

EXPLANATORY NOTES

REQUEST FOR COPIES – LAND SURVEYOR'S RECORDS (SJ-1257A)

The form “Request For Copies – Land Surveyor’s Records” is used to request copies of documents from a land surveyor’s records that have been filed with the office of the Superior Court.

TYPES OF FORMS

- Dynamic PDF:

After filling it out, you can print it on letter size paper, i.e. 21.59 × 27.94 cm (8.5 × 11 inches).

- Paper:

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

PROCEDURE

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

FILING AT THE COURT OFFICE

You must then file the form with the clerk of the Superior Court.

A fee is payable for copies requested. The accepted methods of payment are:

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

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

REQUEST FOR COPIES – LAND SURVEYOR’S RECORDS

1- INFORMATION ABOUT THE CLIENT AND THE DOCUMENTS TO BE REPRODUCED

If none of the following situations apply to you, no copy can be issued.

- | | |
|--|--|
| <input type="checkbox"/> I am the person who requested the work done | <input type="checkbox"/> I am the assign of the person who requested the work done
Specify in what capacity: _____
<i>(examples: heir, new owner of the land)</i> |
| <input type="checkbox"/> I have a court order to access the documents
<i>(Attach a copy of the court order)</i> | |
| <input type="checkbox"/> The document is published in the Land Register of Québec
Registration number: _____
<i>(Attach a copy of the index of immovables)</i> | <input type="checkbox"/> I have the authorization of the person who requested the work or their assigns to obtain a copy of the documents
Specify: _____
<i>(Attach a copy of the authorization)</i> |

Name		Email	
Address			Telephone
First and last name of the land surveyor			
Number of the minute(s)	Lot number	File number	

2 - PAYMENT OF FEE

The minimum fee for copying documents is \$230. If the requested copies need to be made by an external supplier, the fee may be higher.

Payment methods: credit or debit card, cash, certified cheque or money order payable to the Minister of Finance.

- ☐ I agree to pay the full fee in person at the courthouse before I pick up the copies.

Signature of applicant	Year	Month	Day
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3 - SECTION RESERVED FOR THE COURT OFFICE

- | | |
|--|--|
| <input type="checkbox"/> Copies made by the court office | <input type="checkbox"/> Copies made by an external supplier |
|--|--|

Applicable fee	Delivery of copies
\$	The fee must be paid in full before the copies are released to the applicant.

4 - SECTION RESERVED FOR FINANCIAL SERVICES

<input type="checkbox"/> The fee has been paid in full	Cashier	Year	Month	Day
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