

MAGISTRATES COURT of WESTERN AUSTRALIA
**REQUEST TO INSPECT OR OBTAIN COPY
 OF A COURT RECORD**

*Magistrates Court Act 2004 s. 33
 Magistrates Court (General) Rules 2005 - Form 1*

| | | | |
|----------------------|--|-------------|--|
| Magistrates court at | | | |
| Date Lodged | | | |
| Fee Paid | | Receipt No. | |

| | | | | |
|------------------|---------------|--|-----|--|
| Applicant | Full name | | | |
| | Address | | | |
| | Telephone | | Fax | |
| | Email address | | | |

| | | | |
|---------------------|----------|--|----------------|
| Case details | Case No. | | Civil/Criminal |
| | Parties | | |

| | |
|-----------------------|--|
| Records wanted | |
|-----------------------|--|

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| Request by a party <i>[delete if not applicable]</i> | I am a party to the above case and I would like: <input type="checkbox"/> to inspect; <input type="checkbox"/> to obtain a copy of, the above records. |
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|--|---|
| Request by non-party <i>[tick one box]</i> | I am not a party to the above case. I would like to inspect or obtain the above records because; <input type="checkbox"/> the case is a criminal case and I am a person referred to in the <i>Magistrates Court Act 2004 s.33(7); or</i> <input type="checkbox"/> <i>[set out the grounds for the request.]</i> |
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| | | |
|-------------------------------|--|------|
| Signature of applicant | | Date |
|-------------------------------|--|------|

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|---|-------------------------------|--------------------------|
| REQUEST FOR COPY OF COURT DOCUMENT | Document required | Prosecution Notice/Other |
| | Certification required | Yes/No |
| | Date of hearing | |
| | Last court appearance | |
| | Description of charges | |

I undertake to pay the following costs:
 \$1.50 per copy of finalised prosecution notice (uncertified)
 \$14.00 per copy of finalised prosecution notice (certified)
 \$1.50 per copy of each annexure to notice or "And Further"

| | | |
|-------------------------------|---------------------------------------|---|
| REQUEST FOR TRANSCRIPT | Date of hearing required | |
| | Magistrate's name | |
| | Solicitor for Prosecution | |
| | Solicitor for Accused | |
| | Section of transcript required | <input type="checkbox"/> Entire <input type="checkbox"/> Reasons for Decision <input type="checkbox"/> Evidence of <input type="checkbox"/> Other |
| | Transcript format required | <input type="checkbox"/> Paper <input type="checkbox"/> Disc <input type="checkbox"/> Email |
| | Electronic formats available | <input type="checkbox"/> Electronic 3.5" <input type="checkbox"/> Plain ASCII <input type="checkbox"/> Marked Up ASCII <input type="checkbox"/> Microsoft Word v8 <input type="checkbox"/> Word Perfect 5.1 for DOS |

The fee for transcript is \$5.05 per page however a minimum fee of \$17.95 must be paid upon lodgment.
 A deposit of 75% of the estimated cost of the transcript is payable on lodgment.
 Your transcript will take approximately 7 working days to be transcribed. Additional delivery time will be necessary for metropolitan and country court registries.
 Once you have been notified your transcript is ready, it is to be collected **WITHIN 14 DAYS**.

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| Signature of applicant | |
|-------------------------------|--|

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|-----------------------|-----------------------|----------------------------------|------------------------------|------------------------------|------------------------------|
| Court Use Only | Tape No/s | | | | |
| | Tape Setting/s | | | | |
| | Service | <input type="checkbox"/> Running | <input type="checkbox"/> 7DD | <input type="checkbox"/> 2DD | <input type="checkbox"/> 1DD |