

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

The screenshot shows the iFAMS homepage. At the top left is the logo for Family Justice Courts Singapore and iFAMS. At the top right are links for Contact Info, Feedback, and FAQ. The main heading is "INTEGRATED FAMILY APPLICATION MANAGEMENT SYSTEM" in large black letters, with a red line-art illustration of a building behind it. Below the heading are four application categories, each in a colored box with a white downward arrow:

- MAINTENANCE ORDER APPLICATION** (Red box): Applications for maintenance orders and applications for enforcement, variation and rescission of existing maintenance orders.
- PROTECTION ORDER APPLICATION** (Dark Blue box): Applications for personal protection orders and applications to vary, suspend or revoke personal protection orders.
- MENTAL CAPACITY ACT APPLICATION** (Dark Blue box): Applications for appointment of a deputy and/or orders under the MCA.
- VULNERABLE ADULTS ACT APPLICATION** (Red box): Applications for Orders under the VAA.

2. Select on the below option:

A button with a blue circle containing a white plus sign, followed by the text "File Other Applications or Requests".

3. Login using *Singpass*.

WITH EFFECT FROM 11 APR 2021, YOU WILL BE REQUIRED TO LOG IN WITH SINGPASS: ×

Individuals →

Lawyers →

Authorised Agency →

Close

4. Once login to Singpass, select the 'File AEIC / documents for hearing' option under as shown below:

Case-related matters

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

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

APPLICATION INFORMATION

Application Type *

File AEIC / documents for hearing

Case No. *

MSS

1234

2021

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



9. Input in the description of the document file to be uploaded. For example, “Complainant’s Documents page 1 to page 80”.

10. Click on **Save** Button.

11. 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.

12. Repeat Step 7 to 9 for the need to submit additional documents.

FILE UPLOAD

Description/Reference Number

Select files
Add files to the upload queue and click the start button.

Filename	Size	Status
PDF test.pdf	1.6 mb	0%

Close **Save**

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.

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

14. 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

15. 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](#)

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](#)