



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.

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 our 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 our website at justice.govt.nz/about/news-and-media/media-centre/media-information/media-guide/

Step 1 Write down your details

Your name and organisation (if applicable) _____

Lawyer (if used) _____

Contact details

Your address

Postal address, if different from above

Email _____

Contact phone numbers business _____ mobile _____

Step 2 Write down what documents you want to look at

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

We want to access court documents about:

Case name _____

Case number _____

Case type:

- Civil (we are asking for access to the documents under the District Court Rules or High Court Rules)
- Family (we are asking for access to the documents under the Family Court Rules)
- Criminal (we are asking for access to the documents under the Criminal Procedure Rules)

Defendant _____

Prosecutor _____

Defendant's lawyer _____

The documents we want to access are:

We want to look at these documents because:

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 _____

Your job title _____

Signature

Date

Step 4 Send in your application

Send in this form

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What happens next?

A judge or registrar at the relevant court will review your application.

You will be contacted as soon as possible with their decision.

Court use only

Received by

Date

Forwarded to for action.

Judge/Registrar use only

Approved Declined

Date

Signed

Name

Notes