



Request for Record of Hearing Form

The Mental Health Review Tribunal (Tribunal) may make available a copy of a record or transcript of a hearing to a person as identified in Part A below. This form should be used to request the record.

The Tribunal also recommends reading the *Information Sheet – Records of Hearings* and *Kiteworks User Guides* available at www.mhrt.qld.gov.au.

Part A: Requestor's Details

- | | |
|--|---|
| <input type="checkbox"/> patient | <input type="checkbox"/> nominated support person |
| legal representative | Attorney-General |
| chief psychiatrist | director of forensic disability |
| administrator of an authorised mental health service | administrator of the forensic disability service |
| <input type="checkbox"/> other: | |

Given name/s:	Family name:
Contact number:	
Address:	
Email address:	

Part B: Person subject of the hearing and hearing details

Given name/s:	Family name:
Date of birth:	Aliases:
Contact number:	Hearing date:
Hearing location:	
Order type:	

Part C: Request

The Tribunal will provide a record of a hearing to relevant persons in accordance with legislative requirements. In limited circumstances, the Tribunal may provide a transcript of a hearing in accordance with Tribunal policy. Any requests for a transcript must include detailed reasons outlining why it is required. These reasons may include:

- the requestor's location (for example a correctional centre); or
- the requestor's specific needs (for example those who are deaf or hard of hearing); or
- any other matter which demonstrates why a transcript is needed in place of, or as well as, an audio recording.

Specify the type of record that is being sought:

- Audio recording (where the hearing was not audio recorded, the written record will be made available)
- Transcript - please identify the grounds for this request:

Part D: Signature

Signature	Date
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Thank you for completing this form. Please return it to the Tribunal by one of the following methods:

Email to: MHRT.Recordings@mhrt.qld.gov.au
Post to: PO Box 15818, CITY EAST, QLD, 4002