

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: SUPCT\_Head\_Interpreter@judiciary.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]*