

BIRO BANTUAN GUAMAN

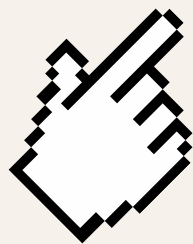


PORTAL PEMOHONAN

PANDUAN!



**JIMAT MASA. GUNAKAN
DALAM TALIAN!**



- MOHON BANTUAN GUMAN
- HANTARKAN MAKLUMAT KEPADA KAMI
- DAPATKAN KEMASKINI TENTANG KES ANDA DAN LAIN-LAIN!

LOG MASUK DI
[HTTP://GO.GOV.SG/MLAWLABESVC](http://go.gov.sg/mlawlabesvc)



KANDUNGAN

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PANDUAN

MENDAFTAR PEMOHONAN DALAM TALIAN

1. Lungsuri Portal Pemohon kami di <http://go.gov.sg/mlawlabesvc> atau imbaskan kod QR di bawah:



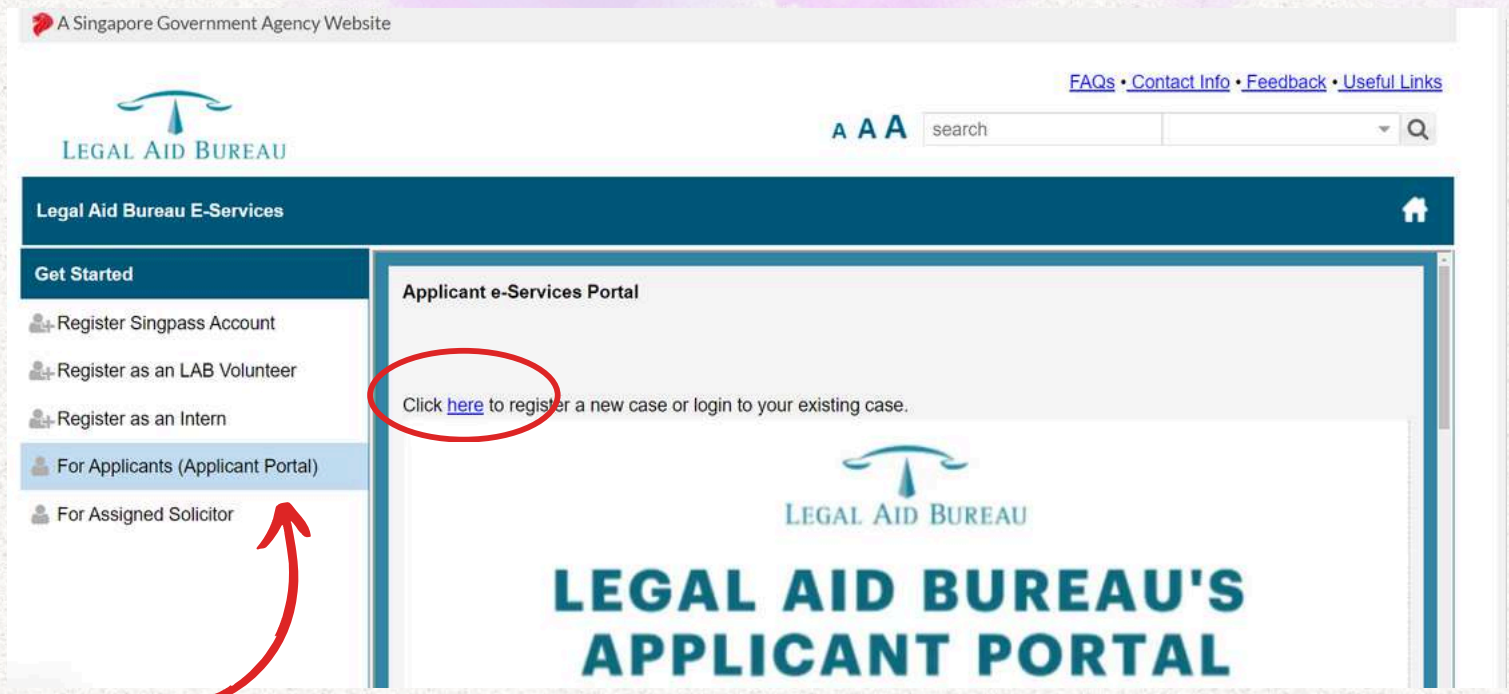
<https://go.gov.sg/mlawlabesvc>

Jika anda menggunakan telefon bimbit, ketik pada 3 garisan seperti yang ditunjukkan dalam tangkapan skrin di bawah.

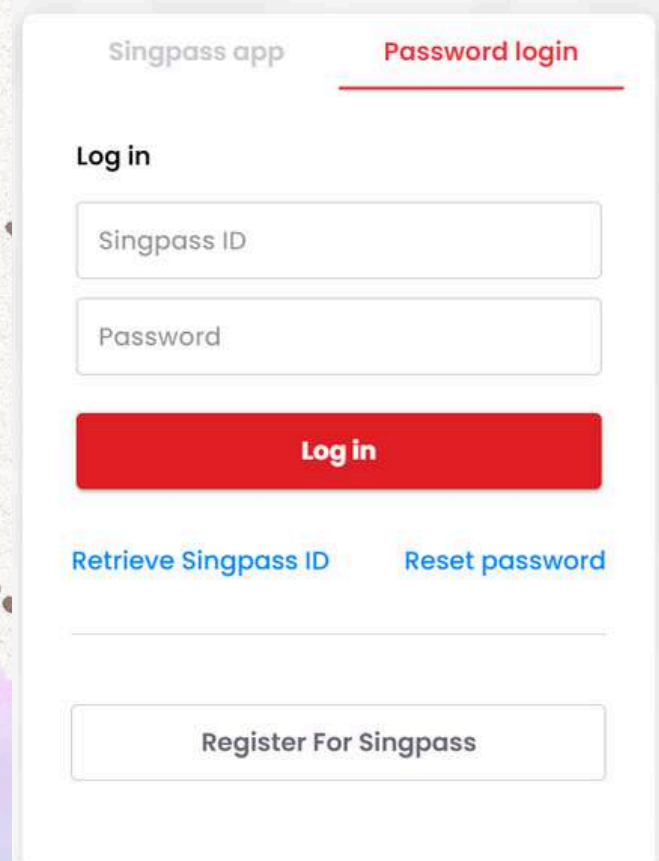
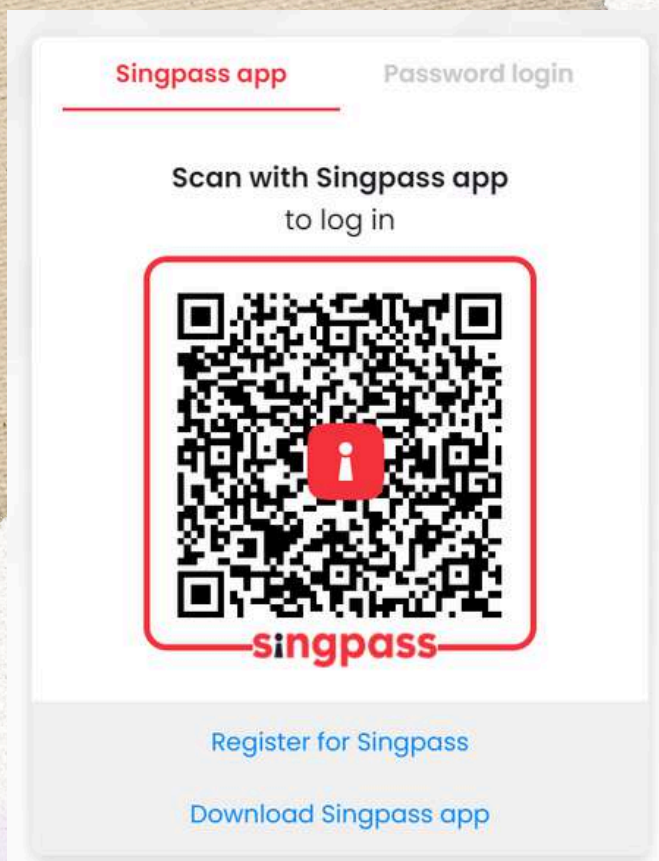
Jika anda menggunakan komputer, sila ke langkah seterusnya



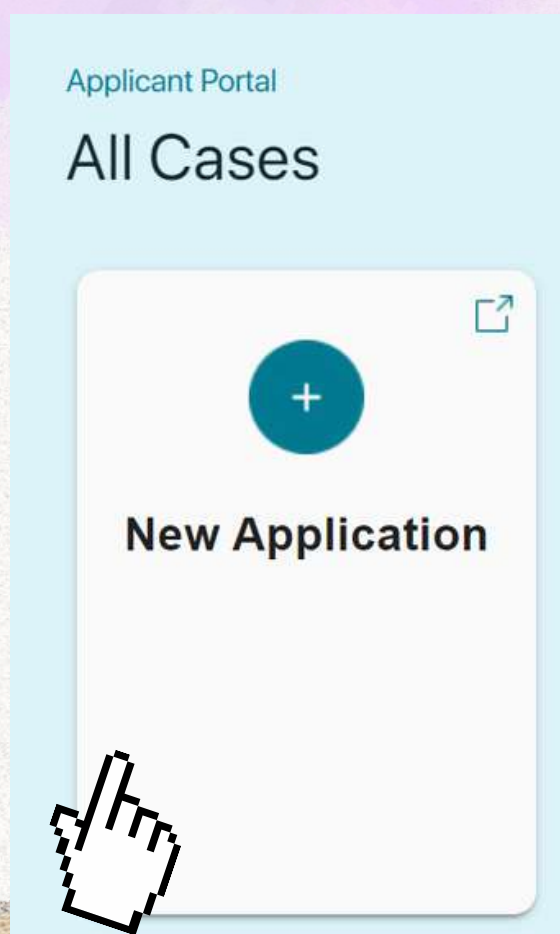
2. Klik pada "For Applicants (Applicant Portal)", kemudian klik "here" untuk log masuk ke Portal Pemohon.



