

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

**FAMILY JUSTICE COURTS PRACTICE DIRECTIONS 2024**

**AMENDMENT NO. 2 OF 2024**

1. It is notified for general information that amendments have been made to the Family Justice Courts Practice Directions 2024. The amendments are summarised below:-
  - (a) Addition of paragraph 8A on Compliance with Practice Directions and Registrar's Circulars;
  - (b) Amendments to paragraph 199 on Requests and other correspondence;
  - (c) Addition of paragraph 244A on Application by person-in-charge of juvenile rehabilitation centre;
  - (d) Amendments to paragraph 247 on Table of Forms for new forms 209, 210 and 211;
  - (e) Amendments to Form 79 (Summons for Substituted Service / Dispensation of Service) at Appendix A;
  - (f) Amendment of the title of Appendix F to "Forms for use in Family Justice (Criminal Proceedings in Youth Courts) Rules 2024";
  - (g) Addition of Form 209 (Application by the Person-in-Charge of a Juvenile Rehabilitation Centre (CYPA)) at Appendix F;
  - (h) Addition of Form 210 (Notice of Application (Person-in-Charge of a Juvenile Rehabilitation Centre) (CYPA)) at Appendix F;
  - (i) Addition of Form 211 (Affidavit of Service (CYPA)) at Appendix F;
  - (j) Amendments to paragraph 2 on Application;
  - (k) Amendments to Part 3 on Quasi-criminal proceedings;
  - (l) Addition of Part 3I on Enforcement of Child Access Orders;
  - (m) Amendments to paragraph 247 on Table of Forms for forms 27-A, 27-B, 27-C, 49-A, 55A and 73;
  - (n) Addition of Form 27-A (Notice of Objection Against an Application under Section 160A(4) of the Women's Charter 1961) at Appendix A;
  - (o) Addition of Form 27-B (Appointed Psychiatrist's Affidavit / Statement to Vary or Revoke a Mandatory Treatment Order) at Appendix A;
  - (p) Addition of Form 27-C (Applicant's / Respondent's Affidavit / Statement in response to an Application to Vary or Revoke a Mandatory Treatment Order) at Appendix A;

- (q) Addition of Form 49-A (Compliance Bond) at Appendix A;
  - (r) Amendments to Form 55A (Originating Application / Summons for Children Orders (New Orders only)) at Appendix A; and
  - (s) Amendments to Form 73 (Consent to Act as Litigation Representative) at Appendix A.
2. The amendments at paragraphs 1(a) to (i) above will take effect on 1 January 2025 and will be reflected at <https://epd2024-familyjusticecourts.judiciary.gov.sg> from 1 January 2025.
  3. The amendments at paragraphs 1(j) to (s) above will take effect on 2 January 2025 and will be reflected at <https://epd2024-familyjusticecourts.judiciary.gov.sg> from 2 January 2025.
  4. Please find attached Annexes 1 and 2 reflecting the marked-up amendments to the Family Justice Courts Practice Directions 2024.

Dated this 6<sup>th</sup> day of December 2024



KENNETH YAP YEW CHOH  
REGISTRAR  
FAMILY JUSTICE COURTS

# **ANNEX 1**

Effective Date: 1 January 2025

## **PART 1**

### **INTRODUCTION**

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#### **8A. Compliance with Practice Directions and Registrar's Circulars**

Practice Directions and Registrar's Circulars are issued by the Registrar to supplement the Family Justice (General) Rules 2024, the Family Justice (Probate and Other Matters) Rules 2024, the Family Justice (Criminal Proceedings in Youth Courts) Rules 2024 and the Family Justice (Protection from Harassment) Rules 2024 by regulating court practice and procedure. Court users are expected to comply with all Practice Directions and Registrar's Circulars issued by the Registrar.

## PART 22

### ADMINISTRATIVE MATTERS

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#### **199. Requests and other correspondence**

##### *General correspondence*

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- (4) The minimum font size to be used is Times New Roman 12 or its equivalent, unless there are good reasons for using a smaller font size. In addition, all letters should be captioned with the number of the case to which they relate and the names of the parties. For example:

...

## PART 26

### YOUTH COURTS

...

#### **244A. Application by person-in-charge of juvenile rehabilitation centre**

- (1) An application under section 49(8) of the Children and Young Persons Act 1993 by the person-in-charge (“PIC”) of a juvenile rehabilitation centre, to vary or discharge an order made under section 49(1)(i) of that Act for a child or young person to be sent to a juvenile rehabilitation centre, must be made in Form 209 of Appendix F of these Practice Directions.
- (2) Unless the Court otherwise directs, the PIC making the application under sub-paragraph (1) must serve a Notice of Application (Form 210 of Appendix F of these Practice Directions) on the parent or guardian of the child or young person within 7 days after the date the application is made.

#### **Service of Notice of Application**

- (3) Unless the Court otherwise directs, the Notice of Application under sub-paragraph (2) may be served on a person:
- (a) by delivering the Notice to the person personally;
  - (b) by delivering the Notice to any adult who is a member of the person’s family and who resides at the person’s last known place of residence; or
  - (c) by sending the Notice to the person’s last known place of residence or business, or to any address provided by the person as an address for service, by registered post in a cover addressed to the person.
- (4) A Notice of Application sent by registered post to a person in accordance with sub-paragraph (3)(c) is to be treated as duly served on the person at the time when the Notice would in the ordinary course of post be delivered.
- (5) In proving service of a Notice of Application by registered post, it is sufficient to prove that the cover containing the Notice was properly addressed, stamped and posted by registered post.
- (6) If required by the Court, the person who effects service of a Notice of Application in accordance with sub-paragraph (3) must file an affidavit in Form 211 of Appendix F of these Practice Directions as evidence of such service.

**PART 27**  
**APPLICABILITY OF COURT FORMS**

...

**247. Table of Forms**

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**Appendix E (Sample Bills of Costs)**

Sample No.	Description
A	Bill of Costs for Contentious Business – Trials
B	Bill of Costs for Contentious Business other than Trials
C	Bill of Costs for Non-Contentious Business

**Forms in Appendix F (Forms for use in Family Justice (Criminal Proceedings in Youth Courts) Rules 2024)**

<b><u>Form No.</u></b>	<b><u>Form Title</u></b>	<b><u>Applicable Rule(s) / PD Paragraph(s)</u></b>	<b><u>When should the form be used?</u></b>	<b><u>Remarks</u></b>
<u>209</u>	<u>Application by the Person-in-Charge of a Juvenile Rehabilitation Centre (CYPA)</u>	<u>Para 244A(1) PD</u>	<u>To be used by the person-in-charge of a juvenile rehabilitation centre to apply to vary or discharge an Order made under section 49(1)(i) of the Children and Young Persons Act 1993 (“CYPA”).</u>	
<u>210</u>	<u>Notice of Application (Person-in-Charge of a Juvenile</u>	<u>Para 244A(2) PD</u>	<u>To be used when the person-in-charge of a juvenile rehabilitation centre is required to serve a Notice of Application on the parent or guardian of a child or</u>	

<u>Form No.</u>	<u>Form Title</u>	<u>Applicable Rule(s) / PD Paragraph(s)</u>	<u>When should the form be used?</u>	<u>Remarks</u>
	<u>Rehabilitation Centre) (CYPA)</u>		<u>young person to notify him or her of the application to vary or discharge an order made under section 49(1)(i) of the CYPA and inform him or her to attend before the Court to be heard on the application.</u>	
<u>211</u>	<u>Affidavit of Service (CYPA)</u>	<u>Para 244A(6) PD</u>	<u>To be used when a person is required to file proof of service in respect of an application to vary or discharge an Order made under section 49(1)(i) of the CYPA.</u>	



## Summons for Substituted Service / Dispensation of Service

This form contains Notes to help you in the completion of the form. Please note that the Notes are **NOT** to be construed or regarded as a substitute for legal advice. Please seek legal advice if necessary.

### Section 1: Application

1. I am

- ☐ the Applicant in Enter main case number here.
- ☐ the Respondent in Enter main case number here.
- ☐ Enter name or party type here in Enter main case number here.

#### Notes

*You may refer to the Originating Application for your party type.*

*Please state the OA case number i.e. FC/OAD 1/2022 and not the sub-case number.*

#### PART A

2. I am applying for:

Select either Dispensation or Substituted. You may add other orders by selecting "Others" as well.

