

**Family Justice Courts Practice Directions  
(Amendment No. 1 of 2018)**

Form 266A

Para 161A

**Application to Use the Technology Courts or  
Mobile Infocomm Technology Facilities (MIT facilities)**

Date:

- To: 1. The Registrar  
Supreme Court  
1 Supreme Court Lane  
Singapore 178879
2. The Registrar  
Family Justice Courts  
3 Havelock Square  
Singapore 059725

[In cases involving alternative dispute resolution, to provide the information set out below:

Through: Please specify the relevant person-in-charge at the organisation at which the dispute resolution process is carried out, such as Registrar, Singapore International Arbitration Centre or the Executive Director, Singapore Mediation Centre.]

**Part I**

Application by :  Law Firm       Individual

Name of applicant/law firm : \_\_\_\_\_

Name of lawyer/secretary-in-charge of matter : \_\_\_\_\_

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:  Technology Court  MIT facilities  
 In respect of :  Court Proceedings  Alternative Dispute Resolution

(a) Date(s) and time when use of Technology Court is required:

Dates of scheduled use: \_\_\_\_\_ Total No. of days: \_\_\_\_\_

Start date and time (1<sup>st</sup> scheduled day of use):

End date and time (last scheduled day of use):

Facility (Tick box)	
<b>1. Audio-visual equipment (\$50 per day or part thereof)</b>	
(a) Projector Screen (STEWART, Grayhawk)	
(b) Sound system (speakers and Tannoy microphones)	
(c) Visualiser (Wolfvision)	
(d) Multi-format disc player (which allows the playback of DVD-Audio, DVD-Video, DVD-RAM and DVD-R)	
<b>2. Video-Conferencing system (State the country, state and city)</b> <del>(\$1,000 in addition to \$50 for Technology Courts ie, \$1,050 per day or part thereof)</del>	

(b) Date(s) and time when use of MIT facilities are required:

Dates of scheduled use: \_\_\_\_\_ Total No. of days: \_\_\_\_\_

Start date and time (1<sup>st</sup> scheduled day of use):

End date and time (last scheduled day of use):

Facility (Tick box)	
<b>1. Interactive Display Board with HD display (MITv2) (\$100 per day or part thereof)</b>	
(a) 65" HD touch-screen display	
(b) Internet access via browser	
(a) Recording of voices and actions (e.g., annotations on image or on google maps)	
(b) Multi-format disc player (which allows the playback of DVD-audio, DVD-video, DVD-RAM, DVD-R, CD, CD-R/RW and SVCD media)	
<b>2. Audio visual Cart with projector (MITv1) (\$100 per day or part thereof)</b>	
(c) XGA 2500 ANSI Lumens projector	
(d) Multi-format disc player (which allows the playback of DVD-Audio, DVD-Video, DVD-RAM and DVD-R)	

(e) Portable 90 or 100 inch tripod screen	
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<b>3. Video conferencing Mobile Cart (MVC) (\$250 per day or part thereof)</b>	
(a) Single 34" Multimedia Display	
(b) Polycom videoconferencing system	
<b>4. Other Audio Visual Equipment*</b>	
(a) Multi-format disc player (which allows the playback of DVD-Audio, DVD-Video, DVD-RAM and DVD-R)	
(b) Portable visualiser (A VerMedia)	
(c) Others (please list)**	

\* Available only as add-ons to facilities in (a)1, (a)2, (b)1, (b)2 or (b)3

\*\* Subject to availability of such equipment

We undertake to pay all prescribed fees and to compensate the Supreme Court and the Family Justice Courts for all damage caused to the equipment, furniture or fittings in connection with the hearing.

*[The Plaintiff/Defendant or the solicitors for the Plaintiff/Defendant as the case may be]*

## APPENDIX D

Para 161A

### FEES FOR USE OF THE TECHNOLOGY COURTS AND THE MOBILE INFOCOMM TECHNOLOGY FACILITIES

<i>No.</i>	<i>Items</i>	<i>Fees (S\$)</i>	<i>Point of time at which fee must be paid</i>	<i>Document on which the stamp is to be affixed</i>
1.	For each day or part thereof in respect of a particular hearing or matter in which a Technology Court is used.	50	On filing Form 266A of Appendix A save that the Registrar may allow a refund for the fees paid in respect of days on which the Technology Court was not used.	Form 266A of Appendix A.
2.	For each day or part thereof in respect of a particular hearing or matter in which the videoconferencing equipment installed in a Technology Court is used.	<del>1,000</del> <u>250</u>	On filing Form 266A of Appendix A, save that the Registrar may allow a refund for the fees paid in respect of days on which the videoconferencing equipment was not used.	Form 266A of Appendix A.
3.	For each day or part thereof in respect of a particular hearing or matter in which the Mobile Infocomm Technology facilities are used.	100	On filing Form 266A of Appendix A save that the Registrar may allow a refund for the fees paid in respect of days on which the Mobile Infocomm Technology facilities were not used.	Form 266A of Appendix A.
4.	For each day or part thereof in respect of a particular hearing or matter in which the videoconferencing equipment from the Mobile Infocomm Technology facilities are used.	250	On filing Form 266A of Appendix A save that the Registrar may allow a refund for the fees paid in respect of days on which the videoconferencing Equipment was not used.	Form 266A of Appendix A.
5.	Telecommunication charges incurred in using the videoconferencing equipment installed in a Technology Court or on using the Infocomm Technology facilities.	Actual Cost	On receiving a letter from the Registry stating the telephone charges incurred.	Request.*
6.	Charges incurred in using the video printer.	5 per printed sheet	On receiving a letter from the Registry stating the charges incurred	Request.*

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\* Formerly known as “praecipe”.