



# Templates to request access to case files

## When you get the fine

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Request for access to case files

To xxx Police,

I am requesting access to my case files jf. Retsplejeloven §729 stk. 1 pkt. 2 in the case with jr. nr.

Xxx

From the date: xxx

**At the same time I am requesting an updated access in the same case when the police investigation is over.**

I am:

Name

Birtdate (CPR)

Adress

I am doing it within the ordinary time frame of 7 working days after you have received the request and if not then I wish to be informed and know when I then can expect the case to be finished and my request is met, jf. offentlighedslovens § 36, stk. 2.

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# When you have been summoned to court and there is OVER 2 month until the court date

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Request for access to case files with a court hearing on the date: xxxx

To xxx Police,

I am requesting access to my case files jf. Retsplejeloven §729 stk. 1 pkt. 2 in the case with jr. nr.

Xxx

From the date: xxx

I am:

Name

Birtdate (CPR)

Adress

I am doing it within the ordinary time frame of 7 working days after you have received the request and if not then I wish to be informed and know when I then can expect the case to be finished and my request is met, jf. offentlighedslovens § 36, stk. 2.

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# When you have been summoned to court and there is UNDER 2 month until the court date

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Important: Court hearing the date: xx Request for access to case files.

To xxx Police,

Because my court meeting is the date: xx I wish for my request to be met as soon as possible, so I can get my case files in good enough time to prepare for court hearing **jf. Retsplejeloven §729b.**

I am requesting access to my case files jf. Retsplejeloven §729 stk. 1 pkt. 2 in the case with jr. nr.

Xxx

From the date: xxx

I am:

Name

Birtdate (CPR)

Adress

I am doing it within the ordinary time frame of 7 working days after you have received the request and if not then I wish to be informed and know when I then can expect the case to be finished and my request is met, jf. offentlighedslovens § 36, stk. 2.

Because the court date is so soon I will emphasize the importance of the time frame for the case to be finished.