



THE HAGUE SERVICE CONVENTION OF 15 NOVEMBER 1965

**PRACTICAL APPLICATION
STEP BY STEP**



I TRANSMITTING A DOCUMENT FOR SERVICE ABROAD



TRANSMITTING A DOCUMENT FOR SERVICE ABROAD



Preliminary checks

- Compliance of the document with civil or commercial matters
- Judicial or extrajudicial document

Applicable law

- Internal provisions
- European Union legislation (Current Regulation 1393/2007 of 13 November 2007 and Regulation 2020/1984 of 25 November 2020 from 1st July 2021)
- Bilateral or multilateral provisions (agreements, conventions)
- The Hague Service Convention



TRANSMITTING A DOCUMENT FOR SERVICE ABROAD



Example : transmitting a judicial document from France to England

Where do I find the relevant information on:

- **Applicable legislation**
- **Where to send the document, to whom and how**

The Hague Service Convention: applicable in 78 countries



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The *Convention of 15 November 1965 on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters* (HCCH 1965 Service Convention) provides for the channels of transmission to be used when a judicial or extrajudicial document is to be transmitted from one Contracting Party to the Convention to another Contracting Party for service in the latter. The Convention establishes a main channel of transmission via a designated Central Authority, as well as alternative channels of transmission. The Convention deals primarily with the expedient transmission of documents; it does not address or comprise substantive rules relating to the admissibility of documents. The framework provided by the Convention is both efficient and effective – statistical data shows that 75% of requests are processed within two months.

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How to read the status table
Applicability of Articles 8(2), 10(a), (b) and (c), 15(2), 16(3)

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- Outline of the Convention
- Practical Handbook (2016)
- FAQs



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Serbia		2-VII-2010	A	1-II-2011		2	D
Seychelles		18-XI-1980	A	1-VII-1981		1	D
Slovakia		15-III-1993	Su	1-I-1993		4	D
Slovenia		18-IX-2000	A	1-VI-2001		1	D,Res
Spain	21-X-1976	4-VI-1987	R	3-VIII-1987		3	D
Sri Lanka		31-VIII-2000	A	1-VI-2001		3	D
Sweden	4-II-1969	2-VIII-1969	R	1-X-1969		2	D
Switzerland	21-V-1985	2-XI-1994	R	1-I-1995		3	D,Res
Tunisia		10-VII-2017	A	1-II-2018		1	D
Turkey	11-VI-1968	28-II-1972	R	28-IV-1972		3	Res,D
Ukraine		1-II-2001	A	1-XII-2001		3	D,Res
United Kingdom of Great Britain and Northern Ireland	10-XII-1965	17-XI-1967	R	10-II-1969	14	4	D
United States of America	15-XI-1965	24-VIII-1967	R	10-II-1969	1	1	D
Venezuela		29-X-1993	A	1-VII-1994		1	D,Res
Viet Nam		16-III-2016	A	1-X-2016		3	D,N



WHICH CHANNEL OF TRANSMISSION TO USE?



Main channel of transmission (Central authority)

Article 5 a)

The Central Authority of the State addressed shall itself serve the document or shall arrange to have it served by an appropriate agency, either

a) by a method prescribed by its internal law for the service of documents in domestic actions upon persons who are within its territory,

- Pros

- Applicable in all countries having ratified the convention (78)
- Intervention of a central authority which knows the procedure
- Main channel provided for by the convention

- Cons

- Deadlines....
- Costs: advance payment
- Contact not always easy



WHICH CHANNEL OF TRANSMISSION TO USE?



Alternative channel of transmission

Article 10 b)

Provided the State of destination does not object, the present Convention shall not interfere with

b) the freedom of judicial officers, officials or other competent persons of the State of origin to effect service of judicial documents directly through the judicial officers, officials or other competent persons of the State of destination

- Pros

- Speed
- Communication
- Less formal

- Cons

- The requested State must not object to the application of Article 10
- Location of the competent agent not always easy



WHICH CHANNEL OF TRANSMISSION TO USE?

Applicability of Article 10 b)



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WHICH CHANNEL OF TRANSMISSION TO USE?

