



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

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# Agenda

Introduction

Storyboard

Live Demo

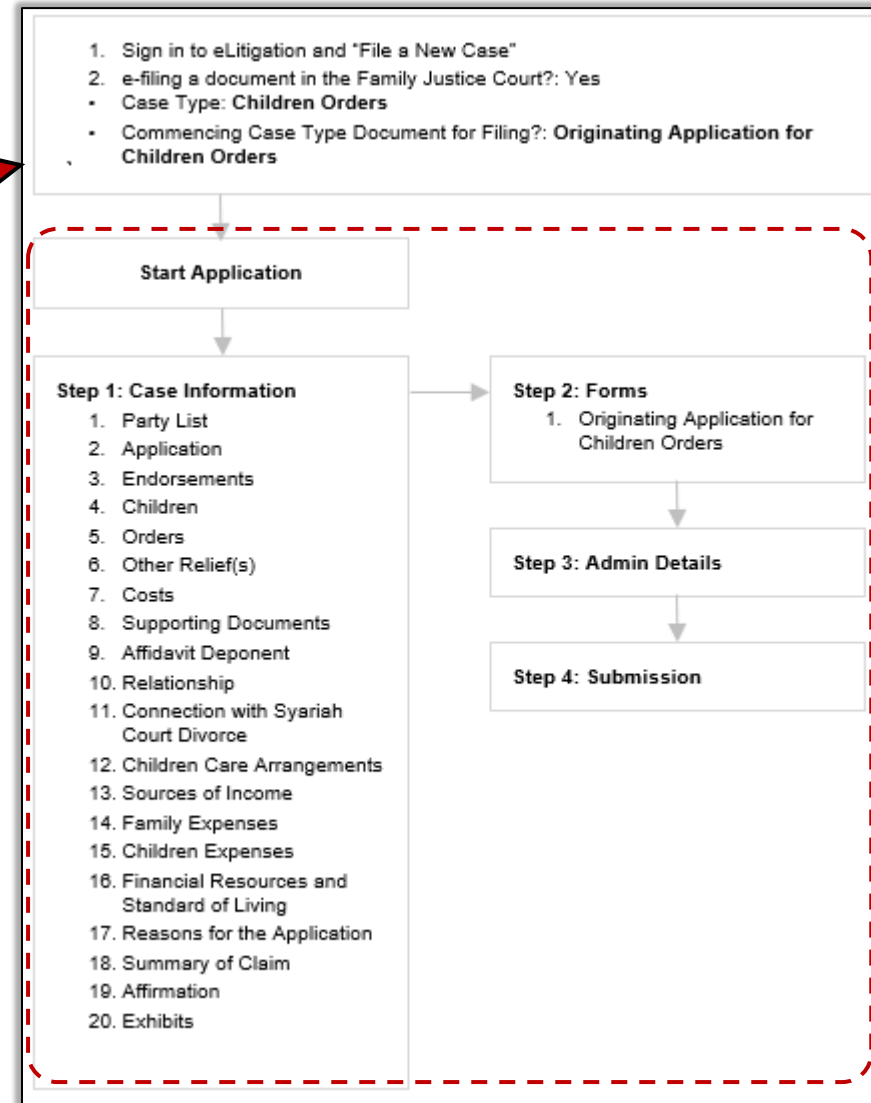
Q & A

# Originating Application for Children Orders

# User Journey for Initiation of Originating Application for Children Orders

Typeahead feature to choose Case Type, Court

4-Steps User Journey for Filing





# Filing of Originating Application for Children Orders

## Case Overview

**i** This Notice serves as a reminder to the Applicant and does not appear as part of the issued Originating Application.

### **IMPORTANT: Duty to consider amicable resolution**

Pursuant to the Family Justice Rules (FJR), you are required to consider amicable resolution of the dispute before and after commencing Court proceedings.

This means that you should either:

(a) explore alternative ways of settling the dispute

(b) make an offer to the other party to settle the dispute

For more information on your obligations, please refer to Part 3 of the Dispute Resolution and Part 4 of the FJR(G) and Part 5 for the FJR(P).

1. Select the Case Category

What type of case are you commencing for this filing?

