

Inspection of Justice Health Subpoena material

INFORMATION FOR EXTERNAL PARTIES

Where approval has been granted for the release of subpoena material submitted by Justice Health, this guide provides parties with an overview of how the material can be viewed electronically using Microsoft SharePoint.

The process of applying for access to Justice Health subpoena documents remains the same, with the application heard and determined by a Magistrate in open court.

Signed Undertaking

Before any material can be released by the Court, parties must ensure that they have reviewed and acknowledged the terms set out in the undertaking (attached to this guide). Once completed and returned to the relevant court location, parties will be granted access to the subpoena documents through the email provided in the undertaking.

How to access subpoena documents

1. Once an order for release has been issued by the Court and upon the return of the signed undertaking, parties will be emailed a link to access the documents online through SharePoint.

Subpoena material for matter [REDACTED] Inbox x



[REDACTED] (CSV) [REDACTED]@courts.vic.gov.au>

to me ▾


Good afternoon,

Please see below the SharePoint link to access the subpoena material in relation to the above matter.

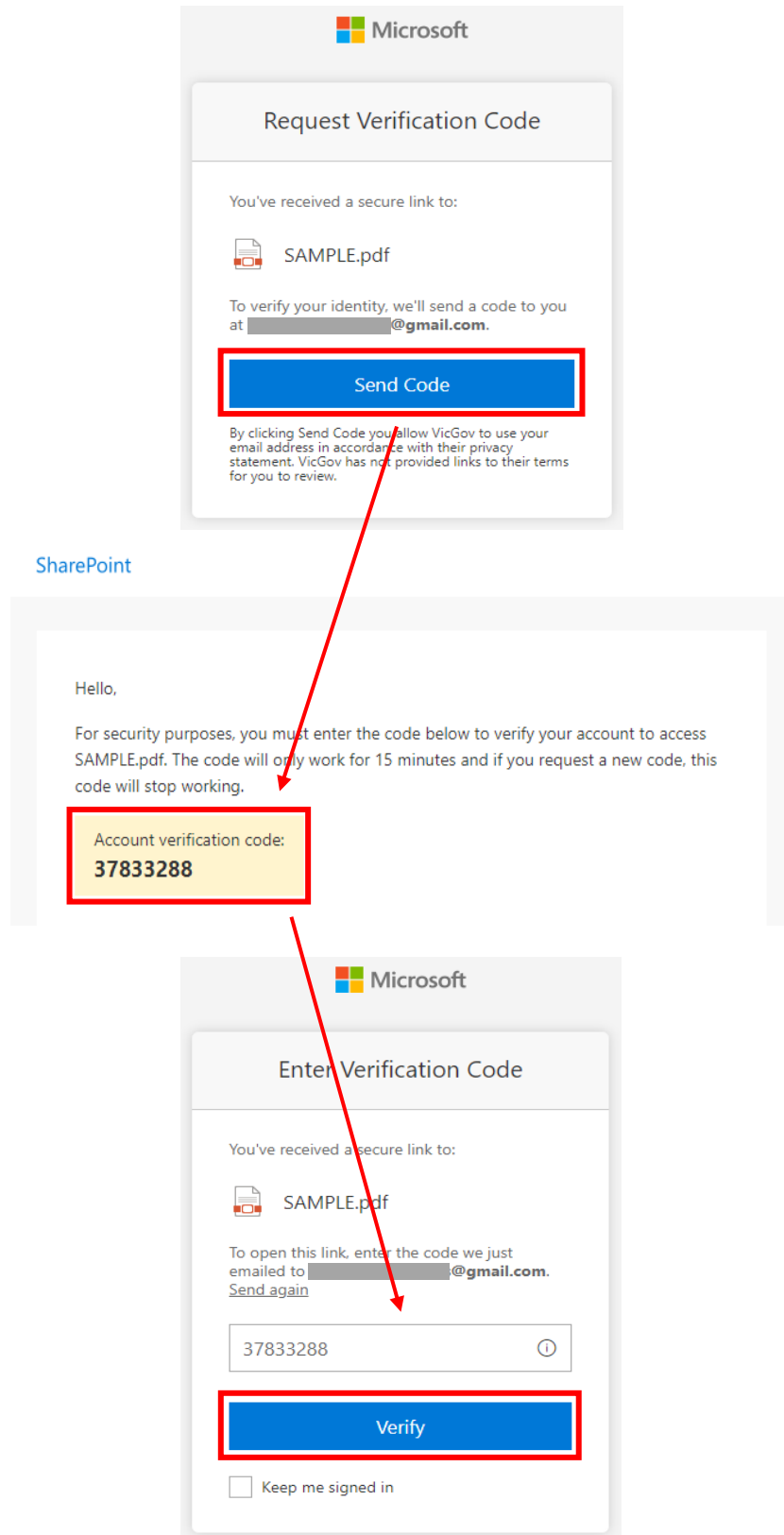
<https://vicgov.sharepoint.com/:b:/s/VG001516/melbourne/EZIRd7CPOR5Lp3wLr6lhweoBSNGeGed33g-fWLIKK4A-EQ?email=mcvttestsubpoenas%40gmail.com&e=ncU7A0>

Regards,

[REDACTED]
[REDACTED]
[REDACTED]

