

FILING CLAIMS ON THE CJTS

A guide to filing simplified proceedings
under the Protection from Harassment Act

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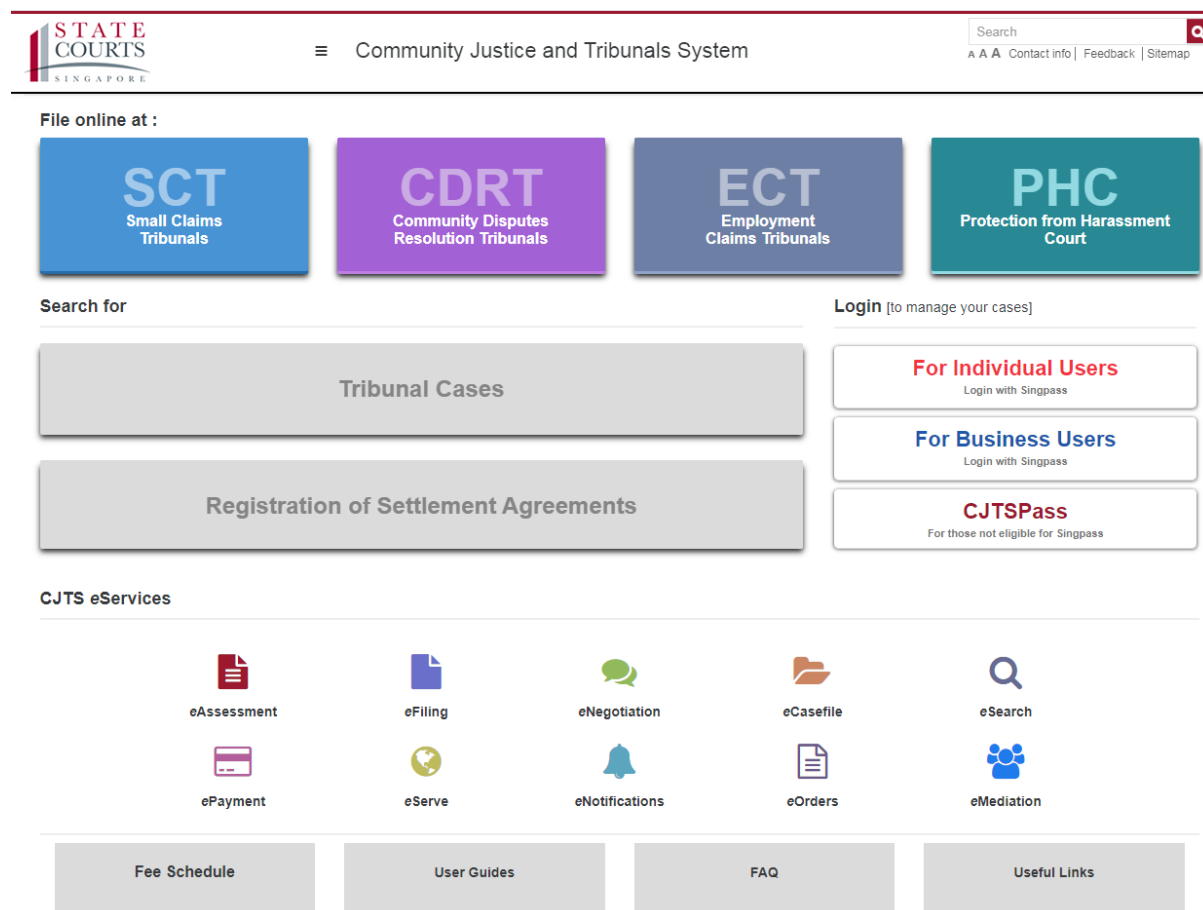
36. Correspondence	101
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1. Accessing the CJTS

The Community Justice & Tribunals System ("CJTS") is the electronic case filing and management system for the Small Claims Tribunals, Employment Claims Tribunals, Community Disputes Resolution Tribunals, and simplified proceedings before the Protection from Harassment Court ("PHC") under the Protection from Harassment Act.

The CJTS can be accessed at <https://cjts.judiciary.gov.sg/>.

The landing page is shown below.



From the Landing Page, you may:

1. Start filing at the different Tribunals/Court.
2. Search CJTD Cases.
3. Login options (Refer to **section 3**: User Login Options for information on the various login methods)
4. Browse the list of eServices that the CJTS offers
5. Find links to useful information such as CJTD fee schedules and user guides.

2. Pre-filing assessment

(i) What is a Pre-filing assessment?

A pre-filing assessment is a checklist of questions designed to help Claimants determine if their intended Claim is within the court's jurisdiction and consider whether they meet the pre-requisites for filing and proving a Claim.

(ii) How do I do the Pre-filing assessment?

Step 1: Click on the button **<PHC>** at the landing page to initiate the pre-filing assessment process. You will need to read through and accept the Terms and Conditions if you wish to use the CJTS service.

TERMS AND CONDITIONS

Community Justice and Tribunals System Terms of Use

Thank you for visiting www.statecourts.gov.sg/CJTS/ ("this Web Application"). By accessing and using this Web application, you shall be deemed to have accepted to be legally bound by these Terms of Use. If you do not agree to these Terms of Use, please do not use this Web Application.

General

1. These Terms of Use may be changed from time to time. Changes will be posted on this page and your use of this Web Application after such changes have been posted will constitute your agreement to the modified Terms of Use and all of the changes.

☐ By using this service, you agree to the Terms and Conditions.

CAPTCHA

Captcha validates every log in by a human visitor and prevents automated spam submissions.

Enter the characters (without spaces) shown in the image

ydkb7

Note: Please DO NOT navigate the browser's BACK, FORWARD, or REFRESH buttons, as it will disrupt the operation of the submission.

Cancel Proceed

- Read the entire Terms and Conditions by scrolling down using the vertical scroll bar
- Check the box beside the text **"By using this service, you agree to the Terms and Conditions"**, to provide your consent to proceed
- Enter the captcha characters shown in the image and click on the **<Proceed>** button
- **Error messages will be displayed in red for mandatory fields that have not been entered.**

Step 2: Under "Nature of Claim", click on the drop-down to view the subcategories under it. Select your nature of claim.

* Note: Only one main category is allowed for each claim. If you wish to make a claim to the same party under more than one main category, you will have to file separate claims.

Nature of Claim ⓘ

HARASSMENT

☐ Causing Harassment, Alarm or Distress (ss 3-4 POHA)
☐ Provoking, facilitating, or causing fear of violence (s 5 POHA)
☐ Indecent, threatening, abusive or insulting behaviour/words/communication to or towards a public servant/public service worker (s 6 POHA)
☐ Unlawful stalking (s 7 POHA)

FALSE STATEMENT

☐ False Statement of Fact published by Respondent (ss 15A-15B POHA)
☐ False Statement of Fact published through Internet Intermediary Service provided by Respondent (ss 15C-15D POHA)
☐ Orders against prescribed individuals/entities in respect of False Statement of Fact (s 15E POHA)

Step 3: Select the main category and check the sub-categories that apply to your claim. The system will prompt you to answer a series of yes/no questions. The questions will be displayed one at a time. Below is an example of a completed Pre-Filing Assessment:

Parties Details

Are you planning to file a claim in your own capacity (ie, as an individual and not as a representative of a company)?

YES

Are you an undischarged bankrupt?

YES

Do you have the permission of the Official Assignee to bring this claim?

YES

To the best of your knowledge, is the intended respondent a bankrupt or a corporate entity in liquidation?

NO

Is the intended respondent a family member? Note: A "family member" includes an ex-spouse, and his/her family members.

YES

Have you approached the Family Justice Courts (FJC) for assistance?

YES

Was the FJC able to provide you the assistance you needed?

NO

Are you/have you been involved in any other court or legal proceedings involving the intended respondent?

NO

Have you tried to resolve this dispute with the intended respondent?

YES

Are you still willing to try resolving this dispute amicably with the intended respondent?

YES

Nature of Dispute

Are you seeking a Protection Order ("PO") under s 12 of the Protection from Harassment Act ("POHA")?

YES

Is the intended respondent likely to (i) continue his/her conduct against you or (ii) commit another contravention of ss 3-7 against you?

YES

Are you also seeking an Expedited Protection Order ("EPO") under s 13? Note: An EPO is a temporary protection order which is granted where the circumstances require urgent intervention.

NO

Are you seeking a Mandatory Treatment Order ("MTO") against the intended respondent under s 13B? Note: A Mandatory Treatment Order directs a respondent suffering from certain psychiatric conditions to undergo psychiatric treatment.

NO

Are you seeking damages for harassment-related claims (s 11 POHA)?

YES

Is your claim for damages more than \$20,000?

NO

Did the intended respondent's conduct take place within the last 2 years?

YES

Do you have proof of your loss?

YES

Please be prepared to furnish proof of your loss(es) in the claim form.

Do you need emotional support?

NO

Service

Are you willing and able to serve the court documents on the intended respondent?

YES

Form Completion Status (100%)

Cancel

Submit

5

- After choosing Yes or No, the system will display the answer chosen. To change your answer, click on the answer again and the Yes and No buttons will appear for selection again
- Messages displayed in **red** give you information to consider before filing your Claim

Step 4: When all the questions are answered, the Form Completion Status will show 100% and you may click the **<Submit>** button.

Form Completion Status (100%)

[Cancel](#)
[Submit](#)

Clicking on the **<Submit>** button brings you to the Acknowledgement page.

ACKNOWLEDGEMENT

You have completed the pre-filing assessment. This is your pre-filing assessment ID:

PF/44028/2020

- You need a pre-filing assessment ID to file a Claim.
- This pre-filing assessment ID is valid for 7 days only. Please file your Claim within 7 days using the above pre-filing assessment ID.
- Please click [here](#) to save this acknowledgement page for your future reference.

Please consider the following information before proceeding:

- Please be prepared to furnish proof of your loss(es) in the claim form.

Your Answers to the Questionnaire

Are you planning to file a claim in your own capacity (ie, as an individual and not as a representative of a company)?	Yes
Are you an undischarged bankrupt?	Yes
Do you have the permission of the Official Assignee to bring this claim?	Yes
To the best of your knowledge, is the intended respondent a bankrupt or a corporate entity in liquidation?	No
Is the intended respondent a family member? Note: A "family member" includes an ex-spouse, and his/her family members.	Yes
Have you approached the Family Justice Courts (FJC) for assistance?	Yes
Was the FJC able to provide you the assistance you needed?	No
Are you/have you been involved in any other court or legal proceedings involving the intended respondent?	No
Have you tried to resolve this dispute with the intended respondent?	Yes
Are you still willing to try resolving this dispute amicably with the intended respondent?	Yes
Are you seeking a Protection Order ("PO") under s 12 of the Protection from Harassment Act ("POHA")?	Yes
Is the intended respondent likely to (i) continue his/her conduct against you or (ii) commit another contravention of ss 3-7 against you?	Yes
Are you also seeking an Expedited Protection Order ("EPO") under s 13? Note: An EPO is a temporary protection order which is granted where the circumstances require urgent intervention.	No
Are you seeking a Mandatory Treatment Order ("MTO") against the intended respondent under s 13B? Note: A Mandatory Treatment Order directs a respondent suffering from certain psychiatric conditions to undergo psychiatric treatment.	No
Are you seeking damages for harassment-related claims (s 11 POHA)?	Yes
Is your claim for damages more than \$20,000?	No
Did the intended respondent's conduct take place within the last 2 years?	Yes
Do you have proof of your loss?	Yes
Do you need emotional support?	No
Are you willing and able to serve the court documents on the intended respondent?	Yes

NEXT STEPS

[Proceed to eFiling](#)

- The system will generate a pre-filing assessment ID for you.
- Please consider the messages shown in **red** before proceeding further.
- Click on **<Proceed to eFiling>** button to continue filing the Claim. Or save the acknowledgement page to file the Claim later, using the same pre-filing assessment number.
- A pre-filing assessment ID is required for filing a Claim. The generated ID will be stored in the CJTS for 7 days. If a Claim is not filed using this ID within 7 days, you will need to perform a pre-filing assessment again.

Step 5: On clicking the **<Proceed to eFiling>** button, the system will display a pop-up window with login options to proceed with filing.

Login [to manage your cases]

For Individual Users

Login with Singpass

For Business Users

Login with Singpass

CJTSPass

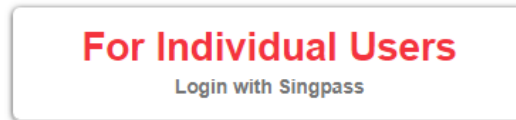
For those not eligible for Singpass

Refer to **section 3: User Login Options** for information on the various login methods.

3. User Login Options

Users will need to login to the system to access all the CJTS eServices (except case search) using one of the following methods.

- a) If you are an Individual filing a Claim or responding to a Claim in your personal capacity, you need to use your Singpass to login. Click on the icon and follow the instructions.



- b) If you are a corporate entity, including sole proprietors, associations and societies, that is filing a Claim or responding to a Claim, you need to use your Corppass. Click on the icon and follow the instructions.



- c) If you are not eligible for a Singpass / Corppass, click on the icon and follow the instructions.



Details about registering for a CJTS pass is provided under **section 4: Register for a CJTS Pass.**

When you are logging in for the first time, the system will display the MY PROFILE page.

TERMS AND CONDITIONS
By using this service, you agree to the [Terms of Use](#).

MY PROFILE

General information and instructions:

1. This page contains your personal particulars.
2. You will need your identification number, personal particulars and a valid email address to complete the form.
3. The information provided will be automatically filed onto the online application, where applicable.
4. The Court may use this information to contact you.
5. This form will take you about 5 minutes to complete.
6. (*) denotes mandatory fields.
7. Please refer to the CJTS step-by-step Guide for more information on My Profile.

Note: Reduce your hassle by retrieving your particulars from MyInfo

Retrieve Myinfo with singpass

Name*

ID*

Contact No 1* MOBILE + 65

Contact No 2 + 65

Email*

Sex* ☒ Male ☐ Female

Premises Type*

Block / House No.*

Street Name*

Floor/Unit -

Building Name

Country*

Postal Code*

☐ I declare that all the information provided above is true and correct.

Submit **Cancel**

The system will retrieve the profile from MyInfo/EDH for the first-time login users. You will need to provide/update your particulars and click submit. Users are not allowed to amend the Name, ID, and Gender details retrieved from MyInfo. Other details can be updated as and when necessary.

4. Register for a CJTS Pass

Step 1: To register for a CJTS Pass, click on the icon:



The CJTS login page will be displayed.

CJTS PASS

Login

User ID*

Password*

Login

No CJTS Pass User ID? [Register here](#)

[Forgot Password?](#)

Step 2: Click on **<Register here>**. The following page will be displayed.

CJTS PASS REGISTRATION

General Information & Instructions:

1. This is the CJTS Pass registration form.
2. The CJTS Pass allows those who are non-eligible for Singpass and Corppass to file and manage a case in CJTS.
3. You will need your identification number and personal particulars to complete the form.
4. This form will take you about 10 minutes to complete.
5. After completing the form, you will be required to select your preferred appointment date to attend at the Registry for verification and issuance of the CJTS Pass.
6. Please bring along your original identification documents (eg: Passport) on your appointment date for verification.
7. If you are holding a FIN no. and are not eligible for Singpass, please use your FIN no. (and not your passport no.) to register for a CJTS Pass.
8. (*) denotes the mandatory fields.
9. ⓘ provides more details on the fields.
10. Please refer to the [Tribunal Guide](#) for more information on the CJTS Pass registration form.

Register

You are registering as an* ☒ Individual ☐ Entity

- If you want to commence/carry on proceedings as an Individual, select the **<Individual>** radio button
- If you want to commence/carry on proceedings as an Entity, select the **<Entity>** radio button

Step 3: Enter your particulars

CJTS PASS REGISTRATION

General Information & Instructions:

1. This is the CJTS Pass registration form.
2. The CJTS Pass allows those who are non-eligible for Singpass and Corppass to file and manage a case in CJTS.
3. You will need your identification number and personal particulars to complete the form.
4. This form will take you about 10 minutes to complete.
5. After completing the form, you will be required to select your preferred appointment date to attend at the Registry for verification and issuance of the CJTS Pass.
6. Please bring along your original identification documents (eg: Passport) on your appointment date for verification.
7. If you are holding a FIN no. and are not eligible for Singpass, please use your FIN no. (and not your passport no.) to register for a CJTS Pass.
8. (*) denotes the mandatory fields.
9. ⓘ provides more details on the fields.
10. Please refer to the [Tribunal Guide](#) for more information on the CJTS Pass registration form.

Register

You are registering as an* ☒ Individual ☐ Entity

Name*
Enter name as per FIN / Passport No.

ID*
Type Enter your FIN / Passport No.

Contact No 1*
Select + 65 Enter Phone Number

Contact No 2
Select + 65 Enter Phone Number

Email*
Enter Email Name ⓘ Enter Email Domain
eg: john@eirc.com

Sex*
☐ Male ☐ Female

Premises Type*
Select Premises Type

Postal Code*
Enter Postal Code [Retrieve Address](#)

Block / House No.*
Enter Block / House No.
eg: 111A

Street Name*
Enter Street Name

Floor-Unit
Enter Floor No. - Enter Unit No.
eg: 09-245

Building Name
Enter Building Name

Country*
Select

- Enter the details in the form. The fields marked (*) are mandatory fields
- Use the drop-down arrow symbol for ID Type, Contact No, and Premises Type
- For Individuals - your ID must be your FIN or Passport Number
- Users are not allowed to amend later the Name, Id and Gender field details given during registration
- For Entities - your ID must be your UEN (Unique Entity Number) or, if you do not have one, your company registration number.
- **Error messages will be displayed in red for mandatory fields that have not been filled in**

Step 4: Select your court attendance date and time.

