

## REQUEST FOR ACCESS TO COURT RECORDS

Request made by:

*This is a public document.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Information requested:

Set out a detailed description of records requested. If this is a request for criminal court records, please specify as much of the following information as possible – full name of accused, date of birth of accused, Information number, charges, date of next court appearance:

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I accept that this request is subject to the following conditions:

- 1. The person making the request for access bears the legal responsibility for the proper use of this information, including ensuring whether a publication ban or other court order exists regarding the use of the information. Inappropriate use of this information could constitute contempt of court or lead to a charge under the *Criminal Code*.**
2. All applicable fees for searches, photocopies, faxing, and electronic transmitting (emailing or scanning) shall be paid in advance of receiving any material.
3. Adequate time must be allowed for the search. Failure to fully complete the form or provide any additional information requested by the court official will delay the search.
4. If files are located in other court offices, an access request must be directed to that office. Files will not be moved between court offices.

5. A search may not locate all of the files relating to a person. Alternate spellings or aliases will affect the search.

6. The court record is a record of proceedings that have occurred on a particular day and place only. It is not a criminal record search. A file may have been opened, but may not have resulted in a conviction. Files must be reviewed carefully by the searcher.

7. Files produced are not guaranteed to relate to the person named in the search. **Connecting the identity of court proceedings to persons in the community is the legal responsibility of the person seeking and using the information.**

**I confirm that I have read the conditions set out above and that I assume full legal responsibility for any subsequent use of information that I receive from the court files.**

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Searcher

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Outcome of search – (Note whether any information provided and if so, name of person information was provided to.)

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Title of Court Official