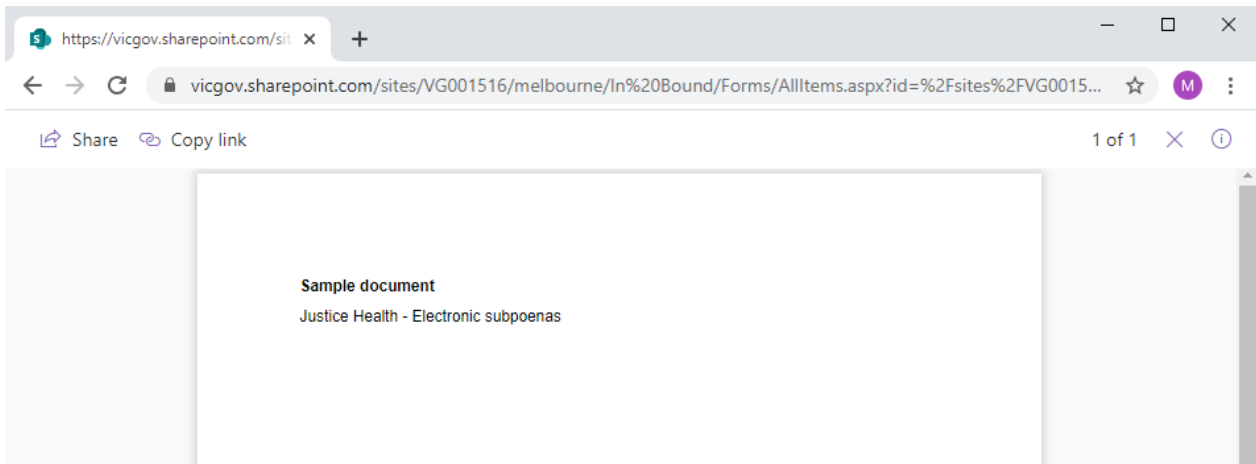
 P: (03) [REDACTED] | E: [REDACTED]@courts.vic.gov.au
A: [REDACTED] Melbourne VIC 3000

2. Clicking on the link will open in a new internet browser. To ensure the documents can only be accessed by the intended party, a unique security code must be generated and sent to the email address in which the original link was shared to.

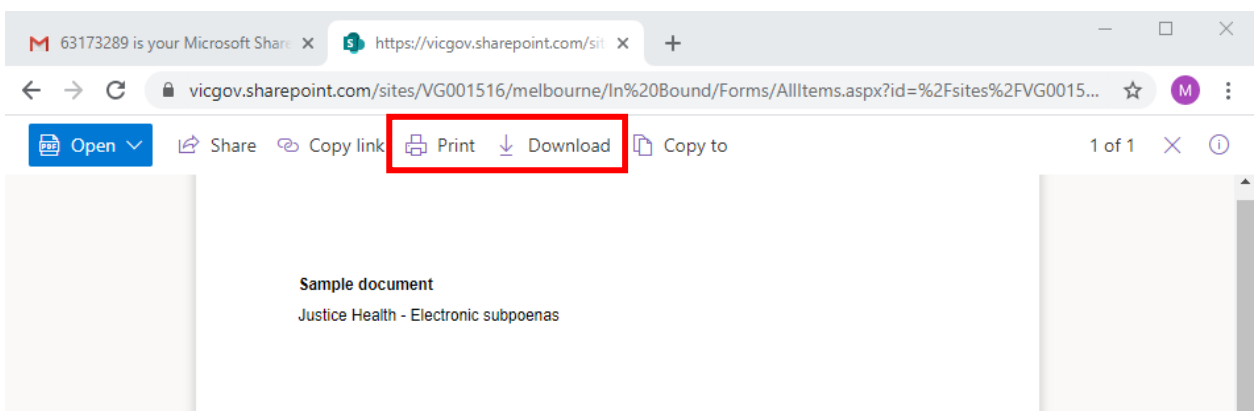


- Once the unique code has been entered and verified, the documents will open on the next page within the browser. Whether parties have been granted access to (A) view only or (B) view and copy the documents, the 'Download' and 'Print' option will appear in the top banner.

(A) VIEW ONLY



(B) VIEW AND COPY



NOTE: Where the documents have been approved for access within an allocated timeframe, i.e. for viewing within 24 or 48 hours, the original SharePoint link will expire and become invalid after this period.

Enquiries

For further information or assistance, parties can contact their nearest court to speak to a registrar. All Magistrates' Court locations and contact details can be found [here](#).

Inspection of Subpoena Documents - Undertaking

JUSTICE HEALTH SUBPEONAED MATERIAL

The Magistrates' Court of Victoria have established an electronic process for the submission and inspection of subpoenaed material from Justice Health, a division of the Department of Justice and Community Safety.

The following undertaking is provided to you as the intended party to inspect subpoena material by order of the Court. Please read carefully and acknowledge the terms set out in the undertaking by ticking the box below and returning the completed form to the Court location storing the subpoenaed materials.

Undertaking

- The link provided to you via this process contains subpoenaed material for inspection. Your access is subject to an undertaking that you will keep the material secure and not use it for a collateral or ulterior purpose unconnected to the proceedings in which the subpoena was issued. Examples of collateral or ulterior purposes are using the information in different proceedings; using the material for a business reason; or disclosing the information to people or entities unrelated to the proceeding.
- All recipients of the material are subject to the undertaking and will only be released from it with leave of the court or through publication of the material in open court.
- Your access is also subject to the terms of the access order made by the Magistrates' Court of Victoria in relation to the material.
- Breach of this undertaking or the access order may constitute a contempt of Court.

(please tick) **I undertake to use the information obtained from this inspection only for the purpose of these proceedings and in accordance with the terms of the access order made by the Magistrates' Court of Victoria, and to destroy any copies at the conclusion of the proceedings.**

Print name:

Date:

Email address of party viewing documents¹:

If you have any questions, please [contact the registry](#) storing the subpoenaed material.

¹ Please ensure this email address is accurate as this is the email that a sharing link to view the documents will be provided to upon order of the Court.