



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

**USER GUIDE for  
Respondents**

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## Guide for Online Show Payment via iFAMS

Dear Court user, you have been offered the option of showing payment online via our iFAMS system at <https://ifams.gov.sg>, please follow the steps below in doing so.

Step 1: Please log into iFAMS using Singpass.

Step 2: Select option in Homepage.

File a new application

<b>MAINTENANCE ORDER APPLICATION</b> Applications for maintenance orders and applications for enforcement, variation and rescission of existing maintenance orders	<b>PROTECTION ORDER APPLICATION</b> Applications for personal protection orders and applications to vary, suspend or revoke personal protection orders
<b>MENTAL CAPACITY ACT APPLICATION</b> Applications for appointment of a deputy and/or orders under the MCA	<b>VULNERABLE ADULTS ACT APPLICATION</b> Applications for Orders under the VAA

Applications and requests

Your last login was on Thursday, 25 May 2023 at 04:14:42 PM (SGT)

Find your hearing date  
Find the venue, date and time of your case.

NRIC

Case Number  
MSS

Get Information

**Case-related matters**

- > File Notice Of Intention To Act In Person
- > File request for copy of documents
- > File request to cancel Warrant of Arrest
- > File request to change Court appointment date / time
- > File request to restore a case
- > Interlocutory Applications
- > Update Contact Information for applications yet to be filed
- > File request to examine Maintenance Record Officer

**Applications**

- > Application for discovery
- > Filing of Notice of Objection
- > Filing of Notice to Dispute Mental Capacity
- > Application for Summons To A Witness
- > Request for Claim against Property

**Payment-related matters**

- > Show proof of payment of maintenance
- > Payment of money into Court
- > Payment of money out of Court

Step 3: Enter Case No and click on "Next" button in "Retrieve Case" page.

## Show Payment

1 Retrieve Case (Active)      2 Show Payment (Incomplete)      3 Confirmation (Incomplete)

**RESPONDENT'S INFORMATION**

ID No.\*

Name\*

Email\*

**CASE INFORMATION**

Case No.\*

< Cancel and Exit      **Next**

Step 4: Click on 'Upload Receipt' to upload your receipt image file, the file can be in jpeg or pdf format and maximum file size should be not more than 3MB.

## Show Payment



### CASE INFORMATION

Case No. MSS 1/2023

Case Name



### SHOW PAYMENT INSTRUCTION

S/N	Due Date	Payable	Status	Receipt	Amount	Action
1	31/05/2023	MO 412	Pending Show Payment		\$ <input type="text"/>	<b>Upload Receipt</b>

< Cancel and Exit

Previous

Next

Step 5: Upon clicking on 'Upload Receipt', the Upload Receipt dialog will pop up and click on 'Add Files' to proceed.

## FILE UPLOAD



Type

Receipt

Description/Reference Number

Please enter the Date of Transaction and Payee's Account

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

Filename	Size	Status
Drag files here.		

**+ Add Files** **Start Upload** 0 b 0%

**⚠** 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

Step 6: Browse for your receipt from your smartphone or computer and click on 'Open'.

The screenshot shows a file browser window with a sidebar on the left containing various locations like Desktop, Recents, Applications, Downloads, Documents, Creative Commons, iCloud, and Network. The main pane shows a folder named 'Receipts' containing a single file, 'Receipt.pdf', which is selected and highlighted in blue. The file's details show it was modified 'Today at 4:36 PM' and is 26 K in size. At the bottom of the window, there are three buttons: 'Options', 'Cancel', and 'Open'. The 'Open' button is highlighted with a red rectangular box.

Step 7: The name of your file will appear below the **filename label**. Click on **'Start Upload'** to upload your file.

**FILE UPLOAD**



Type

Receipt

Description/Reference Number

Please enter the Date of Transaction and Payee's Account

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

Filename	Size	Status
Receipt.pdf	25 kb	0%

0 b 0%

**⚠** 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.

Step 8: **Once it is fully uploaded, the system will display '100%' under the Status column.**

## FILE UPLOAD



Type

Receipt

Description/Reference Number

Please enter the Date of Transaction and Payee's Account

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

Filename	Size	Status
Receipt.pdf	25 kb	100%

Uploaded 1/1 files      25 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

**Step 9: Enter the Date of Transaction and Payee's Account in the textbox beside 'Description/Reference Number'.**

## FILE UPLOAD



Type

Receipt

Description/Reference Number

Please enter the Date of Transaction and Payee's Account

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

Filename	Size	Status
Receipt.pdf	25 kb	100%

Uploaded 1/1 files      25 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

Step 10: **Click on 'Save' to confirm the uploading of your receipt.**

## FILE UPLOAD



Type

Receipt

Description/Reference Number

25-July-2019  
DBS 100-00000-0

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

Filename	Size	Status
Receipt.pdf	25 kb	100%

Uploaded 1/1 files      25 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

**Step 11: Enter the exact show payment amount in the 'Amount' textbox.**



# Show Payment



## CASE INFORMATION

Case No. MSS 1/2023

Case Name XXXXXXXXXX

## SHOW PAYMENT INSTRUCTION

S/N	Due Date	Payable	Status	Receipt	Amount	Action
1	31/05/2023	MO 412	Pending Show Payment	Receipt.pdf	\$ 800	<a href="#">Upload Receipt</a>

[< Cancel and Exit](#)

[Previous](#) [Next](#)

Step 12: Click on 'Next' in the bottom of the 'Show Payment' page.

# Show Payment



## CASE INFORMATION

Case No. MSS 1/2023

Case Name

## SHOW PAYMENT INSTRUCTION

S/N	Due Date	Payable	Status	Receipt	Amount	Action
1	31/05/2023	MO 412	Pending Show Payment	Receipt.pdf	\$ 800	<b>Upload Receipt</b>

< Cancel and Exit

Previous

Next

Step 13: Click on “Submit” button in “Confirmation” page.

# Show Payment



## CASE INFORMATION

Case No. MSS 1/2023

Case Name

## SHOW PAYMENT

S/N	Due Date	Payable	Receipt
1	31/05/2023	MO 412	Receipt.pdf

< Cancel and Exit

Previous

Submit

Acknowledgement page will be displayed upon successful submission.

## Acknowledgement

✓ Dear Sir/Mdm,

- a. Your proof of payment has been submitted successfully on 25/05/2023 at 04:43 PM and is pending verification by Family Justice Courts.
- b. Unless you have received a confirmation email from us by the date of show payment, you are required to report to Level 2 MMC of Family Justice Courts on the actual date and time stated in your order.

Reference No.: **SP-1-2023-001**

[Print Acknowledgement Page](#)