

MAGISTRATES COURT of WESTERN AUSTRALIA
**REQUEST TO INSPECT OR OBTAIN COPY
 OF A COURT RECORD**
Magistrates Court Act 2004 s. 33 (3), (7)
Magistrates Court (General) Rules 2005 - Form 1

Magistrates Court at			
Date Lodged			
Fee Paid		Receipt No.	

Person making the request	Full name			
	Address			
	Telephone		Fax	
	Email address			

Case details	Case No.		Civil/Criminal
	Parties		

Documents 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 – <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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Signature of person making the request		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:
 \$1.85 per page of documents or exhibits (uncertified) or 55 cents per page for eligible individual
 \$21.40 for certifying that a document is a true copy, or \$6.45 for eligible individual

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"/> Email
	Electronic formats available	<input type="checkbox"/> Microsoft Word 2003 <input type="checkbox"/> Adobe PDF

The fee for a transcript is \$20.50 plus \$7.05 per page for an Individual or Eligible Entity.
 The fee for a transcript is \$20.50 plus \$14.05 per page for an Entity.
 The fee for a transcript is \$6.15 plus \$2.15 per page for an Eligible Individual.
 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**.

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

Approved:	Not Approved:
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