

Application for access to court documents



When to use this form

Fill in this form if you want access to court documents in a New Zealand court.

You will need to fill in your contact details on this form. In some circumstances the Registrar will provide your name and address to the parties to the relevant proceeding or appeal (or to their lawyer). Please see page 2 of this form or contact the court for more information.

Sending in your application

You can email, post or hand this form in to the court that holds the records you want to access. If you're emailing, you'll need to print out step 3 (which needs your signature), sign it, then scan it.

Contact details for courts are on the Ministry of Justice website at justice.govt.nz/contact-us/find-us

Getting more information

Contact the court you have sent your application to by calling 0800 268 787 (if you're in New Zealand) or +64 9 583 1900 (if you're not in New Zealand).

Information about access to court information can be found in section 6 of the *Media guide for reporting the courts and tribunals* (edition 3.1, July 2013). The media guide is available on the Ministry of Justice website at justice.govt.nz/about/news-and-media/media-centre/media-information/media-guide-for-reporting-the-courts-and-tribunals-edition-4-1/

Step 1. Write down your details

Your name and organisation (if applicable)

Lawyer (if acting)

Contact details

Your address

For Court use only:

Postal address, if different from the above

Email

Contact phone numbers

business

mobile

Important information for applicant:

For Criminal, Civil and appeal proceedings:

It is important to note that in some circumstances the Registrar will provide a copy of your request (including your name and address) to the parties to the relevant proceeding or appeal (or to their lawyer).

If you do not have a right of access to the court documents, the parties will be sent a copy of pages 3 and 4 of this form, as well as your name and address, and given the option to object to your application. This process is a requirement of Rule 11 of the District Court (Access to Court Documents) Rules 2017 and Senior Courts (Access to Court Documents) Rules 2017.

In criminal proceedings the parties are the prosecution and the defendant. In civil proceedings the parties are the applicant and the respondent, or plaintiff and the defendant. On appeal, the parties are the appellant and the respondent.

For Family Court proceedings:

For information on accessing Family Court documents, please refer to the Family Court Rules 2002.

For all requests:

Your postal address, email and contact phone numbers will be used by Court staff to administer your request, including to contact you if the Court requires any further information. Your postal address, email and contact phone numbers will not be given to parties.

Step 2. Write down what documents you want to look at and any proposed conditions

You might not know all the information asked in this step. Please tell us as much as you can.

I want to access court documents about:

Case name _____

Case number _____

Case type:

- Civil (I am asking for access to the documents under the District Court (Access to Court Documents) Rules 2017 or Senior Courts (Access to Court Documents) Rules 2017)
- Family (I am asking for access to the documents under the Family Court Rules 2002)
- Criminal (I am asking for access to the documents under the District Court (Access to Court Documents) Rules 2017 or Senior Courts (Access to Court Documents) Rules 2017)

Defendant _____

Prosecutor _____

Defendant's lawyer _____

The documents I want to access are:

I want to look at these documents because:

Please provide any conditions that you would be prepared to meet were a Judge to impose those conditions on the right to access:

(For example, conditions that prevent or restrict you from disclosing the document or contents of the document, or conditions that enable you to view but not copy the document)

Step 3. Sign and date the form

If you're emailing in this form, you'll need to print out this page, sign it, then scan it.

Your name

Signature

Date

Step 4. Send in your application

Send in this form

You must email, post or hand this form in to the court that holds the records you want to access.

If you're emailing this form, you'll need to print out step 3 (which needs your signature), sign it, then scan it.

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What happens next?

A Judge (or a Registrar in some matters) at the relevant court will then review your application. You will be contacted as soon as possible with their decision.

For Court use only

Court use only

Received by

Date

Forwarded to for action.

Judge/Registrar use only

Approved Declined

Date

Signed

Name

Notes