



# Family Justice Rules (FJR) - User Training / Briefing

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# Agenda

Introduction

Storyboard

Live Demo

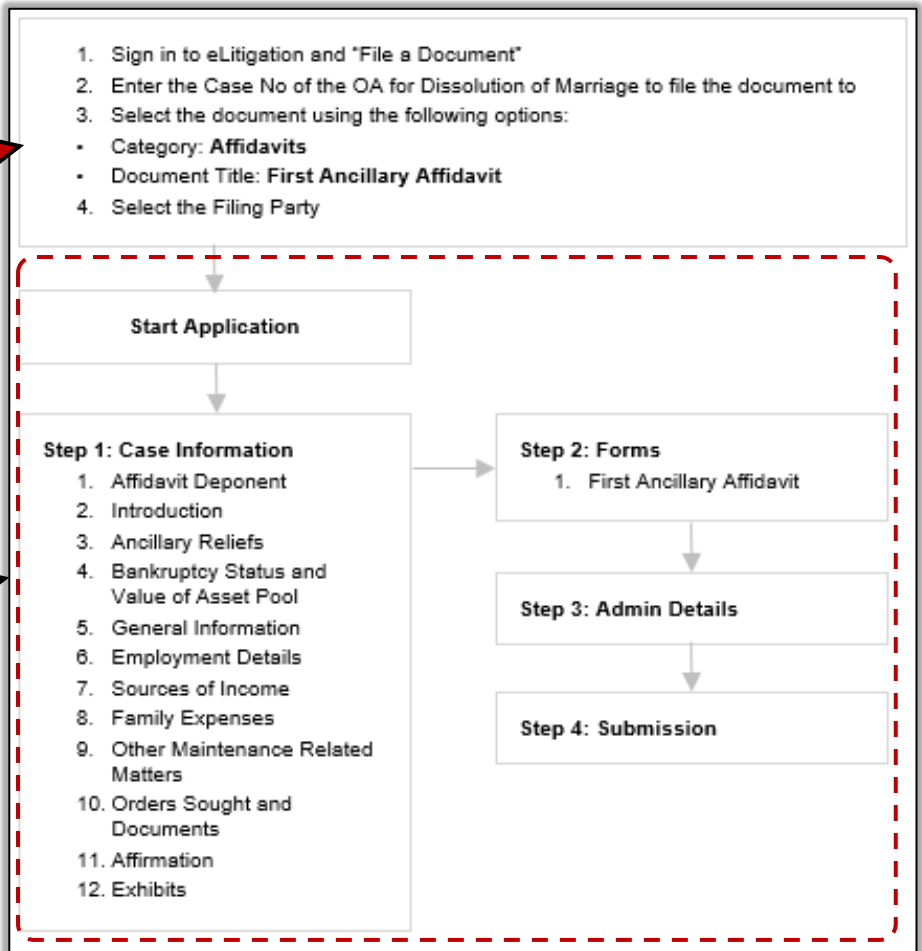
Q & A

# First Ancillary Affidavit

# User Journey for Initiation of First Ancillary Affidavit

Typeahead feature to choose Case Type, Court

4-Steps User Journey for Filing



# Filing of First Ancillary Affidavit in OAF case type (Foreign Divorce)

Quick Access
Pre-Filing
Family Justice Courts

File a New Case

File a Summons

File an Affidavit

File a Request

File a Document

File an Enforcement Document

File a Caveat

File a Power of Attorney

Extract an Order/Judgment

QuickFetch

**Court Replies and Notifications**

Inbox
Outbox
Sent
Draft
Archive
Asynchronous Hearing
Quick

Filter by: Date From  To  Go
 by: --- Select ---
Search

	Document	Date/Time	Subcase	Case Title	File Ref No
<input type="checkbox"/>	<a href="#">ORDER OF COURT - Accepted [View]</a>	03-Sep-2024 01:34 PM	FC/OAMV 14/2024	Alex v Rani	
<input type="checkbox"/>	<a href="#">DRAFT JUDGMENT / ORDER - Accepted [View]</a>	03-Sep-2024 01:34 PM	FC/OAMV 14/2024	Alex v Rani	
<input type="checkbox"/>	<a href="#">Hearing Outcome for FC/OAMV 14/2024</a>	03-Sep-2024 01:17 PM	FC/OAMV 14/2024	Alex v Rani	
<input type="checkbox"/>	<a href="#">LETTER TO INFORM TENTATIVE AUCTION DATE [View]</a>	03-Sep-2024 01:09 PM	FC/OAD 504/2023 - FC/EO 12/2023	Raj v Ramya	
<input type="checkbox"/>	<a href="#">CONSENT (MENTAL CAPACITY ACT) - Accepted [View]</a>	03-Sep-2024 01:05 PM	FC/OAMV 14/2024	Alex v Rani	
<input type="checkbox"/>	<a href="#">NOTICE OF DEEMED WITHDRAWAL OF OBJECTION [View]</a>	03-Sep-2024 01:04 PM	FC/OAD 348/2024 - FC/EO 2/2024	Ramya v Raj	
<input type="checkbox"/>	<a href="#">NOTICE OF DEEMED WITHDRAWAL OF OBJECTION [View]</a>	03-Sep-2024 01:02 PM	FC/OAD 504/2023 - FC/EO 12/2023	Raj v Ramya	
<input type="checkbox"/>	<a href="#">LETTER TO INFORM TENTATIVE AUCTION DATE [View]</a>	03-Sep-2024 12:59 PM	FC/OAD 348/2024 - FC/EO 2/2024	Ramya v Raj	
<input type="checkbox"/>	<a href="#">ORIGINATING APPLICATION FOR MENTAL CAPACITY ORDERS (FORM 59) (Amendment No. 1) - Accepted [View]</a>	03-Sep-2024 12:25 PM	FC/OAM 38/2024	Johnny Tay Bee Huat v Rain Lee	
<input type="checkbox"/>	<a href="#">NOTICE OF PROCEEDINGS TO RELEVANT PERSON (GENERAL) - Accepted [View]</a>	03-Sep-2024 12:06 PM	FC/OAM 38/2024	Johnny Tay Bee Huat v Rani Lee	
<input type="checkbox"/>	<a href="#">NOTICE OF PROCEEDINGS TO RESPONDENT (GENERAL) - Accepted [View]</a>	03-Sep-2024 12:05 PM	FC/OAM 38/2024	Johnny Tay Bee Huat v Rani Lee	
<input type="checkbox"/>	<a href="#">NOTICE OF PROCEEDINGS TO RELEVANT PERSON (ORGANISATION) - Accepted [View]</a>	03-Sep-2024 12:05 PM	FC/OAM 38/2024	Johnny Tay Bee Huat v Rani Lee	
