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

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

|  |  |
| --- | --- |
| **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: SEARCH FEE TO BE PAID ON ARRIVAL OF FILE)** **GRACE** files **1938 - 1980** **IMANAGE 1930 - 1992****RECALL/IRON MOUNTAIN** files 1981-1993 & W93  | **BASEMENT:** **2011, 2012, 2013, 2014 & 2015****GRACE****Files off site** 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** **MC 93, PI 990 – PI 993****1994, 1995, 1996** |

**(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 Fees**

**Corporate: $70.80 Standard: $34.70 Concession: $17.30**

**Electronic Searches: $ 14.50** (Receipt No: ………………………………………… )

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

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

 File returned to Registry

 Please hold for ……….. weeks then return.

**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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