Appointment Date & Time

Note: Applicant is required to appear at Community Justice Tribunal Division (CJTD) on the selected appointment date and time.

Date* (dd/MM/yyyy)

Time*

- Use the drop-down arrow symbol to Select a Court Date and Time to obtain the pass from the Registry Officer

Step 5 (only for Entities): If you are representing an Entity, additional information on the entity's representative must be provided.

Appointment Date & Time

Representative Name*

Representative ID Type & ID*

Date* (dd/MM/yyyy)

Time*

CAPTCHA

Captcha validates every log in by a human visitor and prevents automated spam submissions.

 Enter the characters (without spaces) shown in the image

☐ I/We do not have SingPass/CorpPass and are not eligible to apply for one. I/We declare that all the information provided above is true and correct.

- Enter the captcha characters
- Check the declaration box to declare the information provided
- Click on **<Submit>** button
- **Error messages will be displayed in red for mandatory fields that have not been entered**

If successful, an Acknowledgment page indicating the successful submission for CJTS Pass registration will be displayed. The acknowledgment can be saved by clicking on the link **<here>**.

ACKNOWLEDGEMENT

- CJTS Pass registration request has been submitted successfully on 11/08/2020 12:29 PM.
- Your registration request no. is [CJTD/REG/21187/2020](#).
- You are required to appear at Community Justice and Tribunals Division (CJTD) on 12 AUG 2020 10:30 AM.
- Please bring along your original ID and documents for verification.
- Click [here](#) to save this acknowledgement.



[Go to Home](#)

- You need to appear at State Courts on the date and time mentioned for user verification
- Upon verification and approval, you will receive a notification via e-mail. You need to activate the user credentials through the link provided in the email and create a password

5. Login using a CJTS Pass

Step 1: From the login options on the Home page or login options pop-up displayed by the system during any process, click on the icon:



The CJTS login page will be displayed.

Step 2: Follow the instructions below at the CJTS login page

CJTS PASS

A login form titled "CJTS PASS" with a sub-header "Login". It contains two input fields: "User ID*" with the placeholder "Enter your User ID" and "Password*" with the placeholder "Enter your Password". To the right of the password field is a red "Login" button. Below the input fields are two links: "No CJTS Pass User ID? Register here" and "Forgot Password?".

Instructions:

- Enter the User ID and the Password
- Click on the <Login> button

CJTS ONE TIME PASSWORD

A form titled "CJTS ONE TIME PASSWORD" with a sub-header "One-time Password (OTP)". It includes a note: "Note: An OTP has been sent to registered email address and Mobile No. via SMS. Please check your Email/SMS for the OTP." Below this is an input field for "One-time Password*" with the placeholder "Enter OTP". To the right of the input field are two buttons: a red "Submit" button and a gray "Cancel" button. At the bottom, there is a footnote: "* If you do not receive the OTP within 2 minutes, please click here to resend a new OTP." with a small gray button labeled "here".

Instructions:

- If the credentials entered are correct, the system will generate a One-time Password (OTP) and send to the registered email address and mobile number. Retrieve the OTP from your email or SMS
- Enter the OTP. OTP will expire in two minutes time. If expired, click on the link provided to resend a new OTP.
- Click on <Submit> button and the User Home page will be displayed.

You will be brought to "MY PROFILE" page.

Step 3: When you are logging in for the first time, the system will display the MY PROFILE page. You will need to provide/update your particulars and click submit. Users are not allowed to amend the Name, ID, and Gender details entered during registration of the CJTS pass on this page. Other details can be updated as and when necessary.

MY PROFILE

General Information and Instructions:

1. This page contains your personal particulars.
2. You will need your identification number, personal particulars and a valid email address to complete the form.
3. The information provided will be automatically filled onto the online application, where applicable.
4. The Court may use this information to contact you.
5. This form will take you about 5 minutes to complete.
6. (*) denotes mandatory fields.
7. Please refer to the [CJTS step-by-step Guide](#) for more information on My Profile.

Name*

▼

Contact No 1*

MOBILE ▼

+

65

Email*

@

eg: john@abc.com

Premises Type*

APARTMENT/FLAT/CONDO ▼

Block / House No.*

123

eg: 111A

Floor-Unit*

10

-

10

eg: 06-245

Country*

SINGAPORE ▼

ID*

PASSPORT ▼

Contact No 2

▼

+

65

Enter Phone Number

Sex*

☒ Male ☐ Female

Street Name*

Building Name

Enter Building Name

Postal Code*

☐ I declare that all the information provided above is true and correct.

Submit

Cancel

6. Home Screen

After a successful login using any one of the three login methods described above (see **3. USER LOGIN OPTIONS**), the system will display your Home Page.



Community Justice and Tribunals System (UAT v5.9.7)

[Contact info](#) | [Feedback](#) | [Sitemap](#)

#####5061

Home / Dashboard

Home

Notifications

eNegotiation

My Filings

Settlement Agreements

Payment Details

Online Applications

CDRT

ECT

PHC

SCT

My Profile

Resources

Logout

Enter one-time reference number

NOTIFICATIONS660

DATE & TIME	SUBJECT
09/08/2020 09:00 AM	Court date reminder - CDT/622/2020
09/08/2020 09:00 AM	Court date reminder - CDT/627/2020
08/08/2020 09:00 AM	Court date reminder - PHC/1146/2020
08/08/2020 09:00 AM	Court date reminder - PHC/1144/2020

MORE >>

NEXT COURT DATE

Wednesday

12

August 2020

02:30 PM

Claim No.CDT/622/2020 & 1 Others

Pre-Trial Conference

DRAFT(S)1

S/N	DRAFT NO	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	DFT/10321/2020	Amend Claim Form	11/08/2020	18/08/2020	Draft

ACTIVE CASE(S)172

S/N	CASE NO	PARTIES	NEXT COURT DATE	STATUS	REMARKS / ACTION
1	PHC/1156/2020	CLAIMANT-ECT V RESPONDENT-NEW	02/09/2020	eNegotiation	eNegotiate Declaration of Service
2	SCT/2744/2020	CLAIMANT-ECT1 V RESPONDENT-NEW	-	eNegotiation	Select Court Date
3	ECT/80460/2020	CLAIMANT-ECT1 V ABB PTE LTD	-	eNegotiation	Select Court Date
4	CDT/630/2020	CLAIMANT-ECT V RESPONDENT-NEW	03/09/2020	eNegotiation	Declaration of Service eNegotiate

MORE >>

APPLICATION(S)342

S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	STATUS
1	CDT/APPL/1876/2020	CDT/631/2020	Amend Claim Form	30/07/2020	Amended
2	CDT/DOS/443/2020	CDT/631/2020	Declaration of Service	30/07/2020	Submitted
3	ECT/APPL/30658/2020	ECT/80460/2020	Amend Claim Form	30/07/2020	Amended
4	CDT/APPL/1873/2020	CDT/629/2020	Application for Redaction	28/07/2020	Approved

MORE >>

This table provides a brief description of the various page sections:

Page Contents	- Button to enter One-time Reference Number - Notifications table - Next Court Date - Draft(s) table - Active Case(s) table - Application(s) table
Button to enter One-time Reference Number	Allows for access to a case using a one-time reference number for respondents or other claimants and representatives.
Notifications	Displays the latest four notifications received. Click on " MORE >> " to view older notifications.
Next Court Date	Next Court Date is highlighted in the Home page. Click on ">" to view if there are any subsequent court dates.
Drafts	Displays valid Claims/Applications that have been created in the system and saved as draft. Drafts will expire after 7 days.
Active Case(s)	Displays active case(s) for the user with case number, parties involved, status and next court date.
Application(s)	Displays application(s) submitted for the active cases along with their status.

7. Notifications

The Notifications page displays the list of all notifications received through the CJTS.

You can filter the notifications using the search function.

Click on **<VIEW>** to open and view the Notification.

NOTIFICATIONS

Search			
Subject / Message			
Enter Keyword		Search	

S/N	DATE & TIME	SUBJECT	ACTION
1	09/08/2020 09:00 AM	Court date reminder - CDT/622/2020	VIEW
2	09/08/2020 09:00 AM	Court date reminder - CDT/627/2020	VIEW
3	08/08/2020 09:00 AM	Court date reminder - PHC/1146/2020	VIEW
4	08/08/2020 09:00 AM	Court date reminder - PHC/1144/2020	VIEW
5	08/08/2020 09:00 AM	Court date reminder - PHC/CC/800018/2020	VIEW
6	08/08/2020 09:00 AM	Court date reminder - PHC/1141/2020	VIEW
7	06/08/2020 01:48 PM	Case filed - PHC/1156/2020	VIEW
8	04/08/2020 09:00 AM	Court date reminder - ECT/80460/2020	VIEW
9	03/08/2020 09:00 AM	Court date reminder - PHC/CC/800016/2020	VIEW
10	03/08/2020 09:00 AM	Court date reminder - PHC/1132/2020	VIEW

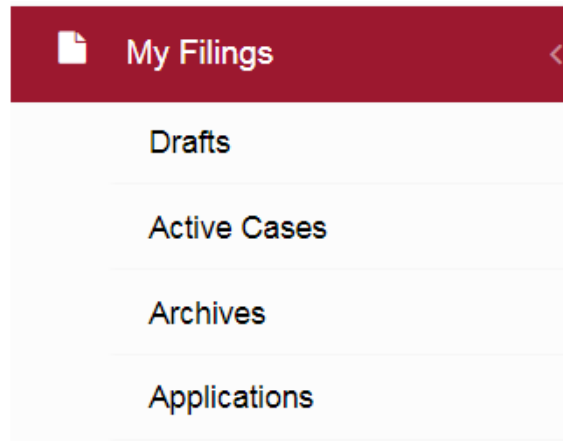
« ◀ 1 2 3 4 5 6 7 ... 66 ▶ »

8. My Filings

“My Filings” allows you to view and manage your filings.

The links to “My Filings” are displayed in the left panel of the CJTS screen. Users can view pages such as Drafts, Active Case, Archives and Applications.

The cases/claims are listed in chronological order in each page. By default, the latest case/claim will appear at the top.



Drafts listing:

DRAFTS

Search

Draft No:

Enter Draft No

Form Type:

All

Date Range (Expiry Date):

Enter From Date

Enter To Date

Search

S/N	DRAFT NO ▲▼	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	DFT/6128/2019	ECT Counter Claim	30/01/2019	06/02/2019	DRAFT
2	DFT/6101/2019	Claim Form	30/01/2019	06/02/2019	DRAFT
3	DFT/6036/2019	Leave to Appeal	28/01/2019	04/02/2019	DRAFT

Active Cases:

ACTIVE CASES

Search

Case No:

Enter Case No

Status:

All

Date Range (Next Court Date):

📅

Enter From Date

📅

Enter To Date

Search

S/N	CASE NO ▲▼	PARTIES	NEXT COURT DATE	STATUS	REMARKS / ACTION
1	PHC/1156/2020	CLAIMANT-ECT V RESPONDENT-NEW	02/09/2020 02:30 PM	eNegotiation	📄 Declaration of Service 🔗 eNegotiate
2	CDT/631/2020	CLAIMANT-ECT1 V RESPONDENT-NEW	-	eNegotiation	📅 Select Court Date
3	ECT/80460/2020	CLAIMANT-ECT1 V ABB PTE LTD	-	eNegotiation	📅 Select Court Date
4	CDT/630/2020	CLAIMANT-ECT V RESPONDENT-NEW	03/09/2020 02:30 PM	eNegotiation	📄 Declaration of Service 🔗 eNegotiate
5	CDT/629/2020	CLAIMANT-ECT1 V RESPONDENT-NEW1	01/09/2020 02:30 PM	eNegotiation	📄 Declaration of Service 🔗 eNegotiate

Application List:

APPLICATION LIST

Search

Application No / Case No:

Enter Application No / Case No

Form Type:

Select Form Type

Date Range (Submission Date):

📅

Enter From Date

📅

Enter To Date

Search

S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	Status
1	CDT/APPL/1876/2020	CDT/631/2020	Amend Claim Form	30/07/2020	Amended
2	CDT/DOS/443/2020	CDT/631/2020	Declaration of Service	30/07/2020	Submitted
3	ECT/APPL/30658/2020	ECT/80460/2020	Amend Claim Form	30/07/2020	Amended
4	CDT/APPL/1873/2020	CDT/629/2020	Application for Redaction	28/07/2020	Approved
5	CDT/APPL/1872/2020	CDT/629/2020	Amend Claim Form	28/07/2020	Amended
6	ECT/APPL/30654/2020	ECT/80512/2020	General Application	28/07/2020	Approved
7	ECT/RSPS/10114/2020	ECT/80512/2020	Response Form	28/07/2020	Submitted
8	PHC/APPL/10331/2020	PHC/1155/2020	Application for Representative	27/07/2020	Approved

9. Payment Details

The Payment Details page lists all the payments made by the user, with the most recent payments displayed at the top.

You can use the search function to filter Case No, Application No, Receipt No or Date Range for payments.

The receipt column allows you to click on a PDF icon  to view/save the receipt.

Home / Payment Details

Home

Notifications

eNegotiation

My Filings

Settlement Agreements

Payment Details

Online Applications

My Profile

Resources

Logout

PAYMENT DETAILS

Search

Case No. / Application No.

Enter Case No. / Application No.

Receipt No

Enter Receipt No.

Date Range (Payment Date)

 Enter From Date

 Enter To Date

Search

S/N	Case No. / Application No.	Payment Advice	Amount (\$\$)	Payment Date / Due Date	Receipt
1	CDT/REPLY/604/2020		20.00	30/07/2020	CJTS22026299 
2	CDT/620/2020	120114750	150.00	30/06/2020	CJTS22026022 
3	CDT/APPL/1850/2020	120114751	10.00	30/06/2020	CJTS22026023 
4	CDT/APPL/1851/2020	120114752	10.00	30/06/2020	CJTS22026024 
5	ECTDJ/ESA/APPL/341/2020	120114462	30.00	29/05/2020	CJTS22024812 
6	CDT/REPLY/603/2020		20.00	28/07/2020	CJTS22026292 
7	PHC/RSPS/10037/2020		10.00	28/07/2020	CJTS22026294 
8	ECT/RSPS/10108/2020	120114450	30.00	27/05/2020	CJTS22024799 
9	PHC/1086/2020	120114712	30.00	23/06/2020	CJTS22025009 
10	PHC/1087/2020	120114713	30.00	23/06/2020	CJTS22025010 

«

<

1

2

3

4

5

>

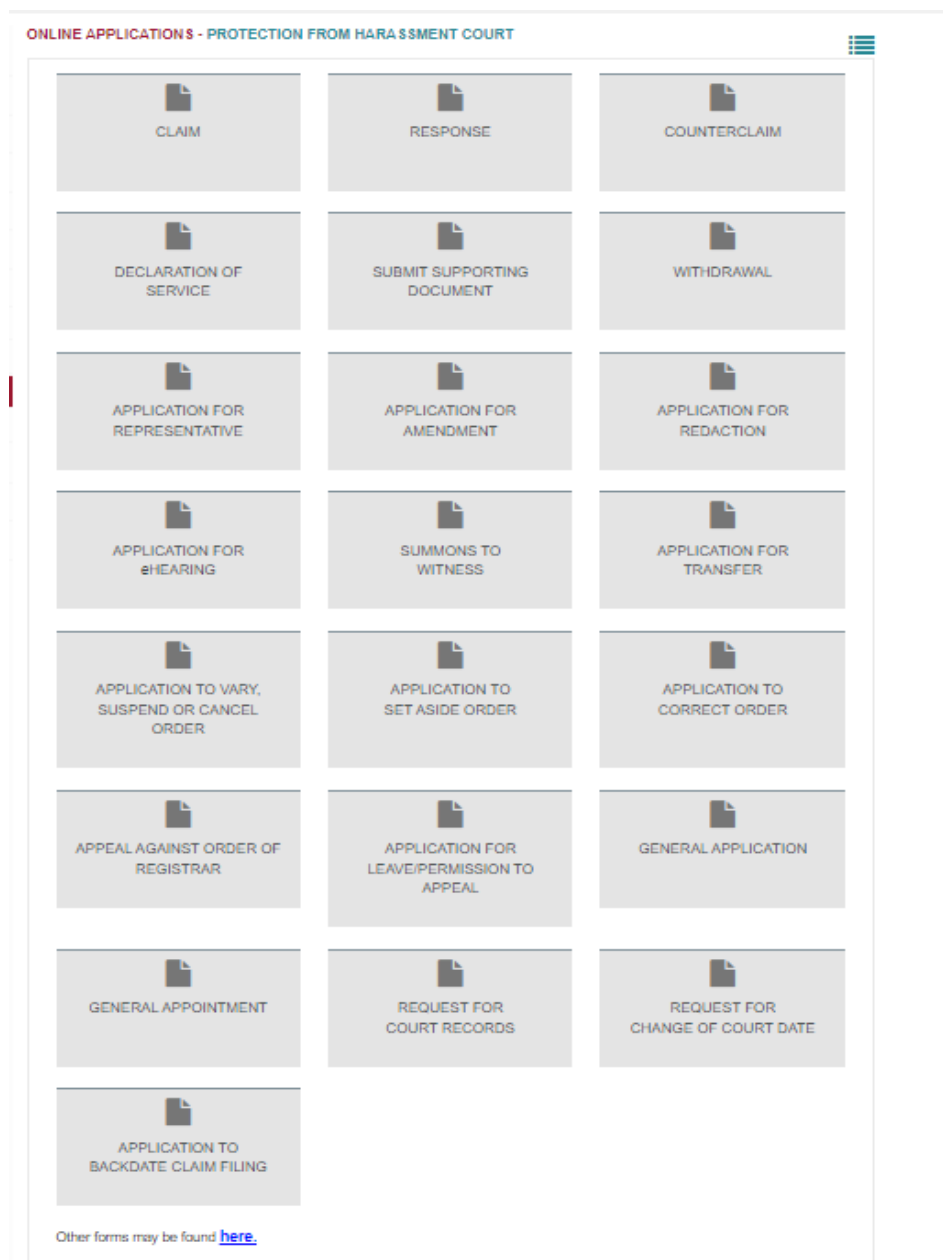
»

10. Online Applications

The Online Applications page displays the list of all the applications (eServices) available. Click on the relevant form to start entering details for submission.

