

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

*Magistrates Court Act 2004 s. 33 (3), (7), (9)  
 Magistrates Court (General) Rules 2005 - Form 1*

Magistrates Court at			
Date Lodged			
Fee Paid		Receipt No.	

<b>Person making the request</b>	Full name			
	Address			
	Telephone		Fax	
	Email address			

<b>Case details</b>	Case No.		Civil/Criminal
	Parties		

<b>Documents wanted</b>	
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<b>Request by a party</b> <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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<b>Request by non-party</b> <i>[tick one box]</i>	I am not a party to the above case. I would like – <input type="checkbox"/> to inspect; <input type="checkbox"/> to obtain a copy of; The above documents because the case is a criminal case and I am the person referred to in the <i>Magistrates Court Act 2004 s. 33(7)</i> , namely - <i>[give details].</i>
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<b>Signature of person making the request</b>		Date
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<b>REQUEST FOR COPY OF COURT DOCUMENT</b>	<b>Document required</b>	Prosecution Notice/Other
	<b>Certification required</b>	Yes/No
	<b>Date of hearing</b>	
	<b>Last court appearance</b>	
	<b>Description of charges</b>	

For fees associated with this request, refer to the Magistrates Court (Fees) Regulations 2005.

<b>REQUEST FOR TRANSCRIPT</b>	<b>Date of hearing required</b>	
	<b>Magistrate's name</b>	
	<b>Solicitor for Prosecution</b>	
	<b>Solicitor for Accused</b>	
	<b>Section of transcript required</b>	<input type="checkbox"/> Entire <input type="checkbox"/> Reasons for Decision <input type="checkbox"/> Evidence of  <input type="checkbox"/> Other
	<b>Transcript format required</b>	<input type="checkbox"/> Paper <input type="checkbox"/> Email
	<b>Electronic formats available</b>	<input type="checkbox"/> Microsoft Word 2003 <input type="checkbox"/> Adobe PDF

It is requested the transcript be provided within the following number of days after the day on which the fee is paid:

1 day     
 2 days     
 4 days     
 7 days     
 14 days

When requesting a transcript an estimated cost deposit of 75% is payable before the request can be processed. Once you have been notified your transcript is ready, it is to be collected **WITHIN 14 DAYS**.

<b>Signature of applicant</b>	
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<b>Court Use Only</b>	<b>IDENTIFICATION</b>		<b>APPROVAL</b>		<b>ICMS ORDERING</b>	
	<b>ID Type / sighted</b>	■	<b>Approved (Y/N)</b>	■	<b>Date Requested</b>	■
	<b>ID No.</b>	■	<b>Assessed By</b>	■	<b>Request No.</b>	■
	<b>Court Officer</b>	■	<b>Reason for Refusal</b>	■	<b>Requestor</b>	■
	<b>Date</b>	■	<b>Date</b>	■	<b>Date Returned</b>	■

Approved:	Not Approved:
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