- ☐ Dispensation of Service
- ☐ Substituted Service

State the document(s) to be served:

Enter name(s) of document(s) here.

State who is the person to be served:

Enter name or party type here.

☐ Others:

Enter details here.

*You are unable to serve the Originating Application or Summons on the other party in the manner as required in the Rules. You would like the Court:*

- *to allow service on the other person to be done in another way (Substituted Service);*

OR

- *to do away with service on the other person completely (Dispensation of Service).*

*Refer to the Family Orders Guide if you would like to consider standard orders.*

*If you have selected Substituted Service, proceed to the question 3. Otherwise, proceed to PART B.*

3. **Substituted service** is to be effected by way of:

Select at least 1 option.

- (a) ☐ posting on the front door at the following address:

Enter address here.

- (b) ☐ AR registered post to the following address:

Enter address here.

Select the manner of virtual service	Provide the number / account details
<input type="checkbox"/> email	Enter number/account details here.
<input type="checkbox"/> WhatsApp	Enter number/account details here.
<input type="checkbox"/> SMS	Enter number/account details here.
<input type="checkbox"/> WeChat	Enter number/account details here.
<input type="checkbox"/> Facebook	Enter number/account details here.
<input type="checkbox"/> Others: Enter details here.	Enter number/account details here.

- (d) ☐ via the Singpass app inbox with the Singpass ID Enter ID no. here belonging to the person to be served.

- (e) ☐ advertisement

Where should the advertisement be done?

- ☐ Singapore  
☐ Enter country, state or province (if applicable) here.

What is the language of the newspapers?

- ☐ English ☐ Mandarin ☐ Tamil ☐ Malay  
☐ Enter language here.

Do you know the name of the newspapers?

- ☐ No ☐ Yes  
Enter name of newspaper here.

If the recipient does not respond within the time stated in the Rules, how will you serve the subsequent court documents?

- ☐ I ask that the court dispenses with service of the subsequent documents.  
☐ I will serve the subsequent documents in this manner:  
Enter mode of service.

*If you know the name of the newspaper, please identify by the newspaper by name e.g. LianHe Zaobao, Berita Harian.*

## PART B

4. Costs of this summons

- ☐ Costs in the cause.  
☐ No orders as to costs.  
☐ Each party to bear own costs.  
☐ Costs to be paid by  
Enter name or party type here.

- ☐ Costs to be reserved to  
Enter event here.

- ☐ Others:

Enter details here.

*Costs in the cause means the costs of this application will be decided at and will depend on the outcome of the main proceedings.*

*If you opt to reserve costs, please state the event at which costs is to be decided e.g. reserved to the final hearing.*

The reasons for this summons are stated in the supporting affidavit.

## Affidavit

### Section 1: Introduction

Name of maker: Enter full name as per NRIC/ Passport here.  
Identity No.: Enter NRIC/ FIN/ Passport no. here.  
Address: Enter address here.  
Occupation: Enter occupation here.

1a. I am

- ☐ the Applicant in Enter main case number here.  
☐ the Respondent in Enter main case number here.  
☐ Enter name or party type here in Enter main case number here.

1b. This affidavit is in support of the summons.

1c. Where the facts in this affidavit are within my personal knowledge, they are true. Where they are not within my personal knowledge, they are true to the best of my knowledge, information and belief.

#### Notes

*You may refer to the Originating Application for your party type.*

*Please state the OA case number i.e. FC/OAD 1/2022 and not the sub-case number.*

2. Under the Family Justice (General) Rules 2024, I am required to serve the following documents

Enter name(s) of document(s) here.

*In this Form, "he / she" refers to the person to be served.*

("the documents") personally on:

Enter name or party type here.

3. I have applied for

☐ dispensation of service.

☐ service to be done in the way as stated in the summons.

☐ Others:

Enter details here.

4. Select the option based on your application.

☐ I believe that Enter name or party type here will be informed of the proceedings if the documents are served in the way as stated in my summons.

*[if you applied for substituted service]*

☐ I am unable to serve Enter name or party type here in any way.

*[if you applied for dispensation of service]*

☐

*[if others selected]*

Explain briefly why your application should be granted

*If you are applying for Substituted Service, proceed to **Section 2**.*

*If you are applying for Dispensation of Service, proceed to **Section 3**.*

*If you are applying for "Others", complete all entries which are applicable for your application. You may ignore the signposts if they are not applicable to your case.*

## Section 2: Substituted Service

Why personal service is impractical

Notes

I am unable to serve the documents personally on the other party for these reasons:

Enter details here.

**Reasons why the substituted service will be effective:**  
(Complete all relevant questions depending on your summons)

**Section 2A: Posting on the front door**

a. ☐ I have made (insert no. of) attempts to serve the documents personally.

b. ☐ I refer to the affidavit of service by  
Enter full name as per NRIC/Passport here  
dated Enter date here.

☐ I am the person who attempted to serve the documents personally. (Complete Annex A and proceed to (d).)

c. The response to the attempts at service is:

☐ No one answered the door.

☐ The person who answered the door informed that  
Enter name or party type here.

☐ is not in.

☐ is not at this address.

☐ has moved away.

☐ is overseas and his/her return date is

☐ Enter date here.

☐ unknown.

☐ Others:

Enter details here.

Notes

Applicable if you selected substituted service by posting on the front door.

You are required to make at least 2 attempts to serve the documents personally.

The person who effected service must affirm an affidavit of service. If you effected the service, you may complete Annex A.

You may refer to Part 7, Rule 3(2) of the Family Justice (General) Rules 2024 for the persons who may effect service.

If there is no response to the attempted service, you must provide:

- the evidence that the person to be served is currently residing at the address; or
- the grounds for your belief that the person to be served is currently residing at the address.

Otherwise, please complete (d).

You must exhibit the evidence of your unsuccessful attempts at service.

d. I believe that service at the following address will be effective for the following reasons:  
(Select at least one option in (i) – (v).)

(i) ☐ The property search results show that he / she is a  
☐ registered owner ☐ permitted occupier  
of that property.  
*Proceed to (f).*

*If you selected option (i), you must exhibit the property search results.*

(ii) ☐ I am staying at the same address and confirm that he / she is still living there. *Proceed to (f).*

(iii) ☐ He / she is staying at the address at which attempts at service were made. I believe he / she is evading service.  
*Proceed to (f).*

(iv) ☐ I discovered that he / she is living at this address through my efforts set out below. *Proceed to (e), followed by (f).*

(v) ☐ Other reasons:

Enter details here.

*Proceed to (f) to elaborate on your reasons.*

#### **Additional information for option d(iv)**

e.

(i) The last time I had contact with him / her was:

Enter date or period here.

The details are as follows:

Enter details here.

In the past, we would communicate with each other in this manner:

Enter details here.

(ii) He / she is a national of Enter country here.

- (iii) Select **either option 1 or 2** and complete the details.

**Option 1**

☐ I know his / her

☐ family ☐ friends ☐ employer.

*Proceed to e(iv) if you have selected Option 1.*

**Option 2**

☐ I do not know his / her

☐ family ☐ friends ☐ employer.

Explain why:

Enter details here.

*Proceed to (f) if you have selected Option 2.*

- (iv) State who the social contacts are and how you know them:

Enter details here.

State your attempts to contact the social contacts, how you contacted them, and the outcome:

Enter details here.

f. State other reasons or elaborate on your reasons here:

Enter details here.

Please use this text box to provide your reasons and/or elaborate on the reasons you have selected.

If the person to be served is out of the country, you must explain when the person is likely to return. In the absence of such information or if the person is away for an extended period, you must explain why service at that address will still be effective.

If you wish to explain why service cannot be effected via other methods, proceed to **Section 3**. Otherwise, proceed to **Section 4**.

## Section 2B: AR registered post

a. I believe that Enter name or party type here ordinarily resides in Enter country here.

b. These are my reasons:

Enter details here.

If the person to be served is outside Singapore, you must obtain the court's permission to serve the court document(s) out of Singapore. To do so, file the Summons for Service out of Jurisdiction (Form 80).

