



## Search and Copy Request

Version 4

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:**  Commission  Court

<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 Queensland Industrial Relations Commission (QIRC) or Industrial Court of Queensland (ICQ) proceeding
- Had a QIRC or ICQ proceeding started against them
- Later joined a proceeding as a party by orders of a member of the QIRC or ICQ.

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 requesting party:</b>	
<b>Organisation (if any):</b>	
<b>Mobile number:</b>	
<b>Email address:</b>	

**3. Request details:**

- Are you wanting to:**
- Inspect the file
  - Have copies of the documents made
  - Both

- Are to wanting access to:**
- Filed documents
  - Exhibits\*
  - Attendance Notice material\*

*\*Note: any request for access to exhibit or attendance notice material by a non-party will need to separately seek leave of the court or commission by application, refer to the QIRC website for more information, or call the Registry on 1300 592 987.*

**Document details:**

*Please provide the document number (if known) and/or description of the types of documents you are requesting copies of.*

**Can the documents be emailed to you?**  Yes  No

**Reason in support of search and copy request:**

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

**4. Terms & Conditions**

1. In accordance with schedule 1 of the *Industrial Relations (Tribunal) Rules 2011* there are fees payable to inspect, and or copy commission and court files;
  - i. \$5.00 inspection fee;
  - ii. Photocopying is \$0.50 per page.
2. All inspections are supervised. 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.

Any violation of the above terms will result in an immediate termination of the inspection.

3. Registry officers can only answer questions regarding copying of documents, or other administrative matters. They cannot answer questions regarding the matter.
4. A request that involves the retrieval of an off-site file will incur additional fees. Those fees must be paid prior to the retrieval of the file.

**5. Acknowledgment:**

I agree to the Terms and Conditions above.

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