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Para. 16(2), (9)

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 :

(Claimant 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 2021 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.

Party or Solicitor

[Name, address, email address and telephone number]