The summons for service out of jurisdiction is not required if your case is for divorce, judicial separation, nullity, financial relief after foreign divorce.

c. (Select at least one option in (i) – (iii) and provide reasons for your statement(s) in (d).)

(i) ☐ I believe that Enter name or party type here

☐ is residing

☐ is working

☐ can receive correspondence at this address:

Enter address here.

(ii) ☐ I ☐ Our children ☐ Enter name here.

last visited him / her at this address in

Enter month/year here.

(iii) ☐ This is his / her last known address which is stated in

Enter details of document/message here.

dated Enter date here.



d. The reasons for my statement(s) are:

Enter details here.

*If you wish to explain why service cannot be effected via other methods, proceed to **Section 3**. Otherwise, proceed to **Section 4**.*

#### **Section 2C: Virtual service via virtual address, mobile numbers or social media**

a. ☐ I believe that Enter name or party type here  
can be contacted at:

Enter virtual address / contact number / virtual account /  
social media account here.

b. ☐ I believe that this  
☐ virtual address and/or contact number  
☐ social media account  
belongs to Enter name or party type here  
and remains active.

c. The reasons for my statements are:

Enter details here.

*If the person to be served is outside Singapore, you must obtain the court's permission to serve the court document(s) out of Singapore. To do so, file the Summons for Service out of Jurisdiction (Form 80).*

*The Summons for Service out of Jurisdiction is not required if your case is for divorce, judicial separation, nullity, financial relief after foreign divorce.*

*If you wish to explain why service cannot be effected via other methods, proceed to **Section 3**. Otherwise, proceed to **Section 4**.*

#### **Section 2D: Singpass App Inbox**

a. ☐ I believe that service via Singpass app inbox will bring the proceedings to his / her notice.

His / her Singpass ID is Enter ID here.

- b. The person to be served is
- ☐ a Singapore citizen. *Proceed to (d).*
  - ☐ a Singapore Permanent Resident. *Proceed to (c).*
  - ☐ a holder of the following pass:
    - ☐ Employment Pass
    - ☐ S Pass
    - ☐ Long Term Visit Pass / Pass-Plus
    - ☐ Work Permit
    - ☐ Others: Enter details here.  
*Proceed to (c).*
  - ☐ None of the above (i.e. not a Singapore citizen, Singapore Permanent Resident or a passholder in Singapore). *Proceed to (c).*
- c. He / She has been living in Singapore since Enter date or year here.
- ☐ He / She has been working in Singapore since Enter date or year here.
- d. I believe that he / she has a Singpass app and these are my reasons:

Enter details here.

- e. I understand that:
- (i) service via Singpass app inbox can only be effected if the person to be served has a Singpass app (and not just a Singpass account).
  - (ii) if the person to be served does not have a Singpass app, the service will be marked as “unsuccessful”.

~~I undertake to inform the Court via an Affidavit of Service within 7 days once I am aware that the service is marked as “unsuccessful”.~~

*Singpass account is only available to Singaporeans, Singapore Permanent Residents or Passholders. If the person to be served does not fall within any of these categories, you may not be able to serve via this manner. If you wish to proceed nonetheless, please proceed to provide the details in (c).*

*You must include this declaration so long as you are applying for substituted service by Singpass app.*

*If you wish to explain why service cannot be effected via other methods, proceed to Section 3. Otherwise, proceed to Section 4.*

### Section 2E: Advertisement in newspapers

- a. I believe that service via advertisement posted in newspapers will bring the proceedings to his / her notice.
- b. He / She is a Enter citizenship here citizen and is literate in the Enter language here language.
- c. I believe that he / she currently resides in the following state/province, country:  

Enter the state/province and country here.
- d. ☐ He / She has a habit of reading newspapers.
- e. ☐ He / She would read  
☐ the local newspapers in Enter state/province, country.  
☐ Enter name of newspaper here.
- f. I am aware of this habit because:  

Enter details here.
- g. I believe that he / she will be notified of the proceedings if an advertisement is placed in that newspaper.

*If the person to be served is outside Singapore, you must obtain the court's permission to serve the Court document out of Singapore. To do so, file the Summons for Service out of Jurisdiction (Form 80).*

*The Summons for Service out of Jurisdiction is not required if your case is for divorce, judicial separation, nullity, financial relief after foreign divorce.*

*Select both options under (e) if you know the name of the newspapers as well.*

*Proceed to Section 3.*

## Section 3: Other Ways to Effect Service

If you are applying to dispense with service, you **MUST** complete the whole of Section 3.

If you are applying for service via advertisement, you **MUST** complete the whole of Section 3 **except** for Section 3E.

For all other ways of service, you may choose which part of this Section to complete.

### Section 3A: Last contact with the person to be served

Select **either Option 1 or 2** and complete the questions under that option.

#### Notes

*If you completed Section 2 and wish to explain why service cannot be effected in*

**Option 1**

- a. ☐ I have never contacted him / her.

Explain why there was no contact:

Enter details here.

**Option 2**

- a. ☐ The last time I had contact with him / her was:

Enter date or period here.

- b. The details are as follows:

Enter details here.

- c. In the past, we would communicate with each other in this manner:

Enter details here.

- d. ☐ I am **not** able to contact him / her using the same way.

The reasons why I am unable to contact him / her using the same way are:

Enter details here.

**Section 3B: Physical address**

Select **either Option 1 or 2** and complete the questions under that option.

*other ways, you do not need to repeat the same information in Section 3.*

*You may not need to complete Section 3B if you have applied for service by*

**Option 1**

- a. ☐ I have his / her last known address.

This address was his / her

- ☐ residential address  
☐ correspondence address  
☐ company address  
☐ others:

Enter details here.

accurate as at Enter date or month/year here.

- b. The reasons why service at this address will not be effective are:

Enter details here.

**Option 2**

- a. ☐ I do not have his / her last known address.

- b. The reasons why I do not have his / her last known address are:

Enter details here.

**Section 3C: Locating the person to be served through his/her social contacts**

Select the applicable option(s) and complete the questions under that option.

*posting on the front door or  
by AR registered post.*

*You may not need to  
complete Section 3C if you  
have applied for service by*

**Option 1**

- a. ☐ I know his / her  
☐ family ☐ friends ☐ employer.
- b. State who the social contacts are, how you know them and why the person to be served cannot be located through them:

Enter details here.

**Option 2**

- a. ☐ I do not know his/her  
☐ family ☐ friends ☐ employer.

These are the reasons why I do not know his/her family / friends / employer:

Enter details here.

**Section 3D: Virtual address, Mobile number or Social media**

Complete either Question A, B or both. Within each question, select **either Option 1 or 2 (or 3 if applicable)** and complete the questions under that option.

A. **Virtual address or mobile number**

*posting on the front door or  
by AR registered post.*

*You may not need to  
complete Section 3D if you  
have applied for service by:  
(i) posting on the front door  
(ii) by AR registered post, or  
(iii) by virtual service.*

**Option 1**

- a. ☐ I am aware that he / she has the following virtual address or mobile number (eg. email, Whatsapp, SMS):

Enter details here.

- b. He/She cannot be served through the **known** virtual address or mobile number because:

Enter details here.

- ☐ I am not aware that he / she has any other virtual address or mobile number.

**Option 2**

- a. ☐ I do not have any of his / her virtual address or mobile number

State the reasons for your statement:

Enter details here.

**B. Social media**

*If you have applied for substituted service using 1 method of virtual service (e.g. Virtual address or mobile number), complete Section 3D for the other method of virtual service (e.g. Social media).*

*You must include this declaration so long as you have selected Option 1 in Question A.*

**Option 1**

- a. ☐ I am aware that he / she owns the following social media account(s) (eg. Facebook, Instagram, Wechat):

Enter details here.

- b. He/She cannot be served through the **known** social media because:

Enter details here.

- ☐ I am not aware that he / she has any other social media account(s).

*You must include this declaration so long as you have selected Option 1 in Question B.*

**Option 2**

- a. ☐ I am not aware of any of his / her social media account. I have conducted a search on the following social media using his / her name:

☐ Instagram

☐ Facebook

☐ Others:

Enter details here.

State the reasons for your statement:

Enter details here.

**Option 3**

- a. ☐ I am unable to search for his / her social media account.

State the reasons for your statement:

Enter details here.



- a. Select either Option 1 or 2.

**Option 1**

☐ He is a Enter country here national.

