

**REQUEST FOR SERVICE ABROAD OF JUDICIAL DOCUMENTS AND  
CERTIFICATE**

(Rules 11A.4, 11A.6)

**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 on 15 November 1965

Identity and address of the forwarding  
authority requesting service

Identity and address of receiving authority  
[*Central Authority/additional authority*]

The undersigned forwarding authority (on the application of [*name and address of applicant on whose behalf forwarding authority requests service*]) has the honour to transmit - in duplicate - the documents listed below and, in conformity with Article 5 of the abovementioned Convention, requests prompt service of one copy thereof on the addressee, ie: (identity and address)

---

(a) in accordance with the provisions of subparagraph (a) of the first paragraph of Article 5 of the Convention\*.

(b) in accordance with the following particular method (subparagraph (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 receiving authority [*Central Authority/additional authority*] is requested to return or to have returned to the forwarding authority a copy of the documents - and of the annexes\* - with a certificate as provided in Part 2 of this Form on the reverse side.

*List of documents*

---

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

Signature or stamp (or both) of forwarding authority.

\*Delete if inappropriate.

**PART 2 – CERTIFICATE**

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

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

1 that the documents listed in Part 1 have 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 subparagraph (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 document referred to in the request, has 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 forwarding authority 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 or stamp, (or both).

\*Delete if inappropriate.