Case Type Category: \* Children Orders

Commencing Case Type Document for Filing? \*

ORIGINATING APPLICATION FOR CHILDREN ORDERS

2. Select the Application

Cancel

Start Application

3. Proceed

# Filing of Originating Application for Children Orders

**1 Case Info**      **2 Form**      **3 Admin Details**

**You are commencing the following document**  
Document Title: ORIGINATING APPLICATION FOR CHILDREN ORDERS

*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 Info

Please complete all the sections below

- Party List >
- Application
- Endorsements
- Children
- Orders
- Other Relief(s)
- Costs
- Supporting Documents
- Affidavit Deponent

#### List of Parties

\*marked fields are mandatory

**i** Select at least one Applicant.

**i** If you are adding more than 1 applicant, please add the natural parent or court-appointed guardian as the first applicant.

S/No.	Party Name	Represented By	Filing Party	Role in this filing	File
-------	------------	----------------	--------------	---------------------	------

Overview of Application

- Party List >
- Application
- Endorsements
- Children
- Orders
- Other Relief(s)
- Costs
- Supporting Documents

- Affidavit Deponent
- Relationship
- Connection with Syariah Court Divorce
- Children Care Arrangements
- Sources of Income
- Family Expenses
- Children Expenses
- Financial Resources and Standard of Living
- Reasons for the Application
- Summary of Claim
- Affirmation
- Exhibits

Data capture sections for OA document

"Supporting Documents" is the last section of any OA and Summons

Data capture sections for Affidavit document

"Exhibits" is the last section of any Affidavit document

**Actions**

**Application** >

# Filing of Originating Application for Children Orders

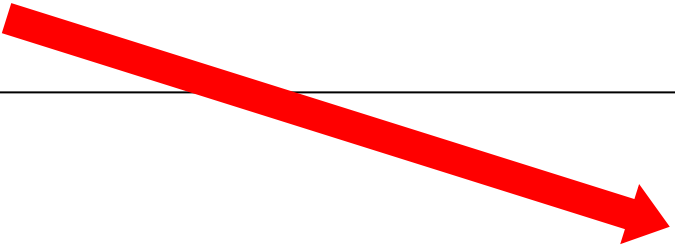
**Application**  
\* marked fields are mandatory

**Nature of Case \***

**i** If you are seeking orders on child(ren) maintenance, please include "Maintenance for child(ren)" under "Nature of Case".

Sl.No	Nature of Case	Actions
No Record Found		

Add Nature of Case



**Add Nature of Case**

**Nature of Case \***

- Maintenance for child(ren)
- Custody, Care and Control and Access of Child(ren)
- Appointment of Guardian
- Others **i**

Enter section number

Cancel Add

List of NOC specific to Children Orders



# Filing of Originating Application for Children Orders

## Children Details

\* marked fields are mandatory

Please provide the details of each child as the subject matter of this application in the table below

Sl.No	Name	NRIC/FIN/Passport Number	Date of Birth and/or Age	Gender	Actions
1	Child A	s12345	5 yr(s)	Male	 

Add Child Details

Leads to pop-up for data capture of child details

Delete or edit entry

# Filing of Originating Application for Children Orders

**Orders sought**

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.

**i** If you are seeking orders on child(ren) maintenance, please include the orders under the "Maintenance" category.

**Choose category**

Guardianship Children Maintenance

**Choose sub-category:**

**Appointment of Guardian**  
**Appointed as guardian**  
Concerns the authority to be a guardian for a child below 21 years of age

Appointment of Guardian  
**Appointed as guardian**  
To be appointed as guardian of the child(ren)

Select order

Appointment of Guardian  
**Appointed in place**  
The guardian is to be appointed in place

Select order

Appointment of Guardian  
**Appointed to act together with**  
The guardian is to be appointed to act together with

Select order

Can't find an order suitable for you?  
Check through the different categories or [create a custom order](#)

[View your orders](#)

Order category will be displayed depending on NOC selection

View created orders

Add Orders

Add custom Orders




# Filing of Originating Application for Children Orders

**Costs**  
\* marked fields are mandatory

---

**Costs of this application \***

- Costs in the cause.  Costs in the cause means the costs will be decided in favour of the winning party.
- No orders as to costs.
- Each party to bear own costs.
- Costs to be paid by:
- Others:

Enter details here.

The reasons / evidence for this application are stated in the supporting affidavit.