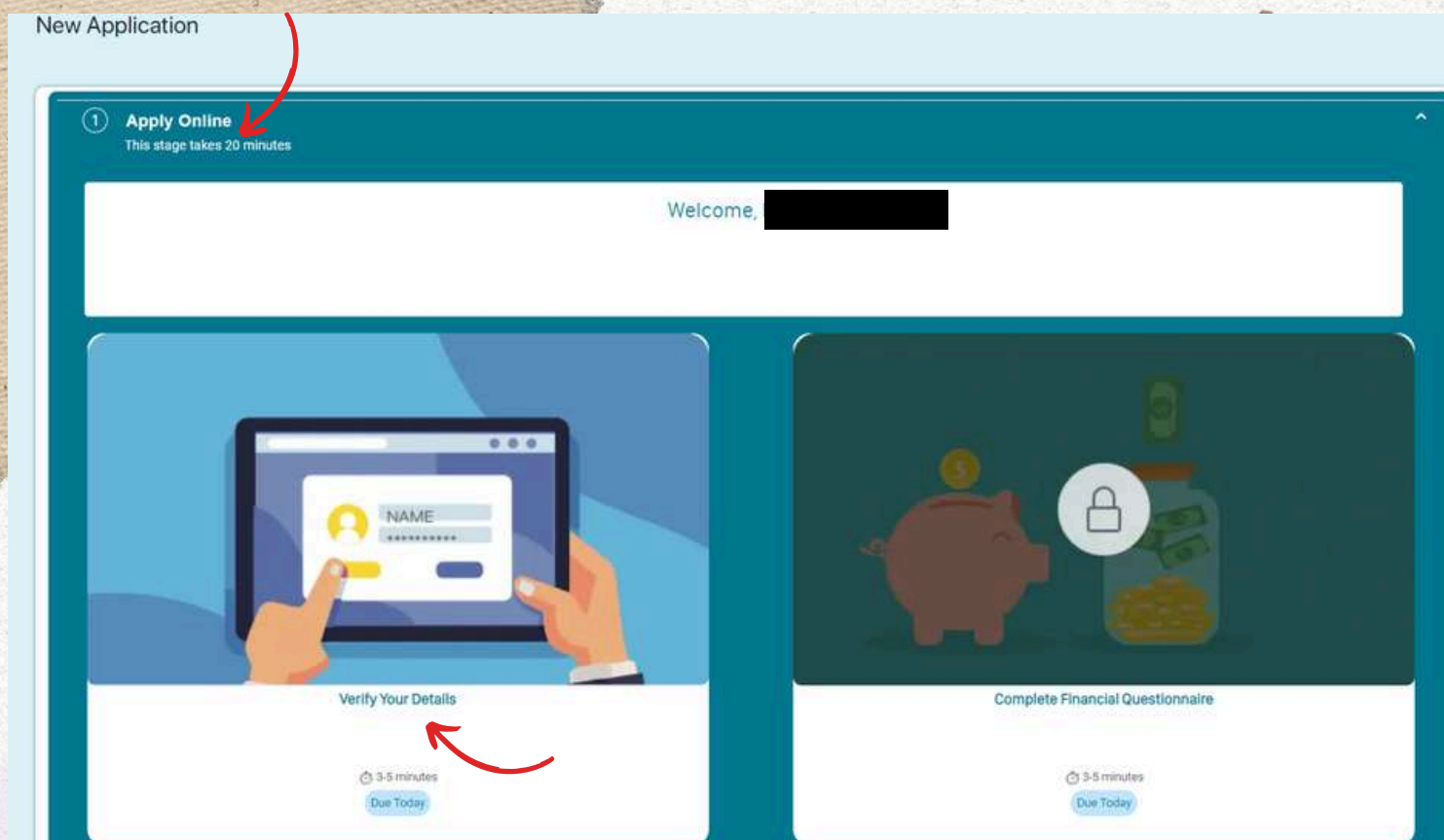
3. Anda memerlukan akaun Singpass untuk log masuk. Anda boleh log masuk sama ada melalui aplikasi Singpass atau menggunakan ID dan kata laluan Singpass anda.



4. Permohonan Baru.



5. Pilih "Apply Online" dan mulakan dengan mengesahkan maklumat anda.



6. Anda akan diminta memberikan kebenaran untuk mendapatkan maklumat anda daripada Singass.

› Last Divorce Date
 › Country of Marriage
 › IRAS Assessable Income (Latest Year)
 › Children Birth Records – Birth Cert Number
 › Children Birth Records – Name
 › Children Birth Records – Sex
 › Children Birth Records – Race
 › Children Birth Records – Secondary Race
 › Children Birth Records – Date of Birth
 › Children Birth Records – Dialect
 › Children Birth Records – Life Status
 › Occupation
 › Residential Status
 › Passport Number
 › Ownership of Private Property Status
 › CPF Contribution History (up to 15 months)

Clicking the "I Agree" button permits this digital service to retrieve your data based on the [Terms of Use](#).

Cancel I Agree

7. Sahkan butiran anda di bahagian yang berkaitan dengan mengklik pada gelangar yang dipaparkan dalam tangkap layar di bawah. Kotak akan bertukar warna hijau teal. Anda tidak boleh teruskan sehingga anda telah berbuat demikian untuk semua bahagian-bahagian dalam boring ini.

2 Contact Details and Preferences

When we need to reach you, we will rely on the contact information below.

Home Office Mobile

Email

How would you like to be contacted?

☒ SMS ☒ Email

I am helping the applicant to apply

☐ Yes ☒ No

☒ The details above are correct

8. Sila tekan butang "Submit Now".

Butiran anda telah disahkan dan permohonan anda kini dibuka!

Wonderful! You have verified all the information.

Declaration of Understanding

☒ I understand that it is an offence to provide false information.

Submit Now →



9. Anda perlu membuat permohonan temujanji untuk perjumpaan dalam masa 3 hari akan datang melalui Portal OneMinLaw. Jika tidak dapat hadir dalam 3 hari, sila buat permohonan anda pada tarikh yang lain.

Anda perlu mengisi Borang Soalan Kewangan sebelum anda hadirkan diri.



You've verified your details. Your application is now open.

Will you be able to meet with us by August 27?

Yes, I will be able to.

No, I will not.

Yes, I will be able to.

Great, please make an appointment via the OneMinLaw Portal by logging in using your Singpass.

Please complete the financial questionnaire today and meet us within 3 days of completing the questionnaire.

⚠️ If you do not book your appointment via the OneMinLaw Portal within 3 days of completing the financial questionnaire, your application will be deleted.

Would you like to do the questionnaire now? You will need ⌚ 8-10 minutes to complete the form.

Yes, I'll do the financial questionnaire now.

No, I'll do the financial questionnaire later.

10. Apabila anda sudah bersedia untuk mengisi Borang Soalan Kewangan anda boleh teruskan.

Complete Financial Questionnaire

We want to help every applicant to the best of our ability. To do that, we need honest and accurate answers from you to properly determine whether and how we can help you.

① Monthly Income

② Bank Accounts

③ Household Income

④ Family Income

Continue →

11. Sila berikan jawapan yang tepat.

Sila maklumkan kami jika anda ada menerima bantuan kewangan daripada skim-skim yang disenaraikan. Anda perlu membawa surat pengesahan bantuan semasa temujanji di Biro Bantuan Guaman ("LAB") nanti.

Are you receiving assistance from any of the following schemes?

☐ Yes ☐ No

a) COMCARE LTA
b) COMCARE SMTA
c) MEDICAL FEE EXEMPTION CARD (MEFC)
d) PUBLIC RENTAL SCHEME (PRS)

12. Sila talal dan baca borang kebenaran data LAB sehingga akhir untuk bahagian pengisytiharan dipaparkan, dan tandakan kotak semak untuk mengakui.



Please read through the Terms and Conditions (Consent for Data Sharing) before proceeding with your application.



A. Why do you need to share your data with LAB?

Sharing your data enables Legal Aid Bureau ("LAB") to better facilitate and tailor the legal services provided to you and your family. Data collected by LAB will be kept strictly confidential, and will be used to conduct the following:

1. Making evaluations pertaining to your application

In the process of deciding whether you are eligible for legal aid, your and your household members' personal information will allow our board to make a fair assessment based on your circumstances. For example, the information collected will be used to conduct the means and merits test to determine if you are eligible for aid. In addition, the data will allow LAB to conduct the necessary investigations required to represent you effectively.

2. Preparation of court documents

The data collected will also be used by our legal team to fulfil the relevant court formalities pertaining to your case. For example, in the preparation and filing of relevant court forms and affidavits, your personal information will be required.

3. Operational purposes

Fantastic! You've answered all the questions.

Declaration of Understanding

- ☒ I understand honest, accurate answers are required for LAB to determine how they can help me.
- ☒ I understand the LAB will conduct a more detailed assessment of the declared information and my eligibility may be affected if any information provided is found to be inaccurate.
- ☒ I have read LAB's data consent form and consent to the Terms and Conditions (Consent for Data Sharing).

⚠ After you submit, you will not be able to view or change your answers.

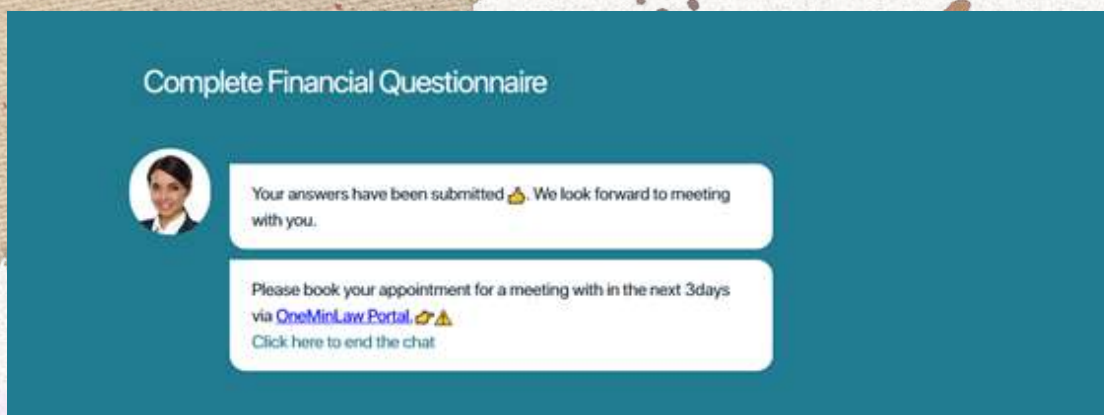
Submit Now →

13. Tekan butang "Submit Now".

Anda sudah mengisi Borang Soalan Kewangan anda.

14. Tahniah! Anda telah berjaya untuk mendaftar dalam talian.

Anda boleh menamatkan sembang ini.



Sila ambil perhatian bahawa anda perlu membuat janji temu dalam masa 3 hari selepas tarikh pendaftaran. Jika anda tidak memohon janji temu anada melalui Portal OneMinLaw dalam masa 3 hari selepas mengisi Borong Soalan Kewangan, permohonan anda akan dipadamkan.

PANDUAN

ANTARA MUKA UTAMA

Inbox - Lihat pemberitahuan berkaitan kes

1. Apabila anda tekan “Inbox”, anda dapat melihat pelbagai kes yang telah anda daftarkan dengan LAB.

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LEGAL AID BUREAU

Applicant Portal

Inbox

DIVORCE : Case ID 00174-2022 **3**

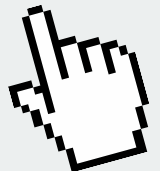
DIVORCE : Case ID 00191-2022 **15**

ENFORCEMENT/VARIATION OF COURT ORDER : Case ID 00198-2022 **7**

ENFORCEMENT/VARIATION OF COURT ORDER : Case ID 00259-2022 **6**

Ask iLA

114 new notifications



2. Apabila anda klik nombor kes atau anak panah (seperti yang dibulatkan dalam warna merah di bawah), anda dapat melihat semua pemberitahuan dalam talian yang telah dihantar oleh LAB kepada anda untuk kes yang berkaitan (seperti yang tertera di bawah).