If there is a specific form provided on this page, use that form. If you cannot find an appropriate specific form, you can use the **<General Application Form>**.

Tip: By default, the system will display the applications in grid view. Click on the bar icon  on the top right to change the view to **<List View>**.



ONLINE APPLICATIONS - PROTECTION FROM HARASSMENT COURT

 CLAIM	 RESPONSE	 COUNTERCLAIM
 DECLARATION OF SERVICE	 SUBMIT SUPPORTING DOCUMENT	 WITHDRAWAL
 APPLICATION FOR REPRESENTATIVE	 APPLICATION FOR AMENDMENT	 APPLICATION FOR REDACTION
 APPLICATION FOR eHEARING	 SUMMONS TO WITNESS	 APPLICATION FOR TRANSFER
 APPLICATION TO VARY, SUSPEND OR CANCEL ORDER	 APPLICATION TO SET ASIDE ORDER	 APPLICATION TO CORRECT ORDER
 APPEAL AGAINST ORDER OF REGISTRAR	 APPLICATION FOR LEAVE/PERMISSION TO APPEAL	 GENERAL APPLICATION
 GENERAL APPOINTMENT	 REQUEST FOR COURT RECORDS	 REQUEST FOR CHANGE OF COURT DATE
 APPLICATION TO BACKDATE CLAIM FILING		

Other forms may be found [here](#).

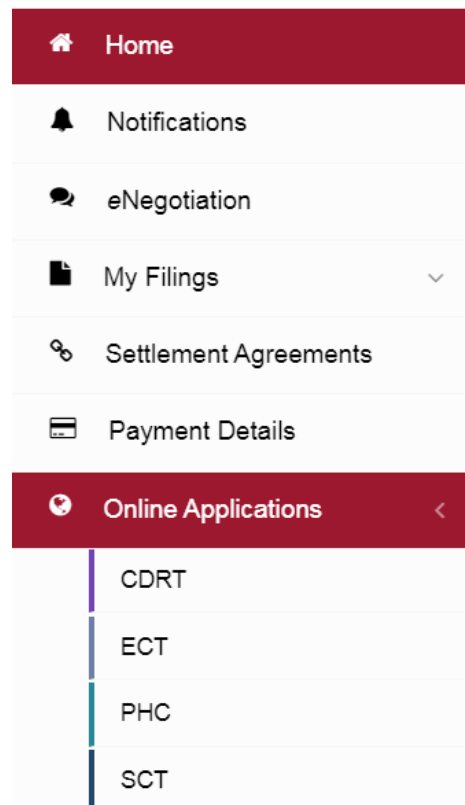


S/N	Application / Form Name	Description
1	FILE A CLAIM	Commence proceedings in the Protection from Harassment Court by filing a claim. You will need to indicate the order(s) you seek, state the details of your claim, and upload your supporting evidence.
2	FILE A RESPONSE	A respondent may file a response to a claim. You will need to provide details and upload supporting evidence.
3	FILE A COUNTERCLAIM	A respondent may file a counterclaim against a claimant. You will need to indicate the order(s) you seek, state the details of your counterclaim, and upload your supporting evidence.
4	FILE A DECLARATION OF SERVICE	A claimant may file a declaration of service after serving the claim on a respondent. You will need to state when and how the Claim and supporting documents were served on the Respondent.
5	SUBMIT SUPPORTING DOCUMENTS	A party may file further supporting documents here, after having obtained the requisite leave of the Court to do so.
6	WITHDRAW A CLAIM OR APPLICATION	A party may apply for/leave a withdrawal of a claim, response, counterclaim or application for leave to appeal.
7	APPLY FOR REPRESENTATIVE	A party may apply for another person or a lawyer to represent him in court. (Alternatively, the intended representative may apply to represent a party.)
8	APPLY TO AMEND CLAIM	A claimant/counterclaimant may apply to the Court for permission to amend your claim/counterclaim.
9	APPLY FOR REDACTION	A party may apply for leave to redact information from the documents that are filed in court and/or served to the opposing party.
10	APPLICATION FOR AN eHEARING	A party may apply for court proceedings to be conducted via video-conferencing.
11	ISSUE A SUMMONS TO A WITNESS	A party may apply for a summons to be issued against a witness to attend a Court hearing.
12	APPLY TO TRANSFER PROCEEDINGS	A party may apply to transfer proceedings from the Protection from Harassment Court to another court.
13	APPLY TO VARY, SUSPEND OR CANCEL ORDER	A party may apply to vary, suspend or cancel an order (except mandatory treatment orders).
14	APPLY TO SET ASIDE AN ORDER	A party may apply to the Court to set aside an Order made in his/her absence.
15	APPLY TO CORRECT AN ORDER	A party may apply to the Court to correct some kinds of mistakes/errors/defects in an Order.
16	APPEAL AGAINST ORDER OF REGISTRAR	A party may appeal against the judgment, order or direction of the Registrar to a Protection from Harassment Court Judge.
17	APPLY FOR LEAVE/PERMISSION TO APPEAL	A party may file an Application for Leave/Permission To Appeal against an order of the Protection from Harassment Court Judge.
18	MAKE A GENERAL APPLICATION	A party may make any other application to the Registrar or the Court.
19	MAKE A GENERAL APPOINTMENT	A party may make an appointment with the Registry for any general enquiries.
20	REQUEST FOR COURT RECORDS	A party may request to search, inspect, or take a certified true copy of court records.
21	REQUEST TO CHANGE A COURT DATE	A party may request to change a court date, subject to the approval of the Registrar.
22	APPLICATION TO BACKDATE CLAIM FILING	A party may apply an Application to Backdate the Claim filing, subject to the the Tribunal's approval.

Other forms may be found [here](#).

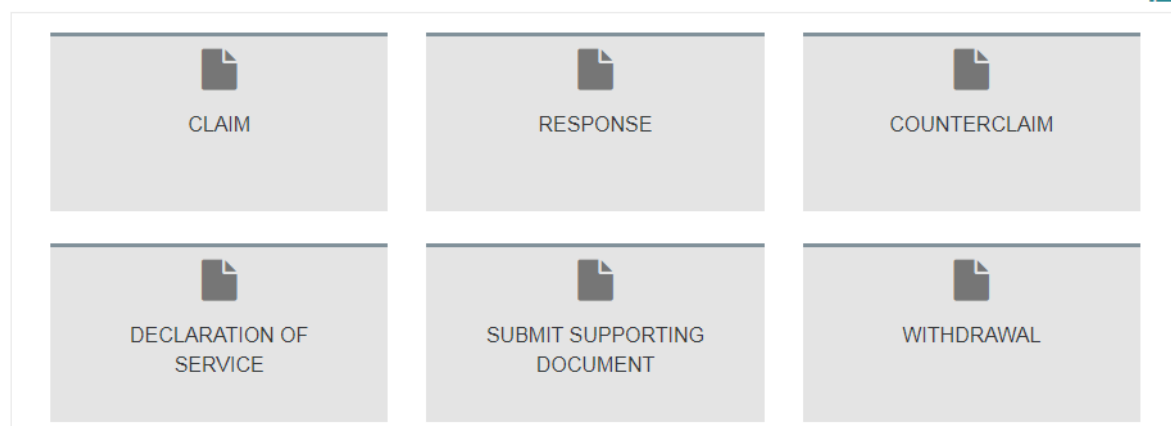
11. File a Claim

Step 1: From the left panel of the Home page, click on **<Online Applications>**, then select **<PHC>**.



Step 2: From the list of applications, click on **<CLAIM>**.

ONLINE APPLICATIONS - PROTECTION FROM HARASSMENT COURT



The Claim form will be displayed.

CLAIM - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. The Claim Form should contain all necessary particulars and supporting evidence of your Claim.
2. You may upload only PDF documents.
3. Fields marked (*) are mandatory.
4. You can click on ⓘ for more information on the field.
5. You may save a draft of this form. It will be stored for 7 days from the date it was first created, and will be deleted after that.
6. A Claim is considered filed only when payment is made and a Claim number is issued.
7. Please refer to the [CJTS step-by-step Guide](#) for more information.
8. This form will take you about 15-60 minutes to complete.

Pre-Filing Reference ID*

Enter Pre-Filing Reference ID

Retrieve

Note: Please enter your pre-filing reference ID and then click on "Retrieve" button to retrieve the information from your pre-filing assessment. If you have not done the pre-filing assessment or have forgotten your pre-filing assessment ID, please click [here](#) to proceed to the pre-filing assessment screen.

- Enter your Pre-filing Reference ID and click **<Retrieve>** button.
If you do not have a Pre-filing Reference ID, click on the button "here" to do a Pre-filing Assessment.

Step 3: Enter the pre-filing reference number into the PHC Claim Form and click on the "Retrieve" button. System will populate the Claimant's details (Name, ID, ID Type, Contact Details and Address) from the Claimant's "MY PROFILE".

Step 4: Follow these instructions to complete your Claim Form

The Claim form has the following sections.

- A. Particulars of Claimant(s)
- B. Particulars of Respondent(s)
- C. Particulars of Claim
- D. Remedies Sought
- E. Interim Remedies Sought
- F. Other Supporting Documents

- All fields marked with an (*) are mandatory and must be entered.

Step 4(1): Enter your particulars.

A. Particulars of Claimant

Name*

ID* NRIC

Contact No 1* MOBILE + 65

Contact No 2 HOME + 65

Email* @
eg: john@abc.com

Your Registered Address

Select Premises Type* APARTMENT/FLAT/CONDO

Postal Code*

Block / House No.*
eg: 111A

Street Name*

Floor-Unit* - 17
eg: 06-245

Building Name

Country* SINGAPORE

I/We agree to the court hearings being conducted by videoconference.* ☐ Yes ☐ No

- Claimant details will be retrieved from the user's MY PROFILE.
- Phone Number entered in Contact No. 1 may be used for communication by the Tribunals.
- The Email ID is used for sending notifications. A valid email address should be provided.
- The videoconference option allows the Claimant to indicate his/her agreement to attend the court proceedings via videoconference.

Step 4(2): Enter the particulars of the Respondent(s).

B. Particulars of Respondent(s)

Note : Click on 'Add another Respondent' if you are claiming against more than one Respondent Add another Respondent

Name* i

ID i

Contact No 1

Contact No 2

Email
eg: myid@abc.com

Internet location address/website / username / account / other unique identifier associated with the person

Respondent Address

Premises Type

Postal Code Retrieve Address

Block/House
eg: 111A

Street Name

Floor-Unit
eg: 03-14

Building Name

Country

Respondent's relationship to you*

- If you have more than one respondent to add, please click on the "Add another Respondent" button.

Step 4(3): Enter the Particulars of your Claim.

(a) If you are making a harassment claim, you will see this:

C. Particulars of Claim

NATURE OF CLAIM: Harassment

TYPE OF DISPUTE: Causing Harassment, Alarm or Distress (ss 3-4 POHA)

List of Incidents:
Please list (in chronological order) and provide details of each incident. Add Incident

Consequences of Incident(s): *
Summarise how the Respondent caused you harassment, alarm or distress, or facilitated or provoked the use of violence (as the case may be).

(b) If you are making a claim for false statement order(s), you will see this:

C. Particulars of Claim

NATURE OF CLAIM:	TYPE OF DISPUTE:
False Statements	False Statement of Fact published by Respondent (ss 15A-15B POHA)

List of Statement(s):
Provide details of the statement(s) complained of

Add Statement

Consequences of Statement(s):*
Explain briefly how these statement(s) have affected you.

Have you approached the respondent (or, in the case of an application under ss 15C, 15D or 15E, the author) to remove or correct the statement(s) complained of?*

☐ Yes ☐ No

- The Nature & Type(s) of Claim are based on the category and sub-categories that you selected in the Pre-filing assessment
- If you have missed out any heads of claim in your Pre-filing assessment, please complete a new Pre-filing assessment and use it to file your claim

Step 4(4): Enter the Details of the incident(s) (if you are making a harassment claim) or the offending statement(s) (if you are making a claim for false statement order(s)).

(a) If you are making a harassment claim, you will see the following:

List of Incidents:
Please list (in chronological order) and provide details of each incident.

Add Incident

Add Incident

From Date*

To Date ⓘ

From Date

To Date

Incident Details

Describe the incident* ⓘ

Eg: Respondent slipped a note under the door of my house saying You destroyed my life. I hate you. I will kill you.

Explain the nature of the incident ⓘ*

Eg: The words I will kill you are threatening.

Note: If you wish to add more relevant information, you may upload a document providing further details.

Evidence (PDF Format)

Add Document/Transcript

1
Type

Note: All the audio/video file(s) should be submitted in a CD or DVD, within 1 working day after you file your claim.

Submit

- Click on **<Add Incident>** button to enter the incident details. Add Incident window will be displayed as shown above.
- All fields marked (*) are mandatory.
- Enter the date on which the incident took place. If the incident took place over more than 1 day, please use the "To Date". Enter a Description of the incident and an Explanation of the nature of the incident.
- If you have documentary evidence to provide, choose evidence type as "Document" from the dropdown list and upload the document in PDF format.
- If you have audio/video or any other evidence in DVD/CD, choose evidence type as "DVD/CD Transcript" from the dropdown list. Provide the details of evidence and upload the transcript of the document in PDF format.
- Select the document to upload using the **<Browse>** button, **5MB** (maximum size) per document
- Click on the  to upload
- Click on the  to delete the document.
- To add more to evidence, click on **<Add Document / Transcript>**
- To add more to evidence from the same DVD/CD, click on **<Add New>**
- Once complete click on **<Submit>**

Added Incidents will be shown as below:

List of Incidents:

Please list (in chronological order) and provide details of each incident.

Add Incident

Incident 1:

From date: 05/02/2020 To date:

Sample Incident

Sample Incident Explanation

Evidence :

1. INC1-DOC  Document Type: Further details of incident(s)

Edit Incident

Delete Incident

Click on the Edit Incident Button to edit the Incident Details entered or click on Delete Incident Button to delete the Incident Details entered.

If you are making a claim for false statement order(s), you will see the following:

List of Statement(s):
Provide details of the statement(s) complained of Add Statement

Add Statement ×

What was the statement of fact about you? * i

Why/how is such a statement false about you?* i

Where is this statement published?* i

How/by whom was this statement published?*
E.g., by the respondent, or through an internet intermediary service provided by the respondent

Note: If you wish to add more relevant information, you may upload a document providing further details.

Evidence (PDF Format) Add Document/Transcript

1.

Type ▼

Note: All the audio/video file(s) should be submitted in a CD or DVD, within 1 working day after you file your claim.

Submit

- Click on **<Add Statement>** button to enter the statement details. Add Statement window will be displayed as shown above.
- All fields marked (*) are mandatory.
- Enter the requisite details of the statement.
- If you have documentary evidence to provide, choose evidence type as "Document" from the dropdown list and upload the document in PDF format.
- If you have audio/video or any other evidence in DVD/CD, choose evidence type as "DVD/CD Transcript" from the dropdown list. Provide the details of evidence and upload the transcript of the document in PDF format.
- Select the document to upload using the **<Browse>** button, **5MB** (maximum size) per document
- Click on the  to upload
- Click on the  to delete the document.
- To add more to evidence, click on **<Add Document / Transcript>**
- To add more to evidence from the same DVD/CD, click on **<Add New>**

- Once complete click on **<Submit>**

Added Statements will be shown as below:

List of Statement(s):
Provide details of the statement(s) complained of

Statement 1:
Provide details of the statement(s) complained
Sample Statement
Provide details explaining why you believe this statement(s) to be a false statement(s) of fact
statement1
Where the above statement(s) is published
statement2
Who published the above statement(s)
statement3
Evidence :
1. STMT1-DOC Document Type: Further details of statement(s)

Add Statement

Edit Statement Delete Statement

Click on Edit Statement Button to edit the Statement Details entered or click on Delete Statement Button to delete the Statement Details entered.

Step 4(5): Enter Remedies Sought.

If you are making a harassment claim, please select your primary remedies:

D. Remedies Sought *

☐ Protection Order

☐ Damages

☐ Costs

☐ Disbursements

- You can choose more than one type of "Remedies Sought" by checking the option.
- If 'Damages' is chosen, enter the monetary value Claiming for.
- You can choose Cost or Disbursements if required by checking the option.

Please select any other remedies which you might be seeking:

E. Other Remedies Sought

☐ Expedited Protection Order

☐ Mandatory Treatment Order

If you are making a claim for false statement order(s), please select your primary remedies:

D. Remedies Sought*

☐ Stop Publication Order ⓘ

☐ Correction Order ⓘ

☐ Disabling Order ⓘ

☐ Targeted Correction Order ⓘ

☐ General Correction Order ⓘ

☐ Costs ⓘ

☐ Disbursements ⓘ

Please select any other remedies which you might be seeking:

E. Interim Remedies Sought

☐ Interim Stop Publication Order ⓘ

☐ Interim Notification Order ⓘ

☐ Interim Disabling Order ⓘ

☐ Targeted Interim Notification Order ⓘ

Step 4(6): Upload Supporting Documents

F. Other Supporting Documents [Add another Document](#)

Choose File	Doc Type	Document description	Upload	Delete
No file chosen	▼			

Note: All documents must be in PDF format and enter the description of the document. Special characters (eg. @ / %). Please number the pages more than one document, each document should have a

Summary of Claim & Arguments
Summary of Response & Arguments
Witness Statement
Transcript of Audio/Video
Photographs
Other Documents

- Select the document to upload using the **<Browse>** button. Documents must be in PDF Format and **5MB** (maximum size) per document.
- Click on the  to upload and Click on the  to delete the document.

