



Request for File Inspection by Party/Legal representatives/Independent children’s lawyer

- You must provide proof of identity with this request

Part A About the parties

File Number

Applicant

Respondent

Other

Part B About the person requesting inspection

Inspection requested by Party

OR

Inspection requested by Legal representative

OR

Inspection requested by Independent children’s lawyer

Daytime contact number

Please note: A request by someone other than the party/legal representative/independent children’s lawyer needs to have the permission of a registrar to inspect a file, in accordance with Rule 24.13.1(c).

Part C Inspection time

Please contact me when the file is available for inspection.

I wish to inspect the file on the below date and time

I wish to inspect the above file on at AM/PM

You will be notified by the Registry to confirm your inspection date and time.

Please note: Where a file is in the possession of an Officer of the Court, the file may be unavailable for inspection until such time that the file has been returned to the Records Section. The Court will endeavour to comply with your request within 5 working days.

Signed

Date

 / /

Please lodge your Request for File Inspection at the Court or by post.

Court use only

Leave to inspect was granted on		/ /	by		
Request received			Pre Inspection Action <input type="checkbox"/> File requested from archives <input type="checkbox"/> File requested from _____ <input type="checkbox"/> File available for inspection Post Inspection Action <input type="checkbox"/> Return file to archives <input type="checkbox"/> Return file to _____ <input type="checkbox"/> Return file to file position <input type="checkbox"/> Retain file in FINS		
Current file location					
Inspection date time					AM PM
Client notified ID checked ID	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No				