Applicability of Article 10 b)

TABLE REFLECTING APPLICABILITY OF ARTICLES 8(2), 10(a)(b) AND (c), 15(2) AND 16(3) OF THE HAGUE SERVICE CONVENTION

	Contracting States	Art. 8(2)	Art. 10			Art. 15(2)	Art. 16(3)
			(a)	(b)	(c)		
1.	Albania	No opposition	No opposition	No opposition	No opposition	No declaration of applicability	No declaration
2.	Andorra	No opposition	No opposition	No opposition	No opposition	No declaration of applicability	No declaration
3.	Antigua and Barbuda	No opposition	No opposition	Additional information	Additional information	Declaration of applicability	No declaration
4.	Argentina	No opposition	Opposition	Opposition	Opposition	Declaration of applicability	Declaration of applicability
5.	Armenia	No opposition	No opposition	No opposition	No opposition	No declaration of applicability	No declaration
6.	Australia	No opposition	Qualified opposition	No opposition	No opposition	Declaration of applicability	Declaration that application for relief will not be entertained if it is filed after the expiration of one year following the date of the judgment, except where it is determined otherwise by the Court seized by the matter



HOW TO TRANSMIT THE DOCUMENT?



Article 3

The authority or judicial officer competent under the law of the State in which the documents originate shall **forward** to the Central Authority of the State addressed a request conforming to the model annexed to the present Convention, without any requirement of legalisation or other equivalent formality.

The document to be served or a copy thereof shall be annexed to the request. **The request and the document shall both be furnished in duplicate.**



TRANSMITTING A DOCUMENT FOR SERVICE ABROAD



Example 1

**Transmitting a judicial document in French from France to England
(summons to appear before the French judge)**

Where do I find the relevant information on:

- **Where to send the document, to whom and how**



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- Sri Lanka - Competent Authority (Art. 9)
- Sweden - Central Authority & practical information
- Sweden - Competent Authority (Art. 9)
- Switzerland - Central Authority & practical information
- Switzerland - Competent Authority (Art. 6)
- Switzerland - Competent Authority (Art. 9)
- Tunisia - Central Authority
- Turkey - Central Authority & practical information
- Turkey - Competent Authority (Art. 6)
- Turkey - Competent Authority (Art. 9)
- Ukraine - Central Authority & practical information
- Ukraine - Competent Authority (Art. 6)
- Ukraine - Competent Authority (Art. 9)
- United Kingdom - Central Authority & practical information
- United Kingdom - Competent Authority (Art. 6)
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- United Kingdom - Other Authorities (Art. 18)
- United States of America - Central Authority & practical information
- Venezuela - Central Authority & practical information
- Viet Nam - Central Authority
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- Viet Nam - Competent Authority (Art. 9)



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AUTHORITY

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United Kingdom - Central Authority & practical information

Central Authority(ies):

The Senior Master, Royal Courts of Justice

Please note the following information received from from the Authority for England and Wales: "The COVID-19 outbreak has inevitably led to delays in the service of documents from other Contracting States. For the moment service of judicial and extra-judicial documents is suspended, but as soon as we are able to do so, staff in the England and Wales Central Authority will work to complete requests for service as promptly as they can."

Conventions (incl. Protocols and Principles)

[Convention of 15 November 1965 on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters \[14\]](#)

Contact details:

Address:	The Senior Master For the attention of the Foreign Process Section Room E16 Royal Courts of Justice Strand LONDON WC2A 2LL
Telephone:	+44 207 947 6691 / 7786 / 6488 / 6327 / 1741
Fax:	+44 870 324 0025
E-mail:	foreignprocess.rcj@hmcts.gsi.gov.uk
General website:	www.justice.gov.uk
Contact person:	-
Languages spoken by staff:	English



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Practical Information:	
Forwarding authorities (Art. 3(1)):	<p><i>England and Wales:</i></p> <p>The Senior Master of the Royal Courts of Justice Strand London WC2A 2 LL Switchboard: +44 207 947 6000 Tel: +44 20 7947 6691 Fax: +44 20 7947 6237 Website: http://www.hmcourts-service.gov.uk/</p> <p><i>Scotland:</i></p> <p>Scottish Government Justice Directorate Central Authority & International Law Team St. Andrew's House (GW15) EDINBURGH EH1 3DG Scotland, UK E-mail: Angela.Lindsay@gov.scot tel.: +44 (0) 131 244 0460</p> <p><i>Northern Ireland:</i></p> <p>The Master (Queen's Bench and Appeals) Royal Courts of Justice Chichester Street Belfast BT1 3JF Tel: +44 28 9072 4639 Fax: +44 28 9072 4796 E-mail: frontofhousercj@courtsni.gov.uk Website: www.justice-ni.gov.uk</p>



