



## REQUEST TO INSPECT SUBPOENAED DOCUMENTS

### Notes

1. Subpoenaed documents will not be available for inspection in the following circumstances:
  - (a) the issuing party has not filed the affidavit confirming service of the subpoena on all parties;
  - (b) the last date for production has not passed or, in the case of medical records of the plaintiff and the inspection request is by another party, at least 7 days from date for production has passed;
  - (c) there is an objection in relation to the subpoena or documents produced; or
  - (d) inspection is restricted by Court order.
  
2. To request to inspect documents produced in response to a subpoena:
  - (a) after the date for production has passed (not before), email [subpoenas@supcourt.vic.gov.au](mailto:subpoenas@supcourt.vic.gov.au) to request confirmation as to whether documents have been produced;
  - (b) after production has been confirmed, submit this form via RedCrest (not by email) as '*Subsequent Filing – Receipt for payment of subpoena inspection*' together with payment of the associated fee.
  
3. The request will be assessed and, if appropriate, approved via RedCrest. If approved, documents will be made available in one of the following ways, as determined by the Supreme Court Registry:
  - (a) by email to the contact email address stated in this form;
  - (b) via the Supreme Court document exchange site – a link to that site will be provided by email to the contact email address stated in this form. The link will only work for the person it was sent to and expires after 14 days;
  - (c) making hard copies available for inspection in person at the Supreme Court Registry, 450 Little Bourke Street, Melbourne – using the contact email address stated in this form, the Registry will contact the requesting party to arrange an appointment – the party will be responsible for bringing a USB flash drive to store any documents they may scan during the appointment.

<b>Proceeding number:</b>		
<b>Name of party and firm / legal representative requesting to inspect documents:</b>	Party:	
	Legal representative:	
<b>Affidavit of service of subpoena on parties to proceeding:</b> (To be completed by issuing party only – see Note 1(a) above)	Date filed:	
	Time filed:	
<b>Contact email address:</b>		
<b>Addressee of each subpoena this request relates to:</b>	1. 2. 3. 4.	