

3.

Para. 21(6)

Request for Record of Hearing

Date:

For Official Use Only

Manager

	CAT
--	-----

Digital Transcription Services

Supreme Court of Singapore

1 Supreme Court Lane

Singapore 178879

(Fax number: 6332 3952)

REQUEST FOR RECORD OF HEARING

Case number:

Names of parties:

Hearing dates:

Court No (if known):

Party making request or on

whose behalf request is made:

(Plaintiff or Defendant or as the case may be)

Name of law firm and lawyer

of the requesting party:

Telephone number:

Fascimile number

E-mail address:

File reference of law firm: _____

1. We hereby apply for a record of the Court proceedings as follows:

Format	Number of copies †	Scope	Delivery timeline
Transcript in paper format		(1) the full trial <input type="checkbox"/> (2) part thereof * <input type="checkbox"/> _____ _____ _____	(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) 14-day delivery <input type="checkbox"/>
Transcript in soft copy on CD-ROM		(1) the full trial <input type="checkbox"/> (2) part thereof * <input type="checkbox"/> _____ _____ _____	(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) 14-day delivery <input type="checkbox"/>

Audio recording on cassette tape		(1) the full trial <input type="checkbox"/> _____ (2) part thereof * <input type="checkbox"/> _____
Audio recording on CD-ROM		(1) the full trial <input type="checkbox"/> _____ (2) part thereof * <input type="checkbox"/> _____
Audio recording on DVD		(1) the full trial <input type="checkbox"/> _____ (2) part thereof * <input type="checkbox"/> _____

[† Insert the number of copies required. For transcripts in paper format, the minimum order is 3 copies (1 copy for the judge and 2 copies for the parties). For details of fees payable, please refer to http://www.wordwave.com.sg/Supreme_Court_Fee_Schedule.]

[* Specify dates of proceedings or names of witnesses.]

2. We undertake:-

- (1) to pay directly to the service provider the requisite fees for the services and audio recordings and/or transcripts requested; and
- (2) if transcripts are requested, to supply to the service provider:
 - (a) at least 2 clear working days before the commencement of the hearing or immediately upon submission of a request by any party after the hearing has concluded, one (1) copy each of such of the following documents as have already been filed in Court:
 - (i) authorities or bundles of authorities;

- (ii) documentary exhibits or bundles of documents;
- (iii) written submissions; and
- (iv) lists of the names of witnesses;
- (b) a copy of any document, authority or submission tendered during the hearing by that party immediately after such document, authority or submission is tendered if such document, authority or submission has not previously been supplied to the service provider; and
- (3) not to reproduce or transmit in any form or by any means any material contained in the transcript or on any audio record supplied to us.

Name and Signature of Requesting Party/Counsel

Company/Law Firm Stamp

*Form 3 inserted to take effect from 7 July 2010
Pursuant to Amendment No. 2 of 2010*