



## Request to Search

### a) Court File

Court File Number: .....

Plaintiff(s) Name .....

Defendant(s) Name .....

Or

### b) Litigation Search - Search for the following name(s).

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Request made by:  
(Name & Address of Firm / Company)

Date:

Tel: Name of person searching record:

Ref:

Fee Due: \$ .....

(Office Use Only) After Search Return File To: .....



## **Guidelines for Inspecting a Court File**

As Court files contain important records and are regularly required in Court and by members of the Judiciary, please ensure that you adhere to the following guidelines when inspecting a court file:

- Court files and all documents contained within must never be removed from the premises.
- Documents must not be marked or altered in any way.
- Do not remove staples from documents.
- Ensure that documents on the file are kept in the same order.
- At completion of your inspection, make sure that all the contents of the file are returned to the file.
- Return the file to counter staff when you have finished your inspection.
- If inspecting a large file, make sure that all volumes of the file are accounted for when returning the file.

If you have any queries please ask one of our Registry Officers.  
Your understanding and cooperation is appreciated.