

**Request to use Teleconference and Video Conference Facilities /
Mobile Infocomm Technology Facilities (MIT Facilities)**

**REQUEST TO USE TELECONFERENCE AND VIDEO CONFERENCE FACILITIES /
MOBILE INFOCOMM TECHNOLOGY FACILITIES (MIT FACILITIES)**

Date:

To: The Registrar
Supreme Court
1 Supreme Court Lane
Singapore 178879
(Attn: SICC Registry)

Part I

Application by : ☐ Law Firm/Full Registration Foreign Lawyer
☐ Individual (Unrepresented)

Name of applicant/law firm : _____

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

Registered Foreign Lawyer No
(if applicable) : _____

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: ☐ Teleconference and video conference facilities

☐ MIT Facilities

(A) Date(s) and time when use of teleconference and video conference 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)		Date(s)	Time (state from _____ to _____)
Video-conferencing and teleconferencing 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)		Date(s)	Time (state from _____ to _____)
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, DVD-R)			

Facility (Tick box)		Date(s)	Time (state from _____ to _____)
(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 Counsel for the
Claimant/Defendant as the case may be]*