**APPLICATION FOR ACCESS BY PARTY / NON-PARTY TO A CIVIL FILE IN THE CONFISCATION LIST**

This form is to be used for applications under the Access to Court Records Policy.

This Policy is available on the Court’s website: [www.countycourt.vi](http://www.countycourt.vi)c.gov.au

File(s) will be available within 7 working days after the applications are received unless otherwise advised.

Payment of the appropriate fee is required prior to the release of the file.  
Search Fee $22.50 PAID: YES (Receipt No…………………………)  
Retrieval Fee $13.20 PAID: (where applicable) YES (Receipt No…………………………)  
Prescribed Photocopying Fee $0.60 per page.

**Case Number:** …………………………………………………………………………………………...

**Case Name :** ……….………………..……………….. ……………………………………………...

**Hearing Date/s:** …………………………………………………………………………………………...

I, ……………………………………………………...… (print name), am making this request as: 🗹( tick as relevant)

|  |  |
| --- | --- |
| ❑ | The solicitor on record (relevant identification is required e.g. Law Society card). |
| ❑ | A barrister or other person duly authorised by the Solicitor on record.  A letter of authorisation is required from the Solicitor on record. |
| ❑ | A Party to the proceedings – Applicant / Respondent. Identification showing current addresses will be required. Acceptable forms of identification include:  1) driver’s licence or other photo ID 2) bank record (passbook or credit card) |
| ❑ | A Non-party to proceedings |

|  |  |
| --- | --- |
| Firm (please print) |  |
| Telephone Number |  |
| Email Address |  |
| Date of application |  |

**I am seeking access to:**

|  |
| --- |
| The following documents or exhibits. Please provide details.  a) ………………………………………………………………….……………….  b) ………………………………………………………………….……………….  c) ………………………………………………………………….……………….  d) ………………………………………………………………….………………. |

**My reason for asking for access to the file/documents/exhibits are:**

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**APPLICATION UNDERTAKING**

I, ……………………………………………………… (print name) of ……………………………………………………

*(company, organisation or individual address)*

agree that I will not remove or tamper with any document on this file during inspection, nor will I remove the file from the Court Registry and upon completion will return the file to the registry counter immediately (if applicable). I further undertake that any documents copied or received will only be utilised in accordance with the reasons stated in this application or as directed by the court.

Signed: …………..……………………………………………………………………………………………………………

Dated: …………..……………………………………………………………………………………………………………