

MEDIATION HANDBOOK

Family Justice Courts



Family Dispute Resolution
Division

Family Justice Courts

2025 edition

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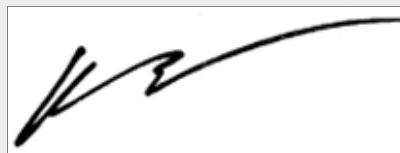
FOREWORD

*Making justice accessible to families and youth through
effective counselling, mediation and adjudication.*

Mediation is one of the core pillars in our family justice system. The Family Justice Courts has been taking steps to make the family justice process less contentious and more co-operative, as we move away from the common law adversarial system of justice.

This Mediation Handbook contains information, guidance and best practices for all court users (mainly the parties but also useful as a refresher for lawyers) who come to the Court for mediation. It gathers the experiences and practices of Family Court mediators, some of whom are former lawyers.

I hope you will find this Handbook a useful resource tool, as you journey through the court process.

A handwritten signature in black ink, appearing to be 'K. Yap', written in a cursive style.

Kenneth Yap
Registrar
Family Justice Courts of Singapore

INTRODUCTION

Formation of Family Justice Courts and Family Dispute Resolution Division

Prior to March 1, 1995, the High Court dealt with divorce cases and family related matters. On March 1, 1995, the Family Court (as part of the Subordinate Courts of Singapore) was established and took over the handling of all divorce and family related matters from the High Court. Court-based mediation and counselling were introduced in 1996. These were part of the overall case-flow management in the Family Court, to provide a holistic framework to the resolution of cases.

In 2006, the Family Relations Centre (“FRC”) was established, and consolidated the work of the family judge-mediators and external private ad-hoc mediators into a dedicated mediation department in the Family Court.

Later in 2011, court-based mediation took a major step forward when the Family Court set up the Child Focused Resolution Centre (“CFRC”). Counselling and mediation became mandatory for parties wanting to divorce and who had at least one minor child to the marriage.

On 1 October 2014, the Family Justice Courts (“FJC”) was established. FJC was no longer a part of the Subordinate Courts (itself renamed as the State Courts in 2012), but a standalone court with its own jurisdiction and appellate processes. At the same time, FRC and CFRC merged to form the Family Dispute Resolution (“FDR”) Division of FJC.

Mediation in FJC

The Women’s Charter provides that the court may give consideration to the “possibility of a harmonious resolution of the matter”.

The court can, with the consent of the parties, refer them to mediation, or direct them for counselling. The Women’s Charter also makes it compulsory for parties, who have minor children at the time of the divorce application, to undergo counselling and/or mediation¹. The Family Justice Act further empowers the court to order parties for mediation in other appropriate cases².

¹ Section 50(3A) of the Women’s Charter (Cap 353)

² Section 26(9) of the Family Justice Act (Act 27 of 2014)

Mediation has been successful in allowing parties to come to a resolution of their divorce without the need to litigate it (i.e. fight it out in court). It allows parties to come to the table, sit down, and agree on the various issues. Over the past few years, 7 out of 10 cases mediated in Court have been fully settled. A further 1-2 in 10 cases are at least partially settled after mediation, thus reducing the scope of litigation.

In relation to spousal and child support, the Maintenance Mediation Chambers (“MMC”) was formed in 2007 with the same intention of helping couples resolve their maintenance disputes amicably.

On 21 March 2024, FJC launched the Family Justice Courts Therapeutic Justice Model³ (“TJ Model”). Therapeutic Justice (“TJ”) is a “lens of care” that focuses on addressing the family’s interrelated legal and non-legal issues to improve family functioning, encouraging amicable resolution and long-term solutions, rather than solely focusing on legal outcomes. One big part of the TJ Model is mediation, where parties will be able to focus on problem-solving to come to workable and durable solutions for themselves and their families.

Objectives of the Mediation Handbook

This Handbook focuses on the lay court user but also serves as best practice guide for lawyers. It gives an insight on how mediation is conducted in FJC and prepares you as a court user before attending a mediation session in FJC. It also explores the preparatory work requirements and provides useful advice for your attendance and conduct at the mediation sessions.

The Handbook offers practical tips, dos and don’ts at conferences and mediation sessions, and the Court’s expectations of the conduct of the mediation sessions. It is a useful tool to assist you, the court user, in the mediation to achieve the purpose of identifying core issues and resolving these issues amicably.

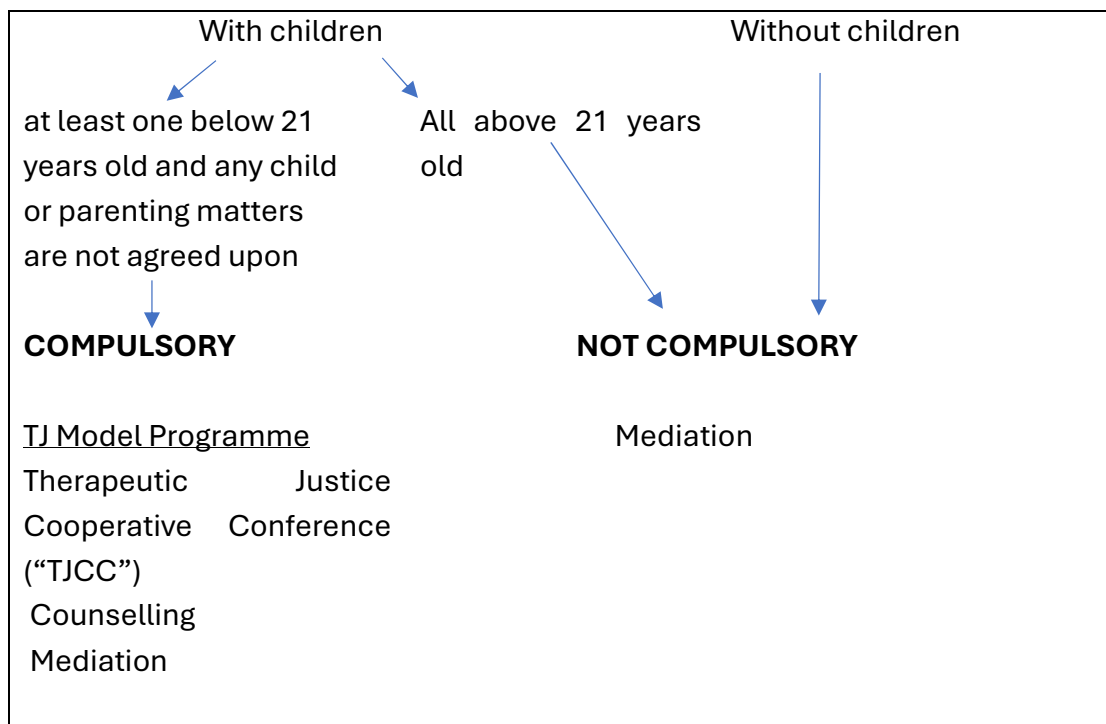
This Handbook concentrates primarily on the mediation processes for divorce and other family related disputes dealt with at FJC. We have also included a section on mediation at the MMC.

Please note that this Handbook should be read in conjunction with the Family Justice Rules and the Practice Directions, and where any discrepancies exist, the latter two documents shall take precedence.

³ Read more about TJ at [Family Justice Courts Therapeutic Justice Model \(TJ Model\)](#)

OVERVIEW OF THE PROCESS (FOR DIVORCE MATTERS)

Is attending mediation compulsory in FJC?



Families with at least one child below 21 years old

If both of you have not agreed on any child or parenting matter concerning your minor children, you and your spouse are required to undergo mandatory counselling and mediation at FJC as part of the divorce proceedings under the TJ Model. The TJ Model first court event is the Therapeutic Justice Cooperative Conference ("TJCC")

Families with no children, or with children above 21 years old

Both of you are not required to undergo counselling and/or mediation at FJC. However, you may request for mediation to be convened to resolve the divorce or financial issues. The Court may also direct you and your spouse to go for mediation and/or counselling.

How is a mediation convened?