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Methods of service (Art. 5(1)(2)):	<p>Personal service on individuals & postal service on registered offices of companies. If this fails by first class post.</p> <p><i>England and Wales:</i> European Judicial Network in Civil and Commercial Matters – Service of documents.</p> <p><i>Scotland:</i> European Judicial Network in Civil and Commercial Matters – Service of documents.</p> <p><i>Northern Ireland:</i> European Judicial Network in Civil and Commercial Matters – Service of documents.</p> <p><i>Gibraltar:</i> European Judicial Network in Civil and Commercial Matters – Service of documents.</p>
Translation requirements (Art. 5(3)):	<p>Pursuant to Article 5(3) of the Convention United Kingdom will require the documents to be written in, or translated into, the English language.</p> <p>Click here to read all the declarations and reservations made by the United Kingdom under this Convention.</p>



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Deklarationen

Artikel: 2,5,10,15,16,18

[\(Click here for the Central Authority designated by the United Kingdom and other practical information\)](#)

Text of the declarations:

(a) In accordance with the provisions of Articles 2 and 18 of the Convention, Her Majesty's Principal Secretary of State for Foreign Affairs is designated as the Central Authority; and the Senior Master of the Supreme Court (...), the Scottish Executive Justice Department (...) and the Registrar of the Supreme Court* (...) are designated as additional authorities for England and Wales, Scotland and Northern Ireland respectively.

* By a note of 10 June 1980 the British Government notified that instead of the Registrar of the Supreme Court of Northern Ireland, designated in 1967 as the additional authority for Northern Ireland in conformity with Article 18 of the Convention, the Master (Queen's Bench and Appeals) is designated as the said additional authority. The address of the Master (Queen's Bench and Appeals) is Royal Courts of Justice, Belfast 1.

(b) The authorities competent under Article 6 of the Convention to complete the Certificate of Service are the authorities designated under Articles 2 and 18.

(c) In accordance with the provisions of Article 9 of the Convention, the United Kingdom designates as receivers of process through consular channels the same authorities as those designated under Articles 2 and 18.

(d) With reference to the provisions of paragraphs (b) and (c) of Article 10 of the Convention, documents for service through official channels will be accepted in the United Kingdom only by the central or additional authorities and only from judicial, consular or diplomatic officers of other Contracting States.*

(e) The United Kingdom declares its acceptance of the provisions of the second paragraph of Article 15 of the Convention.

(f) In accordance with the provisions of the third paragraph of Article 16 of the Convention, the United Kingdom declares, in relation to Scotland only, that applications for setting aside judgments on the grounds that the defendant did not have knowledge of the proceedings in sufficient time to defend the action will not be entertained if filed more than one year after the date of judgment.

The authorities designated by the United Kingdom will require all documents forwarded to them for service under the provisions of the Convention to be in duplicate and, pursuant to the third paragraph of Article 5 of the Convention, will require the documents to be written in, or translated into, the English language.

**Extract from a letter dated 11 September 1980 addressed by the Foreign and Commonwealth Office to the Permanent Bureau:*

"(...)Thank you for your letter of 31 July in which you ask for assistance in the interpretation of the declaration made by the United Kingdom on 17 November 1967 in relation to Article 10(c) of the Convention.

I am happy to confirm that our declaration does not preclude any person in another Contracting State who is interested in a judicial proceeding (including his lawyer) from effecting service in the United Kingdom "directly" through a competent person other than a judicial officer or official, e.g., a solicitor. (...)"



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14: Convention of 15 November 1965 on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters

Entry into force: 10-II-1969

Model Forms

Title	Year of publication
Model Form annexed to the Convention (Request, Certificate, Summary with Warning)	2017



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





These forms can be completed online, in both PDF and Word format:

- Guidelines for completing the Model Form
- English-French  
- French-English  



- **Chinese (traditional)**-English-French  
- **Chinese (simplified)**-English-French  

(Click [here](#) for instructions on how to fill out the Model Form (drawn up by the Chinese Ministry of Justice))