Step 4(7): Once all the sections of the form are completed, click **<Submit>** or **<Save As Draft>**.

[Submit](#) [Save As Draft](#) [Cancel](#)

- Click on **<Save As Draft>** button to save the form as a draft for use as a later submission. A draft number will be issued by the system, and the draft will be available for 7 days.
- Draft number will be displayed under the draft section of the home page. It is recommended to note down the draft number to continue the filing later.

DRAFT(S) 4					
S/N	DRAFT NO	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	DFT/600921/2021	Claim Form	23/05/2021	30/05/2021	Draft

- Saving the Claim form as a draft does not mean the Claim has been received by the Court. The Claim is considered submitted and a Claim number will be issued only upon payment of fees.
- Click on the **<Submit>** button and the system will display the confirmation page if no errors are found.
- If there are errors, the fields will be highlighted with a red border with an explanation of the error below the field.

Step 4(8): Claim form confirmation page.

Pre-Filing Reference ID*	
PF/44031/2020	
A. Particulars of Claimant(s)	
Name*	ID*
Contact No 1*	Contact No 2
MOBILE +65	
Email*	
Your Registered Address	
Premises Type *	Postal Code*
LANDED PROPERTY	
Block/House*	Street Name*
2G	
Floor-Unit	Building Name
-	
Country*	
SINGAPORE	

B. Particulars of Respondent(s)	
Name* ⓘ	ID ⓘ
RESPONDENT-NEW	
Contact No 1	Contact No 2
Email	
Internet location address/website / username / account / other unique identifier associated with the person	
www.test.com	
Respondent Address	
Premises Type	Postal Code
LANDED PROPERTY	
Block/House	Street Name
420	
Floor-Unit	Building Name
-	
Country	
SINGAPORE	
Respondent's relationship to you*	
RELATIONSHIP	
☐ Spouse	
☐ Boyfriend/Girlfriend	
☐ Colleague	
☐ Employer/Employee	
☐ Family/Relative	
☐ Friend	
☒ Neighbour	
☐ Former Spouse	
☐ Former Boyfriend/Girlfriend	
☐ Former Colleague	
☐ Former Employer/Employee	
☐ Former Friend	
☐ Former Neighbour	
☐ Stranger	
☐ Others	

C. Particulars of Claim

NATURE OF CLAIM:

Harassment

TYPE OF DISPUTE:

Causing Harassment, Alarm or Distress (ss 3-4 POHA)

List of Incidents:

Please list (in chronological order) and provide details of each incident.

Incident 1:

From date: 05/02/2020 To date:

Sample Incident

Sample Incident Explanation

Evidence :

1. INC1-DOC **Document Type:** Further details of incident(s)

Consequences of Incident(s): *

Summarise how the Respondent caused you harassment, alarm or distress, or facilitated or provoked the use of violence (as the case may be).

Summary

D. Remedies Sought *

☒ **Protection Order**

Sample Protection Order

☐ Protection order against a third party in respect of offending communications
 ☐ Protection order against an internet intermediary in respect of the offending communications

☐ Damages
☐ Costs
☐ Disbursements

E. Other Remedies Sought

☐ Expedited Protection Order
☐ Mandatory Treatment Order

F. Other Supporting Documents

falsestatementevidence.pdf	Other Documents	test
----------------------------	-----------------	------

☐ I declare that the information I have provided is true and correct, I accept that I may be prosecuted if I provide any information which I know or have reason to believe is false.

Amend

Confirm and Proceed

- Review the information you have provided in the Claim form.
- Tick the declaration box.
- Click on the **<Amend>** button to go back to the Claim form to make changes.
- Click on the **<Confirm and Proceed>** button to go to the Payment page.

Step 5: Following these instructions to make payment

PAYMENT

Registration Fee:	S\$ 30.00
Total Amount Payable:	S\$ 30.00

Notice: In order to pay using PayNow, please choose the "PayNow / Pay Later" option and use the PayNow QR Code generated to make payment. Payment at State Courts, the modes of payment at the kiosks are NETS, credit card or cash. Your application will be processed only after payment has been received.

Note: Please ensure your browser pop-up blocker has been disabled before you proceed with Internet Banking (eNETS) payment. You may refer to the eNets FAQ (<https://www.nets.com.sg/faqs/faq-enets-personal/>) for instructions to disable popup blockers on different browsers.

Internet Banking (eNETS) / Credit Card

PAYNOW / Pay Later

- Click on **<Internet Banking (eNets)/ Credit Card>** button if you are paying by eNets or Credit Card.
- Click on **<PayNow / Pay Later>** button if you want to make payment using PayNow QR Code or at the kiosk. (Refer to the Pay Now / Pay Later section 12 for more details) Take note that, if you do not make the necessary payment, your claim is not treated as filed, and the Court might not act on it.

Clicking **< Internet Banking (eNets)/ Credit Card >** will take you to the third-party payment processing screens and once the payment is successful, the following page will be displayed.

PAYMENT STATUS

Your payment transaction is successful.

Save Payment Receipt

Continue

- Click on the **<Save Payment Receipt>** button to save the receipt in a PDF format.
- Click on the **<Continue>** button to proceed further to Select Court Date / Time for a Case Management Conference.

Step 6: Follow the steps below to select your preferred Court Date/Time

If you are not seeking interim remedies, you will be asked to select a preferred date/time to attend Court.

If you are seeking an interim remedy, please only select your language, as the Court will decide on the appropriate date/time for your hearing.

SELECT COURT DATE/TIME

Please note that Court proceedings are conducted in English. Do you understand and speak English?* ☒ Yes ☐ No

CMC Court date & time (only available date/time (s) are shown):

◀

Tue 4 Jan 2022	Wed 5 Jan 2022	Thu 6 Jan 2022	Fri 7 Jan 2022	Mon 10 Jan 2022
-----------------------------	-----------------------------	-----------------------------	-----------------------------	------------------------------

▶

Next Cancel

- Court proceedings are conducted in English. If you do not understand or speak English, click on the radio button **<No>** and choose the language that you understand and speak.

SELECT COURT DATE/TIME

Please note that Court proceedings are conducted in English. Do you understand and speak English?* ☐ Yes ☒ No

Select the language you speak*

Select ▼
CANTONESE
HOKKIEN
MALAY
MANDARIN
TAMIL
TEOCHIEW
OTHERS

Sep 2020	Sep 2020	Thu 10 Sep 2020	Mon 14 Sep 2020	Tue 15 Sep 2020
----------	----------	------------------------------	------------------------------	------------------------------

▶

Selected CMC slot: 10/09/2020 at 02:30 PM

Next Cancel

- The PHC will try to arrange for an Interpreter of the language chosen on the date of the Case Management Conference / Hearing. Please note your proceedings will commence only upon the availability / attendance of the Interpreter.

- If **<Others>** is chosen, you must arrange for a certified interpreter on your own. This is subject to approval by the Court
- Once a date and time is selected, the system will highlight the selected date in YELLOW and show the selected date and time below.
- Click on the **<Next>** button to continue.

Step 7. Acknowledgment page

If you have sought interim remedies, your acknowledgment page will look like this:

ACKNOWLEDGEMENT

- Your Claim is filed.
- Your Case No. is [PHC/1158/2020](#).
- The Registry will contact you on the Court Hearing date. You might receive a phone call, SMS or e-mail.

Save Claimant Copy

Save Payment Receipt

Done

If you have **not** sought interim remedies, your acknowledgment page will look like this:

ACKNOWLEDGEMENT

- Your Claim is filed.
- Your Case No. is [PHC/1157/2020](#).
- You are required to appear at the State Courts on 10/09/2020 at 02:30 PM for Case Management Conference.
- Next Steps:
 1. Save a copy of your Notice and the Respondent's Notice.
 2. Serve the Respondent's copy together with your supporting evidence on the Respondent via one of the methods allowed under the Rules. Thereafter, file the Declaration of Service before you attend the Case Management Conference. If you are unable to serve the copy of the Claim and supporting documents(if any) on the Respondent(s), the Court may not be able to proceed further with the Claim.
 3. Bring your copy of the Notice to obtain a queue number at the Community Justice & Tribunals Division Kiosk on the day of the Case Management Conference.

Save Payment Receipt

Save Claimant Copy

Save Respondent Copy

Done

- The Acknowledgement page displays the case number assigned and Case Management Conference date and time.
- Click on **<Save Payment Receipt>** button to save payment receipt in PDF.

- Click on **<Save Claimant Copy>** button to save a PDF copy of the Claimant's notice for Case Management Conference. It will contain a bar code which you would need to scan at the kiosk for your queue number when you report to Court for the hearing
- Click on **<Save Respondent Copy>** button to save a PDF copy of the notice of Case Management Conference and Claim details, to be served on the Respondent. This will similarly contain a bar code, as well as a One-Time Reference Number which the respondent will use to access CJTS.
- Click on **<Done>** button to go back to the Home page.

12. Pay Later

How do I pay later?

If you wish to make payment using PayNow QR Code or pay later, please click on the **<PayNow / Pay Later>** button at the payment page. If you choose this option, you will see this screen:

PAYMENT

Registration Fee:	S\$ 30.00
Total Amount Payable:	S\$ 30.00

Notice: In order to pay using PayNow, please choose the "PayNow / Pay Later" option and use the PayNow QR Code generated to make payment. Payment at State Courts, the modes of payment at the kiosks are NETS, credit card or cash. Your application will be processed only after payment has been received.

Note: Please ensure your browser pop-up blocker has been disabled before you proceed with Internet Banking (eNETS) payment. You may refer to the eNets FAQ (<https://www.nets.com.sg/faqs/faq-enets-personal/>) for instructions to disable popup blockers on different browsers.

Internet Banking (eNETS) / Credit Card

PAYNOW / Pay Later

NEXT STEPS

- As you have clicked "Pay Later", your submission will be put on hold and will be processed only after the filing fee is paid.
- You now have 2 options for payment.
 - Online
 - You may return to this website anytime within the next 7 days. Your draft application will still be listed on your Home page as "Payment Pending".
 - If you click on the draft application, you will be brought to the payment page to make payment online by eNets or Credit Card.
 - Onsite at the State Courts
 - Please click "Generate Payment Advice" below to obtain a payment advice chit.
 - You may then present the payment advice chit to make payment by cash, nets or credit card at the State Courts' Automated Collection System (ACS) located at various locations (Level 2 and Level 4). If you wish to make payment by cheque, bank draft or cashier's order, payment must be made payable to "Registrar State Courts" and must be in Singapore currency (S\$).
- Please note that the system will retain your unpaid draft application only for 7 days. If you do not make payment by 20/08/2020, the draft will be deleted and you will need to re-file your application.
- Please ensure that your filing is not time barred at the point of payment.
- After payment, log in to CJTS to select your preferred hearing date and time. If you do not do so, the Tribunal will allocate the next available date and time to you.

Generate Payment Advice

Home

Click on **<Generate Payment Advice>** button to generate a payment advice. You can make payment later using Credit Card or through the payment kiosks at the State Courts. Your Claim form will be saved as a draft pending payment. and You can access your draft Claim Form in the drafts section of the CJTS Home page.

E.g.

DRAFT(S) 4					
S/N	DRAFT NO	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	DET/600923/2021	Claim Form	23/05/2021	30/05/2021	Payment Pending

How do I make payment online?

Click on **<Payment Pending>** under Draft(s) which can be found under "Homepage" or "My Filings". You will be brought to step 5 of "Filing a Claim" where you will find the option to pay by Credit Card. Once payment has been made, the case will be created and you can proceed to select your preferred court date , , under the Active Case(s) section.

E.g.

DRAFT(S) 4					
S/N	DRAFT NO	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	DFT/600923/2021	Claim Form	23/05/2021	30/05/2021	Payment Pending

ACTIVE CASE(S) 156					
S/N	CASE NO	PARTIES	NEXT COURT DATE	STATUS	REMARKS / ACTION
1	PHC/10035/2021	CLAIMANT-PHCUAT V RERERER	-	eNegotiation	 Select Court Date

13. Access the Case File - For Claimant

On the Home page under the Active Case(s) section, click on **<CASE NUMBER>** to view the case details. You will see five tabs on this page.

Example:

CASE DETAILS - PHC/1156/2020

Case Summary	Case History	Documents	Payment Details	Correspondence
Status eNegotiation		Nature of Claim / Claiming for Harassment Protection Order		
Next Court Date & Time / Purpose 02/09/2020 at 02:30 PM Case Management Conference		Venue Protection from Harassment Court, Level 3, State Courts, 1 Havelock Square, Singapore 059724		
Claimant [Redacted] [Redacted] [Redacted] TEL: [Redacted] Email: [Redacted] Language: ENGLISH		Respondent [Redacted] [Redacted] [Redacted]		

This table briefly explains the purpose of each tab:

Case Summary	1. Status (current status of the case) 2. Nature of Claim / Claiming For (Remedies Sought) 3. Next Court Date & Time / Purpose (purpose of the next court date) 4. Venue (venue of the next court date) 5. Claimant's details 6. Respondent's details
Case History	Displays all the steps taken/updates in the case.
Documents	Displays all the documents relating to the case uploaded by the parties /generated by the system. This includes the Order of Court, once case has been concluded & applied.
Payment Details	Displays all the receipts of all payments made by the users for this case (lodgment fee, hearing fee etc.)
Correspondence	Displays the correspondence sent by the Court. You may also reply to the correspondence.

14. File a Declaration of Service

The Claimant/Applicant is required to file a Declaration of Service ("DOS") after serving the Claim or Leave/Permission to Appeal or Summons to Witness and notice on the other party. The Claimant/Applicant will see the link **<Declaration of Service>** for the new case under Active Case(s) section in the home page. The link will not be displayed if the Declaration of Service has been filed.

Alternatively, user can also access the form listed in **<Online Applications>**.

On clicking the link **<Declaration of Service>** you will be prompted to enter your Claim No/ Counter claim no/Response, Application number.

If the filing party is filing DOS for a claim, to enter the claim number in the 'Claim No./Application No.' field.

If the filing party is filing DOS for Leave/Permission to Appeal, to enter the application number in the Claim No./Application No.' field.

If the filing party is filing DOS for Summons to Witness, to enter the application number in the Claim No./Application No.' field.

Q: How do I file this document?

Step 1: Click on **<Declaration of Service>** and enter your Claim No./Counter claim no/Response/Application number.

DECLARATION OF SERVICE - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. The Declaration of Service form requires you to provide details on the service of your claim.
2. This form will take you about 15 minutes to complete.
3. Fields marked (*) are mandatory.
4. You can click on (i) for more information on the field.
5. You may upload only PDF documents.
6. Please refer to the [CJTS step-by-step Guide](#) for more information.

Claim / Counter Claim / Response / Application No.*

Enter Claim / Counter Claim / Response / Application No.

Retrieve

- After entering the details, Click on **<Retrieve>** button. Claimant & Respondent details will be displayed together with options for "Method of Service" to be declared.

A. Particulars of Claimant

Name	ID
Contact No 1	Contact No 2
MOBILE	
Email*	
Your Registered Address	
Premises Type*	
LANDED PROPERTY	
Block/House	Street Name
2G	JALAN REMAJA

B. Particulars of the party whom you served*

C. Method(s) of Service*

☐ By leaving with that person a copy of that document.
☐ By posting a copy of that document on the front door of the proper address of that person.
☐ By sending a copy of that document by registered post to the proper address of the person.
☐ By sending it by e-mail to the party, if directed by the Court or Judge 
☐ By sending it via electronic communication to a social media or social networking account, if directed by the Court or Judge 
☐ By posting an electronic communication/comment on an Internet Website, blog, or a page on a social media or social networking website, if directed by the Court or Judge 
☐ Any other manner if directed by the Court or Registrar 

D. Supporting Documents

Choose File	No file chosen	Document description	Upload
--	---	---	---------------------------------------

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

- Check the option(s) to indicate how you have served the documents on the other party. CJTS will prompt you for the related details. Enter the related details.

- Select the supporting document(s) to be uploaded using the **<Choose File>** button.
- Enter the document description.
- Click on the  button to upload.
- Click on the  button to delete the document.
- Click on **<Add>** to add more documents.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button to File.

ACKNOWLEDGEMENT

- Your Declaration of Service is filed for Case No. [PHC/10023/2024](#).
- Your reference number is [PHC/DOS/30018/2024](#).

Save Declaration of Service

Go to Home

15. Access the Case File as a Respondent

As a Respondent, you should have received the notice served by the Claimant. The notice will contain the Claim number and the One-time reference number. A sample notice is below.

You **must** **logon** to Community Justice and Tribunals System at <https://cjts.judiciary.gov.sg> and enter the One-time reference number: **578632** to access the case details.

Note that you will need Claim No. and One-time reference number to access the case filed against you.

Q: How to I login to CJTS?

Step 1: Login to CJTS using one of the login methods: For Individual Users / For Business Users / CJTS Pass (Refer to **section 3: User Login Options** for information on the various login methods).

Step 2: Once you have logged in, you will see "MY PROFILE page" If the details are correct, please proceed to the Home Page. If the details are inaccurate, please update your details before proceeding to the Home Page.

Step 3: Enter your One-time reference number at the Home page:

Example:



- Click on **<Enter one-time reference number>** located at the top of the screen to go to the Case Access page.

