

ANNEX TO THE CONVENTION

Forms

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.*:

(identity and address).....  
.....

- 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 he 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 – and of the annexes\* - with a certificate as provided on the reverse side.

*List of documents*

.....  
.....  
.....  
.....

Done at ....., the .....

Signature and/or stamp.

\* Delete if inappropriate.

*N.B. The 1977 and 2003 Special Commissions recommended the entry in the Request Form of information relating to the competence of the requesting authority (applicant) (see para. 112).*

Reverse of the request

CERTIFICATE

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

1. that the document has been served\*
  - 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): .....

2. that the document has not been served, by reason of the following facts\*: .....

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.

\* Delete if inappropriate.

**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.

LES DEMANDES DE RENSEIGNEMENTS SUR LES POSSIBILITES D'OBTENIR L'ASSISTANCE JUDICIAIRE OU LA CONSULTATION JURIDIQUE DANS LE PAYS D'ORIGINE PEUVENT ETRE ADRESSEES : ...

**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.*

*ENQUIRIES ABOUT THE AVAILABILITY OF LEGAL AID OR ADVICE IN THE COUNTRY WHERE THE DOCUMENT WAS ISSUED MAY BE DIRECTED TO: ...*

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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 une des langues officielles de l'Etat d'origine de l'acte. Les blancs pourraient être remplis soit dans la langue de l'Etat ou 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.*

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**ÉLÉMENTS ESSENTIELS DE L'ACTE / SUMMARY OF THE DOCUMENT TO BE SERVED / -----**

Nom et adresse de l'autorité requérante .....  
*Name and address of the requesting authority* .....  
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\* Identité des parties .....  
*Particulars of the parties* .....  
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**\*\* ACTE JUDICIAIRE / JUDICIAL DOCUMENT / -----**

Nature et objet de l'acte .....  
*Nature and purpose of the document* .....  
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Nature et objet de l'instance, le cas échéant, le montant du litige  
*Nature and purpose of the proceedings and, when appropriate, the amount in dispute*  
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.....  
.....  
.....

\*\* Date et lieu de la comparution .....  
*Date and Place for entering appearance* .....  
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\*\* Jurisdiction qui a rendu la décision .....  
*Court which has given judgment* .....  
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\*\* Date de la décision / *Date of judgment* / --- .....

\*\* Indication des délais figurant dans l'acte .....  
*Time limits stated in the document* .....  
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**\*\* ACTE EXTRAJUDICIAIRE / EXTRAJUDICIAL DOCUMENT / -----**

Nature et objet de l'acte .....  
*Nature and purpose of the document* .....  
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\*\* Indication des délais figurant dans l'acte .....  
*Time-limits stated in the document* .....  
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\* S'il y a lieu, identité et adresse de la personne intéressée à la transmission de l'acte  
*If appropriate, identity and address of the person interested in the transmission of the document*  
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\*\* Rayer les mentions inutiles / *Delete if inappropriate* / ---