

**REQUEST FOR SERVICE ABROAD  
OF JUDICIAL OR EXTRAJUDICIAL DOCUMENTS**

Convention on the Service Abroad of Judicial and Extrajudicial Documents in Civil or  
Commercial Matters, signed at The Hague, the 15<sup>th</sup> of November 1965

Identity and address of the applicant

Address of receiving authority

The undersigned applicant has the honour to transmit – in duplicate – the documents listed below and, in conformity with Article 5 of the above-mentioned Convention, requests prompt service of one copy thereof on the addressee, i.e.

- ☐ (a) in accordance with the provisions of sub-paragraph (a) of the first paragraph of Article 5 of the Convention.\*
- ☐ (b) in accordance with the following particular method (sub-paragraph (b) of the first paragraph of Article 5):\*
- ☐ (c) by delivery to the addressee, if the addressee accepts it voluntarily (second paragraph of Article 5).\*

The authority is requested to return or to have returned to the applicant a copy of the documents  
with a certificate as provided on the next page.

List of documents

Done at \_\_\_\_\_, the

Signature and/or stamp

. . . . .

## CERTIFICATE

The undersigned authority has the honour to certify, in conformity with Article 6 of the Convention,

- the (date)
- at (place, street, number)
- in one of the following methods authorised by Article 5:
  - ☐ (a) in accordance with the provisions of sub-paragraph (a) of the first paragraph of Article 5 of the Convention.\*
  - ☐ (b) in accordance with the following particular method:\*
  - ☐ (c) by delivery to the addressee, who accepted it voluntarily.\*

The documents referred to in the request have been delivered to:

- (identity and description of person)
- relationship to the addressee (family, business or other):

In conformity with the second paragraph of Article 12 of the Convention, the applicant is requested to pay or reimburse the expenses detailed in the attached statement.

-- ANNEXES --

Documents returned:

In appropriate cases, documents establishing the service:

Done at \_\_\_\_\_, the

Signature and/or stamp

. . . . .

## **SUMMARY OF THE DOCUMENT TO BE SERVED**

Convention on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters,  
signed at The Hague, the 15th of November 1965

(Article 5, fourth paragraph)

**Identité et adresse du destinataire / Identity and address of the addressee / -----:**



### **IMPORTANT**

LE DOCUMENT CI-JOINT EST DE NATURE JURIDIQUE ET PEUT AFFECTER VOS DROITS ET OBLIGATIONS. LES «ELEMENTS ESSENTIELS DE L'ACTE» VOUS DONNENT QUELQUES INFORMATIONS SUR SA NATURE ET SON OBJET. IL EST TOUTEFOIS INDISPENSABLE DE LIRE ATTENTIVEMENT LE TEXTE MEME DU DOCUMENT. IL PEUT ETRE NECESSAIRE DE DEMANDER UN AVIS JURIDIQUE.

SI VOS RESSOURCES SONT INSUFFISANTES, RENSEIGNEZ-VOUS SUR LA POSSIBILITE D'OBTENIR L'ASSISTANCE JUDICIAIRE ET LA CONSULTATION JURIDIQUE SOIT DANS VOTRE PAYS SOIT DANS LE PAYS D'ORIGINE DU DOCUMENT.

### **IMPORTANT**

*THE ENCLOSED DOCUMENT IS OF A LEGAL NATURE AND MAY AFFECT YOUR RIGHTS AND OBLIGATIONS. THE 'SUMMARY OF THE DOCUMENT TO BE SERVED' WILL GIVE YOU SOME INFORMATION ABOUT ITS NATURE AND PURPOSE. YOU SHOULD HOWEVER READ THE DOCUMENT ITSELF CAREFULLY. IT MAY BE NECESSARY TO SEEK LEGAL ADVICE.*

*IF YOUR FINANCIAL RESOURCES ARE INSUFFICIENT YOU SHOULD SEEK INFORMATION ON THE POSSIBILITY OF OBTAINING LEGAL AID OR ADVICE EITHER IN THE COUNTRY WHERE YOU LIVE OR IN THE COUNTRY WHERE THE DOCUMENT WAS ISSUED.*

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Il est recommandé que les mentions imprimées dans cette note soient rédigées en langue française et en langue anglaise et le cas échéant, en outre, dans la langue ou l'une des langues officielles de l'Etat d'origine de l'acte. Les blancs pourraient être remplis soit dans la langue de l'Etat où le document doit être adressé, soit en langue française, soit en langue anglaise.

*It is recommended that the standard terms in the notice be written in English and French and where appropriate also in the official language, or one of the official languages of the State in which the document originated. The blanks could be completed either in the language of the State to which the documents is to be sent, or in English or French.*

Name and address of the requesting authority:

Particulars of the parties: \*

#### JUDICIAL DOCUMENT

Nature and purpose of the document:

Nature and purpose of the proceeding and, where appropriate, the amount in dispute:

Date and place for entering appearance: \*\*

Court which has given judgment: \*\*

Date of judgment: \*\*

Time limits stated in the document: \*\*

#### EXTRAJUDICIAL DOCUMENT

Nature and purpose of the document:

Time limits stated in the document: \*\*