# 75.

E-FORM

P.6, r.15, 16(4) FJ(G)R 2024

Para 28 PD 2024

## Notice of Change of Representation

|  |  |  |
| --- | --- | --- |
| **When can you use this Form?** | **Unrepresented party** | **Solicitor** |
| Appoint a new solicitor | No | Yes |
| Replace the current solicitor with a new solicitor | No | Yes (only if you are the new solicitor) |
| Discharge the current solicitor | Yes | No, unless:   1. you have an Order of Court discharging the solicitor **OR** 2. you are filing this Form on behalf of your client. To do so, you need to include a letter of authorisation from your client. |

This Form will serve as a Notice to inform all parties of the change.

1. Use a **separate Form** for each main case (including cross-applications).
2. To change the representation of a party, select **that** party as the filing party.

*Only for Originating Applications for Divorce, Judicial Separation or Nullity to which there is a cross-application:*

If you are a co-Respondent in 1 case (e.g. OA 2), you must file this Form in both the Originating Application (e.g. OA 1) and the cross-application (e.g. OA 2) to have access to both cases. To file this Notice in OA 1 (i.e. the case in which you are not an active party in), you may select ‘Co-Respondent in cross-application’ (“co-R(x)”) as the filing party.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | **State the case number(s):** Enter case number(s) here. | | |
| 1A. | **State the filing party:**  Applicant  Respondent  Co-Respondent  Co-Respondent in Cross-Application (co-R(x)): Enter case number here.  Named Person  Non-party: Enter full name of the Non-Party here. | | |
| 2. | **Who is using this Form?** | | |
| I am a party.  My NRIC/FIN/passport number (mandatory)   |  | | --- | | Enter NRIC/ FIN/ passport number here. |     My name (as stated in NRIC/Passport) (mandatory)   |  | | --- | | Enter full name as per NRIC/Passport here. | | I am a solicitor.  Name of solicitor   |  | | --- | | Enter name of solicitor here. |   Name of law firm(mandatory)   |  | | --- | | Enter name of law firm here. | | |
| 3. | Is there a current solicitor for the party?  No. A new solicitor is to be appointed. *Proceed to* ***question 5****.*  Yes. *Proceed to* ***question 4****.* | | |
|
| 4. | The current solicitor is to be replaced with a new solicitor. *Proceed to* ***question 5****.*  The current solicitor is to be discharged.  (The party is to represent him/herself).  **Mandatory**  **a) If you are a solicitor discharging yourself from acting for your client**,  (i) please state the date on which the Court has made an order for the solicitor to be discharged: Enter date here. OR  (ii) please attach a letter of authorisation from your client.  **b) If you are discharging the solicitor acting for the other party,**   1. please state the date on which the Court has made an order for the solicitor to be discharged: Enter date here. | | |
|
| 5. | *Proceed to* ***question 6.***  **Details of new solicitor** | | |
|  | Name of solicitor   |  | | --- | | Enter name of lawyer here. |   Name of law firm(mandatory)   |  | | --- | | Enter name of law firm here. | | | |
|  |  | | |
|  | Solicitor’s address and email address   |  | | --- | | Enter lawyer’s address and email address here. | | | |
|  |  | | |
|  | Solicitor’s contact number(s)  *You must provide at least one contact number*.   |  |  | | --- | --- | | Enter mobile number here. | (Mobile) |  |  |  | | --- | --- | | Enter number here. | (Direct line) | | | |
| 6. | **This question is applicable only if the party is to represent himself/herself.**  **The party’s information**  The information shown below will be generated from the party details in the Court records. The details may be updated in the fields below.  The contact information in eLitigation is accurate.  Yes.  No. The party’s updated contact information is below: | | |
|  | *You must provide at least one contact number.*   |  |  | | --- | --- | | Enter mobile number here. | (Singapore mobile number) |  |  |  | | --- | --- | | Enter number here. | (Singapore residential number) |   I do not have a Singapore contact number.  *You must provide either a Singapore address or your email address.*   |  |  | | --- | --- | | Enter email address here. | (Email) |   Address (in Singapore)  *Provide the address at which you can receive Court notices. P.O. Boxes are not acceptable.*   |  | | --- | | Enter address here. | | | |
|  | **Filing Date of Notice:**   |  | | --- | | Enter date here. |   **Filed by:**   |  | | --- | | Name of party / Name of law firm | | |  |
|  | This Notice is to be served on:   |  |  |  | | --- | --- | --- | | Current solicitor in: | Enter case numbers here. | | | Other party’s solicitor in: | | Enter case numbers here. | | Other party in: | Enter case numbers here. | | | Previous client in: | Enter case numbers here. | | | | |
|  | There is no future Court event.  The **next Court event** is:   |  |  |  | | --- | --- | --- | | Date and time: | Enter date and time here. | | | Location: | Enter location here. | | | Nature of Court event: | | Enter event here. | | | |