

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:	Ye	s	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

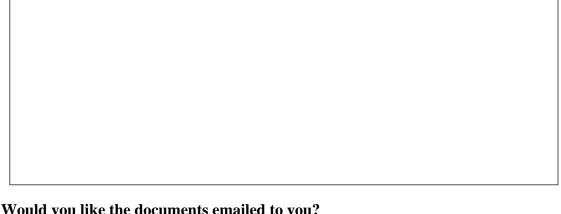
Type of document:

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 <u>qirc.qld.gov.au</u> 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

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 by may assist when assessing the request.

No

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:	