1. **By request.** You can write in to the court for a mediation to be convened if you and your spouse are agreeable. Alternatively, you can request for a mediation when you or your lawyer attend the court Case Conferences.
2. **By Registrar's Notice.** If the court papers reflect that there is at least one child below 21 years old, the Court will send you a Registrar's Notice, informing you and your spouse of the date to attend the TJCC. If you are represented, the Registrar's Notice will be sent to your lawyer and your lawyer will inform you of the details.
3. **Court-directed.** Before any case is fixed for a trial or a hearing in chambers, you or your lawyers are expected to attend Case Conferences. During the Case Conferences, there will often be a discussion on the various disputed issues and specific directions (i.e. court instructions) will be given based on what is required so that the case can proceed for the Ancillary Matters hearing as expeditiously and as cost-effectively as possible. One of the directions the Court may make is for you and your spouse to attend mediation.

If any child or parenting matters has not been resolved and both of you have not previously attended TJCC, the Court will fix the case for counselling and mediation.

If both of you have no children, or if the children are above 21 years old, and the Court is of the view that you and your spouse should try to resolve matters amicably, the Court can also fix the case for mediation⁴.

⁴ If the value of the pool of the matrimonial assets is more than S\$2m and there are no disputed children's issues, then parties will be directed to attend mediation at the Singapore Mediation Centre or private mediation

TJ MODEL PROGRAMME

Overview

Under the TJ Model Programme, families with at least one child below 21 years old, and there are any child or parenting matters outstanding, parents have to undergo mandatory counselling and mediation at FJC.

The TJ Model Programme consists of one or a combination of the following:-

- a) Therapeutic Justice Cooperative Conference (TJCC)
- b) Counselling
- c) Mediation.

Therapeutic Justice Cooperative Conference (TJCC)

The TJCC serves to set the tone for proceedings, assess the needs of the family, and determine the most appropriate resources to support you and your family.

When is a Therapeutic Justice Cooperative Conference (TJCC) Convened?

A TJCC is convened when the case is placed on the Teams Track under the TJ Model. This typically includes:

- a) Divorce cases involving at least one minor child (under 21 years old) where parenting or child-related matters are in dispute.
- b) Cases with multiple linked applications, such maintenance applications, Personal Protection Orders (PPOs) and Guardianship or custody matters.

The TJCC is the first substantive court event and is presided over by a mediation judge, often with a Court Family Specialist (“CFS”) present if minor children are involved. It is designed to:

- a) Set a cooperative and problem-solving tone
- b) Clarify the issues in dispute
- c) Encourage early resolution
- d) Refer parties to counselling or external support services if needed

The TJCC is a hallmark of the Teams Track, where a consistent team (mediation judge, hearing judge, and CFS) manages the case throughout its lifecycle.

Who conducts Therapeutic Justice Cooperative Conferences (TJCCs)?

TJCCs are conducted by an Assistant Registrar / District Judge of FJC.

A Court Family Specialist (CFS) may also be present during the TJCC. The CFS is a specially appointed court mental health professional with expertise in child welfare and family related matters.

Who attends Therapeutic Justice Cooperative Conferences (TJCCs)?

You and your lawyers (if you have appointed a lawyer to represent you) must attend the TJCC. These sessions are held in person at FJC.

If you are not in Singapore and will not be able to attend physically at the TJCC, you may write to request for it to be refixed or have session conducted by Zoom. Please note that not all requests will be acceded to as it is dependent on the relevant legislation and requirements in force in the foreign country or territory where you are in⁵.

⁵ See Paragraph 132 of FJC Practice Directions

What happens at Therapeutic Justice Cooperative Conferences (TJCCs)?

The Assistant Registrar / District Judge and/or the CFS may ask in-depth questions about the case and its issues. This is so that the Court and/or the CFS can understand the issues in dispute and set the agenda for the mediation and counselling, as well as narrow any differences that both of you may have.

If the case is proceeding for a mediation, the Assistant Registrar/ District Judge will also fix a date for the mediation to take place.

Examples of questions that the Court may ask at a TJCC: -

- a) If the divorce is contested, the Court may ask for your views on the state of your marriage. If both of you are in principle agreeable to a divorce, the Court may provide suggestions on how the divorce could proceed on an uncontested basis.
- b) If there are child or parenting matters in dispute, the Court may ask for your proposals on these matters.
- c) What are the matrimonial property and assets to be divided? What are their values and are there outstanding loans? What are your respective contributions to the acquisition of the assets? Do you want to sell the property, or you wish to keep the property? What do you propose in dividing the property and assets?

The Court may also give directions (i.e. instructions) to do the following: -

- a) Exchange financial documents relating to the property, assets and both your financial positions.
- b) Exchange proposals on the amendments to be made to the divorce particulars so that the divorce can proceed on an uncontested basis.
- c) Exchange proposals on the ancillary matters.

If both of you have been able to come to a resolution of all or some of the issues before the TJCC, the Court can also give one or more of these directions (i.e. instructions) or orders, for example: -

- a) Withdrawal of the divorce proceedings (if both of you agree not to proceed with the divorce)
- b) Permission to amend the divorce pleadings
- c) Permission to withdraw specific pleadings

- d) Request for a hearing date to be filed on an uncontested basis (so that a court date can be given for the uncontested divorce hearing)
- e) If Interim Judgment has already been granted at the time of the conference, and parties have reached an agreement on the ancillary matters which is contained in a document known as “Draft Ancillary Reliefs Order” (“DARO”), the Court can approve the terms of agreement reached and grant an Order-in-Terms of the DARO (i.e. the agreement is made into a formal Order of Court).

A TJCC usually lasts about 45 to 60 minutes. Immediately after the TJCC, the CFS will separately meet with parties for the Counselling. The Counselling is further explained in [the section below](#).

What if one or both parties do not attend the Therapeutic Justice Cooperative Conference (TJCC)?

Once the date of the TJCC has been given by the Court, you must attend the Conference.

If you are unable to attend the TJCC for a good reason, you must obtain the agreement of your spouse and/or the lawyer of your spouse for date to be refixed (i.e. postponed). If the agreement has been obtained, you or your lawyer can write to Court to make a request for court event to be refixed and give the Court a list of possible dates for the court event to be refixed to. You must write as early as possible so there is enough time to process and approve your request. If you write in too late or at the last minute, your request may not be granted, and the TJCC date will remain. If you do not hear from the court before the TJCC date, you will still be expected to attend.

If your spouse does not attend the TJCC, the Court may give the necessary directions for the case to proceed to hearing.

OVERVIEW OF THE PROCESS (FOR NON-DIVORCE MATTERS)

Families with at least one child below 21 years old

If both of you have not agreed on any child or parenting matter concerning your minor children, both parents will undergo counselling and mediation at FJC under the Family Dispute Resolution (FDR) Programme.

Families with no children

If there are no issues relating to parenting or children, and parties may still be directed by the Court to attend mediation at FJC

Family Dispute Resolution (FDR) Programme

The FDR Programme consists of one or a combination of following: -

- a) FDR Conference
- b) Counselling
- c) Mediation

FDR Conferences are convened to:

- a) Review the status of the case
- b) Give directions for mediation or hearing
- c) Narrow issues in dispute
- d) Encourage compliance with court directions.

The Court Family Specialist (CFS) may be present during the FDR Conference where there is at least one child below 21 years old.

All the content regarding TJCC, Counselling and Mediation remain applicable for this section with the necessary modifications.

COUNSELLING

Who is a Court Family Specialist (“CFS”)?

Court Family Specialists (“CFS”) are specially appointed court mental health professionals with expertise in child welfare and family related matters.

Why Counselling?

It offers parents a less adversarial option to resolve your disputes regarding the children matters without bringing the issues to litigation. With the support of the CFS, you can work out details of your parenting plan at the counselling sessions. Plans that are designed for the children by their own parents through a joint agreement are more likely to meet the needs of the children.

Counselling in divorce cases adopts a child-centric approach. Child Focused counselling provides the emotional support, address underlying concerns of parties, facilitate a commitment to action and assist with immediate decision making. The process helps you focus on the current and future needs of your child and explore a workable parenting plan that would be beneficial to your child.