Hover to see additional information

# Filing of Originating Application for Children Orders

### Supporting Documents




\* marked fields are mandatory

This section is used to include **attachment(s)** to the summons / originating application / other document(s) excluding affidavits.

If this application includes an e-affidavit (usually identified by a section named "Affidavit Deponent"), you may include **exhibit(s)** to the e-affidavit in the **Exhibits** section.

**i** 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.

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

S/No.	Doc Title	Select File (PDF format only)	Action
1	Other Document * Document X	* Choose file simple pdf.pdf	  

[← Costs](#) [Affidavit Deponent →](#)

Documents uploaded in the Supporting documents section will appear as annexures to the main OA/Summons document in Step 2.

This is similar to the existing paperclip function in eLit.

offered to a malevolent spirit dressed in the skin of a wolf, who violated the girl.

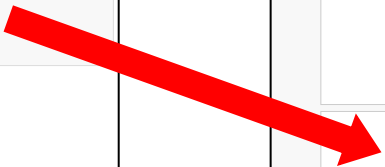
8. No orders as to costs.

The reasons / evidence for this application are stated in the supporting affidavit.

P2

Supporting Documents: Table of Contents



S/No	Document Name	Page numbers
1	Document X	1



# Filing of Originating Application for Children Orders

## Affidavit Deponent

\* marked fields are mandatory

S.No	Name	ID Type	ID No.	Address	Occupation	Actions
1	Black Coffee	SIN Birth Certificate	S12345	33 212 Tommertet Street #2-234 X1 Singapore 789645	Legislators, Senior Officials and Managers	 

Add Deponent

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

Applicant : Black Coffee :

2 : OA Hearing :

OA No. 233

Applicant : Black Coffee : 2 : OA Hearing : OA No. 233

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

(NRIC No. [REDACTED])

...Applicant(s)

**AFFIDAVIT**

# Filing of Originating Application for Children Orders

**Applicant's Relationship with the Child(ren)**  
\* marked fields are mandatory

**Note**  
If there is more than one applicant, please indicate in this section the relationship of the 1st applicant (who has the closest degree of relationship with the child(ren)) and indicate the relationship(s) of the other applicant(s) in the "Reasons for the Application" section.

**Note**  
If more than 1 option applies to you, select the first option which applies, e.g. if options 1 and 3 apply, select option 1 only.

- Option 1 : if you are the parent or court-appointed guardian
- Option 2 : if the parent(s) is/are deceased
- Option 3 : for all other relationships

**State how Applicant is related to the child(ren):**

Parent or Court-appointed guardian

Parent(s) are deceased / Applicant is the guardian appointed by the deceased parent



**Details of the death of the parent(s)** The details of death of the parent(s) of the child(ren) are as follows:

Father

**Father's Name :** \*

Enter Father's Name here

**Father's Date of death :** \*

DD/MM/YYYY  

Mother

**Select the applicable option**

Applicant is a guardian appointed by the deceased parent and the child(ren) has a surviving parent.

There are no surviving parent(s) of the child(ren) and no guardian has been appointed by the child(ren)'s deceased parent(s).

Applicant is the guardian appointed by the deceased parent(s) and the child(ren) has no surviving parent(s).

Other relationships

[Affidavit Deponent](#) [Connection with Syariah Court Divorce](#)

Cancel Save as draft Next : Forms

Click to jump to previously completed sections

Selection within this page will determine whether the OA is filed under GIA or SCJA.

Data entered in the fields are auto-saved upon proceeding to the next section

Save data inputs

# Filing of Originating Application for Children Orders

Information on how the inputs would be displayed in the generated document

## Sources of Income

\* marked fields are mandatory

**i** If you are seeking orders on child(ren) maintenance, you must complete the "Sources of Income", "Family Expenses", "Children Expenses" and "Financial Resources and Standard of Living" sections. If any fields are left blank, the generated affidavit will reflect "NIL" or "0" as appropriate. If you are not seeking orders on child(ren) maintenance, you do not need to complete these sections and they will not be reflected in the generated affidavit.

The applicant's income is as follows:

SI.No	Source of income	Amount per month (in SGD)	Income-earner	Actions
No Record Found				
	<b>Monthly TOTAL</b>	Gross: \$0.00 Nett: \$0.00		

**i** The total in Source of Income table is \$0. Please ensure that the information in the table is accurate before proceeding.

