



**INDUSTRIAL COURT OF QUEENSLAND,
QUEENSLAND INDUSTRIAL RELATIONS COMMISSION and
INDUSTRIAL REGISTRAR**

Search and Copy Request

Version 8

This is a request to the Industrial Registrar pursuant to rule 228 of the *Industrial Relations (Tribunals) Rules 2011*.

1. Details of information sought:

Jurisdiction of the file: Court Commission Registrar

File number:	
Party Name/s	
Member name:	

2. Requesting party details:

Are you a party to the proceeding: Yes No

Note: a party to a proceeding is an individual, corporation or other entity that has:

- started a Court or Commission proceeding; or
- had a Court or Commission proceeding started against them; or
- later joined a proceeding as a party by Orders of a Member of the Court or Commission.

If a party appoints a legal representative, industrial agent, or union representative, that person becomes the contact in the proceedings for the party they represent.

Name of requestor:	
Organisation (if applicable):	
Mobile number:	
Email address:	

3. Request details:

- Inspect a file
- Obtain copies of documents

- Type of document:
- Filed document/s
 - Exhibit/s*
 - Attendance Notice material*

***Note:** Non-parties will need to seek leave of the Court or Commission by application for access to exhibit or attendance notice material. Please refer to the QIRC website qirc.qld.gov.au for more information, or contact the Industrial Registry on 1300 592 987 or qirc.registry@qirc.qld.gov.au.

Document details:

Please provide the document number (if known) and/or description of the type of document/s you are requesting copies of.

Would you like the documents emailed to you?

- Yes No

Reason in support of search and copy request:

You may wish to add a reason why you want to access this file to support your request. This is not a requirement but may assist when assessing the request.

4. Terms and conditions

- (a) In accordance with Schedule 1 of the *Industrial Relations (Tribunals) Rules 2011*, and in conjunction with section 2 of the *Acts Interpretation (Fee Unit) Regulation 2022*, there are fees payable to inspect, and/or copy Court and Commission files.
 - (i) Inspection fee - \$5.30
 - (ii) Photocopying - \$0.53 per page;
 - (iii) Certified copies of documents - start at \$74.73.

- (b) All inspections are supervised by a Registry Officer. During an inspection, the inspecting party is prohibited from:
 - (i) Taking photographs or video recordings of the material;
 - (ii) Damaging the material, including but not limited to, ripping, shredding, defacing or modifying the documents in any way;
 - (iii) Removing any part of the file from the viewing room.

Should any of the above occur, the inspection will be immediately terminated.

- (c) Registry Officers may only answer questions regarding copying of documents, or other administrative matters.

- (d) A request that involves the retrieval of an off-site file will incur an additional fee of \$30.53 for each file. Those fees must be paid prior to the retrieval of the file.

5. Acknowledgement

I agree to the terms and conditions above.

Signature:	
Name:	
Date:	