



Justice

Request for court assistance



**Assistance for
people with
disability in court**



Inclusive services for people with disability in court

We want to make it easier for people with disability 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 for assistance

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

This request is placed on the court 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.

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 NSW
- Office of the Director of Public Prosecutions
- NSW Police Force
- Corrective Services NSW
- Juvenile Justice.

To complete the form

If you need assistance to complete this form please ask our staff to help.

Section 1 - Request for Assistance

1. Complete the attached Court Copy and Personal Copy 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. Sign and date the Court Copy, on the back of the form, and submit it to the Court Registrar.

Your Right to Privacy...

Any information you provide is used in accordance with the Health Records and Information Privacy Act (NSW) 2002 (or HRIP Act) and the Privacy and Personal Information Protection Act (NSW) 1998 (or PPIP Act). These privacy acts govern the handling of personal information in the public sector and health information in both the public and private sectors in NSW.

The Information Privacy Commission has more information about your right to privacy and the Act:

www.ipc.nsw.gov.au
email: ipcinfo@ipc.nsw.gov.au
phone: 1800 472 679

Court Copy

Section 1 - Request for assistance

Your name: _____

Phone number: _____

Name of court case (court matter): _____

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 for assistance

Indicate support request or notification (tick):

- Hearing Loop/ Infra Red equipment for hearing amplification
- Wheelchair access
- I will bring a support person
- I need an Auslan interpreter
- I need a relay interpreter
- Document format - large print
- Document format - electronic
- Other (specify):

Section 2 - Sharing information

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

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

Translations

You can request disability assistance.

Please ask our staff.

Arabic

يمكنك طلب المساعدة المتعلقة بالإعاقة.
يرجى سؤال موظفينا.

Chinese Simplified

您可以要求得到残障协助服务。
请询问我们的职员。

Chinese Traditional

您可以要求得到殘障協助服務。
請詢問我們的職員。

Dinka

Yin alëu ba thiëc kuony tënë koc niop.
Alëu ba thiëc tënë koc kuany looi.

Farsi

شما می‌توانید کمک معلولیت درخواست کنید.
لطفاً از کارمندان ما بپرسید.

Korean

장애 지원을 요청하실 수 있습니다.
직원에게 문의하세요.

Spanish

Puede solicitar ayuda para personas con discapacidad.
Pregunte a nuestro personal.

Tamil

நீங்கள் உடல் ஊனமுற்றோர் உதவியைக்
கோரலாம். தயவுசெய்து எங்கள் அலுவலரைக்
கேளுங்கள்.

Thai

ท่านสามารถขอความช่วยเหลือสำหรับผู้ที่มีความพิการได้
โปรดสอบถามเจ้าหน้าที่ของเรา

Vietnamese

Quý vị có thể yêu cầu được giúp đỡ vì bị khuyết tật.
Hãy hỏi nhân viên của chúng tôi.

Contact Us

If you require this brochure in alternative formats or would like to provide feedback, please contact:

Diversity Services
Locked Bag 5111 Paramatta 2124

Phone: (02) 8688 7507
Fax: (02) 8688 9626

Telephone interpreting service (TIS):
131 450

If you are Deaf, hard of hearing or have a speech impairment you can contact us through the National Relay Service. Ask for Diversity Services on (02) 86887507

TTY/Voice Call 133 677
Speak and Listen 1300 555 727

Email:
diversity-services@justice.nsw.gov.au

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

© State of New South Wales through the NSW Department of Justice June 2017.
You may freely deal with this work for any purpose, other than for profit.

This document has been prepared by the Department for general information purposes.

ISBN 978-1-922257-62-8