Counselling can also support you as you continue your relationship with each other to co-parent your children. It can help you identify new ways of working with each other, especially your communication regarding your children or the arrangements for them. Counselling also seeks to help you and your spouse as parents understand better the needs of your children and gain insights into the benefits of harmonious co-parenting.

Counselling Process

Intake and assessment Session

Immediately after the TJCC or FDR Conference, you will have an Intake and Assessment session with the CFS where safety and risk assessments are made, more information about the children will be gathered, and to address any immediate concerns. The CFS will begin to better understand what is important to both parties, your plans, underlying concerns and interests, and how your children may be affected by the parental conflict or divorce. The CFS will also fix follow-up counselling sessions.

If you have at least one child under the age of 14 years, a CFS is automatically assigned to your case. If your children are all above 14 years old, the Assistant Registrar/District Judge will decide if a CFS should be assigned to your case.

Further counselling sessions

After the Intake and Assessment, the CFS may then arrange for one or more follow up counselling sessions with parties to further work on resolving your child or parenting differences and to help you reach an agreement on what would be best for your children's living and care arrangements. If you do have a lawyer, you are encouraged to discuss the outcome of the counselling session with your lawyer.

Duration of session

A typical counselling session will take approximately two hours.

How are counselling sessions conducted?

The CFS may meet parties together or individually, either face to face or through video conferencing.

Confidentiality

Counselling allows both of you as parents to openly share views and discuss various options freely because counselling is confidential and will not affect parties' legal rights if the case proceeds for a hearing. When the CFS meets with you individually, these sessions are also confidential in that the CFS cannot share what is discussed with your spouse without your permission. However, should the CFS assess that there is an imminent risk of harm to you or others, or there are allegations of serious child abuse, the CFS has the obligation to inform others to ensure the safety of lives.

Who attends Counselling?

Only your spouse and you are involved in the counselling sessions. Lawyers are not allowed to sit in at the counselling sessions.

In appropriate cases, CFS can request to meet with your children who are 7 years old and above, as part of the Child Inclusive Counselling Process.

Child Inclusive Counselling involves both parents and children in the process. The CFS, who is specially trained in Child Inclusive matters will meet with the children separately to assess and understand the children's experience of the separation of and disputes between their parents. At a separate session, the CFS will feedback sensitively on the needs of the children to the parents and further assist parents to make appropriate decisions in consideration of these needs. Children are referred for Child Inclusive Counselling based on recommendation by the CFS.

What if there is an agreement reached after counselling?

If there is an agreement, you can record the terms in a document witnessed by the CFS. If you are represented by lawyers, you should bring back the draft agreement to consult your lawyers. The lawyers can assist with the drafting a Draft Ancillary Relief Order based on the agreement and then, parties can confirm the terms of the agreement with the Mediator at the mediation.

Regardless of whether there is a draft agreement, CFS will update the Mediator on discussions held during counselling. This is so that the Mediator can follow up with the parties and continue with the discussions at mediation to resolve any outstanding disagreements. Generally, the CFS will not be required to attend the mediation session unless there is a need or request for it.

Further support

The CFS will work with you and your children to explore and determine if further support is necessary after counselling in FJC. With your consent, the CFS can make the referrals to appropriate community and social agencies such as the Family Service Centres or FAM@FSC to continue the support for families. The FAM@FSC provides longer term counselling on co-parenting and children issues, supervised visitation and exchanges, as well as other family support programmes for families undergoing divorce.

With your consent, CFS may also contact and work with any mental health professionals that you and your children have been meeting, to better understand and provide more support for the family.

If parents and children are assessed to be at imminent risk of harm, CFS will also alert the relevant agencies and persons (e.g. other family members) to help ensure safety for the family.

PREPARATION FOR MEDIATION

Be prepared

For Lawyers. You should explain to your client the mediation process and get full instructions on the various issues. Encourage clients to keep an open mind and come with a flexible approach, to hear the other person and be heard, to explore options and to take ownership of their own future and that of their children. You may show or give them a copy of this Handbook.

For Parties not represented by lawyers. Keep an open mind and try to adopt a give-and-take approach. Be prepared to consider other options and proposals instead of sticking to what you want. If need be, get legal advice so that you know what your legal position is on the various issues.

Comply with all court directions. If directions had been given for you to exchange documents or proposals with your spouse, please ensure that this is done. If court directions are not complied with, it may result in the postponement of the mediation sessions and will lead to the proceedings being prolonged.

Obtain the necessary documents. If maintenance and division of assets are in dispute, it is good to obtain these documents beforehand: -

For Maintenance

- a) Latest income tax returns, pay slips, and other evidence of income of parties.
- b) Detailed list of your monthly expenses and that of your children (if any) together with supporting documents.

For Division of Matrimonial Property/Assets

- a) Estimated value of property based on recent transactions reflected in the websites of the Housing and Development Board (for public housing) or the Urban Renewal Authority (for private housing);
- b) Latest Central Provident Fund statement showing your contribution made towards the purchase of any property;
- c) Document showing your spouse's and your contributions in cash towards the purchase of the property;
- d) Latest bank or Housing and Development Board account statement reflecting the outstanding loan on the property.

- e) List of your other assets (e.g. monies in bank accounts, CPF accounts, shares, insurance), and the relevant documents to show the value of these assets

Be realistic

Utilising the TJ Model principles as a guide, lawyers must prepare your clients for a mediated outcome which is realistic, achievable, and gives peace of mind. You need to advise your clients to have a range of expectations, as has been set by case precedents.

If you are representing yourself, you are strongly encouraged to read the Family Justice Courts Therapeutic Justice Model (see footnote 3).

Reach out

You and/or your lawyers can reach out to the other party before the mediation, to make proposals and/or even negotiate.

By being proactive in the negotiations and if both of you have the same mindset of wanting a resolution, the matter can be resolved even before the mediation.

Sometimes, communicating with other party before the mediation allows both to know the different positions on the various issues, and can narrow the areas of dispute and the mediation can then focus on those areas. This can save time and you can concentrate on discussing the more pertinent issues at the mediation.

Issues to consider

Divorce

- Is there a chance that the marriage can be salvaged?
- Do both of you agree that the marriage has broken down?
- Can you consider amending the details given in the Originating Application for Divorce and/or Cross Originating Application for Divorce so that your spouse can consent to the divorce proceeding on an uncontested basis?

Examples of rewording:

A refuses to contribute towards the family's expenses → *B feels that A did not sufficiently contribute towards the family's expenses*

A was very secretive and did not inform B about his whereabouts whenever A came home late → *B felt worried about A's safety whenever A returned home late without letting B know his whereabouts.*

A was holding hands and acting intimately with X → *B feels that A was acting inappropriately with X.*

Children's arrangements

- Can both of you agree to make major decisions involving the children together?
- What are the future care arrangements for the children after the divorce?
- Where should the children stay on a day-to-day basis?
- How can you or your spouse spend time with the children?

Maintenance of children and Ex-Wife

- As an ex-wife, do you have any income or financial resources to pay for your own expenses?
- As an ex-husband, are you incapacitated physically or mentally?
- If you are not working, are you able to find a job? What types of jobs can you take on, and how much will your income be?
- What is average amount you spend per month?
- What are the average expenses of the children per month?
- Are the expenses of the children within both parents' means?
- How much can you contribute towards the children's expenses?

Division of Matrimonial Home

- Are there any restrictions in relation to the sale of your flat? Has the minimum occupation period expired? Do you have to pay a resale levy?
- Are you able to take a loan to buy over your spouse's share of the property?
- Are you able to afford the monthly mortgage if you were to take a loan to buy over your spouse's share of the property?
- If the matrimonial home is sold, what are your housing plans after the sale?

MEDIATION

Who is a Mediator?

Mediators at FJC are specially appointed Judges (Judge-Mediators), staff Specialist Family Mediators or legally trained Volunteer Mediators specializing in divorce mediation (collectively referred to as Mediators).

Sometimes, if there are complex or deep-seated emotional issues, a co-mediation may be conducted by a Mediator and a CFS.

Why Mediation?

Mediation allows parties to address the issues holistically and work together to find solutions to resolve the issues related to the children and other ancillary matters.