Applicant Portal
Inbox

DIVORCE : Case ID 00174-2022 3

DIVORCE : Case ID 00191-2022 15

Subject	Received On
(Case Ref: 00191-2022) Granted Documents in the Applicant Portal	16 Dec 2022
Case Ref: 00191-2022 Dear Sir We refer to your case (00191-2022). The Legal A...	16 Dec 2022
(Case Ref: 00191-2022) Granted Documents in the Applicant Portal	25 Nov 2022
Case Ref: 00191-2022 Dear Sir We refer to your case (00191-2022). The Legal A...	25 Nov 2022
(Case Ref: 00191-2022) Granted Documents in the Applicant Portal	04 Nov 2022

1 of 4 pages (16 items)

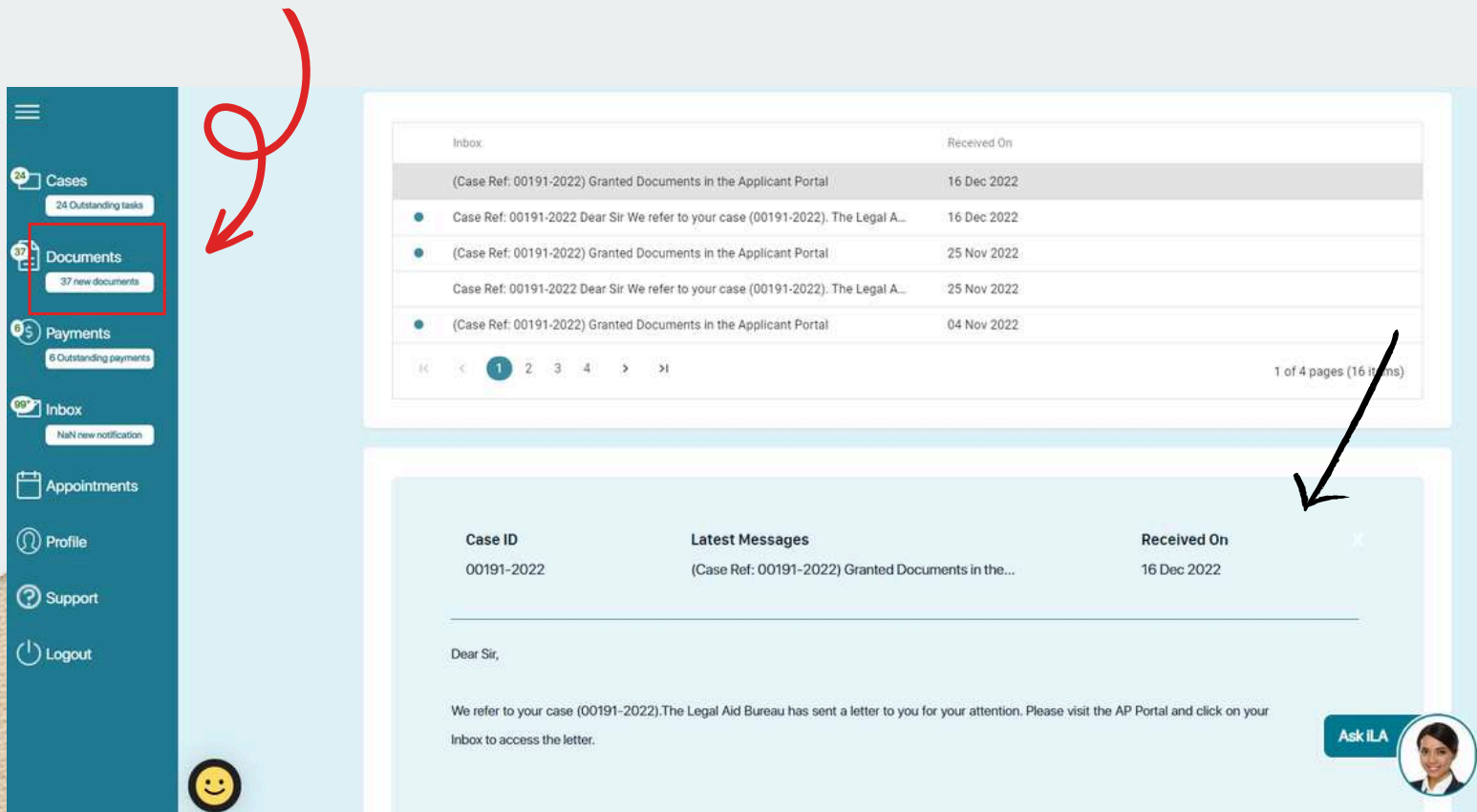
ENFORCEMENT/VARIATION OF COURT ORDER : Case ID 00198-2022 7

ENFORCEMENT/VARIATION OF COURT ORDER : Case ID 00259-2022 6

Ask ILA

3. Tekan pada pemberitahuan yang berkaitan untuk melihat kandungannya.

[Untuk Melihat dokumen mahkamah/dokumen yang telah dihantarkan kepada anda, sila klik pada tab "Documents".]



The screenshot displays the ILA portal interface. On the left sidebar, the 'Documents' tab is highlighted with a red box and a red arrow. The main content area shows a table of documents in the inbox and a section for the latest message.

Inbox	Received On
(Case Ref: 00191-2022) Granted Documents in the Applicant Portal	16 Dec 2022
• Case Ref: 00191-2022 Dear Sir We refer to your case (00191-2022). The Legal A...	16 Dec 2022
• (Case Ref: 00191-2022) Granted Documents in the Applicant Portal	25 Nov 2022
Case Ref: 00191-2022 Dear Sir We refer to your case (00191-2022). The Legal A...	25 Nov 2022
• (Case Ref: 00191-2022) Granted Documents in the Applicant Portal	04 Nov 2022

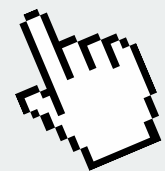
1 of 4 pages (16 items)

Case ID	Latest Messages	Received On
00191-2022	(Case Ref: 00191-2022) Granted Documents in the...	16 Dec 2022

Dear Sir,

We refer to your case (00191-2022).The Legal Aid Bureau has sent a letter to you for your attention. Please visit the AP Portal and click on your Inbox to access the letter.

Ask ILA 

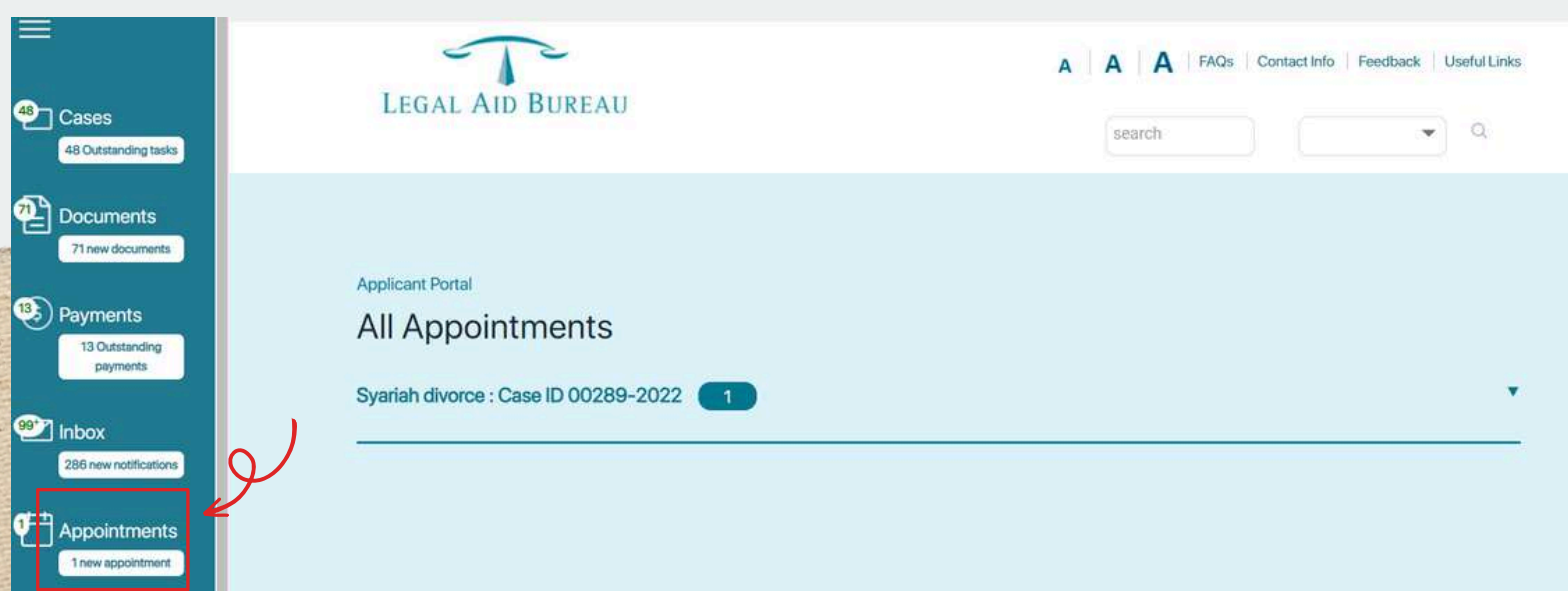


PANDUAN

ANTARA MUKA UTAMA

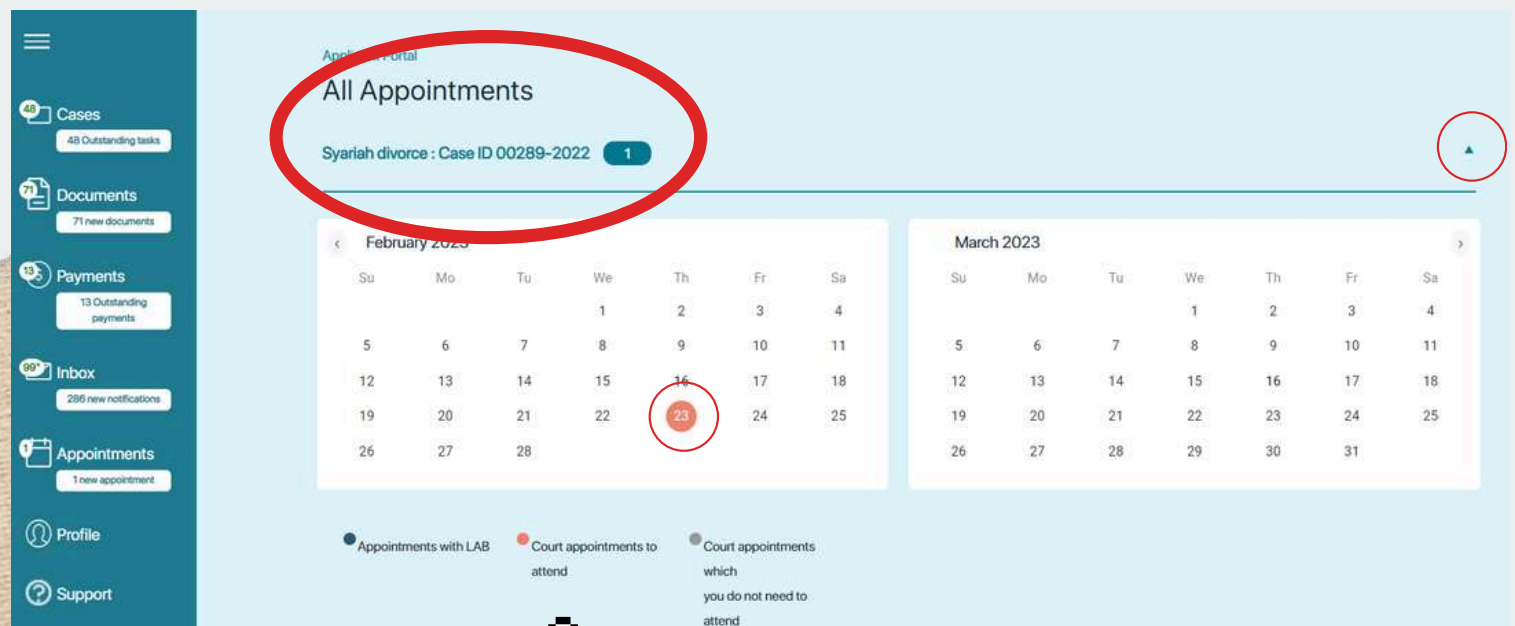
Janji Temu

1. Apabila anda tekan "Appointments", anda boleh melihat senarai kes yang anda telah daftarkan dengan LAB.



2. Apabila anda tekan pada nombor kes anda atau anak panah (seperti bulatan merah di bawah), jadual janji temu akan muncul (seperti yang dilihat di bawah).

