**REQUEST FOR TRANSMISSION OF DOCUMENTS TO A FOREIGN GOVERNMENT**

[*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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| **Request**  The Chief Justice of the Supreme Court of South Australia requests the [*Secretary of the Attorney-General’s Department*/ **Delete if inapplicable** *Department of Foreign Affairs and Trade*] to transmit to the government of [*name of country*] the following documents:  [*List all documents*]  with the requests that:   * the documents be served on [*name of respondent*] against whom this proceeding has been taken in the [*Court*]of South Australia, in accordance with the law of [***(****name of country****)***]; and * evidence of service of the documents be officially certified or declared (on oath or otherwise) to the[*Court*]of South Australia in the manner consistent with usage or practice of the courts in [***(****name of country****)***]in proving service of legal process.   **Delete if inapplicable**  The Chief Justice requests that, if efforts to effect personal service of the documents prove ineffectual, the government or court of [*name of country*]be requested to certify or declare (on oath or otherwise)that fact to this Court.  **Delete if inapplicable**  The following information is provided in support of the request:  **Additional information required by any convention applying to service of the documents.** |

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| **Court use only**  …………………………………………  Signature  Officer acting with the authority of the Chief Justice  …………………………………………  Title and name of Court officer  Date order sealed**:** |

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| **Note**  The request should be made:  (a) if the Attorney-General’s Department is the Central Authority for the purpose of a convention that applies to the service of the documents—to the Secretary of the Attorney-General’s Department; or  (b) in any other case—to the Secretary of the Department of Foreign Affairs and Trade. |