

DISTRICT COURT of WESTERN AUSTRALIA REQUEST TO INSPECT OR OBTAIN COPY OF A COURT RECORD districtcourt@justice.wa.gov.au		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">District Court at</td> <td></td> </tr> <tr> <td>Date Lodged</td> <td></td> </tr> <tr> <td>Case Number</td> <td>CIV <input type="checkbox"/> IND <input type="checkbox"/> of</td> </tr> <tr> <td colspan="2">Party Names</td> </tr> </table>	District Court at		Date Lodged		Case Number	CIV <input type="checkbox"/> IND <input type="checkbox"/> of	Party Names	
District Court at										
Date Lodged										
Case Number	CIV <input type="checkbox"/> IND <input type="checkbox"/> of									
Party Names										
PERSON MAKING REQUEST	Full Name									
	Address									
	Telephone									
	Email Address									
REQUEST BY A PARTY <i>[Tick one box]</i>	<i>I am a party to the above case and I would like:</i> <input type="checkbox"/> to inspect OR <input type="checkbox"/> to obtain a copy of the records identified in the section/s below.									
REQUEST BY NON-PARTY <i>[Tick one box]</i>	<i>I am not a party to the above case. I would like –</i> <input type="checkbox"/> to inspect OR <input type="checkbox"/> to obtain a copy of the records identified in the section/s below. State grounds for request: <i>(See Note 1).</i>									
REQUEST FOR TRANSCRIPT	Date of Hearing (and judicial officer, if known)									
	Section of Transcript Required <i>(See Note 2).</i>	<input type="checkbox"/> Trial <input type="checkbox"/> Sentencing (ALL) <input type="checkbox"/> Sentencing Remarks <input type="checkbox"/> Other _____								
REQUEST FOR RECORDS	Documents Requested:									
SIGNATURE OF PERSON MAKING THE REQUEST		Date: / /								

Notes:

- 1) Any person is entitled, on payment of the prescribed fee, to search for, inspect and receive a copy a record listed in rule 71(1A) of the *District Court Rules 2005* (this rule applies only to certain records in civil cases). For all other records and things, non-parties must have 'sufficient cause' to have access: see rule 71 of the *District Court Rules 2005* and rule 51 of the *Criminal Procedure Rules 2005*. See also PNG 4.
- 2) Please refer to the *District Court (Fees) Regulations 2002* for transcript fees. You can also view the current fee schedule at <https://districtcourt.wa.gov.au/F/fees.aspx>. Please also see PNC 15 as to applications to waive or reduce fees.

COURT OFFICER USE ONLY

REFERRING OFFICER: _____	DATE: / /
Suppression Alerts: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Reports	Associated Matters: <input type="checkbox"/> No <input type="checkbox"/> Yes (provide details) Details: _____
<u>Additional Comments:</u>	

JUDICIAL OFFICER: _____	
<input type="checkbox"/> Request Approved <input type="checkbox"/> Request Refused <input type="checkbox"/> Other:	<input type="checkbox"/> Fee Payable <input type="checkbox"/> Fee Waived* <input type="checkbox"/> Eligible Individual Fee
<u>Additional Comments:</u>	
[*include any reason / basis if fee waived]	
Signed:	Date: / /