



APPLICATION TO SEARCH A COURT FILE OR RECORD

This form must be used when requesting access to a court file or records held by the Trial Division or Court of Appeal of the Supreme Court of Victoria. Please note that files relating to criminal proceedings are not open for inspection unless the Court so directs.¹ All applications for access to such files will be considered by a judicial officer who may refuse the request, approve it in part, or in a redacted form. Further conditions may also apply.

USE, DISCLOSURE AND SECURITY:

Your personal information and any other information you provide will be dealt with in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic). Any information submitted or collected is captured and maintained in secure data and information management systems. The Supreme Court of Victoria will not disclose any details to any third parties without your consent, unless it is required by law. The Court stores and manages information in a secure location with access restricted to responsible court officers.

A. APPLICANT DETAILS

Applicant: <i>(person searching the court record)</i>	
Organisation name:	
Request made as:	<input type="checkbox"/> Party to Case to be searched ² <input type="checkbox"/> Legal representative on record ³ <input type="checkbox"/> News Media Organisation ⁴ <input type="checkbox"/> Other
On behalf of: <i>(where the request is made on behalf of a client of a firm)</i>	
Applicant's address:	
Telephone:	
Email:	
Search Type:	<input type="checkbox"/> Court file (Go to Sections B and D) <input type="checkbox"/> Litigation search (Go to Sections C and D)

¹ See Rule 1.11 and Rule 1A.03 of the *Supreme Court (Criminal Procedure) Rules 2017*.

² If you make this request as the accused in a criminal matter, please attach photo identification.

³ If you make this request as the legal representative on the record in a criminal matter, please attach relevant notice/documents to support this.

⁴ Please state your media code, if applicable.

B. COURT FILE SEARCH

Case number:		Division:	Choose an item.
Parties:			

I wish to access the following material from the court file:

I wish to access:

- The full court file Specific documents

If you are seeking access to specific documents within a file:

- Affidavits Orders Judgments Other – please specify

My reason for requesting access to these documents is:

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C. LITIGATION SEARCH

I wish to search the Supreme Court of Victoria's database for the following names:⁵

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⁵ Litigation search results will only be produced for proceedings that are not considered to be restricted within the Civil Trial Division and Civil Court of Appeal.

D. UNDERTAKING AND CONSENT

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.

I consent to the Court disclosing any personal or other information contained in this form, or which may subsequently be provided in relation to this application, to the parties to the proceeding to which this application relates.

Signature of Applicant:	
Full name:	
Date:	

E. COURT USE ONLY (IF APPLICABLE)

Application by non-party for access: Approved <input type="checkbox"/> Refused <input type="checkbox"/>	
Name/Organisation:	
Contact details:	
Court Officer:	
Comments:	

F. GUIDELINES FOR INSPECTING A NON-ELECTRONIC 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 non-electronic court file:

- Court files and all documents contained within them 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 Officers.

Your understanding and cooperation is appreciated.