

Date of Request: _____

Officer-in-charge
Court Reporting Section,
Supreme Court
email: court_reporting@judiciary.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) <input type="checkbox"/> (2) 3-day delivery <input type="checkbox"/> (3) 5-day delivery <input type="checkbox"/> (4) 7-day delivery <input type="checkbox"/> (5) 14-day delivery <input type="checkbox"/>
No. of copies:	_____ hardcopies _____ softcopies For softcopies to be provided via email, pls state the email address: _____ _____

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.

Name and Signature
of Requesting Party / Counsel

Company / Law Firm Stamp