



**Supreme Court**  
of New South Wales

## **Application for Access to a Court File**

(including Court of Appeal files and files for matters on appeal to the Court of Appeal)

***Except by leave of a registrar, no person other than a party to the proceedings shall be allowed to search a court file (UCPR 36.12). Applications may be faxed to the Exhibits section on 9230-8325. Normal retrieval time for files is one working day. PLEASE NOTE: Files are not always available within this timeframe. Once requested, files will be held in the Exhibits area for a period of one week only (Subject to Court requirements).***

<b>Court File Details:</b>	<b>Division:</b>	<b>File Number:</b>	
Plaintiff/Appellant:			
Defendant/Respondent:			

### **I am making this request as: ( appropriate box)**

	The solicitor on record (sufficient identification is required - i.e. Law Society Card)
	A person duly authorised by the solicitor on record (a letter of authorisation is required from the solicitor on record)
	The litigant in person - identification showing current address is required – (driver's licence or other photo identification)
	A non-party to the proceedings - A Duty Registrar must approve access. The Duty Registrar is available on level 5, during Registry hours 9:00am to 5:00 pm Mon – Fri. Please complete details on reverse of this form.
	If you require a file from another court/division to uplift documents and prepare appeal books tick this box and enter the lower court file number here: _____

### **Details of person making the request:**

Name:
Address/Firm:
Telephone Number: _____ Date: _____
Signature: _____

#### **REGISTRY USE ONLY:**

Date	Photo Id Sighted	Name:
	Letter of Authorisation	

**FOR NON PARTY ACCESS, PLEASE COMPLETE THIS SECTION**

I am seeking access to:

Tick one ✓:

- The full file
- The following documents (identify):

My reason for requesting access to the file/documents is:

Access to the file/documents should be granted because (state grounds):

<b>Registry Use Only</b>	
Registrar:	Access to non-party granted pursuant to UCPR 36.12. Date:

**Undertaking - to be completed by all parties, prior to inspection.** If you are seeking leave to uplift documents to prepare an appeal book you will be required to sign a different undertaking.

I, (name) \_\_\_\_\_ of (firm) \_\_\_\_\_

agree that I will not remove or tamper with any document on this file during inspection, nor will I remove the file from the registry inspection area.

I further undertake to return the file to the viewing room counter immediately upon completion of inspection.

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