(Court Use Only)

**Form 25** | *Uniform Civil Procedure Rules 1999*, rr.980-981

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| **REQUEST TO ACCESS COURT FILE** |

All non-parties are required to submit the following request prior to being given permission to access a Court file. The Registrar shall consider the request and notify you of the outcome.

**Please complete the following:**

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| **File number:** |
| |  | | --- | | Click to enter file number. | |
| **Matter type** |
| |  | | --- | | Click to enter matter type. | |
| **Land Court or Land Appeal Court:** |
| |  | | --- | | Choose an item. | |
| **Applicant** / **Appellant**. **name:** *(please select)* |
| |  | | --- | | Click to enter applicant / appellant’s name. | |
| **Applicant** / **Appellant**. **address:** *(please select)* |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Click to enter address. | **Suburb:** | Click to enter suburb. | **State:** | Select an item. | **Postcode:** | Enter postcode. | |
| **Respondent’s name:** |
| |  | | --- | | Click to enter respondent’s name. | |
| **Respondent’s address:** |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Click to enter address. | **Suburb:** | Click to enter suburb. | **State:** | Select an item. | **Postcode:** | Enter postcode. | |
| **Government entity details:** *(if a government entity is involved)* |
| |  | | --- | | Click to enter details. | |
| **Date range of search:** |
| |  | | --- | | From: Click here to enter a date. to: Click here to enter a date. | |
| **Detailed description of document(s) requested:** |
| |  | | --- | | Click to enter text. | |
| **Reason for request:** |
| |  | | --- | | Click to enter text. | |
| **Name of person requesting document(s):** |
| |  | | --- | | Click to enter name of person requesting. | |
| **Contact details of person requesting document(s):** *(address, phone number and email)* |
| |  | | --- | | Click to enter contact details of person requesting. | |
| **Date when inspection requested to take place:** *(if applicable)* |
| |  | | --- | | Click here to enter a date. | |

| **DECLARATION** |
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| **I have read and understood the Privacy Statement below.** |
| **Privacy Note:** (*Information Privacy Act 2009*)  The Land Court collects the personal information on this form to process requests under the Uniform Civil Procedure Rules 1999. This notice does not relate to personal information collected on any other Land Court form or information collected in relation to a judicial function. |

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| **DECLARATION SIGNATURE** |
| **Position within company:** *(if applicable)* |
| Click to enter position within the company. |
| **Name of signatory:** |
| Click to enter name. |
|  |
| Click here to select date of signing. |

**Registry Use Only**

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| **Approved by:** |
| **Date:** |
| **Notes:** |
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| **PROCEDURE FOR SUBMISSION** | | |
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| Please submit this completed form, which may be sent via email to the Land Court registry at [landcourt@justice.qld.gov.au](mailto:landcourt@justice.qld.gov.au) or: | | |
| In Person:  **Land Court Registry**  Level 8  363 George Street  BRISBANE QLD 4000 | By Post:  **The Registrar**  Land Court Registry  GPO Box 5266  BRISBANE QLD 4001 | By Fax:  **The Registrar**  Land Court Registry  (07) 3738 7434 |