follows after (D), if no ETS
(F) Employment evidence (e.g., employment contract)	$\checkmark$	$\checkmark$	For Respondent only	Follows after (E), if no ETS
(G) IRAS Notice of Assessment for past 3 years	$\checkmark$	$\checkmark$	√ For Respondent only	Follows after (F), if no ETS
(H) Updated bank passbooks or statements for the past 6 months	$\checkmark$	$\checkmark$	√ For Respondent only	Follows after (G), if no ETS
<ul><li>(I) Evidence of payment of maintenance (e.g. deposit slips or transfer receipts)</li></ul>	$\checkmark$	$\checkmark$	√ For Respondent only	Follows after (H), if no ETS
(J) Computation of Arrears of maintenance ( <i>Pls use 'Calculation of</i> <i>Arrears' form</i> )	×	×	$\checkmark$	Follows after (I), if no ETS

DOCUMENT	"FRESH MAINTENANCE " MATTERS	"VARIATION/ RESCISSION" MATTERS	"ENFORCEMENT" MATTERS	PAGE NUMBER IN YOUR BUNDLE
(K) Previous Maintenance Order (MO), Variation Order (VO), or Enforcement of Maintenance Order (EMO)	×	√ For Complainant only	√ For Complainant only	Follows after (J), if no ETS
<ul> <li>(L) Affidavit or Statement of Evidence - Maintenance (in English) explaining why your application should be granted (if you are the Complainant) or why it should be dismissed (if you are the Respondent).</li> <li>Please refer to Form 209 of the FJR Practice Directions for the template: https://epd2015- familyjusticecourts.judiciary.gov.sg /appendix-a-forms</li> </ul>	$\checkmark$	V	$\checkmark$	Follows after (K), if no ETS
(M)Bankruptcy Order or any such Order related to bankruptcy (if any)	$\checkmark$	V	V	Follows after (L), only if applicable, otherwise, your documents bundle should end at (L)