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Paras. 29(1), (2),
30(1), (2)

Application to Use the Video Conference Facilities or Mobile Infocomm Technology Facilities (MIT facilities)

Date:

To: The Registrar
Supreme Court
1 Supreme Court Lane
Singapore 178879

[In cases involving alternative dispute resolution, to provide the information
set out below:

Through: Please specify the relevant person-in-charge at the
organisation at which the dispute resolution process is carried out,
such as Registrar, Singapore International Arbitration Centre or the
Executive Director, Singapore Mediation Centre.]

Part I

Application by : ☐ Law Firm ☐ Individual

Name of applicant/law firm : _____

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

Address : _____

E-mail address : _____

Telephone and mobile numbers : _____

Case number : _____

Name of Parties : _____

Date(s) of hearing : From _____ to _____

PART II

Application for the use of: ☐ Video Conference Facilities ☐ MIT facilities

In respect of: ☐ Court Proceedings ☐ Alternative Dispute Resolution

(a) Date(s) and time when use of Video Conference Facilities is required:

Dates of scheduled use: _____ Total No. of days: _____

Start date and time (1st scheduled day of use):

End date and time (last scheduled day of use):

Facility (tick box)	
Video-Conferencing system (State the country, state and city)	

(b) Date(s) and time when use of MIT facilities are required:

Dates of scheduled use: _____ Total No. of days: _____

Start date and time (1st scheduled day of use):

End date and time (last scheduled day of use):

Facility (Tick box)	
1. Interactive Display Board with HD display	
(a) 65" HD touch-screen display	
(b) Internet access via browser	

(c) Recording of voices and actions (e.g., annotations on image or on google maps)	
(d) Multi-format disc player (which allows the playback of DVD-audio, DVD-video, DVD-RAM, DVD-R, CD, CD-R/RW and SVCD media)	
2. Audio Visual Projection Facility	
3. Other Audio Visual Equipment	
(a) Multi-format disc player (which allows the playback of DVD-Audio, DVD-Video, DVD-RAM and DVD-R)	
(b) Visualiser	
(c) Others (please list)*	

* Subject to availability of such equipment

We undertake to compensate the Supreme Court for all damage caused to the equipment, furniture or fittings in connection with the hearing.

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