ACCESS CASE WITH ONE-TIME REFERENCE NUMBER

Case Access

Note: Please enter your Case No. and One-time Reference Number provided on the Notice of Consultation / Case Conference / Case Management Conference served by the Plaintiff / Claimant. If you do not know or have misplaced your One-time Reference Number, please contact the Registry.

Case No.*

One-time Reference No.*

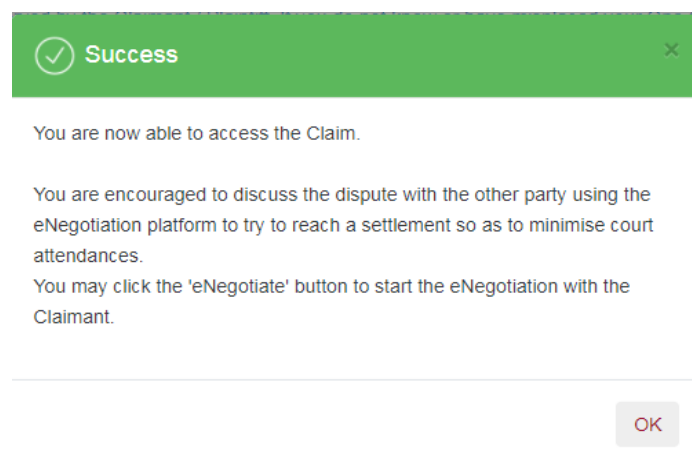
Please note that Court proceedings are conducted in English. Do you understand and speak English? ☒ Yes ☐ No

I/We agree to the court hearings being conducted by videoconference.* ☒ Yes ☐ No

☐ I declare that I am the party to the case.

- Enter Case Number.
- Enter One-time Reference No.
- To select "No" and choose your language if you are not able to understand and speak English
- The videoconference option allows the Respondent to indicate his/her agreement to attend the court proceedings via videoconference.
- Tick the box "I declare that I am the party to the case".
- Click on **<Submit>** button.

If there are no errors, the system will display a pop-up window.



Step 4: Click **<OK>** to continue. You will see the case number in the "ACTIVE CASE(S)" section of the Home page.

Step 5: Click on **<CASE NUMBER>** to view the Case file.

- Click on **<Response>** button to file a Response. For details on how to file a Response, refer to the next section.
- Click on **<eNegotiate>** button to start the eNegotiation process. For details refer to eNegotiation section.

STATE COURTS SINGAPORE Community Justice and Tribunals System (UAT v5.9.7)

Notifications (137)

DATE & TIME	SUBJECT
16/08/2020 09:00 AM	Court date reminder - ECT/80511/2020
14/08/2020 09:00 AM	Court date reminder - SCT/2744/2020
08/08/2020 09:00 AM	Court date reminder - PHC/CC/800018/2020
08/08/2020 09:00 AM	Court date reminder - PHC/1141/2020

MORE >>

NEXT COURT DATE

Wednesday
19
August 2020
02:30 PM

Claim No. ECT/80511/2020
Case Management Conference

ACTIVE CASE(S) (62)

S/N	CASE NO	PARTIES	NEXT COURT DATE	STATUS	REMARKS / ACTION
1	PHC/1156/2020	CLAIMANT-ECT V RESPONDENT-NEW	02/09/2020	eNegotiation	eNegotiate Response
2	CDT/631/2020	CLAIMANT-ECT1 V RESPONDENT-NEW	-	eNegotiation	Select Court Date

16. File a Response – For the Respondent

If you are a Respondent who intends to oppose the Claim, you must file your Response within 14 days after being served with the Claim from the Claimant.

You will see the Response Link under Active Case(s) on the Home page (Note: This link will not show if the Response has been filed). Alternatively, you may also access the form listed in Online Applications.

ACTIVE CASE(S) 62					
S/N	CASE NO	PARTIES	NEXT COURT DATE	STATUS	REMARKS / ACTION
1	PHC/1156/2020	CLAIMANT-ECT V RESPONDENT-NEW	02/09/2020	eNegotiation	eNegotiate Response

On clicking the link **<Response>**, you will be prompted to enter the Claim number in the Response form.

RESPONSE - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. The Response form requires you to respond to the Claimant's claims.
2. You will need your supporting documents to complete the form.
3. You may save a draft of this form. It will be stored for 7 days from the date it was first created, and will be deleted after that.
4. You may upload only PDF documents.
5. Fields marked (*) are mandatory.
6. You can click on ⓘ for more information on the field.
7. Please refer to the [CJTS step-by-step Guide](#) for more information.
8. This form will take you about 15-60 minutes to complete.

Claim/Counterclaim Number*

Note: Please enter the original Claim number upon which you wish to response.

- Enter the Claim number and click on **<Retrieve>** button. Claim details will be displayed together with the provision to Response for each incident or statement of the claim.

A. Particulars of Claimant**Name*****ID***

-

Contact No 1*

MOBILE

Email***Your Residential Address****Premises Type***

LANDED PROPERTY

Postal Code*

668670

Block/House*

2G

Street Name*

JALAN REMAJA

Floor-Unit

-

Building Name

HILLVIEW GARDEN ESTATE

Country*

SINGAPORE

B. Particulars of Respondent**Name*****ID****Contact No 1****Email****Contact No 2****Respondent Address****Premises Type***

LANDED PROPERTY

Postal Code*

670420

Block/House*

420

Street Name*

FAJAR ROAD

Floor-Unit

-

Building Name**Country***

SINGAPORE

C. Particulars of Claim and Response

NATURE OF CLAIM:
Harassment

TYPE OF DISPUTE:
Causing Harassment, Alarm or Distress (ss 3-4 POHA), Provoking, facilitating, or causing fear of violence (s 5 POHA)

D. List of Incident(s)*
You may respond to each incident that the Claimant has raised.

1 31/03/2020
Respond

Description of incident
inc1
Explanation of incident
inc2
Evidence:
INC1-DOC

Consequences of Incident(s):

Summarise how the Respondent's conduct was intended to prevent/deter you from, or in consequence of what you did/attempted to do in the lawful discharge of your duty as, public servant/public service worker (as the case may be).

test

E. Other Supporting Documents

Add another Document

Choose File
No file chosen

Document description

Upload

Submit
Save As Draft
Cancel

Respond to this Incident

1 31/03/2020 :

Description of incident
inc1
Explanation of incident
inc2

Response Details*

Enter Response Details

remaining 2000 / 2000

Evidence (PDF Format)

Add Document/Transcript

1. Type

All the audio/video file(s) should be submitted in a CD or DVD, within 1 working day after you file your claim.

Submit

- Click on the **<Respond>** button.
- Enter Response Details for each incident in the "Respond to this Incident" popup window.
- If you have documentary evidence to provide, select the document to upload using the **<Browse>** button and upload it in PDF.
- If you have audio/video or any other evidence in DVD/CD, select "DVD/CD Transcript" as evidence type from the dropdown list. Provide the details of evidence and upload the transcript document in PDF.
- Ensure documents and/or transcripts do not exceed **5MB** per document.
- Click on the  to upload.
- Click on the  to delete the document.
- To add the transcript, click on **<Add Transcript>**.
- To add more evidence from DVD/CD, click on **<Add New>**.
- Once complete click on **<Submit>**.

Entered Response will be shown as below.

RESPONSE - FOR VERIFICATION

Claim/Counterclaim Number*	
PHC/1156/2020	

A. Particulars of Claimant	
Name*	ID*
	-
Contact No 1*	Contact No 2
MOBILE	
Email*	
Your Residential Address	
Premises Type*	Postal Code*
LANDED PROPERTY	668670
Block/House*	Street Name*
2G	JALAN REMAJA
Floor-Unit	Building Name
-	HILLVIEW GARDEN ESTATE
Country*	
SINGAPORE	

B. Particulars of Respondent	
Name*	ID
Contact No 1	Contact No 2
Email	
Respondent Address	
Premises Type*	Postal Code*
LANDED PROPERTY	670420
Block/House*	Street Name*
420	FAJAR ROAD
Floor-Unit	Building Name
-	
Country*	
SINGAPORE	

C. Particulars of Claim and Response	
NATURE OF CLAIM:	TYPE OF DISPUTE:
Harassment	Causing Harassment, Alarm or Distress (ss 3-4 POHA), Provoking, facilitating, or causing fear of violence (s 5 POHA)

D. List of Incident(s)*	
You may respond to each incident that the Claimant has raised.	
1 31/03/2020	
Description of incident	
inc1	
Explanation of incident	
inc2	
Evidence:	
INC1-DOC 	
1 RESPONSE	
Response1	
Evidence :	
Consequences of Incident(s): 	
Summarise how the Respondent's conduct was intended to prevent/deter you from, or in consequence of what you did/attempted to do in the lawful discharge of your duty as, public servant/public service worker (as the case may be).	
test	

E. Other Supporting Documents	

☐ I declare that the information I have provided is true and correct, and I am aware that I am liable to prosecution if I have provided any information which I know or have reason to believe is false.

Amend

Confirm to Proceed

- Click on **<Save As Draft>** button to save the form as a draft and use it for later submission. A draft number will be issued by the system and will be available for 7 days.
- Draft number will be displayed under the draft section of the Home page. It is recommended to note down the draft number to continue the filing later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- If there are errors, the fields will be highlighted with a red border with an explanation of the error below the field.
- Review the information provided in the form.
- Tick the declaration box.
- Click on **<Amend>** button to go back to Response form to make changes to information entered.
- Click on **<Confirm and Proceed>** button to go to the Payment page.
- Click on **<Internet Banking (eNets)/ Credit Card>** button if you are paying by eNets or Credit Card.
- Click on **<PayNow / Pay Later>** button if you want to make payment using PayNow QR Code or at the kiosk. (Refer to the Pay Now / Pay Later section 12 for more details).

ACKNOWLEDGEMENT

- Your Response is filed for Case No. [PHC/1156/2020](#).
- Your reference number is [PHC/RSPS/10038/2020](#).
- Next Steps:
 1. Save a copy of Response.
 2. Serve your response and supporting evidence on the Claimant via one of the methods allowed under the Rules.
 3. You may proceed to initiate eNegotiation with the Claimant.

Save Response

Done

17. File a Counterclaim

A Respondent can file a Counterclaim to the main Claim unless: (i) an order has already been issued for the main Claim or (ii) the main Claim has been withdrawn.

Filing a Counterclaim involves similar steps to *Filing a Claim*.

- **Pre-filing assessment is compulsory**

- **Q: How do I file a Counterclaim?**

Step 1: From the left panel of the Home Page click on **<Online Applications>**.

Step :2 From the list of the application forms click on the **<COUNTERCLAIM>**.
You will see this form

Step 3: System will show the pre-filing assessment page.

- Complete the Pre-filing assessment.
- In the Acknowledgment page click on **<Proceed to eFiling>** to continue.

The system will display the Counterclaim Form. Your particulars will be retrieved from your profile data and displayed in the "Particulars of the Counterclaimant(s)" section of the form.

COUNTERCLAIM - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. The Claim Form should contain all necessary particulars and supporting evidence of your Claim.
2. You may upload only PDF documents.
3. Fields marked (*) are mandatory.
4. You can click on ⓘ for more information on the field.
5. You may save a draft of this form. It will be stored for 7 days from the date it was first created, and will be deleted after that.
6. A Claim is considered filed only when payment is made and a Claim number is issued.
7. Please refer to the [CJTS step-by-step Guide](#) for more information.
8. This form will take you about 15-60 minutes to complete.

Pre-Filing Reference ID*

PF/44044/2020

Note: Please enter your pre-filing reference ID and then click on "Retrieve" button to retrieve the information from your pre-filing assessment. If you have not done the pre-filing assessment or have forgotten your pre-filing assessment ID, please click [here](#) to proceed to the pre-filing assessment screen.

Claim Number*

Enter Claim No.

eg: PHC/12345/2020

Note: Please enter the original claim number upon which you wish to file the counterclaim.

Step 4.

- Enter Claim Number and Click on **<Retrieve>** button

Step 5: System will auto populate the section "Particulars of the Respondent(s)" and "Particulars of Claim" from the Claim Number entered.

* If any information is incorrect, the Respondent may request Claimant to file an application to amend the information or inform the officer during the Case Management Conference.

- Complete the sections "Particulars of Counterclaim", "Remedies Sought", "Other Remedies Sought" and "Other Supporting Documents".
- Click on **<Save as Draft>** button to proceed with the filing later.

DRAFT(S) 2					
S/N	DRAFT NO	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	DFT/600925/2021	PHC Counter Claim	23/05/2021	30/05/2021	Draft

- Click on **<Submit>** button to continue.

System will display "COUNTERCLAIM – FOR VERIFICATION" page.

- Review the information contained in the form.
- Tick on the declaration box "I declare that the information I have provided is true and correct, I accept that I may be prosecuted if I provide any information which I know or have reason to believe is false".
- Click on **<Amend>** button to go back to Counterclaim Form to amend.
- Click on **<Confirm and Proceed>** button to go to Payment Page if fees are applicable.
- Follow the steps in Payment Details to complete the payment.

Upon successful Payment, the system will display the Acknowledgement page.

- Acknowledgement page displays the Counterclaim number assigned and Case Management Conference date and time
- Click on **<Save Payment Receipt>** button to print a copy of the payment made
- Click on **<Save Claimant Copy>** button to save in PDF file format
- Click on **<Save Respondent Copy>** button to save the notice in PDF file format the notice to serve it on the other party
- Click on **<Next>** button to go back to the Home page
- Please note the Counterclaim will be tagged to the original claim and the claimant will be able to see the details in the CJTS
- Please note that the Counterclaim No is tagged to the Main Claim No. so that Claimant(s) and Respondent(s) can view all related claims to a case

18. Application for Representative

In certain cases, The Claimant or Respondent may wish to authorise another person to represent him/her in the proceedings of an existing Claim or to file a new Claim. To obtain the court's permission to do so, the Claimant/Respondent or the intended representative may file the "Application for Representative".

- There can be only one Representative for a Claimant or Respondent in a particular case
- The application for Representative is subject to verification of the identity of the representative by the PHC at the time of Case Management Conference / Hearing / before filing the Claim

• Q: How do I file a representation?

Step 1: From the left panel of the Home page, click on **<Online Applications>**.

Step :2: From the list of application forms, click on **<APPLICATION FOR REPRESENTATIVE>**.

APPLICATION FOR REPRESENTATIVE - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. A Representative application allows a party to the Claim to be represented by another person in the proceedings.
2. You will need the particulars of the representative and your supporting documents to complete the form.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. An application is considered filed when payment is made (if required) and an application number is issued.
6. Your application will be processed in accordance with the law. Please note that successful filing of the application on CJTS does not, in and of itself, indicate that your application will be granted.
7. Filing fees will not be refunded for unsuccessful applications.
8. If the application is still pending as of the next Court date, it may be dealt with at that hearing.
9. You may upload only PDF documents.
10. Fields marked (*) are mandatory.
11. You can click on ⓘ for more information on the field.
12. Please refer to the [CJTS step-by-step Guide](#) for more information on representatives.

Submission Type*

- ☒ I am the Claimant / Respondent and wish to submit the Application for Representative
- ☐ I am the Representative and wish to submit the application on behalf of the Claimant / Respondent

The following form will be displayed.

*Do note that the details required may differ based on the type of submission made.

Option 1. In an existing case, the Claimant or Respondent may apply for someone else to represent them. Select as below:

Submission Type*

- ☒ I am the Claimant / Respondent and wish to submit the Application for Representative
- ☐ I am the Representative and wish to submit the application on behalf of the Claimant / Respondent

Case Details

Claim No.*

Enter your Claim No.

eg: PHG/12345/2020

Reason for Application* ?

Select Reason

Provide further details of the reason*

Enter details of Reason

Supporting Documents (if any)

Choose File No file chosen

Document description

 Upload

* You are required to upload a copy of the authorisation in writing.

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Representative Details

Name*

Enter name as per NRIC / FIN / UEN / Passport No.

ID*

Type

Enter your NRIC / FIN / UEN / Passport No.

Contact No 1*

Select

+

65

Enter Phone Number

Contact No 2

Select

+

65

Enter Phone Number

Email*

Enter Email Name

@

Enter Email Domain

eg: john@abc.com

Relationship to Claimant*

Enter Relationship to Claimant

Premises Type*

Select Premises Type.

Postal Code*

Enter Postal Code

Retrieve Address

Block/House No.*

Enter Block/House No.

eg: 692A

Street Name*

Enter Street Name

Floor-Unit

Enter Floor No.

-

Enter Unit No.

eg: 19-14

Building Name

Enter Building Name

Country*

SINGAPORE

- Enter Claim No.
- Select a Reason for Application by clicking on the down-arrow button and enter details
- Upload any Supporting Documents to support / substantiate the reason chosen
- Enter the details of the Representative
- Click on the **<Save as Draft>** button to proceed with the application later
- Click on the **<Submit>** button and the system will display the confirmation page if no errors are found

Option 2. The Representative may apply on behalf of the Claimant or Respondent for the existing Claim or to file a new Claim/ Counterclaim on behalf of Claimant/ Respondent respectively.

Submission Type*

☐ I am the Claimant / Respondent and wish to submit the Application for Representative
 ☒ I am the Representative and wish to submit the application on behalf of the Claimant / Respondent

Case Details

Claim No.

