

<p>To be inserted by Court</p> <p>Case Number:</p> <p>Date Filed:</p> <p>FDN:</p>
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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

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

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 Authority

Done 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.

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 Authority

Done at [place] on [date]