

Court Services Online e-search has been successfully running since October 2004. Giving clients the ability to purchase copies of documents online is the next portion of functionality to be added to CSO e-Search.

With this addition, clients will be able to purchase documents that are currently viewable through e-Search. E-search displays all documents that are entered through CEIS and do not have a ban or restriction on access. However, CSO does not show any Provincial Family or Supreme Divorce files, so documents from these files will not be available.

Due to the fact that Affidavits are often lengthy documents (or have lengthy exhibits attached), clients will not be able to request copies of these.

The steps to Purchase Documents Online:

Conduct a search in CSO, select and **VIEW** a file; under the **DOCUMENTS** tab, you may then select a document that you wish to purchase a copy of. **Click the Document Request button** ^D in the same row as the document you wish to purchase. The following is an example of the process, complete with the screen shots:



CSO - Order Documents Online - Microsoft In File Edit View Favorites Tools Help	iternet Explorer			7
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BRITISH COLUMBIA	24Mar2005 News: Payments system outage midnight March 25!	Contact Us ►		
B.C. Home	Court Services Online			
CSO Home Page	Order Documents Online Step 1: Request Documents			
Search Civil Search Appeal View Receipt Help Desk Refund Services Court Lists	Order Documents Online allows you to request a copy of document copy of each document to the location you designate in this reques (Add) button below. There is a fee of \$10.00 per document to cove 1.1 Identify Court File: Court File Number: NAN-P-C-10007 1.2 Identify each document you would like a copy:	is against a file. We will send one t. For each document, use the + r the administrative processing.		
RELATED LINKS	Document Description	Action (- Delete, + Add)		
About CSO	Notice of Claim (15Sep2004)			
<u>Schedule of Fees</u> <u>Registration Guide</u> <u>Search Tips</u> <u>CSO FAOs</u>	1.3 Method of delivery (choose only one from the opt	ions below)		
	Cancel	Continue		

Step 1 : Request the Document

Step 1.1 – Identify Court File: Indicates the file number you are in.

Step 1.2 – Identify each document you would like a copy: The document that you selected will appear in the first line. The drop down box below will allow you to order any additional documents from that same file. The Action Buttons will allow you to **delete** the selections that you have made, or **add** additional rows.

Step 1.3 – Method of delivery (choose only one from the options below): Select one of the options for delivery.



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	SERVICES	Step 2: Contact and Deliver	y Address	
	Search Civil	2.1 Name and Delivery Add	ress:	
	Search Appeal View Receipt	Name of Person Requesting:		
	Help Desk Refund Services	First Name:	* Elizabeth	
	Court Lists	Last Name:	* Clermont	
	RELATED LINKS	Middle Name:		
	About CSO	Organization or Firm Name:	CSO Help Desk	
	E-Search Agreement Schedule of Fees	Mailing Address:		1
	Registration Guide Search Tips	Address Line 1:		
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Step 2: Contact and Delivery Address

Step 2.1 Name and Delivery Address: If you are a registered, logged in user, your information will populate through as you have outlined in your PROFILE (see My Profile). All other users simply enter your contact information, if you chose fax as your delivery method this is the only mandatory field, if you chose mail, your full address will be mandatory.

QUICK TIP: Even if you chose fax, it's helpful for us to have your address if the fax doesn't go through we have an alternative delivery method.

The Beset button will allow you to enter the information again or change any prepopulated fields.





Step 3: Payment

Step 3.1 Payment Summary: Please review the service fees for your request and if you Pay Now

are satisfied press **real volume** to proceed to the payment screen. There, you will be prompted for your credit card information.

Proceed as you do for e-Search payments, once you have the approved screen, click

Step 3.1 Payment Summary (Registered Users): Please review the service fees and documents for your request and if you are satisfied, click the Continue button to proceed. The amount indicated will be processed against your registered credit card.



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If you have any question regarding this or any part of Court Services Online click Contact Us > for contact information for the CSO Support Centre.