#### Please note: a separate request form is available for accident / workers compensation records.

**OFFICE COPY PLEASE DO NOT REMOVE THIS SHEET FROM THE FILE**

**(Please print neatly)**

**Requested By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ File No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(To view/inspect particular documents please see over)**

**Solicitor Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plaintiff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Defendant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **Date of Request** …..….. / …...…. / …...….

# **Search Fee** $24.60 to be paid upfront (Receipt No: …………………...….)

# **Off Site Retrieval** **fee** $14.50 *(On delivery of file)* (Receipt No: ..………………….….)

|  |  |
| --- | --- |
| **Office Use Only** | |
| **WORKERS COMPENSATION/A.C.T:**  Search computer for Years 1960 – 1992 first for the case number in the right hand office closest to the registry window.  Also the information you require may be available by checking the computer in the public area on the Black computers near counter – for Years 1960 – 1983 only. **(Fill in request form; PAY SEARCH FEE UPFRONT)**  **GRACE** files **1938 - 1980**  **MICROFILM 1930 - 1992**  **RECALL/IRON MOUNTAIN** files 1981-1993 & W93 | **BASEMENT:**  **2011, 2012, 2013, 2014 & 2015**  **GRACE**  **Files off site - Week**  Miscellaneous Causes (from 1/8/1988) **MC88 - MC92**  Personal Injury **PI 855-PI 899, 1997, 1998, 1999, 2000, 2001, 2002 & 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010** **RECALL/IRON MOUNTAIN****Files off site - Week** **MC 93, PI 990 – PI 993**  **1994, 1995, 1996** |

**File is not to be removed from County Court Registry**

Files to be held for no longer than 2 weeks unless requested.

Please hold for …….. weeks then return.

File returned to Registry

**If you wish to inspect/view particular documents from this file, please list here. If they are stored electronically they will be printed for you.**

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