

5FORM A: REQUEST TO ACCESS A COURT RECORD



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 NUNAVUT APIGHUIYIN  
 MALIGALIUNGNIKKUN NUNAVUT COURT OF  
 JUSTICE COUR DE JUSTICE DU NUNAVUT

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

Occupation: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

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

Court File #: \_\_\_\_\_

Reason/Purpose for Request:

Name Search (\$15/Name per Court): Criminal  Civil  Action Search (\$15/Action):

Search for a specific action – Court File Number \_\_\_\_\_

Style of Cause: \_\_\_\_\_

I am requesting a copy of the following directions/documents:

CIVIL COURT FILES:

CRIMINAL COURT FILES:

- Statement of Claim
- Statement of Defence
- Counterclaim
- Procedure Report (table of contents of court file)
- Other:

- Court Information Sheet
- Endorsements
- Release Documents
- Outcome of Sentence
- Outcome of Charges



I accept that this request is subject to the [Nunavut Court of Justice Access to Records Policy](#) and 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 must be paid prior to receiving any material.
3. As per the [Nunavut Court of Justice Access to Records Policy](#), NUCJ staff do their best to ensure that these forms are processed within **5 business days**. However some requests may take longer depending on the complexity of the request. Failure to fully complete the form or provide any additional information requested by the court official will delay the search.
4. A search may not locate all of the files relating to a person. Alternate spellings or aliases will affect the search.
5. 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.
6. 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: \_\_\_\_\_

**FEES:**

Account Number: \_\_\_\_\_ Department or Company: \_\_\_\_\_

Your File Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Fee Exemption Request: Legal Aid  Enforcement Agency  GN Department  Hardship

Prosecutorial Agency  Other:

**ACCESS TO RECORDS REQUESTS MUST BE EMAILED TO [ncjrecords@gov.nu.ca](mailto:ncjrecords@gov.nu.ca) OR DROPPED OFF AT THE REGISTRY IN IQALUIT. PHONE AND FAX REQUESTS ARE NOT ACCEPTED.**

**OFFICE USE ONLY:**

**SEARCH RESULTS:**

Search Fee: \_\_\_\_\_ @ \$15.00 (per search) \_\_\_\_\_

Photocopy Fee: \_\_\_ @ pages @ \$1.00 page \_\_\_\_\_

Certified Copies: \_\_\_\_\_ @ \$15.00 \_\_\_\_\_

Scan/Fax Fee: \_\_\_\_\_ pages @ \$1.00 per page \_\_\_\_\_

Certificates: \_\_\_\_\_ @ \$ 15.00 \_\_\_\_\_

Postage /Other: \_\_\_\_\_ \_\_\_\_\_

Completed by: \_\_\_\_\_

Total: \_\_\_\_\_

No Record Found

Record Found  
Results Attached

\_\_\_\_\_  
Fee Exempt

**TO BE COMPLETED BY THE MANAGER OF COURT OPERATIONS (OR HER OR HIS DESIGNATE)**

Type of ID Provided:		Identity of Applicant Verified?	
File Number:			
Copies Allowed?		Number of Copies Made:	
File Retrieval Fees Paid:		Copy Fees Paid:	

Date:		Access Start Time:		Access End Time:	
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Clerk Signature: \_\_\_\_\_

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