



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:

- ☐ plaintiff/claimant
- ☐ defendant/respondent
- ☐ accused
- ☐ counsel of record

Last Name:

- ☐ accredited media
- ☐ media
- ☐ other

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

Court Records / Exhibits / Audio Recordings Requested: *(List and provide a brief description of each court record you are seeking.)*

Level of Access Requested:

☐ **UNLIMITED** – view, listen, copy and publish

☐ **VIEW / LISTEN & COPY** – court record may not be published

☐ **VIEW / LISTEN ONLY** – court record may not be copied or published

☐ **OTHER** – provide details in “comments” section below

Comments: (200 characters)

Reasons for Requesting Access: (400 characters)

(Please provide a brief explanation of the reasons you are requesting access.)

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

| | |
|--|--------------|
| Name of Reviewing Judge or Master: | Date: |
| Court's Determination on Access: | |
| <div style="margin-bottom: 10px;"> <input type="checkbox"/> Access Authorized </div> <div> Level of Access Authorized: </div> <div style="margin-top: 5px;"> <input type="checkbox"/> UNLIMITED – requestor may view, copy and publish </div> <div style="margin-top: 5px;"> <input type="checkbox"/> VIEW / LISTEN & COPY – court record may not be published </div> <div style="margin-top: 5px;"> <input type="checkbox"/> VIEW / LISTEN ONLY – court record may not be copied or published </div> <div style="margin-top: 5px;"> <input type="checkbox"/> OTHER – provide details in the Terms / Conditions section below </div> <div style="margin-top: 10px;"> Terms/Conditions <div style="display: inline-block; width: 45%; text-align: center;"> <input type="checkbox"/> Yes </div> <div style="display: inline-block; width: 45%; text-align: center;"> <input type="checkbox"/> No </div> </div> <div style="margin-top: 10px;"> If yes, access is permitted subject to the following conditions: <div style="height: 150px; border: 1px solid #ccc; margin-top: 5px;"></div> </div> | |
| <div style="margin-bottom: 10px;"> <input type="checkbox"/> Access Not Authorized </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Court Application Required </div> <div> Comments: <div style="height: 200px; border: 1px solid #ccc; margin-top: 5px;"></div> </div> | |
| Signature of Judge or Master: | |