<input type="checkbox"/>	<a href="#">ORIGINATING APPLICATION FOR MENTAL CAPACITY ORDERS (FORM 59) - Accepted [View]</a>	03-Sep-2024 12:05 PM	FC/OAM 38/2024	Johnny Tay Bee Huat v Rani Lee	
<input type="checkbox"/>	<a href="#">SUMMONS FOR ENFORCEMENT ORDER - Accepted [View]</a>	03-Sep-2024 11:29 AM	SIC/OA 18/2024 - SIC/EO 1/2024	TestPlaintiff v TestDefendant	
<input type="checkbox"/>	<a href="#">ORIGINATING CLAIM - Accepted [View]</a>	03-Sep-2024 10:34 AM	DC/OC 112/2024	Party A v Party B	

File a document into a case

# Filing of First Ancillary Affidavit in OAF case type (Foreign Divorce)

STEP 1: Case Info    STEP 2: Form    STEP 3: Admin Details    STEP 4: Submission

**Case Search**

Case No/Sub Case No:  [Search Document\(s\)](#)

**Case Overview**

For Filing in: Family Courts  
Case No/Case Name: FC/OAF 126/2024 Ash Ketchum v Misty

**Document Details**

Refiling a document that was previously rejected.  
 Filing a new document into this case.

**Category**  
  
Affidavits

**Document Title**  
  
FIRST ANCILLARY AFFIDAVIT

**List of Parties**

<input type="checkbox"/>	S/No	Party Name	Party Type	Represented By	Filing Party	Reference No
<input type="checkbox"/>	1	<a href="#">Ash Ketchum</a>	Applicant	Training Lawfirm 1	<input checked="" type="checkbox"/>	<a href="#">Test_ZY</a>
<input type="checkbox"/>	2	<a href="#">Misty</a>	Respondent	Unrepresented	<input type="checkbox"/>	

[Add Non-Party Manually](#) [Delete](#)

[Start Application](#) [Cancel](#)

1. Enter case number

2. Select the category and document to be filed into the case

3. Select filing party

4. Check Party details

5. Proceed

# Filing of First Ancillary Affidavit in OAF case type (Foreign Divorce)

You are commencing the following document  
Document Title: FIRST ANCILLARY AFFIDAVIT

*Note: If there is more than one filing party, a reference in this form to the singular includes the plural.*

### Case Overview

For Filing in: Family Courts  
Case No: FC/OAF 126/2024  
Case Name: Ash Ketchum v Misty

### Case Info

Please complete all the sections below

- Affidavit Deponent
- Introduction
- Divorce in Foreign Country
- Ancillary Reliefs
- Bankruptcy Status and Value of Asset Pool
- General Information
- Employment Details
- Sources of Income
- Family Expenses
- Other Maintenance Related Matters
- Orders Sought and Documents
- Affirmation
- Exhibits

### Affidavit Deponent

\* marked fields are mandatory

S.No	Name	ID Type	ID No.	Address	Occupation	Actions
No Record Found						

Text to be displayed at the top right-hand corner of the first page of the affidavit: ⓘ \*

Party on whose behalf the affidavit is filed :

Enter ordinal number of affidavit :

Enter type of hearing and summons number (if applicable) here



[Introduction >](#)

Overview of Application. Some sections may be hidden or displayed depending on user selection/input in other steps/sections.


