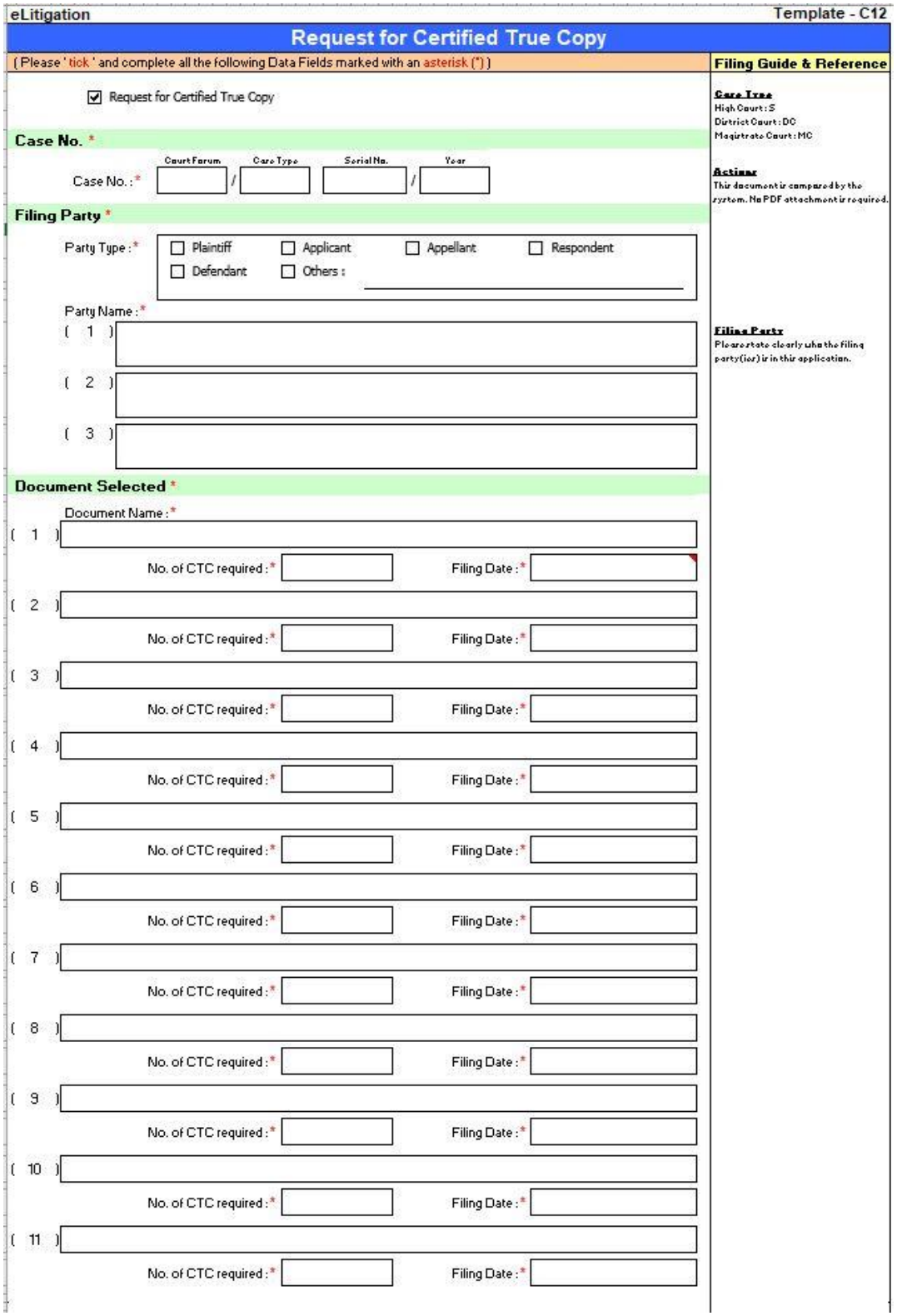
REQUEST FOR CERTIFIED TRUE COPY OF DOCUMENTS



eLitigation — Template - C12

Request for Certified True Copy

(Please ' tick ' and complete all the following Data Fields marked with an asterisk (*))

Filing Guide & Reference

☑ Request for Certified True Copy

Case No. *

Case No. : * Court Forum / Case Type / Serial No. / Year

Filing Party *

Party Type : * ☐ Plaintiff ☐ Applicant ☐ Appellant ☐ Respondent ☐ Defendant ☐ Others : _____

Party Name : *

(1)

(2)

(3)

Document Selected *

Document Name : *

(1) No. of CTC required : * Filing Date : *

(2) No. of CTC required : * Filing Date : *

(3) No. of CTC required : * Filing Date : *

(4) No. of CTC required : * Filing Date : *

(5) No. of CTC required : * Filing Date : *

(6) No. of CTC required : * Filing Date : *

(7) No. of CTC required : * Filing Date : *

(8) No. of CTC required : * Filing Date : *

(9) No. of CTC required : * Filing Date : *

(10) No. of CTC required : * Filing Date : *

(11) No. of CTC required : * Filing Date : *

Case Type
High Court : S
District Court : DC
Magistrate Court : MC

Actions
This document is compared by the system. No PDF attachment is required.

Filing Party
Please state clearly who the filing party(ies) is in this application.

FREQUENTLY ASKED QUESTIONS

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)		
2)		

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

Editable

Issued by :

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.

eLitigation Release 1.0 - 27 Feb 2017