

REQUEST BY NON-PARTY FOR INSPECTION OF COURT DOCUMENTS

DETAILS OF PERSON MAKING APPLICATION

DETAILS OF PROCEEDING

Name:

Title of proceeding:

Organisation:

Case number:

Postal address:

Court venue:

Telephone number:

Date of hearing:

Email address:

Presiding judicial officer:

CURRENT SUPPRESSION ORDER:

Yes

No

APPLICATION TO:

Inspect

Photocopy/Duplicate

DETAILS OF MATERIALS SOUGHT	Orders Relating to Inspection		Orders Relating to Photocopying/Duplicating	
	Granted	Refused	Granted	Refused
<input type="checkbox"/> Charges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hand up Brief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Photos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CCTV Footage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Statements as Tendered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other – please specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ORDERS SUBJECT TO CONDITIONS

Yes

No

Inspection is granted with the following conditions:

Name/s to be deleted from all documents released:

Contact details to be deleted from all documents released

Street address to be deleted from all documents released

Other conditions:

Any other order:

Magistrate's signature

_____/_____/_____
Date

UNDERTAKING

If the Court grants access to the material requested in this application, **I UNDERTAKE THAT:**

1. I will comply with all legislative requirements where applicable including the *Judicial Proceedings Reports Act 1958, Magistrates' Court Act 1989, Open Courts Act 2013, Family Violence Protection Act 2008, Personal Safety Intervention Orders Act 2010* and the *Children Youth and Families Act 2005*.
2. I will follow the directions of the Magistrate releasing the documents and/or Court staff as to the location, time, duration and manner of accessing the material.
3. I will take all reasonable care in accessing and handling the material.
4. I will access and use the material only for the purpose of making a fair and accurate report of the proceedings.
5. I will not take a photocopy of any accessed material unless authorised to do so.
6. **If permitted** to take a photocopy of any accessed material, I will not provide a copy of that material to or allow a further copy of that material to be made by any person other than a member of my organisation or a lawyer acting for my organisation unless that person has also made, signed and filed a like application and undertaking with the Court. By giving this undertaking I intend to bind in a like manner other employees of my organisation and lawyers acting on my organisation's behalf to whom copies of the materials have been given.
7. Unless permitted otherwise by the Court, I will destroy all such copy material within seven (7) business days of the end of the proceeding to which it relates and will retain such material securely at all times until it is destroyed.

These undertakings are given in the knowledge that any breach of them by me may be dealt with as a contempt of court or otherwise as the Court considers appropriate in the circumstances.

These undertakings operate from the time I sign, date and file this form with the Court.

Application made and Undertakings given this day of 20

Signature of applicant: _____

PART 7: LISTING DETAILS (only complete if matter is finalised)

This application should be provided to the bench clerk during the proceeding

Please note: All requests for access to court documents are to be listed in open court, preferably at the same time as when the matter is listed to allow the parties an opportunity to be heard with regard to the request. If the matter is finalised, please contact the relevant court co-ordinator to obtain a date of hearing. You will be required to serve the application on the parties and appear in court on the listing date.

This application will be heard at the Magistrates' Court of Victoria at: _____ (venue)

On: (date) _____ at: _____ (time) AM/PM

Dated:	Registrar Signature
At:	