

# REQUEST FOR COPY OF AUDIO RECORDING

IN THE MAGISTRATES' COURT  
OF VICTORIA AT \_\_\_\_\_

Court Reference: \_\_\_\_\_

*Court Location*

## APPLICANT DETAILS

Name: \_\_\_\_\_

Capacity:  Informant  Accused/Offender  Prosecutor  
 [please  Applicant  Respondent  Plaintiff  
 select]  Defendant  Victim  Non-Party  
 Legal representative [also indicate for which party]

Organisation: \_\_\_\_\_ Region #: \_\_\_\_\_  
Victoria Police only

Postal address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

## CASE DETAILS

Case name: \_\_\_\_\_

Hearing type: \_\_\_\_\_ Judicial officer: \_\_\_\_\_

Hearing date(s): \_\_\_\_\_ Next hearing date: \_\_\_\_\_

## REQUEST DETAILS

Detailed reason for request:

Include the date required if applicable

Include intended purpose of the recording

For example

- Required for pending appeal
- Required for record keeping purposes
- To provide information to new legal representative
- For review only

**In signing this request form, I acknowledge that except for sharing the recording/s between a legal practitioner and their client, 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.**

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

<b>FEES (REGISTRY USE ONLY)</b>	<input type="checkbox"/> Full Fee	<input type="checkbox"/> Concession
Number of days to be copied: _____	at \$55 per day.	Total fee: \$ _____
Number of days to be copied: _____	at \$25 per day.	Total fee: \$ _____

**APPROVAL/PAYMENT (REGISTRY USE ONLY)**

A registrar/court officer must initially approve the request for audio recording before it is presented for payment.

Approved by Registrar/Court Officer: \_\_\_\_\_ Signature \_\_\_\_\_

**REQUEST REFERRED FOR APPROVAL (REGISTRY USE ONLY)**

(If yes, please attach copy of this form to completed "Referral to Chief Magistrate, Deputy Chief Magistrate or Division Head for Audio Recording/Transcript" form

- Yes
- No