Claim   No.

IN THE HIGH COURT OF JUSTICE OF THE ISLE OF MAN

CIVIL DIVISION

PROCEDURE

Parties

	Claimant(s)
	Defendant(s)
	Interested Party / Parties

If there is more than one claimant/defendant/interested party please enter the full name of the claimant/defendant/interested party filing this form:

I, the above named [claimant] [defendant] [interested party] state that I have carried out a reasonable and proportionate search to locate all the documents which I am required to disclose under the order made by the court on

delete as appropriate

☐   I did not search for -

☐ documen ts created before	
☐ documents located elsewhere than	
☐ documents in categories other than	

☐ electro   nic documents

04-09

☐ I carried out a search for electronic documents contained on the media listed opposite and marked **Y**
 	
☐ I did not a search for electronic documents contained on the media listed opposite and marked **N**
	☐ PCs
	☐ laptops
	    notebooks
	    handheld devices
	    PDA devices
	    portable data storage
	    databases servers
	    back-up tapes
	    off-site storage
	    mobile phones

☐ I carried out a search for electronic documents of the types listed opposite and marked **Y** ☐ I did not a search for electronic documents of the types listed opposite and marked **N**	mail files document files calendar files web-based applications spreadsheet files graphic and presentation files
☐ I did not search for electronic documents created before	
☐ I did not search for electronic documents other than by reference to the keyword(s) or concepts listed opposite	

I certify that I understand the duty of disclosure and to the best of my knowledge I have carried out that duty.

I further certify that the list of documents set out in or attached to this form, is a complete list of all documents which are or have been in my control and which I am obliged under the order to disclose.

I understand that I must inform the court and the other parties immediately if any further document required to be disclosed by the rules of court comes into my control at any time before the conclusion of the case.

I have not permitted inspection of documents within the category or class of documents listed opposite required to be disclosed under the rules of court on the grounds that to do so would be disproportionate to the issues in the case.	

Date Signed	

If party making disclosure is a company, firm or other organisation identify here who the person making the disclosure statement is and why he is the appropriate person to make it.

I have control of the documents numbered and listed here. I do not object to you inspecting them/producing copies.

List and number here, in a convenient order, the documents (or bundles of documents if of the same nature, eg. invoices) in your control, which you do not object to being inspected. Give a short description of each document or bundle so that it can be identified, and say if it is kept elsewhere i.e. with a bank or advocate

(use numbered paragraphs)

If you need to continue on a separate sheet please use the prescribed form – 'HCC-CONTINUATION SHEET'

I have control of the documents numbered and listed here, but I object to you inspecting them:

List and number here, as above, the documents in your control which you object to being inspected.

(use numbered paragraphs)

If you need to continue on a separate sheet please use the prescribed form – 'HCC-CONTINUATION SHEET'

I object to you inspecting these documents because:

(specify the objection to the particular document by referring to the relevant number in the list above)

If you need to continue on a separate sheet please use the prescribed form – 'HCC CONTINUATION SHEET'

I have had the documents numbered and listed below, but they are no longer in my control.

List and number here, the documents you once had in your control, but which you no longer have. For each document listed, say when it was last in your control and where it is now.

(use numbered paragraphs)

If you need to continue on a separate sheet please use the prescribed form – 'HCC CONTINUATION SHEET'