

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

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

**REQUEST FOR TRANSCRIPT OF HEARING: SICC PROCEEDINGS**

1. I hereby apply for a transcript 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: |  |
| Delivery timeline:                | (1) 24-hour delivery<br>(excluding Sat/Sun/public holidays) <input type="checkbox"/><br><br>(2) 3-day delivery <input type="checkbox"/><br><br>(3) 5-day delivery <input type="checkbox"/><br><br>(4) 14-day delivery <input type="checkbox"/> |
| No. of copies:                    | _____ hardcopies<br>_____ softcopies (DVD Rom)<br>For softcopies to be provided via email,<br>please state the email address:<br>_____<br>_____  |

2. I give the following undertakings:
- (a) I will pay directly to the service provider the requisite fees for the services and transcript requested;
  - (b) I will supply to the service provider one copy each of such of the following documents: (1) authorities or bundles of authorities; (2) documentary exhibits or bundles of documents; (3) written submissions; (4) lists of the names of witnesses; and (5) lists of the names of witnesses, *immediately* (the service-level timelines do not apply until such documents are furnished); and
  - (c) I will not reproduce or transmit in any form the transcript supplied to us, except for the purposes of litigation.

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Name and Signature  
of Requesting Party / Counsel

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Company / Law Firm Stamp