



## **FORM 2: MEDIA REQUEST FOR ACCESS TO AN EXHIBIT (REQUEST FOR AN EXHIBIT WHERE NO EXHIBIT ACCESS PROTOCOL HAS BEEN IMPLEMENTED)**

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FORM 2 is available on the Supreme Court of British Columbia website for accredited members of the media to utilize in criminal or civil proceedings where no exhibit access protocol is in place, but a member of the media wishes to request access to a particular exhibit (or group of exhibits).

The purpose of FORM 2 is to minimize the need for accredited media to make formal court applications for access to an exhibit where the request for access may appropriately be addressed on an expeditious basis.

An accredited member of the media completes section A and submits FORM 2 in its entirety to the Registry where the proceedings are underway or to the court clerk in the courtroom where the proceedings are underway. The Registry or the court clerk ensures that the presiding judge receives the form. The presiding judge then considers the request and makes a determination about:

1. whether access can be granted and on what terms;
2. whether input from the parties is required either via oral submissions or by completion of section B; or
3. whether a formal application for access with in-person submissions from counsel, self-represented parties, or third parties (with an apparent or potential interest in the subject matter of the application) is necessary.

Accredited **MEDIA APPLICANT** to fill out Section A only and submit the entire form:

**SECTION A:**

Case Name and File No:

Request Date:

Request By:

Agency:

Contact No:

Identification of Exhibit:

**Requested Classification of Exhibit Access**

- UNLIMITED** - applicant may view, copy and publish
- COPY ONLY** - exhibit may not be published
- VIEW ONLY** - exhibit may not be copied or published
- OTHER** - provide details in "Comments" section below

Comments: (200 characters)

Signature: \_\_\_\_\_

**COUNSEL or SELF-REPRESENTED PARTIES** to fill out Section B only:

**SECTION B:**

Case Name and File No:

Review Date:

Counsel Name *(leave blank if self-represented)*:

Representing *(provide name of party and indicate if self-represented)*:

**Party's Position on Classification of Exhibit Access:**

*(If you oppose access or your position is that a formal application is required check "Other" and provide details in "Comments" section)*

- UNLIMITED** - applicant may view, copy and publish
- COPY ONLY** - exhibit may not be published
- VIEW ONLY** - exhibit may not be copied or published
- OTHER** - provide details in "Comments" section below

Comments: (200 characters)

Signature: \_\_\_\_\_

COURT to fill out Section C only:

**SECTION C:**

Case Name and File No:

**The Court's Decision on Classification of Exhibit Access:**

*(Indicate level of access granted and any terms. If access is not permitted or a formal application for access is required check "Other" and provide details in "Comments" section)*

- UNLIMITED** - applicant may view, copy and publish
- COPY ONLY** - exhibit may not be published
- VIEW ONLY** - exhibit may not be copied or published
- OTHER** - provide details in "Comments" section below

Comments:

Signature: \_\_\_\_\_