# Filing of First Ancillary Affidavit in OAF case type (Foreign Divorce)

## Affidavit Deponent

\* marked fields are mandatory

S.No	Name	ID Type	ID No.	Address	Occupation	Actions
1	Ash Ketchum	SIN Birth Certificate	L12345	Street 21 Pallet Town Singapore 123456	Craftsmen and Related Trades Workers	 

Add Deponent

Text to be displayed at the top right-hand corner of the first page of the affidavit:  \*

Applicant	:	Ash Ketchum	:
1	:	04092024	:
DREG OAF 1			



*Applicant : Ash Ketchum - 1 : 04092024 - DREG OAF 1*

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

Case No.: FC/OAF 126/2024

Between

Ash Ketchum  
(Singapore Birth Certificate No. L12345)

...Applicant(s)

And

Misty  
(Singapore Birth Certificate No. H6789)

...Respondent(s)



# Filing of First Ancillary Affidavit in OAF case type (Foreign Divorce)

## Divorce In Foreign Country

\* marked fields are mandatory

**i** To complete this section, refer to the Originating Application for Permission and the supporting affidavit.

- The Affidavit ("Affidavit") for Originating Application for Permission is accurate and I do not need to provide further information
- The Affidavit ("Affidavit") for Originating Application for Permission is accurate except for the further information in this section

**i** Select the relevant checkboxes in this section to provide the additional information. You are not required to repeat the information in your Affidavit here.

### Section A2: General (Dissolution of marriage)

Is there any reason why the dissolution may not be recognised under Singapore law?

- No
- Yes, State your reasons below.

### Section A3: Jurisdiction

### Section A4: Connection of parties to different countries

#### Agree/disagree

The Applicant  with the [Connection](#) details in the Affidavit.

- Connection to Singapore
- Connection to the country that dissolved the marriage
- Connection to any other country

### Section A5: Time period between the foreign order and this application

### Section A6: Financial reliefs in the foreign orders

### Section A7: Reasons for seeking a Singapore order

This questionnaire is only displayed if the Applicant is the party who obtained the permission to file

User to select the applicable checkboxes

# Filing of First Ancillary Affidavit in OAF case type (Foreign Divorce)

## Divorce In Foreign Country

\* marked fields are mandatory

**i** To complete this section, refer to the Originating Application for Permission and the supporting affidavit.

**i** The sub-headers in grey refers to the sub-headers (and the corresponding reference) in the Originating Application for Permission. If you disagree with the Affidavit in the Originating Application for Permission, you must state the correct information or give your reasons. To do so, you may select the applicable option or state your reasons in the free-text box provided.

### Section A2: General (Dissolution of marriage)

Is there any reason why the dissolution may not be recognised under Singapore law?

- No
- Yes, State your reasons below.

### Section A3: Jurisdiction

#### Jurisdiction to hear this application

- This Court has jurisdiction to hear this application
- This Court has no jurisdiction to hear this application

#### Agree/disagree

The Applicant  with the Jurisdiction details in the Affidavit for Originating Application for permission  ("Affidavit").

is/are not Singapore citizen(s)

is/are not habitually resident in Singapore for a continuous period of 1 year

At the material time, Applicant/Respondent lived in:

The Applicant wishes to state as follows

If the Respondent is the party who obtained the permission to file, certain checkboxes would be selected by default and mandatory to fill

# Filing of First Ancillary Affidavit in OAF case type (Foreign Divorce)

**Case Info**  
Please complete all the sections below

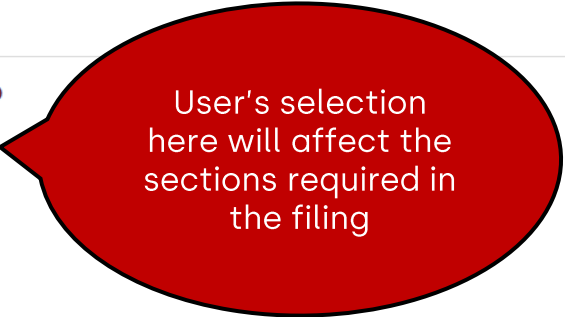
- Affidavit Deponent
- Introduction
- Divorce in Foreign Country
- Ancillary Reliefs** >
- Bankruptcy Status and Value of Asset Pool
- General Information
- Employment Details
- Sources of Income
- Family Expenses
- Other Maintenance Related Matters
- Assets
- Debts
- Financial Summary
- Matrimonial Assets and Direct Contributions
- Indirect Contributions
- Orders Sought and Documents
- Affirmation
- Exhibits

