Law Courts Library Access Form

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| Day Access - $96.85 (GST incl)  July 2024 - June 2025 | ABN 36 433 875 185  Department of Communities and Justice  Law Courts Library  Level 15, Law Courts Building,  184 Phillip Street, Sydney NSW 2000  Tel: 02 9230 8229  Email: [libmail@justice.nsw.gov.au](mailto:libmail@justice.nsw.gov.au)  **‘This will become a tax invoice / receipt upon payment’** |

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| I, |  | | , apply to use the Law Courts Library today, | |  |
| under Rule No. | |  | |

Rules - 2023

**2. Person entitled to apply to use the Library’s collections and services.**

**(b) Secondary Users**

Access to persons in categories **2(b)(i) – 2(b)(iii)** is on a self-help basis and a fee will apply. Library staff cannot provide research assistance. Access is during normal library hours only.

**(i)** Legal practitioners entitled to appear before any of the Courts, Commissions or Tribunals within the Law Courts Building. When applying for access, legal practitioners must prove they are the holders of current practising certificates and provide a form of photo identification.

**(ii)** Members of law faculties of universities in NSW, and post graduate law students studying for a higher degree in law at a NSW university. When applying for access, faculty members must provide proof of their academic status, and students must prove they are undertaking such postgraduate studies and provide a form of photo identification.

**(iii)** Librarians qualified for admission as Associates of the Australian Library and Information Association. Access is granted on the condition the card is to be used only by Library staff. Non-library staff will be denied access.

**(iv)** Visitor access for casual users in categories **2(b)(i) – 2(b)(iii)** is by appointment only.

Users are presumed to have read, understood and agreed to abide by the Law Courts Library Rules, as amended 2023.

Applicant Details

|  |  |
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| Title: |  |
| Surname: |  |
| Given name(s): |  |
| Email: |  |
| Highest tertiary qualifications in law: |  |

For further information visit <https://courts.nsw.gov.au/resources/law-courts-library.html>

Please email a copy of the completed access form to [libmail@justice.nsw.gov.au](mailto:libmail@justice.nsw.gov.au).

**A link will be emailed for payment.**

**Office Use Only**

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| Current Registration Checked Online: |  |  |
| Certified by Signature: |  | Date Updated Register: |