



Application for a Civil Litigation Search Report

Please complete this form if you require a litigation report on open or closed civil cases.

The search report will not disclose:

- undefended cases in the Common Law Division except if the full name of the defendant is listed on the application form.
- matters in the Common Law Possession List.
- cases that are the subject of a suppression order
- applications for overseas service of a document.

The search report will include the following information:

- case and proceeding number (eg 2009/00001234 001 or 2009/00001234 002)
- case title (eg Jane Citizen v ABC Company)
- future listing dates (if applicable)
- case type (eg Claim or Application under Corporations Law)
- case status (eg open or closed)
- lodgement date (the date the case was filed in the Court).

A fee is payable at the time you submit your application to the Registry.

Cost (per name searched):

For an individual, or on an individual's behalf	\$54
On behalf of a company	\$108

Search criteria that identify less than 50 cases eligible for release will be emailed to you within 48 hours. If the requested search identifies more than 50 cases eligible for release, your results will be emailed to you within 5 business days. A staff member will contact you when more than 50 results are identified to give you an opportunity to refine your search and receive the results sooner e.g. limiting your search to cases commenced in the last year.

If you are undertaking a research project and need to review a large amount of data, you should review our information and data release policy available here.

If your application is urgent, specific details must be provided at the end of this form regarding the reasons for urgency.

The reliability and value of the search report depends on the accuracy of the details you provide on this form. Staff will search for the exact name that you provide on the form. The database is updated in real time and includes all cases that have commenced since 1 January 1989. As the database is being continually updated, the results of a search may vary from time to time as new information is entered.

Enquiries can be emailed to the Registry at sc.enquiries@justice.nsw.gov.au

YOUR DETAILS (Applicant)	
Name:	Organisation:
Contact number:	Email address:
I am applying for this search report on behalf of:	
<input type="checkbox"/> an individual <input type="checkbox"/> a company/firm	

LITIGATION SEARCH			
If you know the exact name of the company or individual, enter the details below. If you need more than 10 search reports either add more rows to the table below or attach a separate list in an identical format to the table below.			
Exact surname/company name	Exact given name(s)	Search open cases only	Search open & closed cases

Key word search

If you do not know exact search terms (e.g. you know someone's surname, but not his/her given name; you know a company name includes a particular word, but are unsure of its exact name), list some key word(s) below.

Specify any relevant date ranges e.g. search cases commenced after 1 January yyyy.

Reason for urgency (if applicable).

UNDERTAKING

Part 1- Purpose of request, must select one option.

This request is for the purpose of due diligence.

This request is for the following reason:

Signature of applicant:

Date: