

Template letter to Registries

To: The Registrar of the _____ Court (e.g. Beenleigh Magistrates Court, Supreme Court of Brisbane, Court of Appeal Brisbane)

From:

Dear Registrar

I am seeking a copy of the following documents held by your Registry:

I have already been in touch with Right to Information and Privacy in the Department of Justice and Attorney-General and they have advised that I write you this letter to obtain from you the documents I am seeking.

Please note, this is not an application under the *Right to Information Act 2009* or the *Information Privacy Act 2009*, but rather a letter of application to your search and copy team for the above information.

I attach a copy of my identification for your records.

Please provide the documents to: (address for documents to be sent):

Signed: _____

Date: _____