

REQUEST FOR RECORD OF HEARING

Date:

Manager
Digital Transcription Services
Supreme Court of Singapore
1 Supreme Court Lane
Singapore 178879

REQUEST FOR RECORD OF HEARING – SICC PROCEEDINGS

Case number: _____

Name of Parties: _____

Hearing dates: _____

Court No. _____

Chamber No. _____

Party making request or on
whose behalf request is made: _____
(Plaintiff or Defendant or as the case may be)

Name of law firm and lawyer
of the requesting party: _____

Telephone number: _____

Facsimile number: _____

E-mail address: _____

File reference of law firm: _____

For transcripts in paper format, the minimum order is 3 copies (1 copy for the Court & 2 copies for the parties). Each set of transcripts covers all hearing days. For fees payable, please refer to http://www.wordwave.com.sg/eng/sc_fee.pdf.

1. We hereby apply for a record of the court proceedings as follows:

Format	Number of sets †	Scope	Delivery timeline
Transcript in paper format		(1) the full trial <input type="checkbox"/>	(1) 24-hour delivery (excluding Sat/Sun/public holidays) <input type="checkbox"/>
		(2) part thereof * <input type="checkbox"/>	(2) 3-day delivery <input type="checkbox"/>
		_____	(3) 5-day delivery <input type="checkbox"/>
		_____	(4) 14-day delivery <input type="checkbox"/>
Transcript in soft copy on CD-ROM/ email (Please select accordingly)		(1) the full trial <input type="checkbox"/>	(1) 24-hour delivery (excluding Sat/Sun/public holidays) <input type="checkbox"/>
		(2) part thereof * <input type="checkbox"/>	(2) 3-day delivery <input type="checkbox"/>
		_____	(3) 5-day delivery <input type="checkbox"/>
		_____	(4) 14-day delivery <input type="checkbox"/>

† Insert the number of sets required.

* Specify dates of proceedings or names of witnesses.

2. We undertake to:-

- (1) pay directly to the service provider the requisite fees for the services and transcripts requested;
- (2) supply to the service provider:
 - (a) at least 2 clear working days before the commencement of the hearing or immediately upon submission of a request by any party after the hearing has concluded, one copy each of such of the following documents as have already been filed in Court:
 - (i) authorities or bundles of authorities;
 - (ii) documentary exhibits or bundles of documents;
 - (iii) written submissions; and
 - (iv) lists of the names of witnesses;
 - (b) a copy of any document, authority or submission tendered during the hearing by that party immediately after such document, authority or submission is tendered if such document, authority or submission has not previously been supplied to the service provider; and
- (3) not to reproduce or transmit in any form or by any means any material contained in the transcript supplied to us.

Name & Signature of Requesting Party/Counsel

Company/Law Firm Stamp