



Family Court of Western Australia

Request to Inspect Court File

Who should use this form

- Parties, lawyers and appointed court experts to proceedings at the Family Court of Western Australia.
- Other persons or agencies needing to inspect a court file for an approved legal or other purpose.

Send completed and signed form to Subpoenas.FamilyCourt@justice.wa.gov.au

The Court will contact you

After receiving this form, the Court will contact you on your telephone number specified in Part A to arrange a date and time for you to inspect the file or discuss other matters related to file inspection.

Normal inspection hours are from 9:00am to 1:00pm and 2:00pm to 4:00pm.
Older Court files may be stored offsite and take a number of days to retrieve.

IF COMPLETING BY HAND - PLEASE PRINT NEATLY.

PART A

Person Requesting to Inspect Court File

Name	Mr/Ms		
Firm/Agency			
Address	Street		
Address	Suburb	State	Postcode
	Tel No	Mobile No	email
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 a Court appointed expert. <input type="checkbox"/> I am an employee of Legal Aid WA and am assisting one of the parties named in Part B below. <input type="checkbox"/> I am a person or employee of an agency with a legal or other interest in the case which is set out in Part C of this form (see Note 2 on page 2).		
Signature of Requester	Date: / / Signature: _____		

PART B

Details of Parties and Court Case File

Applicant	Name:	D.O.B.	
Respondent	Name:	D.O.B.	
ICL or other party	Name:		
File Details	No PTW	Marriage Date:	Divorce Date:

PART C**Statement of Legal or Other Interest in the Case (if applicable)**

This section is to be completed by you if you are a person or employee of an agency who has a legal or other interest in the case, but are not a party, lawyer or court expert directly involved in the case.

Briefly state your legal or other interest in this case and the reason why you need to inspect the court file.

Tick if applicable

I may require photocopies of documents from the Court file.

PART D**Registrar's Approval to Inspect File (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 inspection of the file specified in Part B after consideration of the statement of the requester in Part C.

Decision

APPROVED - request to inspect is approved.

DENIED – request to inspect is denied for the following reason(s):

Dated / /

Signature of Registrar or Delegated Officer

NOTES**About File Inspection Requests**

1. If you are a lawyer acting on behalf of a party and you have not filed a document on the court file, or you are unsure whether you are officially on the court record as acting for a party to the file, then you must file a Notice of Address for Service with this request document.
2. If you are a person or employee of an agency needing to inspect the Court file for a legal or other purpose, but you are not a party, lawyer or court expert directly involved in the case, you must state in Part C of this form your legal or other interest and the reason why you need to inspect the Court file. The request will then be considered by a Registrar of the Court or a delegated officer of the Court. The Court will contact you to advise you of the result, and if approved, arrange a date and time for inspection.

Office Use Only

IDENTIFICATION VERIFIED
