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**Collection Time: Mondays to Fridays – 9.00 am to 1:00pm & 2.00pm to 5.00pm**

1. All requests for copies of the records of any court proceedings are subject to the approval of the court.
2. Once the request has been approved and the applicant has been informed on the availability of the requested document(s) and the cost (where applicable), the said documents will be available for collection for a period of 21 days. Any document(s) not collected within the stipulated period will be destroyed and a fresh request must be submitted thereafter if the applicant still requires the document(s).
3. An application for copies of the records of any criminal proceedings will only be processed after the stipulated payment has been made.

**Prescribed Fees**

4. The fees payable are as follows:

Document Type	Fee Amount	Remarks
Complaint Form	\$5 for each type of document requested in the application and \$0.50 per page thereof, subject to a minimum of \$15 per document.	Payable upon Application
Notes of Evidence & other documents for maintenance (MSS), family violence (SS) and Vulnerable Adults Act 2018 (VAA) Proceedings in non-appeal cases	\$5 for each type of document requested in the application and \$0.50 per page thereof, subject to a minimum of \$15 per document.	Minimum of \$15 (per document) payable upon Application <i>*Any additional amount (based on number of pages) may be payable before collection of the document(s).</i>
For judgement orders (plain copies) for MSS, SS and VAA Proceedings in non-appeal cases.	\$5 plus \$0.15 per page	
Notes of Evidence & other documents for CPO and BPC Proceedings in Youth Courts in non-appeal cases	\$5 plus \$0.50 per page thereof, subject to a minimum of \$15 per document.	
Notes of Evidence & other documents (certified true copies) for MSS, SS and VAA Proceedings in non-appeal cases	\$8 plus \$5 per page	
For judgment orders (certified true copies) for MSS, SS and VAA Proceedings in non-appeal cases	\$8 plus \$5 per page	

**Refund of Fees Paid**

5. The applicant must furnish the photocopies of the applicant's NRIC or Passport.

**Payment Modes**

6. Local Applicants: Cash, NETS or Ez-Link
7. Overseas Applicants: Bank Draft in Singapore Currency (payable to "Registrar Supreme Court/AG")  
Payment should also include all bank charges.

**Contact Us**

- For enquiries pertaining to family & youth matters, please email to us at [FJCourts\\_MAINTPOS@fjcourts.gov.sg](mailto:FJCourts_MAINTPOS@fjcourts.gov.sg) or contact us at (65) 6435 5471.