### Ancillary Reliefs

Ash Ketchum (Applicant) is asking for the following ancillary reliefs: ⓘ

- Division of the matrimonial assets
- Maintenance for the wife
- Maintenance for the incapacitated husband
- Maintenance for the child(ren) of the marriage

< Divorce in Foreign Country Bankruptcy Status and Value of Asset Pool >



# Filing of First Ancillary Affidavit in OAF case type (Foreign Divorce)

**General Information**  
\* marked fields are mandatory

The length of Ash Ketchum's (Applicant) marriage is 3 years 0 months up to date of divorce

The date of Ash Ketchum's (Applicant) divorce is 01/09/2024

This question is not applicable

In Ash Ketchum (Applicant)'s view, the marriage broke down on 1 Jan

These are Ash Ketchum (Applicant)'s reasons for his/her statement.

sss

Please refer to Ash Ketchum (Applicant)'s reasons in the following:

**Age of parties at the time of this application**

Ash Ketchum (Applicant)'s age 25

Misty (Respondent)'s age 30

**Ash Ketchum (Applicant)'s highest educational level is** sdf

Number of living child(ren) (including those above the age of 21 years) 1

Does Ash Ketchum (Applicant) have child(ren) below 21 years old who is/are  
(a) born of this marriage or  
(b) accepted as child(ren) of this marriage?

Yes  
 No

Sl.No	Name	NRIC/FIN/Passport Number	Gender	Date of birth	Schooling or working	Actions
No Record Found						

**Add Child**

**Details of Children**  
\* marked fields are mandatory

NRIC/FIN/Passport Number \*  
Enter your NRIC/FIN/Passport Number here

Name (as stated in NRIC/FIN/Passport Number)  
Enter full name as per NRIC/FIN/Passport Number

Gender \*  
 Male  
 Female

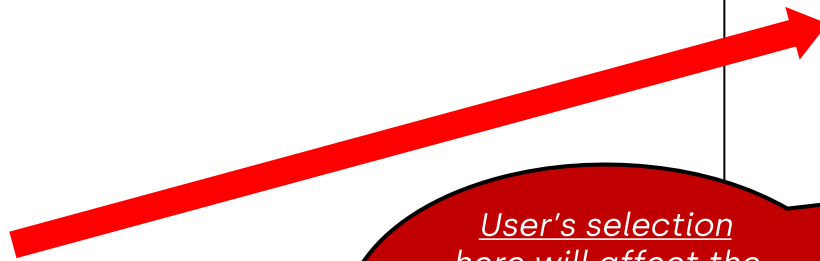
Date of birth \*  
DD/MM/YYYY

Schooling or working \*  
 Schooling  
 Working  
 None of the above

**Medical Report of a Child**

Do you wish to exhibit a medical report for this child? \*  
 No  
 Yes

Does the medical report relate to custody or welfare of the child?	Do you have Court's permission?	Date of Court's permission	Actions
No Record Found			



*User's selection here will affect the supporting documents they need to annex to the FAA.*

# Filing of First Ancillary Affidavit in OAF case type (Foreign Divorce)

## Orders Sought and Documents

Please select the applicable categories and enter details for the preferred orders. You may wish to refer to the Codified Orders Repository for commonly used orders.

### Choose category

- Maintenance
- HDB Property
- Private Property
- Other Assets
- Costs
- Others

[View your orders](#)

#### Choose sub-category:

##### Liberty to Apply

The ability to apply to the Court for further orders if necessary, at a later time.

Liberty to Apply

##### Parties Only

The ability to apply to the Court for further orders if necessary, at a later time.

Select order

Add Orders


Add custom Orders

View created orders

Can't find an order suitable for you?

Check through the different categories or [create a custom order](#)

I understand that:

- (a) I must provide the standard list of documents in Section 16 Table 16-1 of the First Ancillary Affidavit form in the Family Justice Courts Practice Directions if they are relevant to my case.
- (b) If the documents are not provided, I should explain the reasons in my affidavit. 
- (c) If I do not have good reasons for lack of documents, the Court may draw a negative conclusion (i.e. adverse inference) from my failure to produce.

# Filing of First Ancillary Affidavit in OAF case type (Foreign Divorce)

## Exhibits

You must attach, with your application, a copy of the documents in Table 1 that is applicable to you and all documents which you intend to rely on to support your position (collectively "Required Documents"). If you are unable to provide the Required Documents, you must explain the lack of documents in Table 2. If you wish to provide an alternative document in lieu of a document that is applicable to you, please add the alternative document into Table 1 and indicate in Table 2 that you have provided an alternative document in lieu of the applicable document.

