

Request for Recording - For the Purpose of Appeal Preparation

This form is for the request of criminal recordings in preparation of lodging an appeal in the Court of Appeal only. Request for recordings of Court of Appeal proceedings should be directed to the Court of Appeal Registry. If your request relates to transcription requests, other recording requests 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.

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

Section 7.1. To facilitate the provision of prompt advice on the prospects of appeal and the timely preparation of grounds of appeal and written case, 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: (if applicable) _____

Contact Number: _____

Email Address: _____

Submission

Please submit completed form to VGRS by:

- Email: vgrs.enquiries@courts.vic.gov.au
- Post: **Victorian Government Reporting Service**
12/181 Lonsdale Street, Melbourne 3000

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 \(Criminal Appeals\)](#).

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).