Overview of Public Records - Written

There are many agencies that store information and certificates that lawyers require.

Some information or certificates we need are:

♦ Titles to properties and planning permits for conveyancing
♦ Birth and Marriage Certificates for Family Law matters
♦ Death Certificates for Probate
♦ Vehicle registration numbers, current addresses of witnesses or business name searches for other matters.

We often need to attach original certificates to documents submitted to court, for example, Marriage Certificates need to be submitted with an Application for Divorce. At other times, we conduct the search to ensure we have accurate information, for example we may need details of one party’s business for property division when a couple separates.

Legal Administration Assistants usually conduct the search for us.

Often a fee is charged for searches. We generally pay the fee and then pass the cost on to the client in the form of a disbursement. It is therefore very important that we keep our clients informed about the costs of their matter.

Most agencies will publish an approximate time frame for providing information or certificates. If you need the information more quickly, many agencies offer the service of an urgent search for an additional fee. We always try to plan our searches so that we avoid conducting urgent searches and therefore minimise the cost to our client.

Please read the book entitled "Searching the Public Record and Obtaining Certificates" that is on your desk to find out more.