Reason for Application* ⓘ

Select Reason

Provide further details of the reason*

Supporting Documents (if any)

Choose File

No file chosen

Document description

Upload

** You are required to upload a copy of the authorisation in writing.
 Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.*

Add another Document

Claimant / Respondent Details

Select the party you wish to represent*

Submit

Save As Draft

Cancel

- Enter the claim No.
- Select a Reason for Application from by clicking on the down-arrow button.
- Enter Details of Reason.
- Upload any Supporting Documents to support / substantiate the reason chosen.
- Proceed to select the party you wish to represent.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information entered in the form.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to submit the application.
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- **Click on <PayNow/Pay Later >** button if you want to make payment offline. Refer to the Pay Later section in the document

ACKNOWLEDGEMENT

- Your application for Application for Representative for Case No. / Reference No. [PHC/1157/2020](#) has been submitted successfully on 19/08/2020 02:57 PM.
- Your application no. is [PHC/APPL/10346/2020](#).
- This application is pending approval. The outcome of the application will be decided on the day of the appointment / case management conference / hearing.
- Your application will be processed in accordance with the law. Please note that successful filing of the application by CJTS does not, in and of itself, indicate that your application will be granted.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Step 3: Click on **<Go to Home>** to go back to the Home page.

Step 4: Click on the **Case No** for which this application has been made. You can view the status of your application submitted in the Case history tab of the Case Details page. You can also view the status of your application under the Applications list on the home page.

APPLICATION(S) 39					
S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	STATUS
1	CDT/APPL/1034/2023	CDT/426/2022	Application for Representative	01/02/2023	Pending Processing
2	PHC/APPL/20051/2023	PHC/10373/2021	Application for Representative	01/02/2023	Pending Processing

Option 3. The Representative may apply on behalf of the Claimant to file a new Claim/Counterclaim on behalf of Claimant/Counterclaimant respectively.

Submission Type*

- ☐ I am the Claimant / Respondent and wish to submit the Application for Representative
- ☒ I am the Representative and wish to submit the application on behalf of the Claimant / Respondent

Case Details

Claim No.

Enter your Claim No.

Reason for Application* 

Select Reason

Provide further details of the reason*

Enter details of Reason

Supporting Documents (if any)

Choose File

No file chosen

Document description

 Upload

* You are required to upload a copy of the authorisation in writing.

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Select the party you wish to represent

Name*

Enter name as per NRIC / FIN / UEN / Passport No.

ID*

Type

Enter your NRIC / FIN / UEN / Passport No.

Contact No 1*

Select

+

65

Enter Phone Number

Contact No 2

Select

+

65

Enter Phone Number

Email*

Enter Email Name

@

Enter Email Domain

eg: john@abc.com

Relationship to Claimant*

Enter Relationship to Claimant

Premises Type*

Select Premises Type.

Postal Code*

Enter Postal Code

Retrieve Address

Block/House No.*

Enter Block/House No.

eg: 692A

Street Name*

Enter Street Name

Floor-Unit

Enter Floor No.

-

Enter Unit No.

eg: 19-14

Building Name

Enter Building Name

Country*

SINGAPORE

Attendance Date & Time

Note: The representative is to appear before the Court/Tribunal to obtain the approval for representing this case. Please select the Attendance date and time on which you would like to appear.

Date* (dd/MM/yyyy) Time*

Select Attendance Date Select Time

- Enter Claim No.
- Select a Reason for Application by clicking on the down-arrow button and enter details.
- Upload any Supporting Documents to support / substantiate the reason chosen.
- Enter the details of the Claimant/Counterclaimant details (Name, NRIC/UEN, Address and contact details) for whom you are representing. These details will be populated on the claim form while filing the claim.
- Select Attendance date and time to appear before the Registry.
- Click on the **<Save as Draft>** button to proceed with the application later
- Click on the **<Submit>** button and the system will display the confirmation page if no errors are found.

Step 3: Click on <Go to Home> button to go back to the home page.

Step 4: You can view the status of your application under the Applications list on the home page. When this application is approved, you can proceed to file the claim on behalf of the Claimant.

From the left panel of the Home page click on **<Online Applications>**, then select **<PHC>**

From the list of applications, click on the **<CLAIM FORM>**. In the Claim form, select the Claimant on behalf of whom you want to file a claim.

CLAIM FORM - PROTECTION FROM HARASSMENT COURT

Upon selecting the claimant on behalf of whom you are filing the claim, ensure that system populated that claimant details on the claim form in the respective claimant

fields. Then proceed to create the claim by following the steps under **File a claim form** in section 11.

19. Application for Amendment

An application for amendment allows a claimant/counterclaimant to apply to amend his/her Claim/Counterclaim. This application is allowed for the following items only:

1. Claimant's Name
2. Claimant's Contact Details (Phone / Email)
3. Claimant's Address
4. Respondent's Name
5. Respondents Status
6. Respondent's ID Type / ID
7. Respondent's Contact Details (Phone / Email)
8. Respondent's Address
9. Claimant's relationship with the respondent
10. Add Respondent
11. Particulars of Claim

- The application for amendments is subject to approval by the PHC

• **Q: How do I amend my claim?**

Step 1: From the left panel of the Home Page click on **<Online Applications>**.

Step 2: From the list of the application forms click on **<APPLICATION FOR AMENDMENT>**. You will see this form:

APPLICATION FOR AMENDMENT - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. This form allows a claimant/counterclaimant to apply to amend his/her Claim/Counterclaim.
2. You will need the correct details and reasons to support your application.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. Your application will be processed in accordance with the law. Please note that successful filing of the application on CJTS does not, in and of itself, indicate that your application will be granted.
6. If the application is still pending as of the next court date, it may be dealt with at that hearing.
7. You may upload only PDF documents.
8. Fields marked (*) are mandatory.
9. You can click on (i) for more information on the field.
10. Please refer to the [CJTS step-by-step Guide](#) for more information on amendments.

Application Details

Claim No./Counterclaim No.*

Enter Claim No./Counterclaim No.

eg: PHC/12345/2020

What details do you want to amend* (i)

Select the details to be amended

Reason(s) for Amendments*

Enter reason for amendment

Note: If you wish to add more relevant information, you may upload a document providing further details.

Supporting Documents (if any)

Choose File

No file chosen

Document description

Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit

Save As Draft

Cancel

- Enter Claim No.
- Under the 'What details do you want to amend' click on the dropdown list and select the item that you want to amend
- Enter Reason for Amendment
- Upload any Supporting Documents to substantiate the amendment requested
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and system will display the confirmation page if no errors are found

What details do you want to amend? ⓘ

Select the details to be amended ▼

- ☐ Claimant's Name ⓘ
- ☐ Claimant's Contact Details (Phone/Email)
- ☐ Claimant's Address
- ☐ Respondent's Name
- ☐ Respondent's ID Type / ID
- ☐ Respondent's Contact Details (Phone/Email)
- ☐ Respondent's Address
- ☐ Claimant's relationship with the respondent
- ☐ Add Respondent ⓘ
- ☒ Particulars of Claim

- Review the information contained in the form
- Click on **<Amend>** button to go back to the form to amend it
- Click on **<Confirm and Proceed>** to view the Acknowledgement Page

ACKNOWLEDGEMENT

- Your application to amend the claim in Claim No. [PHC/1157/2020](#) has been submitted successfully on 19/08/2020 03:26 PM.
- Your application no. is [PHC/APPL/10347/2020](#).
- If the application is approved, please amend the claim/counterclaim form accordingly.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Step :3 Click on **<Go to Home>** to go back the Home page.

Step 4: Under the Active Case(s) section, click on **<Case Number>** to view the status of your application submitted in the 'Case History' tab of Case Details page.

Once the application has been processed and approved in the list of Active Case(s), the status column against the case no for which the application was made will show "Click to Amend Claim"

APPLICATION(S) 346					
S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	STATUS
1	PHC/APPL/10347/2020	PHC/1157/2020	Amend Claim Form	19/08/2020	Approved Click here to Amend

Step 5: Click on **<Click here to amend>** to make changes for the items applied for.

20. Application for Redaction

This application allows a party to request for redaction of information from the documents that are filed in court and/or served to the other party.

Application for Redaction is subject to approval by the Protection from Harassment Court (**"PHC"**)

From the left panel of the Home Page click on **<Online Applications>**.

From grid view of the application forms click on **<APPLICATION FOR REDACTION >**.

System will display the form.

APPLICATION FOR REDACTION - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. This form allows a party to apply to redact supporting documents, or redact personal information in a claim.
2. You will need the correct details and reasons to support your application.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. An application is considered filed when payment is made (if required) and an application number is issued.
6. Your application will be processed in accordance with the law. Please note that successful filing of the application on CJTS does not, in and of itself, indicate that your application will be granted.
7. Filing fees will not be refunded for unsuccessful applications.
8. Fields marked (*) are mandatory.
9. You can click on [i] for more information on the field.
10. The application is considered filed when payment (if required) is made and an application number is issued.
11. Please refer to the [CJTS step-by-step Guide](#) for more information on filing the application for redaction.

Application Details

Claim No.*

Enter your Claim No.

eg: PHC/12345/2020

Personal details that you want redacted* (i)

Select the details to be redacted

Reason for Redaction* (i)

Enter Reason for Redaction

remaining 500 / 500

Submit Save As Draft Cancel

- Enter Claim No.
- From the 'Personal details that you want redacted' list, tick the box against the information you want to redact.

Personal details that you want redacted* ⓘ

Select the details to be redacted

☒ ID
 ☐ Contact Details (Phone/Email)
 ☐ Address

- Enter Reason for Redaction.
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and system will display the confirmation page if no errors are found

APPLICATION FOR REDACTION - FOR VERIFICATION

Application Details

Claim No.*

PHC/10012/2021

Personal details that you want redacted* ⓘ

Select the details to be redacted

☒ ID
 ☒ Contact Details (Phone/Email)
 ☐ Address

Reason for Redaction* ⓘ

test

Apply to redact supporting documents* ⓘ

file1	Transcript - 10006694_RSPONS.pdf	☒ Not Required ☐ Full ☐ Partial
ghghg	Photographs - 905185_Summary.pdf	☐ Not Required ☒ Full ☐ Partial
ghghg	Photographs - 905184_Summary.pdf	☐ Not Required ☐ Full ☒ Partial

☐ I declare that the information I have provided is true and correct, I accept that I may be prosecuted if I provide any information which I know or have reason to believe is false.

Amend

Confirm To Proceed

- Review the information contained in the form
- Click on **<Amend>** button to go back to the form to amend it
- Click on **<Confirm to Proceed>** to view the Acknowledgement Page
- Tick the box against "I declare that the information I have provided is true and correct, and I am aware that I am liable to prosecution if I have provided any information which I know or have reason to believe is false."
- Click on **<Confirm and Proceed>**, proceed with payment to view the Acknowledgement page.

- Click on **<Internet Banking (eNets)/ Credit Card>** button if you are paying by eNets or Credit Card.
- Click on **<PayNow / Pay Later>** button if you want to make payment using PayNow QR Code or at the kiosk. (Refer to the Pay Now / Pay Later section 12 for more details)

ACKNOWLEDGEMENT

- Your Application for Redaction No. for Case No. [PHC/10012/2021](#) has been submitted successfully on 23/05/2021 02:28 AM.
- Your application no. is [PHC/APPL/20051/2021](#).
- Your application has been received and will be processed in accordance with the law. Please note that successful filing of the application on CJTS does not, in and of itself, indicate that your application will be granted.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Click on **<Go to Home>** to go back to the Home page.

You can view the status of your application submitted under Application List.

Once the application has been processed and approved. You can view the redacted notices under the document tab in the case folder.

To submit redaction documents, click on "Submission for redaction documents" checkbox.

SUBMIT SUPPORTING DOCUMENT - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. This form allows you to submit additional supporting documents, or to submit redacted copies of documents in respect of which redaction has been allowed.
2. You will need the Claim/Application No. and the Supporting Documents to complete the form.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. Fields marked (*) are mandatory.
6. You can click on  for more information on the field.
7. You may upload only PDF documents.
8. Please refer to the [CJTS step-by-step Guide](#) for more information.

Redaction

- ☒ I am submitting redacted copies of documents which I filed previously, but in respect of which my application for partial redaction has been approved

Case Details*

Claim No. / Application No.*

PHC/10012/2021

eg: PHC/12345/2020 OR PHC/APPL/1234/2020

Reason for Submission*

test

remaining 496 / 500

Redaction Documents

ghghg

905184_Summary.pdf

Choose File

No file chosen

 Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Submit

Save As Draft

Cancel

- Enter the Claim No. for the redaction documents to be uploaded.
- Enter Reason for Submission.
- System will display the "partial" documents submitted during "Application of Redaction"
- Select the attachment to be uploaded using the **<Choose File>** button.

21. Request for Change of Court Date

You may request to postpone a Court hearing date that has been fixed.

Q: How do I file a request for a change of court date?

Step 1: From the left panel of the Home page click on **<Online Applications>**.

Step 2: From the list of application forms click on **<REQUEST FOR CHANGE OF COURT DATE>**. You will see this form:

REQUEST FOR CHANGE OF COURT DATE - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. This form allows you to request to postpone a Court hearing date. If you want to bring a Court date forward, please contact the Registry.
2. This form will take you about 10 minutes to complete.
3. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
4. Your request will be considered. Please note that successful filing of the request on CJTS does not, in and of itself, indicate that your request will be granted.
5. You will need the consent of the other party and your supporting documents. Details entered and documents uploaded here will be seen by other party.
6. You can click on ⓘ for more information on the field.
7. You may upload only PDF documents.
8. Please refer to the [CJTS step-by-step Guide](#) for more information.

Case Details*

Claim No.*

PHC/1157/2020

Retrieve

eg: PHC/12345/2020

Details*

Existing Court Date*

10/09/2020

Unavailable From*

Enter Unavailable From

Unavailable Till*

Enter Unavailable Till

Preferred Court Date*

Preferred Court Date.

Preferred Time*

Select Preferred Time.

Reason for Request *

Enter Reason for change of Court date

Have you obtained the consent of all parties to this proposed date and time? ☐ Yes ☐ No

Supporting Documents (if any)

Choose File

No file chosen

Document description

Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit

Save As Draft

Cancel

- Enter the Claim Number
- System will display the existing Court Date
- Enter "Unavailable From" Date
- Enter "Unavailable Till" Date

69

- Based on the unavailability period, system will display list of dates to select the new preferred Court date and Time
- Select the preferred Court Date and Time
- Enter Reason for Application
- Upload the supporting document to substantiate the reason stated
- Tick the declaration box if consent has been obtained from all parties to the proposed date and time
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found
- Review the information on the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm and Proceed>** to view the Acknowledgement Page

ACKNOWLEDGEMENT

- Your application for Change of Court Date for Claim/Counterclaim No. [PHC/1157/2020](#) has been submitted successfully on 19/08/2020 04:40 PM.
- Your application no. is [PHC/APPL/10348/2020](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Step :3 Click on **<Go to Home>** to go back to the Home Page.

Step 4: Under the Active Case(s) section, click on **<Case Number>** to view the status of your application submitted in the 'Case History' tab of the Case Details page.

- Once the application is processed and approved by the Protection from Harassment Court (PHC), an email notification will be sent to the Claimant and Respondent of the case
- If the application is **rejected, only the applicant** will receive the email notification

22. Request to Withdraw a Claim/Response/Application

A Claimant/Respondent/Applicant or his representative, as the case may be, may withdraw a Claim, Response, Counterclaim or Leave/Permission to Appeal application at any stage, provided an order **has not** been issued on the main Claim.

The application for Withdrawal Request is subject to the PHC's approval.

Q: How do I apply to withdraw my case?

Step 1: From the left panel of the Home Page, click on **<Online Applications>**.

Step 2: From the list of the application forms, click on **<WITHDRAWAL REQUEST FORM>**. You will see this form:

APPLY FOR/LODGE A WITHDRAWAL - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. This form allows you to apply for/loodge a withdrawal of a claim, counterclaim, response or application for leave/permission to appeal that you have filed.
2. This form will take you about 10 minutes to complete.
3. If the application is as of before the next Court date, it may be dealt with at that hearing.
4. Your application/lodgment will be processed in accordance with the law. Please note that successful filing of an application on CJTS does not, in and of itself, indicate that such application will be granted.
5. You may save a draft of this form. It will be stored for 7 days from the date it was first created, and will be deleted after that.
6. Fields marked (*) are mandatory.
7. You can click on [i] for more information on the field.
8. You may upload only PDF documents.
9. Please refer to the [CJTS step-by-step Guide](#) for more information.

Details of document/application*

Claim No./ Counterclaim No./ Response No./ Leave/Permission to Appeal No.*

Enter Claim No./ Counterclaim No./ Response No./ Leave/Permis

eg: PHC/12345/2020

Grounds of Application for Withdrawal*

Enter Reason for withdrawal request

remaining 500 / 500

Have you served the claim/response/application for leave/permission to appeal on the other party? ☐ Yes ☐ No

Supporting Documents (if any)

Choose File

No file chosen

Document description

 Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit

Save As Draft

Cancel

- Enter the Claim No./ Counterclaim No./ Response No./ Leave/Permission to Appeal No.
- Enter Reason for Withdrawal Request
- Upload the supporting document to substantiate the reason stated
- Click on **<Save as Draft>** to proceed with the application later

- Click on **<Submit>** and the system will display the confirmation page if no errors are found.
- Review the information on the confirmation page
- Click on **<Amend>** to go back to the form to amend
- Click on **<Confirm and Proceed>** to view the Acknowledgement page

ACKNOWLEDGEMENT

- Your application/filing for withdrawal [PHC/1156/2020](#) has been submitted successfully on 19/08/2020 05:04 PM.
- Your application no. is [PHC/APPL/10349/2020](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Step 3: Click on **<Go to Home>** to go back to the Home page.

Step 4: Under the Active Case(s) section, click on **<Case Number>** to view the status of your application submitted in the 'Case History' tab of the Case Details page.

- Once the application is processed and approved by the PHC, an email notification will be sent to the Claimant and Respondent of the case
- If the application is **rejected, only the applicant** will receive an email notification

23. Issue a Summons to Witness Form

This form applies only to a claim that has been fixed for a hearing. This form allows you to file a request to the Court to issue a summons to require a to attend before the Court at the hearing.

