**INSPECTION OF DOCUMENTS REQUEST**

*Magistrates’ Court General Civil Procedure Rules 2020*

Rule 28.05

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| **ACCESS TO DOCUMENTS ON CIVIL FILES** |
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| 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 of the *Magistrates’ Court General Civil Procedure Rules 2020*, 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 applies, and if photocopying or printing is required, a further fee will apply per page. |
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| **CASE DETAILS** |
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| Court Reference [*if known*]: |       |  |
| Plaintiff [*name*]: |       |
| Defendant [*name*]: |       |
| Hearing date(s): |       |
|  |
| **DETAILS OF REQUESTING PARTY** |
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| Name: |       |
| Organisation [*if applicable*]: |       |
| Phone: |       |  |
| Email: |       |
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| I am making this request as: |
| [ ]  | The Australian lawyer on record, or barrister or person authorised by the Australian lawyer on record [*Please show relevant identification or letter of authorisation*] |
| [ ]  | A party in this case [*Please show photo ID showing current address (e.g. driver licence)*] |
|  | Party role [*e.g. Plaintiff, Third Party*]: |       |
| [ ]  | Other [please specify]: |
|  |       |
| **REQUEST DETAILS** |
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| I wish to access: |
| [ ]  | All 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*] |
|  | Offending details: |
|  |       |
| [ ]  | No |
|  |
| Does this matter relate to any criminal proceeding (current or finalised)? |
| [ ]  | Yes[*Your request may be refused or referred to a judicial officer for determination*] |
|  | Case details: |
|  |       |
| [ ]  | No |
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| My reason(s) for requesting access to these documents is: |
|       |
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| **GUIDELINES FOR INSPECTING A COURT FILE** |
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| 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. |
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| Date: |       |  |
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|  | Applicant [*signed*] |