

FILING CLAIMS IN CJTS

A guide to filing neighbour disputes

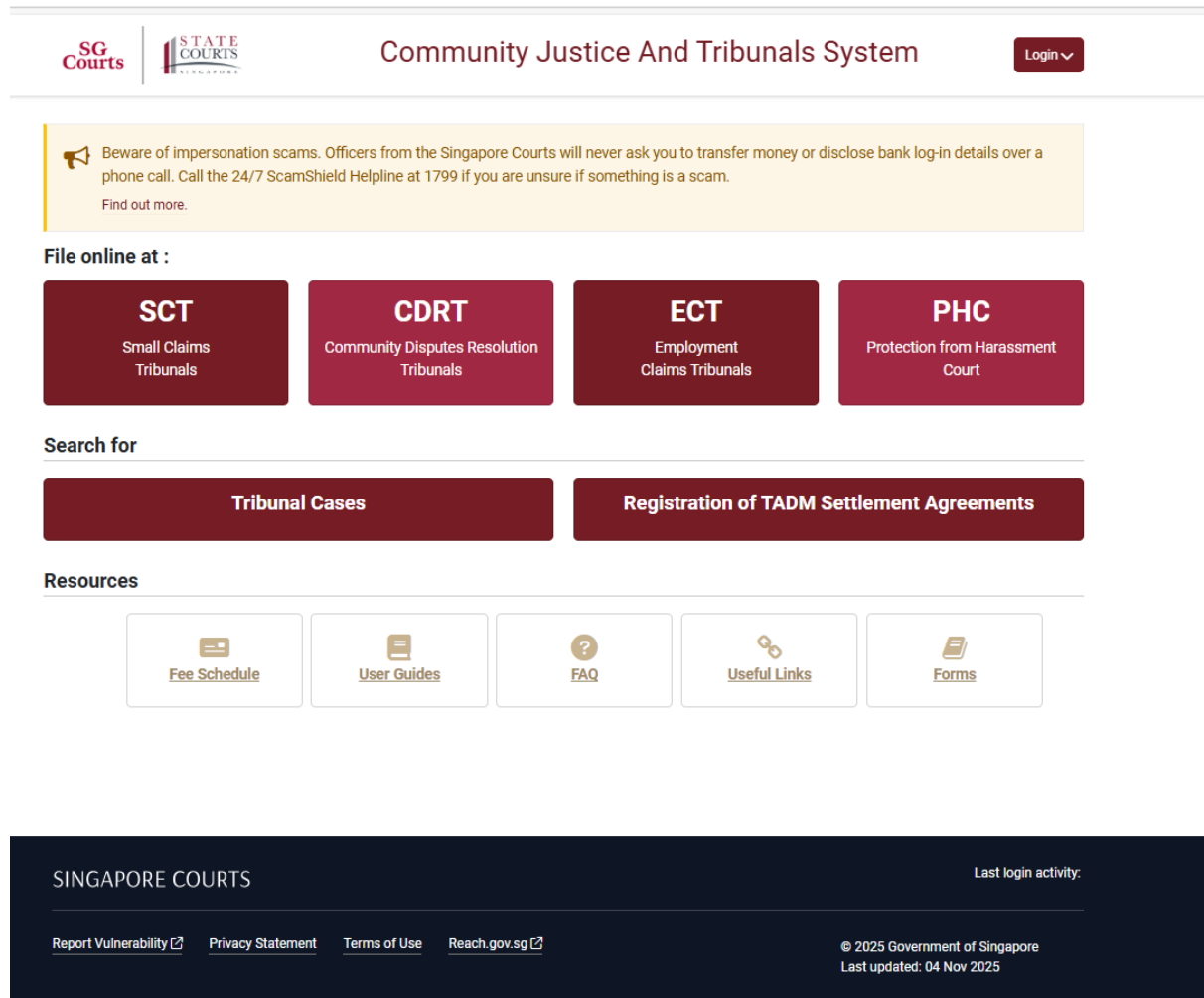
TABLE OF CONTENTS

1. Accessing the CJTS.....	2
2. Pre-filing assessment	3
3. User Login Options	7
4. Register for a CJTS Pass	9
5. Update CJTS Pass Registration Email.....	12
6. Login using CJTS Pass.....	13
7. Home Screen	15
8. Online Applications	16
9. Submitting a Claim	19
10. Pay Later	30
11. Case File	31
12. Filing Declaration of Service	32
13. Accessing the Case File by Respondent	35
14. Filing Reply.....	37
15. Application for Special Direction	42
16. Application for Compliance Bond.....	46
17. Application for Exclusion Order	50
18. Application for Representative	55
19. Request for Amendments	63
20. Request for Change of Court Date.....	67
21. Withdrawal Request Form	69
22. Submit Supporting Documents	71
23. Set Aside Application	73
24. General Application.....	75
25. Appeal Against Order of Registrar	77
26. Application for Leave/Permission to Appeal	79
27. Request for Documents	81
28. General Application for Redaction	82
29. Extraction of Order	86
30. Application to Backdate Claim Filing	88
31. Extension of Time	90
32. General Appointment.....	92
33. Correspondence	93

1. Accessing the CJTS

The CJTS can be accessed at <https://cjts.judiciary.gov.sg/>.

The landing page is shown below.



The Landing Page displays the following options:

1. Start filing at the different Tribunals
2. Search Tribunal cases
3. Login options
4. List of eServices that the CJTS offers
5. Useful information links to Tribunal fee schedules, user guides, etc.

2. Pre-filing assessment

Pre-filing assessment is the process to validate that the Claim is within the jurisdiction and Plaintiff/Claimant is ready for filing with all the pre-requisites.

The process is initiated when users click on the Button labelled "CDRT" below the "File Online at:"

The following Terms and Conditions will be displayed.

Home

Resources

By using this service, you agree to the [Terms of Use](#).

Note: Please DO NOT navigate the browser's BACK, FORWARD, or REFRESH buttons, as it will disrupt the operation of the submission.

Cancel Proceed

- Read the entire Terms and Conditions by scrolling down using the vertical scroll bar
- Click on the **Proceed** button
- Error messages will be displayed in **red** for mandatory fields that have not been entered

Click on **<Proceed>** button to go to the Pre-Filing Assessment page. There are 17 pre-filing questions to be completed.

Nature of Claim*

NEIGHBOUR DISPUTES

- ☐ Excessive Noise
- ☐ Excessive Smell
- ☐ Excessive Smoke
- ☐ Excessive Light
- ☐ Excessive Vibration
- ☐ Littering at or in the vicinity of Plaintiff/Claimant's residence
- ☐ Obstructing Plaintiff/Claimant's place of residence
- ☐ Interfering with Plaintiff/Claimant's movable property
- ☐ Conducting surveillance on Plaintiff/Claimant's place of residence
- ☐ Trespassing on Plaintiff/Claimant's place of residence
- ☐ Allowing animal to trespass on Plaintiff/Claimant's place of residence
- ☐ Others

Form Completion Status (0%)

Cancel Submit

Choose the appropriate interference pertaining to your dispute.

The following section is an example of a Claim for Excessive Noise, Excessive Smell, and Excessive Smoke

Nature of Claim ⓘ

NEIGHBOUR DISPUTES

☒ Excessive Noise
☐ Excessive Smell
☐ Excessive Smoke
☐ Excessive Light
☐ Excessive Vibration
☐ Littering at or in the vicinity of Plaintiff/Claimant's residence
☐ Obstructing Plaintiff/Claimant's place of residence
☐ Interfering with Plaintiff/Claimant's movable property
☐ Conducting surveillance on Plaintiff/Claimant's place of residence
☐ Trespassing on Plaintiff/Claimant's place of residence
☐ Allowing animal to trespass on Plaintiff/Claimant's place of residence
☐ Others

Date of Cause of Action (DD/MM/YYYY) ⓘ

dd/mm/yyyy

Form Completion Status (6%)

Cancel

Submit

- Click the appropriate Nature of Claim
- Click on the text box next to calendar icon  in Date of Cause of Action to **select the earliest date on which the dispute occurred**.
- Mouse over on ⓘ icon to see more details about that field.
- Data will be validated, and appropriate message will be displayed, if the Claim is time barred or not within the Jurisdiction of CDRT.

1. Are you an individual residing in a place of residence (e.g. a house, a flat or an apartment)? Section 4 of the Community Disputes Resolution Act 2015 requires both parties to be individuals residing in a place of residence.	NO
2. Is the respondent residing in a place of residence (e.g. a house, a flat or an apartment)? Section 4 of the Community Disputes Resolution Act 2015 requires both parties to be individuals residing in a place of residence.	NO
3. Is your place of residence located within the same building as the respondent's place of residence, or within 100 metres of the respondent's place of residence?	YES
4. Do you know the full address of the respondent's place of residence?	YES
5. Do you know the respondent's full name?	YES
6. Did the respondent cause the alleged unreasonable interference?	YES
7. Did the respondent commit the alleged unreasonable interference on or after 1 October 2015?	YES
8. Are the alleged instances of unreasonable interference recent and are they still continuing?	YES
9. Have you spoken to the respondent regarding the alleged unreasonable interference?	YES
10. Have you sought assistance from the relevant government agency regarding the alleged unreasonable interference? You are strongly encouraged to seek assistance from the relevant government agency before starting a Claim against the respondent.	NO
11. Has the relevant government agency taken action to address the alleged unreasonable interference?	YES
12. Are you aware that in the course of proceedings, the Tribunal may order you and the respondent to attend mediation or counselling?	YES
13. Have you and the respondent attended mediation at the Community Mediation Centre within the last six months?	YES
14. Did you and the respondent reach a settlement agreement during the mediation session at the Community Mediation Centre?	YES
15. Are you able to support your Claim that the respondent has committed the alleged unreasonable interference on or after 1 October 2015 with evidence such as photographs, video recordings, CCTV recordings, audio recordings and letters from the relevant government agency?	YES
16. Have you commenced civil proceedings on this same matter in any other court?	NO
17. Are you an undischarged bankrupt?	NO

Form Completion Status (100%)

Cancel

Submit

- After choosing Yes or No system will display only the answer chosen and the other option will not be visible. To change the answer, click on the answer again and the Yes and No buttons will appear for selection again.
- Messages displayed in **red** gives you information to consider before filing your Claim.

When all the questions are answered the Form Completion Status will show 100% and the **<Submit>** button will be enabled to click.



Cancel

Submit

Click on **<Submit>** button to go to the Acknowledgement page.

ACKNOWLEDGEMENT

You have completed the pre-filing assessment. This is your pre-filing assessment ID:

PF/48304/2021

- A pre-filing assessment ID is required for filing a Claim.
- Your pre-filing assessment information will be stored for 7 days. Please file your Claim within 7 days using the above mentioned pre-filing assessment ID.
- Please click [here](#) to save this acknowledgement page for your future reference.

Please consider the following information before proceeding:

- Section 4 of the Community Disputes Resolution Act 2015 requires both parties to be residing in a place of residence.
- You are strongly encouraged to seek assistance from the relevant government agency before starting a Claim against the respondent.

Your Answers to the Questionnaire

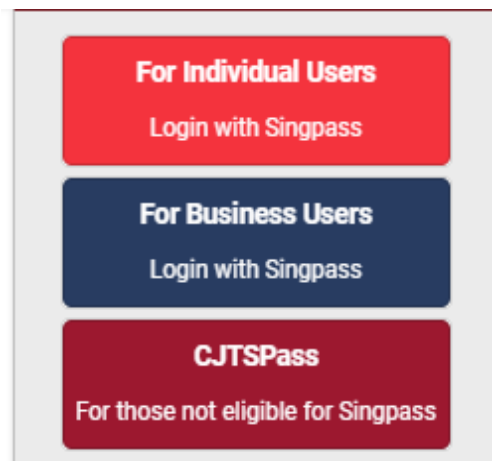
Are you residing in a place of residence (e.g. a house, a flat or an apartment)?	Yes
Is the respondent residing in a place of residence (e.g. a house, a flat or an apartment)?	No
Is your place of residence located within the same building as the respondent's place of residence, or within 100 metres of the respondent's place of residence?	Yes
Do you know the full address of the respondent's place of residence?	Yes
Do you know the respondent's full name?	Yes
Did the respondent cause the alleged unreasonable interference?	Yes
Did the respondent commit the alleged unreasonable interference on or after 1 October 2015?	Yes
Are the alleged instances of unreasonable interference recent and are they still continuing?	Yes
Have you spoken to the respondent regarding the alleged unreasonable interference?	Yes
Have you sought assistance from the relevant government agency regarding the alleged unreasonable interference?	No
Has the relevant government agency taken action to address the alleged unreasonable interference?	Yes
Are you aware that in the course of proceedings, the Tribunal may order you and the respondent to attend mediation or counselling?	Yes
Have you and the respondent attended mediation at the Community Mediation Centre within the last six months?	Yes
Did you and the respondent reach a settlement agreement during the mediation session at the Community Mediation Centre?	Yes
Are you able to support your Claim that the respondent has committed the alleged unreasonable interference on or after 1 October 2015 with evidence such as photographs, video recordings, CCTV recordings, audio recordings and letters from the relevant government agency?	Yes
Have you commenced civil proceedings on this same matter in any other court?	No
Are you an undischarged bankrupt?	No

NEXT STEPS

Proceed to eFiling

- The system will generate a pre-filing assessment ID.
- A pre-filing assessment ID is required for filing a Claim. The generated ID will be stored in the CJTS for 7 days. If a Claim is not filed using this ID within 7 days, you will need to perform a pre-filing assessment again.
- The messages shown in **red** should be considered before proceeding further.
- Click on **<Proceed to eFiling>** button to continue filing the Claim or save the acknowledgement page to file the Claim later, using the same pre-filing assessment number.

On clicking the <Proceed to eFiling> button, the system will display a pop-up window with login options to proceed with filing.

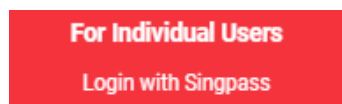


Refer to **section 3: User Login Options** for information on the various login methods.

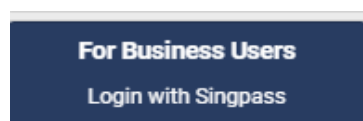
3. User Login Options

Users will need to login to the system to access all the CJTS eServices (except case search) using one of the following methods.

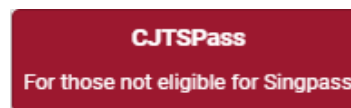
- If you are an Individual filing a Claim or responding to a Claim in your personal capacity, you need to use your Singpass to login. Click on the icon and follow the instructions.



- If you are a corporate entity, including sole proprietors, associations and societies, that is filing a Claim or responding to a Claim, you need to click on the icon and follow the instructions.



- c) If you are not eligible for a Singpass (for example, tourist), click on the icon and follow the instructions.



Details about registering for a CJTS pass is provided under section 4: **Register for a CJTS Pass.**

When you are logging in for the first time, the system will display the MY PROFILE page.

TERMS AND CONDITIONS
By using this service, you agree to the [Terms of Use](#).

MY PROFILE

General information and instructions:
1. This page contains your personal particulars.
2. You will need your identification number, personal particulars and a valid email address to complete the form.
3. The information provided will be automatically filled onto the online application, where applicable.
4. The Court may use this information to contact you.
5. This form will take you about 5 minutes to complete.
6. (*) denotes mandatory fields.
7. Please refer to the CJTS step-by-step Guide for more information on My Profile.

Note: Reduce your hassle by retrieving your particulars from MyInfo **Retrieve Myinfo with singpass**

Name* [Redacted]
ID* [Redacted]
Contact No 1* MOBILE [Redacted] + 65 [Redacted]
Contact No 2 [Redacted] + 65 Enter Phone Number
Email* [Redacted] @ [Redacted]
eg: john@abc.com
Sex* ☒ Male ☐ Female
Premises Type* LANDED PROPERTY
Block / House No.* 127A
eg: 999A
Street Name* [Redacted]
Floor-Unit 01 - 01
eg: 05-245
Building Name [Redacted]
Country* SINGAPORE
Postal Code* [Redacted]

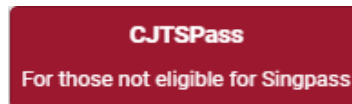
☐ I declare that all the information provided above is true and correct.

