

**CASE DETAILS:**

Case Number \_\_\_\_\_ Case Name \_\_\_\_\_  
 Hearing Type \_\_\_\_\_ Magistrate/Judicial Registrar \_\_\_\_\_  
 Hearing Date/s \_\_\_\_\_ Next Hearing Date \_\_\_\_\_

**APPLICANT DETAILS:**

APPLICANT'S NAME \_\_\_\_\_

CAPACITY (please tick)  Informant  Accused/Offender  Plaintiff  Defendant  
 Applicant  Respondent  Victim  
 Non Party  Legal representative (also indicate for which party)

ORGANISATION \_\_\_\_\_ REGION # (Victoria Police Only) \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_ PHONE NO. \_\_\_\_\_

CITY/SUBURB \_\_\_\_\_ POSTCODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*\*In signing this request form I acknowledge that I will not copy, distribute or publish, or cause the copying, distribution or publication of these recording/s in any way without prior approval of the Court in accordance with the audio recording protocols.*

**REQUEST DETAILS:**

REASON FOR REQUEST \_\_\_\_\_  
Applications requiring Chief Magistrate approval must be accompanied by a further written request, outlining interest/involvement in the case and reasons for request.

**FEES**

NUMBER OF DAYS TO BE COPIED \_\_\_\_\_ at \$55 PER DAY TOTAL FEE: \$ \_\_\_\_\_

**APPROVAL / PAYMENT** A registrar must initially approve the request for audio recording, before it is presented for payment.

APPROVED BY REGISTRAR \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**OFFICE USE ONLY (to be completed by Registrar)**

Reason request referred to Chief Magistrate:

Non-party  Sex offence  
 IVO requests:  Direction made that recording may contain sensitive information not suitable for release  
 Details: \_\_\_\_\_

Suppression order/ Prohibition order Details: \_\_\_\_\_

Other (please describe): \_\_\_\_\_

Registrar name: \_\_\_\_\_ Date \_\_\_\_\_

Court location: \_\_\_\_\_

Please refer to the **Audio Recording Protocols Fact Sheet** overleaf for further information regarding the access and supply of audio recordings, for Magistrates' Court proceedings.

For further advice contact your local Magistrates' Court, visit [www.magistratescourt.vic.gov.au](http://www.magistratescourt.vic.gov.au) or email [help@magistratescourt.vic.gov.au](mailto:help@magistratescourt.vic.gov.au)

## PROCEEDINGS THAT ARE RECORDED

- **Criminal proceedings:** include committal proceedings, mentions, guilty and not guilty hearings, infringement proceedings, Enforcement Review Program and Diversion matters and all applications before the court.
- **Civil proceedings:** include all civil disputes and applications heard in open court, but does not include pre-hearing conferences and mediations.
- **Family Law and Family Violence proceedings:** include all matters heard in open court.
- **Victims of Crime Assistance Tribunal (VOCAT) proceedings:** include all matters listed for hearing, but do not include matters heard in chambers.

## OBTAINING A COPY OF A RECORDING

A request for a copy of a digital recording is made by completing a *Request for copy of digital recording* form. The fee of \$55 per case per day is required upon filing the request.

This fee is applicable to all applications.

Applications must be made to the Court venue where the proceeding was heard.

## APPROVAL TO OBTAIN A RECORDING

Chief Magistrate approval is required for any applications made in the following circumstances:

- the request is made by a person who is not a party to the proceeding
- a current suppression or publication prohibition order exists in relation to that proceeding
- the request relates to an intervention order proceeding\*, or a case relating to a sexual offence

\*There are circumstances where intervention order recordings can be released without Chief Magistrate approval.

Requests that require Chief Magistrate approval are made by completing a *Request for copy of audio recording* form and attaching a written request outlining the applicant's interest/involvement in the proceeding, and the reasons they require the recording. The request must be made by the person/organisation who seeks the recording.

These requests and enquiries must be referred to:

**Manager, Judicial Support Services**

Melbourne Magistrates' Court

GPO Box 882

Melbourne Vic 3001

Ph: 9628 7962

Email – [judicialsupport@magistratescourt.vic.gov.au](mailto:judicialsupport@magistratescourt.vic.gov.au)

## COPYING, DISTRIBUTING AND PUBLISHING OF RECORDINGS

Any person who obtains a copy of an audio recording from the Court must not copy, distribute or publish the recording, or cause the copying, distribution or publication of the recording in any way without approval from the Chief Magistrate.

## RETENTION AND TIME TO PROCESS RECORDINGS

Recordings are available for 12 months from the date of hearing. Recordings are usually supplied within 14 days of receiving the request. Court staff will notify you if delays are anticipated.

## TRANSCRIPTION OF RECORDING

Only committal proceedings in the Magistrates' Court are transcribed. Any enquiry for a transcript in these matters must be referred to:

**Victorian Government Reporting Service**

Ph: (03) 9603 2401

Email – [vgrs.transcriptrequest@courts.vic.gov.au](mailto:vgrs.transcriptrequest@courts.vic.gov.au)