You may wish to refer to the Family Justice Rules [Rule xx] for the consequences of not providing the Required Documents.

### Table 1

It is recommended to save the information entered by clicking "Save" frequently. This prevents any potential loss of data due to network error.

For each row, select "choose file", click the upload icon, then

Exhibit Prefix (character limit:10)

Download PDF copy of the Affidavit for reference

Documents uploaded in Table 1 will be annexed to the Affidavit document

S/No	Exhibit	Reference in Affidavit to the exhibit (e.g. Paragraph 1)*	Upload File (PDF format only)*	Count of Pages	Action
-1	Current tenancy agreement or similar evidence showing the rental I receive	<input type="text"/>	<input type="button" value="Choose file"/> No file chosen	<input type="text"/>	<input type="button" value="Upload"/> <input type="button" value="Delete"/>
-2	Medical report of Child A <small>Note: If the medical report relates to custody or welfare of the child and you do not have the Court's permission, do not exhibit the report in this affidavit.</small>	<input type="text"/>	<input type="button" value="Choose file"/>	<input type="text"/>	<input type="button" value="Upload"/> <input type="button" value="Delete"/>

*Special document that is added due to user's previous input in child details*

Provide reasons for lack of documents in Table 2

### Table 2

If you are unable to provide the Required Documents, you must explain the lack of documents in the table below.

Sl/No.	Name of document not provided	Reasons for lack of document or Details of alternative document provided*	Actions
--------	-------------------------------	---	---------

Please ensure that you have completed all relevant fields and attached all Required Documents. If there are missing information or documents, the Court may subsequently require you to provide these information or documents. You may incur additional fees as a result.

# Filing of First Ancillary Affidavit in OAF case type (Foreign Divorce)

Add the deleted exhibits back into the table.

Documents that were already added to one of the tables will not appear in this pop-up

### Add Exhibit

Exhibit

- Completed Notice of Syariah Court Proceedings Form
- Consent and Syariah Court certificate of attendance
- Court order relating to a minor child(excluding orders made in the current proceedings)
- Current employment contract OR similar evidence showing the current terms of my employment
- Current maintenance order(s)
- Documents to prove my monthly expenses
- Documents to prove the child(ren)'s monthly expenses
- Evidence of my insurance premiums and the payment mode
- Evidence of other payments made for the purchase of the assets
- Updated CPF housing withdrawal statement OR similar evidence to show use of CPF monies for the assets
- Updated CPF investment account statements from the banks / investment companies
- Updated CPF statement showing the balance in each account
- Updated hire purchase statement for motor vehicle
- Updated mortgage statement showing the outstanding mortgage loan
- Updated search results on my bankruptcy status from the Ministry of Law's Insolvency Office
- Updated statement showing the balance in the pension funds (excluding CPF)
- Updated statements OR similar documents to show the outstanding balance of debts in Section 9
- Updated valuation report or transaction history to show the value of the property
- Valuation report OR similar documents to show value of items in Section 8G

**i** If this section contains a list of documents, and the document you wish to add does not exist as a new document as "Other Document".

Number of "Other document" to add :

Cancel Add

Add other exhibits outside the default list.

# Filing of First Ancillary Affidavit in OAF case type (Foreign Divorce)

**Exhibits**

You must attach, with your application, a copy of the documents in Table 1 that is applicable to you and all documents which you intend to rely on to support your position (collectively "Required Documents"). If you are unable to provide the Required Documents, you must explain the lack of documents in Table 2. If you wish to provide an alternative document in lieu of a document that is applicable to you, please add the alternative document into Table 1 and indicate in Table 2 that you have provided an alternative document in lieu of the applicable document.

You may wish to refer to the Family Justice Rules [Rule xx] for the consequences of not providing the Required Documents.

**Table 1**

It is recommended to save the information entered by clicking "Save as draft" at regular intervals. This prevents any potential loss of data due to network error.

For each row, select "choose file", click the upload icon, then proceed to the next row.

**Exhibit Prefix** (character limit:10)

Enter Prefix

S/No	Exhibit	Reference in Affidavit to the exhibit (e.g. Paragraph 1)*	Upload File (PDF format only)*	Count of Pages
-1	Current tenancy agreement or similar evidence showing the rental I receive	<input type="text"/>	<input type="button" value="Choose file"/> No file chosen	<input type="text"/>
-2	Medical report of Child A <small>Note: If the medical report relates to custody or welfare of the child and you do not have the Court's permission, do not exhibit the report in this affidavit.</small>	<input type="text"/>	<input type="button" value="Choose file"/> No file chosen	<input type="text"/>

**Table 2**

If you are unable to provide the Required Documents, you must explain the lack of documents in this table.