Submit **Cancel**

The system will retrieve the profile from MyInfo/EDH for the first-time login users. You will need to provide/update your particulars and click submit. Users are not allowed to amend the Name, ID, and Gender details retrieved from MyInfo. Other details can be updated as and when necessary.

4. Register for a CJTS Pass

To register for a CJTS Pass, Click on the icon:



The CJTS login page will be displayed

CJTS Pass Login

User ID *

Enter your User ID

Password *

Enter your Password

Login

No CJTS Pass User ID? [Register here](#)

 [Forgot Password?](#)

[Update CJTS Pass Registration Email?](#)

Click on **<Register here>**. The following page will be displayed.

CJTS Pass Registration

 **General Information and Instructions:**

1. This is the CJTS Pass registration form.
2. The CJTS Pass allows those who are non-eligible for Singpass and Corppass to file and manage a case in CJTS.
3. You will need your identification number and personal particulars to complete the form.
4. This form will take you about 10 minutes to complete.
5. After completing the form, you will be required to select your preferred appointment date to attend at the Registry for verification and issuance of the CJTS Pass.
6. Please bring along your original identification documents (eg: Passport) on your appointment date for verification.
7. If you are holding a FIN no. and are not eligible for Singpass, please use you FIN no. (and not your passport no.) to register for a CJTS Pass.
8. (*) denotes the mandatory fields.
9.  provides more details on the fields.
10. Please refer to the [Tribunal Guide](#) for more information on the CJTS Pass registration form.

You are registering as an ☐ Individual ☐ Entity

- If you want to file a Claim or response as an Individual select the "Individual" radio button.
- If you want to file a Claim or response as an Entity select the "Entity" radio button.

Step 1. Enter particulars

CJTS Pass Registration

i General Information and Instructions:

1. This is the CJTS Pass registration form.
2. The CJTS Pass allows those who are non-eligible for Singpass and Corppass to file and manage a case in CJTS.
3. You will need your identification number and personal particulars to complete the form.
4. This form will take you about 10 minutes to complete.
5. After completing the form, you will be required to select your preferred appointment date to attend at the Registry for verification and issuance of the CJTS Pass.
6. Please bring along your original identification documents (eg: Passport) on your appointment date for verification.
7. If you are holding a PIN no. and are not eligible for Singpass, please use your PIN no. (and not your passport no.) to register for a CJTS Pass.
8. (*) denotes the mandatory fields.
9. **i** provides more details on the fields.
10. Please refer to the Tribunal Guide for more information on the CJTS Pass registration form.

You are registering as an ☒ Individual ☐ Entity

Name *
Enter name as per PIN / Passport No.

ID *
Type Enter your PIN / Passport No.

Contact No 1 *
Select + 65 Enter Phone Number

Contact No 2 *
Select + 65 Enter Phone Number

Email *
Enter Email Name Enter Email Domain
eg: john@abc.com

Sex *
☐ Male ☐ Female

Premises Type *
Select Premises Type

Postal Code *
Enter Postal Code [Retrieve Address](#)

Block / House No. *
Enter Block / House No.
eg: 111A

Street Name *
Enter Street Name

Floor-Unit *
Enter Floor No. - Enter Unit No.
eg: 24-045

Building Name *
Enter Building Name

Country *
Select

Appointment Date & Time
Note: Applicant is required to appear at the State Courts, Level 3 on the selected appointment date and time.

Date * (dd/MM/yyyy)
Select Date

Time *
Select

CAPTCHA *
Captcha validates every log in by a human visitor and prevents automated spam submissions.
Enter the characters (without spaces) shown in the image
 82br5

☐ I/We do not have Singpass/Corppass and are not eligible to apply for one. I/We declare that all the information provided above is true and correct.

[Submit](#) [Cancel](#)

- Enter the details in the form. The fields marked (*) are mandatory fields.
- Use the drop-down arrow symbol for ID Type, Contact No, and Premises Type.
- For Individuals - allowed Type for ID are PASSPORT and OTHERS.
- Users are not allowed to amend later the Name, Id and Gender field details given during registration.
- For Entity - allowed Type for ID are UEN – company registration number and OTHERS.
- **Error messages will be displayed in red for mandatory fields that have not been entered.**

Step 2. Select court attendance date and time

Appointment Date & Time

Note: Applicant is required to appear at the State Courts, Level 3 on the selected appointment date and time.

Date * (dd/MM/yyyy)
Select Date

Time *
Select

- Use the drop-down arrow symbol to Select a Court Date and Time to obtain the pass from the Registry Officer.

For Entity, additional information on the entity's Representative must be provided.

Appointment Date & Time

Representative Name *

Enter name

Representative ID Type & ID *

Select

Enter Passport No.

Date * (dd/MM/yyyy)

Select Date

Time *

Select

CAPTCHA

Captcha validates every log in by a human visitor and prevents automated spam submissions.

4bphd

Enter the characters (without spaces) shown in the image

☐ I/We do not have SingPass/CorpPass and are not eligible to apply for one. I/We declare that all the information provided above is true and correct.

Submit

Cancel

- Enter the captcha characters.
- Tick the declaration box to declare the information provided.
- Click on **<Submit>** button.
- **Error messages will be displayed in red for mandatory fields that have not been entered.**

If successful, an Acknowledgment page indicating the successful submission for CJTS Pass registration will be displayed. The acknowledgment can be saved by clicking on the link **<here>**.

Acknowledgement

CJTS Pass registration request has been submitted successfully on 06/11/2025 04:44 PM.

Your registration request no. is [CJTD/REG/80028/2025](#).

You are required to appear at the State Courts, Level 3 on 14 Nov 2025 10:00 AM

Please bring along your original ID and documents for verification.

Click [here](#) to save this acknowledgement.

[Go to Home](#)

[Rate this e-Service](#)

- You need to appear before the Tribunals Registry on the date and time mentioned for user verification.
- Upon verification and approval, you will receive the notification via e-mail. You need to activate the user credentials through the link provided in the email and create a password.

5. Update CJTS Pass Registration Email

If the email address provided in the registration form is incorrect, you may click on **<Update CJTS Pass Registration Email>** link provided to submit the application to update your email.

CJTS Pass Login

User ID * Enter your User ID	Password * Enter your Password	Login
No CJTS Pass User ID? Register here	Forgot Password?	
Update CJTS Pass Registration Email?		

Following screen will be displayed.

Application For Update Registration Email

CJTSPass Application Number * Enter CJTSPass Application Number	ID (FIN / Passport No.) * Enter FIN/Passport No.
Existing Email * Local Port @ Domain	New Email * Local Port @ Domain
CAPTCHA Captcha validates every log in by a human visitor and prevents automated spam submissions. ky3y8  Enter the characters (without spaces) shown in the image	

☐ I/We declare that all the information provided above is true and correct.

Submit **Cancel**

- Enter the particulars
- Enter the captcha characters
- Tick the declaration box to declare the information provided
- Click on **<Submit>** button
- **Error messages will be displayed in red for mandatory fields that have not been entered**

If successful, an Acknowledgment page indicating the successful submission will be displayed. The acknowledgment can be saved by clicking on the link **<here>**.

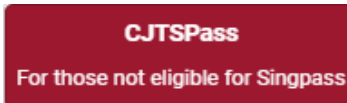
Acknowledgement

Your Application to Update Registration Email has been submitted successfully on 10/11/2025 11:32 AM.
Your application no. is **CJTD/RGAMD/1007/2025**.
Click [here](#) to save this acknowledgement.

Go to Home

6. Login using CJTS Pass

From the login options on the Home page or login options pop-up displayed by the system during a process, click on the icon



CJTS login page will be displayed.

CJTS Pass Login

User ID *

Enter your User ID

Password *

Enter your Password

Login

No CJTS Pass User ID? [Register here](#)

[Forgot Password?](#)

[Update CJTS Pass Registration Email?](#)

- Enter the User ID and the Password.
- Click on **<Login>** button.

CJTS One Time Password

Note: An OTP has been sent to registered email address and Mobile No. via SMS. Please check your Email/SMS for the OTP.

One-time Password *

Enter OTP

Submit

Cancel

* If you do not receive the OTP within 2 minutes, please click [here](#) to resend a new OTP.

- If the credentials entered are correct, the system will generate a One-time Password (OTP) and send to the registered email address and mobile number. Retrieve the OTP from your email or SMS.
- Enter the OTP. OTP will expire in two minutes time. If expired, click on the link provided to resend a new OTP.
- Click on **<Submit>** button and the User Home page will be displayed.

When you are logging in for the first time, the system will display the MY PROFILE page. You will need to provide/update your particulars and click submit. Users are not allowed to amend the Name, ID, and Gender details entered during registration

of the CJTS pass on this page. Other details can be updated as and when necessary.

MY PROFILE

General Information and Instructions:

1. This page contains your personal particulars.
2. You will need your identification number, personal particulars and a valid email address to complete the form.
3. The information provided will be automatically filled onto the online application, where applicable.
4. The Court may use this information to contact you.
5. This form will take you about 5 minutes to complete.
6. (*) denotes mandatory fields.
7. Please refer to the [CJTS step-by-step Guide](#) for more information on My Profile.

Name*	ID*
	PASSPORT
Contact No 1*	Contact No 2
MOBILE	
Email*	Sex*
	☒ Male ☐ Female
Premises Type*	
APARTMENT/FLAT/CONDO	
Block / House No.*	Street Name*
123	
Floor-Unit*	Building Name
10	Enter Building Name
Country*	Postal Code*
SINGAPORE	

☐ I declare that all the information provided above is true and correct.

Submit

Cancel

7. Home Screen

After successful Login using any one of the three login methods described above the system will display your Home Page.

Community Justice And Tribunals System

TESTCNRCTSP....

[Beta version for the SCT only] You can now choose to translate your document in the case folder to Chinese, Bahasa Melayu, or Tamil. [Enter one-time reference number](#)

NOTIFICATIONS 27

DATE & TIME	SUBJECT
14/07/2025 11:14 AM	Set aside application filed
04/06/2025 09:37 AM	Vary,Suspend or Cancel the Order for Claim No. - CDT/107/2025
06/04/2025 09:00 AM	Court date reminder - CDT/108/2025
05/04/2025 09:00 AM	Court date reminder - CDT/107/2025

[MORE >>](#)

DRAFT(S) 1

S/N	DRAFT NO	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	DFT/601616/2025	General Application	05/11/2025	12/11/2025	Draft

ACTIVE CASE(S) 7

S/N	CASE NO	PARTIES	NEXT COURT DATE	STATUS	REMARKS / ACTION
1	CDT/108/2025	TEST12 V RES5065AA-AA	-	Order Given	
2	CDT/107/2025	DANEEL JANNAE SHIH V RES5046E-A	-	Order Given	
3	CDT/106/2025	TEST12 V RES5065AA-A	-	Order Given	
4	PHC/10007/2025	TEST12 V RES5065AA	-	Hearing	

[MORE >>](#)

APPLICATION(S) 3

S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	STATUS
1	PHC/RSPS/40008/2025	PHC/10007/2025	Response Form	26/02/2025	Submitted
2	PHC/RSPS/40005/2025	PHC/10007/2025	Leave/Permission to Appeal Response	26/02/2025	Submitted
3	CDT/APPL/1012/2025	CDT/102/2025	Amend Claim Form	20/01/2025	Amended

Page Contents	- Notifications table - Next Court Date - Draft(s) table - Active Case(s) table - Application(s) table
Button to enter One-time Reference Number	Provides provision to link to a case using one-time reference number for respondents or other Plaintiff/Claimants and representatives.
Notifications	Displays the latest four notifications received.

Next Court Date	Next Court Date is highlighted in the Home page. Click on ">" to view if there are any subsequent court dates.
Drafts	Displays valid Claims/Applications that have been created in system and saved as draft. Drafts will expire after 7 days
Active Case(s)	Displays active cases for the user with case no, parties involved, status and next court date.
Application(s)	Displays applications submitted for the active cases along with status.

8. Online Applications

The Online Applications page displays the list of all the applications (eServices) available.

By default, the system will display the applications in grid view. Click on the bar icon on the top right to change the view to **<List View>**. Click on the relevant form to start entering details for submission.

Any matter or request that cannot be found in the listed applications can be filed using the **<General Application Form>**.

Home

Notifications

eNegotiation

My Filings

Settlement Agreements

Payment Details

Online Community Disputes Resolution Tribunals

CDRT

SCT

PHC

SCT

My Profile

Resources

Logout

Online Applications - Community Disputes Resolution Tribunals

CLAIM FORM

DECLARATION OF SERVICE FORM

REPLY FORM

APPLICATION FOR SPECIAL DIRECTION

APPLICATION FOR COMPLIANCE BOND

APPLICATION FOR EXCLUSION ORDER

APPLICATION FOR REPRESENTATIVE

REQUEST FOR AMENDMENTS

REQUEST FOR CHANGE OF COURT DATE

GENERAL APPLICATION FOR REDACTION

GENERAL APPLICATION FORM

GENERAL APPOINTMENT

WITHDRAWAL REQUEST FORM

SET ASIDE APPLICATION

EXTRACTION OF ORDER

SUBMIT SUPPORTING DOCUMENTS

APPEAL AGAINST ORDER OF REGISTRAR FORM

APPLICATION FOR LEAVE/PERMISSION TO APPEAL

REQUEST FOR DOCUMENTS

APPLICATION TO BACKDATE CLAIM FILING

EXTENSION OF TIME

Other forms may be found [here.](#)

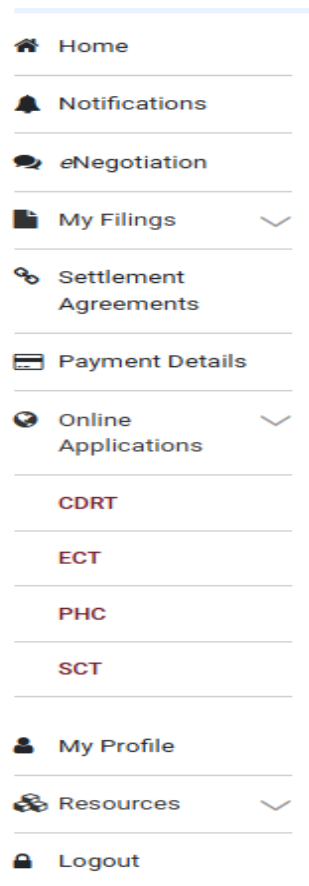


S/N	Application / Form Name	Description
1	CLAIM FORM	Any proceedings in the CDRT must start with a Claim, Plaintiff/Claimant to input claim details, order(s) applied for, evidence and supporting documents.
2	DECLARATION OF SERVICE FORM	Plaintiff/Claimant to state when and how the Claim and supporting documents were given to the Respondent.
3	REPLY FORM	Respondent may file a reply to the claim details and input evidence and supporting documents.
4	APPLICATION FOR SPECIAL DIRECTION	A Special Direction is used to enforce a Court Order that has been breached.
5	APPLICATION FOR COMPLIANCE BOND	This is an application to order a person to enter into a Compliance Bond to ensure compliance with a Special Direction
6	APPLICATION FOR EXCLUSION ORDER	In event of a breach of a Special Direction, an application may be made for an Order to exclude the contravening party from his/her residence.
7	APPLICATION FOR REPRESENTATIVE	A party may apply for another person or an advocate and solicitor to represent them in CDRT proceedings.
8	REQUEST FOR AMENDMENTS	A party may apply for amendments to be made on your claim by submitting an application for the Tribunal's approval.
9	GENERAL APPLICATION FOR CHANGE OF COURT DATE	A party may apply to change a court date with the consent of the other party, subject to the approval of the Registrar.
10	GENERAL APPLICATION FOR REDACTION	A party may apply for leave to redact information from the documents that are filed in court and/or served to the opposing party.
11	GENERAL APPLICATION FORM	Any other applications to be made to the Registrar or the Tribunal.
12	GENERAL APPOINTMENT	A party may obtain an appointment with the Registry for any general enquiries.
13	WITHDRAWAL REQUEST FORM	Plaintiff/Claimant may apply to withdraw the claim or application with the written consent of the other party.
14	SET ASIDE APPLICATION	A party may apply to the Tribunal to set aside an Order made in their absence.
15	EXTRACTION OF ORDER	To extract a judgment, order or direction of the Registrar or a Tribunal.
16	SUBMIT SUPPORTING DOCUMENTS	A party may file further supporting documents here, after having obtained the requisite leave of the Tribunal to do so.
17	APPEAL AGAINST ORDER OF REGISTRAR FORM	An appeal against the judgment, order or direction of the Registrar to a Tribunal Judge.
18	APPLICATION FOR LEAVE/PERMISSION TO APPEAL	A party may file an Application for Leave/Permission To Appeal against the order of the Tribunal Judge.
19	REQUEST FOR DOCUMENTS	A party may apply to change a court date with the consent of the other party, subject to the Tribunal's approval.
20	APPLICATION TO BACKDATE CLAIM FILING	A party may apply an Application to Backdate the Claim filing, subject to the the Tribunal's approval.
21	EXTENSION OF TIME	A party may apply an Extension of time to extend the application filing date, subject to the the Tribunal's approval.

