
STATUTORY RULES OF NORTHERN IRELAND

2016 No. 123

**The Court Files Privileged Access
Rules (Northern Ireland) 2016**

Applications for a court file

- 4.—(1) An application for a court file under these Rules shall—
- (a) be made in writing on the relevant form which shall be published from time to time via the official web-site for the Office;
 - (b) be signed by the applicant; and
 - (c) contain such particulars as the Department may reasonably require.
- (2) An application for a court file under these Rules shall be made to the Office at the address specified on the form.
- (3) The Department may request such further particulars as it requires.
- (4) Where an application for a court file is made by, or on behalf of, a person who meets any of the eligibility criteria set out at rule 3(1)(a), that person must supply a completed form and provide a signed copy of the undertaking set out at Schedule 1.
- (5) Where an application for a court file is made by, or on behalf of, two or more persons acting together, each of whom meets any of the eligibility criteria set out at rule 3(1)(a), each person must supply a completed form and provide a signed copy of the undertaking set out at Schedule 1.
- (6) Where an application for a court file is made by a solicitor who meets the eligibility criteria set out at rule 3(1)(b), a partner in the legal firm must supply a completed form and provide a signed copy of the undertaking set out at Schedule 2.
- (7) Where an application for a court file is made by an employee of a charity who meets the eligibility criteria set out at rule 3(1)(c), each person requiring access to the file must supply a completed form and provide a signed copy of the undertaking set out at Schedule 3.