Jika anda mempunyai temu untuk kes anda, janji temu tersebut akan diwarnakan mengikut petunjuk di bawah, yang mencerminkan **“Appointments with LAB”**, **“Court appointments to attend”** dan **“Court appointments which you do not need to attend.”**



Appointments Portal

All Appointments

Syariah divorce : Case ID 00289-2022 1

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

● Appointments with LAB
 ● Court appointments to attend
 ● Court appointments which you do not need to attend

3. Klik pada tarikh berkaitan (seperti yang berlorek dalam bulatan) untuk melihat butiran Janji Temu anda.

The screenshot displays a legal portal interface. On the left is a teal sidebar with navigation links: Cases (48 Outstanding tasks), Documents (71 new documents), Payments (13 Outstanding payments), Inbox (286 new notifications), Appointments (1 new appointment), Profile, and Support. The main area features a calendar grid for February 2023. A red circle highlights the date 23, which is also indicated by a red arrow from the instruction text above. Below the calendar, a legend identifies appointment types: Appointments with LAB (blue dot), Court appointments to attend (red dot), and Court appointments which you do not need to attend (grey dot). A red oval highlights a specific appointment card for February 23, 2023, at 09:00 AM, titled 'Court appointment which you must attend'. The details for this appointment are: PRE-TRIAL CONFERENCE, with a note stating 'Your attendance is required'.

12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

● Appointments with LAB ● Court appointments to attend ● Court appointments which you do not need to attend

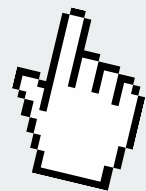
Court appointment which you must attend

Date: 23 February 2023

Time: 09:00 AM

Appointment details: PRE-TRIAL CONFERENCE

Notes: Your attendance is required

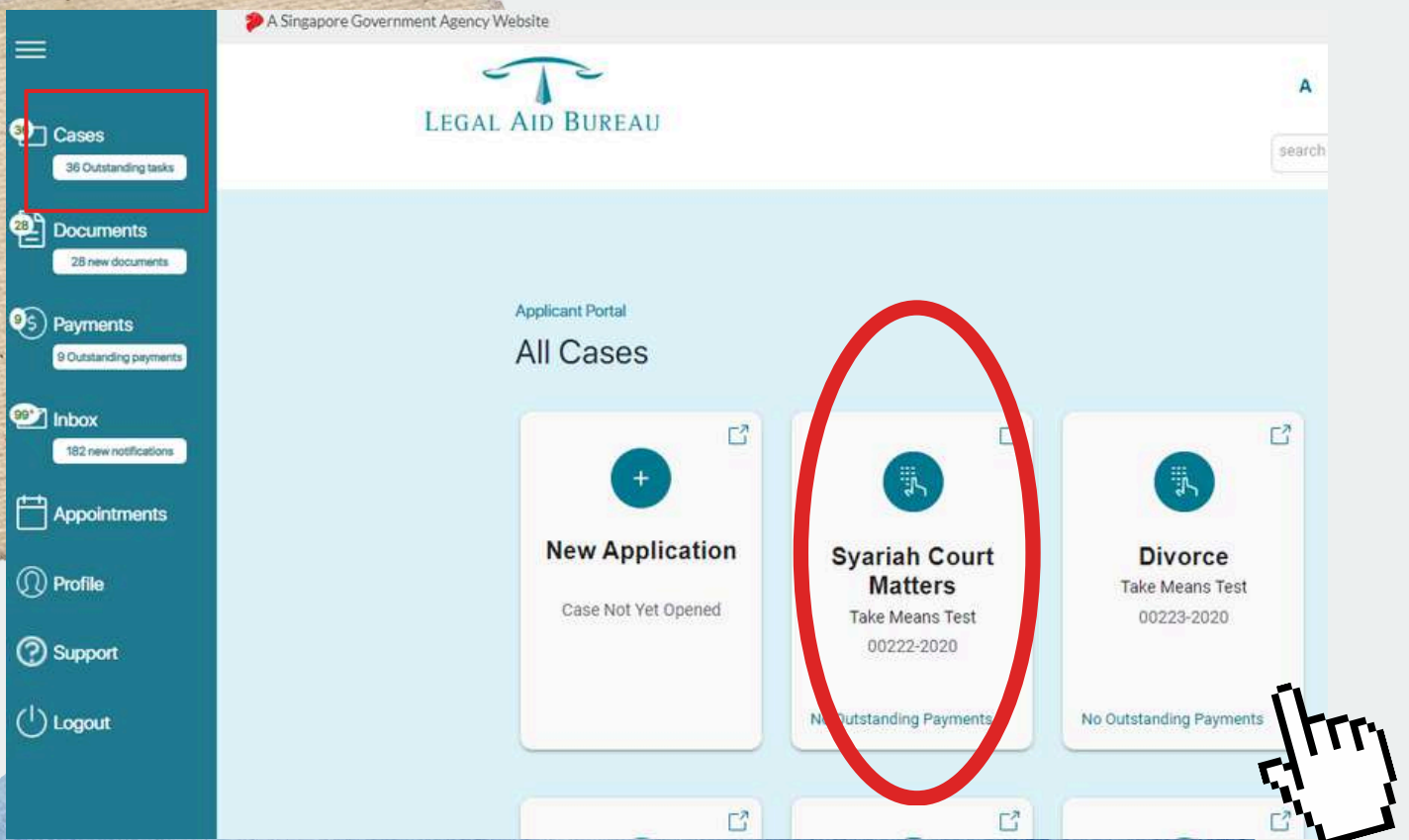


PANDUAN

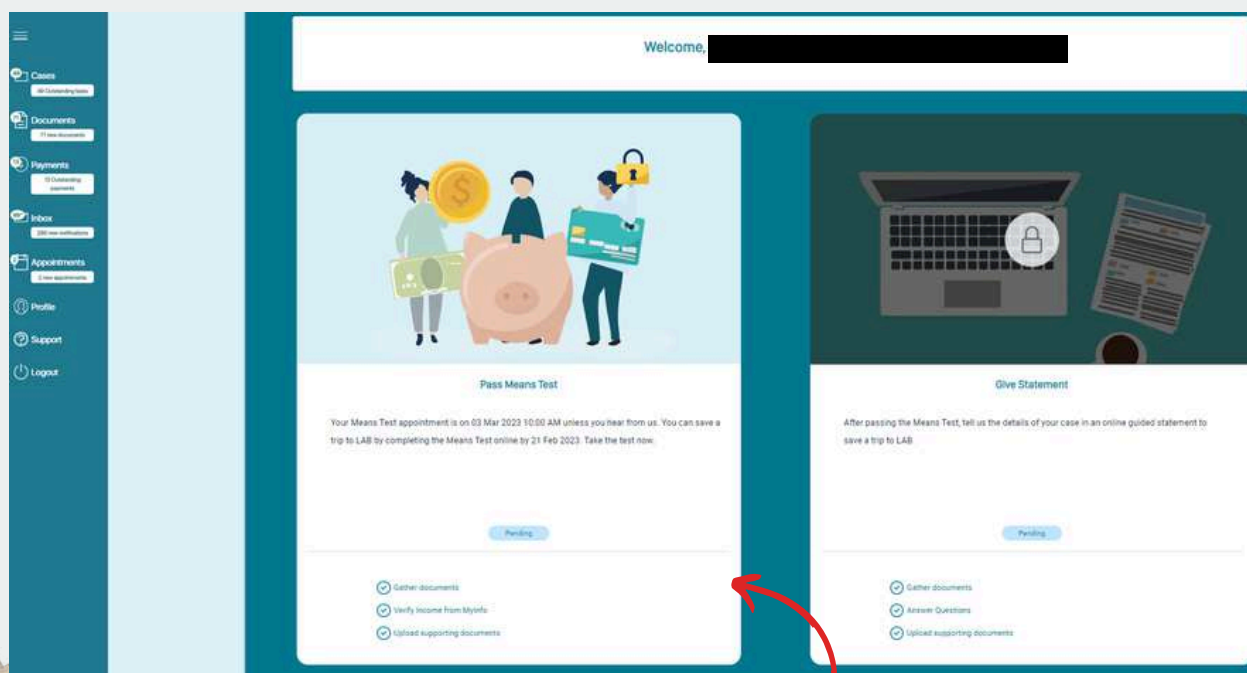
ANTARA MUKA UTAMA

Untuk menyiapkan Ujian Kemampuan Dalam Talian dan/atau menghantar Penyataan Dalam Talian anda

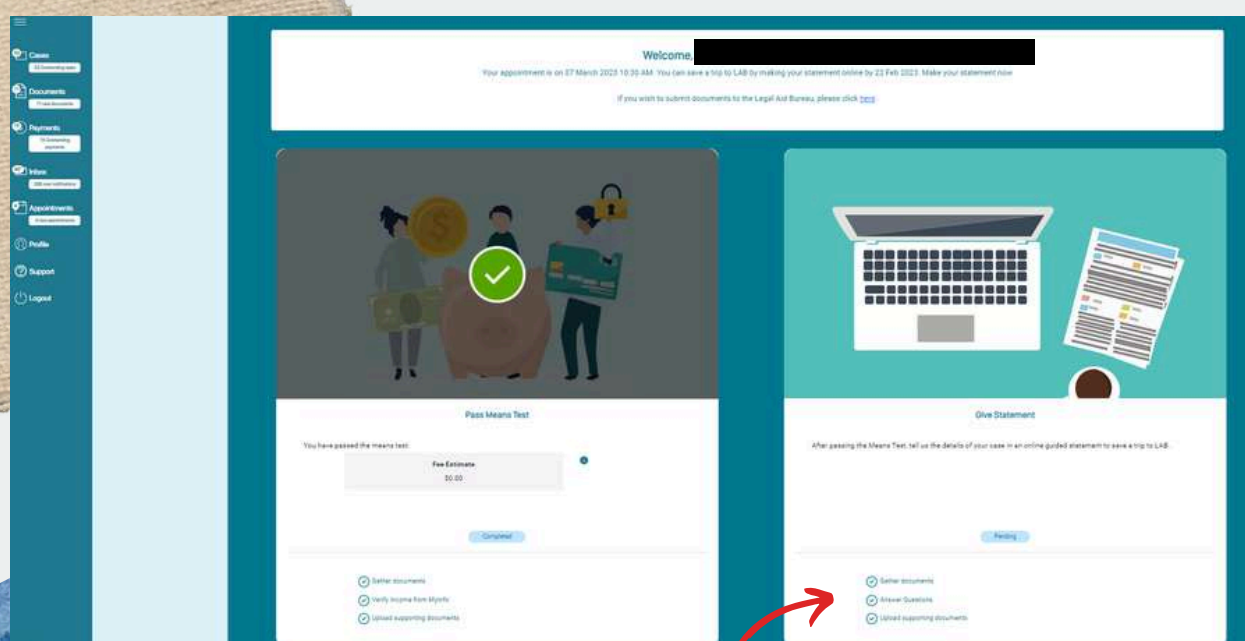
1. Untuk menyiapkan Ujian Kemampuan Dalam Talian dan/atau menghantar Penyataan Dalam Talian anda untuk kes tertentu, tekan pada "Cases". Seterusnya, pilih kes yang berkaitan. Sebagai contoh, jika anda ingin menyiapkan Ujian Kehendak Dalam Talian anda untuk Hal Ehwal Mahkamah Syariah anda, anda perlu tekan kes yang berkaitan (seperti yang dilingkari dalam warna merah di bawah).



2. Bergantung pada peringkat kes anda, anda boleh tekan yang diperlukan dengan sewajarnya (i.e. Pass Means Test or Give Statement).



