Step 1: Understand what information we can provide

We don’t need to give information to a court, tribunal, authority or person with the power to require this information unless:

- the request is for the purposes of the *National Disability Insurance Scheme Act 2013*
- the request is for the purposes of the *Royal Commissions Act 1902*
- we are required to under orders within some limited legislative provisions (for example, Location Orders and Commonwealth Information Orders under the *Family Law Act 1975*).

See what information we can share for more information.

Step 2: Contact our legal team

You should contact our legal team before sending court orders. You can contact them by emailing information.requests@ndis.gov.au.

We will review the court order and let you know if we are legally required to comply.

If we decide we are not legally required to comply, we will discuss other ways we may be able to share the requested information.

Step 3: Issue the court order, if applicable

If we determine we must comply with the court order, you can send your legal documents to:

The Proper Officer
Legal Services Branch
National Disability Insurance Agency
GPO Box 700
Canberra ACT 2601

You can also email court orders to information.requests@ndis.gov.au.

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