**Option 2**

☐ I am not aware of his / her nationality.

- b. Select either Option 3 or 4.

**Option 3**

☐ He / She is literate in the Enter country here language.

**Option 4**

☐ I am not aware of his / her literacy.

- c. Select Option 5 or 6.

**Option 5**

☐ I believe that he / she currently resides in in the following state/province, country:

Enter the state/province and country here.

**Option 6**

☐ I do not know his / her whereabouts.

- d. Select either Option 7, 8 or 9 and complete the questions under that option.

**Option 7**

☐ He / She has a habit of reading newspapers, namely:

- ☐ the local newspapers in:  
Enter state/province, country.  
☐ Enter name of newspaper here.

These are the reasons why service cannot be effected via advertisement in that newspaper:

Enter details here.

**Option 8**

☐ He / She does not have a habit of reading newspapers.

***DO NOT** complete Section 3E if you are applying for service via advertisement.*

*You may not need to complete this Section if you have applied for service by posting on the front door or by AR registered post or by virtual means.*

*Select both options under option 7 if you know the name of the newspapers as well.*

My reasons for this statement are:

Enter details here.

**Option 9**

☐ I am not aware if he / she reads newspapers.

These are the reasons why I am not aware:

Enter details here.

**Section 3F: Other information (Optional)**

Enter details here.

*If you would like to provide other information to support your application, you may do so here.*

**Section 4: Summary of Claim**

☐ I am asking that the Court grants my summons.

☐ Others:

Enter details here.

## Annex A: Attempted Service

I attempted to serve the Court Documents on

Enter name or party type here.

on the following occasions:

**Attempt No.** (insert no. here)

Enter date here.

at

Enter time here, e.g. 8.30pm.

at the following address(es):

Enter address here.

Describe the efforts to effect service:

Enter details here.

The response to the attempts at service is:

☐ No one answered the door.

☐ The person who answered the door informed that:

Enter name or party type here.

☐ is not in.

☐ is not at this address.

☐ has moved away.

☐ is overseas and his return date is

☐ on Enter date here.

☐ unknown

☐ Others:

Enter details here.

### Notes

*You must state:*

- *where and how you attempted service; and*
- *the response to your attempt, eg. no one answer the door, his mother answered the door and said he was not in.*

*You must exhibit the evidence of your unsuccessful attempts at service.*

*You may add more service attempts by copying and pasting the same entries.*

**I have made all reasonable efforts within my power to serve the Court Documents, but I have not been able to do so.**

## **Section 5: Affirmation**

The affidavit is to be sworn / affirmed in accordance with the Form of Attestation (Form 106) of the Family Justice (General) Rules 2024.

## **Section 6: Exhibit Content Page**

Please refer to the Generic Affidavit (Form 54) for the exhibit content and cover pages to be included in your affidavit (where applicable).

**Appendix F: ~~List of Family Justice (General) Rules 2024 Forms Which Apply to Youth Court Proceedings~~ Forms for use in Family Justice (Criminal Proceedings in Youth Courts) Rules 2024**

209.

[PDF UPLOAD](#)

Para 244A(1) PD 2024

**Application by the Person-in-Charge of a Juvenile Rehabilitation Centre (CYPA)**

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

**APPLICATION BY THE PERSON-IN-CHARGE OF A JUVENILE  
REHABILITATION CENTRE  
UNDER THE CHILDREN AND YOUNG PERSONS ACT 1993**

IN THE MATTER OF [NAME] [NRIC/FIN/PASSPORT NO.]

[Applicant's Name]

Applicant

The above-mentioned applicant applies to the Youth Court under the undermentioned provision(s) for the appropriate orders to be made under the Children and Young Persons Act 1993:

2. Name of Child or Young Person: Enter name of Child/Young Person here

BC No. / NRIC No.: Enter BC No./NRIC No. here

Case Number: ☐ JRC [Enter Case Number here]

Date of Order: Enter date here

3. Provision(s) under which the order(s) is/are applied for<sup>1</sup>:

☐ Section 49(8) – Application for variation of Order made under Section 49(1)(i)

☐ Section 49(8) – Application for discharge of Order made under Section 49(1)(i)

---

<sup>1</sup> Select the applicable option.

☐ Others – Enter section no. and type of application

4. Reasons in support of application:

Enter reasons here. Please attach Supporting Affidavit / documents, if any.

Name of Applicant: Enter name of applicant here

Designation: Enter designation here

Address for Service: Enter address of Singapore Boys' Home / Singapore Girls' Home here

Email Address: Enter email address of applicant here

I ☐ consent ☐ do not consent for any notice or document to be served on me by way of electronic mail transmitted to the above e-mail address.

Signature of applicant:

Date: Enter date here

Para 244A(2) PD 2024

**Notice of Application (Person-in-Charge of a Juvenile  
Rehabilitation Centre) (CYPA)**

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

**NOTICE OF APPLICATION FOR ORDERS UNDER  
THE CHILDREN AND YOUNG PERSONS ACT 1993**

IN THE MATTER OF [NAME] [NRIC/FIN/PASSPORT NO.]

[Applicant's Name]

Applicant

*Notice is valid only if engrossed with the seal of the Court and signature of the Youth Court  
Judge*

To Enter name of parent/ guardian here

Of Enter address here

**WHEREAS** the Youth Court has made an Order under section 49(1)(i) in respect of  
the above-named ☐ child / ☐ young person.

**AND WHEREAS** the Person-in-Charge of the Juvenile Rehabilitation Centre has  
made an application for the appropriate orders under the following provision(s):

- ☐ Section 49(8) – Application for variation of Order made under Section 49(1)(i)
- ☐ Section 49(8) – Application for discharge of Order made under Section 49(1)(i)
- ☐ Others – Enter section no. and type of application

**YOU ARE GIVEN NOTICE** of the above application and that you are to appear  
before the Youth Court at Court 1C, 3 Havelock Square Singapore 059725 on [Enter date here]  
at [Enter time here, e.g. 10.45] ☐ AM ☐ PM to be heard on the application.

**TAKE NOTICE** that if you do not appear as stipulated above, the Court may proceed to hear and determine the application without further reference to you.



Para 244A(6) PD 2024

## **Affidavit of Service (CYPa)**

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

**FOR ORDERS UNDER**  
**THE CHILDREN AND YOUNG PERSONS ACT 1993**

IN THE MATTER OF [NAME] [NRIC/FIN/PASSPORT NO.]

[Applicant's Name]

Applicant

### **AFFIDAVIT OF SERVICE**

#### **Section 1: Introduction**

<u>Name of maker:</u>	<u>Enter full name as per NRIC/Passport here.</u>
<u>Identity No.:</u>	<u>Enter NRIC/ FIN/ Passport no. here.</u>
<u>Address:</u>	<u>Enter address here.</u>
<u>Occupation / Appointment:</u>	<u>Enter occupation/appointment here.</u>

1. I ☐ did ☐ attempted to<sup>1</sup> serve the [state document to be served] on [state name and identification number of person to be served] on [Enter date here] by [state mode of service and details of service].
2. [State outcome of service].
3. [State other information or evidence of service, if applicable].

#### **Section 2: Affirmation**

---

<sup>1</sup> Select as applicable.

☐ Sworn ☐ Affirmed by

Enter full name as per NRIC/Passport here (name)

on this Enter date here (date)

at Enter place here (place)

☐ through the interpretation of<sup>2</sup>

Enter name of interpreter here (name)

in the following language:

☐ Mandarin ☐ Malay ☐ Tamil

☐ Others: Enter language here

☐ having audibly read over the contents of the document to the deponent<sup>3</sup>

☐ through the interpretation of

Enter name of interpreter here (name)

in the following language:

☐ Mandarin ☐ Malay ☐ Tamil

☐ Others: Enter language here

and the deponent seemed to understand the same and made his/her mark to the document in my presence.

Before me,

Commissioner for Oaths

---

<sup>2</sup> This option is used if you require interpretation.

<sup>3</sup> This option is used for illiterate or blind persons. If interpretation is also required, please select the interpretation option as well.

# **ANNEX 2**

Effective Date: 2 January 2025

**PART 1**  
**INTRODUCTION**

...

**2. Application**

Unless otherwise provided in these Practice Directions,

...