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- **Lithuanian**-English-French  
- **Lithuanian**-Russian-English  
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- **Ukrainian**-English-French 
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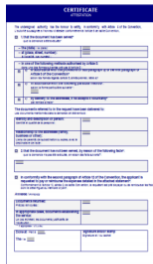
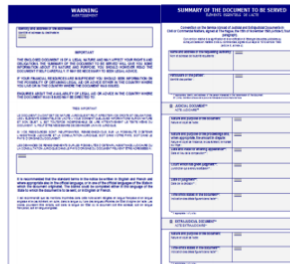
Conventions (incl. Protocols and Principles)

Convention of 15 November 1965 on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters [14]

GUIDELINES FOR COMPLETING THE MODEL FORM

These guidelines will help you complete the [Model Form](#) annexed to the *Hague Convention of 15 November 1965 on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters*.

The [Model Form](#) is comprised of three (3) parts:

Part 1 – Request	Part 2 – Certificate	Part 3 – Summary + Warning
		

Which parts to complete?

<p>If you are using the <i>main channel of transmission</i>...</p> <p>↓</p> <p>The use of the Model Form is <i>mandatory</i>.</p> <p>Complete Part 1 (Request) and Part 3 (Summary + Warning). The use of the Warning is recommended (but not mandatory). Do <i>not</i> complete Part 2, which will be completed later by the Central Authority or other competent authority in the requested State.</p>	<p>If you are using an <i>alternative channel of transmission</i>...</p> <p>↓</p> <p>The use of the Model Form is <i>recommended</i> (but not mandatory).</p> <p>Complete Part 3 <i>only</i> (Summary + Warning). Do <i>not</i> complete Part 1 and Part 2.</p>
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Choosing a bilingual or trilingual [Model Form](#): The Permanent Bureau has developed several bilingual and trilingual fillable forms in both Word and PDF formats, which can be easily completed and saved (available on the [Service Section](#) of the Hague Conference website (< www.hcch.net >)). Check if there is a bilingual or trilingual form that would suit your needs. In the absence of a trilingual form in the desired language, use the bilingual forms (English/French or French/English).

Filling out the fields: Complete the [Model Form](#) electronically using a word processor. Use plain, understandable language and avoid unnecessary legal or technical language. Do not change or rearrange the items in the [Model Form](#). Write out dates in full (e.g., 1 January 2014). If a particular item does not apply, insert “not applicable” or “n/a” or otherwise indicate that this item is not applicable. The **notes** accompanying this form provide further information on filling out each field.





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Model Form annexed to the Convention (Request, Certificate, Summary with Warning)




























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MODEL FORMS

- Using Model Forms is mandatory

→ Complete **Part 1**

If you are using
the *main channel of transmission...*



The use of the Model Form is *mandatory*.

Complete Part 1 (**Request**) and Part 3 (**Summary + Warning**). The use of the **Warning** is recommended (but not mandatory)

Do *not* complete Part 2, which will be completed later by the Central Authority or other competent authority in the requested State.