Sl/No.	Name of document not provided	Actions
<input type="text"/>	<input type="text"/>	<input type="button" value="Add Document"/>

Please ensure that you have completed all relevant fields and attached all required information or documents. You may incur additional fees as a result.

Documents uploaded in Table 1 of the Exhibits section will appear as annexures to the affidavit document in Step 2.

This is similar to the existing paperclip function in eLit.

**Exhibits: Table of Contents**

Exhibit Number	Document Name	Reference in affidavit to the exhibit	Page numbers
A-1	Completed Notice of Syariah Court Proceedings (Form 58)	Test Attachment	1
A-2	Consent and Syariah Court certificate of attendance	test	4
A-3	Current tenancy agreement or similar evidence showing the rental I receive	part 2	6
A-4	Document X	part 5	8

S/No	State the name of the Required Documents not provided	(a) State the reasons for lack of document (b) If alternative document is provided instead, state the alternative document.
1	Copy of child(ren)'s Birth Certificates	lost the document
2	Other Document Z.	lost in fire

THIS IS THE EXHIBIT MARKED "A-1" REFERRED TO IN THE AFFIDAVIT OF BLACK COFFEE AND SWORN BEFORE ME ON THIS

BEFORE ME,

\_\_\_\_\_  
A COMMISSIONER FOR OATHS



# Filing of First Ancillary Affidavit in OAF case type (Foreign Divorce)

1.

The following form(s) have been prepared based on the information you have provided so far:

SNO	FORM NAME & DESCRIPTION	ACTIONS	STATUS
1	FIRST ANCILLARY AFFIDAVIT*		Pending Confirmation

**Add Document** **Delete Document** **Finalise Document**

Note: It is mandatory to view & save all eForms to proceed to next step.  
Note: If you have amended the information entered in previous step(s) after viewing the generated document, please click the update icon to update the generated document

You may click "Download" to download the PDF.  
You may click "Upload" to attach the Affidavit File and fill in the Deponent Info.

**Previous** **Cancel** **Next**

2.

The following form(s) have been prepared based on the information you have provided so far:

SNO	FORM NAME & DESCRIPTION	ACTIONS	STATUS
1	FIRST ANCILLARY AFFIDAVIT*		Confirmed

**Add Document** **Delete Document** **Finalise Document**

Note: It is mandatory to view & save all eForms to proceed to next step.  
Note: If you have amended the information entered in previous step(s) after viewing the generated document, please click the update icon to update the generated document

You may click "Download" to download the PDF.  
You may click "Upload" to attach the Affidavit File and fill in the Deponent Info.

**Previous** **Cancel** **Next**

**Finalise generated documents**

3.

The following form(s) have been prepared based on the information you have provided so far:

SNO	FORM NAME & DESCRIPTION	ACTIONS	STATUS
1	FIRST ANCILLARY AFFIDAVIT*		Pending Signature

**Finalise Document** **Cancel Finalised Document**

Note: It is mandatory to view & save all eForms to proceed to next step.  
Note: If you have amended the information entered in previous step(s) after viewing the generated document, please click the update icon to update the generated document

You may click "Download" to download the PDF.  
You may click "Upload" to attach the Affidavit File and fill in the Deponent Info.

**Previous** **Cancel** **Next**

**Choose method of signing. The document can be signed by DSS so long as all signing parties have Singpass.**

4.

The following form(s) have been prepared based on the information you have provided so far:

SNO	FORM NAME & DESCRIPTION	ACTIONS	STATUS
1	FIRST ANCILLARY AFFIDAVIT*		Finalized
2	MANUAL SIGNED COPY OF FIRST ANCILLARY AFFIDAVIT		Pending Signature

**Finalise Document** **Cancel Finalised Document**

Note: It is mandatory to view & save all eForms to proceed to next step.  
Note: If you have amended the information entered in previous step(s) after viewing the generated document, please click the update icon to update the generated document

You may click "Download" to download the PDF.  
You may click "Upload" to attach the Affidavit File and fill in the Deponent Info.

**Previous** **Cancel** **Next**

**Proceed to Fees**

Choose method of signing. The document can be signed by DSS so long as all signing parties have Singpass.

Parties that are required to sign are as per current requirements.

Complete signing via DSS/Manual

# Filing of First Ancillary Affidavit in OAF case type (Foreign Divorce)



Adobe Acrobat  
Document

Sample of the  
generated FAA  
document

The system auto  
paginates all  
document pages.

