

REPORT REQUEST FORM

To	Department [<i>for Correctional Services/Human Services (Youth Justice)</i>]		
Address	c/- Courts Unit, 260-280 Victoria Square		
	<small>Street Address (including unit or level number and name of property if required)</small>		
	Adelaide	SA	5000
	<small>City/town/suburb</small>	<small>State</small>	<small>Postcode</small>
	DCSCourtsReportRequests@sa.gov.au		
	<small>Email address</small>		
Type of Report	Bail Enquiry Report		
	<small>Name of report</small>		
Court	[<i>Supreme/District/Magistrates/Youth/Environment, Resources and Development</i>] Court of South Australia		
	<small>Court ordering report</small>		
Sitting At			
	<small>Location of court</small>		
Registry Address	Registry Address		
	<small>City/town/suburb</small>	<small>State</small>	<small>Postcode</small>
Contact Details	Phone number		Fax number
Court File Number	Court file number		
Presiding Officer	Name of Presiding Officer		
Prosecuting Authority	Prosecuting Authority		

[Defendant/Youth] Particulars			
[Defendant/Youth]	Full Name		
Address	Street Address (including unit or level number and name of property if required)		
	<small>City/town/suburb</small>	<small>State</small>	<small>Postcode</small>
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
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Legal Representative Particulars			
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		
	Email address		
Phone Details	Type (eg. home; work; mobile) - Number		

Report Particulars	
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

<p>Special Aspects to be Reported on</p> <p><i>[enter free text special aspects here]</i></p>
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<p>IMPORTANT NOTICE</p> <p>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>.</p> <p>REPORTS SHOULD BE FORWARDED IN TIME TO REACH THE COURT NOT LESS THAN TWO WORKING DAYS PRIOR TO THE DATE REPORT REQUIRED BY.</p>