REQUEST FOR SERVICE ABROAD OF JUDICIAL OR EXTRAJUDICIAL DOCUMENTS DEMANDE AUX FINS DE SIGNIFICATION OU DE NOTIFICATION À L'ÉTRANGER D'UN ACTE JUDICIAIRE OU EXTRAJUDICIAIRE							
<p>Convention on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters, signed at The Hague, the 15th of November 1965. Convention relative à la signification et à la notification à l'étranger des actes judiciaires ou extrajudiciaires en matière civile ou commerciale, signée à La Haye le 15 novembre 1965.</p>							
Identity and address of the applicant Identité et adresse du requérant 1. Insert the full name, complete postal address, telephone, fax number and e-mail address of the forwarding authority	Address of receiving authority Adresse de l'autorité destinataire 2. Insert the complete postal address of the Central Authority of the requested State						
<p>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.: Le requérant soussigné a l'honneur de faire parvenir – en double exemplaire – à l'autorité destinataire les documents ci-dessous énumérés, en la priant, conformément à l'article 5 de la Convention précitée, d'en faire remettre sans retard un exemplaire au destinataire, à savoir :</p>							
(identity and address) (Identité et adresse) 3. Insert the full name and complete contact details of the addressee (the recipient or person to be served with the document) and description of his/her capacity							
<table border="1"><tr><td><input type="checkbox"/></td><td>a) in accordance with the provisions of sub-paragraph a) of the first paragraph of Article 5 of the Convention* selon les formes légales (article 5, alinéa premier, lettre a)*)</td></tr><tr><td><input type="checkbox"/></td><td>b) in accordance with the following particular method (sub-paragraph b) of the first paragraph of Article 5)*: selon la forme particulière suivante (article 5, alinéa premier, lettre b)*) :</td></tr><tr><td><input type="checkbox"/></td><td>c) by delivery to the addressee, if he accepts it voluntarily (second paragraph of Article 5)* le cas échéant, par remise simple (article 5, alinéa 2)*)</td></tr></table>		<input type="checkbox"/>	a) in accordance with the provisions of sub-paragraph a) of the first paragraph of Article 5 of the Convention* selon les formes légales (article 5, alinéa premier, lettre a)*)	<input type="checkbox"/>	b) in accordance with the following particular method (sub-paragraph b) of the first paragraph of Article 5)*: selon la forme particulière suivante (article 5, alinéa premier, lettre b)*) :	<input type="checkbox"/>	c) by delivery to the addressee, if he accepts it voluntarily (second paragraph of Article 5)* le cas échéant, par remise simple (article 5, alinéa 2)*)
<input type="checkbox"/>	a) in accordance with the provisions of sub-paragraph a) of the first paragraph of Article 5 of the Convention* selon les formes légales (article 5, alinéa premier, lettre a)*)						
<input type="checkbox"/>	b) in accordance with the following particular method (sub-paragraph b) of the first paragraph of Article 5)*: selon la forme particulière suivante (article 5, alinéa premier, lettre b)*) :						
<input type="checkbox"/>	c) by delivery to the addressee, if he accepts it voluntarily (second paragraph of Article 5)* le cas échéant, par remise simple (article 5, alinéa 2)*)						
<p>The authority is requested to return or to have returned to the applicant a copy of the documents - and of the annexes* - with the attached certificate. Cette autorité est priée de renvoyer ou de faire renvoyer au requérant un exemplaire de l'acte - et de ses annexes* - avec l'attestation ci-jointe.</p>							
<p>List of documents / Énumération des pièces</p> <ul style="list-style-type: none">List all the documents attached to the Request (e.g., summons, translations, decision, complaint, etc.)							
<p>* if appropriate / s'il y a lieu</p>							
Done at / Fait à Insert the location where you signed the Request.	Signature and/or stamp Signature et / ou cachet						
The / le Insert the date on which you signed the Request (spell out in full)							



MODEL FORMS



- Using Model Forms is mandatory

→ Complete **Part 3**

If you are using
the *main channel of transmission...*



The use of the Model Form is *mandatory*.

Complete Part 1 (**Request**) and Part 3 (**Summary + Warning**). The use of the **Warning** is recommended (but not mandatory)

Do *not* complete Part 2, which will be completed later by the Central Authority or other competent authority in the requested State.

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

Convention on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters, signed at The Hague, the 15th of November 1965 (Article 5, fourth paragraph).
Convention relative à la signification et à la notification à l'étranger des actes judiciaires ou extrajudiciaires en matière civile ou commerciale, signée à La Haye le 15 novembre 1965 (article 5, alinéa 4).

Name and address of the requesting authority: Nom et adresse de l'autorité requérante :	3. Insert the name, address, telephone number and e-mail address of the forwarding authority
Particulars of the parties*: Identité des parties* :	4. Insert the name, address, telephone number and email address of each party (e.g., plaintiff and respondent/defendant)

* If appropriate, identity and address of the person interested in the transmission of the document
S'il y a lieu, identité et adresse de la personne intéressée à la transmission de l'acte

☒ JUDICIAL DOCUMENT** ACTE JUDICIAIRE**

Nature and purpose of the document: Nature et objet de l'acte :	5. Describe the nature and purpose of the document
Nature and purpose of the proceedings and, when appropriate, the amount in dispute: Nature et objet de l'instance, le cas échéant, le montant du litige :	6. Describe the nature and purpose of the proceedings and, when appropriate, the amount in dispute
Date and Place for entering appearance**: Date et lieu de la comparution** :	7. Insert the date and place for entering appearance
Court which has given judgment**: Jurisdiction qui a rendu la décision** :	8. Insert the name of the court which has given judgment
Date of judgment**: Date de la décision** :	9. Insert the date
Time limits stated in the document**: Indication des délais figurant dans l'acte** :	10. Specify limits

** if appropriate / s'il y a lieu

☐ EXTRAJUDICIAL DOCUMENT** ACTE EXTRAJUDICIAIRE**

Nature and purpose of the document: Nature et objet de l'acte :	11. Describe the nature and purpose of the document
Time-limits stated in the document**: Indication des délais figurant dans l'acte** :	12. Specify limits

** if appropriate / s'il y a lieu

- Using Model Forms is mandatory

→ Complete **Part 3**
(Optional)

If you are using
the *main channel of transmission*...



