



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

## **Search and Copy Request**

### ***Version 6***

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:

- |                          |                             |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | Filed document/s            |
| <input type="checkbox"/> | Exhibit/s*                  |
| <input type="checkbox"/> | 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.*

[illegible]

**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.*

[illegible]

#### 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 - \$5.31
  - (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>	