

Supreme Court Transcription Services

WordWave International Asia Limited, trading as Merrill Legal Solutions, offers court reporting services and is the official transcription provider for the Supreme Court of Singapore.

Two different types of transcription service are available.

1. Court Reporting Services (Stenography)

A team of court reporters attend the hearing at any location and produce verbatim transcripts using Computer Aided Transcription (CAT) equipment. The services are booked via Merrill. Charges are based on a per-day attendance rate.

REAL-TIME

Text in real time within the courtroom and delivery of transcript within 3 hours of the end of the court day.

DAILY

Delivery of the transcript within 3 hours of the end of the court day.

NEXT-DAY

Delivery of the transcript to the courtroom at 10 am the following day.

For a full fee schedule for our court reporting services or to book, please contact our office on 6720 0103 or email to singapore@merrillcorp.com

2. Supreme Court Digital Audio Transcription Services

Merrill Legal Solutions is the official transcription contractor to the Supreme Court. Transcripts for proceedings taking place in the Supreme Court can be ordered from the court. The request form can be downloaded from the Supreme Court website at www.supremecourt.gov.sg. Charges are based on the number of words contained in the transcript. For ease of reference the pricing set out below indicates the charge per page based on 250 words per page.

Type of Service – Transcription Turnaround	Fee
• 24 hour turnaround	\$13.00 per page (\$0.052 per word)
• 3 working days	\$10.25 per page (\$0.041 per word)
• 5 working days	\$8.50 per page (\$0.034 per word)
• 14 working days	\$8.25 per page (\$0.033 per word)
Note: Charge per page includes 3 hard copies (one copy for the Judge and two copies for the requesting party / parties)	
Requesting party / parties of the abovementioned services may also request for:	
Additional hard copy	\$1.00 per page or part thereof
Soft Copy in MS Word format (via email and/or on CD)	\$15.00 per hearing day
Additional Services	
<u>Audio Duplication</u>	
90 minute cassette	\$10.00 per cassette (1 st set)
	\$8.00 per cassette (additional set)
CD-ROM	\$6.00 per CD (1 st copy)
	\$5.00 per CD (additional copy)
DVD	\$18.00 per DVD (1 st copy)
	\$16.00 per DVD (additional copy)

Note: All transcripts and audio records are not to be reproduced, copied or transmitted in any form by any means whatsoever, without prior approval of the Singapore Judiciary. The Singapore Judiciary reserves the right to reject any such request for reproduction, copying or transmission without having to give reasons.