



# NORTHERN TERRITORY COURTS AND TRIBUNALS

## APPLICATION FOR ACCESS TO COURT FILES

Access will only be granted to exhibits and/or documents when the Court specifically grants access pursuant to either *Supreme Court Practice Direction No 2 of 2010*, *Local Court Practice Direction No 3 of 2011* and/ or in accordance with section 29 of the *Local Court Act* (as applies to the relevant request). Media can request access to exhibits which have been tendered to the court.

Once access has been granted by the Court, exhibits can be viewed and/or copied<sup>1</sup> but cannot be taken from the court. If vision footage (e.g. CCTV) is requested, it will be provided in the same format as provided to the Court, though the requesting party will need to supply a compatible storage device to the Court (such as a USB) at their own cost for provision of the footage.

The Director (Registrar) within the appropriate jurisdiction will arrange any viewing and/or copying depending on resource availability and the time it takes to comply with the approval process.

**Applicant** \_\_\_\_\_

**Organisation (if applicable)** \_\_\_\_\_

**Work Phone** \_\_\_\_\_ **Mobile Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Are you a party or a legal representative for a party to the proceeding:<sup>2</sup>**      Yes      No

***I declare that the statement/s contained in this declaration is/are true and I know that it is an offence<sup>3</sup> to make a declaration that is false in any material particular***

I would like to apply for access to (e.g. documents, footage, photographs):

Contained in the file relating to the matter of  
Parties/defendant: \_\_\_\_\_

File Number: \_\_\_\_\_ Date Heard: \_\_\_\_\_ Heard by: \_\_\_\_\_

For the purpose of (e.g. publication, news report, personal knowledge, legal records):

Sign (or type) name: \_\_\_\_\_ Date \_\_\_\_\_

<p><b>Please return this form to:</b></p> <p><b>Courts Liaison and Education Officer</b></p> <p>Email: <a href="mailto:CourtMedia.Enquiries@nt.gov.au">CourtMedia.Enquiries@nt.gov.au</a></p>	<p><b>Office Use Only:</b></p> <p><b>Are there applicable Suppression Orders?</b></p> <p>Initials: _____ Date: _____</p>
---	--

**Granted / Not Granted**      **Access / Access & Copy**

Signed \_\_\_\_\_ Date / /20

<sup>1</sup> Copying Charges may apply

<sup>2</sup> A victim in a criminal case is not regarded formally as a party to the relevant proceeding.

<sup>3</sup> Section 119 of the Criminal Code Act (NT) provides that a person making an unattested declaration that, in any material particular, is to his or her knowledge false, is guilty of a crime and is liable to imprisonment for 3 years.

**Media are reminded that it is their legal responsibility to ensure that suppressed material is not published**