



**Supreme Court**  
of New South Wales

## Application for Access to a Court File

(including Court of Appeal files and files for matters on appeal to the Court of Appeal)

**Except by leave of a registrar, no person other than a party to the proceedings shall be allowed to search a court file (UCPR 36.12). Applications may be left at the Exhibits Counter, faxed to 9230-8325 or scanned and emailed to [supreme\\_court@courts.nsw.gov.au](mailto:supreme_court@courts.nsw.gov.au). Please make submit your application before 12 midday the business day before you intend inspecting the file. PLEASE NOTE: Files are not always available within this timeframe. Files will be made available for inspection from the Exhibits Counter on level 5. Files will be held for inspection for a period of one week only (subject to Court requirements). **Retrieval fee of \$12.00 for closed matters payable at the time of lodgement****

<b>Court File Details:</b>	Division:	Case Number:	
Plaintiff/Appellant:			
Defendant/Respondent:			

**I am making this request as: ( appropriate box)**

	The solicitor on record (sufficient 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 – (driver's licence or other photo identification)
	A non-party to the proceedings - please complete details on reverse of this form. Your application will be considered by a registrar. You will be contacted and advised whether your application was granted or not.
	If you require a file from another court/division to uplift documents and prepare appeal books tick this box and enter the lower court file number here: _____

**Details of person making the request:**

Name:	
Address/Firm:	
Telephone Number: _____	Date: _____
Signature: _____	

**REGISTRY USE ONLY:**

Date	Photo Id Sighted	Name:
	Letter of Authorisation	

**FOR NON PARTY ACCESS, PLEASE COMPLETE THIS SECTION**

I am seeking access to:

Tick one √:

The full file

The following documents (identify):

My reason for requesting access to the file/documents is:

Access to the file/documents should be granted because (state grounds):

<b>Registry Use Only</b>	
Registrar:	Access to non-party granted pursuant to UCPR 36.12. Date:

**Undertaking - to be completed by all parties, prior to inspection.** If you are seeking leave to uplift documents to prepare an appeal book you will be required to sign a different undertaking.