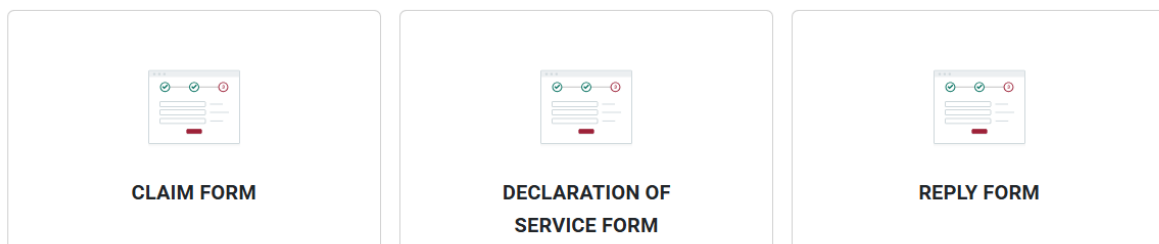
Other forms may be found [here.](#)

9. Submitting a Claim

From the left panel of the Home page click on **<Online Applications>**, then select **<CDRT>**



Online Applications - Community Disputes Resolution Tribunals



From the list of applications, click on **<CLAIM FORM>**

Claim Form will be displayed.

Claim Form - Community Disputes Resolution Tribunals



General Information and Instructions:

1. The Claim form should contain all necessary particulars and supporting evidence of your Claim.
2. You will need the full name, address and identification number of the Respondent to file a Claim against the Respondent.
3. Only documents in PDF format are allowed to be uploaded.
4. (*) denotes mandatory fields to be completed.
5. You can click on for more information on the field.
6. You may save the form as a draft in your account. The draft will be deleted from your account after 7 days.
7. A Claim is considered as filed when payment is made and a Claim number is issued.
8. Please refer to the [CJTS step-by-step Guide](#) for more information to proceed with filing your Claim.
9. This form will take you about 15 minutes to complete.

Please select the Plaintiff/Claimant

Select

Pre-Filing Reference ID

Enter Pre-Filing Reference ID

Retrieve

Note: Please enter your pre-filing reference ID and then click on "Retrieve" button to retrieve the information from your pre-filing assessment. If you have not done the pre-filing assessment or have forgotten your pre-filing assessment ID, please click [here](#) to proceed to the pre-filing assessment screen.

- Enter your Pre-filing Reference ID and click **<Retrieve>** button.
If you do not have a Pre-filing Reference ID, click on the button "here" to do a Pre-filing Assessment.

The Claim form has 6 sections.

- A. Particulars of Plaintiff/Claimant
- B. Particulars of Respondent
- C. Particulars of Claim
- D. Sequence of incidents in chronological order
- E. Remedies Sought
- F. Other Supporting Documents

Step 1. Enter particulars of Plaintiff/Claimant

A. Particulars of Plaintiff/Claimant

Name *

TEST12

ID *

NRIC

S6005046E

Contact No 1 **

MOBILE

+

65

92700352

Contact No 2

+

65

Enter Phone Number

Email *

CJTSTESTING

@

GMAIL.COM

eg: john@abc.com

Your Registered Address

Premises Type *

LANDED PROPERTY

Postal Code *

670127

Retrieve Address

Block / House No. *

127A

eg: 111A

Street Name

FAJAR ROAD

Floor-Unit

01

-

01

eg: 06-245

Building Name

SPRING FIELDS

Country *

SINGAPORE

I/We agree to the court hearings being conducted by videoconference.

☐ Yes

☐ No

- Plaintiff/Claimant details will be retrieved from the user's My Profile.
- Phone Number entered in Contact No. 1 may be used for communication by the Tribunals.
- Email ID used for sending notifications; therefore, a valid email address must be provided.
- Only one plaintiff/claimant is allowed for a CDRT Claim.
- The Videoconference option allows the Plaintiff/Claimant to indicate his/her agreement to attend the court proceedings via videoconference.

Step 2. Enter particulars of Respondent

B. Particulars of Respondent

Name *

Enter name as per NRIC/FIN/UEN/Passport No.

ID

Type

Enter your FIN / Passport No.

Contact No 1

Select+65

Enter Phone Number

Contact No 2

Select+65

Enter Phone Number

Email

Enter Email Name@Enter Email Domain

eg: john@abc.com

Respondent (Registered) Address ⓘ

Premises Type *

Select

Postal Code *

Enter Postal Code

Retrieve Address

Block / House No. *

Enter Block / House No.

eg: 111A

Street Name *

Enter Street Name

Floor-Unit

Enter Floor No.-Enter Unit No.

eg: 06-245

Building Name

Enter Building Name

Country *

SINGAPORE

- All fields marked (*) is mandatory and must be entered.
- Only one respondent is allowed for CDRT Claims.

Step 3. Particulars of the Claim

C. Particulars of Claim

NATURE OF CLAIM:

Neighbour Disputes

TYPE OF CLAIM:

Excessive Noise

- Nature of Claim and Type of Claim is retrieved from the Pre-filing assessment.

Step 4. Enter Incident Details

D. Sequence of Incidents in Chronological Order

Add Incident

Step 5. Enter Remedies Sought

E. Remedies Sought *

☒ Damages

SGD Amount

☒ Injunction ⓘ

Add More

Enter Injunction

remaining 300 / 300

☒ Specific Performance ⓘ Add More

Enter Specific Performance

remaining 300 / 300

☒ Apology

Enter Apology

☐ Costs ⓘ

☐ Disbursements ⓘ

- You can choose more than one type of "Remedies Sought" by checking the option.
- If 'Damages' is chosen, enter the monetary value Claiming for.
- If Injunction/Specific Performance/Apology is chosen, enter the description of the remedy sought.
- Click on "Add More" to add more remedies sought for the same type.
- Cost or Disbursements will be awarded at the discretion of the Tribunals and evidence will have to be submitted to support the request.

Step 6. Upload Supporting Documents

F. Other Supporting Documents Add another Document

Choose File No file chosen Document description Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

- Select the document to upload using the **<Browse>** button. Documents must be in PDF Format and **5MB** (maximum size) per document.
- Click on the  to upload and Click on the  to delete the document.

Once all the sections of the form are completed user may 'Submit' or 'Save As Draft'

[Submit](#)
[Save As Draft](#)
[Cancel](#)

- Click on **<Save As Draft>** button to save the form as a draft and use it for later submission. A draft number will be issued by the system and the draft will be available for 7 days.
- Draft number will be displayed under the draft section of the home page. It is recommended to note down the draft number to continue the filing later.

DRAFT(S) 3					
S/N	DRAFT NO	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	DFT/600022/2021	Claim Form	06/01/2021	13/01/2021	Draft

- Saving the Claim form as a draft does not mean the Claim has been received by the Tribunals. The Claim is considered submitted and a Claim number will be issued upon payment of fees.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- If there are errors, the fields will be highlighted with red border with an explanation of the error below the field.

Step 7. Claim form confirmation page

A. Particulars of Plaintiff/Claimant

Name*	ID*
Contact No 1*	Contact No 2
MOBILE +65	
Email*	
CJTSTESTING1@GMAIL.COM	
Your Registered Address	
Premises Type*	Postal Code*
Block / House No.*	Street Name*
Floor-Unit	Building Name
Country*	
SINGAPORE	

B. Particulars of Respondent

Name*	ID
Contact No 1	Contact No 2
MOBILE	OFFICE
Email	
Respondent Address	
Premises Type*	
APARTMENT	
Block/House*	Street Name*
Floor-Unit*	Building Name
Country*	Postal Code*
SINGAPORE	

- Review the information provided in the form.
- Tick the declaration box.
- Click on **<Amend>** button to go back to Claim form to make changes to information entered.
- Click on **<Confirm To Proceed>** button to go to Payment page.

C. Particulars of Claim

NATURE OF CLAIM:

Neighbour Disputes

TYPE OF CLAIM:

Excessive Noise

D. Sequence of Incidents in Chronological Order

1 1/10/2025 10:00PM

TEST

Evidence :

1. Incident doc 1

E. Remedies Sought *

☐ Damages
 ☐ Injunction
 ☒ Specific Performance

Add More

test

remaining 296 / 300

☐ Apology
 ☐ Costs
 ☐ Disbursements

F. Other Supporting Documents

Choose File

No file chosen

Document description

Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Submit

Save As Draft

Cancel

☐ I declare that the information I have provided is true and correct, and I am aware that I am liable to prosecution if I have provided any information which I know or have reason to believe is false.

Amend

Confirm To Proceed

Step 8. Payment Page

Payment

Registration Fee:	S\$ 150.00
Total Amount Payable:	S\$ 150.00

Notice: In order to pay using PayNow, please choose the "PayNow / Pay Later" option and use the PayNow QR Code generated to make payment. Payment at State Courts, the modes of payment at the kiosks are NETS, credit card or cash. Your application will be processed only after payment has been received.

Note: Please ensure your browser pop-up blocker has been disabled before you proceed with Internet Banking (eNETS) payment. You may refer to the eNets FAQ (<https://www.nets.com.sg/faqs/faq-enets-personal/>) for instructions to disable popup blockers on different browsers.

Internet Banking (eNETS) / Credit Card

PAYNOW / Pay Later

- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by eNets or Credit Card.
- Click on **<PayNow / Pay Later>** button if you want to make payment at the State Courts. Refer to the Paynow / Pay Later section in the document.

< Internet Banking (eNets) / Credit Card > will take you to the third-party payment processing screens and once the payment is successful the following page will be displayed.

PAYMENT STATUS

Your payment transaction is successful.

Save Payment Receipt

Continue

- Click on **<Save Payment Receipt>** button to save the receipt in a PDF format.
- Click on **<Continue>** button to proceed further to Select Court Date / Time for the Pre-Trial Conference / Case Confrsce slot.

Step 9. Select Court Date/Time

Select Court Date/Time

Please note that Court proceedings are conducted in English. Do you understand and speak English?

☒ Yes

☐ No

Pre-Trial Conference/Case Conference Court date & time (only available date/time (s) are shown):

Thu 4 Dec 2025 09:30 AM 02:30 PM	Fri 5 Dec 2025	Mon 8 Dec 2025	Tue 9 Dec 2025	Wed 10 Dec 2025
--	----------------------	----------------------	----------------------	-----------------------

Next

Cancel

- Court proceedings are conducted in English. If you do not understand and speak English, click on the radio button **<No>** for the system to display a box to choose the language you understand and speak.

Select the language you speak*

Select ▼

CANTONESE
HOKKIEN
MALAY
MANDARIN
TAMIL
TEOCHEW
OTHERS

- The CDRT will try to arrange for an Interpreter of the language chosen on the date of Pre-Trial Conference / Case Conference / Hearing. Please note your proceedings will commence only upon the availability / attendance of the Interpreter.
- If "Others" is chosen, the party must arrange for a certified interpreter and the interpreter will be allowed subject to approval by the Tribunals.
- Click on the dates shown and use the double arrow icon on either side to see more dates.
- Once a date and time is selected system will highlight the selected date in green and show the selected date and time below.
- Click on **<Next>** button to continue

Step 10. Acknowledgment page

Acknowledgement

Your Claim is filed.

Your Case No. is **CDT/154/2025**.

You are required to appear at the Community Disputes Resolution Tribunals on 04/12/2025 at 09:30 AM for Case Conference.

Next Steps:

1. Save a copy of your Notice and the Respondent's Notice.
2. Serve the Respondent's copy together with your supporting evidence on the Respondent. Thereafter, please file the Declaration of Service before or at the time of the Case Conference. If you are unable to serve the copy of the Claim and supporting documents(if any) on the Respondent, the Community Disputes Resolution Tribunals may not be able to proceed further with the Claim.
3. Bring the copy of Notice to obtain a queue number at the Community Justice and Tribunals Division Kiosk on the date and time of your Case Conference.

Save Payment Receipt

Save Plaintiff/Claimant Copy

Save Respondent Copy

Go to Home

Rate this e-Service

- Acknowledgement page displays the case number assigned and Case Conference date and time.
- Click on **<Save Payment Receipt>** button to save payment receipt in PDF format.
- Click on **<Save Plaintiff/Claimant Copy>** button to save in PDF format the Plaintiff/Claimant's notice for Pre-Trial Conference/Case Conference with bar code to scan at Tribunal kiosk during court attendance.
- Click on **<Save Respondent Copy>** button to save in PDF format the notice of Pre-Trial Conference/Case Conference and Claim details to be served to the Respondent. This will contain the bar code to scan at CQMS during court attendance and the One-time Reference number to access the case details in CJTS by the respondent.
- Click on **<Done>** button to go back to the Home page.

10. Pay Later

From the Payment page at step 8 of Submitting a Claim

when you click on **<PayNow / Pay Later>** button the following screen will be displayed.

Payment

Registration Fee:	S\$ 150.00
Total Amount Payable:	S\$ 150.00

Notice: In order to pay using PayNow, please choose the "PayNow / Pay Later" option and use the PayNow QR Code generated to make payment. Payment at State Courts, the modes of payment at the kiosks are NETS, credit card or cash. Your application will be processed only after payment has been received.

Note: Please ensure your browser pop-up blocker has been disabled before you proceed with Internet Banking (eNETS) payment. You may refer to the eNets FAQ (<https://www.nets.com.sg/faqs/faq-enets-personal/>) for instructions to disable popup blockers on different browsers.

Internet Banking (eNETS) / Credit Card

PAYNOW / Pay Later

Next StepsAs you have clicked "Pay Later", your submission will be put on hold and will be processed only after the filing fee is paid.
You now have 2 options for payment.

Online

You may return to this website anytime within the next 7 days. Your draft application will still be listed on your Home page as "Payment Pending". If you click on the draft application, you will be brought to the payment page to make payment online by eNets or Credit Card.

Onsite at the State Courts

Please click "Generate Payment Advice" below to obtain a payment advice chit.

You may then present the payment advice chit to make payment by cash, nets or credit card at the State Courts' Automated Collection System (ACS) located at various locations (Level 2 and Level 4). If you wish to make payment by cheque, bank draft or cashier's order, payment must be made payable to "Registrar State Courts" and must be in Singapore currency (S\$).