The benefits are many, but to name a few: -

- a) **Communication.** It provides a safe, more informal and conducive platform for parties to communicate safely with one another. It also allows you to speak directly and candidly to the Mediator.
- b) **Reduce conflict and impact on the children.** It helps to reduce the conflict and decrease the level of tension and acrimony between parties. It lessens the impact of a hearing or a trial, be it emotional or psychological. As a result, it reduces the harm caused to the children (if any) of the marriage, who directly or indirectly, are affected by the tensions between the parents.
- c) **Empowers.** In a hearing or trial, the ultimate decision lies with a third-party stranger, i.e., the judge. Mediation empowers the parties to arrive at a solution acceptable to both of you. You, as parents, are in the best position to know what is in the best interest of your child. Where parents work together towards an outcome during mediation, they are generally more accepting of the final agreement. You will also be more likely to make the outcome work in the longer term, as opposed to when a judgment is imposed on you.
- d) **Creativity.** At mediation, parties are encouraged to think out of the box and find solutions which are acceptable to both. These solutions may sometimes not be the usual or typical orders which the Court makes if the matter proceeds for a hearing or a trial. For example, at the Ancillary Matters hearing, the Court can

only divide the matrimonial assets between the parties and no third parties (including the children of the marriage) will be given a share of the assets. However, at mediations, parties can agree for part of the assets to be given to the children.

- e) **Reduce costs and time.** If the matter can be resolved at mediation, the legal costs and fees charged by lawyers incurred by parties will be substantially reduced as compared to going for a contested trial or hearing. Often, mediation also reduces the length of time needed to resolve a divorce. The faster the case is settled, the quicker you can get on with your life, and so can your children.

Who attends Mediation?

You and your lawyers (if you have appointed lawyers) must attend the Mediation.

Sometimes, if the Mediator is of the view that speaking to a third party (for example the grandparents or children) will assist in the process, the Mediator may direct that the third party attend the next mediation session.

Mediation Process

Number of sessions and Duration of sessions

The number of sessions and the duration of each session will vary depending on the requirements of the case. Most cases would be completed in three sessions or less excluding the TJCC or FDR Conference. Single or limited issues might take less time. More complicated or higher acrimony cases may take longer and will be specially managed.

The number of sessions depends on various factors. including: -

- a) Readiness of parties and lawyers
- b) Commitment to the process
- c) Level of conflict and trust between the parties
- d) Complexity of issues and status of legal proceedings

Each session will take approximately one-and-a-half to three hours.

How are mediations sessions conducted?

The Mediator will first meet with you and your lawyers to understand the issues of the case. This is what is known as a “Joint session”.

Subsequently, the Mediator may talk to you (with or without your lawyers) individually or just the lawyers. This is what is known as a “Private Caucus”. Private Caucuses allow the Mediator to speak to you privately as there could be matters which you are not comfortable in saying in the Joint Session.

Mediation sessions are conducted either face to face or through video conferencing.

Confidentiality and Without Prejudice

Mediation allows both parents to openly share views and discuss various options freely because Mediation is confidential and will not affect parties’ legal rights if the case proceeds for a hearing. When the Mediator meets with parties individually during the Private Caucus, these sessions are also confidential in that the Mediator will not share what is discussed with your spouse without your permission.

Any offers or negotiations made during the Mediation is without prejudice. This means that if the matter proceeds for a trial or hearing, neither you nor your spouse are allowed to disclose what was offered or discussed at the Mediation to the Judge dealing with the trial or the hearing.

The Mediator will also not speak or discuss the case with the Judge dealing with the trial or the hearing if the matter cannot be resolved. Therefore, the Judge is not influenced or affected by what was discussed at the mediations when he or she makes a decision.

Conduct of parties at mediations

Listen actively. You should hear out your spouse to find out his or her underlying concerns.

Be open. You should take an open and flexible approach. Focus on solutions which addresses both your concerns and not focus on what you want.

Have a Problem-Solving Mindset. Explore various solutions together, to find a common answer which will address everyone’s concerns.

Be facilitative. Try to open the communication lines between the parties during the mediation. In joint sessions, be mindful of the words used, do not say things which will inflame the other party. Also, do not turn the mediation into a hearing by listing out the arguments in your favour. These can be kept to the Private Caucus when your spouse will not be privy to what is said to the Mediator.

Be genuine. Do not use the mediation process to gather information or evidence to be used later at the trial. Use the mediation process in a genuine manner, with the intention to resolve matters. Do not make offers which are so unreasonable that it shows lack of goodwill and genuineness in the process.

Be prepared. Follow the directions or instructions given by the Assistant Registrar / District Judge at the TJCC or FDR Conferences or by the Mediator at previous mediation sessions. If there are documents to be exchanged, please ensure that these are given. If there are information to be provided or proposals to be made, please ensure that all these are done before the Mediation.

AFTER MEDIATION

What if there is an agreement reached after mediation?

Draft Ancillary Relief Order

The terms of agreement will have to be put down in writing in a document known as a “Draft Ancillary Relief Order” (“DARO”). A template of the DARO is shown in [Annex A](#). If both parties are represented by lawyers, the lawyers will have to sign on the DARO. If you are not represented, then you will have to personally sign the DARO.

If Interim Judgment has not been obtained, the mediator will give you instructions on the filing of this document so that it will be placed before the Judge hearing the divorce application.

If the Interim Judgment has already been obtained, the Judge-Mediator will be able to grant an Order-in-Terms of the DARO. This means that all the terms set out in the DARO will be recorded as an Order of Court.

If the Mediator is a Specialist Family Mediator or Volunteer Mediator, the DARO will be presented to a District Judge who will then speak to parties and confirm that the document reflects the agreement they have reached. The District Judge, if satisfied, will grant an Order-in-Terms.

If you are not represented by a lawyer, you may request for time to consider the DARO and/or to seek independent legal advice or legal representation. The Judge-Mediator will consider the request and decide the next steps accordingly.

Amendments to be made to the Originating Application for Divorce OR Cross Originating Application for Divorce

If parties have agreed to make amendments to the Originating Application for Divorce and/or Cross Originating Application for Divorce, the Mediator will give parties permission to make the amendments, and timelines to file the amended documents in Court.

Request for Hearing

There are other documents which will have to be filed so that the Court can fix a date for the divorce to be granted on an uncontested basis. These documents are as follows: -

1. Request for Trial or Hearing Date (Annex B)
2. Affidavit for Uncontested Dissolution Hearing (Annex C)
3. DARO (Annex A)

The Mediator will also set a date for a Status Conference. If the required documents have not been filed within the timeline given, parties must attend the Status Conference, to explain the delay.

What if there is a partial agreement or no agreement reached after mediation?

If there has been a partial agreement reached at the mediation, those agreed terms will be put down in a DARO, and the procedure will be the same as that stated in the section [“What if there is an agreement reached after mediation?”](#)

For all other issues where there is still no agreement after the final mediation, the Mediator will have to give directions on the next steps and will fix a date for parties to attend a Case Conference, to proceed for a contested trial/hearing.

MEDIATIONS AT MAINTENANCE MEDIATION CHAMBERS (MMC)

What matters are mediated at MMC?

MMC assists parties where there has been a maintenance application (i.e. commonly called Maintenance Summons)

Examples of matters which are dealt with at MMC:

- a) Application for maintenance for wife/ incapacitated husband and/or children where parties may/ may not be undergoing divorce proceedings;
- b) Application for maintenance for child where the parties are not married to one another;
- c) Where there had been a previous maintenance order made, one party now wishes to vary the maintenance ordered.

Who are the Mediators at MMC?

