

Lichfield Diocesan Research Service Order Form (Probate Records Search)

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ORDER NO: P

PLEASE READ THIS FORM CAREFULLY AND USE BLOCK CAPITALS OR
TYPE TO PROVIDE THE DETAILS REQUIRED BELOW AND OVERLEAF

Name	
Address	
	Post Code
Daytime telephone number	
Email address	

SCALE OF CHARGES AND METHOD OF PAYMENT

Searches of **either** the consistory court calendars **or** the peculiar court calendars:

£11.00 per 40 years (or part thereof) per surname.

Searches of **both** the consistory and peculiar court calendars:

£11.00 per 20 years (or part thereof) per surname.

See notes 2-3 overleaf for an explanation of the jurisdiction of the consistory and peculiar courts.

Examples:

- to search for all Spencer entries in the period 1780-1810 in the consistory court calendars only (31 years) would cost £11.00
- to search for all Wagstaff entries in the period 1625-1665 (40 years) in both the consistory and peculiar court calendars would cost £22
- to search in the period 1801-1840 (40 years) for all Pringle entries in the consistory court calendars and all Dexter entries in both the consistory court and peculiar court calendars would cost £33

If a search or searches covering all or part of your request has already been carried out we will send you a copy of the results at a cost of £11.00 per search. This may reduce the overall cost of your search.

We will not spend more than 4 hours research time on any one order.

Do not send payment in advance, as partial refunds cannot normally be made. You will be notified of the total cost when the search has been completed. You can pay by cheque/postal order/money order (in pounds sterling only) or by Eurocard Mastercard/ Visa / Electron /Solo/Switch/Maestro. A Payment Methods slip will be sent to you with the notification. The results of the searches will be sent to you when full payment is received. You will also be sent an order form in case you want photocopies of any of the documents on the list of results.

Data Protection Act 1998: the information you have provided will be used to process your request for research and will not be passed to anyone else. This form will be kept for 7 years after the current one to comply with copyright legislation and audit purposes.

SIGNED:

DATE:

ORDER NO: P

GUIDANCE ON SURNAME SEARCHES FOR WILLS AND GRANTS OF ADMINISTRATION

- 1. Our probate calendars are indexes to grants of probate and administration from the 1500s to January 1858.
- 2. The main series of calendars is that of the Lichfield consistory court, whose jurisdiction covered most of the diocese of Lichfield. The diocese covered Staffordshire, Derbyshire, northern Shropshire and (until 1836) northern and eastern Warwickshire.
- 3. There are also separate calendars for the peculiar courts, which exercised separate jurisdiction over limited areas within the diocese.
- 4. We can search the calendars for one or more surnames over specified periods of years. We can search just the consistory court calendars, just the peculiar court calendars, or both.
- 5. We record all occurrences of the surname and its variants regardless of the place of residence of the deceased. This is to ensure that no possibly relevant entries are missed.
- 6. If you do specify a place and it lies within a peculiar, we will restrict the search to the peculiar court calendars even if you have not specifically asked for this. Conversely, if you specify a place which is not in a peculiar, we will restrict the search to the consistory court calendars even if you have asked for the peculiar calendars to be searched as well. This will target the searches on the calendars most likely to yield relevant results. But we will still record all occurrences of the surname that we find, as explained in note 5. You may ask us to search the other calendars later if you wish.

SURNAME	PLACE (OPTIONAL - SEE NOTES 5- 6 ABOVE)	PERIOD	CONSISTORY*	PECULIAR*

HOW DID YOU HEAR ABOUT US?

ARE YOU PLACING THE ORDER AS A RESULT OF USING THE ONLINE CATALOGUE? Yes/No

TURN OVER TO COMPLETE THE FORM

FOR STAFF USE				FOR STAFF USE	
YEARS (C OR P)	-EXISTING	TOTAL	£	RECD.	NOTIFIED
YEARS (BOTH)	-EXISTING	TOTAL	£	SENT	RECEIPT NO.
EXISTING @ £11 EACH			£		
TOTAL COST			£		