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| R. 41 | |
| (WRIT FORM) | |
| IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE | |
| Divorce Writ No. | |
| Between | |
| [*Plaintiff’s Name*] (ID No.      )      *Plaintiff* | |
| And | |
| [*Defendant’s Name*] (ID No.      )      *Defendant* | |
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| WRIT FOR  DIVORCE/PRESUMPTION OF DEATH AND DIVORCE/JUDICIAL  SEPARATION/NULLITY OF MARRIAGE/RESCISSION OF JUDGMENT  OF JUDICIAL SEPARATION\* | |
| The Defendant  [*Defendant’s name*]  [*Defendant’s address*] | |
| \*Defendant is a person under disability  [*To state particulars of disability*] | |
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| THIS WRIT OF SUMMONS has been issued against you by the Plaintiff in respect of the claim endorsed herein. Copies of the following documents are delivered with this Writ: | |
| (*a*) Statement of Claim | |
| (*b*) Statement of Particulars | |
| (*c*) Acknowledgment of Service | |
| (*d*) Memorandum of Appearance | |
| (*e*) Agreed/Proposed\* Parenting Plan\* | |
| (*f*) Agreed/Proposed\* Matrimonial Property Plan (For Housing Development Board flats only)\* | |
| (*g*) Instructions to the Defendant on obtaining the relevant CPF statement and additional CPF information (if applicable)\* | |
| [Plaintiff’s Solicitor’s name]  [Plaintiff’s Law Firm’s name]  Solicitor for the Plaintiff | Registrar  Family Justice Courts  Singapore |
| This Writ may not be served more than 12 calendar months after the date of its issue unless renewed by order of court. | |
| Notice to Defendant | |
| 1. You must complete the following documents which are annexed to this Writ: | |
| (*a*) the *Acknowledgment of Service (Defendant) Form* and return it immediately to the Plaintiff’s solicitor or the Plaintiff (if unrepresented). | |
| (*b*) the *Memorandum of Appearance (Defendant) Form* (MOA), and file\*\* it in court within 8/21\* days from the day on which you have received this Writ. If you do not file the MOA within the time-frame above, you are NOT entitled to be heard in these proceedings. This means that the court may, without notice to you, proceed to hear the action and pronounce judgment in your absence, and make all further orders in the proceedings without further reference to you. | |
| 2. If you intend to defend the Writ, you must file a Defence or a Defence and Counterclaim in court within 22/35\* days from the day on which you have received this Writ. You must serve a copy of the said document on the Plaintiff’s solicitor or the Plaintiff (if unrepresented) within 2 working days after filing the Defence or Defence and Counterclaim. | |
| 3. \*You have been served with a *Plaintiff’s Proposed Parenting Plan*. You must complete one of the following: | |
| (*a*) If you agree to the arrangements set out in *the* *Plaintiff’s Proposed Parenting Plan*, you should sign the appropriate section in the form set out in Annex A [*Defendant’s Agreement (Parenting Plan) Form*]. You must return the signed relevant page to the Plaintiff’s solicitor or the Plaintiff (if unrepresented) within 22/35\* days from the day on which you have received it. | |
| (*b*) If you do not agree to the arrangements set out in the *Plaintiff’s Proposed Parenting Plan*, you must file a *Defendant’s Proposed Parenting Plan* (in the form set out in Annex B) to state your proposed arrangements for the children of the family. Your plan must be filed in court within 22/35\* days from the day on which you have received this Notice. If you do so, you must serve a copy of the said document on the Plaintiff’s solicitor or the Plaintiff (if unrepresented) within 2 working days after filing it in court. | |
| 4. \*You have been served with a *Plaintiff’s Proposed Matrimonial Property Plan (for Housing Development Board flats only)*. You must comply with the following: | |
| (*a*) You must obtain the relevant CPF statements and additional CPF information (if applicable) within 22/35\* days from the day on which you have received it. Please read the instructions delivered with this Writ on how to do this. | |
| (*b*) If you agree to the arrangements set out in the *Plaintiff’s Proposed Matrimonial Property Plan (for Housing Development Board flats only)*, you should sign the appropriate section in the form set out in Annex A [*Defendant’s Agreement (Matrimonial Property Plan) Form*]. You must return the said document to the Plaintiff’s solicitor or the Plaintiff (if unrepresented) within 14 days from the day on which you have obtained the relevant CPF statements and additional CPF information (if applicable). | |
| (*c*) If you do not agree to the arrangements set out in the said *Plaintiff’s Proposed Matrimonial Property Plan* (*for Housing Development Board flats only*), you must file a *Defendant’s Proposed Matrimonial Property Plan* to state your proposed arrangements in respect of the matrimonial property. Your plan must be filed in court, within 14 days from the day on which you have obtained the relevant CPF statements and additional CPF information (if applicable). If you do so, you must serve a copy of the said document on the Plaintiff’s solicitor or the Plaintiff (if unrepresented) within 2 working days after filing it in court. | |
| 5. If you intend to instruct a solicitor 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 in paragraphs 1/2/3/4\* above. | |
| Plaintiff’s Address for Service  [*The Plaintiff’s address for service, if the Plaintiff sues by a solicitor, shall be the solicitor’s name or firm and address, or, if the Plaintiff sues in person, shall be his place of residence as given under paragraph 2(a) of the Statement of Claim or, if no place of residence in Singapore is given, the address of a place in Singapore at or to which documents for him may be delivered or sent.*] | |
| \*Delete where inapplicable. | |
| \*\*All references to the filing of documents in court shall refer to filing by using the electronic filing service. | |

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