Please note that the system will retain your unpaid draft application only for 7 days. If you do not make payment by 12/11/2025, the draft will be deleted and you will need to re-file your application.

Please ensure that your filing is not time barred (ie, within two years from the date the cause of action accrued) at the point of payment.

After payment, log in to CJTS to select your preferred hearing date and time. If you do not do so, the Tribunal will allocate the next available date and time to you.

You may refer to the [Tribunal Guide](#) for more information on off-line payment.

Generate Payment Advice

Home

Click on **<Generate Payment Advice>** button to get a payment advice to pay later by Credit Card or to make payment by cash at the Finance Counter.

System will store the Claim as a draft and will be displayed in the drafts section of the CJTS Home page.

DRAFT(S)						2
S/N	DRAFT NO	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS	
1	DFT/601619/2025	Claim Form	05/11/2025	12/11/2025	Payment Pending	

To pay online, click on the hyper link **Payment Pending** and system will take you to step 8 of Submitting a Claim to continue to process payment by Credit Card.

If the user makes the payment at Finance Counter by cash, system will create the case and display the link "Select Court Date" in Home page, under "Active Case(s)" section.

11. Case File

On the Home page under the Active Case(s) section, click on **CASE NO** to view the case details. This page has five tabs to navigate.

Case Details - CDT/160/2025

Filing Date: 10/11/2025

Case Summary	Case History	Documents	Payment Details	Correspondence
Status eNegotiation Nature of Claim / Claiming for Neighbour Disputes Damages				
Next Court Date & Time / Purpose 09/12/2025 at 02:30 PM Pre-Trial Conference/Case Conference				
Plaintiff/Claimant [Redacted] Sex: Male Block: [Redacted] Singapore, [Redacted] TEL: +65 [Redacted] Email: [Redacted] Language: ENGLISH Respondent [Redacted] Block: [Redacted] Singapore, [Redacted] TEL: +6 [Redacted] Email: [Redacted]				

Case Summary	1. Status (current status of the case) 2. Nature of Claim / Claiming For (Remedies Sought) 3. Next Court Date & Time / Purpose (purpose of the next court date) 4. Venue (venue of the next court date) 5. Plaintiff/Claimant 6. Respondent
Case History	Displays all the actions/updates performed on the case.
Documents	Displays all the documents relating to the case uploaded by the parties /generated by the system including Order of Tribunals once case has been concluded & applied for.
Correspondence	Displays all the correspondence sent from court user and reply from Plaintiff/Claimant / Respondent
Payment Details	Displays all the receipts of all payments made by the user for this case (lodgement fee, hearing fee etc.)
Correspondence	Displays all the party correspondence initiated by the registry where user can view the details given by registry and reply to it by clicking the "View/Reply" button.

12. Filing Declaration of Service

The Claimant/Applicant is required to file a Declaration of Service ("DOS") after serving the Claim or Leave/Permission to Appeal or Summons to Witness and notice on the other party. The Claimant /Applicant will see the link **<Declaration of Service>** for the new case under Active Case(s) section in the Home page. The link will not be displayed if the Declaration of Service has been filed.

Alternatively, user can also access the form listed in **<Online Applications>**.

On clicking the link **<Declaration of Service>** you will be prompted to enter your Claim No./Application number.

If the filing party is filing DOS for a claim, to enter the claim number in the 'Claim No./Application No.' field.

If the filing party is filing DOS for Leave/Permission to Appeal, to enter the application number in the Claim No./Application No.' field.

If the filing party is filing DOS for Summons to Witness, to enter the application number in the Claim No./Application No.' field.

Declaration of Service - Community Disputes Resolution Tribunals

**General Information and Instructions:**

1. The Declaration of Service form contains the Declaration of Service details.
2. This form will take you about 15 minutes to complete.
3. (*) denotes mandatory fields.
4. You can click on  for more information on the field.
5. Only documents in PDF are allowed for uploading.
6. Please refer to the [CJTS step-by-step Guide](#) for more information.

Case Details

Retrieve

- Click on **<Retrieve>** button. Plaintiff/Claimant & Respondent details of the Claim will be displayed together with options for "Method of Service" to be declared.

A. Particulars of Plaintiff/Claimant

Name

TEST12

ID

NRIC ██████████

Contact No 1

MOBILE + 65 ██████████

Contact No 2

Email *

██████████

Your Registered Address

Premises Type

LANDED PROPERTY

Block/House

██████████

Street Name

██████████

B. Particulars of Respondent

Name

RES5065AA

ID

NRIC ██████████

Contact No 1

MOBILE+65 ██████████

Contact No 2

Email

██████████

Respondent (Registered) Address

Premises Type

APARTMENT

Block/House

██████████

Street Name

██████████

Floor-Unit

██████████

Building Name

Country

SINGAPORE

Postal Code

██████████

C. Method(s) of Service *

☒ Delivering the document personally to the respondent/person to be bonded/other party to be served.

05/11/2025

10:00

PM

☐ Registered post to the last known residential address/registered address/address of principal place of business in ACRA of the respondent/person to be bonded/other party to be served.

☐ Any other manner as directed by the tribunal or Registrar.

D. Supporting Documents

Add another Document

Choose File

No file chosen

Document description

Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Submit

Save As Draft

Cancel

33

- Tick on the options on how the documents were served to the Respondent. System will prompt for the related details. Enter the related details.
- Select the supporting document(s) to be uploaded using the **<Choose File>** button.
- Enter the document description.
- Click on the  to upload.
- Click on the  to delete the document
- Click on **<Add>** to add more documents.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button to File.

13. Accessing the Case File by Respondent

As a Respondent, you should have received the notice served by the Plaintiff/Claimant. The notice will contain the Claim No. and a paragraph giving the One-time reference number. Sample text in the notice as below:

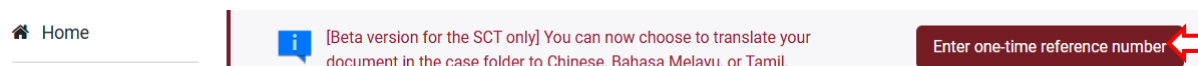
“Please logon to CJTS system (at <https://cjts.judiciary.gov.sg/>) and enter One-time reference number 26236 to access the case details. If you have misplaced this number, please contact the CJTD Registry.”

Note that the Claim No. and One-time reference numbers are required to access the case filed against you.

Login to the website using one of the login methods: Singpass / Corppass / CJTS Pass.

Upon successful login, my profile page will be displayed if you log in for the first time. Otherwise, the Home page will be displayed.

The home page has the option to enter the one-time reference number.



- Click on < **Enter one-time reference number** > located at the top of the screen to go to the Case Access page.

Access Case with One-time Reference Number

Case Access

Note: Please enter your Case No. and One-time Reference Number provided on the Notice of Consultation / Case Conference / Case Management Conference served by the Plaintiff / Claimant. If you do not know or have misplaced your One-time Reference Number, please contact the Registry.

Case No. *

One-time Reference No. *

Please note that Court proceedings are conducted in English. Do you understand and speak English? *

☐ Yes

☐ No

I/We agree to the court hearings being conducted by videoconference.

☐ Yes

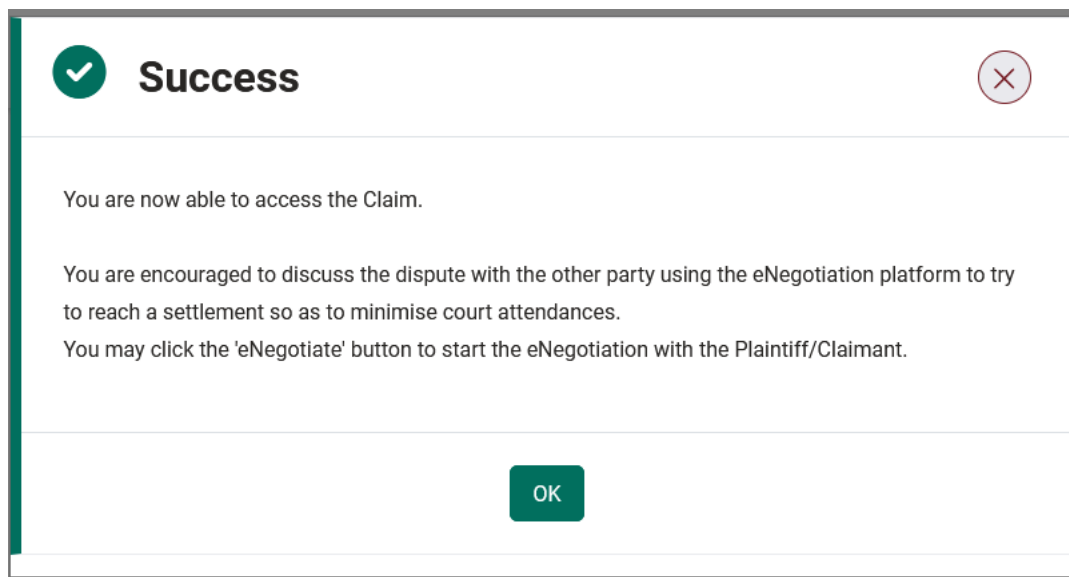
☐ No

☐ I declare that I am the party to the case.

CancelSubmit

- Enter Case Number.
- Enter One-time Reference No.
- To select "No" and choose your language if you are not able to understand and speak English.
- The videoconference option allows the Respondent to indicate his/her agreement to attend the court proceedings via videoconference.
- Tick the box "I declare that I am the party to the case".
- Click on **<Submit>** button.

The system will display a pop-up window if there are no errors in the entered values.



Click **<OK>** to continue, system will list the case number entered above, in the "ACTIVE CASE(S)" section of the Home page.

Click on CASE NO hyperlink to view the Case file.

Notice that system provides hyperlinks to "Reply" and "eNegotiation".

- Click on **<Reply>** link to file a Reply. For details on how to file a Reply, refer to next section.
- Click on **<eNegotiation>** link to start the eNegotiation process. For details refer to eNegotiation section.

ACTIVE CASE(S)						1124
S/N	CASE NO	PARTIES	NEXT COURT DATE	STATUS	REMARKS / ACTION	
1	CDT/154/2025	TEST12 V RES5065AA	04/12/2025 09:30 AM	eNegotiation	Declaration of Service eNegotiate	
2	SCT/10114/2025	TEST12 V RES5065AA	13/11/2025 09:00 AM	eNegotiation	Declaration of Service eNegotiate View/Respond Defect	

14. Filing Reply

Respondent has to file "Reply" within 14 days after being served with the Claim from the Plaintiff/Claimant.

Respondent will be seeing the "Reply" link for the new case under "Active Case(s)" on the Home page. Link will not be displayed if the "Reply" has been filed.

Alternatively, Respondent may also access the form listed in the "Online Applications".

If user clicks on link "Reply" under "Active Case(s)", Claim Number will be prompted.

Reply Form - Community Disputes Resolution Tribunals



General Information and Instructions:

1. The Reply form contains the Reply details.
2. You will need your supporting documents to complete the form.
3. This form will take you about 15 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. Only documents in PDF are allowed for uploading.
6. (*) denotes mandatory fields.
7. You can click on ⓘ for more information on the field.
8. Please refer to the [CJTS step-by-step Guide](#) for more information.

Claim / Application Number

Retrieve

Note: Please enter the original Claim number or Application number upon which you wish to reply.

- Click on **<Retrieve>** button. Claim details will be displayed together with the provision to Reply for each incident.
- Reply can be filed for Claim, Special Direction, Compliance Bond, Exclusion Order, Leave/Permission to Appeal.

A. Particulars of Plaintiff/Claimant

Name TEST12	ID [REDACTED]
Contact No 1 MOBILE+65 [REDACTED]	Contact No 2
Email * [REDACTED]	
Your Residential Address	
Premises Type LANDED PROPERTY	Postal Code [REDACTED]
Block/House [REDACTED]	Street Name [REDACTED]
Floor-Unit [REDACTED]	Building Name [REDACTED]
Country SINGAPORE	

B. Particulars of Respondent

Name [REDACTED]	ID [REDACTED]
Contact No 1 MOBILE+ [REDACTED]	Contact No 2
Email [REDACTED]	
Respondent Address	
Premises Type APARTMENT	Postal Code * [REDACTED]
Block/House * [REDACTED]	Street Name * [REDACTED]
Floor-Unit * [REDACTED]	Building Name
Country * SINGAPORE	

C. Particulars of Claim

NATURE OF CLAIM:

Neighbour Disputes

TYPE OF CLAIM:

Excessive Noise

D. Sequence of Incidents in chronological order *

1: 01/10/2025 10:00 PM

TEST

Evidence:

Incident doc 1 

Reply

E. Other Supporting Documents

Add another Document

Choose File

No fil...hosen

Document description

Upload

Delete

Submit

Save As Draft

Cancel

Reply Incident

#1 01/10/2025 10:00 PM

TEST

Reply Details

test reply

remaining 290 / 300

Evidence (PDF Format)

Add Document/Transcript

1. Document

reply doc

Choose File

sample-pdf-file.pdf

Upload

All the audio/video file(s) should be submitted in a CD or DVD, within 1 working day after you file your claim.

Submit

- Click on **<Reply>** button to enter the details. A pop-up window will be displayed as shown above.
- Enter Reply Details. Only 300 characters are allowed.
- If you have document evidence to provide, select "Document" as evidence type from the dropdown list and upload it in PDF format.
- If you have audio/video or any other evidence in DVD/CD, select "DVD/CD Transcript" as evidence type from the dropdown list. Provide the details of evidence and upload the transcript document in PDF format.
- Select the document to upload using the **<Browse>** button. Ensure documents and/or transcripts do not exceed **5MB** per document.
- Click on the  to upload.
- Click on the  to delete the document.
- To add more evidence, click on **<Add Document / Transcript>**.

- To add more evidence from the same DVD/CD, click on **<Add New>**.
- Once complete click on **<Submit>**.

D. Sequence of Incidents in chronological order *

1: 01/10/2025 10:00 PM
TEST
Evidence:
Incident doc 1 

1 REPLY

test reply

Evidence :
1. reply doc 

Edit Reply Delete Reply

Entered Reply will be shown as above.

- Click on **<Edit Reply>** button to edit the Incident Details entered.

E. Other Supporting Documents

Add another Document

Choose File No fil...hosen Document description Upload Delete

Submit Save As Draft Cancel

D. Sequence of Incidents in chronological order *

1: 01/10/2025 10:00 PM
TEST
Evidence:
Incident doc 1 

1 REPLY

test reply

Evidence :
1. reply doc 

E. Other Supporting Documents

☐ I declare that the information I have provided is true and correct, and I am aware that I am liable to prosecution if I have provided any information which I know or have reason to believe is false.

Amend Confirm to Proceed

- Click on **<Save As Draft>** button to save the form as a draft and use it for later submission. A draft number will be issued by the system and will be available for 7 days.
- Draft number will be displayed under the draft section of the Home page. It is recommended to note down the draft number to continue the filing later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- If there are errors, the fields will be highlighted with red border with an explanation of the error below the field.
- Review the information provided in the form.
- Tick the declaration box.
- Click on **<Amend>** button to go back to Reply form to make changes to information entered.
- Click on **<Confirm To Proceed>** button to go to the Payment page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to go to the Payment page.
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- Click on **<Paynow/Pay Later>** button if you want to make payment offline. Refer to the Pay Later section in the document.

Acknowledgement

Your Reply is filed for Case No. **CDT/154/2025**.

Your reference number is **CDT/REPLY/8013/2025**.

Next Steps:

1. Save a copy of Reply.
2. Serve a copy of the Reply and supporting evidence on the Plaintiff/Claimant via one of the methods allowed under the Rules.
3. You may proceed to initiate an eNegotiation with the Plaintiff/Claimant. If you have not done so.

Save Reply

Go to Home

15. Application for Special Direction

Plaintiff/Claimant can file "Special Direction " to enforce the Court Order.

