



## COURT SERVICES

### Request for an Original Court Record from the BC Archives

#### Do not use this form for public inquiries or reproduction requests

This form must be used **only** to request the **return** of an original Court Services record from the British Columbia Archives. Incomplete forms will not be processed.

To place this order, FAX the completed form to (250) 387-2072.

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

Court Registry: \_\_\_\_\_

Address (for courier delivery): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

#### Order details

BC Archives Call Number (eg. GR-1234) or Accession Number: \_\_\_\_\_

Box Number: \_\_\_\_\_ Volume Number: \_\_\_\_\_

Folio Number: \_\_\_\_\_ File Number: \_\_\_\_\_

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

Year of file: \_\_\_\_\_ Date of order: \_\_\_\_\_

Type of Record:

Probate     Will     Decree Nisi     Decree Absolute     Other \_\_\_\_\_

Manager, Court Services/Court Administrator

Request Date

The Personal information on this form is collected under the authority of the *Museum Act (SBC 2003, c. 12)* and will be used for documenting the use of archival or library material. If you have any questions about your privacy, please contact the Manager, Corporate Information, Privacy and Records at (250) 356-0698.

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