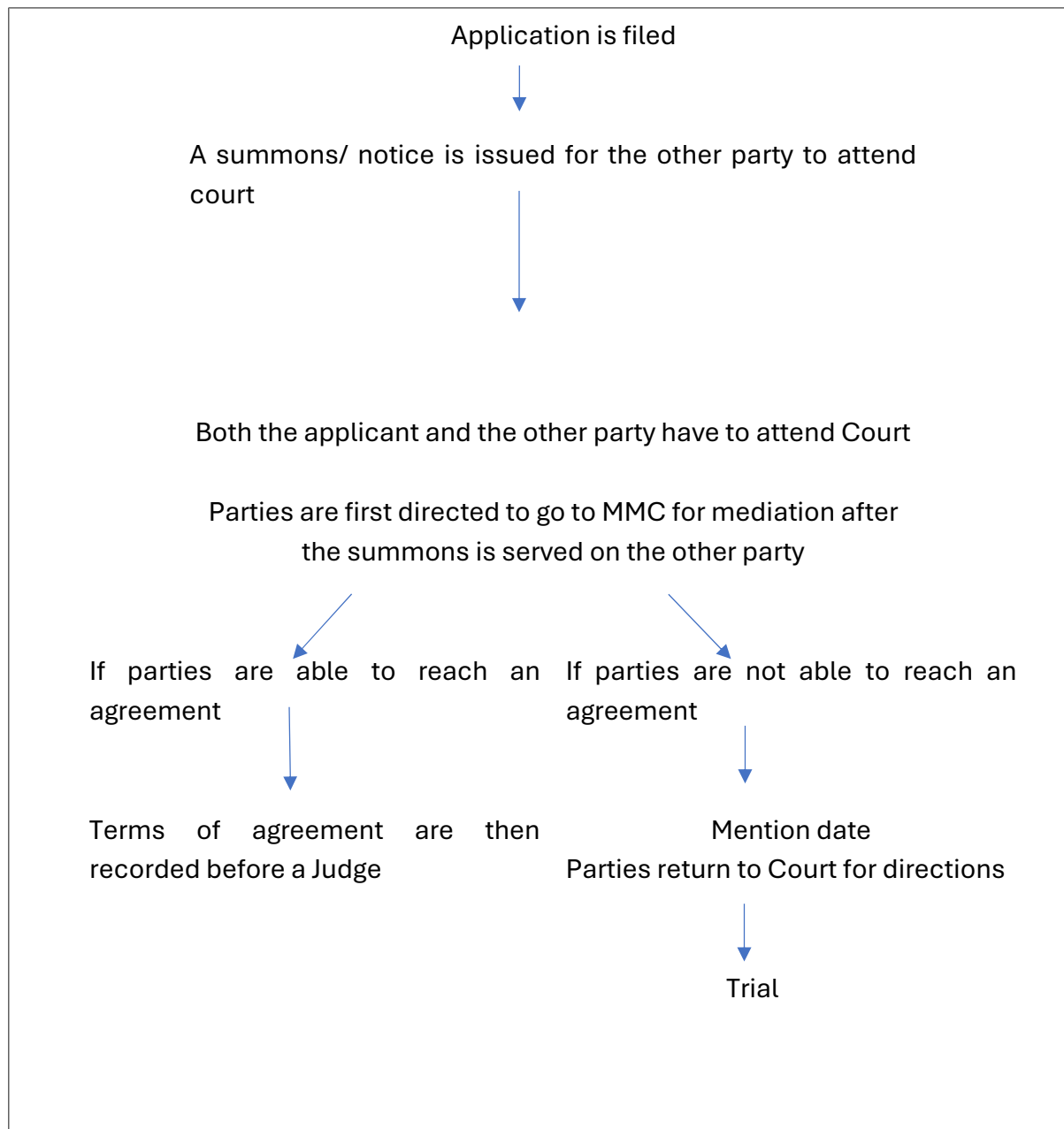
The mediators at MMC are staff Family Mediators specializing in maintenance matters. The mediator helps you explore your underlying interests and needs and assists you in making a mutually acceptable and informed decision.

Who attends the mediations at MMC?

You must attend the mediations at MMC if so directed. If you are represented, your lawyer may be permitted to attend as well.

When does mediation at MMC take place?

The usual case flow in a Maintenance Summons (for fresh application or variation of a maintenance order):



As can be seen from the above case flow, usually, you will be required to attend mediation at MMC on or before the court mention date of the Maintenance Summons. Sometimes, you are required to turn up on a separate day for the mediation.

What happens after the mediation at MMC?

If both of you are able to reach an agreement, the terms of the agreement will be recorded before the Judge as a consent order and become binding on both of you.

If you have not been able to reach an agreement, a second mediation date may be given for parties to consider options/proposals and to prepare documents. If there is no change in positions at the second session, the case will be transferred to the Court to obtain directions (i.e. instructions) to prepare for the trial.

Glossary

FJC - Family Justice Courts

FDR - Family Dispute Resolution

FRC - Family Relations Centre

CFRC - Child Focused Resolution Centre

TJ - Therapeutic Justice

TJCC - Therapeutic Justice Cooperative Conference

CFS - Court Family Specialist

MMC - Maintenance Mediation Chambers

DARO - Draft Ancillary Relief Order

AEIC - Affidavit of Evidence-in-Chief

CPF - Central Provident Fund

HDB - Housing & Development Board

Annex A

DRAFT ANCILLARY RELIEF ORDER

E-FORM

P.15, r.35 FJ(G)R 2024,
Para 17(3), 21(1) PD 2024

This Form is used if all of the following criteria is satisfied:

- (a) There is an agreement on ancillary matters in any of the following matters:
 - i. Originating Application for Divorce / Judicial Separation / Nullity; or
 - ii. Originating Application for Financial Relief (after foreign divorce or Syariah Court divorce).
- (b) The agreement is to be recorded as a Court order.
- (c) There are pending Court proceedings or you intend to commence proceedings to record the agreement.

This Form contains Notes to help you in the completion of the form. Please note that the Notes are **NOT** to be construed or regarded as a substitute for legal advice. Please seek legal advice if necessary.

Section 1: General

Relevant case

State the main case number: Enter main case number here.

Notes

The case number should have the following prefixes:
OAD or OAF

Part A: Bankruptcy Status

☐ For Part A, use the information in the following document. The information is accurate:

- ☐ Originating Application for Divorce / Judicial Separation / Nullity
- ☐ First Ancillary Affidavit filed on Enter date here.

If both options are possible, select the latest version.

If the above is not applicable, complete the questions below.

1a. Are you an undischarged bankrupt?

- ☐ Yes. Proceed to question 1c.
- ☐ No. Proceed to question 1b.

If you are or your spouse is an undischarged bankrupt, you must obtain approval for the draft order from the Official Assignee.

1b. Are there pending bankruptcy proceedings filed against you?

- ☐ Yes.

☐ No.

Proceed to question 1c.

1c. Is your spouse an undischarged bankrupt?

☐ Yes. *Proceed to question 2.*

☐ No. *Proceed to question 1d.*

1d. Are there pending bankruptcy proceedings filed against your spouse?

☐ Yes.

☐ No.

*If there are matrimonial assets to be divided, proceed to **Part B**.
Otherwise, proceed to **Part C**.*

Part B: Asset Pool (If there are matrimonial assets to be divided)

2a. Does the agreement concern any property in which CPF monies is used and will require any of the following action to be taken:

(a) Sell in the open market

(b) Surrender to HDB

(c) Transfer to another party with full refund of outgoing owner's CPF monies

(d) Sale of part-share to another party with full refund of outgoing owner's CPF monies?

☐ Yes. **Mandatory:** *Complete the CPF Checklist (Form 9) and annex to this Draft Ancillary Reliefs Order.*

☐ No.

☐ For questions 2b and 2c, use the information in the following document. The information is accurate:

☐ Originating Application for Divorce / Judicial Separation / Nullity

☐ First Ancillary Affidavit filed on Enter date here.

If both options are possible, select the latest version.

If the above is not applicable, complete the questions 2b and 2c below.

2b. Based on my estimate, the total **gross** value of matrimonial assets which the Court is required to determine is:

☐ Less than S\$2 million

☐ Between S\$2 million and S\$4.99 million

☐ At least S\$5 million

Gross value: Market value of all assets without deducting outstanding liabilities and debts, e.g. gross value of an immovable asset = market value without deducting the loan.

- 2c. At least 1 **immovable asset** in the asset pool is wholly or partially owned by someone (i.e. third party) other than my spouse and I.

☐ Yes
☐ No

If the third party holds the asset jointly with you or your spouse, select "Yes".

