

**REQUEST FOR DOCUMENTS IN CRIMINAL PROCEEDINGS**

Date:

Officer-in-charge  
Crime Registry  
Supreme Court of Singapore  
1 Supreme Court Lane  
Singapore 178879

I/We (\*delete where inapplicable) hereby apply for the document(s) in the court proceedings as follows:

<b>1. Details of Court Proceedings</b>	
(a)	Case Number:
(b)	Case Name:
(c)	Court No:
<b>2. Particulars of Requesting Party</b>	
(a)	Party making request (please choose one): <input type="checkbox"/> Public Prosecutor <input type="checkbox"/> Accused-in-Person <input type="checkbox"/> Briefed Counsel <input type="checkbox"/> Assigned Counsel <input type="checkbox"/> Others (please specify) _____
(b)	Name of requesting party (and law firm if represented):
(c)	Phone number:
(d)	Email address:
<b>3. Documents Requested (please list and number each document requested)</b>	

<p><b>4.</b></p>	<p><b>Reasons for the Request (please explain the purposes for which the documents are required)</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>							
<p><b>5.</b></p>	<p><b>Details of previous requests</b></p> <table border="1"> <tr> <td data-bbox="247 819 312 1301"> <p>(a)</p> </td> <td data-bbox="312 819 724 1301"> <p>Have the documents previously been provided to the requesting party:</p> </td> <td data-bbox="724 819 1383 1301"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If <u>yes</u>:</p> <p>Please state when the document(s) were previously provided: _____</p> <p>Please explain why the document(s) are required again: _____</p> <hr/> <hr/> </td> </tr> <tr> <td data-bbox="247 1301 312 1742"> <p>(b)</p> </td> <td data-bbox="312 1301 724 1742"> <p>Has a previous request(s) been made for the same document(s):</p> </td> <td data-bbox="724 1301 1383 1742"> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If <u>yes</u>:</p> <p>Please state when the application was made: _____</p> <p>Please state the outcome of the request: _____</p> <hr/> <hr/> </td> </tr> </table>		<p>(a)</p>	<p>Have the documents previously been provided to the requesting party:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If <u>yes</u>:</p> <p>Please state when the document(s) were previously provided: _____</p> <p>Please explain why the document(s) are required again: _____</p> <hr/> <hr/>	<p>(b)</p>	<p>Has a previous request(s) been made for the same document(s):</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If <u>yes</u>:</p> <p>Please state when the application was made: _____</p> <p>Please state the outcome of the request: _____</p> <hr/> <hr/>
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<p>(b)</p>	<p>Reasons for seeking waiver of prescribed fees (if applicable)</p>	<hr/> <hr/>						


I/We (\*delete where inapplicable) undertake:

- (a) to pay the prescribed fees for the request unless a waiver is granted;
- (b) not to reproduce or transmit in any form or by any means, or let out of my/our (\*delete where inapplicable) custody and control, any document supplied to me/us (\*delete where inapplicable)

Name and Signature of Requesting Party	
Company / Law Firm Stamp (if applicable)	

**Instructions and Notes to Requesting Party**

1.	All relevant parts of this form must be completed, failing which the request for documents may be rejected
2.	<p>For cases in eLitigation, this form should be submitted via eLitigation as an “Other Hearing Related Request”. If you are self-represented, you may do so by visiting the Service Bureau at the Supreme Court Service Hub located at level 1 of the Supreme Court building.</p> <p>For cases not in eLitigation, please submit the form by email to <a href="mailto:supct_registry@judiciary.gov.sg">supct_registry@judiciary.gov.sg</a>, or in person at the Supreme Court Service Hub located at level 1 of the Supreme Court Building.</p>
<u>3.</u>	The Court will inform you of the outcome of the request and the collection date(s) of the document(s) via email.