

People with a disability
**request for
court assistance**



Find out about
how people with a
disability can request
assistance in court.



Attorney General's
department of nsw



Better access and services for people with disabilities in court

We want to make it easier for people with disabilities to get assistance when attending court.

To help, we need information about the types of assistance you require or support you will bring, and your court case.

A form is attached requesting these details. Completing this form is voluntary.

The form has two sections: the first section is about your requirements and the second section is about dealing with other justice agencies.

Section 1 - Request or notification

The information you provide will help us provide the assistance you need.

This request is placed on the court case's file, so each time you attend court for this matter your assistance should be ready.

You should not need to ask for help again for **this** court case.

If you do not want to complete the form but would still like assistance, you can speak with court staff who can still assist. However, they may not be able to fill your requests at short notice.

For Auslan interpreter information contact the Registry desk.

Section 2 - Sharing information

If you would like we can notify other justice agencies, if required, of your disability related requests.

For criminal cases, these agencies are:

- Legal Aid
- Office of the Director of Public Prosecutions
- NSW Police
- Department of Corrective Services
- Department of Juvenile Justice.

To complete the form

Section 1 - Request or notification

1. Complete and submit the attached Court Copy form once you know your first court date.
2. Tick all the boxes that apply.

Section 2 – Sharing information

3. This section is optional. Select the justice agencies we can notify, if required, of your request.

Submitting the form

4. Complete the Court Copy and the Personal Copy, for your records.
5. Sign and date the Court Copy, on the back of the form, and submit it to the Court Registrar.

Your Right to Privacy...

The information you provide is used in accordance with *The Health Records and Information Privacy Act* (NSW) 2002 (or HRIP Act). The HRIP Act governs the handling of health information in both the public and private sectors in NSW.

Privacy NSW has more information about your right to privacy and the *Act*:

www.lawlink.nsw.gov.au/privacynsw

email: privacy_nsw@agd.nsw.gov.au

phone: 02 9228 8585 fax: 02 9228 8577

Court Copy

Section 1 - Request or notification

Your name:

Name of court case (court matter):

Court case reference:

Your role in the court case:

- Witness
- Accused
- Plaintiff
- Legal Practitioner
- Other (please specify):

Date(s) of court attendance:

Signature:

(person using assistance or guardian)

Date: _____

Please complete both sides of form.

Court Copy

Section 1 - Request or notification

Indicate support request or notification (tick):

- Hearing Loop/ Infra Red equipment for personal amplification
- Wheelchair access – court room
- Wheelchair access – bar table
- I will bring a support person (cognitive disability)
- I will bring a support person (psychiatric disability)
- I will bring a support person (other disability)
- Preferred document format - Braille
- Preferred document format - Large print
- Preferred document format - audio (tape or CD ROM)
- Preferred document format - electronic
- Other help may be requested (specify):

Section 2 – Sharing information

I give permission to notify these justice agencies, if required, of my requirements (please tick):

- Legal Aid
- Office of the Director of Public Prosecutions
- NSW Police
- Department of Corrective Services
- Department of Juvenile Justice.

Personal Copy

Section 1 - Request or notification

Indicate support request or notification (tick):

- Hearing Loop/ Infra Red equipment for personal amplification
- Wheelchair access – court room
- Wheelchair access – bar table
- I will bring a support person (cognitive disability)
- I will bring a support person (psychiatric disability)
- I will bring a support person (other disability)
- Preferred document format - Braille
- Preferred document format - Large print
- Preferred document format - audio (tape or CD ROM)
- Preferred document format - electronic
- Other help may be requested (specify):

Section 2 – Sharing information

I give permission to notify these justice agencies, if required, of my requirements (please tick):

- Legal Aid
- Office of the Director of Public Prosecutions
- NSW Police
- Department of Corrective Services
- Department of Juvenile Justice.

Contact us

If you require this brochure in alternate formats, want to provide feedback, or experience any difficulties please contact:

Diversity Services
GPO Box 6 Sydney NSW 2001

Phone: (02) 9228 8460

Fax: (02) 9228 7829

TTY: (02) 9228 7733 (for people who are deaf or have a speech impairment)

Email:
diversity_services@agd.nsw.gov.au

Website:
www.lawlink.nsw.gov.au/diversityservices

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