



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

## Search and Copy Request

*Version 7*

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

<b>File number:</b>	
<b>Party Name/s</b>	
<b>Member name:</b>	

### 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.

<b>Name of requestor:</b>	
<b>Organisation (if applicable):</b>	
<b>Mobile number:</b>	
<b>Email address:</b>	

**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](http://qirc.qld.gov.au) for more information, or contact the Industrial Registry on 1300 592 987 or [qirc.registry@qirc.qld.gov.au](mailto: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 - \$5.13
  - (ii) Photocopying - \$0.51 per page;
  - (iii) Certified copies of documents - start at \$72.26.
  
- (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 \$29.52 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.

<b>Signature:</b>	
<b>Name:</b>	
<b>Date:</b>	