(f) To avoid doubt, ~~the applications in Column 1 filed on and after 15 October 2024 relating to proceedings in Column 2 commenced before 15 October 2024 are to be filed in the manner set out in Column 3:~~

(i) the applications in Column 1 filed on and after 15 October 2024 relating to proceedings in Column 2 commenced before 15 October 2024 are to be filed in the manner set out in Column 3:

Column 1: Application to be filed	Column 2: Existing Court proceedings	Column 3: Manner of filing
<u>A. Variation, Application for variation, rescission, or setting aside of final orders</u>	<ul style="list-style-type: none"><li>Guardianship of Infants Act 1934</li><li>Section 17(1)(d) of Supreme Court of Judicature Act 1969</li><li>Part 10 of Women’s Charter 1961</li><li>International Child Abduction Act 2010</li><li>Section 17A(2) of Supreme Court of Judicature Act 1969</li><li>Mental Capacity Act 2008</li><li>Status of Children (Assisted Reproduction Technology) Act 2013</li></ul>	Originating application

	<ul style="list-style-type: none"> <li>• Voluntary Sterilization Act 1974</li> <li>• Adoption of Children Act 1939</li> </ul>	
<del>Enforcement of child access orders (whether final or interim orders)</del>	<ul style="list-style-type: none"> <li><del>• Guardianship of Infants Act 1934</del></li> <li><del>• Part 10 of Women's Charter 1961</del></li> </ul>	<del>Originating application</del>
<u>B. Committal application in relation to child access order (whether final or interim order)</u>	<ul style="list-style-type: none"> <li>• <u>Guardianship of Infants Act 1934</u></li> <li>• <u>Part 10 of Women's Charter 1961</u></li> </ul>	<u>Summons in existing Court proceedings</u>
<u>C. Enforcement of orders (whether final or interim orders) other than child access orders. This includes committal applications. Application for enforcement of order (whether final or interim order) (including committal application), other than:</u> <u>(a) committal application in relation to child access order (whether final or interim order); or</u> <u>(b) application for enforcement of child access</u>	<ul style="list-style-type: none"> <li>• Guardianship of Infants Act 1934</li> <li>• Section 17(1)(d) of Supreme Court of Judicature Act 1969</li> <li>• Part 10 of Women's Charter 1961</li> <li>• International Child Abduction Act 2010</li> <li>• Section 17A(2) of Supreme Court of Judicature Act 1969</li> <li>• Mental Capacity Act 2008</li> <li>• Status of Children (Assisted Reproduction Technology) Act 2013</li> <li>• Voluntary Sterilization Act 1974</li> </ul>	Summons in existing Court proceedings

<u>order (whether final or interim order) under section 5A of Guardianship of Infants Act 1934 or section 126B of Women's Charter 1961.</u>	<ul style="list-style-type: none"> <li>• Adoption of Children Act 1939</li> </ul>	
<p><u>D.</u> Applications under Section 11A of Family Justice Act 2014. This includes:</p> <p>(i) applications for section 11A orders;</p> <p>(ii) applications to amend, vary, discharge section 11A orders; and</p> <p>(iii) applications to lift section 11A orders</p>	<ul style="list-style-type: none"> <li>• Guardianship of Infants Act 1934</li> <li>• Section 17(1)(d) of Supreme Court of Judicature Act 1969</li> <li>• Part 10 of Women's Charter 1961</li> <li>• International Child Abduction Act 2010</li> <li>• Section 17A(2) of Supreme Court of Judicature Act 1969</li> <li>• Mental Capacity Act 2008</li> <li>• Status of Children (Assisted Reproduction Technology) Act 2013</li> <li>• Voluntary Sterilization Act 1974</li> <li>• Adoption of Children Act 1939</li> </ul>	<p>Summons in existing Court proceedings</p>

(ii) the applications in Column 1 filed on and after 2 January 2025 relating to proceedings in Column 2 commenced before 2 January 2025 are to be filed in the manner set out in Column 3:

<u>Column 1: Application to be filed</u>	<u>Column 2: Existing Court proceedings</u>	<u>Column 3: Manner of filing</u>
<u>Application for enforcement of child access order (whether final or interim order) under section 5A of Guardianship of Infants Act 1934 or section 126B of Women's Charter 1961</u>	<ul style="list-style-type: none"> <li>• <u>Guardianship of Infants Act 1934</u></li> <li>• <u>Part 10 of Women's Charter 1961</u></li> </ul>	<u>Originating application</u>

## **PART 3**

### **QUASI-CRIMINAL PROCEEDINGS**

#### **3A: General**

#### **23. Definitions**

In Part 3, unless the context otherwise requires:

- (a) “authorised user” has the meaning given by Part 28, Rule 2 of the Family Justice (General) Rules 2024;
- (b) “Category 1 proceedings” has the meaning given by Part 3, Rule 2 of the Family Justice (General) Rules 2024;
- ~~(c)~~ “Category 1A proceedings” has the meaning given by Part 3, Rule 2 of the Family Justice (General) Rules 2024;
- ~~(d)~~ ~~(e)~~ “Category 2 proceedings” has the meaning given by Part 3, Rule 2 of the Family Justice (General) Rules 2024;
- ~~(e)~~ ~~(d)~~ “Category 3 proceedings” has the meaning given by Part 3, Rule 2 of the Family Justice (General) Rules 2024;
- ~~(f)~~ ~~(e)~~ “Category 3A proceedings” has the meaning given by Part 3, Rule 2 of the Family Justice (General) Rules 2024;
- ~~(g)~~ ~~(f)~~ “Category 3B proceedings” has the meaning given by Part 3, Rule 2 of the Family Justice (General) Rules 2024;
- ~~(h)~~ ~~(g)~~ “Category 4 proceedings” has the meaning given by Part 3, Rule 2 of the Family Justice (General) Rules 2024.

#### **24. Application of this Part 3**

...

- (2) The directions in paragraphs 28, 29 and 30 of these Practice Directions apply in relation to Category 1 proceedings, Category 1A proceedings, Category 2 proceedings and Category 3 proceedings only.

...

#### **25. Application of Practice Directions**



- (1) The following parts / paragraphs of these Practice Directions apply with necessary modifications to Category 1 proceedings and Category 1A proceedings:

Part 1

Part 4A, except paragraph 53

Part 5, paragraph 67

Part 7, paragraphs 78, 79 and 80 (except sub-paragraphs 1(b), 1(g), 1(i) and (4))

Part 13, paragraphs 104, 105, 106, 110, 112, 113, 114, 115, 116, 117, 119, 120, 121, 122, 123(9), 123(10), 123(14), 124 (except sub-paragraphs (6) and (11)), 125, 126, 127, 128, 132, 133, 134, 135, 136, 137, 138, 139 and 140

Part 16

Part 18

Part 20

Parts 21A and 21C

Part 22

Part 27

...

## **27. Request for Court records**

- (1) In relation to any Category 1 proceedings, Category 1A proceedings, Category 2 proceedings or Category 3 proceedings:
- (a) An application for a copy of any part of the record of any proceedings by authorised users for a case registered in the iFAMS or migrated to the iFAMS must be made via the iFAMS under “Request for Court records”.
  - (b) An application for a copy of the document mentioned in sub-paragraph (1)(a) by an applicant who is not an authorised user must be made in Form 48 of Appendix A of these Practice Directions.

...

## **3B: Category 1 Proceedings**

...

### **35. Documents and affidavits in respect of proceedings under Parts 7 and 8 of the Women's Charter 1961**

- (1) Affidavits to be filed under Part 3, Rule 19(1)(a) or 19(2) of the Family Justice (General) Rules 2024 should contain only facts relevant to the application and shall, as far as possible, be in Form 27, 27-B, 27-C, 28A, 28B, 28C, 28D, 28E or 28F (as the case may be) of Appendix A of these Practice Directions. Parties may depart from the standard form to meet their case as necessary.

...

### **39. Interlocutory and other applications**

Pursuant to Part 3, Rule 12(1)(a) of the Family Justice (General) Rules 2024, Part 3, Rule 12 applies to the following interlocutory applications arising in the course of any Category 1 proceedings:

- (a) An application to recuse a Judge;
- (b) An application to challenge the jurisdiction of the Court;
- (c) An application to stay the proceedings;
- (d) An application to strike out the whole or part of an affidavit;
- (e) An application to strike out the whole or part of an application made under Part 3, Rule 12 of the Family Justice (General) Rules 2024;
- (f) An application under section 28(1) of the Family Justice Act 2014;
- (g) An application for permission under section 62A of the Evidence Act 1893; and
- (h) An application for an extension of time.

