

Request for Recording - Criminal

This form is for the purpose of requesting criminal recordings. If your request relates to transcription requests, requests for the purpose of lodging an appeal or requests related to civil matters, please visit www.courts.vic.gov.au for the details of the appropriate form and/or the appropriate organisation.

VGRS provides recordings for the following jurisdictions and matters:

- Supreme Court – Criminal and Practice Court matters
- County Court – Criminal matters
- Magistrates' Court – Committal hearings only

Prior to releasing recordings VGRS require authorisation from the presiding judicial officer. VGRS will contact the court on your behalf.

Case Details

Name of Matter: _____

Court Case Number: _____

Jurisdiction: _____ Court Location: _____

Justice/Judge/Magistrate: _____

Parts and Dates of Recording Required:

Plea on: _____

Sentence on: _____

Trial - from: _____ to: _____

Committal - from: _____ to: _____

Other: _____ on: _____

Request Details

Name: _____

Organisation: (if applicable) _____

Address: _____

DX Number: (if applicable) _____

Preferred Delivery Method: Post DX

Contact Number: _____

Email Address: _____

Reason for request

VGRS Request Statutory Declaration

I, _____
Full Name

of _____
Address

_____, do solemnly and sincerely declare that:
Occupation

I agree that this audio recording will not be used for the purposes of producing transcript unless permission is provided in writing to the VGRS by the presiding judicial officer. I also agree that I will not copy, transmit or give the recording to any other person or parties without the express written permission from the presiding judicial officer, which needs to be provided to the VGRS.

I am not aware of any Court order or other restriction limiting my entitlement to the recording.

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at: _____ on _____
Place Date

Signature of Declarant

Before me:

Signature of Authorised Witness

Full Name

Title / Qualification

Address

The authorised witness must print or stamp his or her name, address and title under section 107A of the Evidence (Miscellaneous Provisions) Act 1958.

Persons who may witness statutory declarations

[Click here](#) to refer to the Victorian State Government Justice and Regulation website to review who may witness statutory declarations (www.justice.vic.gov.au).

Submission

Please submit completed form to VGRS by:

- Email: vgrs.enquiries@courts.vic.gov.au
- Post: **Victorian Government Reporting Service**
7/436 Lonsdale Street, Melbourne 3000
- DX: 210309