

**REQUEST FOR APPROVAL TO ORDER A COPY OF
TRANSCRIPT FOR PROCEEDINGS OTHER THAN TRIALS**

(This form may take about 5 minutes to complete)

1. Case Number:	
2. Name of Parties:	
3. Hearing Date(s):	
4. Court Number (if known):	
5. NRIC / Name of Requestor:	
6. Which Party are you or do you represent?	
7. Contact Details of Requestor:	Tel: _____ Fax: _____ Email: _____ Law Firm Name (if applicable): _____
8. Transcript Request For details of fees payable, see http://www.wordwave.com.sg/eng/sc_fee.html	<p><i>Format</i></p> <p><input type="checkbox"/> ___ copies in paper (hardcopy format)</p> <p><input type="checkbox"/> ___ copies in CD-ROM (softcopy format)</p> <p><i>Scope</i></p> <p><input type="checkbox"/> entire hearing (as per box 3 above)</p> <p><input type="checkbox"/> certain days / portions only, as described in detail here (specify date/time, person speaking/presenting, with as much detail as possible)::</p> <p>_____</p> <p>_____</p> <p><i>Delivery Timeline (important):</i></p> <p><input type="checkbox"/> 24-hours (excl. Sat/Sun/Public Holiday)</p> <p><input type="checkbox"/> <u>3-day / 5-day / 14- day</u> delivery (delete accordingly)</p>

9. Please state the reason(s) why you are requesting for transcripts:	
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10. I/We hereby apply for a record of the court proceedings as per the details on this form. I/We undertake:-

- (a) to pay directly to the service provider the fees for the services requested;
- (b) if transcripts are requested, to supply to the service provider one copy each of all documents submitted to the Court for the purpose of the hearing(s) in question, at least 2 clear working days before the hearing (if the request is made before the hearing) *or* immediately upon submission of the request (if the request is made after the hearing).
- (c) not to reproduce, broadcast or transmit in any form or by any means, or let out of my custody and control, any transcript supplied to me.

Date: _____

 (Signature of Requestor or the solicitors for the Requestor)

Checklist for Official Use:

Initials of Staff, with
date/time

Request details – checked against Court records?	
NRIC of Requestor verified?	
Attention of Requestor specifically drawn to paragraphs 11(a), (b) and (c)?	
Approval obtained?	