

All requests for access to court documents are to be listed in open court, preferably at the same time as the matter is listed to allow the parties an opportunity to be heard with regard to the request.

This application should be provided to the registry office prior to the hearing if details are known in advance or to the bench clerk during the proceeding.

Title of proceeding:

Case number (if known):

Court venue:

Date of hearing:

Presiding judicial officer:

CURRENT SUPPRESSION ORDER: Yes No

APPLICATION IS GRANTED TO:

Inspect in person Photocopy/duplicate

DETAILS OF MATERIALS SOUGHT	Orders relating to inspection		Orders relating to photocopying/duplicating/PDF	
	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"/> 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

Access is granted with the following information deleted:

Accused:

- name/s:
- email/phone number
- street address
- suburb
- date of birth

Complainant:

- name/s
- email/phone number
- street address
- suburb
- date of birth

Witness details

Other conditions or order

Judicial officer's signature

____/____/____
Date

UNDERTAKING

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

1. I, the undersigned, 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*, the *Children Youth and Families Act 2005*, and any other Act or instrument.
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 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.

DETAILS OF REPORTERS MAKING APPLICATION

These undertakings operate from the time we sign, date and file this form with the court.

Application made and undertakings given this day of 20

	Name	Media outlet	Email address	Signature
a				
b				
c				
d				
e				
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	Name	Media outlet	Email address	Signature
p				
q				
r				
s				
t				
u				
v				
w				
x				

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

Please note: If the matter is finalised, you will be required to serve the application on the parties and appear in court on the listing date. Please contact the relevant court coordinator to obtain a date for hearing.

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

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

Dated: At:	Registrar signature
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