# Filing of First Ancillary Affidavit in OAF case type (Foreign Divorce)

STEP 1: Case Info    STEP 2: Form    STEP 3: Admin Details    STEP 4: Submission

**Hearing Details**

Is there any special request required?  Yes  No

**Urgent**

Do you require urgent processing of the Documents?  Yes  No

**Request to Backdate**

Backdate Request Date:   AM/PM

Reason for Backdating:

**E-Service**

List of Law Practices

Please type Law Practice name to search

A C CHEONG & CO.  
A C PROFFERSON LAW CORPORATION  
A C SYED & PARTNERS  
A L HUSSEIN & FAZAL WAHYUNI  
A MOHAMED HASHIM  
A NANG, SEAN & HOE  
A BDOH NOOR LILA & PARTNERS  
AARON & CO.  
ABC  
ABC  
ABC  
ABRAHAM LOGAN & PARTNERS  
ABRAHAMSON LLC  
ACHIEVERS LLC  
ACIES LAW CORPORATION  
ADVENT LAW CORPORATION  
ADVOCATES LAW LLP  
AESTIS LLC  
AGOUTER LAW LLP

**Immediate Service**

**Service upon acceptance of filing**

**Deferred Service**

**Fees Payable**

Filing Fees

Request for Exemption/ Waiver  None  Partial  Full



STEP 1: Case Info    STEP 2: Form    STEP 3: Admin Details    STEP 4: Submission

**Success: Form submission was successful.**  
(Submission Reference No. : FESGID20240904\_151828BE7pudhg)

You have submitted the following information:

- [Case Information Details](#)
- List of documents for this submission:
  - [FIRST ANCILLARY AFFIDAVIT](#)
  - [MANUAL SIGNED COPY OF FIRST ANCILLARY AFFIDAVIT](#)
- [Hearing Date Request and other Administrative Details](#)

You may wish to keep a copy of these documents for your records

# DSS signing Process

### New Document Signing Request

1 Signers 2 Add Signature Placeholders

**Signers**

Please confirm with designated signers that they have access to their Singpass mobile app. Add signers according to the intended order of signing. Each signer can only sign when earlier signers have signed. [Learn more >](#)

Name	NRIC	Email Address	Mobile Number	Sign by end of	Order	Actions
Black Coffee		TG@email.com	80989078	20-Oct-2024 23:59:59	1	
Misty		admin@admin.com		25-Oct-2024 23:59:59	2	

[+ Add Signer](#)

[Next](#)

Add the signers into the table. Signers will be ordered by deadline of signing.

### Add Signer

- A Commissioner for Oaths (CFO) can be a second (or later) signer. If you need a CFO to witness and to sign the document:
- Please contact a CFO to discuss his/her requirements and availability for digital signing. You can find a directory of CFOs at <https://legalisation.sal.sg>
- If you have not selected a CFO, you may specify "Commissioner for Oaths" as the signer's "Name". The CFO's actual name will be updated during the signing process.
- Add signers according to the actual order of signatures to be collected. Signers can only access the document after preceding signatures have been collected.
- If you have multiple signers, ensure that their respective deadlines align with the order of signatures. [Learn more >](#)
- Email address and mobile number are optional. If a valid email address is provided, the signer will receive an automated email from eLitigation when it is his/her turn to sign, and upon the completion of all signatures. Otherwise, you will have to notify the signing party/parties manually.
- \*\* denotes mandatory fields.

**Name\***

**NRIC**

All signers MUST have a valid Singapore NRIC.  
Passport numbers are not allowed

**Sign by end of : (23:59:59)\***

Click to select date

**Email Address**

**Mobile Number**

[Cancel](#) [Add](#)

Name field for CFO can be denoted as "Commissioner for Oaths" if a CFO is not selected yet.

Link to DSS user guide - [:: eLitigation ::](#)

# DSS signing Process

**New Document Signing Request**

1 Signers      2 Add Signature Placeholders      3 Preview and Confirm

### Add Signature Placeholders

Add a signature placeholder for selected signer  
*When placing multiple signature placeholders, please do not overlap them.*

Black Coffee   Misty

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Commissioner for Oaths

Black Coffee

Select & Drag

Select the signer's name and drag the pink placeholder to where the signature should be on the document

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# DSS signing Process

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Applicant : Black Coffee : 4 : 345 : dlz

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

Black Coffee  
(Singapore Birth Certificate No. S12345)  
...Applicant(s)

**AFFIDAVIT**

Name of maker : Black Coffee  
Identity No.: S12345  
Address: 33 212 Tommertet Street, #2-234, X1, Singapore 789645  
Occupation: Unemployed

1. I am the Applicant.
2. This affidavit is in support of the Originating Application.
3. Where the facts in this affidavit are within my personal knowledge, they are true. Where they are not within my personal knowledge, they are true to the best of my knowledge, information and belief.
4. I am seeking orders stated in the Originating Application for the following child(ren):