### **39A. Substitution of applicant for protection order**

For the purposes of Part 3, Rule 22H(3)(c) of the Family Justice (General) Rules 2024, where a protector is the applicant for a protection order made in relation to family violence against a person, and the person wishes to replace the protector as the applicant for a subsequent application under Division 3 of Part 7 of the Women's Charter 1961 relating to that protection order, the person may obtain a copy of the relevant consent form from the protector.

...

### **3D: Category 3 Proceedings**

...

#### **45. Interlocutory and other applications**

Pursuant to Part 3, Rule 12(1)(a) of the Family Justice (General) Rules 2024, Part 3, Rule 12 applies to the following interlocutory applications arising in the course of any Category 3 proceedings:

- (a) An application to recuse a Judge;
- (b) An application to challenge the jurisdiction of the Court;
- (c) An application to stay the proceedings;
- (d) An application to strike out the whole or part of an affidavit;
- (e) An application to strike out the whole or part of an application made under Part 3, Rule 12 of the Family Justice (General) Rules 2024;
- (f) An application under section 28(1) of the Family Justice Act 2014;
- (g) An application for permission under section 62A of the Evidence Act 1893; and
- (h) An application for an extension of time.

...

## **PART 3I**

### **ENFORCEMENT OF CHILD ACCESS ORDERS**

#### **46A. Definitions of this Part**

Where the words and phrases defined in Part 3A, Rule 1 of the Family Justice (General) Rules 2024 are used in this Part, they shall have the same meaning as defined in Part 3A, Rule 1 of the Family Justice (General) Rules 2024, unless otherwise specified.

#### **46B. Enforcement of access orders by the Family Courts**

- (1) An access enforcement application shall be commenced in the Family Courts.
- (2) To avoid doubt, an access enforcement application in respect of an access order made by the General Division of the High Court (whether before, on or after 1 October 2014) shall be commenced in the Family Courts.

#### **46C. Scope of access enforcement application**

- (1) An access enforcement application must only be made in respect of alleged breaches of access orders occurring on or after 2 January 2025.
- (2) To avoid doubt, sub-paragraph (1) applies to all access orders, whether made before, on or after 2 January 2025.

#### **46D. Commencement documents for access enforcement application**

##### **Originating application**

- (1) Without limiting Part 3A, Rule 2 of the Family Justice (General) Rules 2024, the originating application must:
  - (a) specify the access order sought to be enforced, stating the order number and the date on which the access order was made;
  - (b) specify the paragraphs of the access order alleged to have been breached; and
  - (c) state the specific orders or reliefs sought.
- (2) Any other specific orders or reliefs that are required on the particular facts of each case are to be included.

##### **Supporting affidavit by the applicant**

(3) The following must be included in the supporting affidavit referred to in Part 3A, Rule 3 of the Family Justice (General) Rules 2024:

- (a) the name, description and address of the respondent against whom the application is being sought;
- (b) the specific paragraphs of the access order alleged to have been breached, with a copy of the access order exhibited;
- (c) the specific date, time, and location of each instance of the alleged breach, with sufficient details to allow the respondent to respond to the allegations, with supporting materials (if any) exhibited;
- (d) whether the respondent has been served with a copy of the relevant access order and / or is aware of the contents of the access order, and if so, the details of such service and / or how the respondent became aware of the contents of the access order, with supporting materials (if any) exhibited;
- (e) whether the applicant has made any attempts to resolve the respondent's alleged breach of the access order, and if so, the details of such attempts;
- (f) whether there have been previous committal proceedings brought against the respondent for breach of access orders, and if so, the case number and the orders that were made in those proceedings, with copies of the previous orders (if any) exhibited;
- (g) whether there have been previous access enforcement applications brought against the respondent for breach of access orders, and if so, the case number and the orders that were made in those proceedings, with copies of the previous orders (if any) exhibited; and
- (h) all necessary evidence in support of the application, which may contain statements of information or belief with the sources and grounds clearly stated.

(4) The particulars of the respondent's alleged breach of the access order must only include breaches alleged to have occurred on or after 2 January 2025.

**Respondent's affidavit**

(5) The respondent's affidavit must contain all necessary evidence in response to the application and may contain statements of information or belief with the sources and grounds clearly stated.

**46E. Compliance bond**

- (1) Where the Court has determined that there has been a breach of the relevant access order, the Court may order the respondent to execute a compliance bond in Form 49-A of Appendix A of these Practice Directions and require that the respondent pay the amount of the bond in cash.
- (2) The cash deposited as security for the compliance bond must be paid into Court in the manner and within the time period as directed by the Court.
- (3) The respondent must comply with the conditions stated in the compliance bond until such time when the compliance bond is discharged or has expired. If the condition(s) of the compliance bond is / are not complied with, the Court may make further orders as it thinks fit.
- (4) When the compliance bond has expired and no applications have been made to forfeit the bond before its expiry, the respondent may make a request for the release of the security by filing an “Other Hearing Related Request”. The respondent is to state the reasons for the release of the security in the request and exhibit a copy of the compliance bond.

#### **46F. Application to discharge compliance bond**

- (1) The summons for an application to discharge a compliance bond must be made in Form 67A of Appendix A of these Practice Directions and specify the compliance bond sought to be discharged, with a copy of the compliance bond exhibited.
- (2) The relief sought in the summons should be phrased as follows:

Discharge of the compliance bond executed by the respondent on [date] for a period of [duration of the bond] for having complied with the access order [order number] and condition(s) of the bond.
- (3) The affidavit in support of the application must state the following:
  - (a) particulars of the access enforcement order, with a copy of the access enforcement order exhibited;
  - (b) particulars of the compliance bond, including the duration and conditions of the compliance bond (where applicable), and details of the security paid by the respondent in respect of the compliance bond, with a copy of the compliance bond exhibited;
  - (c) the reasons why the compliance bond should be discharged; and

- (d) where applicable, a declaration that the respondent has fully complied with the access order and all condition(s) of the compliance bond as of the date of the affidavit.

#### **46G. Application to forfeit compliance bond**

- (1) The summons for an application to forfeit a compliance bond must be made in Form 67A of Appendix A of these Practice Directions and specify the compliance bond sought to be forfeited. The application must be filed before the expiry of the bond, and no application shall be filed after the expiry of the bond.

- (2) The relief sought in the summons should be phrased as follows:

Forfeiture of the compliance bond executed by the respondent on [date] for a period of [duration of the bond] for having failed to comply with the access order [order number] and condition(s) of the bond.

- (3) The affidavit in support of the application must state the following:

- (a) particulars of the access enforcement order, with a copy of the access enforcement order exhibited;
- (b) particulars of the compliance bond, including the duration and conditions of the compliance bond (where applicable), with a copy of the compliance bond exhibited; and
- (c) particulars of the respondent's alleged failure to comply with the access order or any condition(s) of the compliance bond, and specifying the paragraph(s) of the access order and / or specific condition(s) of the compliance bond alleged to have been breached, the period in which the breach(es) is / are alleged to have occurred, and where possible, the specific dates / time of each instance of alleged breach.

#### **46H. Hearings in Court and in chambers**

- (1) An access enforcement application shall be heard in Court unless otherwise ordered by the Court.

- (2) The following matters shall be heard in chambers unless otherwise ordered by the Court:

- (a) an application to discharge a compliance bond; and
- (b) an application to forfeit a compliance bond.

## PART 27

### APPLICABILITY OF COURT FORMS

#### 247. Table of Forms

...

