



# Family Court of Western Australia

## Request for Supply of Court Documents

### Who should use this form:

- Parties or lawyers to proceedings at the Family Court of Western Australia.
- Other persons or authorised agents requiring copies of documents on behalf of a party or for a legal purpose.

### How to send this form

BY POST to: Family Court of Western Australia, GPO Box 9991, PERTH WA 6848

BY FAX to: (08) 9224 8360

BY EMAIL to: [family.court@justice.wa.gov.au](mailto:family.court@justice.wa.gov.au) include scanned signed form as attachment.  
(scanned formats acceptable are JPG, BMP, TIF and PDF)

### PART A

#### Person Requesting Court Documents

(see notes next page)

Name	Mr/Mrs/Ms		
Address	Street		
Address	Suburb	State	Postcode
See Note 4 on pg 2	Country	Tel No	
Relationship to Court File	<input type="checkbox"/> I am one of the parties named in Part B below. <input type="checkbox"/> I am a lawyer acting for one of the parties named in Part B below (see Note 1 on page 2). <input type="checkbox"/> I am an agent for one of the parties to collect documents (see Part E and Note 2 on page 2). <input type="checkbox"/> I am a relative of one of the parties or person requiring a copy of documents for a legal purpose as follows (see Note 3 on page 2):- _____		
Signature of Requester	Date:        /        /	Signature: _____	

### PART B

#### Details of Parties and Court Case File

Applicant / Husband	Full Name:	D.O.B.	
Respondent / Wife	Full Name:	D.O.B.	
File Details	PTW	Marriage Date:	Divorce Date:

### PART C

#### Details of Document(s) Requested

Please specify the details of the document(s) required

Document 1	
Document 2	

Photocopies \$1.00 per page (excluding orders & divorces) **OR**

### PART D

#### How do you want to receive the documents

Method	By post <input type="checkbox"/>	Collection (Court will notify) <input type="checkbox"/>
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\*Please provide letter of explanation and date required if needed urgently (within 7 days)

**PART E****Authority to Collect Documents on Behalf of a Party (if applicable)**

This section is to be completed by a party to the case if they are authorising the requester in Part A to collect documents on their behalf.

Name of Party giving authorisation

I hereby authorise \_\_\_\_\_ to collect on my behalf the documents specified in Part C of this request.

Dated        /        /        \_\_\_\_\_

*Signature of Party Giving Authorisation*

**PART F****Registrar's Approval for Supply of Documents (if applicable)**

This section is to be completed and signed by a Registrar or delegated officer of the Court to approve or deny the request for supply of documents to a person or agency who is not a party or lawyer to a case.

Decision

- APPROVED - request to supply documents is approved.  
 DENIED – request to supply documents is denied for the following reason(s):

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Dated        /        /        \_\_\_\_\_

*Signature of Registrar or Delegated Officer*

**NOTES****About Document Requests**

1. If a lawyer acting on behalf of a party has not filed a document on the court file, or is unsure whether they are officially on the court record as acting for a party to the file, then the lawyer must file a Notice of Address for Service with this request document.
2. A person acting as agent for a party to collect and receive court documents must have that party complete and sign Part E of this form OR file with this request a signed written letter from the party authorising the collection of documents by the requester on their behalf.
3. A person requiring documents from a court file for a legal purpose must briefly state their relationship to the parties and the legal purpose for which the document is required, and if possible supply copies of relevant documents.

E.g. *I am the (state relationship) of (name of party) and require the Divorce Certificate for the Administration of a Will.*

4. If you have current or pending court proceedings and your address has changed, you will need to lodge a separate *Form 8 Notice of Address for Service* form which can be downloaded from the court website.

**Office Use Only**

Documents supplied on:        /        /	by Officer: _____
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