Add Source of Income

Gross and Net total will be automatically calculated by the system



# Filing of Originating Application for Children Orders

**Family Expenses**  
\* marked fields are mandatory

**i** If you are seeking orders on child(ren) maintenance, you must complete the "Sources of Income", "Family Expenses", "Children Expenses" and "Financial Resources and Standard of Living" sections. If any fields are left blank, the generated affidavit will reflect "NIL" or "0" as appropriate. If you are not seeking orders on child(ren) maintenance, you do not need to complete these sections and they will not be reflected in the generated affidavit.

The Applicant's personal expenses are as follows:

Sl.No	Items	Amount per month (in SGD)	Actions
1	Food	\$0.00	
2	Transport / Fuel expenses	\$0.00	
3	Utilities	\$0.00	
4	Telephone, Internet, Cable TV charges	\$0.00	
5	Medical expenses	\$0.00	
6	Rent	\$0.00	
7	Insurance premiums	\$0.00	
8	Payment of debts	\$52.00	
9	Maintenance	\$0.00	
10	Tax payments	\$0.00	
11	Financial provision for: mr P	\$500.00	
<b>Monthly TOTAL</b>		\$552.00	

**The financial provision above is:**

Sl.No	Name of person and/or relationship with person	How are the monies paid?	How often are the monies paid?	Amount per month (in SGD)	Actions
No Record Found					
				<b>Monthly TOTAL</b>	\$0.00

**i** You have included financial provision as an item in Personal Expenses. Please provide further details by clicking "Add Financial Provision" immediately below.

**The payment of debts above is:**

Sl.No	Name of creditor and Account number	Nature of debt / loan	Amount outstanding (in SGD)	Actions
No Record(s) Found				
			<b>TOTAL</b>	\$0.00

**i** You have included payment of debts as an item in Personal Expenses. Please provide further details by clicking "Add Debts" immediately below.

Additional sections may show depending on user input

# Filing of Originating Application for Children Orders

**Children Expenses** ⓘ  
\* marked fields are mandatory

ⓘ If you are seeking orders on child(ren) maintenance, you must complete the "Sources of Income", "Family Expenses", "Children Expenses" and "Financial Resources and Standard of Living" sections. If any fields are left blank, the generated affidavit will reflect "NIL" or "0" as appropriate. If you are not seeking orders on child(ren) maintenance, you do not need to complete these sections and they will not be reflected in the generated affidavit.

The monthly expenses for the child(ren) are:

S/No	Items	Actions	Jenny Doe
1	Food (including milk)		\$ 600.00 <input type="checkbox"/> sdf
2	Transport		\$ 0.00 <input type="checkbox"/>
3	Mobile phone charges		\$ 0.00 <input type="checkbox"/>
4	Pocket money		\$ 0.00 <input type="checkbox"/>
5	School fees		<input type="checkbox"/>
6	Enrichment fees		\$ 0.00 <input type="checkbox"/>
7	Extracurricular expenses		\$ 0.00 <input type="checkbox"/>
8	Schoolbooks, school uniform		\$ 0.00 <input type="checkbox"/>
9	Insurance premiums		\$ 0.00 <input type="checkbox"/>
Monthly TOTAL for all children:			Monthly TOTAL for Jenny Doe \$ 600.00

Monthly Total will be automatically calculated by the system

**Update Children Expense Details** ⓘ

Item \*

Amount per month (in SGD) for Jenny Doe

Remarks for Jenny Doe

# Filing of Originating Application for Children Orders

## Affirmation

\* marked fields are mandatory

**i** To use digital signing function in step 2, please complete all fields applicable to the deponent except for date and name of the Commissioner for Oaths.

### Black Coffee

Please select whether Black Coffee is swearing to or affirming the affidavit. **i**

- Sworn  
 Affirmed by

**Date on which this affidavit is sworn/affirmed:**

DD/MM/YYYY 

**Place where this affidavit is sworn/affirmed:** **i**

Enter place here

Interpretation in a language other than English is required for this affidavit **i**

**Name of Interpreter:** **i**

Enter name of interpreter here

**The affidavit was interpreted to the deponent in this language:**

-- Select --

This affidavit needs to be audibly read over to the deponent **i**

Attestation details.  
All fields are  
required to use DSS  
signing. Else it will  
be manual signing.

