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| Access to court records request form: criminal and appeal cases |

## Access to documents on criminal and appeal Files

*Please read the below information before submitting your request to access court documents.*

Use this form to request access to documents held on County Court criminal or appeal case files.

All applications for access to documents filed in criminal and appeal cases are considered by a judge or registrar.

All applications for access to documents filed in criminal and appeal cases are considered by a judge or registrar. The judge or 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.

If you are granted access to any court documents, they will be emailed to you unless otherwise directed by the judge. You can choose if you would like the documents emailed to you, or made available for you to inspect at the County Court Registry.

Please return your completed form via email to [criminal.access@countycourt.vic.gov.au](mailto:criminal.access@countycourt.vic.gov.au) or in person at the Registry counter, 250 William Street, Melbourne.

There is no fee associated with this request.

# Case details

All information *must* be completed before submitting your application.

|  |  |
| --- | --- |
| \*Case number  County Court criminal and appeal numbers begin with CR or AP | CR – |
| AP – |
| Name of the accused/appellant |  |
| Has this matter finalised? | No  Yes |
| Year finalised | 2021 |

\*This section requires information including the case number and court hearing dates, which is obtainable via Court Connect on the court’s website. If you are unsure of any information, please contact the criminal registry on (03) 8636 6570 or email us at [criminal.access@countycourt.vic.gov.au](mailto:criminal.access@countycourt.vic.gov.au).

# Your details

|  |  |  |  |
| --- | --- | --- | --- |
| Given name |  | **Last name** |  |
| Phone number |  | | |
| Email address |  | | |
| Organisation  If applicable |  | | |
| How are you related to this matter? | | | |
| I am the accused/appellant (attach photo ID showing current address e.g. drivers licence)  I was a victim/complainant in this matter (attach photo ID showing current address e.g. drivers licence)  I am the solicitor on record  I currently represent the accused/appellant (attach a *General authority form* or *Form 1A Notice of a practitioner acting: Criminal Division*)  Other (specify): | | | |

# Request details

All information *must* be completed before submitting your application.

Please be advised that your reasons will be forwarded to a relevant judge or judicial registrar for consideration.

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| I require access to the following documents  Please list the documents you are seeking access to. |
|  |
| **I require access to these documents for the following reasons** |
|  |
| **I intend to use these documents for the purpose of:** |
|  |
| **Do you intend on using these documents in an upcoming court or tribunal hearing?** |
| No  Yes  Court or tribunal:  Date of court hearing: |
| **I would like to access the requested documents** |
| By email  In person at the Registry counter |

# Undertaking

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

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| --- | --- |
| Signature of requestor |  |
| Full name |  |
| Date |  |