

# Request for Audio Recording

## Case Details

Name of Matter: \_\_\_\_\_

Court Case Number: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_ Court Location: \_\_\_\_\_

Justice/Judge: \_\_\_\_\_

Parts and Dates of Transcript Required:

Plea on: \_\_\_\_\_

Charge on: \_\_\_\_\_

Sentence on: \_\_\_\_\_

Trial - from: \_\_\_\_\_ to: \_\_\_\_\_

Other: \_\_\_\_\_ on: \_\_\_\_\_

## Request Details

Name: \_\_\_\_\_

Organisation: (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Address must be a street address. PO Boxes will not be accepted.

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

DX Number: (if applicable) \_\_\_\_\_

Preferred Delivery Method:  Post  Collect  DX

## Reason for request

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Submission

Please submit completed form to VGRS by:

- Email: [vgrs.enquiries@courts.vic.gov.au](mailto:vgrs.enquiries@courts.vic.gov.au)
- Post: **Victorian Government Reporting Service**  
7/436 Lonsdale Street, Melbourne 3000

## 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 or visit [www.justice.vic.gov.au](http://www.justice.vic.gov.au).