

## 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\_Interpreter@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(ies)  
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]*