

# Request for Audio Recording

*In line with the Supreme Court of Victoria Practice Note SC CA 1 of 2017 (Criminal Appeals).*

*To submit your request, please use this order form and complete the declaration.*

*Section 6.1. 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.*

## Request Details

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

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

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

Justice/Judge/Magistrate/Coroner: \_\_\_\_\_

Parts and Dates of Transcript Required:

- ☐ Plea on: \_\_\_\_\_
- ☐ Charge on: \_\_\_\_\_
- ☐ Sentence on: \_\_\_\_\_

## Distributions

Name of Organisation: \_\_\_\_\_

Person for whom you are making the request on behalf of: \_\_\_\_\_

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

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

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

Preferred Delivery Method: ☐ Post ☐ Collect ☐ DX

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

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

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

## Submission

Please submit completed form to VGRS by

- Email (preferred):  
To: [coarequests@courts.vic.gov.au](mailto:coarequests@courts.vic.gov.au)  
Subject: COURT OF APPEAL - AUDIO REQUEST: Name of Matter
- Post: **Audio Requests**  
Victorian Government Reporting Service, 7/436 Lonsdale Street, Melbourne 3000

VGRS Reference	Entered By & Date
Additional Comments	
Office use only	

## 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 2017 \(Criminal Appeals\)](#).

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.

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]

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