

# Magistrates Courts

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## Practice Direction No. 2 of 2026

Issued: 20 February 2026

### Non-party requests to inspect or copy documents filed in civil proceedings

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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**).<sup>1</sup> If the non-party has QCase portal access, they can also make their request using the portal.
4. A Registrar will consider the request, in accordance with rule 975H of the UCPR, and notify the non-party, by email, where possible, 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 an Application by a Non-Party to Inspect and/or Copy Documents Filed in Civil Proceedings form from the Queensland Courts' website (**application to inspect**).<sup>2</sup>

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<sup>1</sup> 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>

<sup>2</sup> The **application to inspect** form can also be found on the Courts' website at the link above.

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).
7. No filing fee is payable for an application to inspect.
8. The application to inspect and supporting affidavit(s) may be filed at the court registry to which the initial request was made.
9. Upon filing the application to inspect, together with any supporting affidavit(s), the matter will be scheduled for hearing by the Registrar, who will notify the applicant of the hearing details.<sup>3</sup>
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.<sup>4</sup>

### **Before making an application to inspect**

14. Before making any application for an order permitting inspection of a document under rule 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 rule 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

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<sup>3</sup> See Practice Direction 5 of 2024 (Applications)

<sup>4</sup> The procedure under Practice Direction 17 of 2010 (Consent Orders of the Registrar) applies

of confidential or sensitive information, prior to service on the opposing party 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.



**Judge Janelle Brassington**  
Chief Magistrate

20 February 2026