FEDERAL CIRCUIT AND FAMILY COURT OF AUSTRALIA

Application for sealed copy of order/s

Fee $30 for each sealed order requested (includes postage) **–**full payment must be included with this request

Methods of payment accepted		
Credit/Debit Card	Post	Visa or MasterCard – please complete the 'Credit Card Payment' form. **DO NOT** write your credit card details on this form.

You should complete this form if you are a party to proceedings or a lawyer acting for a party and you require a sealed copy of order/s relating to the proceedings. Please provide a covering letter confirming you act for the party if you are not on the record.

Part A	**Your details**		
Your name			
To help us identify you as the person applying for copies you **must** attach a photocopy of a photo ID – e.g. current driver's licence, passport or other form of photo ID.			
Postal address for delivery of documents:		State	Postcode
Email address:			
Contact number during office hours:			

Part B	**Court file details**	
Applicant's name (full name including any middle/aka/maiden names)		Date of birth
Respondent's name (full name including any middle/aka/maiden names)		Date of birth
File Number (if known)	(P)	

Part C **The orders you require**

☐ Copy of final orders

☐ Copy of interim or procedural orders Date Court Order made: ____/____/____

Part D	I understand that it is a serious offence to make a deliberately false or misleading statement.	
Signature		Date:

Lodge this form together with payment by post to the Court where the orders were made.

Allow 10 working days for processing. This does not include time for postage.

If you are unsure of any of the above details please call 1300 352 000