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| **REQUEST FORM – ACCESS TO EXHIBITS** | | | | | | |
| This form is to be used for all requests from public/media for access to exhibits  in criminal cases and exhibits entered into evidence during civil and family trials | | | | | | |
| **PART A: For completion by the requestor** | | | | | | |
| **Date of Request:** |  | | | | | |
| **Name of Proceeding:** |  | | | | | |
| **Court File Number**  **(if known):** |  | | | | | |
| **This request relates to:** | Criminal:  adult case  youth case | | Civil | Family:  child protection case  other | | |
| **Exhibit(s) Requested:**  Provide details of requested exhibit (e.g., if request is for all exhibits, jury or voir dire exhibits; date exhibit entered) |  | | | | | |
| **Purpose of Request:** |  | | | | | |
| **Type of access sought:**  **(check all that apply)** | **View or listen** | **Copy** | | | **Publish or Distribute** | |
| **Deadline:** |  | | | | | |
| Is the request time sensitive? If yes, what are the time restrictions for receiving a response? | | | | | |
| **Name of Requestor:** |  | | | | | |
| **Organization (if applicable):** |  | | | | | |
| **Contact Information:** | E-mail: | | Cell Phone: | | | Other Phone: |

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| **PART B: For completion by Judicial Official** | | | | |
| **ACCESS GRANTED** | | | | |
| **Scope of Approval:** | Requestor only | | All Requestors | |
| **Level of Access Granted:**  **(check all that apply)** | View or listen | Copy | | Publish or Distribute |
| **Special Instructions:**  The court permits access subject to the following conditions/ instructions. ***It is the requestor’s responsibility to ensure these conditions/instructions are adhered to***. |  | | | |

(*Continued on back*)

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| **APPLICATION REQUIRED** | | | |
| **You must bring an application to obtain access. Please follow the steps identified below in order to bring your application**. | | | |
| **Give notice to the parties** | | Yes | No |
| **Give notice to other persons affected** | | Yes | No |
| **Special Instructions:** |  | | |

**Judicial Official Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print)

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(Signature)

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| **PART C: For completion by Court Administration:** | | | |
| **Requestor notified:** | Yes | Date: | |
| **Staff contact names:** | Received Request: | | Notified Requestor: |
| **No judicial direction sought as request pertains to:**  *Child, Youth and Family Services Act, 2017* matter  Sealed matter | | | |