**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, DVDRAM, 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)   |   |  |  |
| (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]*