The use of the Model Form is *mandatory*.

Complete Part 1 (**Request**) and Part 3 (**Summary + Warning**). The use of the **Warning** is recommended (but not mandatory)

Do *not* complete Part 2, which will be completed later by the Central Authority or other competent authority in the requested State.

WARNING AVERTISSEMENT
Identity and address of the addressee Identité et adresse du destinataire 1. Insert the name and address of intended recipient (and capacity, if not served in private capacity)
<p>IMPORTANT</p> <p>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.</p> <p>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.</p> <p>ENQUIRIES ABOUT THE AVAILABILITY OF LEGAL AID OR ADVICE IN THE COUNTRY WHERE THE DOCUMENT WAS ISSUED MAY BE DIRECTED TO:</p>
<p>TRÈS IMPORTANT</p> <p>LE DOCUMENT CI-JOINT EST DE NATURE JURIDIQUE ET PEUT AFFECTER VOS DROITS ET OBLIGATIONS. LES « ÉLÉMENTS ESSENTIELS DE L'ACTE » VOUS DONNENT QUELQUES INFORMATIONS SUR SA NATURE ET SON OBJET. IL EST TOUTEFOIS INDISPENSABLE DE LIRE ATTENTIVEMENT LE TEXTE MÊME DU DOCUMENT. IL PEUT ÊTRE NÉCESSAIRE DE DEMANDER UN AVIS JURIDIQUE.</p> <p>SI VOS RESSOURCES SONT INSUFFISANTES, RENSEIGNEZ-VOUS SUR LA POSSIBILITÉ D'OBTENIR L'ASSISTANCE JUDICIAIRE ET LA CONSULTATION JURIDIQUE, SOIT DANS VOTRE PAYS, SOIT DANS LE PAYS D'ORIGINE DU DOCUMENT.</p> <p>LES DEMANDES DE RENSEIGNEMENTS SUR LES POSSIBILITÉS D'OBTENIR L'ASSISTANCE JUDICIAIRE OU LA CONSULTATION JURIDIQUE DANS LE PAYS D'ORIGINE DU DOCUMENT PEUVENT ÊTRE ADRESSÉES À :</p>
2. Insert the name, address, telephone number and e-mail address of the authority or organisation in your State that is most qualified to give recipient full details on the availability of legal aid or advice
<p>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 in 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 document is to be sent, or in English or French.</p> <p>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 l'une des langues officielles de l'État d'origine de l'acte. Les blancs pourraient être remplis, soit dans la langue de l'État où le document doit être adressé, soit en langue française, soit en langue anglaise.</p>



UNDER ARTICLE 10 b)

If you are using
an alternative channel of transmission...



The use of the Model Form is *recommended* (but not mandatory).

Complete Part 3 *only* (Summary + Warning).

Do *not* complete Part 1 and Part 2.

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

Convention on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters, signed at The Hague, the 15th of November 1965 (Article 5, fourth paragraph).

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Name and address of the requesting authority: Nom et adresse de l'autorité requérante :	3. Insert the name, address, telephone number and e-mail address of the forwarding authority
Particulars of the parties*: Identité des parties* :	4. Insert the name, address, telephone number and email address of each party (e.g., plaintiff and respondent/defendant)

* If appropriate, identity and address of the person interested in the transmission of the document
S'il y a lieu, identité et adresse de la personne intéressée à la transmission de l'acte

☐ JUDICIAL DOCUMENT** ACTE JUDICIAIRE**

Nature and purpose of the document: Nature et objet de l'acte :	5. Describe the nature and purpose of the document
Nature and purpose of the proceedings and, when appropriate, the amount in dispute: Nature et objet de l'instance, le cas échéant, le montant du litige :	6. Describe the nature and purpose of the proceedings and, when appropriate, the amount in dispute
Date and Place for entering appearance**: Date et lieu de la comparution** :	7. Insert the date and place for entering appearance
Court which has given judgment**: Jurisdiction qui a rendu la décision** :	8. Insert the name of the court which has given judgment
Date of judgment**: Date de la décision** :	9. Insert the date
Time limits stated in the document**: Indication des délais figurant dans l'acte** :	10. Specify limits

