



Royal Court of Jersey
Viscount's Department

DÉSASTRE SEARCH REQUEST GUIDE

1. Format of Search Requests

All requests for *Désastre* Searches must be made by e-mail to insolvency@courts.je, listing the entities to be checked.

Please refrain from using: BULLET POINTS/NUMBERING/COLOURED TEXT/BOLD TEXT/LOWER CASE TEXT, which can delay a Search Result. Each entity name must be on a separate line – please do not add commas, semi-colons or other separators

All requests MUST include your reference or matter number. We will not conduct a search without this information. If there are multiple entities with separate references, they should be added in the form of a table so that the entity names alone can be selected for searching purposes, eg:

ABC LIMITED	100345.34
MICHAEL DAVID SMITH	100346.56
SUSAN BARBARA SMITH Née JONES	100347.01

To allow us to conduct a thorough search on individuals, you must provide any maiden or former names.

CANCELLATION of a search request must be carried out by telephoning 441410. Please do not email cancellation requests. The charge for the service will stand if the cancellation request is received after the search has been carried out.

2. Type of Search Available and Cost

NEXT DAY searches are charged on a sliding scale, and the rates charged are available on our website, www.gov.je/Government/NonexecLegal/Viscount/DesastreSection/Pages/Check.aspx. A SAME DAY Search service is available at a cost of £35.00 per entity.

Requests for NEXT DAY searches must be made **no later than 17:00hrs** on the working day prior to the date on which you wish the search to be carried out. Requests for SAME DAY searches must be made **no later than 16:00hrs** on the working day on which you wish the search to be carried out. Please quote either SAME DAY SEARCH REQUEST or NEXT DAY SEARCH REQUEST in the subject header of your email.

You will be informed by e-mail of the results of your NEXT DAY search before 16:00hrs on the day the search is carried out. You will be informed by e-mail of the results of your SAME DAY search before 16:30hrs on the day the search is carried out.

The search result will confirm whether the property of an individual or company has been declared “*en désastre*”.

3. Billing process

New clients requiring one-off searches are asked to remit funds to the Viscount's Department before their requests are processed. Bank details are supplied on application. Accounts are set up for clients wishing to conduct regular searches and monthly invoices are raised by the States of Jersey Shared Services. The invoices do not include a list of searches and clients need to rely on the emails sent confirming the *désastre* search results. The search result forms part of the invoice.

Account holders have the following payment options - Please quote the invoice number on all remittances:

1. Use the 'pay online' services at www.gov.je/pay, using the information printed on the invoice.
2. BACS payment to account 40-25-33 91664239.
3. Cheque made payable to *The Treasurer of the States*.

4. Internet and Hard Copy Searches

Current *désastres* are listed in both alphabetical and chronological order on our website. We aim to add new declarations *en désastre* to this list within two working days of declaration. We will show that a *désastre* has been discharged or settled and the record of it will be removed, three months after the date of discharge/completion. Searches using this facility are, naturally, exempt from charge.

A hard-copy list of all known declarations *en désastre* is maintained by the Viscount's Department Insolvency Team and may be viewed by personal inspection, without appointment, at a charge of £10.00 per inspection.

Mrs Lynda Allo

16 February 2022

Senior Manager – Insolvency Team