*If you are asking for orders relating to children, proceed to **Part C**.
 Otherwise, proceed to **Section 2**.*

Part C: Children Orders (If you are asking for orders on "Custody, care and control / Access")

- 3a. Are parties seeking orders for split care and control of the children?

☐ No
☐ Yes. *Complete and file the Affidavit of Split Care and Control (Form 10).*

Split care and control applies only if there is more than one child (eg. X and Y), and one parent will have primary care of X while the other parent will have primary care of Y.

Section 2: Orders Sought

Select the applicable categories and enter your preferred orders.

In this Section, some commonly used orders (pre-populated orders) are provided for your selection. Select these orders ONLY if these are completely in line with your agreed terms. If you select the pre-populated orders, the orders will be auto-generated for your consideration.

If the pre-populated orders are not suitable, you may refer to the Family Orders Guide for other type of orders.

I am seeking these orders:

1. ☐ **Division of assets**

Pre-populated Order(s)

Address of property	Enter address here.
---------------------	---------------------

- 1a. ☐ Sale of asset in the open market

What type of immovable asset?	What happens to the proceeds?	How should the balance be divided?
-------------------------------	-------------------------------	------------------------------------

<input type="checkbox"/> HDB <input type="checkbox"/> Private property	Proceeds will be used to first: (a) to make full payment of the outstanding housing loan, if any; (b) to pay the HDB resale levy (if applicable); (c) to pay the requisite CPF refunds in accordance with applicable CPF laws to owners' CPF accounts, if any; (d) to pay all costs and expenses incidental and relating to the sale of the property.	Applicant: <u>Enter % here.</u> Respondent: <u>Enter % here.</u>
---	---	---

Timeframe for transfer: within Enter no. of months of Final Judgment.

- 1b. ☐ Transfer of asset from one party to another party

What type of immovable asset?	Who transfers and receives?	Who is to make full refund of the outgoing owner's CPF monies?
<input type="checkbox"/> HDB <input type="checkbox"/> Private property	Party to transfer: <input type="checkbox"/> Applicant <input type="checkbox"/> Respondent Party to receive transfer: <input type="checkbox"/> Applicant <input type="checkbox"/> Respondent	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent

Timeframe for transfer: within Enter no. of months of Final Judgment.

Who pays for costs of transfer:

- ☐ Applicant
☐ Respondent

- 1c. ☐ Each party shall retain all other assets in their respective names.

1d. **Other Order(s)***Enter your own orders below.*

Enter orders here.

*Use these references to prepare the orders:**I = Applicant**My spouse = Respondent**Eg. The order should read:
The flat shall be transferred
to the Respondent (instead of
“my spouse”).*

2.

☐ **Maintenance for spouse****(Not applicable for financial relief after Syariah Court divorce)****Pre-populated Order(s)**2a. ☐ Monthly maintenance

Which party is to pay maintenance?	Which party is the maintenance for?	Monthly amount to be paid
<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent	Enter amount here.

1st payment date: Enter date here.Recurring payment date: Enter date here.2b. ☐ Payment to the party's bank account

Whose bank account?	Which bank?	Account number

<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent	Enter name of bank here.	Enter bank account number here.
---	--------------------------	---------------------------------

2c. ☐ There shall be no maintenance for the ☐ Applicant ☐ Respondent.

2d. **Other Order(s)**

Enter your own orders below.

Enter orders here.

Use these references to prepare the orders:

I = Applicant

My spouse = Respondent

*Eg. The order should read:
There shall be no
maintenance for the
Respondent (instead of "my
spouse").*

3. ☐ **Maintenance for child(ren)**
(Not applicable for financial relief after Syariah Court divorce)

Pre-populated Order(s)

3a. ☐ Monthly maintenance

Which parent is to pay maintenance?	Which child(ren) is the maintenance for?	Monthly amount to be paid
<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent	<input type="checkbox"/> Each child <input type="checkbox"/> The child <input type="checkbox"/> The children	Enter amount here.

1st payment date: Enter date here.

Recurring payment date: Enter date here.

- 3b. ☐ Payment to the party's bank account

Whose bank account?	Which bank?	Account number
<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent	Enter name of bank here.	Enter bank account number here.

- 3c. **Other Order(s)**

Enter your own orders below.

Enter orders here.

Use these references to prepare the orders:

I = Applicant

My spouse = Respondent

*Eg. The order should read:
The Respondent (instead of
"my spouse") shall pay \$x as
monthly as maintenance for
the children.*

- ☐ Child(ren)'s arrangements
4. (Not applicable for financial relief after foreign divorce OR Syariah Court divorce)

Custody

State who is to have custody of the children:

Pre-populated Order(s)

- 4a. ☐ Both parties to have joint custody of the child(ren) of the marriage, namely
- ☐ all children: Enter full names as per NRIC/Passport here
- ☐ Child's name: Enter full name as per NRIC/Passport here

4b. **Other Order(s)**

Enter your own orders below.

Enter orders here.

Use these references to prepare the orders:

I = Applicant

My spouse = Respondent

Eg. The order should read:
The Applicant (instead of "I") shall have sole custody of the children of the marriage.

Care and control

State who is to have care and control of the children:

Pre-populated Order(s)

4c.	Which parent is to have care and control?		Which child(ren) does this care and control arrangement apply to?
	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input type="checkbox"/> <u>Enter full name as per NRIC/Passport here</u>	shall have care and control of the child(ren) of the marriage, namely	<input type="checkbox"/> All children: <u>Enter full name as per NRIC/Passport here</u> <input type="checkbox"/> Child's name: <u>Enter full name as per NRIC/Passport here</u>
	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input type="checkbox"/> <u>Enter full name as per NRIC/Passport here</u>		<input type="checkbox"/> All children: <u>Enter full name as per NRIC/Passport here</u> <input type="checkbox"/> Child's name: <u>Enter full name as per NRIC/Passport here</u>

4d. **Other Order(s)**

Use these references to prepare the orders:

Enter your own orders below.

Enter orders here.

*I = Applicant
 My spouse = Respondent
 Eg. The order should read:
 The Applicant (instead of
 "I") shall have care and
 control of the children.*

Access

State the access orders and any other orders related to the child(ren)'s arrangements:

Pre-populated Order(s)

4e. ☐ Reasonable access

Which parent is to have access?	Which child(ren) does this access arrangement apply to?
<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input type="checkbox"/> <u>Enter full name as per</u> <u>NRIC/Passport here</u>	The children

4f. ☐ Weekly access

Which parent is to have access?	Which child(ren) does this access arrangement apply to?	Details of access
<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input type="checkbox"/> <u>Enter full name as per NRIC/Passport here</u>	The child(ren)	<p>Start of access: <u>Enter day here</u> at <u>Enter time here</u>.</p> <p>End of access: <u>Enter day here</u> at <u>Enter time here</u>.</p>

4g. **Other Order(s)**

Enter your own orders below.

Enter orders here.

Use these references to prepare the orders:

I = Applicant

My spouse = Respondent

*Eg. The order should read:
The Respondent (instead of "my spouse") shall have reasonable access to the children from [day] at [time] to [day] at [time].*

5. ☐ Others

Pre-populated Order(s)

5a. ☐ Parties shall be at liberty to apply.

5b. ☐ That there shall be no orders as to costs of the proceedings.

5c. **Other Order(s)***Enter your own orders below.*

Enter orders here.

*Use these references to prepare the orders:**I = Applicant**My spouse = Respondent**Eg. The order should read:**The Respondent (instead of "my spouse") shall return**the sum of \$x to the Applicant (instead of "I").***Section 3: Signature for Consent**

If this Form is to be filed **together** with the Originating Application for Simplified Divorce / Judicial Separation, you do **not** need to complete this Section. Instead, complete Section 9A and Section 9B in the Originating Application for Simplified Divorce / Judicial Separation.

In all other circumstances, complete this Section before filing the Form.

This Section may be used by more than 1 person to indicate their consent if the **same options** apply to all persons. Otherwise, use a separate Section 3 for persons with different options selected.

Notes

By signing this document, each person in clause 4 states as follows:

1. I understand the nature and effect of the orders sought in this Form.

2. I have read and understood the contents of the orders sought in this Form.
3. I consent to the making of the orders sought in this Form.

