

## REPORT REQUEST FORM

To	Justice Education Officer		
Address	Street Address (including unit or level number and name of property if required)		
	City/town/suburb	State	Postcode
	Email address		
Type of Report	Education Department Report		
Court	Name of report		
	[Supreme/District/Magistrates/Youth/Environment, Resources and Development] Court of South Australia		
Sitting At	Court ordering report		
Registry Address	Location of court		
	Registry Address		
	City/town/suburb	State	Postcode
Contact Details	Phone number		Fax number
	Court File Number		
Presiding Officer	Court file number		
Prosecuting Authority	Name of Presiding Officer		
	Prosecuting Authority		

<b>[Defendant/Youth] Particulars</b>			
[Defendant/Youth]	Full Name		
Address	Street Address (including unit or level number and name of property if required)		
	City/town/suburb	State	Postcode
	Date of Birth/Licence No	Date of Birth	Driver's Licence no
Phone Details	Type (eg. Home; work; mobile) - Number		Another number
In Custody	Yes/No		
Offence(s) Charged	Offence(s) Charged		

<b>Legal Representative Particulars</b>			
Name of law firm / solicitor If any	Law Firm		Solicitor
Address for service	Street Address (including unit or level number and name of property if required)		
	City/town/suburb	State	Postcode
	Country		
Phone Details	Email address		
	Type (eg. home; work; mobile) - Number		

<b>Report Particulars</b>	
Date Report Ordered	Date
Date Report Required	Date
Report to be Provided	Written/Orally
Other Reports Ordered	List
Next Hearing Date	Date and time
Address to be Reported On	Residential Address
Contact Person	Contact Person Name
	Contact Person Phone Number

<b>Special Aspects to be Reported on</b>
<i>[enter free text special aspects here]</i>

<b>IMPORTANT NOTICE</b>
Please forward the completed report to the Registry of the <i>[Jurisdiction of Court Ordering Report]</i> at <i>[Sitting Location of Court Ordering Report]</i> .
REPORTS SHOULD BE FORWARDED IN TIME TO REACH THE COURT NOT LESS THAN TWO WORKING DAYS PRIOR TO THE DATE REPORT REQUIRED BY.