 Guidelines for filing of garnishee summons

Access to Court Records Request Form:   
**Confiscation List Cases**

# Access to Documents on Confiscation List Files

Use this form to request access to documents held on County Court Confiscation List case files.

All requests for access to documents filed in confiscation list cases are determined by a judge. The judge who considers the application may deny it, approve it only in part, or direct that information only be released in a redacted form or with pseudonyms applied.

You can choose if you would like the documents emailed to you, or made available for you to inspect at the County Court Registry.

Please return your completed form via email to [confiscationlist@countycourt.vic.gov.au](mailto:confiscationlist@countycourt.vic.gov.au) or in person at the Registry counter, 250 William Street, Melbourne.

# Case Details

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

|  |  |
| --- | --- |
| **Name of Applicant/Respondent:** |  |

|  |  |
| --- | --- |
| **Hearing date(s):** |  |

# Your Details

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

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

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

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

I am making this request as:

|  |  |
| --- | --- |
|  | **The solicitor on record, or barrister or person authorised by the solicitor on record**  Please attach relevant identification or letter of authorisation |
|  | **The accused or appellant in this case**  Please attach photo ID showing current address (e.g. drivers licence) |
|  | **Other**  Please specify: |

# Request Details

**I wish to access:**

The full file

Only particular documents (please list the documents you are seeking access to):

**My reason for requesting access to these documents is:**

I would like to access the requested documents:

**By email**

**In person at the Registry counter**

# Undertaking

I undertake that any documents received as a result of this request will only be utilised in accordance with the reasons stated in this application, or as directed by the Court.

|  |  |
| --- | --- |
| **Signature of requestor:** |  |
| **Full Name:** |  |
| **Date:** |  |