4. Person(s) signing this consent:

Name	NRIC/ FIN/ Passport number	Singapore address or e-mail address	Party type in proceedings (e.g. Respondent / Co-Respondent / Named Person)
Enter full name as per NRIC/Passport here.	Enter NRIC/ FIN/ Passport no. here.	Enter Singapore address or e-mail address here.	Enter party type here.
Enter full name as per NRIC/Passport here.	Enter NRIC/ FIN/ Passport no. here.	Enter Singapore address or e-mail address here.	Enter party type here.
Enter full name as per NRIC/Passport here.	Enter NRIC/ FIN/ Passport no. here.	Enter Singapore address or e-mail address here.	Enter party type here.

Please note that each person listed here, or his/her lawyer (if any), is to provide his/her signature below.

To be completed if you are acting in-person

- ☐ I acknowledge that I have considered this application and have been informed by the other party's lawyer of my right to seek independent legal advice.

Select this option if you are not represented by a lawyer and the other party is represented by a lawyer.

If you are not represented by a lawyer, you are required to sign this form before a Commissioner for Oaths.

The affidavit is to be sworn / affirmed in accordance with the Form of Attestation (Form 106) of the Family Justice (General) Rules 2024.

To be completed by lawyer (if any)

X

Signature of

Counsel for the
Respondent/ Co-Respondent/ Named Person

If you are represented by a lawyer, you are not required to sign this form. Instead, your lawyer may sign this form on your behalf.

If this is completed by your lawyer, your lawyer should update your records in eLitigation to ensure that he

Enter name of law firm and lawyer's name here.

Date:

Enter date here.

is the lawyer on record. Otherwise, the Court may require you to sign this document personally.

Section 4: Supporting Documents

File the applicable supporting documents together with the duly signed Draft Ancillary Reliefs Order.

	Scenarios	Supporting document(s) to include:
1.	You are not using the information on your / your spouse's bankruptcy status from the Originating Application or First Ancillary Affidavit.	(a) My bankruptcy search results from the Ministry of Law's Insolvency Office
		(b) My spouse's bankruptcy search results from the Ministry of Law's Insolvency Office
2.	You or your spouse is an undischarged bankrupt	Approval from the Official Assignee to the terms of the draft Order
3.	The agreement requires parties to sell, transfer or surrender a property in which CPF monies is used AND there is to be a full or partial refund of CPF monies (which is not stated as a fixed sum).	CPF Checklist (Form 9) signed by both parties
4.	Parties seeking orders for split care and control of the child(ren)	Affidavit of Split Care and Control (Form 10)

The list is non-exhaustive – If the Court requires any other relevant information or documents to consider before granting the consent judgment or order, you may be required to provide such other relevant information or documents by way of an affidavit. You may incur additional fees as a result.

Annex B

Request for Trial / Hearing Date

Request for ☐ Trial ☐ Hearing Date

This Form is to be used if you would like the Court to fix a Court hearing for your Originating Application for dissolution.

This table sets out the following information:

- (a) the sections within this Form to be completed
- (b) other Forms which are commonly filed together; and
- (c) the party who must complete the Forms.

	Party who must complete the Section(s)/Form(s)			
	If the matter is uncontested and the dissolution is granted on:			If the matter is contested
	Originating Application <u>ONLY</u>	Originating Application <u>AND</u> Cross-Application	Cross-Application <u>ONLY</u>	-
<u>Section 1</u>	Applicant in Originating Application	Applicant in Originating Application	Applicant in Cross-Application	Applicant
Section 2A	Applicant in Originating Application	Applicant in Originating Application	Applicant in Cross-Application	Not applicable
Section 2B	Applicant in Originating Application	Applicant in Originating Application	Applicant in Cross-Application	Not applicable
<u>Section 3</u>	Not applicable	Not applicable	Not applicable	Applicant
Other Forms which are commonly filed together				
Affidavit for Uncontested Dissolution Hearing (Form 7)	Applicant in Originating Application	Applicant in Originating Application <u>AND</u> Applicant in Cross-Application	Applicant in Cross-Application	Not applicable
Notice of Withdrawal / Discontinuance	Respondent to withdraw:	Parties to withdraw their respective Reply to	Applicant in Originating	Not applicable

(Form 111)	(a) Reply to Originating Application (b) Cross- Application	Originating Application / Cross-Application	Application to withdraw: (a) Originating Application (b) Reply to Cross- Application	
<u>Draft Ancillary Reliefs Order</u> (Form 8)	Applicant in Originating Application	Applicant in Originating Application	Applicant in Cross- Application	Not applicable

This Form contains Notes to help you in the completion of the form. Please note that the Notes are **NOT** to be construed or regarded as a substitute for legal advice. Please seek legal advice if necessary.

Section 1: Request for Trial / Hearing Date

By filing this Request, you are requesting that the Court fixes a hearing date for your matter.

State the relevant cases

1. ☐ I am the Applicant in Enter case number here
(this “application”).
☐ I am the Respondent in Enter case number here
(the Originating Application).
2. I am making this Request because
 - a. ☐ the Applicant has failed to file this Request within the timelines in the Rules.
 - b. ☐ the Applicant failed to file this Request within the time directed by the Court.
 - c. ☐ I am filing within the timelines in the Rules
 - d. ☐ the Court has allowed me to file this Request.
 - e. ☐ Others:

Enter reasons here.
3. ☐ There is a Cross-Application in relation to the same marriage in Enter case number here (“Cross-Application”).

If the matter is uncontested

4. ☐ This application is uncontested.
☐ This application and Cross-Application are uncontested.
5. I request for a hearing date (without parties’ attendance) to be fixed for
 - ☐ this application.
 - ☐ both this application and Cross-Application.

Notes

In this Request, the Applicant refers to the Applicant in the Originating Application. The Respondent refers to the Respondent in the Originating Application.

Options (a) and (b) are intended for the Respondent who wishes to proceed when Applicant has not taken active steps in the proceedings.

Options (c) and (d) are intended for the Applicant.

The respective Applicant(s) (ie. the Applicant in the Originating Application and the Applicant in the Cross-Application (if applicable)) will be required to file an Affidavit for Uncontested Dissolution Hearing (Form 7) in their respective Originating Application or Cross-Application case files.

6. I understand that if the documents are not in order, the Court may reject this application or fix the application for a hearing at which the parties' attendance is required.

Proceed to Section 2A: Matter is uncontested

If the matter is contested

7. ☐ This application is contested.
☐ This application and Cross-Application are contested.
8. I request for a trial to be fixed for
☐ this application.
☐ both application and Cross-Application.

Proceed to Section 3: Matter is contested

Section 2A: Matter is Uncontested

Complete Parts A, B or C in Section 2A as required.

If the matter is uncontested by agreement, complete Part A.

If the matter is uncontested because the Respondent failed to respond or the Respondent could not be served, complete Part B.

If the Respondent responded to service but failed to take further steps to contest the matter, complete Part C.

Part A: Agreement

1. ☐ Both parties agree that the dissolution will proceed on an uncontested basis on:
☐ this application (Enter Amendment No. here, if applicable) filed on Enter date here.
☐ this application (Enter Amendment No. here, if applicable) filed on Enter date here and the Respondent's Cross-Application (Enter Amendment No. here, if applicable) filed on Enter date here.
2. ☐ Both parties agree to withdraw/discontinue
☐ the Reply to this application.
☐ the Reply to the Cross-Application.
☐ the Cross-Application.

Complete and file the Notice of Withdrawal / Discontinuance (Form 111) into the respective case file if you are withdrawing any of these document(s):

Notes

If the agreement is to proceed on Amended Originating Application, state the relevant Amendment No. (e.g., Amendment No. 1).

You must withdraw the Reply before the matter is considered uncontested. If a Cross-Application was filed and parties agree to proceed only on this application, the Respondent must also discontinue the Cross-Application.

- a. Originating Application
- b. Cross-Application
- c. Reply to the Originating Application
- d. Reply to the Cross-Application.

If the Court has allowed the withdrawal / discontinuance before this Request, do not select option 2.

Part B: Service / Dispensation of Service

Select all the applicable options.

