



## Media application to access a court file

Section A. Applicant's details (*required)	
*Name:	*Organisation:
*Contact number:	
*Email address:	
Section B. Court file details	
Case number (year/number):	
Plaintiff / Appellant name:	
Defendant / Respondent name:	
Section C. Application for access	
I apply for leave to gain temporary access to the following material from the court proceedings:	
Bail applications only	Court use only
<input type="checkbox"/> Crown bundle	<input type="checkbox"/> Approved <input type="checkbox"/> Refused
<input type="checkbox"/> submissions by applicant	<input type="checkbox"/> Approved <input type="checkbox"/> Refused
All other proceedings (including civil, criminal, and appellate)	Court use only
<input type="checkbox"/> Originating process (statement of claim, summons); pleadings	<input type="checkbox"/> Approved <input type="checkbox"/> Refused
<input type="checkbox"/> Transcript (specify date range): _____ to _____	<input type="checkbox"/> Approved <input type="checkbox"/> Refused
<input type="checkbox"/> Exhibit(s) <sup>1</sup> (specify): _____	<input type="checkbox"/> Approved <input type="checkbox"/> Refused
<input type="checkbox"/> Notice of Appeal; grounds of appeal	<input type="checkbox"/> Approved <input type="checkbox"/> Refused
<input type="checkbox"/> Other(s) (specify): _____	<input type="checkbox"/> Approved <input type="checkbox"/> Refused
<input type="checkbox"/> I apply for permission to download or make a copy of the material provided	
I submit that access to the material should be granted because (i.e., identify what is in the public interest):	

<sup>1</sup> For example: Exhibit A (ERISP). Note: once a trial is concluded, exhibits are returned to the parties and files sent to the NSW Government Records Repository. Therefore, applications for access to materials in closed cases may take several weeks to process.

**Section D. Applicant's undertaking**

I understand that:

- access to documents in any proceedings is governed by Supreme Court [PracticeNote No. SC Gen 2](#);
- restrictions on the publication of documents, including Court transcripts or judgments are contained in Schedule A.

Signed:

Dated:

**Section E. Outcome (Court use only)****Approved**

This application is approved. The requested documents, transcripts or exhibits may be:

- accessed by a view-only FTP link for up to two weeks from the time of approval; or
- downloaded and stored in accordance with the conditions of release in Schedule A

Restrictions

**Refused**

This application is refused, for the following reason(s):

- Pleadings not yet closed
- Other (specify):

**Section F: Authorisation (Court use only)**

Name:

Dated:

Signature:

**Completed applications should be sent to: [media@courts.nsw.gov.au](mailto:media@courts.nsw.gov.au)**

## Schedule A. Conditions of release

### Downloading

Where an application has been approved and documents, transcripts or exhibits may be downloaded, they must be stored securely while in the possession of any media organisation and protected by reasonable security safeguards against unauthorised access, disclosure, misuse, or loss.

### Fees

If the file is located off-site, then a file retrieval fee of \$95.00 per file or per box is payable at the time of lodging this application. If access to the file is refused by the Registrar, then the fee is not refundable.

### Restrictions on use

If you are granted access, then you can report on the contents of the document, but you cannot reproduce the document itself, nor any personal identifying information contained therein such as handwritten signatures/letters, residential addresses, phone numbers, bank account details etc.

### Copyright

A person must apply for a Crown Copyright Licence from the Court to publish, reproduce, recreate, re-enact, or otherwise use a Court transcript or judgment. A Copyright Crown Licence is granted by the relevant judge at his or her discretion on a non-exclusive basis.

A request for a licence will be directed to the judge to which the transcript or judgement relates. Where the relevant judge is no longer sitting, the request for approval/a Crown Licence will be directed to the Chief Judge of the relevant division.

Approval/a Crown Copyright Licence:

- Does not imply editorial or other authorisation of a work;
- Does not permit derivatives or adaptations of the work;
- Does not permit modification of the work;
- Does not permit the use of the States arms;
- Is subject to any existing or future publication restriction or other orders which may be made by the Court and is subject always to any other legal restrictions on publication such as identification of minors in court proceedings.

It is your responsibility to ensure you make inquiries and comply with any such orders or other legal restrictions before publication. Publishing, reproducing, recreating, re-enacting, or otherwise using a Court transcript or judgment without Court approval/obtaining a Crown Copyright licence or failing to comply with orders and other legal restrictions, may result in penalty under Division 5 of the *Copyright Act 1968*.