# 48.

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Para 27(1)(b) PD 2024

## Application for Records of Court Proceedings

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Applicant / Solicitor’s Firm:** | Enter name of applicant / solicitor’s firm here | | **Date of Application:**  Enter date here |
| **NRIC/Passport/FIN No.:** | Enter NRIC / Passport / FIN No. here | | **Solicitor acting for[[1]](#footnote-1):**  Complainant / Applicant in Proceedings  Respondent  Others: Please specify here, if applicable |
| **Address:** | Enter address here | |
| **File Reference No.:** | Enter file reference no. here | |
| **Email:** | Enter email here | |
| **Telephone No.:** | Enter telephone no. here | |
| **Facsimile No.:** | Enter facsimile no. here | |
|  | | | |
| **FAMILY JUSTICE COURTS DOCUMENTS APPLIED FOR** | | | |
| **Case No.:** | | Enter case no. here | |
| *Name of Parties cited in case* | | | |
| **Complainant / Applicant:** | | Enter name here | |
| **Respondent:** | | Enter name here | |
| **Court No.:** | | Enter number here | |
| **Hearing / Mention date:** | | Enter date here | |
| **Name of Judicial Officer:** | | Enter name here | |
| **Other information (if any):** | | Enter details here | |
|  | | | |
| **Type of Document[[2]](#footnote-2):** | | Complainant / Applicant Form  Notes of Evidence: Specify hearing date(s)  Court Order No.: Enter court order no. here  Others Specify here if applicable | Certified True Copy  Plain Copy |
| **Reasons for application** | | Misplaced Original Copy of the Order / Charge / Others  For reference  To seek legal advice / representation  Others: Specify here if applicable | |

1. I understand that I am to pay the required fees for the above in accordance with the relevant rules or regulations, as applicable, upon submission of the application form. I also understand that the document(s) applied for can only be collected after the stipulated payment has been made.
2. I also understand that the Court, upon approval of the application, will only release the document(s) applied for to parties named in the action or their solicitors. For proceedings under Vulnerable Adults Act 2018, the documents may also be released to the applicant or a person who had filed a notice of objection or their solicitors.
3. I also understand that my application will be deemed as lapsed if the document(s) applied for is/are not collected within 21 days from the date I am informed on the availability thereof. I also understand that I am required to provide a **Letter of Authorisation** for another person to collect the requested document(s) on my behalf if I am unable to collect them personally.

*Please see Annex A for the collection time, prescribed fees and other information.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant

Date: Enter date here

|  |  |  |  |
| --- | --- | --- | --- |
| **FOR OFFICIAL USE ONLY** | | | |
| **The application is**: | Approved  Not approved. Reasons for rejection: Specify here | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Judicial Officer / Authorised Officer  Name: Enter name here | | | |
|  | | | |
| **Total fees payable:** Enter total fees payable here | | **No. of documents collected:**  Enter number here | **No. of pages:**  Enter no of pages here |
| **Paid on:** Enter date here | |
| **Receipt no.:** Enter Receipt No. | |
| **Document(s) collected by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Collector  Name: Enter name of collector here  NRIC/Passport/ FIN No.: Enter NRIC/Passport/FIN No. here  Date: Enter date here | | | |

**Annex A**

**Collection Time: Mondays to Fridays – 9.00 am to 1.00pm & 2.00pm to 5.00pm**

1. All requests for copies of the records of any court proceedings are subject to the approval of the court.

2. Once the request has been approved and the applicant has been informed on the availability of the requested document(s) and the cost (where applicable), the said documents will be available for collection for a period of 21 days. Any document(s) not collected within the stipulated period will be destroyed and a fresh request must be submitted thereafter if the applicant still requires the document(s).

3. An application for copies of the records of any court proceedings will only be processed after the stipulated payment has been made.

**Prescribed Fees**

4. The fees payable are as follows:

|  |  |  |
| --- | --- | --- |
| **Document Type** | **Fee Amount** | **Remarks** |
| * Complaint/Application Form; * Notes of Evidence; * Judgement; * Court Orders & other documents (**plain copies**) for maintenance (MSS), family violence (SS) and Vulnerable Adults Act 2018 (VAA) Proceedings in non-appeal cases | $5 for each type of document requested in the application and $0.50\* per page thereof, subject to a minimum of $15 per document. | Minimum of $15 (per document) payable upon Application  \**Any additional amount (based on number of pages) may be payable before collection of the document(s).* |
| * Complaint/Application Form; * Notes of Evidence; * Judgement; * Court Orders & other documents (**certified true copies**) for maintenance (MSS), family violence (SS) and Vulnerable Adults Act 2018 (VAA) Proceedings in non-appeal cases | $8 plus $5\* per page | \**Any additional amount (based on number of pages) may be payable before collection of the document(s).* |
| * Notes of Evidence & other documents (**plain copies**) for Care & Protection Orders (CPO), Enhanced CPO and Family Guidance/Beyond Parental Control Proceedings in Youth Courts in non-appeal cases | $5 for each type of document requested in the application and $0.50\* per page thereof, subject to a minimum of $15 per document. | Minimum of $15 (per document) payable upon Application  \**Any additional amount (based on number of pages) may be payable before collection of the document(s).* |
| * Complaint/Application Form; * Notes of Evidence & other documents (**certified true copies**) for Care & Protection Orders (CPO), Enhanced CPO and Family Guidance/Beyond Parental Control Proceedings in Youth Courts in non-appeal cases | $8 plus $5\* per page | \**Any additional amount (based on number of pages) may be payable before collection of the document(s).* |

**Refund of Fees Paid**

5. A refund of the minimum fee already collected will only be made by directly crediting the applicant’s bank account. The applicant is required to furnish the bank details and a copy of his/her NRIC or Passport.

**Payment Modes**

6. Local Applicants:

PayNow, NETS, NETS Flashpay, or Cash

7. Overseas Applicants:

Bank Draft in Singapore Currency (payable to “Registrar Supreme Court/AG”)

Payment should also include all bank charges.

**Contact Us**

For enquiries pertaining to family & youth matters, please email to us at [FJCourts\_MAINTPOS@judiciary.gov.sg](mailto:FJCourts_MAINTPOS@judiciary.gov.sg) or contact us at (65) 6435 5471.

1. Select where applicable. [↑](#footnote-ref-1)
2. Select where applicable. [↑](#footnote-ref-2)