



**Supreme Court**  
of New South Wales

## Application to access a court file

Please complete this form if you require access to a Supreme Court File.

The court will contact you when the file is available for inspection. Please do not attend the Court unless you are advised that the file is available for inspection. You may inspect the file at the Subpoena Section of the Supreme Court. Files are kept for a period of one week only.

A fee of \$13.00 is payable for Government Records Repository retrieval fee (for some finalised files). This fee is payable at the time of lodging this form (if lodged in person), or at the time of viewing the court file (if lodged by email).

Please email your completed application and any enquiries relating to the progress of your application to [supremecourt.fileaccess@courts.nsw.gov.au](mailto:supremecourt.fileaccess@courts.nsw.gov.au)

### Court file details

Case number:

Division:

Plaintiff / Appellant name:

Defendant / Respondent name:

### Applicant's details

Name:

Solicitor Firm:

Contact number:

Email address:

Address:

### Access entitlement

appropriate box

Access to material in any proceedings is restricted to parties, except with the leave of the Court. (Practice Note No. SC Gen 2).

The solicitor on record  
(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 i.e. driver's licence or other photo identification)

A non-party to the proceedings  
(Complete the Application by a Non-Party For Access section below)

If you require a file from another court to uplift documents and prepare appeal books, tick this box and enter the lower court file number here:

**Application by a non-party for access to material held by the court**

**Do not complete this section if you are the solicitor on record, a person duly authorised by the solicitor on record or the litigant in person.**

I apply for leave to inspect the documents described below:

I submit that access to the documents should be granted because (state reasons):

**Registrar Use Only**

Application by non-party for access approved / refused.

Access is restricted to

Access is refused due to

Signed:

Dated:

**Undertaking**

I the applicant agree that I will not remove or tamper with any document on this file during inspection, nor will I remove the file from the registry inspection area.

I further undertake to return the file to the viewing room counter immediately upon completion of inspection.

Signed:

Dated: