



## COURT SERVICES

### Reproduction Order to the British Columbia Archives (BC Archives)

**Do not use this form to refer public inquiries**

This form must be used to order **reproductions** of Court Services records from the BC Archives. Complete one form for each file requested. Reproduction costs will be charged to Court Services Headquarters.

Request Date: \_\_\_\_\_

Requestor Name (in full): \_\_\_\_\_

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

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

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

When copying is completed:  MAIL  FAX

Order to be certified:  YES  NO

#### 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 \_\_\_\_\_

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

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.