71A.

E-FORM

Para 74(4),(6) PD 2024, Third Schedule, Part 1, Division 4, Item 15 FJ(G)R 2024

**Notice of Proceedings to Respondent / Co-Respondent / Named Person[[1]](#footnote-1)/ Relevant Person[[2]](#footnote-2)/ Non-party who has been served (General)**

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| **THIS DOCUMENT REQUIRES YOUR IMMEDIATE ATTENTION**  **You may wish to seek legal advice upon receiving this document.** |

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| --- | --- | --- | --- | --- | --- |
| 1. | An application for [nature of application] has been presented to the Court. A sealed copy of the application is delivered with this Notice. | | | | *Notes* |
| 2. | To acknowledge that you have received this document, please complete the **Acknowledgment of Service** (Form 77) and return to the address stated in paragraph 6. | | | | *You may also file the Acknowledgement of Service (Form 77) in Court.* |
| If you | | **oppose** the application | proceed to paragraph 3 | |  |
|  |  | |
| **consent** to the application | proceed to paragraph 5 | |
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| **To oppose the application** | | | | |  |
| 3. | If you **oppose** the application, you **must** file the following document(s) in Court: | | | | *If you oppose the issue of costs only, you do not need to file the documents in paragraph 3. Instead, you should submit the Acknowledgment of Service (Form 77) and inform the Court at the next Court hearing.*  *For options 3(a) to (c)*  *If you challenge the jurisdiction of the Singapore Court to deal with this application, you must file a summons within the same time-frame for a Reply / reply affidavit.*  *For option 3c, you must also file the Notice to Contest (Form 4) if you intend to challenge the jurisdiction of the Singapore Court.* |
|  | 1. [reply affidavit (Form 54) within **14 days** (if you received this application in Singapore) or within **28 days** (if you received this application outside of Singapore).] *[Option (a) to be used in all applications except:* 2. *an application for dissolution of marriage;* 3. *(ii) application under the International Child Abduction Act 2010 (“ICAA”).]* | | | |
|  | 1. [reply affidavit within **14 days**]   *[Option (b) to be used only in ICAA applications.]*     1. [Notice to Contest (Form 4) within **14 days** AND Reply (Form 5) within **28 days**.]   *[Option (c) to be used in an application for dissolution of marriage.]*   1. [First Ancillary Affidavit (Form 15) within **28 days**]   *[Option (d) to be used in an application for financial relief after foreign divorce or disposition of assets after Syariah Court divorce.]* | | | |
|  | 1. [a summons (Form 67) to be joined as a party to the proceedings within **14 days**.]   *[Option (e) does not apply to a Co-Respondent or a Named Person.]* | | | | *Option 3(e) is only applicable if you are neither a party nor a Named Person in the action.* |
| 4. | If you do not file the document(s) in paragraph 3 within the time-frame, the Court may, without notice to you, proceed to hear the application and make orders in your absence. | | | | *All timelines start running from the day after you receive this application. If the timeline ends on a non-working day, the last day to file the document is the next working day.* |
| **To consent to the application** | | | | |  |
| 5a. | If you consent to the application, sign the applicable consent before a Commissioner for Oaths, Notary Public or any person who is authorised to administer oaths: | | | |  |
| For Mental Capacity Act 2008 proceedings | | | **Consent (Mental Capacity Act 2008)** in Form 108B |  |
| For Adoption proceedings | | | 1. **Consent (Relevant Person)** found in the Adoption of Children (General) Regulations 2024; or | *If you are a relevant person as defined in section 2 of the Adoption of Children Act 2022.*  *Applicable only for Originating Application for Adoption of Child. For all other adoption-related applications, please use Consent (General) (Form 108A).* |
|  | | | ii) **Consent (General)** in Form 108A | *If you are not a relevant person.* |
| For all other proceedings | | | **Consent (General)** in Form 108A |  |
| 5b. | Return the signed form in 5a to the party / party’s lawyer in paragraph 8 below. | | | |  |
| **To offer to settle the claim** | | | | |  |
| 5c. | You may consider sending the other party an **Offer of Amicable Resolution** (Form 50). | | | |  |
| **If you wish to engage a lawyer** | | | | |  |
| 6. | If you intend to instruct a lawyer to act for you, you should at once give him all the documents which have been served on you, so that he may complete the relevant forms on your behalf within the time specified above. | | | | *If the other party is represented by a lawyer, you may opt to serve the document through CrimsonLogic.* |
| **Submission (Filing) of documents to Court** | | | | |  |
| 7. | To file a document in Court, please attend at  CrimsonLogic Service Bureau   |  |  | | --- | --- | | Address: | State Courts Tower No. 1 Havelock Square, Level 2, Singapore 059724 | | Tel: | 65389507 | | Opening Hours: | Monday to Friday:  8:30am – 12:30pm, 2:00pm – 5:00pm  Saturday: 8.30am - 12.30pm  Closed on Sunday and Public Holidays | | | | |  |
|  |  | | | |  |
| 8. | All documents which you file in Court **must** be served on all other parties at the same time. The address(es) for service is / are:   |  | | --- | | Enter party type(s) and address(es) here. | | | | |  |

1. In an Originating Application for Dissolution of Marriage [↑](#footnote-ref-1)
2. In an Originating Application for orders under the Mental Capacity Act 2008 / Originating Application for orders under the Mental Capacity Act 2008 (Variation, rescission, setting aside) / Originating Application for Mental Capacity Act 2008 Orders (General). [↑](#footnote-ref-2)