#### Forms in Appendix A (Forms for use in Family Justice (General) Rules 2024)

Form No.	Form Title	Applicable Rule(s) / PD Paragraph(s)	When should the form be used?	Remarks
...				
27	Applicant's Affidavit / Statement for Personal Protection Order	P.3, r.19 FJ(G)R Para 35(1) PD	To apply for Personal protection order under Part 7 of the Women's Charter 1961.	
<a href="#"><u>27-A</u></a>	<a href="#"><u>Notice of Objection Against an Application under Section 160A(4) of the Women's Charter 1961</u></a>	<a href="#"><u>P.3, r.22C(3) FJ(G)R</u></a>	<a href="#"><u>To be filed by a person served with a Notice of Application under Section 160A(4) of the Women's Charter 1961 to object to the application.</u></a>	
<a href="#"><u>27-B</u></a>	<a href="#"><u>Appointed Psychiatrist's Affidavit / Statement to Vary or Revoke a Mandatory Treatment Order</u></a>	<a href="#"><u>P.3, r.22J(a) FJ(G)R</u></a> <a href="#"><u>Para 35(1) PD</u></a>	<a href="#"><u>To provide evidence in support of an application by the appointed psychiatrist to vary or revoke a Mandatory Treatment Order.</u></a>	



Form No.	Form Title	Applicable Rule(s) / PD Paragraph(s)	When should the form be used?	Remarks
<u>27-C</u>	<u>Applicant's / Respondent's Affidavit / Statement in response to an Application to Vary or Revoke a Mandatory Treatment Order</u>	<u>P.3, r.22J(2)(b) FJ(G)R</u> <u>Para 35(1) PD</u>	<u>To be used by an applicant or respondent to respond to the appointed psychiatrist's application to vary or revoke a Mandatory Treatment Order.</u>	
28A	Applicant's Affidavit / Statement for Maintenance Order	P.3, r.19 FJ(G)R Para 35(1) PD	To apply for maintenance orders under Part 8 of the Women's Charter 1961 for the following situations:  (a) For self and/or children only;  (b) For incapacitated husband;  (c) For child maintenance from a person who has accepted a child as a member of the family.	
...				
49	Notification on Appearances of Advocates / Prosecutors	-	To notify the Court on appearances of advocates / prosecutors.	
<u>49-A</u>	<u>Compliance Bond</u>	<u>Para 46E(1) PD</u>	<u>To be used when the Court (in an access enforcement application) orders a respondent to execute a compliance bond.</u>	
50	Offer of Amicable Resolution	P.4, r.2 FJ(G)R Para 32 PD	To be used to propose amicable settlement of matter.	Not to be filed in Court unless otherwise directed.

Form No.	Form Title	Applicable Rule(s) / PD Paragraph(s)	When should the form be used?	Remarks
...				
55A	Originating Application / Summons for Children Orders (New Orders only)	P.5, r.1 FJ(G)R P.5, r.15 FJ(G)R	<p>To apply for:</p> <ul style="list-style-type: none"> <li>(a) Custody, care and control, access orders for child(ren), with or without maintenance for child(ren);</li> <li>(b) Appointment of guardian of child(ren), with or without maintenance for child(ren);</li> <li>(c) Maintenance for child(ren) under the Guardianship of Infants Act 1934 (“GIA”);</li> <li>(d) Orders under GIA <u>(excluding orders under sections 5A, 15, 16, 17, 18, 19, 20, 21);</u> or</li> <li>(e) Orders under section 17(1)(d) of the Supreme Court of Judicature Act 1969.</li> </ul> <p>For details on whether the application is to be made by Originating Application or summons, please refer to the help notes in the Form.</p> <p>For more details on when the form <b>cannot</b> be used, please refer to the help notes in the Form.</p>	
...				

Form No.	Form Title	Applicable Rule(s) / PD Paragraph(s)	When should the form be used?	Remarks
73	Consent to Act as Litigation Representative	P.6, r.10 FJ(G)R	To enable a person to act as litigation representative of a person under disability.	<u>For filing under the IELS, the form is an “E-FORM”.</u> <u>For filing under the iFAMS, the form is to be filed in PDF format.</u>
...				

...

## Appendix A: Forms for use in Family Justice (General) Rules 2024

27-A.

[PDF UPLOAD](#)

P.3, r.22C(3) FJ(G)R 2024

### **Notice of Objection Against an Application under Section 160A(4) of the Women's Charter 1961**

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

#### **NOTICE OF OBJECTION AGAINST APPLICATION UNDER SECTION 160A(4) WOMEN'S CHARTER 1961**

IN THE MATTER OF [NAME] [NRIC/FIN/PASSPORT NO.]

[Applicant's Name]

... Applicant(s)

[Respondent's Name]

... Respondent

To:

a) Family Justice Courts

b) Director-General of Social Welfare / Applicant

1. Whereas an application has been made by the above applicant for an Order under section 160A of the abovementioned Act, and that a Notice of Application was served on me, Select the applicable option<sup>1</sup>.
2. I, [Enter name of Respondent / parent or guardian / donee or deputy], hereby give notice that I intend to object to the application and wish to be heard on the same. The brief reasons for the objection is as follows:

---

<sup>1</sup> The applicable options are: the Respondent / as the Respondent's parent or guardian / as the Respondent's donee or deputy.

[Enter brief reasons for objecting to the application]

3. The address in which communications for the above matter should be sent to is as follows:

*(Note: This must be an address in Singapore. If a solicitor is acting for you, give the name and address of your solicitor in Singapore.)*

[Enter correspondence address]

4. My other contact particulars are as follows:
- a. Contact number: Enter contact no. here
  - b. Email address: Enter email address here
5. I understand that after this Notice of Objection has been filed and accepted by the Family Justice Courts, this Notice of Objection is to be served on the Director-General of Social Welfare, Ministry of Social and Family Development (MSF). Thereafter, a case conference will be fixed where the Court may give any such directions as it deems fit for the conduct of the application.

Name & Signature: Enter name / Signature

P.3, r.22J(2)(a) FJ(G)R 2024  
 Para 35(1) PD 2024

**Appointed Psychiatrist's**  
**☐ Affidavit ☐ Statement**  
**to Vary or Revoke a Mandatory Treatment Order**

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

Summons No. SSM/SSP\*  
[number]/[year]

Between

\*Delete where inapplicable.

[Appointed Psychiatrist's name]  
[MCR / SRP No.]

... Appointed Psychiatrist

And

[Applicant's name]  
[ID No.]

... Applicant

And

[Respondent's name]  
[ID No.]

... Respondent

**APPOINTED PSYCHIATRIST'S ☐ AFFIDAVIT ☐ STATEMENT**

**Section 1: Introduction**

Name of Appointed Psychiatrist: Enter full name as per NRIC/ Passport here.

MCR / SRP No.: Enter MCR / SRP no. here.

C/o Address: Enter address here.

1. I am the appointed psychiatrist with whom the above Respondent in [Enter case number here] had been ordered to undergo psychiatric treatment under a mandatory treatment order [Enter MTO number] made on [Enter date here] (the "MTO").

**Section 2: Details of application**

2. I wish to apply to ☐ vary ☐ revoke the MTO.

*If the application is to vary the MTO, proceed to questions 3 and 4.*

If the application is to revoke the MTO, proceed to question 4.

3. I am seeking for the MTO to be varied as follows:

<u>[Specify the nature of the variation applied for]</u>
--

4. The brief reasons for this application are as follows:

<input type="checkbox"/>	<u>There has been a change in the circumstances after the order was made.</u>
	<u>[Specify the details of the change]</u>
<input type="checkbox"/>	<u>The Respondent has made progress in psychiatric treatment.</u>
	<u>[Specify the progress made]</u>
<input type="checkbox"/>	<u>The Respondent has complied with the MTO:</u>
	<u>[Specify the extent in which the mandatory treatment order has been complied with]</u>

5. ☐ I attach the following evidence and/or report(s) in support of my application together with this ☐ affidavit ☐ statement.<sup>1</sup>

### **Section 3: Affirmation or Declaration**

The affidavit is to be sworn / affirmed in accordance with the Form of Attestation (Form 106) or signed / declared in accordance with the Form of Declaration (Form 107) of the Family Justice (General) Rules 2024, whichever is applicable.

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<sup>1</sup> If you have evidence and/or reports to be attached together with the affidavit/statement, select the checkbox at question 5 and include the relevant information/document(s).

P.3, r.22J(2)(b) FJ(G)R 2024  
Para 35(1) PD 2024

**Applicant's / Respondent's ☐ Affidavit ☐ Statement**  
**in Response to an Application to Vary or Revoke a Mandatory**  
**Treatment Order**

**IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE**

Summons No. SSM/SSP\* [number]/[year]

Between

\* Delete where inapplicable.

