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

Officer-in-charge

Court Resources Section,

Supreme Court

email: [DTS@supcourt.gov.sg](mailto: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  (excluding Sat/Sun/public holidays) |  |  |
|  |  |  |
| (2) 3-day delivery |  |  |
|  |  |  |
| (3) 5-day delivery |  |  |
|  |  |  |
| (4) 7-day delivery |  |  |
|  |  |  |
| (5) 14-day delivery |  |  |
|  |  |  |
| No. of copies: | \_\_\_\_\_\_ hardcopies  \_\_\_\_\_\_ softcopies  For softcopies to be provided via email, pls state the email address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

2. I give the following undertakings:

1. 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name and Signature   
of Requesting Party / Counsel

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Company / Law Firm Stamp