

Viewing and Downloading of documents, applications, and brochures

This website operates with a special module that stores, sorts, and organizes all PDF's, Word, Excel, Jpegs etc., documents.

The documents can be accessed by using either the *Preview* button or the *Download* button. When you use the *Preview* feature you will only be able to view the document. However, if you use the *Download* button you will be able to view and search the document and, in the case of forms, fill out the document online before printing out the form.

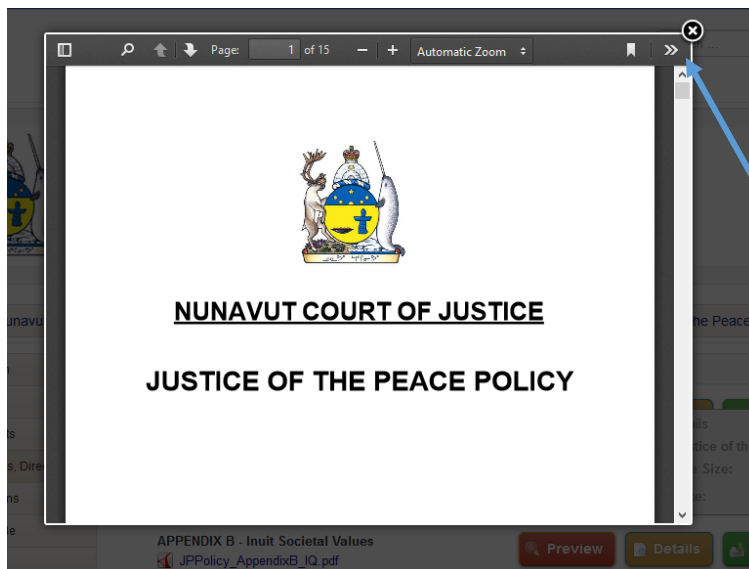
See the examples below:

Example 1 – Preview

Justice of the Peace Policy
JP_Policy.pdf



1. Select **PREVIEW** and you will open a small popup window shown below to **view only**.*



*In Preview you do not have some functions such as fillable forms etc.

Note: You can, depending on your browser, jump right to download by: select here.

Example 2 – Download

Justice of the Peace Policy

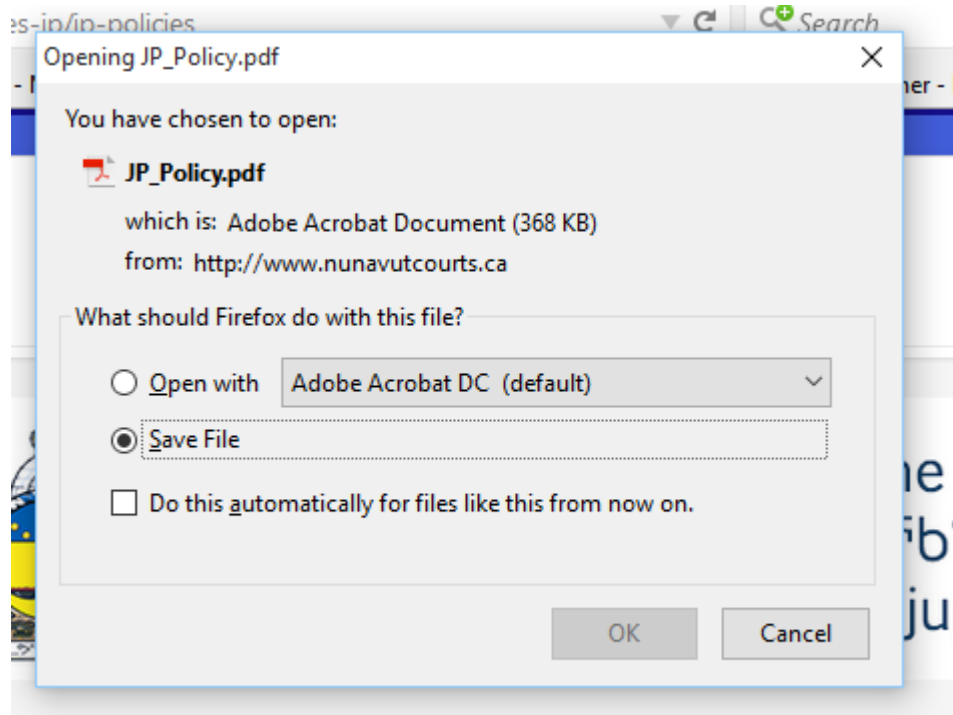
 JP_Policy.pdf

 Preview

 Details

 Download

2. Select the **DOWNLOAD** button and you receive the following options:



- a. You can either (A) **download and save this file** or (B) You can select **Open with:** and the file will open in a new browser window or Tab.

Note: Option B is best if you wish to read the document in a **FULL** window

Example 3 – Symbols

Certain forms/documents will have a symbol to the left of the hyperlinked file name.

A) Down Arrow Symbol

Please be aware that these are only those decisions which have been selected for *publication* by the Judiciary. All other decisions are available by downloading the *Transcript Request Form*



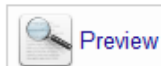
This is a link to **Download** OR **OPEN** in a new window. There is no PREVIEW function in this feature. Selecting this symbol will open the same **Download** Function window as shown in the last example:

By selecting the downward pointing arrow you will download the form:

B) Preview Document – Magnifying Glass Symbol

By selecting the magnifying glass symbol OR the Preview hyperlink you will open up a preview of the document.

Access to Court Records policy



NOTE: This is just a preview and meant ONLY to preview this file,

You will find these different ways to view, download or open documents throughout our site. The different ways to access the documents have been implemented for security reasons as well as easy maintenance of the website. At any time if you are having difficulty accessing a document, please contact the Web Master by emailing:

courtlibrary@gov.nu.ca