# Filing of Originating Application for Children Orders

### 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

**i** 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.

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

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

Enter Prefix

**Download PDF copy of the Affidavit for reference**

S/No	Exhibit	Reference in Affidavit to the exhibit (e.g. Paragraph 1)*	Upload File (PDF format only)*	Count of Pages	Action
-1	Completed Notice of Syariah Court Proceedings Form	<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	Consent and Syariah Court certificate of attendance	<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"/>
-3	Copy of child(ren)'s Birth Certificates	<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"/>

**List of exhibits required based on the track will be listed by default.**

#### 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
1	Current employment contract OR similar evidence showing the current terms of my employment	<input type="text"/>	<input type="button" value="Delete"/>

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 Originating Application for Children Orders

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

- Current tenancy agreement or similar evidence showing the rental I receive
- Death certificate(s) of parent(s)
- Document evidencing appointment of guardian by deceased parent (e.g. a copy of parent's will or Order of Court)
- Documents to prove my monthly expenses
- Documents to prove the child(ren)'s monthly expenses
- Evidence of debt(s) owed
- Evidence on financial provision for dependents
- Payslips or similar documents to show evidence of income for the past 6 months
- Relevant Order of Court / document relating to child(ren), if applicable (e.g. Personal Protection Order, Youth Court order, voluntary arrangement with MSF, existing order for child(ren)'s maintenance, existing order for child(ren)'s living and contact arrangements or any other related orders)
- Syariah Court commencement certificate
- Syariah Court continuation certificate
- Tax assessment notices or similar documents for the past 3 years
- Translated copy of death certificate(s) of parent(s), if not in English
- Translated copy of document evidencing appointment of guardian by deceased parent (e.g. a copy of parent's will or Order of Court), if not in English
- Translation of child(ren)'s Birth Certificates
- Updated ACRA search results or similar documents to show ownership of my businesses
- Updated search results on my bankruptcy status from the Ministry of Law's Insolvency Office

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

Number of "Other document" to add :

Add other exhibit documents outside the default list.

# Filing of Originating Application for Children Orders

**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 Part 9, Rule 16 of the Family Justice (General) Rules 2024 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)

A

S/No	Exhibit	Reference in Affidavit to the exhibit (e.g. Paragraph 1)*	Upload File (PDF format only)*	Count of Pages	Action
A-1	Completed Notice of Syariah Court Proceedings (Form 58)	Test Attachment	<input type="button" value="Choose file"/> FE20240918_170248x0CZgih.pdf		<input type="button" value="Upload"/> <input type="button" value="Delete"/>
A-2	Consent and Syariah Court certificate of attendance	test	<input type="button" value="Choose file"/> dummy.pdf	1	<input type="button" value="Upload"/> <input type="button" value="Delete"/>
A-3	Current tenancy agreement or similar evidence showing the rental I receive		<input type="button" value="Choose file"/> Sample PDF.pdf	1	<input type="button" value="Upload"/> <input type="button" value="Delete"/>
A-4	Other Document Document X		<input type="button" value="Choose file"/> simple.pdf.pdf	2	<input type="button" value="Upload"/> <input type="button" value="Delete"/>

**Table 2**

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

**Exhibits: Table of Contents**

Exhibit Number	Document Name	Reference in affidavit to the exhibit	Page numbers
FG-1	Valuation report OR similar documents to show value of items in Section 8G	p1	1
FG-2	Medical report of Child A	point 3	3
FG-3	Medical report of Child B	para 2	6
FG-4	Document A	Point 3 c	12

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	Current employment contract OR similar evidence showing the current terms of my employment	lost the document in fire
2	Other Document Z	lost the document in fire

THIS IS THE EXHIBIT MARKED "FG-1" REFERRED TO IN THE AFFIDAVIT OF BROCK ROCK AND SWORN BEFORE ME ON THIS 17/09/2024

BEFORE ME.

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

# Differences between Supporting documents section and Exhibits section

Supporting Documents (for documents attached to non-affidavits)	Exhibits (for affidavits only)
1. Contains only 1 table in the UI.	1. Contains 2 tables in the UI, table 1 for upload of documents and table 2 for users to provide reasons for missing documents.
2. Any documents uploaded into the table will be annexed to the Originating Application/Summons/other document in Step 2.	2. Any documents uploaded into table 1 will be annexed to the Affidavit document in Step 2.
3. Signing by CFO/Notary Public is <u>not</u> required for the supporting documents uploaded.	3. An exhibit cover page will be provided before each uploaded exhibit document.
	4. Signing by CFO/Notary Public is required for each exhibit.
	5. Current rules regarding affirmation/making oath before Commissioner for Oaths remain unchanged.