[Appointed Psychiatrist's name]

[MCR / SRP No.]

... Appointed Psychiatrist

And

[Applicant's name]

[ID No.]

... Applicant

And

[Respondent's name]

[ID No.]

... Respondent

**☐ APPLICANT'S ☐ RESPONDENT'S**  
**☐ AFFIDAVIT ☐ STATEMENT**

**Section 1: Introduction**

Name of

☐ Applicant ☐ Respondent:

Enter full name as per NRIC/ Passport here.

Identity No.:

Enter NRIC/ FIN/ Passport no. here.

Address:

Enter address here.

1. I am the ☐ Applicant ☐ Respondent in the above matter.
2. The above Respondent in [Enter case number here] was ordered to undergo psychiatric treatment under a mandatory treatment order [Enter MTO number] made on [Enter date here] (the "MTO").



3. The appointed psychiatrist with whom the Respondent was ordered to undergo psychiatric treatment has filed an application to ☐ vary ☐ revoke the MTO.

## **Section 2: Details of application**

4. I ☐ support ☐ oppose the application. My reasons are as follows:

State details of your reasons for supporting or opposing the application.

5. ☐ I attach the following evidence and/or reports in support of my response together with this ☐ affidavit ☐ statement.<sup>1</sup>

## **Section 3: Affirmation or Declaration**

The affidavit is to be sworn / affirmed in accordance with the Form of Attestation (Form 106) or signed / declared in accordance with the Form of Declaration (Form 107) of the Family Justice (General) Rules 2024, whichever is applicable.

---

<sup>1</sup> If you have evidence and/or reports to be attached together with the affidavit/statement, select the checkbox at question 5 and include the relevant information/document(s).

## **Compliance Bond**

*Compliance Bond is valid only if engrossed with the seal of the Court and signatures of Interpreter / Court Officer and District Judge*

(Title as in action)

### **COMPLIANCE BOND**

#### **Whereas:**

1. I, [Enter name, NRIC and address of the Respondent], have been ordered by way of access enforcement order [Enter order number] ("Access Enforcement Order"), to execute a bond in the sum of [Enter amount] Singapore dollars on [Enter date] to comply with the access order [Enter order number] ("Access Order") for a period of [Enter duration] commencing on [Enter start date] and ending on [Enter end date] ("Duration of the Bond").
2. The condition(s) of the bond ordered by the court is/are\* as follows:
  - a. [Enter condition of bond ordered by the court]
  - b. [Enter condition of bond ordered by the court]
  - c. [Enter condition of bond ordered by the court]
3. I hereby pay to the court the sum of [Enter amount] dollars by [Enter mode of payment] as security for the purposes of the bond (hereinafter referred to as the "Security").
4. I hereby undertake to comply with the Access Order and all condition(s) of the bond ordered by the court. If I fail to comply with the Access Order and/or any condition(s) of the bond, I bind myself to forfeit to the Government the Security in the sum of [Enter amount here] dollars.
5. I understand that if the Access Order and/or any condition(s) of the bond stated in paragraph 2 is/are\* not complied with, the court may make further orders as it thinks fit.
6. If there are no pending applications to forfeit the bond, I may, at the expiry of the Duration of the Bond, request for the Security to be released to me. In such an event, I would like the refund to be processed via my ☐ NRIC-linked Paynow account ☐ bank account. The bank account number for the purposes of refund is [Enter bank name] [Enter bank number]. I understand that this will be the default mode of refund, unless I convey any changes in my bank account details to the Court prior to or at the point of my request for the Security to be released to me.

Dated this [Enter date here]

[To be completed and signed by the Respondent]

Name Enter name here

NRIC/FIN/Passport No. Enter NRIC/FIN/Passport No. here

Address Enter address here

Email address Enter email address here

Telephone number Enter telephone no. here

Signature \_\_\_\_\_

\* Delete where inapplicable

\_\_\_\_\_  
Interpreter / Court Officer  
[In [language]]

\_\_\_\_\_  
District Judge

## ☐ **Originating Application** ☐ **Summons for Children Orders** **(New orders only)**

1. Use this Form to apply for new orders relating to:
  - (a) Custody, care and control, access of child(ren)
    - With or without maintenance for child(ren)
  - (b) Appointment of guardian of child(ren)
    - With or without maintenance for child(ren)
  - (c) Maintenance for child(ren) under the Guardianship of Infants Act 1934
  - (d) Orders under the Guardianship of Infants Act 1934 (excluding orders under sections 5A, 15, 16, 17, 18, 19, 20, 21)
  - (e) Orders under section 17(1)(d) of the Supreme Court of Judicature Act 1969
  
2. The application for orders set out in paragraph 1 is to be made by summons if there are pending court proceedings in the Family Justice Courts relating to the same child(ren) for any of these matters:
  - (a) Divorce;
  - (b) Nullity;
  - (c) Judicial Separation; or
  - (d) Children orders.

If there are no pending court proceedings as stated above, the application for orders set out in paragraph 1 is to be made by Originating Application.

3. Do NOT use this Form in the following situations:

If you are seeking for:	Use instead:
(a) Orders under Adoption of Children Act 2022	Originating Application for Adoption (Form 57)
(b) Orders under International Child Abduction Act 2010	Originating Application for Orders under the International Abduction Act 2010 (Form 68)
(c) Maintenance only <b><u>AND</u></b> there are pending proceedings in the Family Justice Courts for: <ul style="list-style-type: none"> <li>▪ Divorce;</li> <li>▪ Nullity;</li> <li>▪ Judicial Separation</li> </ul>	Summons for maintenance (Form 56) OR Maintenance Complaint Form (Form 23A)
(d) Maintenance only <b><u>AND</u></b>	Maintenance Complaint Form (Form 23A)

<p>there are NO pending proceedings in the Family Justice Courts for:</p> <ul style="list-style-type: none"> <li>▪ Divorce;</li> <li>▪ Nullity;</li> <li>▪ Judicial Separation</li> </ul>	
<p>(e) Maintenance only  <u><b>AND</b></u>  there are pending proceedings in the Family Justice Courts for</p> <ul style="list-style-type: none"> <li>▪ Financial relief after foreign divorce</li> </ul>	<p>Summons for Maintenance (Form 56)</p>

This form contains Notes to help you in the completion of the form. Please note that the Notes are **NOT** to be construed or regarded as a substitute for legal advice. Please seek legal advice if necessary.

This form, when submitted to the Court as an Originating Application, will be generated in accordance with the layout of the generated Originating Application (Form 53). If this Form is submitted to the Court as a Summons, it will be generated in accordance with the layout of the generated Summons (Form 67).

This Notice serves as a reminder to the Applicant and does not appear as part of the issued Originating Application (“OA”).

**IMPORTANT: Duty to consider amicable resolution**

Pursuant to the Family Justice (General) Rules 2024 (“FJ(G)R 2024”), you are required to consider amicable resolution of the dispute before and after commencing Court proceedings. This means that you should either:

- (a) explore alternative ways of settling the dispute without resorting to legal action; or
- (b) make an offer to the other party to settle the dispute.

For more information on your obligations, please refer to the Information Sheet on Amicable Dispute Resolution and Part 4 of the FJ(G)R 2024.

**FJC PD 2024 Amendment No. 2 of 2024**

**As the amendment is only to the cover page of form 55A, the content of form 55A is intentionally omitted here.**

## Consent to act as Litigation Representative

(Title as in action)

### CONSENT TO ACT AS LITIGATION REPRESENTATIVE

*For the **Litigation Representative**'s completion.*

My name: Enter full name as per NRIC/Passport here.

My identification number: Enter NRIC/ FIN/ Passport no. here.

I consent to act as the litigation representative for

☐ the Applicant: Enter full name as per NRIC/Passport here.

☐ the Respondent: Enter full name as per NRIC/Passport here.

☐ others: Enter full name as per NRIC/Passport here.

in: State case no. or describe the proceedings if the proceedings have not commenced.

I authorise Enter name of law firm here of Enter law firm's address here, advocates and solicitors, to act on my behalf.

The Consent is to be sworn / affirmed in accordance with the Form of Attestation (Form 106) of the Family Justice (General) Rules 2024.