From the left panel of the Home Page click on **<Online Applications>**.

From the list application forms click on the **< APPLICATION FOR SPECIAL DIRECTION>**.

System will display the form as below.

Application For Special Direction - Community Disputes Resolution Tribunals



General Information and Instructions:

1. You will need your supporting documents to complete the form.
2. This form will take you about 15 minutes to complete.
3. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
4. An Application is considered filed when payment is made(if required) and an Application number is issued.
5. There will be no refund of filing fees.
6. Only documents in PDF are allowed for uploading.
7. (*) denotes mandatory fields.
8. You can click on for more information on the field.
9. Please refer to the [CJTS step-by-step Guide](#) for more information to proceed.

Claim Order Number

Retrieve

Note: Please enter the original Order Number.

- Enter the Order Number and click on **<Retrieve>** button. Claim details will be displayed together with the provision to add the Incident details for special direction.

A. Particulars of Plaintiff/Claimant

Name*

[REDACTED]

ID*

[REDACTED]

Contact No 1*

MOBILE +65 [REDACTED]

Contact No 2

Email*

CJTSTESTING1@GMAIL.COM

Your Registered Address

Premises Type*

[REDACTED]

Postal Code*

[REDACTED]

Block / House No.*

[REDACTED]

Street Name*

[REDACTED]

Floor-Unit

[REDACTED]

Building Name

Country*

SINGAPORE

B. Particulars of Respondent

Name*

[REDACTED]

ID

FIN-[REDACTED]

Contact No 1

Email

Contact No 2

Respondent Address

Premises Type*

LANDED PROPERTY

Postal Code*

[REDACTED]

Block/House*

127

Street Name*

[REDACTED]

Floor-Unit

-

Building Name

NIL

Country*

SINGAPORE

Enter Incident Details

D. Sequence of Incidents in Chronological Order*

Add Incident

Upload Supporting Documents **if any**.

F. Other Supporting Documents Add another Document

10006633_C.pdf 

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

- Select the document to upload using the **<Browse>** button. Documents must be in PDF Format and **5MB** (maximum size) per document.
- Click on the  to upload and Click on the  to delete the document.

Once all the sections of the form are completed user may 'Submit' or 'Save As Draft'

Submit Save As Draft Cancel

- Click on **<Save As Draft>** button to save the form as a draft and use it for later submission. A draft number will be issued by the system and will be available for 7 days.
- Draft number will be displayed under the draft section of the Home page. It is recommended to note down the draft number to continue the filing later.

DRAFT(S) 3					
S/N	DRAFT NO	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	DFT/600022/2021	Claim Form	06/01/2021	13/01/2021	Draft

- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- If there are errors, the fields will be highlighted with red border with an explanation of the error below the field.
- Review the information provided in the form.
- Tick the declaration box.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to go to the Payment page.
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- Click on **<Paynow/Pay Later>** button if you want to make payment offline. Refer to the Pay Later section in the document.

ACKNOWLEDGEMENT

- Your Application is filed.
- Your Application No. is [CDT/SD/717/2021](#).
- You are required to appear at the Community Disputes Resolution Tribunals on 10/05/2022 at 02:30 PM for Case Conference.
- Next Steps:
 1. Save a copy of your Notice and the Respondent's Notice.
 2. Serve the Respondent's copy together with the supporting materials on the Respondent. Thereafter, please file the Declaration of Service within 8 days after the date of service. If you are unable to serve the copy on the Respondent, the Community Disputes Resolution Tribunals may not be able to proceed further with the Application.
 3. Bring the copy of the Notice to obtain a queue number at the Tribunals Kiosk on the date and time of your Case Conference.

Save Payment Receipt

Save Applicant Copy

Save Respondent Copy

Done

[Rate this e-Service](#)

16. Application for Compliance Bond

Plaintiff/Claimant can file "Compliance Bond" in addition to a Special Direction, to enter a person into a Compliance Bond.

From the left panel of the Home Page click on **<Online Applications>**.

From the list application forms click on the **< APPLICATION FOR COMPLIANCE BOND>**.

System will display the form as below.

Application For Compliance Bond - Community Disputes Resolution Tribunals



General Information and Instructions:

1. You will need your supporting documents to complete the form.
2. This form will take you about 15 minutes to complete.
3. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
4. An Application is considered filed when payment is made(if required) and an Application number is issued.
5. There will be no refund of filing fees.
6. Only documents in PDF are allowed for uploading.
7. (*) denotes mandatory fields.
8. You can click on for more information on the field.
9. Please refer to the [CJTS step-by-step Guide](#) for more information to proceed.

Special Direction Application Number

Enter Special Direction Application Number

Retrieve

- Enter the Special Direction Number and click on **<Retrieve>** button. Claim details will be displayed together with the provision to add the bonded person details.

A. Particulars of Plaintiff/Claimant

Name*

[REDACTED]

ID*

[REDACTED]

Contact No 1*

MOBILE +65 [REDACTED]

Contact No 2

Email*

CJTSTESTING1@GMAIL.COM

Your Registered Address

Premises Type*

[REDACTED]

Postal Code*

[REDACTED]

Block / House No.*

[REDACTED]

Street Name*

[REDACTED]

Floor-Unit

[REDACTED]

Building Name

Country*

SINGAPORE

B. Particulars of Respondent

Name*

[REDACTED]

ID

FIN-[REDACTED]

Contact No 1

Contact No 2

Email

Respondent Address

Premises Type*

LANDED PROPERTY

Postal Code*

[REDACTED]

Block/House*

127

Street Name*

[REDACTED]

Floor-Unit

-

Building Name

NIL

Country*

SINGAPORE

Enter Bonded Person Details and reason for Compliance Bond.

Upload Supporting Documents **if any**.

C. Person to be bonded

Name*

ID
 Type

Contact No 1
 Select Phone Number

Contact No 2
 Select Phone Number

Email
 @

Person to be bonded (Residential) Address

Premises Type*

Postal Code*

Block / House*

 eg: 111A

Street Name*

Floor-Unit
 -
 eg: 03-14

Building Name

Country*

D. Reason to be bonded*

remaining 500 / 500

E. Supporting Documents

No file chosen

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

- Click on **<Save As Draft>** button to save the form as a draft and use it for later submission. A draft number will be issued by the system and will be available for 7 days.
- Draft number will be displayed under the draft section of the Home page. It is recommended to note down the draft number to continue the filing later.

DRAFT(S) 3					
S/N	DRAFT NO	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	DFT/600022/2021	Claim Form	06/01/2021	13/01/2021	Draft

- Click on **<Submit>** button and system will display the confirmation page if no errors are found.
- If there are errors, the fields will be highlighted with red border with an explanation of the error below the field.
- Review the information provided in the form.
- Tick the declaration box.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to go to the Payment page.
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- Click on **<Paynow/Pay Later>** button if you want to make payment offline. Refer to the Pay Later section in the document.

ACKNOWLEDGEMENT

- Your Application is filed.
- Your Application No. is [CDT/CB/813/2021](#).
- You are required to appear at the Community Disputes Resolution Tribunals on 10/05/2022 at 02:30 PM for Case Conference.
- Next Steps:
 1. Save a copy of your Notice and Notice for Person to be bonded.
 2. Serve the copy of Person to be bonded together with the supporting evidence on the Person to be bonded. Thereafter, please file the Declaration of Service within 8 days after the date of service. If you are unable to serve the copy on the Person to be bonded, the Community Disputes Resolution Tribunals may not be able to proceed further with the Application.
 3. Bring the copy of the Notice to obtain a queue number at the Tribunals Kiosk on the date and time of your Case Conference.

Save Payment Receipt

Save Applicant Copy

Save Person to be bonded Copy

Done

[Rate this e-Service](#)

17. Application for Exclusion Order

Plaintiff/Claimant can file an Exclusion Order if the Special Direction Order is not being complied with.

From the left panel of the Home Page click on **<Online Applications>**.

From the list application forms click on the **< APPLICATION FOR EXCLUSION ORDER>**.

System will display the form as below.

Application For Exclusion Order - Community Disputes Resolution Tribunals



General Information and Instructions:

1. You will need your supporting documents to complete the form.
2. This form will take you about 15 minutes to complete.
3. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
4. An Application is considered filed when payment is made(if required) and an Application number is issued.
5. There will be no refund of filing fees.
6. Only documents in PDF are allowed for uploading.
7. (*) denotes mandatory fields.
8. You can click on for more information on the field.
9. Please refer to the [CJTS step-by-step Guide](#) for more information to proceed.

Special Direction Order Number

Retrieve

Note: Please enter the original Order Number.

- Enter the Special Direction Order Number and click on **<Retrieve>** button. Claim details will be displayed together with the provision to add the Incident details for Exclusion Order.

A. Particulars of Plaintiff/Claimant

Name*

[REDACTED]

ID*

[REDACTED]

Contact No 1*

MOBILE +65 [REDACTED]

Contact No 2

Email*

CJTSTESTING1@GMAIL.COM

Your Registered Address

Premises Type*

[REDACTED]

Postal Code*

[REDACTED]

Block / House No.*

[REDACTED]

Street Name*

[REDACTED]

Floor-Unit

[REDACTED]

Building Name

Country*

SINGAPORE

B. Particulars of Respondent

Name*

[REDACTED]

ID

FIN-[REDACTED]

Contact No 1

Contact No 2

Email

Respondent Address

Premises Type*

LANDED PROPERTY

Postal Code*

[REDACTED]

Block/House*

127

Street Name*

[REDACTED]

Floor-Unit

-

Building Name

NIL

Country*

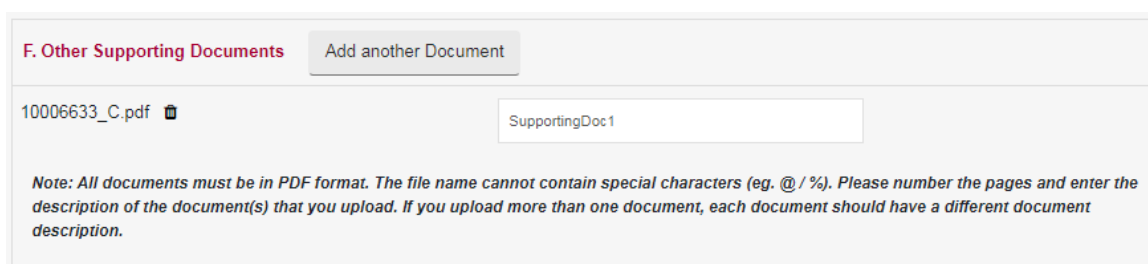
SINGAPORE

Enter Incident Details

D. Sequence of Incidents in Chronological Order*

Add Incident

Upload Supporting Documents **if any**.



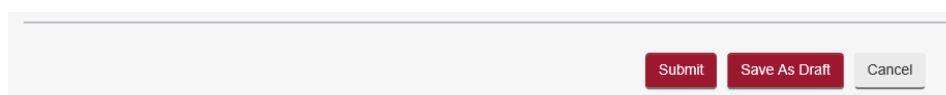
F. Other Supporting Documents Add another Document

File Name	Description
10006633_C.pdf	SupportingDoc1

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

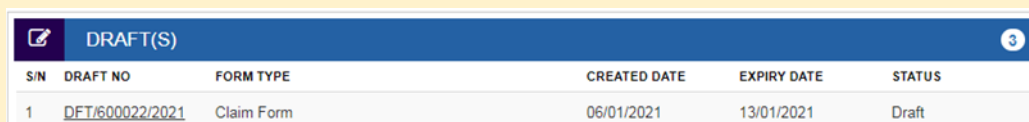
- Select the document to upload using the **<Browse>** button. Documents must be in PDF Format and **5MB** (maximum size) per document.
- Click on the  to upload and Click on the  to delete the document.

Once all the sections of the form are completed user may 'Submit' or 'Save As Draft'



Submit Save As Draft Cancel

- Click on **<Save As Draft>** button to save the form as a draft and use it for later submission. A draft number will be issued by the system and will be available for 7 days.
- Draft number will be displayed under the draft section of the Home page. It is recommended to note down the draft number to continue the filing later.



DRAFT(S) 3					
S/N	DRAFT NO	FORM TYPE	CREATED DATE	EXPIRY DATE	STATUS
1	DFT/600022/2021	Claim Form	06/01/2021	13/01/2021	Draft

- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- If there are errors, the fields will be highlighted with red border with an explanation of the error below the field.
- Review the information provided in the form.
- Tick the declaration box.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to go to the Payment page.
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- Click on **<Paynow/Pay Later>** button if you want to make payment offline. Refer to the Pay Later section in the document.

ACKNOWLEDGEMENT

- Your Application is filed.
- Your Application No. is [CDT/EO/904/2021](#).
- You are required to appear at the Community Disputes Resolution Tribunals on 10/05/2022 at 09:30 AM for Case Conference.
- Next Steps:
 1. Save a copy of your Notice and the Respondent's Notice.
 2. Serve the Respondent's copy together with the supporting materials on the Respondent. Thereafter, please file the Declaration of Service within 8 days after the date of service. If you are unable to serve the copy on the Respondent, the Community Disputes Resolution Tribunals may not be able to proceed further with the Application.
 3. Bring the copy of the Notice to obtain a queue number at the Tribunals Kiosk on the date and time of your Case Conference.

Save Payment Receipt

Save Applicant Copy

Save Respondent Copy

Done

[Rate this e-Service](#)

18. Application for Representative

Application for Representative can be filed by the:

- a) Plaintiff/Claimant or Respondent to a case to authorise someone else to represent him/her in the proceedings of an existing Claim.
- b) Representative can apply for him/herself to represent the Plaintiff/Claimant or Respondent in an existing Claim; or
- c) Representative can apply for him/herself to file the Claim on behalf of Plaintiff/Claimant.

- There can be only one Representative for a Plaintiff/Claimant or Respondent in a particular case.
- The application for Representative is subject to verification of the identity of the representative by the CDRT Registry at the time of Pre-Trial Conference / Case Conference / Hearing / before filing the Claim.

From the left panel of the Home page click on **<Online Applications>**.

From the list of application forms click on the “**APPLICATION FOR REPRESENTATIVE**”.

Application For Representative - Community Disputes Resolution Tribunals



General Information and Instructions:

1. An Representative application allows a party to the Claim to be represented by another person in the proceedings.
2. You will need the particulars of the representative and your supporting documents to complete the form.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. An application is considered filed when payment is made(if required) and an application number is issued.
6. There will be no refund of filing fees.
7. You will be notified of the outcome of the application within 7 days.
8. If the application is still pending before the next Court date, it will be dealt with at that hearing.
9. Only documents in PDF are allowed for uploading.
10. (*) denotes mandatory fields.
11. You can click on for more information on the field.
12. Please refer to the [CJTS step-by-step Guide](#) for more information on representatives.

Submission Type



I am the Plaintiff / Claimant / Respondent and wish to submit the Application for Representative



I am the Representative and wish to submit the application on behalf of the Plaintiff / Claimant / Respondent

Following form will be displayed. Depending on the Submission Type, details to be entered further will be different.

Option 1. In an existing case the Plaintiff/Claimant or Respondent may **apply for someone else** to represent them. Select as below:

Case Details

Claim No.*

Enter Claim No.

eg: CDT/12345/2020

Reason for Application*

Select Reason

Not resident in Singapore and unable to remain in Singapore

Unable to present case due to old age

Unable to present case due to illiteracy

Unable to present case due to infirmity of mind or body

A minor and unable to present own case

Other party consents to representation by an advocate and solicitor

remaining 300 / 300

* You are required to upload a copy of the authorisation in writing.

Supporting Documents (if any)

Choose File

No file chosen

Document description

Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Details *

Enter details of Reason.

remaining 300 / 300

* You are required to upload a copy of the authorisation in writing.

