|  |  |
| --- | --- |
|  | Application to the Registrar to request the production of a file, document or thing from a Court or Tribunal (under UCPR rule 33.13) |
| **Please complete this form if you require the Registrar to request a file, or documents or things from a file, of a Court or Tribunal for use in relation to Supreme Court proceedings.**  **If this application does not specify that original documents are required, the Other Court or Tribunal will be requested to produce a copy of the relevant file or documents and, if it is convenient, in an electronic format.**  **When the file, documents or things are received from the other Court or Tribunal the case will be listed in a return of subpoena list so that all active parties can apply for access to the file, documents or things that have been received and that so any objections in relation to access can be considered. A copy of this application must be served on all other active parties promptly after this application is lodged. If the proceedings in the other Court or Tribunal involve persons that are not parties to the Supreme Court proceedings then it may be appropriate for those persons to be served with notice of this application before the application for access is considered.**  **A fee is payable when this application is lodged: $64 if the requesting party is an individual and $128 if the requesting party is a corporation. If the form is emailed to the registry an invoice will be issued. The request will not be sent to the other Court or Tribunal until the fee is paid.**  **Please email your completed application and any enquiries relating to the progress of your application to** [**sc.fileaccess@justice.nsw.gov.au**](mailto:sc.fileaccess@justice.nsw.gov.au) | |

|  |  |
| --- | --- |
| Supreme Court Proceeding details | |
| Case number: | Division: |
| Plaintiff / Appellant name: | |
| Defendant / Respondent name: | |
| Next Listing Date and Type of Listing: | |

|  |  |
| --- | --- |
| This request is being made by (or on behalf of): | |
| Name of the party: | Party’s role (eg 2nd defendant): |

|  |  |
| --- | --- |
| The Proceedings in the other Court or Tribunal: | |
| Court or Tribunal: | |
| Case number: | Division (if applicable): |
| Case name: | |

|  |  |
| --- | --- |
| Description of the file, documents or things to be requested: | |
|  | |
| Reason why the file, documents or things have been requested and how they are relevant to the Supreme Court Case: | |
|  | |
| The applicant proposes the following order for access to the file, documents or things: | |
| *(eg general access to all parties or first access to (party) and subject to any claims for privilege or confidentiality general access after 7 days):* | |
| Notice to parties in the proceedings in the other Court or Tribunal *(tick which box applies and complete information if applicable)* | |
|  | The applicant will serve notice of this application on the following parties to the proceedings in the other Court or Tribunal that are not parties to the Supreme Court proceedings: |
|  | The applicant does not propose to serve notice of this application on the parties to the proceedings in the other Court or Tribunal that are not parties in the Supreme Court proceedings for the following reasons: |
|  | The parties in the Supreme Court proceedings are the same parties in the proceedings in the other Court or Tribunal |

|  |  |
| --- | --- |
| Undertaking | |
| I undertake that:   * A copy of this application will be served on all other active parties in the Supreme Court proceedings * A copy of this application will be served on the parties in the proceedings in the other Court or Tribunal that are not parties to the Supreme Court proceedings (as specified above) *(delete if this is not applicable)* * All such parties or persons will be notified when the case has been listed for the purposes of determining what orders should be made in relation to access to the file/documents/things produced from the other Court or Tribunal. | |
| Signed: | Dated: |
| Name: | Role: Party *or* Solicitor of Party *(delete which is inapplicable)* |
| Contact telephone number: | Contact email address: |