Name	ID Number	Date Of Birth	Age
c1	d	-	3

**Applicant's relationship with the Child(ren)**

5. I am the natural parent of the child(ren).

**Connection with Syariah Court Divorce**

6. The child(ren) are not born of a marriage under Islamic law.

**Children**

7. The details of the children are in Annex A.

**Children care arrangements**

P1  
Document generated on: 20/09/2024 03:54 PM

Finalise the document

Edit placeholders Finalise document


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# DSS signing Process

## New Document Signing Request

Signers ✓ Add Signature Placeholders ✓ Preview and Confirm 3

✓ The request is successful. (Submission Reference No. : SG20240920\_161107LKLMo)

 To get the document signed, the following information must be sent to each signer. Show less ^

 Document URL +  Access Code +  Access Reference

1. We have prepared your request. Please contact the respective signers to get their signatures.  
2. You can retrieve the suggested message templates (personalised with each signer's access details) via the Dashboard > Action> List and Contact Signers.

Signer	Signing Order	URL	Access Code	Access Reference	Sign by end of
<b>Black Coffee</b> TG@email.com 80989078	1	<a href="https://services-uat.judiciary.gov.sg/si...">https://services-uat.judiciary.gov.sg/si...</a>	F6Rtb66J	33ugRa	20-Oct-2024 23:59:59

[Back](#)

If the email of the signer has been provided in Step 1 of the DSS process, the signer will receive an email informing them to sign the document along with the relevant access reference and URL.

If not, user must send the access reference and URL to the signers.

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# DSS signing Process

The screenshot displays the eLitigation Document Signing Service (DSS) interface. The top navigation bar includes the eLitigation logo and user information: "Welcome, MARY CHOW 1 from Training Lawfirm 1 | Logout | FAQs | User Guide | Contact Info | RSS". The left sidebar contains various menu items, with "DOCUMENT SIGNING SERVICE" highlighted. The main content area is titled "My DSS Documents" and includes a "Prepare New Request" button. A notification states: "Some of your documents will be automatically archived soon. Download your documents as their contents will not be available thereafter." Below this, there are filters for "All 840", "Inbox 93", and "Archived 747". A search bar is present with the text "Show 10 entries" and "Search:". A table lists document signing requests with columns for Submission Id, Document Name, Requested On, Requested By, Status, and Actions. A red callout bubble points to the "Status" column, and another red callout bubble points to the "DOCUMENT SIGNING SERVICE" menu item.

Submission Id	Document Name	Requested On	Requested By	Status	Actions
SG20240920_161107LKLMTmo	DIGITAL SIGNED COPY OF eAFFIDAVIT	20-Sep-2024 16:18:35	MARY CHOW 1	Ready for Signing	Actions ▾
SG20240920_155936JFcp3RTW	DIGITAL SIGNED COPY OF eAFFIDAVIT	20-Sep-2024 16:03:58	MARY CHOW 1	Cancelled	Actions ▾
SG20240917_1156118cGDzAYG	DIGITAL SIGNED COPY OF REQUEST FOR AN ORDER TO ATTEND COURT	17-Sep-2024 11:56:53	MARY CHOW 1	Completed	Actions ▾
SG20240917_175855Cds0lbbg	DIGITAL SIGNED COPY OF SUMMONS FOR STRIKING OUT OA/SUM/REPLY	10-Sep-2024 17:59:41	MARY CHOW 1	Signing Error	Actions ▾
SG20240917_174839HjAk3Hpf	DIGITAL SIGNED COPY OF SUMMONS FOR FURTHER AFFIDAVITS	10-Sep-2024 17:49:44	MARY CHOW 1	Completed	Actions ▾
SG20240917_10_1737434qtuVcxj	DIGITAL SIGNED COPY OF SUMMONS FOR STRIKING OUT OA/SUM/REPLY	10-Sep-2024 17:38:21	MARY CHOW 1	Signing Error	Actions ▾
SG20240910_172648r4F6lI2b	DIGITAL SIGNED COPY OF SUMMONS FOR STRIKING OUT OA/SUM/REPLY	10-Sep-2024 17:27:53	MARY CHOW 1	Cancelled	Actions ▾
SG20240910_1701208giu6XeN	DIGITAL SIGNED COPY OF SUMMONS FOR FURTHER AFFIDAVITS	10-Sep-2024 17:04:35	MARY CHOW 1	Cancelled	Actions ▾
SG20240910_163818NFv6lzdZ	DIGITAL SIGNED COPY OF AFFIDAVIT FOR UNCONTESTED DISSOLUTION HEARING	10-Sep-2024 16:39:07	MARY CHOW 1	Completed	Actions ▾
SG20240905_205740BAjZPERg	DIGITAL SIGNED COPY OF eAFFIDAVIT	05-Sep-2024 20:59:10	MARY CHOW 1	Completed	Actions ▾

Progress of the DSS signing requests can be tracked via the "Document Signing Service" menu tab

Status of the Request

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# Q&A