Guidance on Using the Notice of Residential Address and Request for Confidentiality Template

(Form 95 of the District Court Rules 2014)

About the notice of residential address and request for confidentiality

If you are applying for a restraining order, or are a protected person who is a party to an application to vary or discharge a restraining order, you may apply to the court to keep your address confidential from the other parties to the proceeding.

How to use the template

All the required fields are set out in the template on the following two pages.

The sections that you have to fill out are marked with red text. The red text explains what you need to put in. These are fillable form fields, so click on the red text and start typing. The red text will be replaced by the content that you type. If you want to leave the field blank, just enter a space.

The blue text is explanatory notes. Delete these notes before printing the form.

Formatting your form

Before printing the form, check that the pages are numbered. Numbering should at page 1 on the page after the cover page (i.e. the cover page should not be numbered). The template is set up to automatically number the pages in this matter.

You may print the form either single or double-sided. However, the cover sheet must not be double sided. If you print double sided you must adjust the margins as follows:

* In the “Margins” section in Word, select “Custom Margins”. In the box that pops up, find the field called “Multiple pages”. Select “Mirror Margins” from the dropdown menu, and click OK.
* The wide margin should now be on the left of every front page, and on the right of every reverse page.

Once you have completed the form, print and sign it.

No: Enter the CIV number (court reference number) if known.

In the District Court at Choose an item.

Under the Harassment Act 1997

Between: Applicant’s full name, address and occupation.

(plaintiff)

And: Respondent’s full name, address and occupation.

(defendant)

If there is an associated respondent, enter their details as well.

Notice of residential address and request for confidentiality

Next event date: Next court event date (if known). Delete this line if unknown.

Judicial officer: Judge hearing the next event (if known). Delete this line if unknown.

**NOTE: enter enough lines above so this section is at the bottom of the cover page.**

Filed by your name, the applicant in person.

**To** the Registrar of the District Court at Court location

Complete the relevant statement “1” and delete the statement that does not apply.

1. I, your full name, am applying for a restraining order against respondent’s full name, the respondent.

OR

1. I, your full name, am a party to an application for a varation/discharge of a restraining order made for my protection.
2. I request that my residential address and telephone numbers be kept confidential from the other party/ies.

My residential address is: address

My contact telephone number(s) are: numbers (home, work)

1. I have provided an address for service.
2. I also request that the name and address of my solicitor be kept confidential from the other party/ies.

My solicitors’ name and address are: name, address

(Delete this paragraph if not applicable).

Date:

Signature: (sign here)

(applicant)