



THE SUPREME COURT OF NEWFOUNDLAND AND LABRADOR
TRIAL DIVISION (GENERAL / FAMILY)

REQUISITION FOR SEARCH/COPY

PART A. REQUESTOR INFORMATION

Date of Request: _____ Name: _____

Phone Number: _____ Firm: _____

PART B. REQUEST

I hereby request the Court to

☐ search for a Court file (*complete Part C*) ☐ copy a document in a Court file (*complete Part D*)

☐ search for a Court file and then copy a document in the file (*complete Parts C and D*)

PART C. SEARCH

The cost of each search is \$20.00. Each name is considered a separate search.

Search results will not be provided until the fee is paid.

Please provide as much information as possible.

Period of time to be searched: _____

(The date of death must be included in the line above for Probate searches)

Name of party to be searched:

1. _____ 3. _____

2. _____ 4. _____

**** You will be contacted when the search has been completed. ****

PART D. COPY

All copies made by the Court are subject to a copy fee of \$0.25 per page.

Copies will not be provided until the fee is paid.

**You must have either the Court file number or the names of the parties
to request a copy of a document from a Court file.**

Court File Number: _____

Parties: _____

Document(s) to be Copied (include date of filing if possible): _____

☐ Check this box if you want to know the cost of copying before the document is copied.

**** You will be contacted when your document(s) is/are ready. ****

Search/Copy completed on _____ by _____.

Total fee _____ received on _____ by _____.