# 139.

PDF UPLOAD

P.19, r.25, 30 FJ(G)R 2024

P.13, r.9 FJ(P)R 2024

## Record of Appeal

This Form is used as the index to the Record of Appeal.

A Record of Appeal (“ROA”) is to be filed by an Appellant (i.e. the party who filed the Notice of Appeal) if the appeal is to be **heard** in the **Family Division of the High Court** against a **Family Court** order.

Generally, the ROA should contain:

1. Notice of Appeal;
2. Certificate on Security for Costs;
3. Record of Proceedings\*; and
4. All documents filed in the lower court which are relevant to the matter decided and the nature of the appeal.

\*The Record of Proceedings refers to:

1. Certified Grounds of Decision (if applicable);
2. Extracted lower court order; and/or
3. Certified transcript of proceedings.

If the appeal involves documents which are not in eLitigation (e.g. iFAMS cases with case prefixes MSS, SS, VAP, VAM) you must re-file the complete set of court documents which was previously filed in the lower courts as part of this ROA.

Please refer to the applicable rule for the related timelines and rules on the ROA:

(a) Part 19, Rule 30 of the Family Justice (General) Rules 2024; or

(b) Part 13, Rule 9 of the Family Justice (Probate and Other Matters) Rules 2024.

This form contains Notes to help you in the completion of the form. Please note that the Notes are **NOT** to be construed or regarded as a substitute for legal advice. Please seek legal advice if necessary.

**The Form for completion is from the next page onwards. This cover note need not be included in the filed document.**

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

|  |  |
| --- | --- |
| Appeal Case No.: Enter case no. here  Sub-Case No.: Enter sub-case no. here[[1]](#footnote-1) | Between  [Name]  [ID No.]  … Appellant(s)  And  [Name]  [ID No.]  … Respondent(s) |
| In the matter of Enter case no. here |  |
|  | Between  [Name]  [ID No.]  … Applicant(s)/  Claimant(s)  And  [Name]  [ID No.]  … Respondent(s)/  Defendant(s) |

**RECORD OF APPEAL**

### Index of Record of Appeal (“ROA index”)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Document title** | **Party who filed the document** | **Date of filing** | **Page number in the ROA** |
| 1. | Notice of Appeal | [Enter name/party type here] | Enter date here | Enter page no. here. |
| 2. | Certificate on Security for Costs | [Enter name/party type here] | Enter date here | Enter page no. here. |
| 3. | Order of Court (for permission to appeal, if applicable)[[2]](#footnote-2) | [Enter name/party type here] | Enter date here | Enter page no. here. |
| 4. | (a) Certified Grounds of Decision (if applicable)2 | - | - | Enter page no. here. |
| 5. | (b) Certified transcript of proceedings | - | - | Enter page no. here. |
| 6. | (c) Extracted order of the lower court | [Enter name/party type here] | Enter date here | Enter page no. here. |
| 7. | Summons [Enter sub-case no. here] | [Enter name/party type here] | Enter date here | Enter page no. here. |
| 8. | Affidavit of [Enter name/party type here] | [Enter name/party type here] | Enter date here | Enter page no. here.  *(E.g. pages xx to yy[[3]](#footnote-3))* |
| 9. | Enter details here | [Enter name/party type here] | Enter date here | Enter page no. here. |
| 10. | Enter details here | [Enter name/party type here] | Enter date here | Enter page no. here. |

1. To insert sub-case details if relevant. [↑](#footnote-ref-1)
2. Delete as applicable and re-number the subsequent entries. [↑](#footnote-ref-2)
3. Specific pages must be stated if the party only intends to include in the form of record of appeal a portion of a document which is filed or is available in the electronic case file. [↑](#footnote-ref-3)