

Information Bulletin No 41

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Procedures for Searching the Register of Causes, Writs and Orders

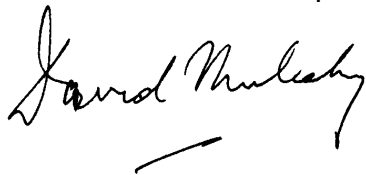
A component of the Automated Deeds Indexing System (ADIS), which commenced on 2 November 1992, was the integration and computerisation of the Register of Causes, Writs and Orders (CWO). Consequent to these changes, a new method of conducting a CWO search was introduced.

The service provides a printed *Result of Search* showing the name searched and particulars of index entries of any registrations against that name. Full particulars of any instrument disclosed on a *Result of Search* may be obtained by purchasing a copy of that instrument.

Searchers will be required to lodge a *Search Request* (see overleaf) on which the name to be searched is shown. Copy tickets are purchased at the cashier, ground floor, West wing, then lodged at the Document Copy Services, ground floor, Records wing. The completed *Result of Search* will be delivered via the existing delivery facilities in Document Copy Services.

The system allows searches to be widened where there is doubt about the exact spelling of names or use of additional names. Staff of Document Copy Services will be available to assist searchers.

Inquiries on all matters relating to CWOs may be directed to the Supervisor, Document Copy Services, ground floor, Land and Property Information, 1 Prince Albert Road, Queens Square, Sydney or by telephone on 9228 6758.



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Land and Property
Information New
South Wales

**CAUSES WRITS & ORDERS A000000
SEARCH TICKET RECIEPT**

Applicant
Name Address
DX & Telephone

LTO BOX	Ref.
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Family Name or
Company Name

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Given Names

--

Type of Search
Required
(Please Tick Box)

Exact Name	<input type="checkbox"/>	Period to be searched
Exact Surname	<input type="checkbox"/>	(Optional)
Exact Order	<input type="checkbox"/>	.../.../... to .../.../...
Any Order	<input type="checkbox"/>	

See instructions on causes, writs & orders searching for further information.

Instructions for Causes, Writs & Orders Searching

“M%Arthur” or if you are certain of one of the letters in the name, e.g. “Karen” or “Karan” use the underscore character “_”, that is show “Kar_n”.

When searching a name the following options are available:-

- Exact name search
- Exact surname search
- Exact order search
- Any order search

Please indicate your preferred option by ticking a box. If no option is indicated an exact order search will be made.

- **Exact name** search will give a search specific to the name as shown on your search ticket.
- **Exact surname** is appropriate if you are sure of the surname but unsure of the order of given names, whether there are other given names or if you do not know the given names.
- **Exact order** search is used when you are certain of the order of the words in a name but are uncertain whether there are other given names.
- **Any order** should be used if you are unsure which word in a name is the surname or whether you may be unsure of the order of the words in the name.

If you are unsure which option is preferable or would like further information, please consult CWO staff.

Note when opting for exact surname search, exact order search or any order search, the search ticket fee will cover a result of four (4) differing names only.

It is also now possible to restrict your search to a specified time period. Ordinarily a search of the index covers a period from 1-7-1920 (the date that the index came into being) to the day prior to the issue of your result of search. If you wish your search for a name to be within this period e.g. only for the last two days, then please indicate the time period you wish searched directly above that name.

SEE THE EXAMPLES OVERLEAF

Below are examples of how the name searching commands operate when searching a name:

Exact Name[F5]

Enter:

Williams Arthur

Result

Williams Arthur

Exact Surname [F6]

1/Enter

Williams A%

Result

Williams Albert James

Williams Alice Ivy

Williams Michael Albert

Williams Robert Aron

Williams Arthur

Williams Arther

Williams Arthur John

Williams John Arthur

Williams Allen Maxwell

William Maxwell Allen

2/Enter

William Albert

Result

Williams Albert James

Williams Michael Albert

Exact Order [F7]

Enter:

Williams Arthur

Result

Williams Arthur

Williams Arthur John

Any Order [F8]

Enter:

Williams Allen Maxwell

Result

Williams Allen Maxwell

Williams Maxwell Allen

Allen Williams Maxwell

Allen Maxwell Williams

Maxwell Williams Allen

Maxwell Allen Williams