

DISTRICT COURT of WESTERN AUSTRALIA COURT REQUEST FOR COPY OF A COURT RECORD districtcourt@justice.wa.gov.au		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2;">District Court at</td> <td></td> </tr> <tr> <td style="background-color: #f2f2f2;">Date Lodged</td> <td></td> </tr> <tr> <td style="background-color: #f2f2f2;">Case Number</td> <td></td> </tr> <tr> <td style="background-color: #f2f2f2;">Party Names</td> <td></td> </tr> </table>	District Court at		Date Lodged		Case Number		Party Names	
District Court at										
Date Lodged										
Case Number										
Party Names										
COURT OR TRIBUNAL MAKING REQUEST	Name of Requesting Court Officer									
	Court / Tribunal									
	Address									
	Email Address									
REQUEST BY COURT / JUDICIAL OFFICER <i>[Tick each box that applies]</i>	The request is made by or on behalf of an officer of the Court or Tribunal and any records obtained: <input type="checkbox"/> will be used only within the Court / Tribunal in the discharge of its functions; OR <input type="checkbox"/> may need to be disclosed to a party, individual or entity outside the Court / Tribunal in the discharge of the Court / Tribunal's functions (see <i>Acknowledgement below</i>). State grounds for request: (See <i>Note 1</i>).									
REQUEST ON BEHALF OF A PARTY	<input type="checkbox"/> The request is made on behalf of a party to proceedings in the Court/Tribunal. (see <i>Acknowledgement below</i>). State grounds for request: (See <i>Note 2</i>).									

REQUEST FOR TRANSCRIPT	Date of Hearing (and judicial officer, if known)	
	Section of Transcript Required (See Note 3).	<input type="checkbox"/> Trial <input type="checkbox"/> Sentencing (ALL) <input type="checkbox"/> Sentencing Remarks <input type="checkbox"/> Other:
REQUEST FOR RECORDS	Documents Requested:	
<input type="checkbox"/> <i>I acknowledge that a transcript is subject to copyright and may not be reproduced or published without permission.</i> <input type="checkbox"/> <i>I acknowledge that any record produced by the District Court in response to this request is produced on condition that, to the extent it is necessary to disclose such record to any party or other entity, this Court / Tribunal will order that it be used only for the purposes of the proceedings before this Court / Tribunal and may not be otherwise used or disclosed.</i>		
SIGNATURE OF PERSON MAKING THE REQUEST		Date:

Notes:

- 1) Except as provided in a written law or order, a party to a civil case is entitled, at no charge, to inspect and obtain a copy of any part of the court record in respect of the case other than the transcript: DCR r 71(4). In criminal proceedings, the DPP and the accused are entitled, without charge, to one copy of the record or transcript of the record - but may apply for additional copies upon payment of a fee (determined by a registrar): CPR r 43.
- 2) A court is not properly the subject of a witness summons or a subpoena to another court. In civil matters, District Court records may be requested a Court under *Rules of the Supreme Court 1971 (WA)* O 36B r 13. Although there is no equivalent rule in the *Criminal Procedure Act 2004 (WA)*, the District Court adopts a similar approach to requests from another court. (See the following District Court Practice Notes: PNG 4.3, PNC 4.3 and PNM 8.6.)
- 3) 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. The transcript provider has copyright in the transcript, and it may not be reproduced without permission.

COURT OFFICER USE ONLY

REFERRING OFFICER:		DATE:	
Suppression Alerts: <input type="checkbox"/> Yes <input type="checkbox"/> No Reports (<i>Sentencing Act 1995 s.22</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No Restricted Documents: <input type="checkbox"/> Yes <input type="checkbox"/> No		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 Not Payable <input type="checkbox"/> Eligible Individual/ Entity Fee	
Additional Comments:			
[*include any reason / basis if no fee payable]			
Signed:		Date:	