3. ☐ An Affidavit of Service was filed on these dates to show that service was effected on the following persons:

Person	Date of filing of Affidavit of Service
<input type="checkbox"/> the Respondent	Enter date here.
<input type="checkbox"/> the Co-Respondent	Enter date here.
<input type="checkbox"/> the Named Person	Enter date here.

Select this option if service was done pursuant to the Family Justice (General) Rules 2024 or a Court order and no response was received.

4. ☐ The Respondent
☐ The Co-Respondent
☐ The Named Person
 did not file any of these Court documents within the timelines in the Family Justice (General) Rules 2024:
 (a) Acknowledgment of Service.
 (b) Notice to Contest.
 (c) Summons to dispute jurisdiction.

*If you have received a Court document from the person to be served, you should select an option under **Part C: Court document received** instead.*

5. ☐ The Court has made an order dispensing with service on the following persons on these dates:

Person	Date of order dispensing with service
<input type="checkbox"/> the Respondent	Enter date here.
<input type="checkbox"/> the Co-Respondent	Enter date here.
<input type="checkbox"/> the Named Person	Enter date here.

Part C: Court document received

6. ☐ The following persons filed / returned a Notice to Contest on these dates but failed to file a Reply within the timelines in the Family Justice (General) Rules 2024:

Select this option if the person filed a Notice to Contest but failed to file a Reply.

Person	Date of filing of Notice to Contest
<input type="checkbox"/> the Respondent	Enter date here.
<input type="checkbox"/> the Co-Respondent	Enter date here.
<input type="checkbox"/> the Named Person	Enter date here.

7. ☐ The following persons filed / returned an Acknowledgment of Service on these dates but failed to file a Notice to Contest within the timelines in the Family Justice (General) Rules 2024:

Select this option if the person filed an Acknowledgment of Service but failed to file a Notice to Contest.

Person	Date of filing / returning of Acknowledgment of Service
<input type="checkbox"/> the Respondent	Enter date here.
<input type="checkbox"/> the Co-Respondent	Enter date here.
<input type="checkbox"/> the Named Person	Enter date here.

Section 2B: Matter is Uncontested

Summons to shorten time between Interim Judgment and Final Judgment

Do you require the Court to determine any summons relating to the grant of Interim Judgment at the same time?

- ☐ No.
☐ Yes. *Provide the summons number and answer the next question:*

Enter summons number here.

Does the responding party consent to the summons?

- ☐ No.
☐ Yes.

This applies if you have filed a summons to shorten the time between Interim Judgment and Final Judgment.

If the summons is not by consent, this summons will be fixed for hearing after the hearing date for dissolution.

Ancillary Matters

Complete all the questions below unless you have selected an option which directs you to skip to another question/section.

1. Are there ancillary matters?
- ☐ No. *Skip the subsequent questions and proceed to sign below.*
- ☐ Yes.

2. Is there an agreement on all or some of the ancillary matters?

☐ No. There is no agreement on any ancillary matters.
Proceed to question 3.

☐ Yes. *Skip question 3. Please also file the Draft Ancillary Reliefs Order (Form 8) for the agreed ancillary matters into the same case file as this Request.*

☐ **Some.** There is no agreement on the following paragraphs of the Originating Application for [Select the applicable option] ☐ and the corresponding reliefs in the Cross-Application:

Enter paragraph numbers here.

Proceed to question 3. Please also file the Draft Ancillary Reliefs Order (Form 8) for the agreed ancillary matters along with this Request.

3. *Complete this question if your answer to question 2 is "No" or "Some".*

Do parties agree to attend mediation for ancillary matters?

☐ No.

☐ Yes.

X

Signature of

☐ Enter party type here.

☐ Counsel for the Enter party type here.

Enter name of law firm and lawyer here.

If you select "Some", please refer to the Originating Application under "Reliefs Claimed" and identify the ancillary matters which you have not agreed on. E.g., paragraphs 8(d) and 8(e).

The applicable options are: Divorce / Nullity / Judicial Separation / Presumption of Death and Divorce.

If you are represented by a lawyer, you are not required to sign this form. Instead, your lawyer may sign this form on your behalf.

Date Enter date here.

:

Section 3: Matter is Contested

1. Length of trial

The trial will take Enter number here days.

2. Number of witness(es)

☐ The Applicant has Enter number here witness(es) other than the Applicant.

☐ The Respondent has Enter number here witness(es) other than the Respondent.

☐ The Co-Respondent has Enter number here witness(es) other than the Co-Respondent.

3. Interpretation required

☐ No interpretation is required for the trial.

☐ This witness(es) will require interpretation in the following language(s):

Party / Witness	Interpretation required
<u>Enter name of person here.</u>	<u>Enter language here.</u>
<u>Enter name of person here.</u>	<u>Enter language here.</u>
<u>Enter name of person here.</u>	<u>Enter language here.</u>
<u>Enter name of person here.</u>	<u>Enter language here.</u>

Notes

You may indicate the number of days as: 1, 1.5, 2, 2.5 and so on.

Please note that the Court will only provide interpreters for the following languages: Mandarin, Malay, Tamil and Chinese dialects (Cantonese, Hakka, Hokkien or Teochew).

File a **Request for Hearing Administrative Support** for the Court to provide a translator in these languages.

For all other languages, the parties are to engage their own interpretation services.

4. Affidavit of Evidence-in-Chief (“AEIC”) filed

The total number of AEIC(s) filed for each party is:

Party	Number of AEIC(s)
The Applicant	Enter no. here.
The Respondent	Enter no. here.
The Co-Respondent in this Application	Enter no. here.
The Co-Respondent in the Cross-Application	Enter no. here.

5. Order to attend Court

- ☐ I will be making an application for the Court to order witness(es) to attend the trial.

Complete and file the relevant Pre-Trial Form(s) (Form 101).

X

Signature of _____

- ☐ Enter party type here. _____
- ☐ Counsel for the Enter party type here. _____
Enter name of law firm and lawyer here. _____

Date Enter date here.

: _____

If you are represented by a lawyer, you are not required to sign this form. Instead, your lawyer may sign this form on your behalf.

Annex C

Affidavit for Dissolution Hearing

Para 17(1) PD 2024

Affidavit for Uncontested Dissolution Hearing

This Form is to be used only if your case meets all of these conditions:

- (a) there is an application for Divorce, Judicial Separation or Nullity;
- (b) the application in (a) is **uncontested**;
- (c) the application in (a) is **NOT** filed under **simplified** track.

Who can use this Form?

- (a) the Applicant in the Originating Application.
- (b) the Applicant in the Cross-Application.

This Form contains Notes to help you in the completion of the form. Please note that the Notes are **NOT** to be construed or regarded as a substitute for legal advice. Please seek legal advice if necessary.

Section 1: Affidavit

Name of maker: Enter full name as per NRIC/ Passport here.
 Identity No.: Enter NRIC/ FIN/ Passport no. here.
 Address: Enter address here.
 Occupation: Enter occupation here.

1. I am the Applicant in Enter case number here ("this application").
2. Where the facts set out in the documents below are within my personal knowledge, they are true. Where they are not within my personal knowledge, they are true to the best of my knowledge, information and belief.

Notes

If the dissolution is to proceed on both Originating Application and Cross-Application, the Applicant in the Cross-Application must also affirm the Cross-Application.

Title of document	Amendment (if any)	Date of Filing
<input type="checkbox"/> Originating Application	Enter amendment no. here.	Enter date here.
<input type="checkbox"/> Affidavit of Split Care and Control	NA	Enter date here.

<input type="checkbox"/> Enter name of document here.	Enter amendment no. here.	Enter date here.
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3. ☐ I have attached the evidence to support this application.
Complete **Section 3: Exhibit Content Page**.

If you are relying on a Private Investigator's (PI) report to support this application, you must exhibit the PI report.

Section 2: Affirmation

The affidavit is to be sworn / affirmed in accordance with the Form of Attestation (Form 106) of the Family Justice (General) Rules 2024.

Section 3: Exhibit Content Page

Please refer to the Generic Affidavit (Form 54) for the exhibit content and cover pages to be included in your affidavit (where applicable).