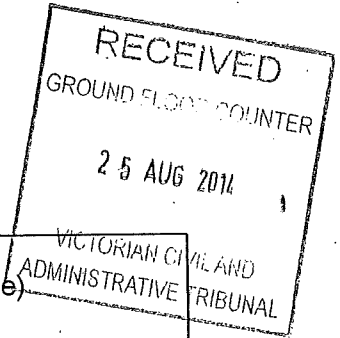


File and Document Access  
Request Form

Request submitted by



I, [redacted] (Name)  
of [redacted] (Address)  
request access to the proceeding file/s: R2013/46102 (Numbers)

Applicant, Respondent Name or Represented Person, or site address;

[redacted] (applicant)

and / or the following documents attached to that file.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

in the following jurisdiction Residential Tenancies (List)

Contact Phone Number: [redacted]

Signature: [redacted] Date: 25 108 12014

## Current Fees

Please indicate



I am a party to the proceeding/s.

I am **NOT** a party to the proceeding/s.

Relevant Fees (please see the fees page on our website for the current fee)

- There is no fee to view the file if you are a party to the proceeding.
- A fee will apply if you are **not a party** to the proceeding.
- An additional fee will apply for any additional proceeding file that is being inspected.
- Photocopying fees will be charged per page.

For the relevant list and contact details, please refer to the VCAT Contact Details available  
on our website [www.vcat.vic.gov.au](http://www.vcat.vic.gov.au)

Victorian Civil and Administrative Tribunal (VCAT)

55 King Street Melbourne VIC 3000

Website [www.vcat.vic.gov.au](http://www.vcat.vic.gov.au)

GPO Box 5408 Melbourne VIC 3001

Facsimile 9628 9008

Ausdoc DX 210576 Melbourne

## Guidelines

The Tribunal requires a minimum of 24 hours notice to prepare the requested file/s or subpoenaed documents for inspection. Additional minimum of 48 hours will be required if the file/s needs to be retrieved from our Archives.

A staff member of the Victorian Civil and Administrative Tribunal will contact you in due course to confirm arrangements for you to attend the Tribunal in order to inspect the file/s or subpoenaed documents. If you have not been contacted, you may call the relevant List to make further enquiries. Please do not attend the counter until an inspection date has been organised with registry staff.

## Access Times & CC TV Surveillance

Files or subpoenaed documents can be inspected, Monday to Friday between 9.30am and 4.00pm, in VCAT's File Inspection room on the Ground Floor, near the Customer Service Counter. Please note, for document security, there is constant CCTV surveillance in and around our File Inspection Room.

Inspection of files or subpoenaed documents for the Human Rights List and Guardianship List matters are conducted from Monday to Friday between 9.30am and 4.00pm at the William Cooper Justice Centre, level 5, 223 William Street, Melbourne. Please note, for document security, there is constant CCTV surveillance in and around our File Inspection area.

## Reason for seeking Access

Some proceeding files and subpoenaed documents at VCAT require authorisation before they can be released. It is important to complete this part of the form and stipulate clearly your reasons for seeking access to the file.

I need to photocopy the original application form  
lodged with regards to this file.

Also the order of the tribunal so that they may be  
shown to a solicitor for advice.