

Date of Request: \_\_\_\_\_

Officer-in-charge  
Court Reporting Services Section,  
Supreme Court  
email: DTS@supcourt.gov.sg

**REQUEST FOR AUDIO RECORDING**

1. I hereby apply for an audio recording of the court proceedings as follows:

Case number:	
Requested Hearing Dates:	
Court number:	
Contact person for request:	
Telephone number:	
E-mail address:	
Law firm's file reference number:	
Number of copies of DVD-ROM:	

2. I give the following undertakings:

- (a) I will pay the relevant charges to the service provider;
- (b) I will only use the audio recording for the preparation for hearings or appeals in the Singapore courts;
- (c) I will not upload, distribute or cause to be uploaded or distributed, whether on the Internet, on any social media, on any messaging service, or otherwise, the audio recordings without prior written permission from the Judge, nor will I make the audio recordings available to any other individual or entity (other than in accordance with paragraphs (d) and (e) below);
- (d) I understand that I may make the audio recording available to a member of staff whose actions I am responsible for, or a service provider that is in the business of making transcripts from audio recordings, for the sole purpose of generating transcripts of the audio recording for the preparation for hearings or appeals in the Singapore courts;

- (e) I will ensure that any person that obtains the audio recording from me will be made aware of the approved uses of the audio recordings, and I remain liable for unapproved distribution or use of the audio recordings by any such person;
- (f) I understand that if a certified transcript of the official record of hearing is required for any legal proceedings (including appeals), such a certified transcript must be obtained *from the Court*. Normal fees/charges would apply in respect of such a certified transcript;
- (g) I understand that the Court will not entertain any request to decide on (i) the accuracy of an unofficial transcript, or (ii) if more than one unofficial transcript is produced or obtained, which unofficial transcript to adopt. If there are issues or disputes relating to unofficial transcripts, the parties are to obtain a certified transcript of the official record of hearing *from the Court*. Normal fees/charges would apply in respect of such a certified transcript;
- (h) my attention has been drawn to s.4 of the Administration of Justice (Protection) Act 2016. I will ensure that every other individual or entity that obtains the audio recording from me is also made aware of this provision.

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Name and Signature  
of Requesting Party / Counsel

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Company / Law Firm Stamp