

Access to Court Records Request Form:
**Commercial and Common Law Cases**

Access to Commercial and Common Law Case Files

Use this form to request access to County Court Commercial or Common Law 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 via email to 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 BE REMOVED FROM THE REGISTRY**

Case Details

|  |  |
| --- | --- |
| **Case number:** (e.g. CI-18-12345) |   |

|  |  |
| --- | --- |
| **Name of Plaintiff:** |   |

|  |  |
| --- | --- |
| **Name of Defendant:** |   |

Your Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Given name:** |   | **Last name:** |   |

|  |  |
| --- | --- |
| **Organisation** (if applicable)**:** |   |

|  |  |
| --- | --- |
| **Contact phone number:** |   |

|  |  |
| --- | --- |
| **Email address:** |   |

I am making this request as:

|  |
| --- |
|[ ]  **The legal representative of the plaintiff**  |
|[ ]  **The legal representative of the defendant** |
|[ ]  **The plaintiff in this case** |
|[ ]  **The defendant in this case** |
|[ ]  **Other**Please specify: |

Request Details

**Date of request:**

**I wish to access:**

[ ]  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 *(pursuant to the* *Judicial Proceedings Reports Act 1958, your request may be refused or referred to a judicial officer for determination)*

**Case details:**

[ ]  No

**Does this file relate to any criminal proceeding (current or finalised)?**

[ ]  Yes *(your request may be refused or referred to a judicial officer for determination)*

**Case details:**

[ ]  No

**What is the reason for seeking access to this file?**

**What is the purpose for which the information is to be used?**

Payment Details (office use only)

|  |  |
| --- | --- |
| **Payment Date:** |  |

|  |  |
| --- | --- |
| **Receipt Number:** |  |