

Access to Court Records Request Form

Criminal Division



Access to Documents on Criminal Files

This form must be used when requesting access to documents held on Supreme Court Criminal Division case files. Permission is required to inspect a document filed in a criminal matter as Rule 1.11(4) of the *Supreme Court (Criminal Procedure) Rules 2017* states that such documents are not open for inspection unless the Court so directs.

All applications for access to documents filed in criminal matters are considered by a judge or judicial registrar. The judge or judicial registrar who considers the application may deny it, approve it only in part, or direct that information only be released in a redacted form or with pseudonyms applied. Further conditions may also be applied.

If access is permitted, you may choose if you would like the documents emailed to you, or made available for you to collect at the Supreme Court Criminal Registry.

Please return your completed form via email to criminaldivision@supcourt.vic.gov.au or in person at the Criminal Registry counter, Level 1, 436 Lonsdale Street, Melbourne.

There is no fee associated with this request.

Case Details

Case number (if known):
(e.g. S CR 2018 0123)

Name of Accused:

Hearing date(s):

Details of Requesting Party

Given name:

Last name:

Organisation (if applicable):

Contact phone number:

Email address:



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I am making this request as:

<input type="checkbox"/>	The solicitor on record, or barrister or person authorised by the solicitor on record Please attach relevant identification or letter of authorisation
<input type="checkbox"/>	The accused in this case Please attach photo ID showing current address (e.g. drivers licence)
<input type="checkbox"/>	Other Please specify:

Case Details

I wish to access:

- The full file
- Only particular documents (please list the documents you are seeking access to):

My reason for requesting access to these documents is:



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If access is permitted, I would like to access the requested documents:

- By email**
- In person at the Criminal Registry counter**

Undertaking

I undertake that any documents received as a result of this request will only be dealt with in accordance with the reasons stated in this application, and/or as per the conditions directed by the Court.

Signature of requestor:

Full Name:

Date:
