

Supreme Court Practice Directions (Amendment No. 4 of 2017)

Part II: GENERAL MATTERS

20. Interpreters and translation

(1) The directions set out in sub-paragraphs (2) to (59) below are to be followed in relation to all requests ~~by solicitors~~ for ~~the interpretation~~ services of ~~interpreters from the~~ Supreme Court's ~~Interpreters~~ Section, whether the services are required for hearings in open Court or in Chambers.

(2) Not less than 7 ~~working~~ days before the day on which the services of an interpreter are required ("~~scheduled day~~"), the requesting party must file a Request addressed to the appropriate Head Interpreter through the Electronic Filing Service and attach Form 2 of Appendix A of these Practice Directions in Portable Document Format (PDF) to the Request electronic form.

(3) The Request in sub-paragraph (2) must be ~~sentfiled~~ for ~~hearings of matters which have been~~ adjourned or part-heard ~~hearings as well~~, even if the services of an interpreter were requested and provided at ~~anthe~~ earlier hearings of the same matter. In the event that a Request is made in respect of an adjourned or part-heard ~~hearingmatter~~, the Request should state the date of the earlier hearing. ~~In the event that the case has been vacated, adjourned or settled before the hearing, the requesting party should notify the appropriate Head Interpreter either by letter, facsimile transmission or telephone.~~

(4) The requesting party shall make payment of any prescribed fees for interpretation services under the Rules of Court upon approval of the Request.

(5) In the event that the services of the interpreter are for any reason not required on any of the scheduled days specified in the Request, the requesting party shall immediately notify the appropriate Head Interpreter either by letter, facsimile transmission or email. This shall serve as a notice of cancellation.

(6) Any request for refund of the fee paid under sub-paragraph (4) must be submitted to the Registrar through the Electronic Filing Service within one month after the date on which the reason for the refund arose. The supporting reasons and the amount of refund sought must be clearly indicated in the request for refund.

(7) Unless otherwise decided by the Registrar, the fee paid for any scheduled day may be refunded only if a notice of cancellation under sub-paragraph (5) is given at least 1 clear working day prior to that scheduled day.

(48) The provision of interpretation services by the Supreme Court's Interpreters Section is subject to the availability of suitable interpreters on the day that the interpretation services are required. Failure to comply with the directions set out in sub-paragraphs (2) ~~toand~~ (34) may result in the services of interpreters not being available or provided.

(9) Engagement of private interpreters (i.e. interpreters not from the Supreme Court's Interpreters Section):

(a) For the avoidance of doubt, a party may engage the services of a private interpreter for interpretation services in respect of the languages listed in Form 2 of Appendix A of these Practice Directions.

(b) If a party requires the services of an interpreter in a language apart from those listed in Form 2 of Appendix A to these Practice Directions, it shall be the duty of the party to engage such an interpreter directly to obtain his or her services for the scheduled hearing.

(c) Interpreters who are not from the Supreme Court's Interpreters Section must be sworn in before the Duty Registrar before they may provide interpretation services for proceedings in Court.

(~~§10~~) Requests for translations of documents in Chinese, Malay or Tamil for use in Supreme Court proceedings ~~to be made~~ should be sent using the form available on the Supreme Court website ~~in~~ at least 4 weeks before the date the translations are required, unless there are exceptional reasons justifying non-compliance. ~~Such reasons should be given in writing to the Legal Registry of the Supreme Court.~~

(11) In the event that the Supreme Court's Interpreters Section is unable to accept a translation request, parties and counsel should approach a private translation service instead.

Appendix A

2.

Para. 20

Request for Interpretation Services

Date:

To: Head Interpreter (Chinese) / Head Interpreter (Indian) /
Head Interpreter (Malay) (delete as applicable)
Supreme Court
1 Supreme Court Lane
Singapore 178879
(Fax No. 6337 9450)
(Email: SUPCOURT_Head_Interpreters@supcourt.gov.sg)

REQUEST FOR INTERPRETATION SERVICES

Application by : Law Firm Individual

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

Name of applicant/law Firm : _____

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

Address : _____

E-mail address : _____

Telephone number : _____

Case number : _____

Name of parties : _____

Court number or Chamber number : _____
(if known)

Date(s) and time(s) interpretation
services are required : _____

Name(s) of party(ies) and/or witness(es) requiring interpretation : _____

Language/dialect : Cantonese Hokkien Teochew
 Mandarin Tamil Malayalam
 Malay Javanese Boyanese

Date of previous hearing : _____
(to be filled if the hearing described above is an adjourned or a part-heard hearing)

We undertake to pay the applicable fee prescribed by the Rules of Court immediately upon approval of the request.

We undertake to inform the appropriate Head Interpreter immediately by letter/facsimile transmission/~~telephone~~email in the event that the services of the interpreter are not required for any reason on any of the scheduled days specified in the request~~of the case having been vacated, adjourned or settled.~~

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