



**CASE DETAILS:**

Case Number \_\_\_\_\_ Case Name \_\_\_\_\_  
Hearing Type \_\_\_\_\_ Magistrate/Judicial Registrar \_\_\_\_\_  
Hearing Date/s \_\_\_\_\_ Next Hearing Date \_\_\_\_\_

**APPLICANT DETAILS:**

APPLICANT'S NAME \_\_\_\_\_

CAPACITY (please tick)  Informant  Accused/Offender  Plaintiff  Defendant  
 Applicant  Respondent  Victim  
 Non Party  Legal representative (also indicate for which party)

ORGANISATION \_\_\_\_\_ REGION # (Victoria Police Only) \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_ PHONE NO. \_\_\_\_\_

CITY/SUBURB \_\_\_\_\_ POSTCODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*\*In signing this request form I acknowledge that I will not copy, distribute or publish, or cause the copying, distribution or publication of these recording/s in any way without prior approval of the Court in accordance with the Audio Recording Protocols.*

**REQUEST DETAILS:**

*Applications requiring Chief Magistrate approval must be accompanied by a further written request, outlining interest/involvement in the case and reasons for request.*

REASON FOR REQUEST \_\_\_\_\_

**FEES**

NUMBER OF DAYS TO BE COPIED \_\_\_\_\_ at \$55 PER DAY TOTAL FEE: \$ \_\_\_\_\_

**APPROVAL / PAYMENT** A registrar must initially approve the request for audio recording, before it is presented for payment.

APPROVED BY REGISTRAR \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**OFFICE USE ONLY (to be completed by Registrar)**

Reason request referred to Chief Magistrate:

- Non – Party  Sex Offence
- IVO Requests:  Direction made that recording may contain sensitive information not suitable for release  
Details: \_\_\_\_\_
- Suppression Order/ Prohibition Order Details: \_\_\_\_\_
- Other (please describe): \_\_\_\_\_

Registrar Name: \_\_\_\_\_ Date \_\_\_\_\_

Court Location: \_\_\_\_\_

Please refer to the 'Audio Recording Protocols Fact Sheet' overleaf for further information regarding the access and supply of audio recordings, for Magistrates' Court proceedings.

For further advice contact your local Magistrates' Court, visit [www.magistratescourt.vic.gov.au](http://www.magistratescourt.vic.gov.au) or email [help@magistratescourt.vic.gov.au](mailto:help@magistratescourt.vic.gov.au)