Contoh tangkapan skrin Ujian Kemampuan Dalam Talian

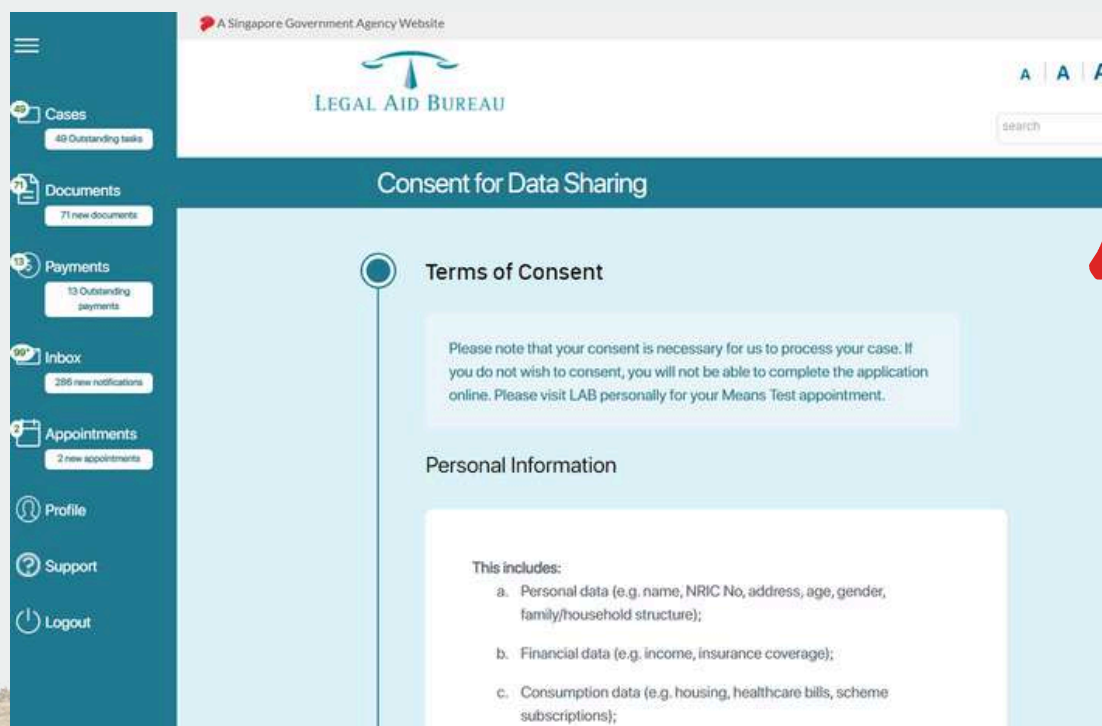


Contoh tangkapan skrin antaramuka Pentayaan Dalam Talian



Ujian Kemampuan Dalam Talian

1. Selepas mengklik "Pass Means Test", anda akan diminita untuk memberikan persetujuan anda untuk Perkongsian Maklumat (seperti yang dilihat di bawah).



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Consent for Data Sharing

Terms of Consent

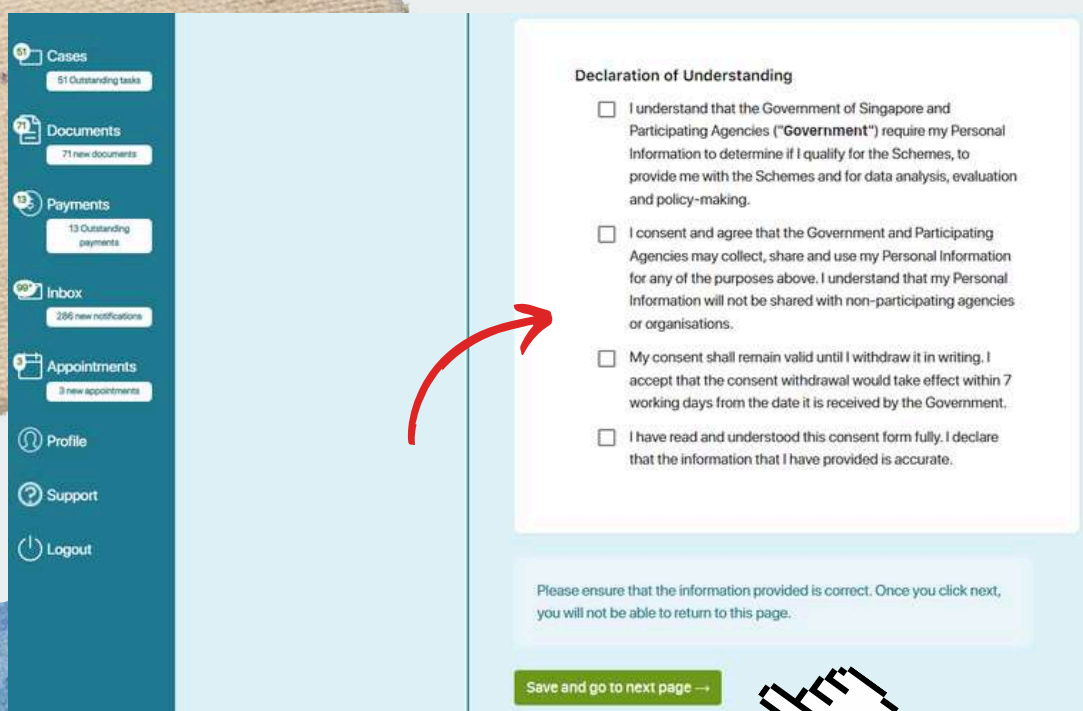
Please note that your consent is necessary for us to process your case. If you do not wish to consent, you will not be able to complete the application online. Please visit LAB personally for your Means Test appointment.

Personal Information

This includes:

- a. Personal data (e.g. name, NRIC No, address, age, gender, family/household structure);
- b. Financial data (e.g. income, insurance coverage);
- c. Consumption data (e.g. housing, healthcare bills, scheme subscriptions);

Sila tandakan kotak-kotak pilihan yang dan tekan "Save and go to next page".



Declaration of Understanding

☐ I understand that the Government of Singapore and Participating Agencies ("Government") require my Personal Information to determine if I qualify for the Schemes, to provide me with the Schemes and for data analysis, evaluation and policy-making.

☐ I consent and agree that the Government and Participating Agencies may collect, share and use my Personal Information for any of the purposes above. I understand that my Personal Information will not be shared with non-participating agencies or organisations.

☐ My consent shall remain valid until I withdraw it in writing. I accept that the consent withdrawal would take effect within 7 working days from the date it is received by the Government.

☐ I have read and understood this consent form fully. I declare that the information that I have provided is accurate.

Please ensure that the information provided is correct. Once you click next, you will not be able to return to this page.

Save and go to next page →

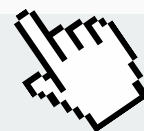
Ujian Kemampuan Dalam Talian

2. Untuk kemudahan anda menjalani Ujian Kemampuan Dalam Talian, anda disarankan untuk menyediakan dokumen/maklumat berikut terlebih dahulu:

- a Updated Personal and Joint Bank Books and Bank statements 
- b Fixed Deposits Receipts and Investment Products such as unit trusts 
- c Tenancy/ Rental Agreement/ Receipts/ Written notes as a landlord for the rental fees payable to you for the last 12 months 
- d Latest Central Depository Account Statement (for any types of financial products bought by with cash) 
- e Details relating to your household members and family members who you are supporting (e.g. NRIC no., Email address or Mobile no.). We will contact your household members and/or family members who are above 18 years old to obtain their consent to retrieve their income information.



Harap Maklum: Ujian Kemampuan Dalam Talian pada masa ini tidak diwajibkan. Sila lengkapkan Ujian Kemampuan Dalam Talian anda dalam tempoh 3 hari bekerja dari tarikh pendaftaran.



Penyataan Dalam Talian

1. Selepas menekan "Give Statement", chatbot akan muncul (seperti yang dilihat di bawah). Sila tekan pada "Yes, I'd like to make my statement and am willing to accept legal advice" untuk me neruskan proses penghantaran Penyataan Dalam Talian anda.

IMPORTANT!

Sila ambil perhatian bahawa anda tetap perlu memastikan bahawa anda hadirkan diri pada tarikh Janji Temu yang dijadualkan kerana Eksekutif Guaman kami mungkin akan menghubungi anda jika maklumat tambahan diperlukan.



IMPORTANT

Berkuatkuasa pada 9 Januari 2023, pengambilan pernyataan dalam talian akan diwajibkan untuk semua pemohon LAB bagi perkara-perkara berikut:

- Perceraian - Plaintiff
- Penguatkuasaan/Perubahan Perintah Mahkamah - **Pihak yang menguatkuasakan atatu memulakan perubahan perintah mahkamah perceraian sahaja**
- Surat Kuasa Pentadbiran/Probet - Plaintiff (khusus untuk permohonan Surat Kuasa Pentadbiran dan Geran Probet, bukan untuk perkara lain berkaitan harta pusaka)
- Mahkamah Syariah - Tarikh perbicaraan adalah lebih daripada 3 minggu yang akan datang dan jenis perbicaraan adalah Persidangan Pra-Perbicaraan ("PTC") atau Perantaraan (tanpa mengira sama ada Plantif atau Defendan)*

Sebagai Pemohon, anda mungkin dikecualikan, tanpa mengira umur, jika anda:

- Tidak celik teknologi;
- Tidak boleh membaca Bahasa Inggeris; atau
- Tidak boleh menulis/menaip dalam Bahasa Inggeris.

Anda perlu menghantar pernyataan dalam talian anda dalam tempoh 4 hari bekerja dari tarikh anada lulus Ujian Kemampuan. Anda akan menerima SMS ataus Emel (bergantung kepada pilihan komunikasi) yang memaklumkan anda bahawa anda boleh meneruskan untuk membuat dan menghantar pernyataan anda secara dalam talian (rujuk tangkapan skrin contoh di bawah). Jika anda telah dikecualikan daripada menjalankan Ujian Kemampuan yang, anda juga akan dimaklumkan dengan cara sama.

Penting: Anda perlu mengisi sebanyak mungkin butiran dan menjawab setiap soalan dengan teliti kerana anda hanya boleh menghantar pernyataan dalam talian anda sekali sahaja.

*Sila ambil perhatian bahawa untuk kes Mahkamah Syariah, LAB biasanya memberikan bantuan selepas tarikh PTC ditetapkan, kecuali dalam situasi luar biasa.

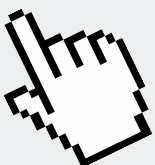
Dear Mdm,

You have passed the Means Test on 16 Feb 2023. You can save a trip to LAB by giving your statement online by 22 Feb 2023 11:59 PM. Thank you.

[This is a computer-generated email. No signature is required.]

Please do not reply to this email. This mailbox is not monitored and you will not receive a response.