** if appropriate / s'il y a lieu

☐ EXTRAJUDICIAL DOCUMENT** ACTE EXTRAJUDICIAIRE**

Nature and purpose of the document: Nature et objet de l'acte :	11. Describe the nature and purpose of the document
Time-limits stated in the document**: Indication des délais figurant dans l'acte** :	12. Specify limits

** if appropriate / s'il y a lieu



TRANSMITTING A DOCUMENT FOR SERVICE ABROAD



Example 2

**Transmitting a judicial document in French from France to Morocco
(Summons to appear before the French judge)**

Three options:

1. The Hague Service Convention under Article 5 a)
2. The Hague Service Convention under Article 10 b)
3. Bilateral convention between France and Morocco of 5 October 1957 (convention judiciaire, de la convention d'aide mutuelle judiciaire, d'exequatur des jugements et d'extradition, de la convention culturelle, signées par la France et le Maroc le 5 octobre 1957)



COSTS



Article 12

The service of judicial documents coming from a Contracting State shall not give rise to any payment or reimbursement of taxes or costs for the services rendered by the State addressed.

The applicant shall pay or reimburse the costs occasioned by –

- a) the employment of a judicial officer or of a person competent under the law of the State of destination,
- b) b) the use of a particular method of service.



ONCE SERVICE HAS BEEN EFFECTED ABROAD

The document is sent back to the transmitting authority by the Central Authority after service or non-service with Model Form **part 2** completed (**certificate**)

CERTIFICATE ATTESTATION	
<p>The undersigned authority has the honour to certify, in conformity with Article 6 of the Convention, L'autorité soussignée a l'honneur d'attester conformément à l'article 6 de ladite Convention,</p> <p><input type="checkbox"/> 1. that the document has been served* que la demande a été exécutée*</p>	
<p>– the (date) / le (date):</p>	1. Insert the date when the document was served
<p>– at (place, street, number): à (localité, rue, numéro) :</p>	2. Insert the place, street and number where the document was served
<p>– in one of the following methods authorised by Article 5: dans une des formes suivantes prévues à l'article 5 :</p>	
<p><input type="checkbox"/> a) in accordance with the provisions of sub-paragraph a) of the first paragraph of Article 5 of the Convention* selon les formes légales (article 5, alinéa premier, lettre a)*)</p>	
<p><input type="checkbox"/> b) in accordance with the following particular method*: selon la forme particulière suivante* :</p>	
<p><input type="checkbox"/> c) by delivery to the addressee, if he accepts it voluntarily* par remise simple*</p>	
<p>The documents referred to in the request have been delivered to: Les documents mentionnés dans la demande ont été remis à :</p>	
<p>Identity and description of person: Identité et qualité de la personne :</p>	3. Insert the identity and description of the person who received the documents
<p>Relationship to the addressee (family, business or other): Liens de parenté, de subordination ou autres, avec le destinataire de l'acte :</p>	4. Insert the relationship to the addressee of the person who received the documents
<p><input type="checkbox"/> 2. that the document has not been served, by reason of the following facts*: que la demande n'a pas été exécutée, en raison des faits suivants*:</p>	
5. Insert facts/reasons why the document has not been served	
<p><input type="checkbox"/> 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*. Conformément à l'article 12, alinéa 2, de ladite Convention, le requérant est prié de payer ou de rembourser les fr dont le détail figure au mémoire ci-joint*.</p>	
<p>Annexes / Annexes</p>	
<p>Documents returned: Pièces renvoyées :</p>	Insert a list of the documents that are being returned
<p>In appropriate cases, documents establishing the service: Le cas échéant, les documents justificatifs de l'exécution :</p>	Insert a list of the documents that establish that service has been effected
<p>* If appropriate / s'il y a lieu</p>	
<p>Done at / Fait à Insert the location where you signed the Certificate</p>	<p>Signature and/or stamp _____ Signature et / ou cachet</p>
<p>The / le Insert the date on which you signed the Request (spelt out in full)</p>	



COSTS

www.hcch.net



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SERVICE SECTION

Home / Instruments / Conventions, Protocols and Principles / Specialised Sections

The *Convention of 15 November 1965 on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters* (HCCH 1965 Service Convention) provides for the channels of transmission to be used when a judicial or extrajudicial document is to be transmitted from one Contracting Party to the Convention to another Contracting Party for service in the latter. The Convention establishes a main channel of transmission via a designated Central Authority, as well as alternative channels of transmission. The Convention deals primarily with the expedient transmission of documents; it does not address substantive rules relating to the actual service of process. The framework provided by the Convention is both efficient and effective – statistical data shows that 75% of requests are served within two months.