# Filing of Originating Application for Children Orders

1.

Case info **Form** Admin Details Submission

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

SNO	FORM NAME & DESCRIPTION	ACTIONS	STATUS
1	ORIGINATING APPLICATION FOR CHILDREN ORDERS*		<b>Pending Confirmation</b>
2	eAFFIDAVIT*		<b>Pending Confirmation</b>

**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

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

3.

Case info **Form** Admin Details Submission

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

SNO	FORM NAME & DESCRIPTION	ACTIONS	STATUS
1	ORIGINATING APPLICATION FOR CHILDREN ORDERS*		<b>Finalized</b>
2	eAFFIDAVIT*		<b>Pending Signature</b>

**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

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

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.

2.

Case info **Form** Admin Details Submission

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

SNO	FORM NAME & DESCRIPTION	ACTIONS	STATUS
1	ORIGINATING APPLICATION FOR CHILDREN ORDERS*		<b>Confirmed</b>
2	eAFFIDAVIT*		<b>Confirmed</b>

**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

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

Finalise generated documents

4.

Case info **Form** Admin Details Submission

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

SNO	FORM NAME & DESCRIPTION	ACTIONS	STATUS
1	ORIGINATING APPLICATION FOR CHILDREN ORDERS*		<b>Finalized</b>
2	eAFFIDAVIT*		<b>Finalized</b>
3	MANUAL SIGNED COPY OF eAFFIDAVIT*		<b>Finalized</b>

**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

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

Proceed to Fees

Complete signing via DSS/Manual



# Filing of Originating Application for Children Orders



Adobe Acrobat  
Document

Sample of the  
generated OA for  
Children Order  
document

This version is for signing the document. System will generate a clean copy (without a watermark) once the documents are 'Finalized'.



Adobe Acrobat  
Document

Sample of the  
generated Affidavit  
document

This version is for reviewing the details and not for signature. Document will have a watermark to indicate the same.

The system auto paginates all pages in the generated document.

# Filing of Originating Application for Children Orders

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

Reason for Backdating:

**E-Service**

**List of Law Practices**

Please type Law Practice name to search

Please type Law Practice name to search

A C CHEONG & CO.  
A C FERRELLSON LAW CORPORATION  
A C SYED & PARTNERS  
A L HUSSEIN & PARTNERS  
A MOHAMMED HASHIM  
A ANG, BEAN & HOE  
A.RIZWAN NOOR LILA & PARTNERS  
AAACCO  
AARON & CO.  
ABC.VY  
ABCD  
Abraham  
ABRAHAM LOGAN & PARTNERS  
ABRAHAMLOW LLC  
ACHIEVERS LLC  
ACRES LAW CORPORATION  
ADVENT LAW CORPORATION  
ADVOCATUS LAW LLP  
AEDIS LLC  
AERULES&LAW LLP

# Law practices involved in the case

**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. : FESGID20240827\_131936IDQchE4G)

You have submitted the following information:

- [Case Information Details](#)
- List of documents for this submission:
  - [ORIGINATING APPLICATION FOR CHILDREN ORDERS](#)
  - [eAFFIDAVIT](#)
  - [MANUAL SIGNED COPY OF eAFFIDAVIT](#)
- [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

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

# 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


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




# 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.

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

# DSS signing Process

The screenshot displays the eLitigation Document Signing Service (DSS) interface. The top navigation bar includes the eLitigation logo, user information (Welcome, MARY CHOW 1 from Training Lawfirm 1), and links for Logout, FAQs, User Guide, Contact Info, and RSS. The left sidebar contains various navigation options such as HOME, FILING, CASE FILE, CALENDAR, REPORTS, and DOCUMENT SIGNING SERVICE. 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, and a table lists the document signing requests. A red callout bubble points to the "Status" column of the table, and another red callout bubble points to the "DOCUMENT SIGNING SERVICE" menu item in the sidebar.

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

Status of the Request

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 ▾

Help us improve

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

# Q&A