# Request for Inspection, Obtaining Copies and Certified True Copies

[Title as in cause or matter]

The Registrar,

1. I am requesting to:
   1. \*inspect the abovementioned file;
   2. \*take copy/copies of
   3. \*obtain certified true copy/copies of
2. \*My/My client’s involvement and/or interest in the abovementioned case are as follows:
3. [If the request is for inspection of case file and you also wish to inspect minute sheets in the case file:]
   1. I wish to inspect the minute sheets for the hearing on the following dates:
   2. I wish to inspect the minute sheets for the hearing on the abovementioned dates in paragraph 3(a) for the following reasons:

(\**Delete as appropriate*)

I understand that when I am given leave to inspect a case file, I am allowed to make a soft copy of the documents that I have access to. I undertake that I will only use the copies that I have taken **strictly** for the purposes stated in this request, and in full compliance with any restrictions that form part of the approval that is granted.

In addition, I undertake not to make copies, distribute or otherwise transmit the softcopies to any other person. (*For counsel:* In addition, I undertake not to make copies, distribute or otherwise transmit the softcopies to any other person, save for my client).

Dated this day of , 20 .

Signature

Name: Personal Identification No.: Address: Telephone Number: Company: Designation/Appointment:

OR

Name of Counsel: Registered Foreign Lawyer No: Law Firm: Address: Telephone Number: