



# Application for access to court documents

## When to use this form

Fill in this form when you want to access the Employment Court documents.

## Sending in your application

The application needs to be signed and dated at step 3.

You can email, post or hand this form in to the Court.

If you are emailing, you will need to print out this form (which needs your signature), sign it, then scan it.

Contact details are on our website <https://www.employmentcourt.govt.nz/contact-us/>

## Getting more information

Information about access to court information can be found in section 6 of the Media guide for reporting in courts and tribunals (edition 3.1, July 2013).

The media guide is available on the Ministry of Justice website

<https://www.justice.govt.nz/about/news-and-media/media-centre/media-information/media-guide/>

## Step 1 Write down your details

Your name and organisation (if applicable) \_\_\_\_\_

\_\_\_\_\_

Lawyer or advocate (if used) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Contact details

Your address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal address, if different from above

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Contact phone numbers

Business \_\_\_\_\_

Mobile \_\_\_\_\_

## Step 2 Write down what documents you want to look at

*You might not know all the information asked in this step. Please tell us as much as you can.*

I/We (*circle one*) want to access court documents about:

**Case name** \_\_\_\_\_  
\_\_\_\_\_

**Case number** \_\_\_\_\_

The documents I/we (*circle one*) want to access are:

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I/We (*circle one*) want to look at these documents because:

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## Step 3 Sign and date the form

*If you're emailing in this form, please sign it, then scan and send by email.*

Your name \_\_\_\_\_

Your job title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Step 4 Send in your application

### Send in this form

You can email, post or hand this form in to the Employment Court registry that holds the records you want to access.

If you're emailing this form, you'll need to print this form (which needs your signature), sign it, then scan it.

**Contact details** for the Employment Court are on our website  
<https://www.employmentcourt.govt.nz/contact-us/>

### What happens next?

A judge will review your application.

You will be contacted as soon as possible with their decision.