DISTRICT COURT OF QUEENSLAND

PRACTICE DIRECTION NUMBER 13 OF 2025

NON-PARTY REQUESTS TO INSPECT OR COPY DOCUMENTS FILED IN CIVIL PROCEEDINGS

---

1. The purpose of this Practice Direction is to facilitate the process for a person who is not a party to a proceeding (a **non-party**) to apply to the court for an order permitting inspection of documents filed in a civil proceeding.

2. 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**).

Request

3. A non-party may make a request to inspect or obtain a copy of a document filed in a proceeding by completing the online request form on the Queensland Courts' website (the **request**).[1]

4. A Registrar will consider the request, in accordance with rule 975H of the UCPR, and notify the non-party, by email, within two (2) business days of the request whether:

   (a) the requested document may be inspected – in which case, the Registry will proceed to deal with the request in accordance with the procedure outlined on the Queensland Courts website; or

   (b) the requested document is one which cannot be inspected without an order of the Court – in which case the procedure under paragraphs 5 to 12 below applies.

Application to inspect

5. A non-party who wishes to apply for an order permitting inspection of a document under rule 975H(1) of the UCPR must make the application by completing the attached **application to inspect**.[2]

6. The application to inspect must be supported by an affidavit stating the reason the order for inspection is sought and the use the applicant intends to make of the document (as required by rule 975I(2)(c) of the UCPR).

---

[1] The online **request** form can be found here: https://www.courts.qld.gov.au/services/search-for-a-court-file/search-and-copy-court-documents.

[2] The **application to inspect** form can also be found on the Courts' website at the link above.

7. No filing fee is payable for an application to inspect.

8. The application to inspect and supporting affidavit(s) may be filed electronically by sending the documents by return email to the Registrar at the court registry to which the initial request was made.[3]

9. Once the application to inspect and supporting affidavit(s) have been filed, the application will be listed for hearing on the next available date before a judge sitting in Applications.

10. Unless the court orders otherwise, the application and supporting affidavit(s) are required to be served, in accordance with rule 975I(3) of the UCPR.

11. If requested by the non-party, the Registrar will provide the contact details of any party on the court record for the purposes of service.

12. The non-party may request that the application be decided without an oral hearing, under rule 489 of the UCPR.

Consent orders

13. If each party to the proceeding consents to the non-party's request to inspect the document, the parties may file a request for consent order under rule 666 of the UCPR and the Registrar may make the order.

Before making an application to inspect

14. Before making any application for an order permitting inspection of a document under r 975I, the non-party should consider whether they need access to the filed court document at that time or can wait until the document becomes a document which may be inspected without a court order. For example:

    (a) an originating process may be inspected once a notice of intention to defend, notice of address for service, or application under r 16 has been filed (see rules 975H(2)(a)(i)-(iii)); and

    (b) 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 under rule 975H(4)).

15. The policy behind the temporal restriction on inspection of documents imposed by rule 975H(2)and (3) is to prevent unfair or improper use of such documents, or public disclosure of confidential or sensitive information, prior to service on the opposing party

[3] See Principal Registrar's Amended Approval 1 of 2025, published here: https://www.courts.qld.gov.au/court-users/practitioners/elodgement-supreme-and-district-courts.

or the opposing party having the opportunity to become aware of the document and consider whether any steps are required to protect confidential or privileged information.

Brian Devereaux SC
Chief Judge
20 November 2025

QUEENSLAND COURTS

Application by Non-Party to Inspect and/or Copy Documents Filed in Civil Proceedings - Rules 975H and 975I *Uniform Civil Procedure Rules 1999*

COURT PROCEEDING DETAILS

Supreme / District / Magistrates Court (select one) Location: _____

File number: _____

Party name(s): _____

APPLICANT DETAILS

Given name: _____ Last name: _____

Company / Employer name (if applicable):_____

Address: _____

Phone: _____

Email: _____

DOCUMENTS REQUESTED

The applicant named above applies for an order under rule 975I of the *Uniform Civil Procedure Rules 1999* permitting the person to inspect the following documents filed in the proceeding:

Please identify the document(s) you wish to inspect by providing a description of each document and the court file document number.

1. [*identify documents requested here*]

ORDERS SOUGHT

☐ Inspect document(s) ☐ Obtain a copy of the document(s)*

**Copies of documents will be provided by email to the address provided above.*

SUPPORTING AFFIDAVIT

This application must be supported by an affidavit stating:

(i) the reason the order is sought; and

(ii) the use the applicant intends to make of the document, including whether the applicant intends to publish or otherwise communicate the document or its subject matter.

The affidavit(s) the applicant will rely upon at the hearing of this application are:

1. [*enter details of affidavit(s) to be relied upon*]

SERVICE

Unless the court orders otherwise, this application and the supporting affidavit(s) must be served on each party to the proceeding. Do you request that the Registrar provide contact details for any party on the court record for the purpose of service?

☐ Yes ☐ No

PRESCRIBED FEE

Unless the court orders otherwise, an order made under rule 975I will be stayed until any prescribed fee for the inspection and copying of the document(s) has been paid. Information about the prescribed fee, and how to pay it, can be found at www.courts.qld.gov.au/about/fees/fees-in-the-courts.

(For registry use)

This application will be heard by the Court at _____ *(place)*

on _____ *(date of hearing)* at ____ *(time, or as the case may be)*.

Filed in the _____ *(place)* Registry on _____*(date)*.

Registrar: *(registrar to sign and seal)*

NOTICE TO PARTIES SERVED WITH THIS APPLICATION

If you wish to oppose this application or to argue that any different order should be made, you must appear before the Court at the time and place noted above in person or by your lawyer and you shall be heard. If you do not appear at the hearing the orders sought may be made without further notice to you.