



File Search Request

Matter Name:

File Number:

This Request is Made By:

Name/Name of Firm:.....

Address:

Name of person searching file:

Email: Tel:.....

- Are you a party to this matter? Yes / No
- Are you looking for any specific document? Please list the document/s below you wish to search.

- Please provide brief reasons why you need access to the file or particular documents.

Signature:.....Date:

Fees Payable:

Search Fee:		\$	_____
▪ if File onsite			
▪ if File NOT onsite		\$	_____
Photocopying:	@ \$0.60		_____
TOTAL:			_____

Office Memo: