

Form 7

Paras 58(1), 59(1) & (2)

**Request to use Teleconference, Video Conference and Audio-Visual Facilities /
Request to use Mobile Infocomm Technology Facilities (MIT Facilities)**

REQUEST TO USE TELECONFERENCE, VIDEO CONFERENCE AND AUDIO-VISUAL FACILITIES / MOBILE INFOCOMM TECHNOLOGY FACILITIES (MIT FACILITIES)

Date:

To: The Registrar
Supreme Court
1 Supreme Court Lane
Singapore 178879
(Attn: SICC Registry)

Part I

Application by : Law Firm/Full Registration Foreign Lawyer
 Individual (Unrepresented)

Name of applicant/law firm : _____

Name of lawyer/secretary-in-charge of matter : _____

Registered Foreign Lawyer No (if applicable) : _____

Address : _____

E-mail address : _____

Telephone and mobile numbers : _____

Case number : _____

Name of Parties : _____

Date(s) of hearing : From _____ to _____

PART II

- Application for the use of: Teleconference, video conference and audio-visual facilities
 MIT Facilities

(A) Date(s) and time when use of teleconference, video conference and audio-visual facilities is required:

Dates of scheduled use: _____ Total No. of days: _____

Start date and time (1st scheduled day of use):

End date and time (last scheduled day of use):

Facility (tick box)	Date(s)	Time (state from _____ to _____)
1. Audio-visual equipment		
(a) Projector Screen		
(b) Sound system (speakers and microphones)		
(c) Visualiser		
(d) Multi-format disc player (which allows the playback of DVD-Audio, DVD-Video, DVD-RAM, DVD-R)		
2. Video-conferencing and teleconferencing system (State the country, state and city) ⁺		

(B) Date(s) and time when use of MIT facilities are required:

Dates of scheduled use:

Total No. of days:

Start date and time (1st scheduled day of use):

End date and time (last scheduled day of use):

Facility (Tick box)	Date(s)	Time (state from _____ to _____)
1. Interactive Display Board with HD display ⁺		
(a) 65" HD touch-screen display		
(b) Internet access via browser		
(c) Recording of voices and actions (e.g., annotations on image or on google maps)		
(d) Multi-format disc player (which allows the playback of DVD-audio, DVD-video, DVD-RAM, DVD-R, CD, CD-R/RW and SVCD media)		
2. Audio Visual Cart with projector ⁺		
(a) Projector		
(b) Multi-format disc player (which allows the playback of DVD-Audio, DVD-Video, DVD-RAM and DVD-R)		
(c) Portable 90 or 100 inch tripod screen		
3. Video conferencing Mobile Cart ⁺		
(a) Single 65" Multimedia Display		
(b) Polycom videoconferencing system		
4. Other Audio Visual Equipment		
(a) Multi-format disc player (which allows the playback of DVD-Audio, DVD-Video, DVD-RAM, DVD-R)		
(b) Portable visualiser		

(c) Others (please list): *			
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* Subject to availability of such equipment

+ Fees apply

We undertake to pay all prescribed fees and to compensate the Supreme Court for all damage caused to the equipment, furniture or fittings in connection with the hearing.

[The Plaintiff/Defendant or the Counsel for the Plaintiff/Defendant as the case may be]