Supporting Documents (if any)

Choose File

No file chosen

Document description

Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

- Enter the Claim No.
- Select a Reason for Application by clicking on the down-arrow button and enter details.
- Upload any Supporting Documents to support / substantiate the reason chosen.
- Proceed to enter the details of Representative.

56

Representative Details

Name*

Enter name as per NRIC/FIN/UEN/Passport No.

ID*

Type ▼

Enter your NRIC/FIN/UEN/Passport No.

Contact No 1*

Select ▼

+

65

Phone Number

Contact No 2

Select ▼

+

65

Phone Number

Email*

Email Name

@

Email Domain

eg: john@abc.com

Premises Type*

Select Premises Type. ▼

Block/House No.*

Enter your Block No.

eg: 692A

Street Name*

Enter your Street

Floor-Unit

Enter your Floor No.

-

Enter your No.

eg: 19-14

Building Name

Enter your Building Name

Country*

SINGAPORE ▼

Postal Code*

Enter your Postal Code

Submit

Save As Draft

Cancel

- Click on <Save as Draft> button to proceed with the application later.
- Click on <Submit> button and the system will display the confirmation page if no errors are found.

Option 2. In an existing case the **Representative can apply** for him/herself to represent the Plaintiff/Claimant or Respondent in the proceedings. Select as below:

Submission Type*

☐ I am the Plaintiff / Respondent and wish to submit the application for Representative
☒ I am the Representative and wish to submit the application on behalf of the Plaintiff / Respondent

Case Details

Claim No.

CDT/2432/2018

Reason for Application*

Not resident in Singapore and unable to remain in Singapore ▼

Details*

test

remaining 496 / 500

Supporting Documents (if any)

No file chosen

* You are required to upload a copy of the authorisation in writing.

Note: All the uploading documents should be in PDF format. File name cannot contain special characters (eg. @ / \ %). Please enter the description of the document that you are uploading.

Plaintiff / Respondent Details

Select the party you wish to represent*

▼
 CAROLINE
 RICKIE

- Enter the claim No.
- Select a Reason for Application from by clicking on the down-arrow button.
- Enter Details of Reason.
- Upload any Supporting Documents to support / substantiate the reason chosen.
- Proceed to select the party you wish to represent.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information entered in the form.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to submit the application.
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- Click on **<PayNow/Pay Later >** button if you want to make payment offline. Refer to the Pay Later section in the document.

ACKNOWLEDGEMENT

- Your application for Application for Representative for Case No. / Reference No. [CDT/103/2021](#) has been submitted successfully on 06/01/2021 03:39 PM.
- Your application no. is [CDT/APPL/1011/2021](#).
- This application is pending for approval. The outcome of the application will be decided on the day of the appointment / Pre-Trial Conference / hearing.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Click on **<Go to Home>** button to go back to the Home page.

Click on the **Case No** for which this application has been made. You can view the status of your application submitted in the Case history tab of the Case Details page. You can also view the status of your application under the Applications list on the home page.

APPLICATION(S) 18					
S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	STATUS
1	CDT/APPL/1011/2021	CDT/103/2021	Application for Representative	06/01/2021	Pending Processing

Option 3. The Representative may apply on behalf of the Plaintiff/Claimant to file a new Claim on behalf of Plaintiff/Claimant respectively. Select as below:

Submission Type*

☐ I am the Plaintiff / Respondent and wish to submit the application for Representative
 ☒ I am the Representative and wish to submit the application on behalf of the Plaintiff / Respondent

Case Details

Claim No.

Reason for Application* ①

Details*

remaining 496 / 500

Supporting Documents (if any)

* You are required to upload a copy of the authorisation in writing.
 Note: All the uploading documents should be in PDF format. File name cannot contain special characters (eg. @ / \ %). Please enter the description of the document that you are uploading.

Add

Plaintiff / Respondent Details ①

Name*

ID*

NRIC

Contact No 1*

MOBILE

+

65

Contact No 2

OFFICE

+

65

Email*

@

eg: john@abc.com

Premises Type*

Block/House No.*

eg: 692A

Street Name*

Floor-Unit*

-

eg: 19-14

Building Name

Country*

Postal Code*

Attendance Date & Time

Note: You must appear before the Duty AR to get the approval for representing this case. Please select the Attendance date and time on which you would like to appear.

Date* (dd/MM/yyyy)

Time*

- Select a Reason for Application from by clicking on the down-arrow button.
- Enter Details of Reason.
- Upload any Supporting Documents to support / substantiate the reason chosen.
- Enter the details of the Plaintiff/Claimant details (Name, NRIC/UEN, Address and contact details) for whom you are representing. These details will be populated on the claim form while filing the claim.
- Select Attendance Date and Time to appear before the Registry at the Tribunals.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the form.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to view the Acknowledgement page.
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- Click on **<Paynow/Pay Later >** button if you want to make payment offline. Refer to the Pay Later section in the document.

ACKNOWLEDGEMENT

- Your application for Application for Representative has been submitted successfully on 02/02/2023 02:53 PM.
- Your application no. is [CDT/APPL/1035/2023](#).
- This application is pending for approval. The outcome of the application will be decided on the day of the appointment / Case Conference / hearing.
- The representative is to appear on **02/02/2023 at 02:30 PM** with the originally signed document(s). Should the application be rejected, the Plaintiff/Claimant / Respondent to the claim must appear in person to attend the Court.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Click on **<Go to Home>** button to go back to the Home page.

APPLICATION(S) 1056					
S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	STATUS
1	CDT/APPL/1035/2023		Application for Representative	02/02/2023	Pending Processing

You can view the status of your application under the Applications list on the home page. When this application is approved, you can proceed to file the claim on behalf of the Plaintiff/Claimant.

From the left panel of the Home page click on **<Online Applications>**, then select **<CDRT>**

- eNegotiation
- My Filings
- Settlement Agreements
- Payment Details
- Online Applications
 - CDRT
 - ECT
 - PHC
 - SCT
- My Profile
- Resources

From the list of applications, click on the **<CLAIM FORM>**. In the Claim form, select the Plaintiff/Claimant on-behalf of whom you want to file a claim.

Claim Form - Community Disputes Resolution Tribunals



General Information and Instructions:

1. The Claim form should contain all necessary particulars and supporting evidence of your Claim.
2. You will need the full name, address and identification number of the Respondent to file a Claim against the Respondent.
3. Only documents in PDF format are allowed to be uploaded.
4. (*) denotes mandatory fields to be completed.
5. You can click on for more information on the field.
6. You may save the form as a draft in your account. The draft will be deleted from your account after 7 days.
7. A Claim is considered as filed when payment is made and a Claim number is issued.
8. Please refer to the [CJTS step-by-step Guide](#) for more information to proceed with filing your Claim.
9. This form will take you about 15 minutes to complete.

Please select the Plaintiff/Claimant

Select

Pre-Filing Reference ID

Enter Pre-Filing Reference ID

Retrieve

Note: Please enter your pre-filing reference ID and then click on "Retrieve" button to retrieve the information from your pre-filing assessment. If you have not done the pre-filing assessment or have forgotten your pre-filing assessment ID, please click [here](#) to proceed to the pre-filing assessment screen.

Upon selecting the Plaintiff/claimant on-behalf of whom you are filing the claim, ensure that system populated that Plaintiff/claimant details on the claim form in the respective Plaintiff/claimant fields. Then proceed to create the claim by following the steps under **Submitting a claim form** in section 9.

19. Request for Amendments

Request for amendments to the case is allowed for the following items only:

1. Plaintiff/Claimant's Name
2. Plaintiff/Claimant's ID Type / ID
3. Plaintiff/Claimant's Contact Details (Phone / Email)
4. Plaintiff/Claimant's Address
5. Respondent's Name
6. Respondent's ID Type / ID
7. Respondent's Contact Details (Phone / Email)
8. Respondent's Address
9. Particulars of Claim
10. Remedies Requested

The request for amendments is subject to approval by CDRT

From the left panel of the Home Page click on **<Online Applications>**.

From the grid view of the application forms click on **<REQUEST FOR AMENDMENTS>**.

System will display the form.

Application For Amendment - Community Disputes Resolution Tribunals

General Information and Instructions:

1. The amendment application form allows a party to request for amendments to be made to the Claim.
2. You will need the correct details and reasons to support your application.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. An application is considered filed when payment is made(if required) and an application number is issued.
6. There will be no refund for incorrect applications.
7. You will be notified of the outcome of the application within 7 days.
8. If the application is still pending before the next court date, it will be dealt with at that hearing.
9. Only documents in PDF are allowed for uploading.
10. (*) denotes mandatory fields.
11. ⓘ provides more details on the fields.
12. Please refer to the [CJTS step-by-step Guide](#) for more information on General Application.

Application Details

Claim No. *

Enter Claim No.

eg: CDT/12345/2020

Details to be amended * ⓘ

Select the details to be amended

Reason(s) for Amendments *

Enter reason for amendment

remaining 500 / 500

Supporting Documents (if any)

Choose File No file chosen Document description Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit Save As Draft Cancel

- Enter the Claim No.
- From the 'Details to be amended' list, tick the box against the item you want to change
- Enter Reason for Amendment
- Upload any Supporting Documents to substantiate the amendment requested
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and system will display the confirmation page if no errors are found

Application Details*

Claim No.*

eg: CDT/12345/2020

Details to be amended* i

Select the details to be amended

☐ Plaintiff/Claimant's Name i
☐ Plaintiff/Claimant's ID Type / ID
 ☐ Plaintiff/Claimant's Contact Details (Phone/Email)
 ☐ Plaintiff/Claimant's Address
 ☐ Respondent's Name i
☐ Respondent's ID Type / ID
 ☐ Respondent's Contact Details (Phone/Email)
 ☐ Respondent's Address
 ☐ Particulars of Claim
 ☐ Remedies Requested

Reason(s) for Amendments*

remaining 500 / 500

Supporting Documents (if any)

Choose File

No file chosen

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

- Review the information contained in the form
- Click on **<Amend>** button to go back to the form to amend it
- Click on **<Confirm To Proceed>** to view the Acknowledgement Page

65

ACKNOWLEDGEMENT

- Your application for Amend Claim Form for Case No. / Reference No. [CDT/103/2021](#) has been submitted successfully on 06/01/2021 04:34 PM.
- Your application no. is [CDT/APPL/1013/2021](#).
- If the application is approved, please amend the claim form accordingly.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Click on **<Go to Home>** to go back the Home page.

You can view the status of your application submitted under Application List.

APPLICATION(S) 68					
S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	STATUS
1	CDT/APPL/1013/2021	CDT/103/2021	Amend Claim Form	06/01/2021	Pending Processing

Once the application has been processed and approved in the list of Application(s) the remarks column against the case no. for which the application was made will show the status of the application.

APPLICATION(S) 68					
S/N	APPLICATION NO	CASE NO	APPLICATION TYPE	SUBMISSION DATE	STATUS
1	CDT/APPL/1013/2021	CDT/103/2021	Amend Claim Form	06/01/2021	Approved Click here to Amend

Click on **<Click here to amend>** to make changes for the items applied for.

20. Request for Change of Court Date

You may request for a Change of Court Date for Case Conference / hearing that has been fixed.

The request for change of court date is subject to the approval of the CDRT.

From the left panel of the Home page click on Online Applications.

From the list of application forms click on the **REQUEST FOR CHANGE OF COURT DATE**.

System will display the form as below.

Request For Change Of Court Date - Community Disputes Resolution Tribunals

General Information and Instructions:

1. The change of Court date application form allows a party to request for change of Court hearing date.
2. You will need the consent of the other party and your supporting documents. Details entered and documents uploaded here will be seen by other party.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. An application is considered filed when payment is made (if required) and an application number is issued.
6. There will be no refund of filing fees.
7. You will be notified of the outcome of the application within 7 days.
8. Only documents in PDF are allowed for uploading. Once a document is submitted, it cannot be deleted or removed from the system.
9. (*) denotes mandatory fields.
10. You can click on ⓘ for more information on the field.
11. Please refer to the CDRS step-by-step Guide for more information on change of Court hearing date.

Case Details

Claim No. * SD / CB / CO / Application No. *
eg: CDT/154/2025

Details

Existing Court Date *

Unavailable From * Unavailable Till *

Preferred Court Date * Preferred Time *

Reason for Application

Enter Reason for change of Court date

remaining 500 / 500

Have you obtained the consent and availability of all parties to this proposed date and time? *

☐ YES

☐ NO

No file chosen

Note:

1. All the documents should be in PDF format. File name cannot contain special characters (eg. @ / ! %). Please select the document and enter the document description. Enter the page number of the document that you are referring to (if any). Click on the ⓘ to upload your documents. If you do not have any documents to upload, please click ⓘ to proceed.

- Enter the Case No.
- If Change of Court Date is applied for Special Direction, Compliance Bond or Exclusion Order, Enter the respective application number.
- System will display the existing Court Date.
- Enter Unavailable From Date.
- Enter Unavailable Till Date.
- Based on the unavailability period, system will display list of dates to select the new preferred Court date and Time.
- Select the preferred Court Date and Time.
- Enter Reason for Application.
- Upload the supporting document to substantiate the reason stated.
- Tick the declaration box if consent has been obtained from all parties to the proposed date and time.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information on the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to view the Acknowledgement Page.
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- Click on **<Paynow/Pay Later >** button if you want to make payment offline. Refer to the Pay Later section in the document.

ACKNOWLEDGEMENT

- Your application for Change of Court Date for Case No. / Reference No. **CDT/103/2021** has been submitted successfully on 06/01/2021 04:15 PM.
- Your application no. is **CDT/APPL/1012/2021**.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Click on **<Go to Home>** button to go back to the Home Page.

In the Active Case(s) section, click on Case No. to view the status of your application submitted in the Case History tab of the Case File.

- Once the application is processed and approved by the CDRT, an email notification will be sent to the Plaintiff/Claimant and Respondent of the case.
- If the application is **rejected**, **only the applicant** will receive the email notification.

21. Withdrawal Request Form

Withdrawal of a Claim at any stage is possible by Plaintiff/Claimant or their Representative provided an order **has not** been issued on the main Claim.

The application for Withdrawal Request is subject to approval of the CDRT.

From the left panel of the Home Page click on **<Online Applications>**.

From the list of the application forms click on the **<WITHDRAWAL REQUEST FORM>**.

System will display the form as below.

Withdrawal Request Form - Community Disputes Resolution Tribunals

General Information and Instructions:

1. The withdrawal application form allows the Plaintiff/Claimant to request to withdraw the Claim.
2. This form will take you about 10 minutes to complete.
3. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
4. You will be notified of the outcome of the application within 7 days.
5. If the application is still pending before the next Court date, it will be dealt with at that hearing.
6. Only documents in PDF are allowed for uploading.
7. (*) denotes mandatory fields.
8. You can click on **i** for more information on the field.
9. Please refer to the **CJTS step-by-step Guide** for more information on withdrawal of Claims.

Case Details

Claim No. / Application No. *

Enter Claim No. / Application No.

eg: ODT/1234/2017 OR ODT/LTA/1234/2017

Reason for Withdrawal Request

Enter Reason for withdrawal request

remaining 500 / 500

The other party consents to the withdrawal ? *

☐ Yes

☐ No

Supporting Documents (if any)

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

- Enter the Claim No. / Application No.
- Enter Reason For Withdrawal Request.
- Upload the supporting document to substantiate the reason stated.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information on the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to view the Acknowledgement page.

ACKNOWLEDGEMENT

- Your application for Withdrawal Request for Case No. / Reference No. [CDT/104/2021](#) has been submitted successfully on 07/01/2021 12:03 PM.
- Your application no. is [CDT/APPL/1014/2021](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Click on <**Go to Home**> button to go back to the Home page.

In the Active Case(s) section click on Case No to view the status of your application submitted in the Case History tab of the Case Details page.

