NORTHERN TERRITORY COURTS AND TRIBUNALS

APPLICATION FOR ACCESS TO DOCUMENTS AND AUDIO RECORDINGS

Use this form to request access to documents and audio recordings in proceedings before the Supreme Court of the Northern Territory, Local Court of the Northern Territory and the Northern Territory Civil and Administrative Tribunal (NTCAT). Please refer to the legislation, rules and Practice Directions of the relevant jurisdiction in relation to how your request will be managed and the payment of any applicable fees[1].

APPLICANTS ARE REMINDED THAT IT IS THEIR LEGAL RESPONSIBILITY TO ENSURE THAT SUPPRESSED MATERIAL IS NOT PUBLISHED

PART A – DETAILS OF COURT OR TRIBUNAL PROCEEDING

Matter name: _____ File Number: _____

Judicial Officer: Date Heard: _____

Jurisdiction: ◉ Supreme Court ○ Local Court ○ NTCAT

PART B – DETAILS OF APPLICANT

Your name: _____ Organisation: _____

Mobile Phone _____ Email: _____

Are you a:

○ A member of the media

○ A party or the legal representative on record for a party to the proceeding[2]

○ A legal representative assisting a party and have written authority from the party to make this request (if yes, please provide written authority)

○ None of the above (please describe your role): _____

1 Obtaining a transcript of proceedings may involve a further application that incurs a fee.

2 A victim in a criminal case is not regarded formally as a party to the proceeding.

PART C – REQUEST TO INSPECT OR INSPECT AND COPY

In relation to the above matter, I am requesting to:

- ◯ Listen to the audio
- ◯ Obtain a copy of the audio[1]
- ◯ Access the document
- ◯ Obtain a copy of the document

I am requesting the following (clearly identify the document and/or audio recording you are requesting):

I am requesting this for the following reasons (e.g. provide legal advice, media reporting etc):

I am also requesting permission to further copy, publish or disseminate the document or audio recording for the following purpose:

PART D – SIGNATURE OF APPLICANT

Sign (or type) name: _____ Date: _____

Please return this form, via email, to the registry of the jurisdiction where the proceeding was brought (options below). Media should send applications to CourtMedia.Enquiries@nt.gov.au

Alice Springs Local Court Civil Registry: ASLC.CivilRegistry@nt.gov.au
Alice Springs Local Court Criminal Registry: ASLC.CriminalRegistry@nt.gov.au
Alice Springs Supreme Court: ASSupremeCourt@nt.gov.au
Alice Springs Children's Court Registry: AS.ChildrensCourt@nt.gov.au
Darwin Local Court Civil Registry: DLC.CivilRegistry@nt.gov.au
Darwin Local Court Criminal Registry: DLC.CriminalRegistry@nt.gov.au
Darwin Supreme Court Civil Registry: NTSC.efile@nt.gov.au
Darwin Supreme Court Sheriff: AGD.Sheriff@nt.gov.au
Darwin Children's Court Registry: Darwin.ChildrensCourt@nt.gov.au
Katherine Local Court Registry: Katherine.LocalCourt@nt.gov.au
Tennant Creek Local Court Registry: TCLC.Registry@nt.gov.au
Northern Territory Civil and Administrative Tribunal: AGD.ntcat@nt.gov.au

[1] Audio provided is not to be broadcast or disseminated without the explicit permission of the Court or Tribunal.

PART E – OFFICE USE ONLY

REFERRING OFFICER:

Does the request relate to a closed proceeding?

◯ No ◯ Yes

Does this request relate to offending allegedly committed by someone under the age of 12?

◯ No ◯ Yes

Are there any suppression or non-publication orders limiting access in the proceeding?

◯ No ◯ Yes

Does the material requested identify a child as a protected person or witness?

◯ No ◯ Yes

Name of referring officer: _____ Date: _____

PART F - DECISION OF THE JUDICIAL OFFICER / AUTHORISED OFFICER

The Court/Tribunal does not grant access to the documents/audio as requested ◯

OR:

The Court/Tribunal gives approval to:

◯ Inspect the document/s or listen to the audio

◯ Obtain a copy of document/s or audio

Requested in this form, or as specified specifically below:

MEDIA APPLICATIONS

In the case of media applications, are other journalists who apply for this document and/or audio recordings to be given the same response?

◯ Yes ◯ No

Signature of Judicial/Authorised Officer		**Date:**