

# Practice Direction 5 of 2025

## Non-Party requests to inspect or copy documents filed in a proceeding

1. This Practice Direction is issued to maintain consistency with Supreme Court Practice Direction 7 of 2025.
2. The purpose of this Practice Direction is to help a person who is not a party to a proceeding (a non-party) apply to the court for an order permitting inspection of documents filed in a proceeding.
3. This Practice Direction is to be read with chapter 22, part 1, division 6 (rules 975G, 975H and 975I) of the *Uniform Civil Procedures Rules 1999* (Qld) (UCPR).
4. The restriction on inspection of documents imposed by the UCPR is to prevent unfair or improper use of documents, or public disclosure of confidential or sensitive information, before the opposing party has become aware of the document and had the opportunity to consider whether any steps are required to protect confidential or privileged information.

### Commencement

5. This Practice Direction commences on 8 December 2025.

### Request

6. A non-party may ask to inspect or obtain a copy of a document filed in a proceeding by completing a Form 25 – Request to Access Court File (the request).
7. The Registrar will consider the request and notify the non-party by email within 2 business days of the request whether:
  - (a) the requested document may be inspected; or
  - (b) the requested document/s require an order of the Court – in which case the following procedure applies.

### Application to inspect and/or copy

8. Before making any application to inspect, a non-party should consider whether they need access to the filed court document at that time or if they can wait until the document can be inspected without a court order.

*Example: any document referred to in rule 975H(2) may be inspected once it has been read or relied on in open court or in an application decided without a hearing (see rule 975H(3)), unless a restriction or non-publication order has been made under rule 975H(4).*



9. A non-party who wants to apply for an order permitting inspection of a document must apply by filing a [Form 31 – Application by Non-Party](#).
10. The supporting affidavit<sup>1</sup> must state the reason why they want to inspect the document/s and the use the non-party intends to make of the document/s (as required by rule 975I(2)(c) of the UCPR).
11. There is no filing fee.
12. The application to inspect may be filed electronically by sending the document by email to the Registrar at the Land Court registry.<sup>2</sup>
13. Unless the court orders otherwise, the application and supporting affidavit must be served on the parties to the proceeding (parties).
14. If requested, the Registrar will provide the contact details of the parties for the purposes of service.
15. The parties may file submissions within 5 business days after receipt of the application to inspect.
16. Once the application to inspect and any submissions from the parties have been filed, the Judicial Registrar will determine the application in accordance with s 29 of the *Land Court Act 2000*.<sup>3</sup>

#### Consent orders

17. If all parties consent to the non-party's request to inspect the document, they may provide consent orders to the Judicial Registrar for consideration.



**PG Stilgoe OAM**  
President  
2 December 2025

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<sup>1</sup> The supporting affidavit has been combined into the application document.

<sup>2</sup> See [Practice Direction 5 of 2020 - Digital Procedures in the Land Court](#) para 12, 13.

<sup>3</sup> The application will be heard on the papers without the need of an oral hearing unless requested by the parties not less than five (5) business days after receipt.

