



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

Name of Presiding Justice or Master (if known):

Court Records / Exhibits / Audio Recordings Requested: *(List and provide a brief description of each court record you are seeking.)* (500 characters)

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VIEW / LISTEN & COPY – court record may not be published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: (500 characters)

Reasons for Requesting Access: (1,000 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:	
<input type="checkbox"/> Access Authorized	
Level of Access Authorized:	
<input type="checkbox"/> UNLIMITED – requestor may view, copy and publish	
<input type="checkbox"/> VIEW / LISTEN & COPY – court record may not be published	
<input type="checkbox"/> VIEW / LISTEN ONLY – court record may not be copied or published	
<input type="checkbox"/> OTHER – provide details in the Terms / Conditions section below	
Terms/Conditions	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, access is permitted subject to the following conditions:	
<input type="checkbox"/> Access Not Authorized	
<input type="checkbox"/> Court Application Required	
Comments:	
Signature of Judge or Master:	