

REQUEST

IN THE STATE COURTS OF THE REPUBLIC OF SINGAPORE

Note:

- 1. Accredited Media/Journalists are to complete Parts 1 & 2**
- 2. All other requestors are to complete Parts 1 & 3**
- 3. Please submit your request to contact@judiciary.gov.sg**

Case File Reference number: (e.g. MC/DC No: 51222/1998) _____

Case Name (in full): (e.g. Tan Min v. Ng Man)

If you do not have the case file reference number or the case name, please conduct a causebook search to determine the information **before** making a request for inspection.

Part 1

THE REGISTRAR,

[A] I am requesting to:¹

inspect the (1) causebook

(2) abovementioned file

make copy/copies of _____

obtain certified true copy of _____

[B] My involvement and/or interest in the case file/causebook that I wish to inspect or take copies from are as follows:

¹ For non-electronic files only.

DECLARATION

I understand that when I am given leave to inspect a case file, I am allowed, subject to payment of the applicable fees, to make a copy of the documents that I have access to. I undertake that I will only use the copies that I have taken strictly for the purposes stated in this request, and in full compliance with any restrictions that form part of the approval that is granted. In addition, I undertake not to make copies, distribute or otherwise transmit the said copies to any other person.

Signed: _____

Name: _____

Company: _____

Designation / Appointment: _____

NRIC No.: _____

Contact Number: _____

Email Address: _____

Date: _____

PART 2 – FOR ACCREDITED MEDIA / JOURNALISTS

NOTICE

The completed Request together with all necessary supporting documentation is to be submitted via contact@judiciary.gov.sg

Please inform us of any urgency in your request to inspect so that we may try to expedite the processing of your request.

Inspection of non-electronic case files will take place at the State Court Service Hub counter.

GENTLE REMINDER

The State Courts wish to remind journalists of their obligations in relation to fair and accurate reporting of Court cases. In particular, the grant of a request for inspection of a Court file should not be taken as a sanction by the State Courts that all information obtained from the file inspection may be reported or published. Kindly seek the necessary legal advice to ensure that the reporting of the case does not run afoul of the law, including the law of contempt. Thank you.

ENCLOSURES

A copy of my Media Pass/NRIC/Passport/Employment Pass/ authorisation letter (*please delete as appropriate) is enclosed for your verification.

Name: _____

Contact No.: _____

For Registry Use only:	
<input type="checkbox"/> Concluded Case	<input type="checkbox"/> Pending Case

PART 3 – FOR ALL OTHER REQUESTORS

NOTICE

The completed Request together with all necessary supporting documentation is to be submitted via contact@judiciary.gov.sg

The Registry endeavours to process your request as soon as we are able to. Please note that for a concluded case, the processing time is within 3 working days. Accordingly, please inform us of any urgency in your request to inspect so that we may try to expedite the processing of your request.

ENCLOSURES

A copy of my identification document (NRIC/ FIN/ Passport* No. _____)

(*please delete as appropriate) is enclosed for your verification.

Other relevant documents (e.g. Letter of authorisation):

(i) _____

(ii) _____

(iii) _____

(iv) _____

(v) _____

Name: _____

Contact No.: _____

For Registry Use only:	
<input type="checkbox"/> Concluded Case	<input type="checkbox"/> Pending Case

Inspection/Collection Time: Mondays to Fridays – 9:00 am to 12:00 pm & 2:30 pm to 4.30 pm

1. All requests are subject to the approval of the Court.
2. Once the request has been approved and the applicant has been informed on the availability of the requested File/Document(s)/Cause Book and the cost (where applicable), the said file/Document(s)/Cause Book will be available for inspection/collection.