- Once the application is processed and approved by the CDRT, an email notification will be sent to the Plaintiff/Claimant and Respondent of the case.
- If the application is **rejected**, **only the applicant** will receive the email notification.

22. Submit Supporting Documents

Any document that was not submitted or missed when filing the Claim / Application(s) or during the proceedings can be now submitted using this form.

From the left panel of the Home page click on Online Applications.

From the list of application forms click on the **SUBMIT SUPPORTING DOCUMENTS**.

System will display the form as below:

Submit Supporting Documents - Community Disputes Resolution Tribunals

General Information and Instructions:

1. The Supporting Documents form allows you to submit additional documents.
2. You will need the Claim No./Application No. and the Supporting Documents to complete the form.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. Only documents in PDF are allowed for uploading.
6. (*) denotes mandatory fields.
7. Please refer to the [CJTS step-by-step Guide](#) for more information.

Submission Type

☐ Submission for redaction documents

Case Details *

Claim No. / Application No.
CDT/154/2025
eg: CDT/12345/2020 OR CDT/APPL/1242/2020

Reason for Submission *
Enter any reason(s) for the submission of documents.
remaining 500 / 500

Sequence of Incidents in Chronological Order [Add Documents to Incidents](#)

Other Supporting Documents * [Add another Document](#)

No file chosen

Note: If you are uploading a form, state the name of the form in the Document Description above.
Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add Documents to Incident

Incident*

Evidence (PDF Format)

1.

Note: All the audio/video file(s) should be submitted on or next working day upon filing the claim.

- Enter the Claim No. / Application No. to tag the documents uploaded.
- Enter Reason for Application.
- Select the attachment to be uploaded using the **<Choose File>** button.
- Enter the document description.

- Click on the  to upload.
- Click on the  to delete the document.
- Click on **<Add another Document>** to add more documents.
- Tick the box against "I declare that all the information provided above is true and correct".
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information on the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to view the Acknowledgement page.

Sequence of Incidents in Chronological Order

1: 01/10/2025 10:00 PM

TEST

Evidence :

1. Incident doc 1 

Other Supporting Documents *

Note: If you are uploading a form, state the name of the form in the Document Description above.

☐ I declare that the information I have provided is true and correct, and I am aware that I am liable to prosecution if I have provided any information which I know or have reason to believe is false.

[Amend](#)

[Confirm to Proceed](#)

Acknowledgement

Your application for Submit Supporting Documents for Case No. / Reference No. **CDT/154/2025** has been submitted successfully on 05/11/2025 10:04 PM.

Your application no. is **CDT/APPL/1318/2025**.

Click [here](#) to save this acknowledgement.

[Go to Home](#)

[Rate this e-Service](#)

Click on **<Go to Home>** button to go back to the Home Page.

In the Active Case(s) section, click on **Case No** to view the uploaded documents in the Documents tab.

23. Set Aside Application

This application can be made only under the following circumstances.

- Where a default Order is made by the Deputy Registrar or the Tribunal Judge in the absence of any one party, the party that was not present may file an application to Set Aside the default Order giving grounds or reasons for absence.
- A date will be fixed for hearing and notification will be sent to the Applicant and the other party.
- Attendance is compulsory on the hearing date.
- The application must be made within 14 days after the date of the default Order made.
- Applications submitted more than 14 days of the date of the default Order is subject to the Tribunals' approval.

From the left panel of the Home page click on **<Online Applications>**.

From the list of application forms, click on **<SET ASIDE APPLICATION>**.

The System will display the form as below.

Application For Set Aside - Community Disputes Resolution Tribunals

General Information and Instructions:

1. This form allows you to apply to set aside an Order of Tribunal made by the Registrar.
2. You will need the Claim number and Order number to complete the form.
3. This form will take you about 10 minutes to complete.
4. An application is considered filed when payment is made(if required) and an application number is issued.
5. There will be no refund of filing fees.
6. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
7. Only documents in PDF are allowed for uploading.
8. (*) denotes mandatory fields.
9. Please refer to the [CJTS step-by-step Guide](#) for more information on General Application.

Application Details

Claim No. *
CDT/148/2025
eg: CDT/12345/2020

Order No. *
CDT/ORC/2136/2025
eg: CDT/ORC/123456/2020

Reason for Setting Aside Application *
test
remaining 496 / 500

Supporting Documents (if any)

Choose File No file chosen Document description Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit Save As Draft Cancel

- Enter the Claim No.
- Enter Reason for Application.
- Select the attachment to be uploaded using the **<Choose File>** button.
- Enter the document description.
- Click on the  to upload.
- Click on the  to delete the document.
- Click on **<Add another Document>** to add more documents.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information on the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to view the Acknowledgement page.
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- Click on **<Paynow/Pay Later >** button if you want to make payment offline. Refer to the Pay Later section in the document.

ACKNOWLEDGEMENT

- Your application for Set Aside for Case No. / Reference No. [CDT/104/2021](#) has been submitted successfully on 07/01/2021 12:38 PM.
- Your application no. is [CDT/APPL/1016/2021](#).
- Please note that the date and time for the hearing will be scheduled if your application is accepted. You may check your notifications page for the date/time to attend the hearing.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Click on **<Go to Home>** button to go back to the Home page.

On the Active Case(s) section, click on Case No to view the status of your application submitted in the Case History tab of Case Details page.

You will receive an email notification once the set aside application has been processed. The notice of the application will be made available in your documents tab. You are to attend the hearing accordingly. Failure to attend may result in your set aside application being dismissed.

24. General Application

This application is to be used only for applications that do not have a specific eService form.

From the left panel of the Home Page click on **<Online Applications>**.

From the list application forms click on **<GENERAL APPLICATION>**.

System will display the form as below.

General Application - Community Disputes Resolution Tribunals

 **General Information and Instructions:**
1. This form will take you about 15 minutes to complete.
2. Only documents in PDF are allowed for uploading.
3. Please refer to the [CJTS step-by-step Guide](#) for more information on General Application.

Case Details

Claim No. / Application No. *

eg: CDT/12345/2020

State your application/reply, and the reason(s) why it should be granted *

Eg, I am applying for ... because ...

remaining 500 / 500

Supporting Documents (if any)

No file chosen

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

- Enter the Claim No. /Application No.
- Enter Reason for Application.
- Select the attachment to be uploaded using the **<Choose File>** button.
- Enter the document description.
- Click on the  to upload.
- Click on the  to delete the document.
- Click on **<Add another Document>** to add more documents.
- Tick the box against "I declare that all the information provided above is true and correct".
- Click on **<Save as Draft>** button to proceed with the application later.

- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information on the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to view the Acknowledgement page.
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- Click on **<Paynow/Pay Later >** button if you want to make payment offline. Refer to the Pay Later section in the document.

General Application - For Verification

Case Details

Claim No. / Application No. *
CDT/154/2025

State your application/reply, and the reason(s) why it should be granted *
TEST

Supporting Documents (if any)

☐ I declare that the information I have provided is true and correct, and I am aware that I am liable to prosecution if I have provided any information which I know or have reason to believe is false.

Amend
Confirm to Proceed

Acknowledgement

Your application for General Application for Case No. / Reference No. **CDT/154/2025** has been submitted successfully on 05/11/2025 10:22 PM.
Your application no. is **CDT/APPL/1319/2025**.
Click [here](#) to save this acknowledgement.

[Go to Home](#)
[Rate this e-Service](#)

Click on **<Go to Home>** button to go back to the Home page.

On the Active Case(s) section click on Case No to view the status of your application submitted in the Case History tab of the Case Details page.

25. Appeal Against Order of Registrar

This form is to be used only when a judgement, order or direction of the Registrar has been given.

From the left panel of the Home page click on Online Applications.

From the list of application forms click on the **APPEAL AGAINST ORDER OF REGISTRAR**.

System will display the form as below.

Appeal Against Order Of Registrar - Community Disputes Resolution Tribunals



General Information and Instructions:

1. This form allows you to file an appeal against the Order of Registrar.
2. You will need the Claim number and Order number to complete the form.
3. This form will take you about 10 minutes to complete.
4. Application is considered filed when filing fees are paid.
5. There will be no refund of filing fees.
6. You may save a draft of this form. It will be stored for 7 days from the date it was first created, and will be deleted after that.
7. Only documents in PDF are allowed for uploading.
8. (*) denotes mandatory fields.
9. Please refer to the [CJTS step-by-step Guide](#) for more information on Appeal against Order of Registrar.

Application Details

Claim No. *

eg: CDT/12345/2020

Order No. *

eg: CDT/ORC/123456/2020

Grounds of Appeal

Please provide details to substantiate your grounds

remaining 500 / 500

Supporting Documents (if any)

Choose File
No file chosen

Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit

Save As Draft

Cancel

77

- Enter the Claim No.
- Enter the order no. as found in the order.
- Enter the Grounds of appeal.
- Select the attachment to be uploaded using the **<Choose File>** button.
- Enter the document description.
- Enter the Page number of the document that you are referring to.
- Click on the  to upload.
- Click on the  to delete the document.
- Click on **<Add another Document>** to add more documents.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to go to the Payment page.
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- Click on **<Paynow/Pay Later >** button if you want to make payment offline. Refer to the Pay Later section in the document.

ACKNOWLEDGEMENT

- Your application for Appeal against Order of Registrar in Case No. [CDT/104/2021](#) has been submitted successfully on 07/01/2021 12:50 PM.
- Your appeal no. is [RA/CDTA/3001/2021](#).
- Please note that the date and time for the hearing will be scheduled if your application is accepted. You may check your notifications page for the date/time to attend the hearing.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Click on **<Go to Home>** button to go back to the Home Page.

In the Active Case(s) section, click on Case No to view the status of your application submitted in the Case History tab of Case Details page.

26. Application for Leave/Permission to Appeal

An application for Leave/Permission to Appeal must be filed before an Appeal is filed to the High Court.

The application for Leave/Permission to Appeal must be filed within 14 days from the date of Order.

From the left panel of the Home page, click on **<Online Applications>**.

From the list of application forms, click on **<APPLICATION FOR LEAVE/PERMISSION TO APPEAL>**.

System will display the form as follows.

Application For Leave/Permission To Appeal - Community Disputes Resolution Tribunals

i General Information and Instructions:

1. This form allows you to seek leave/permission to file an appeal.
2. You will need the Claim Number, Tribunal's Order Number and your grounds for Appeal to complete the form.
3. This form will take you about 15 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. An application is considered filed when filing fees are paid.
6. There will be no refund of filing fees.
7. Only documents in PDF are allowed for uploading.
8. (*) denotes mandatory fields.
9. **i** provides more details on the fields.
10. Please refer to the [CJTS step-by-step Guide](#) for more information on leave/permission to appeal.

Case Details

Claim No. *

Enter Claim No.
eg: CDT/12345/2020

Order No. *

Enter Order No.
eg: CDT/ORD/123456/2020

Grounds of appeal

☐ Question of law

☐ Claim was outside the jurisdiction of the Tribunal

☐ made under section 6(2) or (3) or 9(2)

☐ which is a final order

☐ For some other reason

Note: An appeal cannot be brought against the Tribunal Judge's findings of fact.

Details *

Please provide details to substantiate your grounds

remaining 2000 / 2000

Supporting Documents (if any)

Choose File No file chosen

Document description

Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit Save As Draft Cancel

- Enter the Claim No.
- Enter the order no. as found in the order.
- Tick the appropriate Grounds of appeal.
- Select the attachment to be uploaded using the **<Choose File>** button.
- Enter the document description.
- Click on the  to upload.
- Click on the  to delete the document.
- Click on **<Add another Document>** to add more documents.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information contained in the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to go to the Payment page.
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- Click on **<Paynow/Pay Later >** button if you want to make payment offline. Refer to the Pay Later section in the document.

ACKNOWLEDGEMENT

- Your application for Leave/Permission to Appeal in Case No. [CDT/152/2021](#) has been submitted successfully on 11/04/2022 10:32 PM.
- Your appeal no. is [CDT/LTA/4016/2021](#).
- Please note that the date and time for the hearing will be scheduled if your application is accepted. You may check your notifications page for the date/time to attend the hearing.
- Click  to save this acknowledgement.

[Go to Home](#)

[Rate this e-Service](#)

Click on **<Go to Home>** button to go back to the Home page.

On the Active Case(s) section, click on Case No to view the status of your application submitted in the Case History tab of Case Details page.

27. Request for Documents

This application is to be used to search or inspect documents.

From the left panel of the Home Page click on **<Online Applications>**.

From the list application forms click on **<REQUEST FOR DOCUMENTS>**.

System will display the form as below.

Request For Documents - Community Disputes Resolution Tribunals

General Information and Instructions:

1. The Request for Documents form allows you to submit request for document(s) or submit request to search/inspect the record(s).
2. You will need the Claim No. and the Supporting Documents to complete the form.
3. This form contains two pages.
4. This form will take you about 10 minutes to complete.
5. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
6. Only documents in PDF are allowed for uploading.
7. Once a document is submitted, it cannot be deleted or removed from the system.
8. (*) denotes mandatory fields.
9. Please refer to the [CJTS step-by-step Guide](#) for more information on Supporting Documents.

Case Details

Claim No. 

Claim No.

eg: CDT/12345/2020

Request Type *

☐ Request to take a certified copy of the record, excluding order of tribunal

☐ Request to search or inspect the record

☐ Apply for non-certified copy of brief reasons/judgment

Reason for Request *

Enter Reason for Request

remaining 500 / 500

Supporting Documents (if any)

No file chosen

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

- Enter the Claim No
- Select the Request Type.
- Enter Reason for Request
- Select the attachment to be uploaded using the **<Choose File>** button
- Enter the document description
- Click on the  to upload
- Click on the  to delete the document

- Click on **<Add another Document>** to add more documents
- Tick the box against "I declare that all the information provided above is true and correct"
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found
- Review the information on the confirmation page
- Click on **<Amend>** button to go back to the form to amend
- Click on **<Confirm To Proceed>** to view the Acknowledgement page

ACKNOWLEDGEMENT

- Your application for Request for Documents (Request to take a certified copy of the record, excluding order of tribunal) for Case No. / Reference No. **CDT/105/2021** has been submitted successfully on 07/01/2021 01:22 PM.
- Your application no. is **CDT/APPL/1020/2021**.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Click on **<Go to Home>** to go back to the Home page.

On the Active Case(s) section, click on **<Case No>** to view the status of your application submitted in the Case History tab of the Case Details page.

28. General Application for Redaction

This application allows a party to request for redaction to be made to the supporting documents.

The General Application for Redaction is subject to approval by **CDRT**

From the left panel of the Home Page click on **<Online Applications>**.

From the grid view of the application forms click on **< GENERAL APPLICATION FOR REDACTION >**.

System will display the form.

General Application For Redaction - Community Disputes Resolution Tribunals



General Information and Instructions:

1. The redaction application form allows a party to request for redaction to be made to the supporting documents.
2. You will need the correct details and reasons to support your application.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. An application is considered filed when payment is made(if required) and an application number is issued.
6. There will be no refund for incorrect applications.
7. You will be notified of the outcome of the application within 7 days.
8. (*) denotes mandatory fields to be completed.
9. You can click on for more information on the field.
10. Please refer to the [CJTS step-by-step Guide](#) for more information to proceed with filing your redaction.

Application Details

Claim No. *

Enter Claim No.

eg: CDT/12345/2020

Claim No is required

Details to be redacted

Select the details to be redacted

Reason for Redaction

Enter reason for Redaction

remaining 500 / 500

Submit

Save As Draft

Cancel

- Enter the Claim No.
- From the 'Details to be redacted' list, tick the box against the item you want to change
- Enter Reason for Redaction.
- Upload any Supporting Documents to substantiate the amendment requested
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and system will display the confirmation page if no errors are found

General Application For Redaction - For Verification

Application Details

Claim No. *

CDT/154/2025

Details to be redacted

Select the details to be redacted

☐ ID

☒ Contact Details (Phone/Email)

☐ Address

Reason for Redaction

TEST

Redaction Documents

Incident doc 1

[1762282532031_sample-file.pdf](#)

☐ Not Required

☐ Full

☐ Partial

Incident doc 1

[17622851399932_sample-file.pdf](#)

☐ Not Required

☐ Full

☐ Partial

☐ I declare that the information that I have provided in this application and the supporting documents is true and correct. I am aware that I am liable to prosecution if I have provided in this application and the supporting documents any information which I know or have reason to believe is false.