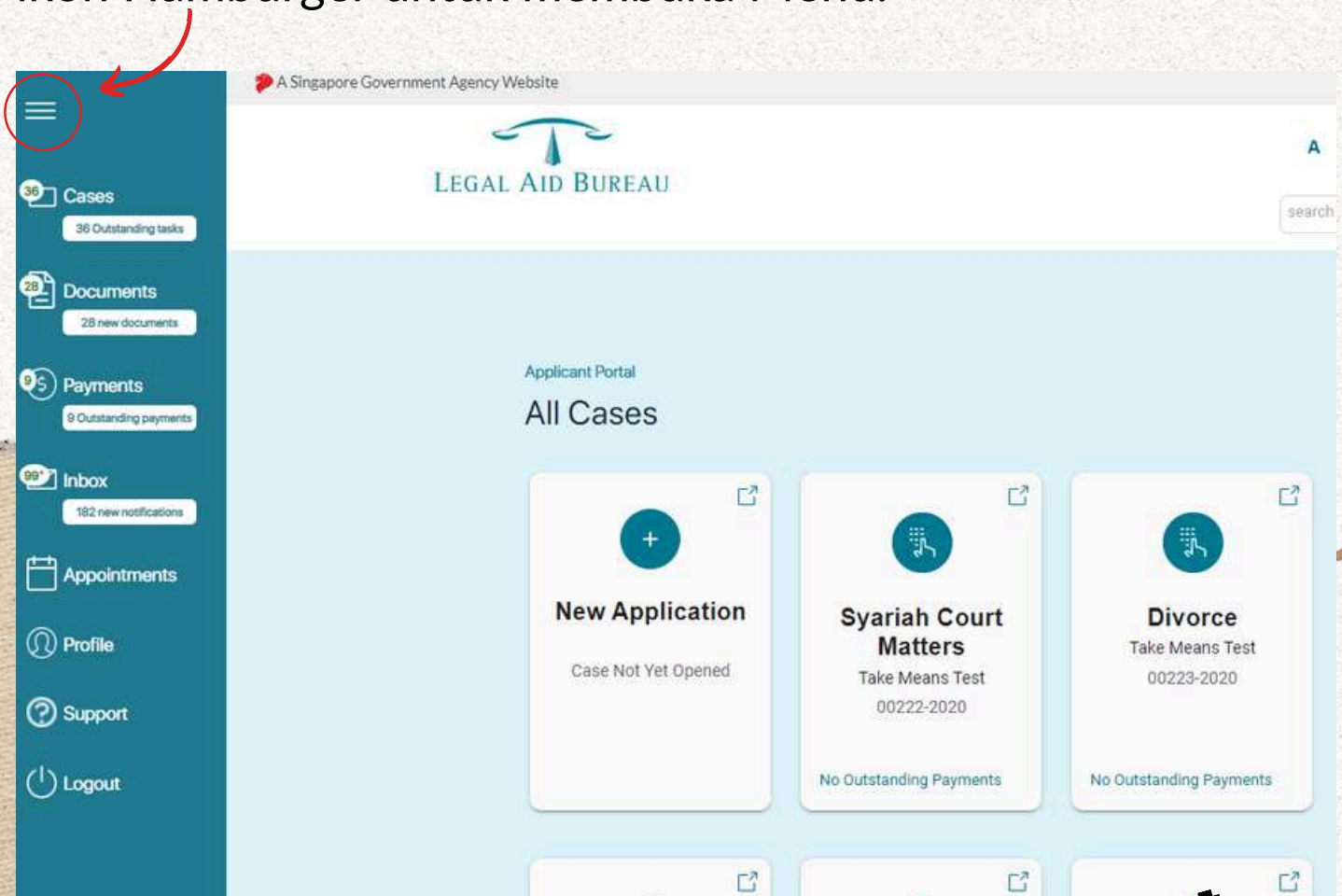
Privileged or confidential information may be contained in this email. If you are not the intended addressee, you must not copy or distribute the mail or take any action in reliance thereon. Communication of any information in this mail to any unauthorised person may be an offence under the [Official Secrets Act \(Cap 213\)](#). If you have received this mail in error, please delete it and notify the sender immediately. Thank you.



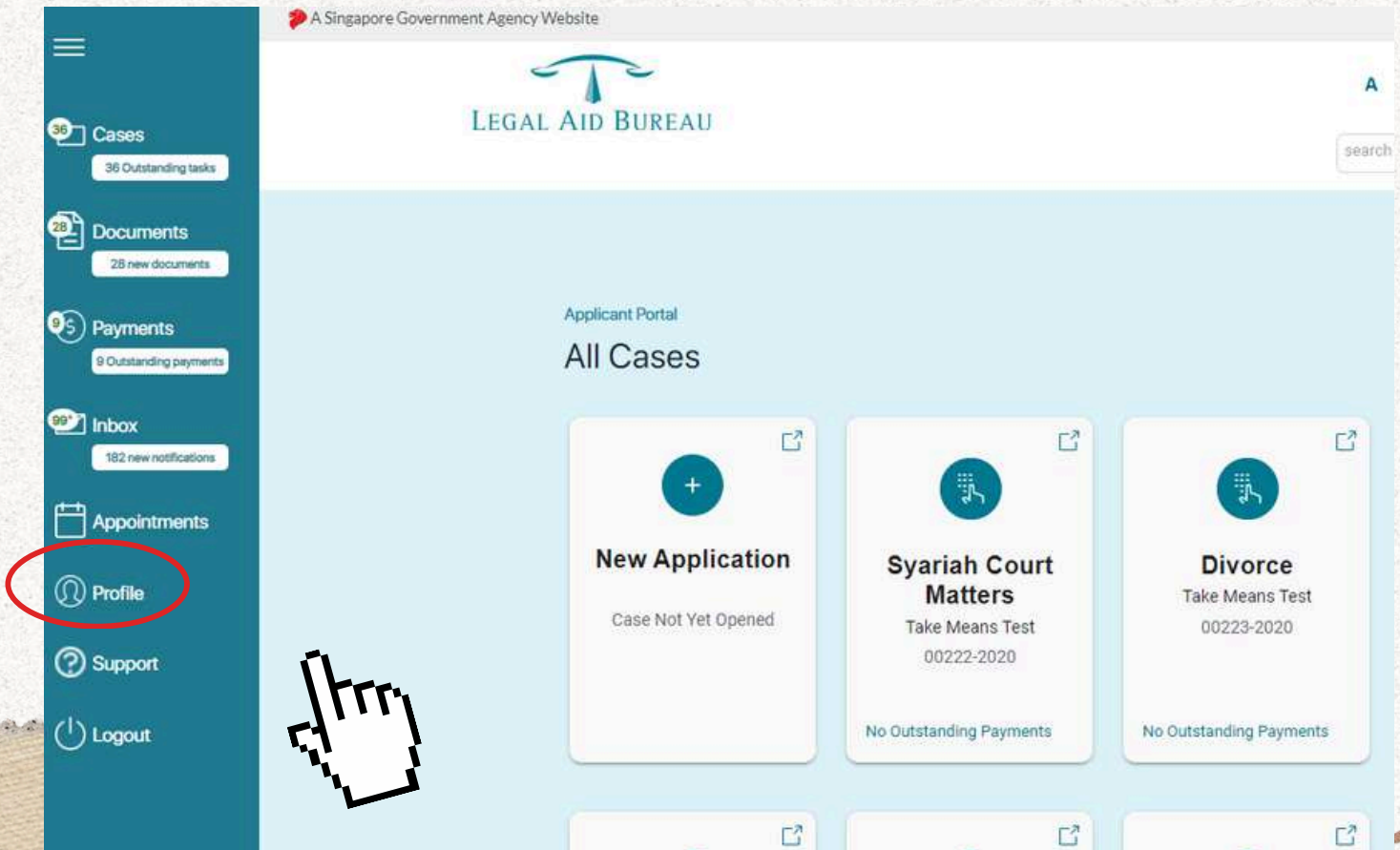
PANDUAN

KEMAS KINI PROFIL

1. Log masuk ke Portal Pemohon melalui Singpass. Tekan pada ikon Hamburger untuk membuka Menu.



2. Klik pada "Profile" di bawah tab Menu.



3. Anda akan diminta untuk membenarkan pengambilan maklumat daripada Singpass. Jika anda tekan "I agree", makluma takan diisi secara automatik dari Singpass. Jika anda ingin mengisikan maklumat secara manual, anda perlu tekan "Cancel".



Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient.

This digital service is requesting the following information from Singpass, for the purpose of Applicant Details

- › Name
- › Sex
- › Race
- › Dialect
- › Nationality/Citizenship
- › Date of Birth
- › Email
- › Mobile Number
- › Registered Address
- › HDB Type
- › Marital Status
- › Last Marriage Date
- › Marriage Certificate Number
- › Last Divorce Date
- › Country of Marriage
- › IRAS Assessable Income (Latest Year)
- › Children Birth Records - Birth Cert Number
- › Children Birth Records - Name
- › Children Birth Records - Sex
- › Children Birth Records - Race
- › Children Birth Records - Secondary Race
- › Children Birth Records - Date of Birth
- › Children Birth Records - Dialect
- › Children Birth Records - Life Status
- › Occupation
- › Residential Status
- › Passport Number
- › Ownership of Private Property Status
- › CPF Contribution History (up to 15 months)

Clicking the "I Agree" button permits this digital service to retrieve your data based on the Terms of Use (<https://www.singpass.gov.sg/home/ui/terms-of-use>).

Cancel

I Agree



4. Silaatal ke bawah ke "Contact Details and Preferences" untuk mengemaskini maklumat anda. Anda perlu tekan pada butang radio untuk menyatak bahawa "The details above are correct" untuk setiap bahagian, jika tidak, anda tidak dibenarkan teruskan. Butang radio akan bertukar dari warna kelabu ke hijau teal setelah anda membuat demikian.

2

Contact Details and Preferences

When we need to reach you, we will rely on the contact information below.

Home	Office	Mobile 96491939
Email tan_jun_ya@iab.gov.sg		
How would you like to be contacted?	☒ SMS	☒ Email
I am helping the applicant to apply	☐ Yes	☒ No

☒ The details above are correct



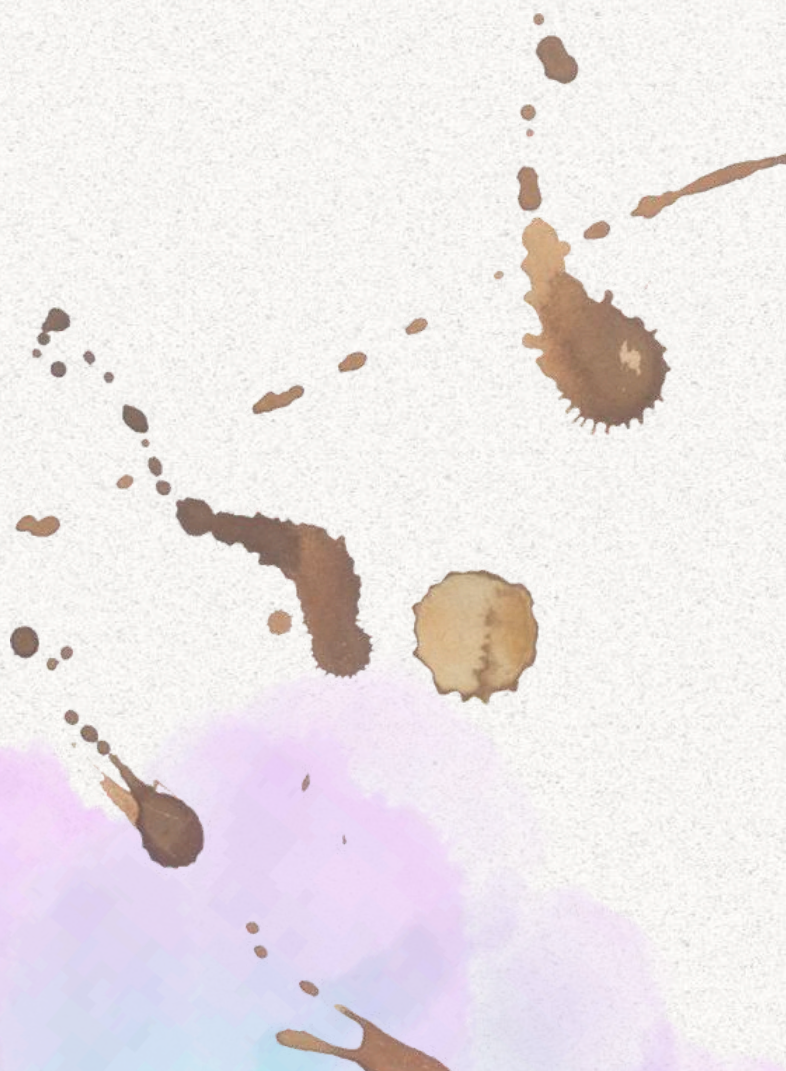
5. Setelah anda melengkapi medan yang diperlukan di halaman tersebut, tandakan kotak tanda (seperti dilihat di bawah) dan klik pada "Submit Now". Kemas kini profil sudah selesai.

