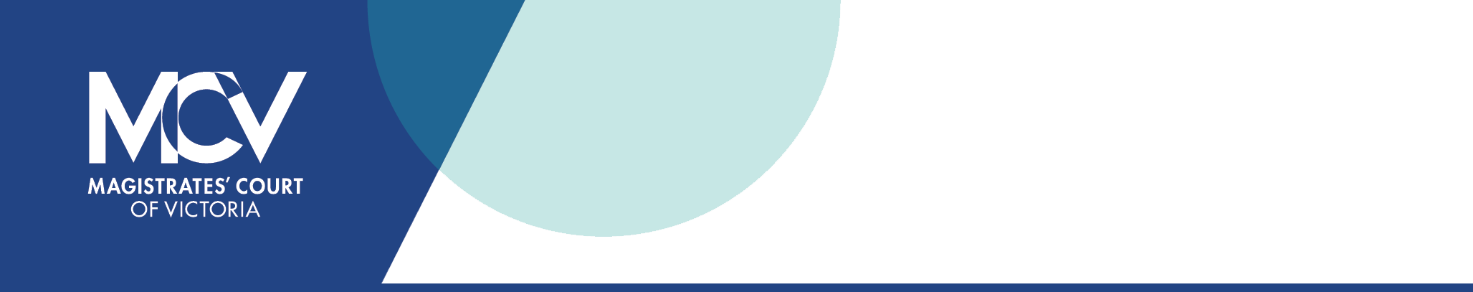
**INSPECTION OF DOCUMENTS REQUEST**

*Magistrates’ Court General Civil Procedure Rules 2020*

Rule 28.05

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACCESS TO DOCUMENTS ON CIVIL FILES** | | | | | | | | | | |
|  | | | | | | | | | | |
| This form must be used when requesting access to documents held on Magistrates’ Court civil case files. | | | | | | | | | | |
| All applications for access to documents filed in civil matters are considered by the Court or a registrar. In accordance with rule 28.05 of the *Magistrates’ Court General Civil Procedure Rules 2020*, no person may inspect or obtain a copy of a document which the Court has ordered confidential; and a person who is not a party may not, without the leave of the Court, inspect or obtain a copy of a document which in the opinion of the registrar ought to remain confidential to the parties. | | | | | | | | | | |
| If access is permitted, you may view the document(s) at the Magistrates’ Court registry. | | | | | | | | | | |
| Please return your completed form in person at the registry counter. | | | | | | | | | | |
| A search, inspection, retrieval or access fee applies, and if photocopying or printing is required, a further fee will apply per page. | | | | | | | | | | |
|  | | | | | | | | | | |
| **CASE DETAILS** | | | | | | | | | | |
|  | | | | | | | | | | |
| Court Reference [*if known*]: | | | | | |  | | | |  |
| Plaintiff [*name*]: | | | | |  | | | | | |
| Defendant [*name*]: | | | | |  | | | | | |
| Hearing date(s): | | | | |  | | | | | |
|  | | | | | | | | | | |
| **DETAILS OF REQUESTING PARTY** | | | | | | | | | | |
|  | | | | | | | | | | |
| Name: | | | |  | | | | | | |
| Organisation  [*if applicable*]: | | | |  | | | | | | |
| Phone: | | | |  | | | |  | | |
| Email: | | | |  | | | | | | |
|  | | | | | | | | | | |
| I am making this request as: | | | | | | | | | | |
|  | | The Australian lawyer on record, or barrister or person authorised by the Australian lawyer on record [*Please show relevant identification or letter of authorisation*] | | | | | | | | |
|  | | A party in this case [*Please show photo ID showing current address (e.g. driver licence)*] | | | | | | | | |
|  | | Party role [*e.g. Plaintiff, Third Party*]: | | | | |  | | | |
|  | | Other [please specify]: | | | | | | | | |
|  | |  | | | | | | | | |
| **REQUEST DETAILS** | | | | | | | | | | |
|  | | | | | | | | | | |
| I wish to access: | | | | | | | | | | |
|  | | All documents filed in this matter | | | | | | | | |
|  | | Only particular documents [*please list the documents you are seeking access to*]: | | | | | | | | |
|  | |  | | | | | | | | |
|  | | | | | | | | | | |
| Is this request related to any sexual offending (alleged or proven), irrespective of whether any criminal proceeding has been commenced? | | | | | | | | | | |
|  | | Yes  [*Pursuant to the* Judicial Proceedings Reports Act 1958*, your request may be refused or referred to a judicial officer for determination*] | | | | | | | | |
|  | | Offending details: | | | | | | | | |
|  | |  | | | | | | | | |
|  | | No | | | | | | | | |
|  | | | | | | | | | | |
| Does this matter relate to any criminal proceeding (current or finalised)? | | | | | | | | | | |
|  | | Yes  [*Your request may be refused or referred to a judicial officer for determination*] | | | | | | | | |
|  | | Case details: | | | | | | | | |
|  | |  | | | | | | | | |
|  | | No | | | | | | | | |
|  | | | | | | | | | | |
| My reason(s) for requesting access to these documents is: | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| **GUIDELINES FOR INSPECTING A COURT FILE** | | | | | | | | | | |
|  | | | | | | | | | | |
| As court files contain important records and are regularly required in court and by members of the judiciary, please ensure that you adhere to the following guidelines when inspecting a court file: | | | | | | | | | | |
| • | Court files and all documents contained within must never be removed from the premises. | | | | | | | | | |
| • | Documents must not be marked or altered in any way. | | | | | | | | | |
| • | Do not remove staples from documents. | | | | | | | | | |
| • | Ensure that documents on the file are kept in the same order. | | | | | | | | | |
| • | At completion of your inspection, make sure that all the contents of the file are returned to the file. | | | | | | | | | |
| • | Return the file to counter staff when you have finished your inspection. | | | | | | | | | |
| • | If inspecting a large file, make sure that all volumes of the file are accounted for when returning the file. | | | | | | | | | |
| If you have any queries, please ask one of our registry staff. | | | | | | | | | | |
| Your understanding and cooperation are appreciated. | | | | | | | | | | |
|  | | | | | | | | | | |
| Date: | | |  | | | |  | | | |
|  | | | | | | | | | | |
|  | | | | | | | | |  | |
|  | | | | | | | | | Applicant [*signed*] | |