- You may submit this request any time before the hearing date. Note that requests filed less than 3 days before the hearing date may incur higher fees.
- Can be submitted only once by any party
- The application for Summon to Witness is subject to approval by the PHC

• Q: How do I file a summons to witness?

Step 1: From the left panel of the Home Page click on **<Online Applications>**.

Step 2: From the list of the application forms click on the **<SUMMONS TO WITNESS>**. You will see this form:

SUMMONS TO WITNESS - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. This form applies only to a claim that has been fixed hearing.
2. This form allows you to request that the Court issue a summons to require a witness to attend before the Court at the hearing.
3. You will need the Claim number and particulars of your proposed witness(es) to complete the form.
4. This form will take you about 10 minutes to complete.
5. You are required to bear all expenses for the issuance and service of the summons, and the expenses incurred by/in respect of the witness (if any).
6. Your request will be processed in accordance with the relevant rules. Please note that acceptance of the request by CJTS does not, in and of itself, indicate that your request is successful.
7. You may save a draft of this form. It will be stored for 7 days from the date it was first created, and will be deleted after that.
8. Fields marked (*) are mandatory.
9. You can click on ⓘ for more information on the field.
10. You may upload only PDF documents.
11. The application is considered filed when payment (if required) is made and an application number is issued.
12. Please refer to the [CJTS step-by-step Guide](#) for more information.

Case Details*

Claim No.*

Enter Claim No.

eg: PHC/12345/2020*

- Enter Claim No.

Step1: Enter the witness's particulars

Witness Details*

Witness 1:

Name*

Enter name as per NRIC / FIN / UEN / Passport No.

ID

Type ▼ Enter Witness NRIC / FIN / UEN / Passport No.

Contact No 1

Select ▼ + 65 Enter Phone Number

Contact No 2

Select ▼ + 65 Enter Phone Number

Email

Enter Email Name @ Enter Email Domain
eg: xxx@abc.com

Language

Select Language. ▼

Premises Type*

Select Premises Type. ▼

Postal Code*

Enter Postal Code Retrieve Address

Block / House No.*

Enter Block / House No.
eg: 692A

Street Name*

Enter Street Name

Floor-Unit

Enter Floor No. - Enter No.
eg: 19-14

Building Name

Enter Building Name

Country*

SINGAPORE ▼

Add Witness

- Enter the Witness Details
- Court proceedings are conducted in English. If the Witness cannot speak English, please select the Witness's preferred language. Where available, the State Courts will arrange for interpreter services. If the desired language is not reflected in the list, please make your own arrangements for a certified interpreter to be present on the date of the hearing
- Click **<Add Witness>** to add more witnesses

Reason for/Details of request*

Reason for request* ⓘ

Enter reason(s) for/details of request

☐ I confirm that, if my request is approved, I will undertake to comply with the following requirements:
[i] serve the summons in accordance with the applicable rules and Court order(s), if any; and
[ii] bear all expenses for the issue and service of the summons, and the expenses incurred by/in respect of the witness (if any), unless the Court otherwise orders.

Submit Save As Draft Cancel

- Enter Reasons for request
- Read the undertaking and agree to comply with the requirements in order to proceed
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm and Proceed>** to view the Acknowledgement Page

ACKNOWLEDGEMENT

- Your application for Summons To Witness for Case No. / Reference No. [PHC/1160/2020](#) has been submitted successfully on 19/08/2020 05:56 PM.
- Your application no. is [PHC/APPL/10350/2020](#).
- Your application has been received and will be processed in accordance with the law. Please note that acceptance of the application by CJTS does not, in and of itself, indicate that your application is successful.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

- Once the application is processed by the PHC, the outcome will be communicated to the applicant via email
- The Registry will generate summons based on details provided.

Step 3: Click on **<Go to Home>** to go back to the Home page.

Step 4: You can view the status of your request submitted under Application List.

24. Submit Supporting Documents

This function allows you to submit additional supporting documents, or to submit redacted copies of documents in respect of which redaction has been allowed.

Q: How do I submit additional documents?

Step 1: From the left panel of the Home page click on **<Online Applications>**.

Step 2: From the list of application forms click on **<SUBMIT SUPPORTING DOCUMENTS>**. You will see this form:

SUBMIT SUPPORTING DOCUMENT - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. This form allows you to submit additional supporting documents, or to submit redacted copies of documents in respect of which redaction has been allowed.
2. You will need the Claim/Application No. and the Supporting Documents to complete the form.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. Fields marked (*) are mandatory.
6. You can click on ⓘ for more information on the field.
7. You may upload only PDF documents.
8. Please refer to the [CJTS step-by-step Guide](#) for more information.

Redaction

☐ I am submitting redacted copies of documents which I filed previously, but in respect of which my application for partial redaction has been approved

Case Details*

Claim No. / Application No.*

Enter Claim No. / Application No.

eg: PHC/12345/2020 OR PHC/APPL/1234/2020

Reason for Submission*

Enter any reason(s) for the submission of documents.

remaining 500 / 500

Other Supporting Documents ⓘ **Add another Document**

Choose File No file chosen

Document description

Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Submit

Save As Draft

Cancel

- Enter the Claim No. / Application No. to tag the documents uploaded
- Enter Reason for Application
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description
- Click on the  to upload
- Click on the  to delete the document
- Click on **<Add another Document>** to add more documents
- Tick the box against "I declare that the information I have provided is true and correct, I accept that I may be prosecuted if I provide any information which I know or have reason to believe is false."
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information on the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm and Proceed>** to view the Acknowledgement page

ACKNOWLEDGEMENT

- Your request to submit supporting documents for Case No. / Reference No. [PHC/1156/2020](#) has been submitted successfully on 21/08/2020 01:12 AM.
- Your request no. is [PHC/APPL/10351/2020](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Step 3: Click on **<Go to Home>** to go back to the Home Page.

Step 4: Under the Active Case(s) section, click on **<Case Number>** to view the uploaded documents in the Documents tab.

25. Application to Set Aside Order

This application allows you to apply to set aside an Order made by the Registrar or the Court in your absence.

Q: How do I file a Application to Set Aside an Order?

Step 1: From the left panel of the Home page, click on **<Online Applications>**.

Step 2: From the list of application forms, click on **< APPLICATION TO SET ASIDE ORDER>**. You will see this form:

APPLICATION TO SET ASIDE ORDER - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. This form allows you to apply to set aside an Order made by the Registrar or the Court in your absence.
2. You will need the Claim number in which the Order was given and the date of the Order to complete the form. If an Order of Court was issued, you will need the Order number.
3. This form will take you about 10 minutes to complete.
4. The application is considered filed when payment (if required) is made and an application number is issued.
5. Please check whether this order is one which can be set aside.
6. Your application will be processed in accordance with the law. Please note that successful filing of the application on CJTS does not, in and of itself, indicate that your application will be granted.
7. Filing fees will not be refunded for unsuccessful applications.
8. You may save a draft of this form. It will be stored for 7 days from the date it was first created, and will be deleted after that.
9. Fields marked (*) are mandatory.
10. You can click on ⓘ for more information on the field.
11. You may upload only PDF documents.
12. Please refer to the [CJTS step-by-step Guide](#) for more information.

Application Details

Claim No.* **Order Date***

eg: PHC/12345/2020

Reason for Setting Aside Application*

Supporting Documents (if any)

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

- Enter the Claim No.
- Enter Reason for Application
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description and Click on the  to upload
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information on the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm and Proceed>**, proceed with payment to view the Acknowledgement page

- Click on **<Internet Banking (eNets)/ Credit Card>** button if you are paying by eNets or Credit Card.
- Click on **<PayNow / Pay Later>** button if you want to make payment using PayNow QR Code or at the kiosk.

ACKNOWLEDGEMENT

- Your application to Set Aside the Order of Court in case No. [PHC/1109/2020](#) has been submitted successfully on 21/08/2020 11:48 AM.
- Your application no. is [PHC/APPL/10359/2020](#).
- Please note that the date and time for the hearing will be fixed if the Registry accepts the filing. You may check your notifications page for the date/time to attend the hearing.
- Your application has been received and will be processed in accordance with the law. Please note that successful filing of the application on CJTS does not, in and of itself, indicate that your application will be granted.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Step 3: Click on **<Go to Home>** to go back to the Home page.

Step 4: Under the Active Case(s) section, click on **<Case No>** to view the status of your application submitted in the 'Case History' tab of Case Details page.

You will receive an email notification once the set aside application has been processed. The notice of the application will be made available in your documents tab. You must attend the hearing. If you fail to attend, your set aside application may be dismissed.

26. File a General Application

This application allows you to file an application (or a response to it), where CJTS does not otherwise provide a specific application form.

Q: How do I file a General Application?

Step 1: From the left panel of the Home Page click on **<Online Applications>**.

Step 2: From the list application forms click on **<GENERAL APPLICATION>**. You will see this form:

GENERAL APPLICATION - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. This form allows you to file an application (or a response to it) where CJTS does not otherwise provide a specific application form.
2. This form will take you about 15 minutes to complete.
3. You may upload only PDF documents.
4. Please refer to the [CJTS Guide](#) for more information.

Case Details*

Claim No.

Enter Claim No.

eg: PHC/12345/2020

State your application/reply, and the reason(s) why it should be granted *

Eg, I am applying for ... because ...

Supporting Documents (if any)

Choose File No file chosen **Upload**

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit **Save As Draft** **Cancel**

- Enter the Claim No.
- Enter Reason for Application
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description
- Click on the  to upload
- Tick the box against "I declare that the information I have provided is true and correct, I accept that I may be prosecuted if I provide any information which I know or have reason to believe is false."
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found
- Review the information on the confirmation page

- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm and Proceed>** to view the Acknowledgement page

ACKNOWLEDGEMENT

- Your application for General Application for Case No. / Reference No. [PHC/1157/2020](#) has been submitted successfully on 21/08/2020 01:33 AM.
- Your application no. is [PHC/APPL/10352/2020](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Step 3: Click on **<Go to Home>** to go back to the Home page.

Step 4: Under the Active Case(s) section, click on **<Case No>** to view the status of your application submitted in the 'Case History' tab of the Case Details page.

27. Appeal Against Order of Registrar

This form is to be used only when a judgment, order or direction of the Registrar has been given.

Q: How do I file for Appeal Against Order of Registrar?

Step 1: From the left panel of the Home page click on **<Online Applications>**.

Step 2: From the list of application forms click on **<APPEAL AGAINST ORDER OF REGISTRAR>**. You will see this form:

APPEAL AGAINST ORDER OF REGISTRAR - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. This form allows you to file an appeal against a decision, direction or order ("Order") of the Registrar.
2. You will need the Claim number in which the Order was given and the date of the Order to complete the form. If an Order of Court was issued, you will need the Order number.
3. This form will take you about 10 minutes to complete.
4. The application is considered filed when payment (if required) is made and an application number is issued.
5. Please check whether the Order is one made by the Registrar, and whether the Order is appealable.
6. Your appeal will be processed in accordance with the law. Please note that successful filing of the appeal on CJTS does not, in and of itself, indicate that your appeal is successful.
7. Filing fees will not be refunded for unsuccessful applications.
8. You may save a draft of this form. It will be stored for 7 days from the date it was first created, and will be deleted after that.
9. Fields marked (*) are mandatory.
10. You can click on ⓘ for more information on the field.
11. You may upload only PDF documents.
12. Please refer to the [CJTS step-by-step Guide](#) for more information.

Details of the order appealed *

Claim/Counterclaim No.*

Enter Claim/Counterclaim No.

eg: PHC/12345/2020

Order Date*



Enter Order Date

Order No.

Enter Order No.

eg: PHC/ORC/123456/2020

Details of Appeal*

Details and grounds of Appeal* ⓘ

Please provide details to substantiate your grounds

Note: If you wish to add more relevant information, you may upload a document providing further details.

Supporting Documents (if any)

Choose File

No file chosen

Document description

Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit

Save As Draft

Cancel

- Enter Claim No.
- Enter the Order date and Order no. as found in the order
- Enter the Details and Grounds of appeal
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description
- Enter the Page number of the document that you are referring to

- Click on the  to upload
- Click on the  to delete the document
- Click on **<Add another Document>** to add more documents
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found
- Review the information contained in the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm and Proceed>** button to go to the Payment page.
- Click on **<Internet Banking (eNets)/ Credit Card>** button if you are paying by eNets or Credit Card.
- Click on **<PayNow / Pay Later>** button if you want to make payment using PayNow QR Code or at the kiosk.

ACKNOWLEDGEMENT

- Your Appeal against Order of Registrar in Case No. [PHC/1109/2020](#) has been submitted successfully on 21/08/2020 11:52 AM.
- Your appeal no. is [PHCRA/5000013/2020](#).
- Please note that the date and time for the hearing will be fixed if the Registry accepts the filing. You may check your notifications page for the date/time to attend the hearing.
- Your application has been received and will be processed in accordance with the law. Please note that successful filing of the application on CJTS does not, in and of itself, indicate that your application will be granted.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Step 3: Click on **<Go to Home>** to go back to the Home Page.

Step 4: Under the Active Case(s) section, click on **<Case Number>** to view the status of your application submitted in the 'Case History' tab of Case Details page.

You will receive an email notification once the Appeal has been processed. The notice of the application will be made available in your documents tab. You are to attend the hearing accordingly. Failure to attend may result in your application being dismissed.

28. Application for Leave/Permission to Appeal

If you wish to apply for leave/permission to file an appeal against the decision of a Protection from Harassment Court Judge, you must file an Application for Leave/Permission to Appeal.

The Application for Leave/Permission to Appeal must be filed within 7 working days from the date of the Order.

Q: How do I file the Application for Leave/Permission to Appeal?

Step 1: From the left panel of the Home page, click on **<Online Applications>**.

Step 2: From the list of application forms, click on **<APPLICATION FOR LEAVE/PERMISSION TO APPEAL>**. You will see this form:

APPLICATION FOR LEAVE/PERMISSION TO APPEAL - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. This form allows you to apply for leave/permission to file an appeal against the decision of a Protection from Harassment Court Judge.
2. This form will take you about 15 minutes to complete.
3. You may save a draft of this form. It will be stored for 7 days from the date it was first created, and will be deleted after that.
4. The application is considered filed when payment (if required) is made and an application number is issued.
5. Please check whether the Order is one made by the Protection from Harassment Court Judge, and whether the Order is appealable.
6. Your application will be processed in accordance with the law. Please note that successful filing of the application on CJTS does not, in and of itself, indicate that your application will be granted.
7. Filing fees will not be refunded for unsuccessful applications.
8. Fields marked (*) are mandatory.
9. You can click on ⓘ for more information on the field.
10. You may upload only PDF documents.
11. Please refer to the [CJTS step-by-step Guide](#) for more information.

Details of the order appealed*

Claim No.*

Enter Claim No.

eg: PHC/12345/2020

Order No.*

Enter Order No.

eg: PHC/ORC/123456/2020

Grounds of Application*

I am applying for leave/permission to appeal against the Order of the Protection from Harassment Court Judge:

☐ Because the Judge made a prima facie error ⓘ

☐ Because the Judge decided a question of general principle for the first time ⓘ

☐ Because the Judge decided a question of importance upon which further argument and a decision of a higher court would be to public advantage ⓘ

☐ For some other reason

Details*

Please provide details to substantiate your grounds

remaining 2000 / 2000

Note: If you wish to add more relevant information, you may upload a document providing further details.

Supporting Documents (if any)

Choose File

No file chosen

Document description

Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit

Save As Draft

Cancel

- Enter Claim No.
- Enter the order no. as found in the order
- Tick the appropriate Grounds of appeal
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description
- Click on the  to upload
- Click on the  to delete the document
- Click on **<Add another Document>** to add more documents
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm and Proceed>** button to go to the Payment page.
- Click on **<Internet Banking (eNets)/ Credit Card>** button if you are paying by eNets or Credit Card.
- Click on **<PayNow / Pay Later>** button if you want to make payment using PayNow QR Code or at the kiosk.

ACKNOWLEDGEMENT

- Your application for Leave/Permission to Appeal in Case No. [REDACTED] has been submitted successfully on 11/04/2022 04:07 PM.
- Your application no. is [PHC/LTA/60007/2021](#).
- Please note that the date and time for the hearing will be fixed if the Registry accepts the filing. You may check your notifications page for the date/time to attend the hearing.
- Your application has been received and will be processed in accordance with the law. Please note that successful filing of the application on CJTS does not, in and of itself, indicate that your application will be granted.
- Click  here to save this acknowledgement.

[Go to Home](#)

[Rate this e-Service](#)

Step 4: Click on **<Go to Home>** to go back to the Home page.

Step 5: Under the Active Case(s) section, click on **<Case No>** to view the status of your application submitted in the 'Case History' tab of Case Details page.

You will receive an email notification once the application for leave/permission to appeal has been processed. The notice of the application will be made available in your documents tab. You are to attend the hearing accordingly. Failure to attend may result in your application being dismissed.

29. Application For an eHearing

This form allows you to apply for an eHearing (i.e. to have your claim heard via video conference)

Q: How do I apply for e-Hearing?

Step 1: From the left panel of the Home Page, click on **<Online Applications>**.

Step 2: From the grid view of the application forms click on **< APPLICATION FOR eHEARING >**. You will see this form:

APPLICATION FOR eHEARING - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. This form allows you to apply for an ehearing (to have your claim heard online)
2. You will need your claim number to complete the form.
3. This form will take you about 10 minutes to complete.
4. Your application will be processed in accordance with the law. Please note that successful filing of the application on CJTS does not, in and of itself, indicate that your application will be granted.
5. You may save a draft of this form. It will be stored for 7 days from the date it was first created, and will be deleted after that.
6. Fields marked (*) are mandatory.
7. You can click on ⓘ for more information on the field.
8. You may upload only PDF documents.
9. Please refer to the [CJTS step-by-step Guide](#) for more information.

