

NEW MAINTENANCE ENFORCEMENT PROCESS

(A) APPLICATION

1. Application

- Applicant (“A”) files a maintenance enforcement application on the Family Justice Court’s (“FJC”) iFAMS (<https://ifams.judiciary.gov.sg/>).
- A may also apply online for financial assistance under the ComCare Short-to-Medium-Term Assistance Scheme.

2. Service & Directions to submit information and attend conciliation

- FJC serves on the Respondent (“R”) with summons, and directs parties to submit documents to the Maintenance Enforcement Officers (“MEOs”) via the Maintenance Enforcement Division’s (“MED”) internet portal (<https://go.gov.sg/placeholder>).
- FJC refers the application to MED.
- A to submit computation of arrears and bank statements (if not already provided in application), and R to submit documents on income and assets before deadline stated in the summons and directions.
- FJC directs parties to attend conciliation before an MEO.

(B) CONCILIATION, FACT-FINDING & REPORTING BY MEOs

3. First Conciliation Session

- MEO sends draft interim report to parties before the first conciliation, and conducts first conciliation session (in-person or online via Zoom), even if parties had not submitted all documents.
- MEO recommends solutions for parties’ consideration and facilitates agreement.

Full Settlement

Partial / No Settlement

Consent Order recorded.

- FJC records consent order during conciliation session.

4. Fact-Finding

- MEO uses fact-finding powers to find R’s financial documents directly from third parties (IRAS, CPF Board, HDB, SLA, LTA, ACRA, MSF, banks, CDP, Official Assignee)
- MEO to request Court Order for disclosure by IRAS and banks.
- MEO updates the interim report.

Other MEO Functions

- Refer suitable parties to financial assistance.

Full Settlement

Partial / No Settlement

5. Second Conciliation Session

- MEO conducts second conciliation session after obtaining information from third parties.

6. MEO Report

- MEO sends final MEO report to FJC after the recording of the Consent Order (if there is full settlement) / after second conciliation session (if there is no full settlement)

(C) HEARING IN FJC

- FJC will consider the MEO report and fix the hearing date.

7a. Hearing (Full Settlement)

- In addition to the Consent Order already recorded, FJC may make any of the following enforcement orders:
 - a. Show Payment Order and specify an imprisonment term in default
 - b. Warrant to Levy
 - c. Attachment of Debt Order
 - d. Banker’s Guarantee
 - e. Financial Counselling
 - f. Community Service Order
 - g. Attachment of Earnings Order

7b. Hearing (No Full Settlement)

- FJC must make an order:
 - a. Declaring the amount of arrears;
 - b. Ordering R to make payment in lump sum or instalments;
 - c. Requiring that R show payment. The Show Payment Order will specify an imprisonment term in default.
- In addition, FJC may make any of the following enforcement orders:
 - d. Warrant to Levy
 - e. Attachment of Debt Order
 - f. Banker’s Guarantee
 - g. Financial Counselling
 - h. Community Service Order
 - i. Attachment of Earnings Order
 - j. Imprisonment for failure to pay maintenance arrears

(D) POST-HEARING

Within 6 months

8. R breaches Show-Payment Order (Show Payment is typically for 6 months from the date of the hearing)

- If **R** does not show good cause for his breach, FJC may sentence **R** to imprisonment. FJC may additionally make one or more enforcement orders.
- If **R** does not attend before FJC to show proof of payment, FJC will issue a Warrant of Arrest.

Within 1 year

9. R fails to pay maintenance within 1 year of the Hearing and after period of the Show-Payment Order has ended.

- **A** files a maintenance enforcement application.
- Process immediately proceeds to (C) Hearing in FJC.
- Where appropriate, the court may rely on MEO's report submitted in previous proceedings to make the necessary enforcement orders, without having to call for further evidence.

After 1 year

10. R fails to pay maintenance after 1 year of the Hearing and after the period of any Show-Payment Order has ended,

- **A** files a maintenance enforcement application. Parties go through the full enforcement process.