Wonderful! You have verified all the information.

Declaration of Understanding

☒ I understand that it is an offence to provide false information.

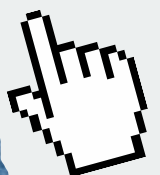
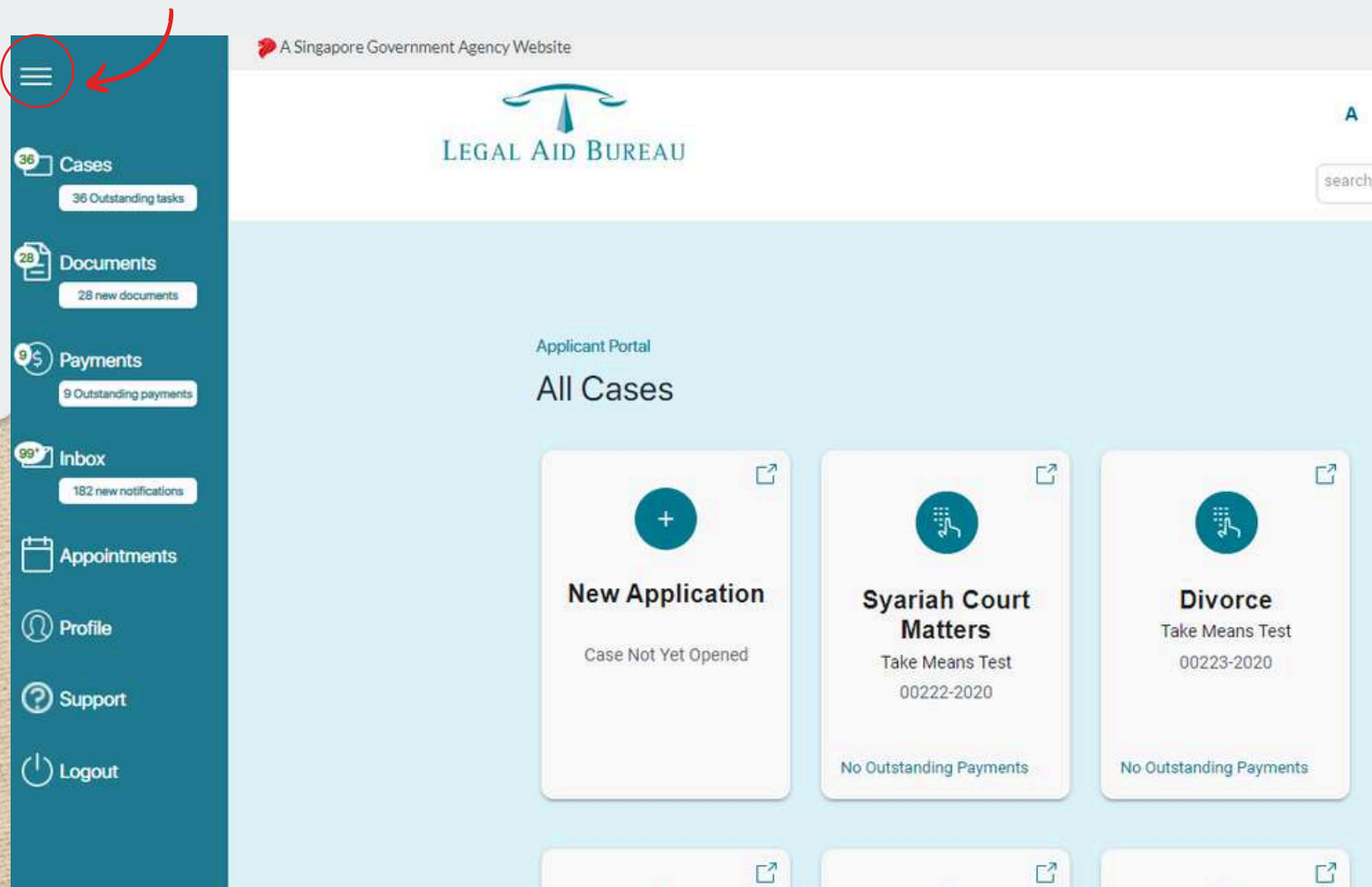
Submit Now →



PANDUAN

UNTUK MEMUAT NAIK DOKUMEN

1. Log masuk ke Portal Pemohon melalui Singpass. Tekan pada ikon Hamburger untuk luaskan bar Menu.



2. Tekan pada “Documents” di bawah Tab Menu. Senarai kes akan dipaparkan.

The screenshot displays the Legal Aid Bureau Applicant Portal. On the left is a teal sidebar menu with the following items: Cases (36 Outstanding tasks), Documents (28 new documents, highlighted with a red box), Payments (9 Outstanding payments), Inbox (182 new notifications), Appointments, Profile, Support, and Logout. The main content area has a header with the Legal Aid Bureau logo and a search bar. Below the header, it says 'Applicant Portal' and 'All Cases'. There are three main cards: 'New Application' (Case Not Yet Opened), 'Syariah Court Matters' (Take Means Test 00222-2020, No Outstanding Payments), and 'Divorce' (Take Means Test 00223-2020, No Outstanding Payments). A pixelated hand cursor is visible in the bottom right corner of the image.

3. Anda boleh tekan pada fail kes yang berkaitan dengan menekan anak panah atau nombor rujukan kes (seperti yang dibulatkan dalam warna merah di tangkapan layar di bawah).

Applicant Portal

All Documents

Don't see all your documents? You may view your documents here 15 minutes after our SMS/Email.

DIVORCE: Case ID 00221-2020

1

4. Anda boleh tekan pada "Submit documents to Legal Aid Bureau" (seperti dalam tangkapan layar di bawah).

DIVORCE: Case ID 00221-2020

1

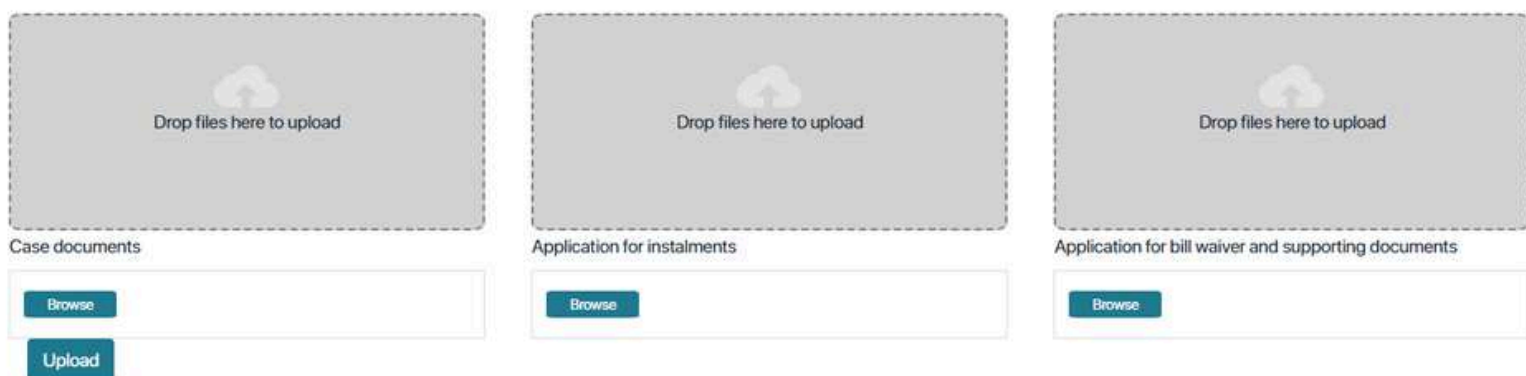
Submit documents to Legal Aid Bureau Please see our guide for the steps to do so

You may upload documents with file size of maximum 24 MB at one time. If there are multiple pages in a document, please consolidate all pages of the document in one file before uploading, and rename the file to reflect the nature of the document. Please do not upload each page separately. If you have a hardcopy document and do not have a scanner to scan and consolidate the pages, please download a scanner application on your mobile phone which will allow you to take pictures and consolidate all pages of a document into one file. Not sure how to do this? See the guide here.

If you fail to do so, there will be a delay in reviewing your documents.



5. Kotak-kotak untuk memuat naik fail anda akan muncul.



The image shows a user interface for uploading documents. It consists of three main sections, each with a dashed border and a cloud icon with an upward arrow. Below each section are two buttons: 'Browse' and 'Upload'.

- Case documents:** The first section on the left.
- Application for instalments:** The middle section.
- Application for bill waiver and supporting documents:** The section on the right.

6. Anda boleh memuat naik dokumen mengikut kategori berikut (dokumen harus dinamakan sewajarnya untuk memudahkan pengenalan):

- Jika anda ingin memohon bayaran ansuran, anda boleh memuat naik borang permohonan ansuran di bawah “**Application for instalments**”.
- Jika anda ingin memohon pengecualian, anda boleh memuat naik borang permohonan pengecualian/pengurangan dan dokumen sokongan berkaitan di bawah “**Application for bill waiver and supporting documents**”.
- Untuk semua dokumen lain, anda boleh memuat naik di bawah “**Case documents**”.

Jika terdapat pelbagai halaman dalam satu dokumen, sila gabungkan semua halaman dokumen tersebut dalam satu fail sebelum memuat naik, dan namakan fail tersebut supaya mencerminkan jenis dokumen itu. Jangan muat naik setiap halaman secara berasingan.

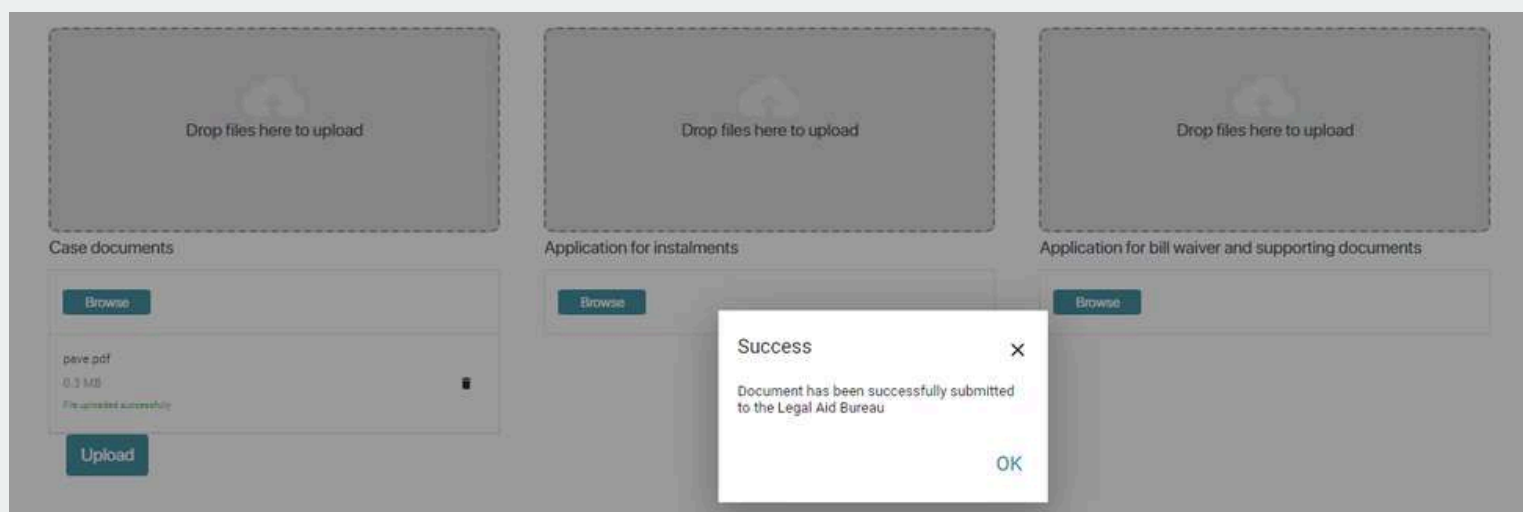
Saiz fail maksimum yang boleh dimuat naik ialah **24 MB**.

