

Para 27(1)(b) PD 2024

Application for Records of Court Proceedings

Name of Applicant / Solicitor's Firm:	Enter name of applicant / solicitor's firm here	Date of Application: Enter date here
NRIC/Passport/FIN No.:	Enter NRIC / Passport / FIN No. here	Solicitor acting for¹: <input type="checkbox"/> Complainant / Applicant in Proceedings <input type="checkbox"/> Respondent <input type="checkbox"/> Others: Please specify here, if applicable
Address:	Enter address here	
File Reference No.:	Enter file reference no. here	
Email:	Enter email here	
Telephone No.:	Enter telephone no. here	
Facsimile No.:	Enter facsimile no. here	

FAMILY JUSTICE COURTS DOCUMENTS APPLIED FOR

Case No.:	Enter case no. here
<i>Name of Parties cited in case</i>	
Complainant / Applicant:	Enter name here
Respondent:	Enter name here
Court No.:	Enter number here
Hearing / Mention date:	Enter date here
Name of Judicial Officer:	Enter name here
Other information (if any):	Enter details here

¹ Select where applicable.

Type of Document²:	<input type="checkbox"/> Complainant / Applicant Form <input type="checkbox"/> Notes of Evidence: Specify hearing date(s) <input type="checkbox"/> Court Order No.: Enter court order no. here <input type="checkbox"/> Others Specify here if applicable	<input type="checkbox"/> Certified True Copy <input type="checkbox"/> Plain Copy
Reasons for application	<input type="checkbox"/> Misplaced Original Copy of the Order / Charge / Others <input type="checkbox"/> For reference <input type="checkbox"/> To seek legal advice / representation <input type="checkbox"/> Others: Specify here if applicable	

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 2018, 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.

Please see Annex A for the collection time, prescribed fees and other information.

Signature of Applicant

Date: Enter date here

FOR OFFICIAL USE ONLY	
The application is:	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved. Reasons for rejection: Specify here

² Select where applicable.

Signature of Judicial Officer / Authorised Officer
Name: Enter name here

Total fees payable: Enter total fees payable here	No. of documents collected: Enter number here	No. of pages: Enter no of pages here
Paid on: Enter date here		
Receipt no.: Enter Receipt No.		
Document(s) collected by: _____ Signature of Collector Name: Enter name of collector here NRIC/Passport/ FIN No.: Enter NRIC/Passport/FIN No. here Date: Enter date here		

Annex A

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 court 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
<ul style="list-style-type: none">• Complaint/Application Form;• Notes of Evidence;• Judgement;• Court Orders & other documents (plain copies) 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>
<ul style="list-style-type: none">• Complaint/Application Form;• Notes of Evidence;• Judgement;• Court Orders & other documents (certified true copies) for maintenance (MSS), family violence (SS) and Vulnerable Adults Act 2018 (VAA) Proceedings in non-appeal cases	\$8 plus \$5* per page	<i>*Any additional amount (based on number of pages) may be payable before collection of the document(s).</i>
<ul style="list-style-type: none">• Notes of Evidence & other documents (plain copies) for Care & Protection Orders (CPO), Enhanced CPO and Family	\$5 for each type of document requested in the application and \$0.50* per page thereof,	Minimum of \$15 (per document) payable upon Application

Guidance/Beyond Parental Control Proceedings in Youth Courts in non-appeal cases	subject to a minimum of \$15 per document.	<i>*Any additional amount (based on number of pages) may be payable before collection of the document(s).</i>
<ul style="list-style-type: none"> • Complaint/Application Form; • Notes of Evidence & other documents (certified true copies) for Care & Protection Orders (CPO), Enhanced CPO and Family Guidance/Beyond Parental Control Proceedings in Youth Courts in non-appeal cases 	\$8 plus \$5* per page	<i>*Any additional amount (based on number of pages) may be payable before collection of the document(s).</i>

Refund of Fees Paid

5. A refund of the minimum fee already collected will only be made by directly crediting the applicant's bank account. The applicant is required to furnish the bank details and a copy of his/her NRIC or Passport.

Payment Modes

6. Local Applicants:
PayNow, NETS, NETS Flashpay, or Cash
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@judiciary.gov.sg or contact us at (65) 6435 5471.