

## Request for Recording - For the Purpose of Appeal Preparation

This form is for the request of criminal recordings in preparation of lodging an appeal. If your request relates to transcription requests, other recording requests or requests related to civil matters, please visit [www.courts.vic.gov.au](http://www.courts.vic.gov.au) for the details of the appropriate form and/or the appropriate organisation.

Provision of this request is in line with the *Supreme Court of Victoria Practice Note SC CA 1 of 2019* (Criminal Appeals):

*Section 7.2. To facilitate the provision of prompt advice on the prospects of appeal and the timely preparation of grounds of appeal and written case, the Victorian Government Reporting Service ('VGRS') will make available to counsel, on request, a sound recording of the relevant part(s) of the criminal trial (charge, plea and/or sentence), providing written transcript has not been prepared.*

### Case Details

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

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

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

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

Parts and Dates of Recording Required:

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

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

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

**NOTE:** For the purposes of appeal preparation, other parts of a trial may not be requested with this form. If you require parts other than those listed above, please complete the VGRS *Recording request form*.

### Applicant Details

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

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

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

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

Preferred Delivery Method:  Digital transfer  Post  DX mail

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

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

### 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**  
5/555 Lonsdale Street, Melbourne 3000
- DX: 210294

## VGRS Request Statutory Declaration

I, \_\_\_\_\_  
Full Name

of \_\_\_\_\_  
Address

\_\_\_\_\_, do solemnly and sincerely declare that:  
Occupation

I acknowledge that access to the sound recording of the charge, plea and/or sentence is provided in accordance with [Supreme Court of Victoria Practice Note SC CA 1 of 2019 \(Criminal Appeals\)](#).

I agree that this 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.

By submitting this form I declare that I am authorised to act and I am acting for and on behalf of

\_\_\_\_\_  
Accused

and that 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](http://www.justice.vic.gov.au)).