

Media application to access a court file

Please email any enquiries relating to the progress of your application to: media@courts.nsw.gov.au

Section A. Court file details
Case number (year/number):
Plaintiff / Appellant name:
Defendant / Respondent name:

Section B. Application by a non-party (media organisation) for access to court files (Practice Note SC Gen 2)	
I apply for leave to access* the following material from Supreme 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 bail applicant	<input type="checkbox"/> Approved <input type="checkbox"/> Refused
<input type="checkbox"/> bail conditions	<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); response / defence	<input type="checkbox"/> Approved <input type="checkbox"/> Refused
<input type="checkbox"/> Transcript (specify date range):	<input type="checkbox"/> Approved <input type="checkbox"/> Refused
<input type="checkbox"/> Exhibit(s) (specify):	<input type="checkbox"/> Approved <input type="checkbox"/> Refused
<input type="checkbox"/> Other(s) (specify):	<input type="checkbox"/> Approved <input type="checkbox"/> Refused
*The type of access may be specified in the restrictions below (e.g., view only).	
I submit that access to the documents should be granted because (i.e., identify what is in the public interest):	

Section C. Restrictions (Court use only)
This application for access is:
<input type="checkbox"/> Approved (no restrictions)
Approved but with the following restrictions -
<input type="checkbox"/> Documents are to be viewed only (not downloaded, copied or transmitted)
<input type="checkbox"/> Other (specify):
Declined, for the following reason(s):
<input type="checkbox"/> Pleadings not yet closed
<input type="checkbox"/> Other (specify):

Section D. Authorisation (Court use only)

Name:	Dated:
Signature:	

Section E. Applicant's details (*required)

*Name:	*Media organisation:
*Contact number:	
*Email address:	

Section F. Applicant's undertaking

I understand that:

- access to the documents is granted for the purposes of fair and accurate reporting of the justice system;
- access to documents in any proceedings is governed by Supreme Court [PracticeNote No. SC Gen 2](#);
- access is normally granted to documents that were admitted into evidence or would have been heard or seen by any person present in an open court;
- the documents I am seeking access to may not have been admitted into evidence because they were objected to or rejected on any one of a number of grounds; and
- restrictions on the publication and reproduction of documents, including Court transcripts or judgments are contained in Schedule A.

Signed:	Dated:
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Schedule A. Conditions

Closed cases

Be advised that upon conclusion of a matter, exhibits are returned to the parties and files are sent to the NSW Government Records Repository. Therefore, applications for access to materials in closed cases may take several weeks to process.

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 access

If you are granted access, then you can report on the material contained in the document, but you cannot reproduce it, nor any feature of it, including photographs or personal identifying information, such as handwritten signatures, letters, residential addresses, phone numbers, or bank account details. Your attention is directed to the decision of Beech-Jones CJ at CL in *Edwards v R (No 1)* [2022] NSWSC 1343 and in particular to paragraphs 9 and 10 with respect to publishing of family details and psychologist or other medical reports produced on a bail application.

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:

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- 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 that you make inquiries and comply with any such orders or other legal restrictions prior to 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*.