ADDI INATION FOR RECORDS OF COURT PROOFFRINGS				
APPLICATION FOR RECORDS OF COURT PROCEEDINGS	Date of Application			
Name of Applicant / Solicitor's Firm :	Solicitor Acting For :- (\subset where applicable)			
NRIC No. :				
Address :				
	☑ Others:			
Telephone No: Facsimile No:	(please specify)			
FAMILY JUSTICE COURTS DOCUMENTS APPLIED FOR				
Case No				
Name of Parties cited in case				
Complainant:				
Respondent:				
Court No				
Hearing/Mention Date:				
Name of JO				
Other Information: (if any)				
Type of Document (✓ where applicable)				
□ Complaint Form	☐ Certified True Copy			
□ Notes of Evidence: (please specify hearing dates)	or			
☐ Court Order No: (please specify)	□ Plain Copy			
(please specify)				
Reasons For Application (✓ where applicable) □ Misplaced Original Copy of the Order/Charge/Others	☐ To seek legal advice/ representation			
	To seek legal advice/ representation			
	Others:			
☐ For reference				
(please specify) (1) I understand that I am to pay the required fees for the above in accordance with the relevant rules or regulations, as applicable, upon submission of the application form. I also				
understand that the document(s) applied for can only be collected after the stipulated payment has been made.				
(2) I also understand that the Court, upon approval of the application, will only release the document(s) applied for to parties named in the action or their solicitors. For proceedings under Vulnerable Adults Act, the documents may also be released to the applicant or a person who had filed a notice of objection or their solicitors.				
(3) I also understand that my application will be deemed as lapsed if the document(s) applied for is/are not collected within 21 days from the date I am informed on the availability thereof. I also understand that I am required to provide a Letter of Authorisation for another person to collect the requested document(s) on my behalf if I am unable to collect them				
personally.				
Signature of Applicant	Date			
FOR OFFICE The application is:	AL USE ONLY Not approved			
(✓ where applicable)	Reasons for rejection (where applicable):			
Name and Signature of Judicial Officer / Authorised Officer	No. of documents collected: No. of Pages:			
- Total Fees payable :	110. 011 4900.			
Deid on Descrit No.	Document(s) collected by:			
- Paid on: Receipt No:	Name & Signature of Collector			
	NRIC/Passport/ FIN No: Date:			

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 *Any additional amount (based on number of pages) may be payable before collection of the document(s).
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

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@ficourts.gov.sg or contact us at (65) 6435 5471.