

COURT RECORD ACCESS REQUEST FORM FOR CRIMINAL AND CIVIL PROCEEDINGS

SECTION A: INSTRUCTIONS

This request form may be completed and submitted as described below where required under the Policy on Access to the Court Record (Policy) to request access to documents in the court file, exhibits or audio recordings of court proceedings. Please refer to Part 8 of the Policy for further details regarding procedure.

Complete sections B and C, and submit this form in person, by mail or by fax, to the court registry where the proceedings took place or are underway.

The request will be reviewed by the court and a determination regarding access will be recorded in section D. Court registry staff will notify you of the result. If access is not authorized on the basis of the information provided on the form, you may make a court application for an order permitting access as described in Part 8 of the Policy.

The completed form will be retained in the court file.

SECTION B: REQUESTOR INFORMATION

First Name:	Last Name:
□ plaintiff/claimant	□ accredited media
□ defendant/respondent	□ media
□ accused	□ other
□ counsel of record	
Media Organization (if applicable):	
Date of Request:	
Phone number:	Fax Number (if applicable):
Email:	
Mailing Address:	

SECTION C: RECORDS REQUESTED

Case Name and Registry File No.:			
☐ Criminal	□ Civil		
Name of Presiding Justice or Associate Judge (if known):			
Court Records / Exhibits / Audio R description of each court record you	Recordings Requested: (List and provide a brief are seeking.) (500 characters)		
Level of Assess Bourseled			
Level of Access Requested: □ UNLIMITED – view, listen, copy as VIEW / LISTEN & COPY – court red □ VIEW / LISTEN ONLY – court red □ OTHER – provide details in "common Comments: (500 characters)	record may not be published cord may not be copied or published		
Reasons for Requesting Access: ((Please provide a brief explanation of	1,000 characters) of the reasons you are requesting access.)		

SECTION D: DETERMINATION REGARDING ACCESS (FOR COURT USE ONLY)

Name of Reviewing Just	ice or Associate Judge:	Date:	
Court's Determination of	on Access:		
☐ Access Authorized			
Level of Access Author	ized:		
☐ VIEW / LISTEN & CO	otor may view, copy and publish PPY – court record may not be pound of the copic of the copic of the the the the copic of	ed or published	
Terms/Conditions	□Yes	□ No	
ii yes, decess is periinte	d subject to the following condition	5113.	
□ Access Not Authoriz			
☐ Court Application Re	equired		
Comments:			
Signature of Justice or	Associate Judge:		

January 31, 2024