



**Supreme Court**  
of New South Wales

## Application to access a court file

Please complete this form if you require access to a Supreme Court File.

The court will contact you when the file is available for inspection. Please do not attend the Registry unless you are advised that the file is available. You may inspect the file at the Subpoena Section, Level 5, of the Supreme Court. Files are kept for a period of five (5) working days after the applicant has been advised. If files are not accessed in this time a new application and fee will be applicable.

A file retrieval fee of \$82.00 per file or per box is payable at the time of lodging this application. Please note that if access to the file is refused by the Registrar the fee is not refundable.

Please email any enquiries relating to the progress of your application to:

[sc.fileaccess@justice.nsw.gov.au](mailto:sc.fileaccess@justice.nsw.gov.au)

### Court file details

Case number:

Division:

Plaintiff / Appellant name:

Defendant / Respondent name:

### Applicant's details

Name:

Solicitor Firm:

Contact number:

Email address:

Address:

### Access entitlement

appropriate box

Access to material in any proceedings is restricted to parties, except with the leave of the Court. (Practice Note No. SC Gen 2).

The solicitor on record  
(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 i.e. driver's licence or other photo identification)

A non-party to the proceedings  
(Complete the Application by a Non-Party For Access section below)

If you require a file from another court to uplift documents and prepare appeal books, tick this box and enter the lower court file number here:

**Application by a non-party for access to material held by the court**

**Do not complete this section if you are the solicitor on record, a person duly authorised by the solicitor on record or the litigant in person.**

I apply for leave to inspect the documents described below:

I submit that access to the documents should be granted because (state reasons):

**Registrar Use Only**

Application by non-party for access approved / refused.

Access is restricted to

Access is refused due to

Signed:

Dated:

**Undertaking**

I the applicant 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.

Signed:

Dated: