

Appendix A

2.

Para. 20

Request for Interpretation Services

Date:

To: Head Interpreter (Chinese) / Head Interpreter (Indian) /
Head Interpreter (Malay) (delete as applicable)
Supreme Court
1 Supreme Court Lane
Singapore 178879
(Email: SUPCOURT_Head_Interpreters@supcourt.gov.sg)

REQUEST FOR INTERPRETATION SERVICES

Application by : Law Firm Individual

Party making request or on
whose behalf request is made : _____
(Plaintiff or Defendant as the case may be)

Name of applicant/law firm : _____

Name of lawyer/secretary-in-
charge of matter : _____

Address : _____

E-mail address : _____

Telephone number : _____

Case number : _____

Name of parties : _____

Court number or
Chamber number (if known) : _____

Date(s) and time(s) interpretation services are required : _____

Name(s) of party (parties) and/or witness(es) requiring interpretation : _____

Language/dialect : Cantonese Hokkien Teochew
 Mandarin Tamil Malayalam
 Malay Javanese Boyanese

Date of previous hearing (to be filled if the hearing described above is an adjourned or a part-heard hearing) : _____

We undertake to pay the applicable fee prescribed by the Rules of Court immediately upon approval of the request.

We undertake to inform the appropriate Head Interpreter immediately by letter/email in the event that the services of the interpreter are not required for any reason on any of the scheduled days specified in the request.

[The Plaintiff/Defendant or the solicitors for the Plaintiff/Defendant as the case may be]