

**Form I**  
[see rule 6 (2)]

**Request Form for Video Conference**

1. Case Number / CNR Number (if any)
2. Cause Title
3. Proposed Date of conference (DD/MM/YYYY): \_\_\_\_\_
4. Location of the Court Point(s): \_\_\_\_\_
5. Location of the Remote Point(s): \_\_\_\_\_
6. Names & Designation of the Participants at the Remote Point: \_\_\_\_\_
7. Reasons for Video Conferencing:  
*In the matter of:*
8. Nature of Proceedings: Final Hearing  Motion Hearing  Others

I have read and understood the provisions of [Rules for Video Conferencing for Courts](#) (hyperlink). I undertake to remain bound by the same to the extent applicable to me. I agree to pay video conferencing charges if so, directed by the Court.

Signature of the applicant/authorised signatory:

Date:

**For use of the Registry / Court Point Coordinator**

**A) Bench assigned:**

**B) Hearing:**

Held on (DD/MM/YYYY):

Commencement Time:

End time:

Number of hours:

**C) Costs:**

Overseas transmission charges if any:

To be Incurred by Applicant /Respondent:

To be shared equally:

Waived; as ordered by the Court:

Signature of the authorised officer:

Date: