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| Access to court records request form: common law and  commercial cases |

Use this form to request access to County Court Common Law or Commercial Division case files.

If you wish to access Accident Compensation Tribunal files from 1930–1993, please complete the Access to Court Records Request Form: Accident Compensation Tribunal Cases.

If you wish to access matters in the Appeal and Post Sentence Applications List, please complete the Access to Court Records Request Form: Criminal and Appeal Cases.

Please return your completed form along with the credit card authorisation form via email to [civil.counter@countycourt.vic.gov.au](mailto:civil.counter@countycourt.vic.gov.au), in person at the Registry counter, 250 William Street, Melbourne or to a [regional County Court location](https://www.countycourt.vic.gov.au/contact-us/locations).

**FILES ARE NOT TO BE REMOVED FROM THE REGISTRY**

# Case details

|  |  |
| --- | --- |
| Case reference number  For example, CI-18-12345 |  |
| Name of plaintiff |  |
| Name of defendant |  |

# Your details

|  |  |
| --- | --- |
| Given name |  |
| Last name |  |
| Organisation  If applicable |  |
| Phone number |  |
| Email |  |
| Position in relation to the case | The legal representative of the plaintiff  The legal representative of the defendant  The plaintiff  The defendant  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Request details

|  |  |
| --- | --- |
| Date of request |  |
| Access required | The full file  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 (please provide case details):  Pursuant to the *Judicial Proceedings Reports Act 1958*, your request may be refused or referred to a judicial officer for determination.  No |
| Does this file relate to any criminal proceeding (current or finalised)? | Yes (please provide case details):  Your request may be refused or referred to a judicial officer for determination.  No |
| What is the reason for seeking access to this file? |  |
| What is the purpose for which the information is to be used? |  |
| Would you like to receive this file electronically scanned as one PDF document? | Yes  No |

# Declaration

I [name of requestor] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare that the information provided in this form is true and correct.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: / /