

**Access to Documents on Civil Files**

This form must be used when requesting access to documents held on Magistrates' Court civil case files.

All applications for access to documents filed in civil matters are considered by the Court or a Registrar. In accordance with rule 28.05, no person may inspect or obtain a copy of a document which the Court has ordered confidential; and a person who is not a party may not, without the leave of the Court, inspect or obtain a copy of a document which in the opinion of the Registrar ought to remain confidential to the parties.

If access is permitted, you may view the document(s) at the Magistrates' Court Registry.

Please return your completed form in person at the registry counter.

A search, inspection, retrieval or access fee of \$25.30\*<sup>1</sup> applies, and a fee of 60c per page applies\*\*<sup>2</sup> to photocopy/ print any document.

**Case Details**

Case Number (if known):

Plaintiff's Name:

Defendant's Name:

**Hearing date(s):                      Details of Requesting Party**

**Given name:**

**Last name:**

**Organisation** (if applicable):

**Contact phone number:**

**Email address:**

<sup>1</sup> \*Magistrates' Court (Fees) Regulations 2012, items 3.4 and 3.5.

<sup>2</sup> \*\*Magistrates' Court (Fees) Regulations 2012, item 3.6.

I am making this request as:

<input type="checkbox"/>	<b>The solicitor on record, or barrister or person authorised by the solicitor on record</b> Please show relevant identification or letter of authorisation
<input type="checkbox"/>	<b>The plaintiff/defendant/third party in this case</b> Please show photo ID showing current address (e.g. driver licence)
<input type="checkbox"/>	<b>Other</b> Please specify:

**Case Details**

**I wish to access:**

- All court documents filed in this matter
- Only particular documents (please list the documents you are seeking access to):

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**Is this request related to any sexual offending (alleged or proven), irrespective of whether any criminal proceeding has been commenced?**

- Yes (*pursuant to the Judicial Proceedings Reports Act 1958, your request may be refused or referred to a judicial officer for determination*)

**Case details:**

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- No

**Does this file relate to any criminal proceeding (current or finalised)?**

Yes (*your request may be refused or referred to a judicial officer for determination*)

**Case details:**

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No

**My reason for requesting access to these documents is:**

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**Guidelines for Inspecting a Court File**

As Court files contain important records and are regularly required in Court and by members of the Judiciary. Please ensure that you adhere to the following guidelines when inspecting a court file:

- Court files and all documents contained within must never be removed from the premises.
- Documents must not be marked or altered in any way.
- Do not remove staples from documents.
- Ensure that documents on the file are kept in the same order.
- At completion of your inspection, make sure that all the contents of the file are returned to the file.
- Return the file to counter staff when you have finished your inspection.
- If inspecting a large file, make sure that all volumes of the file are accounted for when returning the file.

If you have any queries, please ask one of our Registry Staff.

Your understanding and cooperation are appreciated.

\_\_\_\_\_  
[Applicant's Name]

\_\_\_\_\_  
[Applicant's Signature]

Dated: \_\_\_\_\_