Application Details

Claim No.*

Enter your Claim No.

eg: PHC/12345/2020

Reason(s) for Application*

Select Reason

- ☐ I am/my witness is overseas
- ☐ I am/my witness is appearing from NGO/VWO office
- ☐ I am/my witness is immobile
- ☐ I have/my witness has medical reasons
- ☐ Others reasons

Details*

Please give specific details of your reason(s) and explain why your claim should be heard via an eHearing.

Supporting Documents (if any)

Choose File

No file chosen

Document description

Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit

Save As Draft

Cancel

- Enter Claim No.
- Select the Reason for application and details for the selected option.
- Select the attachment to be uploaded using the **<Browse>** button
- Enter the document description
- Enter the Page number of the document that you are referring to
- Click on the  to upload
- Click on the  to delete the document

- Click on **<Add another Document>** to add more documents
- Tick on the box against "I declare that the information I have provided is true and correct, I accept that I may be prosecuted if I provide any information which I know or have reason to believe is false. that all the information...."
- Click on the **<Save as Draft>** button to proceed with the application later
- Click on the **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page
- Click on the **<Amend>** button to go back to the form to amend
- Click on **<Confirm and Proceed>** to go to Acknowledgement Page

ACKNOWLEDGEMENT

- Your application for eHearing for Case No. [PHC/1156/2020](#) has been submitted successfully on 21/08/2020 01:59 AM.
- Your application no. is [PHC/APPL/10353/2020](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Step 3: Click on **<Go to Home>** to go back to the Home page.

Step 4: Under the Active Case(s) section, click on **<Case No>** to view the status of your request submitted in the 'Case History' tab of the Case Details page

30. Request for Court Records

This application allows you to submit a request to search/inspect/take a copy of court record(s).

Q: How do I apply?

Step 1: From the left panel of the Home Page click on **<Online Applications>**.

Step 2: From the list application forms click on **<REQUEST FOR COURT RECORDS>**. You will see this form:

REQUEST FOR COURT RECORDS - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. The form allows you to submit a request for search/inspect/take a copy of court record(s).
2. You will need the Claim No. and your supporting documents (if any) to complete the form.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. Fees will be charged for searching/inspecting/taking copies of the court records, if your request to do so is granted.
6. Fields marked (*) are mandatory.
7. You can click on ⓘ for more information on the field.
8. You may upload only PDF documents.
10. The application is considered filed when payment (if required) is made and an application number is issued.
11. Please refer to the [CJTS step-by-step Guide](#) for more information.

Case Details*

Claim No. * ⓘ

Claim No.

eg: PHC/1234/2020

Request Type

- ☐ Request to take a certified copy of the record of proceedings
- ☐ Request to take a certified copy of the notes of proceedings
- ☐ Request to search or inspect the record

Reason for Request*

Enter Reason for Request

remaining 500 / 500

Supporting Documents

Choose File

No file chosen

Document description

Page No.

Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit

Save As Draft

Cancel

- Enter the Claim No.
- Select the Request Type.
- Enter Reason for Request
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description

- Click on the  to upload
- Click on the  to delete the document
- Click on **<Add another Document>** to add more documents
- Tick the box against "I declare that the information I have provided is true and correct, I accept that I may be prosecuted if I provide any information which I know or have reason to believe is false. that all the information provided above is true and correct"
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found
- Review the information on the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm and Proceed>** to view the Acknowledgement page

ACKNOWLEDGEMENT

- Your Request for Court Records (Request to take a certified copy of the record of proceedings) for Case No. [PHC/1110/2020](#) has been submitted successfully on 21/08/2020 02:03 AM.
- Your application no. is [PHC/APPL/10354/2020](#).
- Your request has been received and will be processed in accordance with the law. Please note that successful filing of the request on CJTS does not, in and of itself, indicate that your request is successful.
- Click  to save this acknowledgement.

[Go to Home](#)

Step 4: Click on **<Go to Home>** to go back to the Home page.

Step 5: Under the Active Case(s) section, click on **<Case No>** to view the status of your request submitted in the 'Case History' tab of the Case Details page.

Step 6: Make payment once the PHC notifies you of the application approval.

31. Application for Transfer

This application allows you to apply to transfer proceedings before the Protection from Harassment Court to another court.

Q: How do I file the Application for Transfer?

Step 1: From the left panel of the Home Page click on **<Online Applications>**.

Step 2: From the list application forms click on **< APPLICATION FOR TRANSFER>**.
You will see this form:

APPLICATION FOR TRANSFER - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. This form allows you to apply to transfer proceedings before the Protection from Harassment Court to another court.
2. You will need the claim number and application details to complete the form.
3. This form will take you about 10 minutes to complete.
4. The application is considered filed when payment (if required) is made and an application number is issued.
5. Filing fees will not be refunded for unsuccessful applications.
6. Your application will be processed in accordance with the law. Please note that successful filing of the application on CJTS does not, in and of itself, indicate that your application will be granted.
7. You may save a draft of this form. It will be stored for 7 days from the date it was first created, and will be deleted after that.
8. Fields marked (*) are mandatory.
9. You can click on ⓘ for more information on the field.
10. You may upload only PDF documents.
11. Please refer to the [CJTS step-by-step Guide](#) for more information.

Case Details*

Claim No.*

Enter Claim No.

eg: PHC/12345/2020

Application Details*

☐ I want to transfer these proceedings to the Family Court

☐ I want to transfer these proceedings to the District Court

☐ I want to transfer these proceedings to the Magistrate's Court

Details and grounds of application* ⓘ

Enter reasons for application

Supporting Documents (if any)

Choose File No file chosen **Document description** **Upload**

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit **Save As Draft** **Cancel**

- Enter the Claim No.
- Select the Application Details.
- Enter Details and grounds of application
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description
- Click on the  to upload
- Click on the  to delete the document
- Click on **<Add another Document>** to add more documents
- Tick the box against "I declare that the information I have provided is true and correct, I accept that I may be prosecuted if I provide any information which I know or have reason to believe is false. that all the information provided above is true and correct"
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found
- Review the information on the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm and Proceed>** to view the Acknowledgement page

ACKNOWLEDGEMENT

- Your application to transfer proceedings in Claim No. [PHC/1156/2020](#) has been submitted successfully on 21/08/2020 02:13 AM.
- Your application no. is [PHC/APPL/10355/2020](#).
- Click  to save this acknowledgement.

[Go to Home](#)

Step 4: Click on **<Go to Home>** to go back to the Home page.

Step 5: Under the Active Case(s) section, click on **<Case No>** to view the status of your application submitted in the 'Case History' tab of the Case Details page.

32. APPLICATION TO VARY, SUSPEND OR CANCEL ORDER

This form allows you to file an application to vary, suspend or cancel an Order of Court.

Q: How do I file the Application to Vary, Suspend or Cancel Order?

Step 1: From the left panel of the Home page click on **<Online Applications>**.

Step 2: From the list of application forms click on **< APPLICATION TO VARY, SUSPEND OR CANCEL ORDER>**. You will see this form:

APPLICATION TO VARY, SUSPEND OR CANCEL ORDER - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. This form allows you to file an application to vary, suspend or cancel an Order of Court.
2. You will need the Claim number in which the Order was given and the date of the Order to complete the form. If an Order of Court was issued, you will need the Order number.
3. This form will take you about 10 minutes to complete.
4. The application is considered filed when payment (if required) is made and an application number is issued.
5. Filing fees will not be refunded for unsuccessful applications.
6. Your application will be processed in accordance with the law. Please note that successful filing of the application on CJTS does not, in and of itself, indicate that your application will be granted.
7. Fields marked (*) are mandatory.
8. You can click on ⓘ for more information on the field.
9. You may upload only PDF documents.
10. Please refer to the [CJTS step-by-step Guide](#) for more information.

Case Details*

Claim No.*

Enter Claim No.

eg: PHC/12345/2020

Order No.*

Enter Order No.

eg: PHC/ORC/123456/2020

Application Details*

- ☐ I am applying to Vary the Order
- ☐ I am applying to Suspend the Order
- ☐ I am applying to Cancel the Order

Details and grounds of application* ⓘ

Enter the details and grounds of your application

Note: If you wish to add more relevant information, you may upload a document providing further details.

Supporting Documents (if any)

Choose File

No file chosen

Document description

Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit

Save As Draft

Cancel

- Enter Claim No. and Order No.
- Select Application Details
- Enter Details and grounds of application
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description
- Enter the Page number of the document that you are referring to
- Click on the  to upload
- Click on the  to delete the document
- Click on **<Add another Document>** to add more documents
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found
- Review the information contained in the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm and Proceed>** button to go to the Payment page.
- Click on **<Internet Banking (eNets)/ Credit Card>** button if you are paying by eNets or Credit Card.
- Click on **<PayNow / Pay Later>** button if you want to make payment using PayNow QR Code or at the kiosk.

ACKNOWLEDGEMENT

- Your Application to Vary, Suspend or Cancel Order No. PHC/ORC/100073/2020 in Case No. [PHC/1155/2020](#) has been submitted successfully on 21/08/2020 11:44 AM.
- Your application no. is [PHC/APPL/10358/2020](#).
- Your application has been received and will be processed in accordance with the law. Please note that successful filing of the application by CJTS does not, in and of itself, indicate that your application will be granted.
- Click  to save this acknowledgement.

[Go to Home](#)

Step 3: Click on **<Go to Home>** to go back to the Home Page.

Step 4: Under the Active Case(s) section, click on **<Case Number>** to view the status of your application submitted in the 'Case History' tab of Case Details page.

33. APPLICATION TO CORRECT ORDER

This form allows you to file an application to the Court to correct some kinds of mistakes/errors/defects of form in an Order.

Q: How do I file the Application to Correct Order?

Step 1: From the left panel of the Home page click on **<Online Applications>**.

Step 2: From the list of application forms click on **< APPLICATION TO CORRECT ORDER >**. You will see this form:

APPLICATION TO CORRECT ORDER - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. This form allows you to file an application to correct an Order of Court.
2. You will need the Claim number in which the Order was given and the date of the Order to complete the form. If an Order of Court was issued, you will need the Order number.
3. This form will take you about 10 minutes to complete.
4. Your application will be processed in accordance with the law. Please note that successful filing of the application on CJTS does not, in and of itself, indicate that your application will be granted.
5. Fields marked (*) are mandatory.
6. You can click on ⓘ for more information on the field.
7. You may upload only PDF documents.
8. Please refer to the [CJTS step-by-step Guide](#) for more information.

Application Details

Claim No.*

Enter your Claim No.

eg: PHC/12345/2020

Order No.*

Enter Order No.

eg: PHC/ORC/12345/2020

Details & grounds of correction(s)*

Identify the error/defect/mistake in the Order, state how the Order should be corrected, and explain the ground(s) on which the Order of Court should be corrected

Supporting Documents (if any)

Choose File No file chosen

Document description

Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit

Save As Draft

Cancel

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- Enter Claim No. and Order No.
- Enter Details and grounds of correction(s)
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description
- Enter the Page number of the document that you are referring to
- Click on the  to upload
- Click on the  to delete the document
- Click on **<Add another Document>** to add more documents
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found
- Review the information contained in the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm and Proceed>** to go to the Acknowledgement page

ACKNOWLEDGEMENT

- Your application to Correct Order No. PHC/ORC/100073/2020 in Case No. [PHC/1155/2020](#) has been submitted successfully on 21/08/2020 02:32 AM.
- Your application no. is [PHC/APPL/10356/2020](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Step 4: Click on **<Go to Home>** to go back to the Home Page.

Step 5: Under the Active Case(s) section, click on **<Case Number>** to view the status of your application submitted in the 'Case History' tab of Case Details page.

34. Application to Backdate Claim Filing

This form is to be used only when you wish to backdate the filing date of any Claim that has been filed.

From the left panel of the Home Page, click on **<Online Applications>**.

From the grid view of the application forms click on the **<APPLICATION TO BACKDATE CLAIM FILING>**.

System will display the form as follows.

APPLICATION TO BACKDATE CLAIM FILING - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. This form allows you to file an application (or a response to it) where CJTS does not otherwise provide a specific application form.
2. This form will take you about 15 minutes to complete.
3. You may upload only PDF documents.
4. Please refer to the CJTS step-by-step Guide for more information.

Case Details*

Claim No.*

eg: PHC/12345/2020

Backdate To.*



Reason(s) for Application*



remaining 500 / 500

Supporting Documents (if any)

No file chosen

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

- Enter Claim No.
- Enter the date to be backdated to.
- Enter Reason for application.
- Select the attachment to be uploaded using the **<Browse>** button.
- Enter the document description.

- Click on the  to upload.
- Click on the  to delete the document.
- Click on **<Add another Document>** to add more documents.
- Click on the **<Save as Draft>** button to proceed with the application later
- Click on the **<Submit>** button and the system will display the confirmation page if no errors are found.
- Tick on the box against "I declare that all the information...."
- Review the information contained in the confirmation page.
- Click on the **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to go to Acknowledgement Page

ACKNOWLEDGEMENT

- Your application for Application for Backdate the Claim Filing Date for Case No. / Reference No. [PHC/10023/2024](#) has been submitted successfully on 24/03/2024 04:33 PM.
- Your application no. is [PHC/APPL/20074/2024](#).
- Click  to save this acknowledgement.

[Go to Home](#)

Click on **<Go to Home>** to go back to the home page.

You can view the status of your application submitted under Application List.

35. Make a General Appointment

You can use this form to seek an appointment for enquiry or to submit physical evidence over the counter.

Step 1: From the left panel of the Home Page click on **<Online Applications>**.

Step 2: From the list of application forms click on the **<GENERAL APPOINTMENT>**.
You will see this form:

GENERAL APPOINTMENT - PROTECTION FROM HARASSMENT COURT

General Information and Instructions:

1. This form allows you to schedule an appointment with the Registry for general enquiries. Filling in this form better allows our registry officers to plan for your visit and help you.
2. This form will take about 5 minutes to complete.
3. Fields marked (*) are mandatory.

Appointment Details*

Date* Time*

Reason for Appointment*

- Select the Date and Time for the appointment
- Enter Reason for Appointment
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found
- Review the information on the confirmation page
- Click on **<Amend>** button to go back to the form to amend it
- Click on **<Confirm and Proceed>** to view the Acknowledgement page

ACKNOWLEDGEMENT

- You have successfully requested an appointment on 21/08/2020 02:38 AM.
- Your reference no. is [PHC/APPL/10357/2020](#).
- Please come to the State Courts, Level 3, Community Justice & Tribunals Division, on **25/08/2020 09:30 AM** for your appointment.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

36. Correspondence

Upon receiving a text message/email prompting you to check for your correspondence on the Community Justice and Tribunals System (CJTS), log in to the CJTS portal.

SMS:

Dear (ID: #####6789), There is a correspondence for your attention. Please login to the CJTS and click on the Correspondence tab for more details.

Email:

There is a correspondence by the Tribunals requiring your attention.
Please login to CJTS and click on the Correspondence tab on Case details screen for more information.

This is a system generated email. Please do not reply to this email.

Once logged in, navigate to the homepage and scroll down to the "Active Case(s)" section. Click on the relevant case number to open the case folder.

S/N	CASE NO 	PARTIES	NEXT COURT DATE	STATUS	REMARKS / ACTION
1	PHC/10060/2024	TEST12 V RES5065A	-	EPO/IFSO Case Management Conference	 Declaration of Service  eNegotiate

Once the case folder is displayed, click on the "Correspondence" tab to access your relevant correspondence.

CASE DETAILS - PHC/10060/2024

FILING DATE: 06/11/2024

Case Summary	Case History	Documents	Payment Details	Correspondence	Hearing Bundle
Status EPO/IFSO Case Management Conference			Nature of Claim / Claiming for Harassment Protection Order Expedited Protection Order		

Within the "Correspondence" section, click on the "View" option under the "Action" column of the relevant correspondence to view it.

CASE DETAILS - PHC/10060/2024**FILING DATE: 06/11/2024**

Case Summary	Case History	Documents	Payment Details	Correspondence	Hearing Bundle
Correspondence No		Initiated By		Created Date	Action
PHC/CORS/70013/2024		Tribunal		19/12/2024 05:10 PM	View / Reply

The correspondence may include details for the session's Zoom video conference, among other relevant information you may receive from the Court.

CORRESPONDENCE

Case No:
PHC/10060/2024

Initiated / Replied by :
Registry

Date & Time :
19/12/2024 17:10

Clarifications Required with Reasons
Please be informed that the hearing is fixed on 27th December 2024 via zoom video conferencing. You do not have to come down to court and you may ignore SMS and email reminders to attend the court session in person. Please see attachment for the zoom details.
Thank you

Supporting Documents (if any)
Zoom details 

If you wish to reply to the Correspondence sent by the Registry, Click on the "Reply" option under the "Action" column of the relevant correspondence to reply to it.

CASE DETAILS - PHC/10060/2024**FILING DATE: 06/11/2024**

Case Summary	Case History	Documents	Payment Details	Correspondence	Hearing Bundle
Correspondence No		Initiated By		Created Date	Action
PHC/CORS/70013/2024		Tribunal		19/12/2024 05:10 PM	View / Reply

After you click on the "Reply" button, you can see the history details of the correspondence sent to you.

[Reply to Officer](#)

Click on the "Reply to Officer" button to reply to the correspondence.

Reply

Clarifications Required with Reasons

Reason

remaining 2000 / 2000

Supporting Documents (if any)

Choose File

No file chosen

Document description

 Upload

Add another Document

Submit

Reply to Officer

Cancel

Type the reply, upload Supporting documents, if any, and then click on “Submit”.

The system displays a success message that correspondence has been sent successfully.



The correspondence has been sent successfully.

OK

Click on “Ok” to go back to the Case folder.