



# REQUEST

**Note:**

- (1) **Accredited Media/Journalists are to complete Parts 1 & 2.**
- (2) **All other requestors are to complete Parts 1 & 3.**

Case File Reference Number: (eg. HC/S 939/2011) \_\_\_\_\_

Case Name (in full): (eg. Tan Chi Min v. The Royal Bank of Scotland PLC)

\_\_\_\_\_

If you do not have the case file reference number or the case name, please conduct a causebook search to determine the information **before** making a request for inspection.

## PART 1

THE REGISTRAR,

[A] I am requesting to:

- (i) inspect the (a) causebook<sup>1</sup>  
(b) inspect the abovementioned file (\*delete where appropriate)
- (ii) make copy/copies of \_\_\_\_\_
- (iii) obtain certified true copy of \_\_\_\_\_

[B] My involvement and/or interest in the case file/causebook that I wish to inspect or take copies from are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[C] I am the PLAINTIFF/DEFENDANT/APPLICANT/APPELLANT/RESPONDENT<sup>2</sup> (\*delete where appropriate) and I wish to inspect the minute sheets for the hearing on the following dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My reasons for seeking inspection of the above minute sheets are<sup>3</sup>:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> For non-electronic case files only. All other causebook searches are to be done via the LawNet Service Bureau.

<sup>2</sup> A request to inspect minute sheets may only be made by a party to the case file.

<sup>3</sup> A party requesting to inspect minute sheet(s) should indicate *inter alia* if they were present at the hearing or how they may be interested in the contents of the hearing.

## **DECLARATION**

I understand that when I am given leave to inspect a case file, I am allowed, subject to payment of the applicable fees, to make a copy of the documents that I have access to. I undertake that I will only use the copies that I have taken strictly for the purposes stated in this request, and in full compliance with any restrictions that form part of the approval that is granted. In addition, I undertake not to make copies, distribute or otherwise transmit the said copies to any other person.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Designation / Appointment: \_\_\_\_\_

Date: \_\_\_\_\_

**PART 2 – FOR ACCREDITED MEDIA/ JOURNALISTS**

**NOTICE**

After approval is obtained for inspection, please proceed to the CrimsonLogic Service Bureau to file Part 1 via eLitigation. Although the Registry endeavours to process any filed document in eLitigation as soon as we are in receipt, you will in all likelihood only be able to inspect the file at the Service Bureau:

For a pending case, within 1 working day i.e.:

- (i) in the afternoon if the filing is done in the morning of the same day (except Saturday or the eves of the Christmas, New Year and Chinese New Year public holiday, in which case inspection will only be available in the morning of the next working day); and
- (ii) in the morning of the next working day if the filing is done in the afternoon; and

For a concluded case, within 2 working days i.e. the next working day.

Accordingly, please inform us of any urgency in your request to inspect so that we may try to expedite the processing of your request.

Inspection of non-electronic case files will take place at the Registry counter.

**GENTLE REMINDER**

The Supreme Court wishes to remind journalists of their obligations in relation to fair and accurate reporting of Court cases. In particular, the grant of a request for inspection of a Court file should not be taken as a sanction by the Supreme Court that all information obtained from the file inspection may be reported or published. Kindly seek the necessary legal advice to ensure that the reporting of the case does not run afoul of the law, including the law of contempt. Thank you.

**ENCLOSURES**

A copy of my Media Pass/NRIC/Passport/Employment Pass/ authorisation letter\* (\*please delete as appropriate) is enclosed for your verification.

Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_

For Registry Use only:	
<input type="checkbox"/> Concluded Case	<input type="checkbox"/> Pending Case

**PART 3 – FOR ALL OTHER REQUESTORS**

**NOTICE**

The Registry endeavours to process your request as soon as we are able to. Please note that for a concluded case, the processing time is within 2 working days i.e. the next working day. Accordingly, please inform us of any urgency in your request to inspect so that we may try to expedite the processing of your request.

**ENCLOSURES**

A copy of my identification document (NRIC/ FIN/ Passport\* No. \_\_\_\_\_) (\*please delete as appropriate) is enclosed for your verification.

Other relevant documents (eg. Letter of authorisation):

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_
- (iv) \_\_\_\_\_
- (v) \_\_\_\_\_

Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_

For Registry Use only:	
<input type="checkbox"/> Concluded Case	<input type="checkbox"/> Pending Case