



**FAMILY INTEGRATED  
APPLICATION  
MANAGEMENT SYSTEM  
(iFAMS)  
For  
FAMILY JUSTICE COURTS**

**USER GUIDE for  
Filing of AEIC and documents for hearing**

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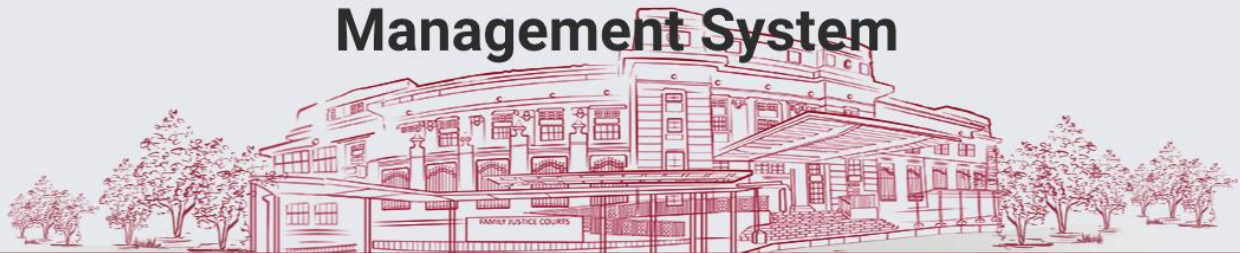
## Guide for filing AEIC and documents for hearing via iFAMS

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

SINGAPORE COURTS  
The Judiciary



# Integrated Family Application Management System



## MAINTENANCE ORDER APPLICATION

Applications for maintenance orders and applications for enforcement, variation and rescission of existing maintenance orders



## MENTAL CAPACITY ACT APPLICATION

Applications for appointment of a deputy and/or orders under the MCA



## PROTECTION ORDER APPLICATION

Applications for personal protection orders and applications to vary, suspend or revoke personal protection orders



## VULNERABLE ADULTS ACT APPLICATION

Applications for Orders under the VAA



2. Select on the below option:



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



Cancel

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

### Case-related matters

- > [Change of Representation](#)
- > [File request for copy of documents](#)
- > [File AEIC / documents for hearing](#)

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

#### APPLICATION INFORMATION

Application Type\*

Submit documents to Court for your case

Case No.\*

Please select ▼

123456

2023

6. Click on the  button after reading the instructions:

#### INSTRUCTIONS

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

Please note that each document (e.g. an affidavit) should be uploaded as a single PDF file and should not be split into separate PDF files each containing only a part of the document. The Court may refuse to consider documents that do not comply with this requirement.

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

**Submit documents to Court for your case**

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**DOCUMENTS**

Please note that each document (e.g. an affidavit) should be uploaded as a single PDF file and should not be split into separate PDF files each containing only a part of the document. The Court may refuse to consider documents that do not comply with this requirement.

S/N	FILE	DESCRIPTION/REFERENCE NUMBER	ACTION
No records found.			

+ Add Document

8. Drag and drop the document (*only PDF file format allowed*) in the grey box area and

click on **Start Upload** till **Status 100%** as shown below.

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

10. Click on **Save** Button.

11. Please ensure each file is less than 20MB 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\* Please enter the description of the uploaded document. For example, "Applicant's / Respondent's Documents page 1 to page XX".

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

Filename	Size	Status
Doctor's Affidavit.pdf	17 kb	100%

Uploaded 1/1 files 18 kb 100%

**⚠** 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**

13. Click on  button when all documents are uploaded.

14. Click on the checkbox indicated below and on  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 25/05/2023 at 01:48 PM.

Reference No. **APP 275/2023**

Application Type : **Submit documents to Court for your case**

Print Acknowledgement Page

View / Print 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 / Print Application

Main Page