**REQUEST AND CERTIFICATE OF SERVICE**

[*SUPREME/DISTRICT/MAGISTRATES*] **Delete all but one** COURT OF SOUTH AUSTRALIA

[*COURT OF APPEAL*] **If applicable**

CIVIL JURISDICTION

[*MINOR CIVIL*] **If applicable**

[*NAME OF LIST*] LIST **If applicable**

**Please specify the Full Name including capacity (eg Administrator, Liquidator, Trustee) and Litigation Guardian Name (if applicable) for each party. Each party should include a party number if more than one party of the same type.**

First Applicant

First Respondent

First Interested Party

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| **Party Title** | **Full Name (including Also Known as, capacity (eg Administrator, Liquidator, Trustee) and Litigation Guardian Name (if applicable))** |
| Name of law firm / solicitor**If any** |  |  |
| **Law Firm** | **Solicitor** |
| Address for service |  |
| **Street Address (including unit or level number and name of property if required)** |
|  |  |  |  |
| **City/town/suburb** | **State** | **Postcode** | **Country** |
|  |
| **Email address** |
| Phone Details |  |
| **Type - Number** |

**Duplicate panel if multiple Parties**

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| **PART 1 - REQUEST FOR SERVICE ABROAD OF JUDICIAL DOCUMENTS****Convention on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters, done at The Hague, the 15th of November 1965** |
| Identity and address of the Applicant on whose behalf the forwarding authority requests service | Name |  |
| **Full name** |
| Address |  |
| **Street Address (include unit or level number and/or name of property if necessary)** |
|  |  |  |
| **City/town/suburb** | **State** | **Postcode** |
|  |
| **Email address** |
| Identity and address of the receiving authority (Central Authority/additional authority) | Name |  |
| **Full name** |
| Address |  |
| **Street Address (include unit or level number and/or name of property if necessary)** |
|  |  |  |  |
| **City/town/suburb** | **State** | **Postcode** | **Country** |
|  |
| **Email address** |
| **Mark appropriate sections below with an ‘x’**The undersigned forwarding authority 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 [*identity of addressee and address*][ ] in accordance with the provisions of sub-paragraph (a) of the first paragraph of Article 5 of the Convention.[ ] in accordance with the following particular method (sub-paragraph (b) of the first paragraph of Article 5): [*specify method*][ ] by delivery to the addressee, if the addressee accepts it voluntarily (second paragraph of Article 5).The receiving authority [*Central Authority/additional authority*] is requested to return or to have returned to the applicant a copy of the following documents – [*delete following if inapplicable*] and of the annexes - with a certificate of service as provided in Part 2 of this Form.[*list of documents*]**SIGNATURE OR STAMP** (or both)…………………………………………Forwarding AuthorityDone at [*place*] on [*date*]This document is a[ ] Request for Local Service of Foreign Judicial Documents and Certificate of Service.[ ] Request for Service Abroad of Judicial Documents and Certificate of Service. |

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| **PART 2 - CERTIFICATE OF SERVICE****Convention on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters, done at The Hague, the 15th of November 1965****Mark appropriate sections below with an ‘x’**The undersigned authority has the honour to certify, in conformity with Article 6 of the Convention:[ ] that the documents listed in Part 1 have been served on [*date*] at [*place, street, number*] in one of the following methods authorised by Article 5:[ ] in accordance with the provisions of sub-paragraph (a) of the first paragraph of Article 5 of the Convention, [ ] in accordance with the following particular method: [*specify method*][ ] by delivery to the addressee, who accepted it voluntarily.[ ] by delivery to [*identity and description of person*] having the relationship to the addressee [*relationship e.g. (family, business or other)*][ ] that the documents have not been served, by reason of the following facts: [*specify facts*]**If applicable** In conformity with the second paragraph of Article 12 of the Convention, the forwarding authority is requested to pay or reimburse the expenses detailed in the attached statement.**Annexes**Documents returned:[*list of documents*] In appropriate cases, documents establishing the service:[*list of documents*]**SIGNATURE OR STAMP** (or both)…………………………………………Receiving AuthorityDone at [*place*] on [*date*] |