Amend

Confirm and Proceed

- Review the information contained in the form
- Click on **<Amend>** button to go back to the form to amend it
- Click on **<Confirm To Proceed>** to view the Acknowledgement Page
- Tick the box against "I declare that the information I have provided is true and correct, and I am aware that I am liable to prosecution if I have provided any information which I know or have reason to believe is false."
- Click on **<Confirm To Proceed>** to go payment page
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- Click on **<Paynow/Pay Later >** button if you want to make payment offline. Refer to the Pay Later section in the document.

ACKNOWLEDGEMENT

- Your application for Application for Redaction for Case No. / Reference No. **CDT/103/2021** has been submitted successfully on 07/01/2021 03:19 PM.
- Your application no. is **CDT/APPL/1022/2021**.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Click on **<Go to Home>** to go back the Home page.

You can view the status of your application submitted under Application List.

Once the application has been processed and approved. You can view the redacted notices under the document tab in the case folder.

To submit redaction documents, click on "Submission for redaction documents" checkbox.

Submit Supporting Documents - Community Disputes Resolution Tribunals



General Information and Instructions:

1. The Supporting Documents form allows you to submit additional documents.
2. You will need the Claim No./Application No. and the Supporting Documents to complete the form.
3. This form will take you about 10 minutes to complete.
4. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
5. Only documents in PDF are allowed for uploading.
6. (*) denotes mandatory fields.
7. Please refer to the [CJTS step-by-step Guide](#) for more information.

Submission Type

☒ Submission for redaction documents

Case Details *

Claim No. / Application No.

CDT/144/2025

Reason for Submission *

Enter any reason(s) for the submission of documents.

remaining 500 / 500

Redaction Documents

DESC

[1756957644623_sample-file.pdf](#)

Choose File

No file chosen

Upload

Submit

Save As Draft

Cancel

- Enter the Claim No. for the redaction documents to be uploaded.
- Enter Reason for Submission.
- System will display the "partial" documents submitted during "Application of Redaction"
- Select the attachment to be uploaded using the **<Choose File>** button.

29.Extraction of Order

This application is to be used to extract the order.

From the left panel of the Home Page click on **<Online Applications>**.

From the list application forms click on **<EXTRACTION OF ORDER>**.

System will display the form as below.

Application For Extraction Of Order - Community Disputes Resolution Tribunals



General Information and Instructions:

1. You will need the Claim number and Order date to complete the form.
2. This form will take you about 10 minutes to complete.
3. Application is considered made when the payment is made.
4. There will be no refund of fees for incorrect applications and/or the application is not approved.
5. You may save the form as a draft. All drafts saved in your account for more than 7 days will be deleted.
6. (*) denotes mandatory fields.
7. Please refer to the [CJTS Step-by-Step Guide](#) for more information on Extraction of Order.

Application Details *

Claim No. / Application No. *

eg: CDT/1234/2020

Date of Order *

Order for *

There is no dismissal against you for this Case. You can not submit Extraction Of Order application for this Case.

Reason for Extraction of Order Application

remaining 500 / 500

Submit

Save As Draft

Cancel

- Enter the Claim No or Application No.
- Enter the Date of Order and Order for.
- Enter Reason for Extraction of Order Application.
- Click on **<Save as Draft>** button to proceed with the application later
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information on the confirmation page
- Click on **<Amend>** button to go back to the form to amend

- Tick the box against "I declare that the information I have provided is true and correct, and I am aware that I am liable to prosecution if I have provided any information which I know or have reason to believe is false."
- Click on **<Confirm To Proceed>** to view the Acknowledgement page
- Click on **<Internet Banking (eNets) / Credit Card>** button if you are paying by Credit Card or eNets.
- Click on **<Paynow/Pay Later >** button if you want to make payment offline. Refer to the Pay Later section in the document.

ACKNOWLEDGEMENT

- Your application for Extraction of Order for Case No. / Reference No. **CDT/105/2021** has been submitted successfully on 07/01/2021 02:59 PM.
- Your application no. is **CDT/APPL/1021/2021**.
- Click [here](#) to save this acknowledgement.

[Save Order](#)

[Go to Home](#)

Click on **<Save Order>** to save the order.

Click on **<Go to Home>** to go back to the Home page.

On the Active Case(s) section, click on **<Case No>** to see the order under Documents tab of the Case folder.

30.Application to Backdate Claim Filing

This form is to be used only when you wish to backdate the filing date of any Claim that has been filed.

From the left panel of the Home Page, click on **<Online Applications>**.

From the grid view of the application forms click on the **<APPLICATION TO BACKDATE CLAIM FILING>**.

System will display the form as follows.

Application To Backdate Claim Filing - Community Disputes Resolution Tribunals



General Information and Instructions:

- 1.This form will take you about 15 minutes to complete.
2. Only documents in PDF are allowed for uploading.
3. Please refer to the [CJTS step-by-step Guide](#) for more information on General Application.

Case Details

Claim No. *

Enter Claim No.

eg: CDT/12345/2020

Backdate To: *



Enter Backdate

Reason(s) for Application *

Enter Reason(s) for Application

remaining 500 / 500

Supporting Documents (if any)

Choose File

No file chosen

Document description

Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit

Save As Draft

Cancel

- Enter the Claim No.
- Enter the date to be backdated to.
- Enter Reason for application.
- Select the attachment to be uploaded using the **<Browse>** button.
- Enter the document description.
- Click on the  to upload.
- Click on the  to delete the document.
- Click on **<Add another Document>** to add more documents.
- Click on the **<Save as Draft>** button to proceed with the application later
- Click on the **<Submit>** button and the system will display the confirmation page if no errors are found.
- Tick on the box against "I declare that all the information...."
- Review the information contained in the confirmation page.
- Click on the **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to go to Acknowledgement Page

ACKNOWLEDGEMENT

- Your application for Application for Backdate the Claim Filing Date for Case No. / Reference No. [CDT/114/2024](#) has been submitted successfully on 24/03/2024 05:47 PM.
- Your application no. is [CDT/APPL/1091/2024](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Click on **<Go to Home>** to go back to the home page.

You can view the status of your application submitted under Application List.

31.Extension of Time

This form is to be used only when you wish to apply for extension of time for appeal against order of registrar or leave/permission to appeal

From the left panel of the Home Page, click on **<Online Applications>**.

From the grid view of the application forms click on the **<EXTERSNION OF TIME>**.

System will display the form as follows.

Extension Of Time - Community Disputes Resolution Tribunals

 **General Information and Instructions:**
1.This form will take you about 15 minutes to complete.
2. Only documents in PDF are allowed for uploading.
3. Please refer to the [CJTS step-by-step Guide](#) for more information on General Application.

Case Details

Claim No. *

Enter Claim No.

eg: CDT/12345/2023

Application Type

Select Application Type

Reason(s) for Application *

Enter Reason(s) for Application

remaining 500 / 500

Supporting Documents (if any)

Choose File

No file chosen

Document description

Upload

Note: All documents must be in PDF format. The file name cannot contain special characters (eg. @ / %). Please number the pages and enter the description of the document(s) that you upload. If you upload more than one document, each document should have a different document description.

Add another Document

Submit

Save As Draft

Cancel

- Enter the Claim No.
- From the drop down Select the application type for which the extension of time is to be applied.
- Enter Reason for application.
- Select the attachment to be uploaded using the **<Browse>** button.
- Enter the document description.
- Click on the  to upload.
- Click on the  to delete the document.
- Click on **<Add another Document>** to add more documents.
- Click on the **<Save as Draft>** button to proceed with the application later
- Click on the **<Submit>** button and the system will display the confirmation page if no errors are found.
- Tick on the box against "I declare that all the information...."
- Review the information contained in the confirmation page.
- Click on the **<Amend>** button to go back to the form to amend.
- Click on **<Confirm to Proceed>** to go to Acknowledgement Page

ACKNOWLEDGEMENT

- Your application for Extension of Time for Case No. / Reference No. [CDT/105/2023](#) has been submitted successfully on 24/03/2024 05:50 PM.
- Your application no. is [CDT/APPL/1092/2024](#).
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Click on **<Go to Home>** to go back to the home page.

You can view the status of your application submitted under Application List.

Once the application is approved you will receive notifications on the status of the application and the date until which the application is being extended to if it is approved.

32.General Appointment

This form is to be used if you wish to seek an appointment for enquiry or submission of physical evidence over the counter.

From the left panel of the Home Page click on **<Online Applications>**.

From the list application forms click on the **<GENERAL APPOINTMENT>**.

System will display the form as below.

The screenshot shows a web form titled "General Appointment - Community Disputes Resolution Tribunals". At the top, there is a section for "General Information and Instructions" with an information icon and two points: "1. This form will take about 5 minutes to complete." and "2. (*) denotes mandatory fields." Below this is a "Case Details" section. It contains two mandatory fields: "Date *" with a "Select Date" button and "Time *" with a "Select Time" button. Below these is a large text area for "State your application/reply, and the reason(s) why it should be granted *". The text area contains the placeholder text "Eg, I am applying for ... because ...". At the bottom of the text area, it says "remaining 500 / 500". At the bottom right of the form, there are three buttons: "Submit", "Save As Draft", and "Cancel".

- Select the Date and Time for the appointment.
- Enter Reason for Appointment.
- Click on **<Save as Draft>** button to proceed with the application later.
- Click on **<Submit>** button and the system will display the confirmation page if no errors are found.
- Review the information on the confirmation page.
- Click on **<Amend>** button to go back to the form to amend.
- Click on **<Confirm To Proceed>** to view the Acknowledgement page.

General Appointment - For Verification

Case Details	
Date * 13/11/2025	Time * 10:00 AM
State your application/reply, and the reason(s) why it should be granted * TEST	
Amend Confirm to Proceed	

ACKNOWLEDGEMENT

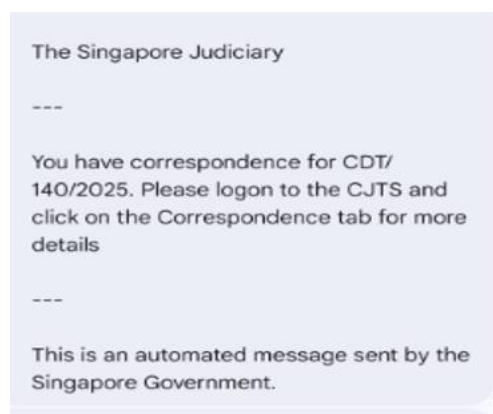
- Your application for General Appointment has been submitted successfully on 07/01/2021 01:14 PM.
- Your application no. is [CDT/APPL/1019/2021](#).
- You are required to appear at the Tribunals on 08/01/2021 09:00 AM.
- Click [here](#) to save this acknowledgement.

[Go to Home](#)

Click on **<Go to Home>** button to go back to the Home page.

33. Correspondence

Upon receiving a text message/email prompting you to check for your correspondence on the Community Justice and Tribunals System (CJTS), log in to the CJTS portal. SMS



Email

There is a correspondence by the Tribunals requiring your attention.

Please logon to CJTS and click on the Correspondence tab on Case details screen for more information.

Beware of impersonation scams

Officers from the Singapore Courts will never ask you to transfer money or disclose bank log-in details over a phone call. Call the 24/7 ScamShield Helpline at 1799 if you are unsure if something is a scam.

Once logged in, navigate to the homepage and scroll down to the "Active Case(s)" section. Click on the relevant case number to open the case folder.

S/N	CASE NO ▲▼	PARTIES	NEXT COURT DATE	STATUS	REMARKS / ACTION
1	CDT/140/2025	TEST12 V RES5065A	-	Order Given	

<< < 1 > >>

Once the case folder is displayed, click on the "Correspondence" tab to access your relevant correspondence.

Case Details - CDT/140/2025

Filing Date: 01/08/2025

Case Summary

Case History

Documents

Payment Details

Correspondence

Status

Order Given

(REMEDIES LIST & ANY OTHER ORDERS / DIRECTIONS)

Nature of Claim / Claiming for

Neighbour Disputes

Specific Performance

Within the "Correspondence" section, click on the "View" option under the "Action" column of the relevant correspondence to view it.

Case Details - CDT/140/2025

Filing Date: 01/08/2025

Case Summary Case History Documents Payment Details **Correspondence**

Correspondence No	Initiated By	Created Date	Action
CDT/CORS/1506/2025	Tribunal	09/09/2025 11:28 AM	View / Reply
CDT/CORS/1504/2025	Tribunal	01/08/2025 04:33 PM	View / Reply

The correspondence may include details for the session's Zoom video conference, among other relevant information you may receive from the Court.

Correspondence

Case No:
CDT/140/2025

Initiated / Replied by :
TEST12

Date & Time :
01/08/2025 16:34

Clarifications Required with Reasons
TEST RWEPLY

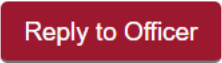
Supporting Documents (if any)

[Reply to Officer](#) [Cancel](#)

History	
Correspondence By : Registry Date & Time : 01/08/2025 16:33 Clarifications Required with Reasons test Supporting Documents (if any) desc	
Correspondence By : TEST12 Date & Time : 01/08/2025 16:34 Clarifications Required with Reasons TEST RWEPLY Supporting Documents (if any)	

If you wish to reply to the Correspondence sent by the Registry, Click on the "Reply" option under the "Action" column of the relevant correspondence to reply to it.

After you click on the “Reply” button, you can see the history details of the correspondence sent to you.



Click on the “Reply to Officer” button to reply to the correspondence.

Reply

Clarifications Required with Reasons

Reason

remaining 2000 / 2000

Supporting Documents (if any)

Choose File

No file chosen

Document description

Upload

Add another Document

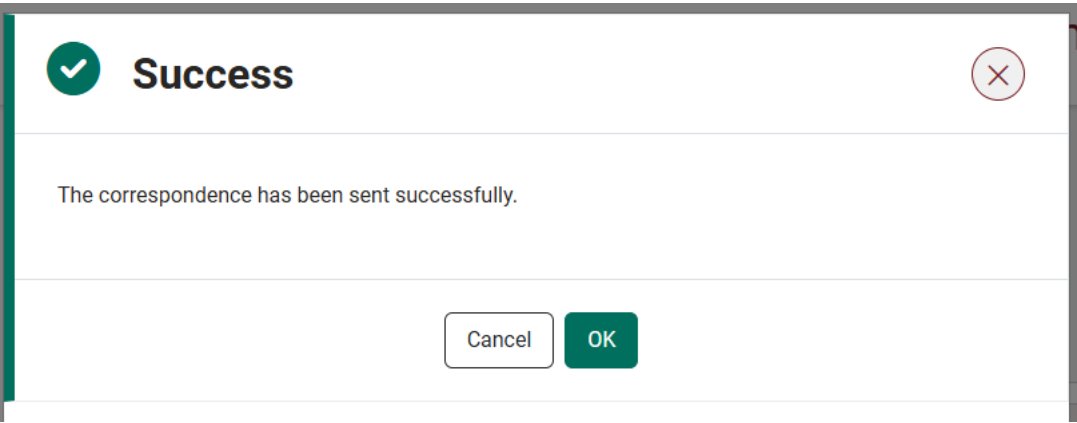
Submit

Reply to Officer

Cancel

Type the reply, upload Supporting documents, if any, and then click on “Submit”.

The system displays a success message that correspondence has been sent successfully.



Click on “Ok” to go back to the Case folder.