Anda boleh memuat naik dengan salah satu kaedah berikut:

- Seret dan lepaskan fail berkaitan ke dalam kotak; atau
- Pilih dokumen melalui “Browse”.

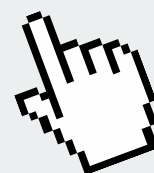


7. Klik “Upload”. Satu jendela timbul akan muncul untuk memaklumkan bahawa dokumen anda sudah berjaya dimuat naik.



8. Dokumen yang berjaya dimuat naik akan muncul di skrin Dokumen “Documents submitted to the Legal Aid Bureau”. Jika anda tidak melihat dokumen berkaitan, sila cuba muat naik semula mengikut langkah seperti di atas.

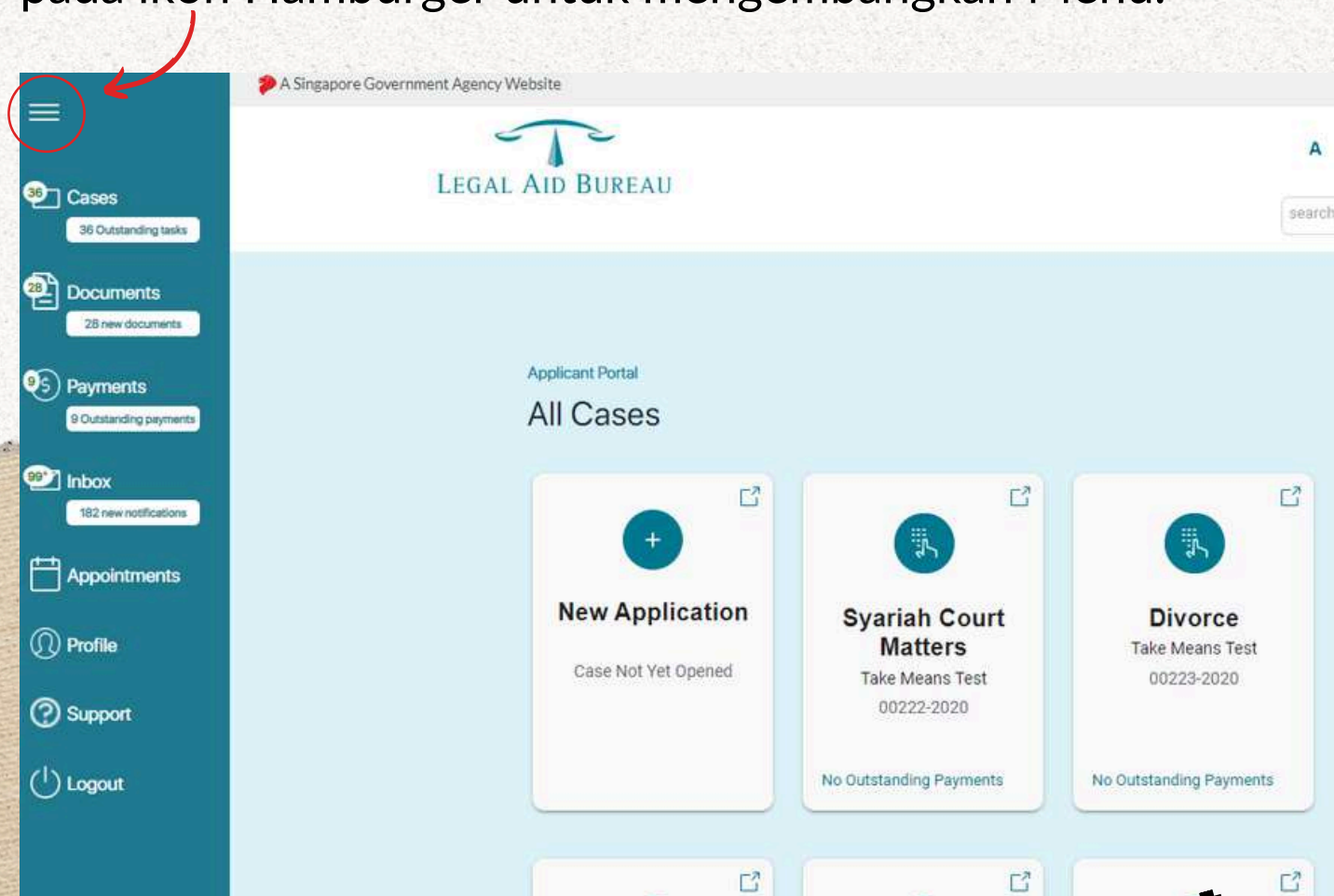
Documents submitted to the Legal Aid Bureau		
	Case Documents	Date Uploaded
●	pave.pdf	16-02-2023
●	Test.pdf	06-12-2022



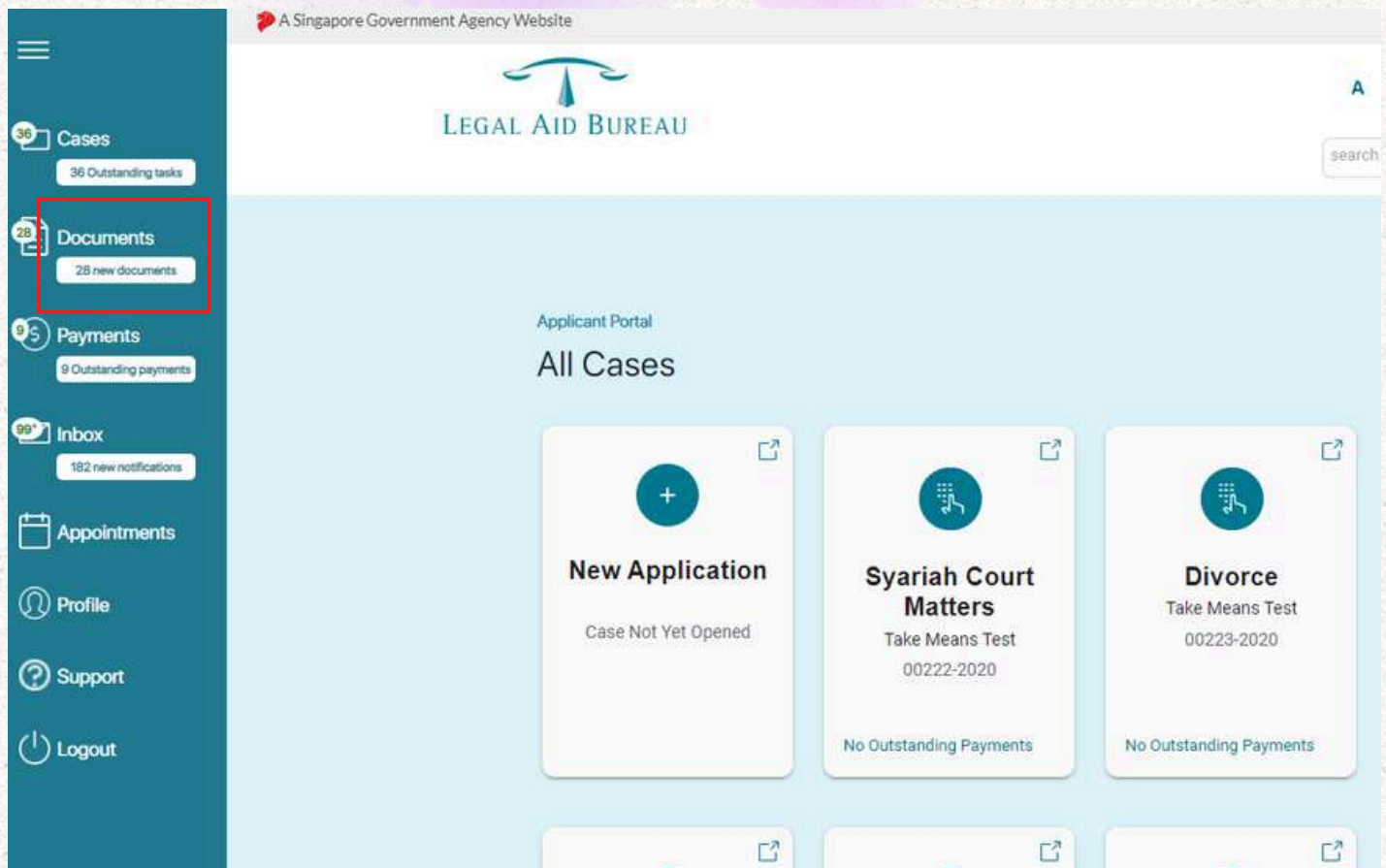
PANDUAN

UNTUK MEMUAT TURUNDOKUMEN

1. Log masuk ke Portal Pemohon melalui Singpass. Tekan pada ikon Hamburger untuk mengembangkan Menu.



2. Klik pada “Documents” di bawah Tab Menu. Senarai kes anda akan dipaparkan.



3. Anda boleh tekan anak panah pada kes yang berkenaan (seperti yang dibulatkan dengan warna merah pada tangkapan skrin di bawah).



4. Anda akan dapat melihat dokumen yang telah diberikan kepada anda. Tekan pada dokumen yang ingin anda muat turun.

ENFORCEMENT/VARIATION OF COURT ORDER: Case ID 00295-2020 2

Submit documents to Legal Aid Bureau [Please see our guide for the steps to do so](#)

You may upload 5 documents with file size of maximum 24 MB at one time. If there are multiple pages in a document, please consolidate all pages of the document in one file before uploading, and rename the file to reflect the nature of the document. Please do not upload each page separately. If you have a hardcopy document and do not have a scanner to scan and consolidate the pages, please download a scanner application on your mobile phone which will allow you to take pictures and consolidate all pages of a document into one file. Not sure how to do this? [See the guide here](#)

If you fail to do so, there will be a delay in reviewing your documents.

Appointment Documents	Date Uploaded
No records to display	

Request for Information	Date Uploaded
No records to display	

Payment Documents	Date Uploaded
 Letter M	03-04-2020
 Letter H2	13-03-2020



5. Kini anda akan dapat melihat dokumen tersebut. Sila simpan atau cetak untuk rekod anda.

Order of Court.pdf

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Case No.: FC/D [REDACTED] 2019
Sub Case No.: FC/SUX [REDACTED] 2023
Doc No.: FC/ORC [REDACTED] 2023
Filed: 15-February-2023 11:06 AM
Date of Order: 13-February-2023
Made By: [REDACTED]
District Judge

Between
[REDACTED]
And
[REDACTED]

...Plaintiff
...Defendant



ORDER OF COURT

Nature of Hearing in Chambers.
Duty Registrar Hearing

Parties Present at the Hearing
i. Not Applicable.

Orders Made:
1. BY CONSENT:-



Laporkan isu teknikal kepada kami

Sila laporkan isu teknikal anda kepada kami seperti berikut:

(1) Hubungi talian hotline kami di 1800 2255 529 untuk melaporkan isu-isu anda kepada ejen khidmat pelanggan kami yang mesra. Kami akan hubungi anda dalam masa 3 hingga 14 hari bekerja, didahulukan mengikut kepentingan isu-isu anda

OR

(2) Hantarkan borang petanyaan dalam talian di <https://go.gov.sg/contactminlaw>.

