

## 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  
(Fax No. 6337 9450)  
(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 : \_\_\_\_\_  
(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/facsimile transmission/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]*