1. **Go to iFAMS Homepage – https://ifams.gov.sg and select on the *Maintenance Order Application* or the *Protection Order Application* option.**

2. **Select on the below option:**

3. **Login using *SingPass*.**

4. **Once login to SingPass, select the '*File AEIC / documents for hearing*' option under 'Applications and requests' Section as shown below:**

Applications and requests

Case-related matters

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

5. **Key-in your Case Number, as shown below, and click on the** **Proceed** **button:**

APPLICATION INFORMATION

Application Type*   Submit documents to Court for your case

Case No.*   MSS ∨   1193   2019   ✕

6. **Click on the** **Proceed** **button after reading the instructions:**

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

7. **Click on** **+ Add Document** **to submit document(s) to Court as shown below:**

Submit documents to Court for your case

DOCUMENTS

S/N	File	Description/Reference Number	Action
No records found.			

+ Add Document

8. **Drag and drop the document (*only PDF & JPG file format allowed*) in the grey box area and click on** Start Upload **till** 100% **as shown below.**

9. **Click on** Save **Button.**

10. **Repeat Step 7 to 9 for the need to submit additional document.**

FILE UPLOAD

Description/Reference Number   affidavit from John Tan

Select files			
Add files to the upload queue and click the start button.			
Filename		Size	Status
PDF test.pdf		1.6 mb	0%

Add Files   Start Upload   1.6 mb   0%

If you have indicated that you would like your address / contact information to be kept confidential, please 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

11. **Click on** Proceed **button when all documents are uploaded.**

12. **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.

‹ Cancel and Exit   Previous   Submit

13. Take note of your Reference No., for future reference, as shown below:

Submit documents to Court for your case

Your documents have been submitted **successfully** to Family Justice Courts on 06/04/2020 at 03:56 PM.

Reference No. : **APP 283/2020**
Application Type : **Submit documents to Court for your case**

Print Acknowledgement Page	View Application	Main Page

14. 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

FILE AEIC / DOCUMENTS FOR HEARING – STEP BY STEP GUIDES FOR RELATED PARTIES.

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