

EXPLANATORY NOTES

REQUEST FOR COPIES (SJ-1079A)

The form “Request for Copies” allows you to apply to the office of a Québec courthouse for copies of documents filed in a Court file.

TYPES OF FORMS

- Dynamic PDF:

After completing the form, you can print it on letter-sized paper, i.e. 8.5 inches by 11 inches (215.9 mm by 279.4 mm).

- Paper:

If you complete the form by hand, please write legibly in block letters.

PROCEDURE

Once the form is completed, keep a copy for your files.

FILING AT THE COURT OFFICE

You must then file the form with the clerk of the appropriate court.

Court costs are payable for the filing of the application. For further information on [court costs](#) and contact information for all [courthouses](#) in the province of Québec, consult the website of the ministère de la Justice, at www.justice.gouv.qc.ca.

The following are acceptable methods of paying the court costs:

In person: cash, credit or debit card, certified cheque, postal or bank money order (made out to the Minister of Finance).

By mail: credit card, certified cheque, postal or bank money order (made out to the Minister of Finance).

REQUEST FOR COPIES

INFORMATION ON THE FILE AND THE CLIENT			
File number	Given name and surname		
<input type="checkbox"/> I am the <input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant <input type="checkbox"/> Other (specify):			Area code Telephone number
<input type="checkbox"/> I am the lawyer for the <input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant <input type="checkbox"/> Other (specify):			Area code Fax number
<input type="checkbox"/> I ask that the copies be sent to the following address:		<input type="checkbox"/> I will retrieve the copies at the courthouse Box number:	

DOCUMENTS TO BE REPRODUCED				
Judgment (in civil and family matters, indicate the registration number of the judgment, if known) _____ - 00 - _____ - _____	Date	Code	Quantity	<input type="checkbox"/> Certified copy
Judgment (in civil and family matters, indicate the registration number of the judgment, if known) _____ - 00 - _____ - _____	Date	Code	Quantity	<input type="checkbox"/> Certified copy
Computerized minutes	Date	Code	Quantity	<input type="checkbox"/> Certified copy
Computerized minutes	Date	Code	Quantity	<input type="checkbox"/> Certified copy
Other (specify):	Date	Code	Quantity	<input type="checkbox"/> Certified copy
Comments (attach an appendix if required):				
Exemption from paying court costs <input type="checkbox"/> Legal aid mandate (enclose a copy) <input type="checkbox"/> Other (specify):				
Signature			Date	

RESERVED FOR THE COURT OFFICE		
Exemption de paiement <input type="checkbox"/> Mandat d'aide juridique <input type="checkbox"/> Autre motif : _____	Nombre de pages : _____ Coût total : _____ Numéro AT@C : _____	
Reçue le	Traitée le	Par

----- (Detachable portion – For use by the court clerk) -----

PAYMENT OF COURT COSTS BY CREDIT CARD		
Type of credit card: <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express		
Name of card holder:		
Card number:	Expiration date of the card:	
CONSENT I consent to the fees for copies being debited from my credit card, up to an amount of \$ _____ .		
Signature		
	Date	