This specialised section contains a range of information on the Convention, including its full text, current status, and other practical information per Contracting Party, amongst others.

Text of the Convention
Translations
Outline of the Convention

Central and other Authorities
Practical Handbook
Mandatory Form

Contracting Parties
How to read the status table
Applicability of Articles 8(2), 10(a), (b) and (c), 15(2), 16(3)

Explanatory documents:

- Outline of the Convention
- Practical Handbook (2016)
- FAQs

Specialised Section

[Full text](#)

[Status table](#)

[Authorities](#)

[Practical operation documents](#)

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II

RECEIVING A DOCUMENT FROM ABROAD UNDER THE HAGUE SERVICE CONVENTION



RECEIVING A DOCUMENT FROM ABROAD UNDER THE HAGUE SERVICE CONVENTION



The document is sent by:

- The Central Authority of your country
- By the Transmitting Authority (e.g. a judicial officer)

1. Preliminary checks

- Compliance of the document with civil or commercial matters
- Judicial or extrajudicial document

2. Applicable law

- Internal provisions
- European Union legislation ((Current Regulation 1393/2007 of 13 November 2007 and Regulation 2020/1984 of 25 November 2020 from 1st July 2021)
- Bilateral or multilateral provisions (agreements, conventions)
- The Hague Service convention

3. Visit the HCCH website for information on your country



RECEIVING A DOCUMENT FROM ABROAD UNDER THE HAGUE SERVICE CONVENTION



- Serve the document according to your domestic law
- Complete the Certificate
- Send the served document and the certificate back to the central authority of your country or to the transmitting authority
- Receive payment of any costs

CERTIFICATE ATTESTATION	
<p>The undersigned authority has the honour to certify, in conformity with Article 6 of the Convention, L'autorité soussignée a l'honneur d'attester conformément à l'article 6 de ladite Convention,</p> <p><input type="checkbox"/> 1. that the document has been served* que la demande a été exécutée*</p>	
<p>– the (date) / le (date):</p>	1. Insert the date when the document was served
<p>– at (place, street, number): à (localité, rue, numéro) :</p>	2. Insert the place, street and number where the document was served
<p>– in one of the following methods authorised by Article 5: dans une des formes suivantes prévues à l'article 5 :</p>	
<p><input type="checkbox"/> a) in accordance with the provisions of sub-paragraph a) of the first paragraph of Article 5 of the Convention* selon les formes légales (article 5, alinéa premier, lettre a)*)</p>	
<p><input type="checkbox"/> b) in accordance with the following particular method*: selon la forme particulière suivante* :</p>	
<p><input type="checkbox"/> c) by delivery to the addressee, if he accepts it voluntarily* par remise simple*</p>	
<p>The documents referred to in the request have been delivered to: Les documents mentionnés dans la demande ont été remis à :</p>	
<p>Identity and description of person: Identité et qualité de la personne :</p>	3. Insert the identity and description of the person who received the documents
<p>Relationship to the addressee (family, business or other): Liens de parenté, de subordination ou autres, avec le destinataire de l'acte :</p>	4. Insert the relationship to the addressee of the person who received the documents
<p><input type="checkbox"/> 2. that the document has not been served, by reason of the following facts*: que la demande n'a pas été exécutée, en raison des faits suivants*:</p>	
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<p><input type="checkbox"/> 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*. Conformément à l'article 12, alinéa 2, de ladite Convention, le requérant est prié de payer ou de rembourser les fr dont le détail figure au mémoire ci-joint*.</p>	
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<p>* If appropriate / s'il y a lieu</p>	
<p>Done at / Fait à Insert the location where you signed the Certificate</p>	Signature and/or stamp Signature et / ou cachet
<p>The / le Insert the date on which you signed the Request (spelt out in full)</p>	



THANK YOU FOR YOUR KIND ATTENTION