

REQUEST FOR CERTIFIED TRUE COPY OF DOCUMENTS

FREQUENTLY ASKED QUESTIONS

eLitigation		Template - C12	
Request for Certified True Copy			
(Please ' tick ' and complete all the following Data Fields marked with an asterisk (*))			Filing Guide & Reference
<input checked="" type="checkbox"/> Request for Certified True Copy			Care Type High Court: S District Court: DC Magistrate Court: MC
Case No. * Case No. : * <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/>			Action This document is compared by the system. No PDF attachment is required.
Filing Party * Party Type : * <input type="checkbox"/> Plaintiff <input type="checkbox"/> Applicant <input type="checkbox"/> Appellant <input type="checkbox"/> Respondent <input type="checkbox"/> Defendant <input type="checkbox"/> Others : _____			Filing Party Please state clearly who the filing party(ies) is in their application.
Party Name : * (1) <input type="text"/> (2) <input type="text"/> (3) <input type="text"/>			
Document Selected * Document Name : * (1) <input type="text"/> No. of CTC required : * <input type="text"/> Filing Date : * <input type="text"/>			
(2) <input type="text"/> No. of CTC required : * <input type="text"/> Filing Date : * <input type="text"/>			
(3) <input type="text"/> No. of CTC required : * <input type="text"/> Filing Date : * <input type="text"/>			
(4) <input type="text"/> No. of CTC required : * <input type="text"/> Filing Date : * <input type="text"/>			
(5) <input type="text"/> No. of CTC required : * <input type="text"/> Filing Date : * <input type="text"/>			
(6) <input type="text"/> No. of CTC required : * <input type="text"/> Filing Date : * <input type="text"/>			
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(8) <input type="text"/> No. of CTC required : * <input type="text"/> Filing Date : * <input type="text"/>			
(9) <input type="text"/> No. of CTC required : * <input type="text"/> Filing Date : * <input type="text"/>			
(10) <input type="text"/> No. of CTC required : * <input type="text"/> Filing Date : * <input type="text"/>			
(11) <input type="text"/> No. of CTC required : * <input type="text"/> Filing Date : * <input type="text"/>			

1. How do I apply for a certified true copy of the Grant?

You may apply for certified true copies of court documents by filing a Request stating the documents you require and the number of copies required. You also need to provide the reason for the request (e.g. the bank requires a certified true copy of the grant before releasing funds).

2. If I request Certified True Copy of the Grant only, does it come with the Schedule of Assets and Will (if any) and Foreign Grant (if any)?

No, the Grant, Schedule of Assets, Will (if any) and Foreign Grant (if any) are considered separate documents. Please state each document separately.

Compose

REQUEST FOR CERTIFIED TRUE COPY

To: The Registrar

The [Filing Party Type]* requests for Certified True Copy / Copies of certain document(s) in the Case File as follows :

[Enter reasons here]

Attach a document containing the reason(s) / justification(s) for Request

Add Annex

	Name Of Document	No. of Pages
1)	<input type="text"/>	<input type="text"/>
2)	<input type="text"/>	<input type="text"/>

(Please forward the hardcopy document for scanning and to be annexed to this document)

Issued by :

Editable

Solicitor(s) for the Plaintiff(s) / Plaintiff(s) *

Law Firm / In-Person Name *

Address *

Tel No.:

Fax No.:

Email:

File Ref No.:

Solicitor in charge:

Note : Data Fields marked with an asterisk (*) are Mandatory Fields.

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