



the doj & cd

Department:  
Justice and Constitutional Development  
REPUBLIC OF SOUTH AFRICA

## KWAZULU-NATAL HIGH COURT DURBAN

### FILE REQUEST FORM

CASE NO. \_\_\_\_\_

FIRM OF ATTORNEYS: \_\_\_\_\_

NAME OF INDIVIDUAL REQUESTING FILE: \_\_\_\_\_

TEL. & E-MAIL: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_

REASON FOR REQUEST FILE : \_\_\_\_\_

PLEASE INDICATE LAST HEARING DATE \_\_\_\_\_ AND \ OR NEXT SET-DOWN DATE; \_\_\_\_\_

HAVE YOU CONFIRMED WITH CASE-FLOW CLERKS OR REGISTRAR'S CLERKS, THAT THIS FILE **IS IN** OFF-SITE STORAGE ?.

YES: \_\_\_\_\_ PLEASE INSERT DOCU-FILE BOX NO: \_\_\_\_\_ (Ask Clerk to provide ).

FOR OFFICIAL PURPOSE ONLY:

REMARKS: \_\_\_\_\_

**NB !!!! FOR FILES STORED OFF-SITE: REQUESTS GOES TO MmELA ON TUESDAYS AND WILL BE DELIVERED ON THURSDAYS IN ROOM 26.**

ALL FILES WILL BE RETURNED TO OFF-SITE STORAGE (3) THREE DAYS AFTER DELIVERY DATE.  
NO REQUEST WILL BE ACCEPTED BY PHONE.

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Signature of person requesting