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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***. |       |

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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 |