

<b>Title</b>	<b>1965 Service and 1970 Evidence Conventions: Country Profiles for approval</b>
<b>Document</b>	<b>Prel. Doc. No 11C of January 2025</b>
<b>Author</b>	PB
<b>Agenda Item</b>	Item III.2.b.ii
<b>Mandate(s)</b>	C&D Nos 47 and 49 of CGAP 2024 C&D No 48 of CGAP 2023
<b>Objective</b>	To invite CGAP to approve the respective Country Profiles for the 1965 Service and 1970 Evidence Conventions
<b>Action to be Taken</b>	For Decision <input type="checkbox"/> For Approval <input checked="" type="checkbox"/> For Discussion <input type="checkbox"/> For Action / Completion <input type="checkbox"/> For Information <input type="checkbox"/>
<b>Annexes</b>	Annex I: Country Profile for the 1965 Service Convention Annex II: Country Profile for the 1970 Evidence Convention
<b>Related Documents</b>	Prel. Doc. No 11A of January 2025 (CGAP 2025) - Transnational Litigation: Update (forthcoming) <a href="#">Conclusions and Recommendations</a> of the 2024 meeting of the SC <a href="#">Prel. Doc. No 9 of June 2024</a> (2024 SC) – Draft Country Profile for the 1965 Service Convention <a href="#">Prel. Doc. No 10 of June 2024</a> (2024 SC) – Draft Country Profile for the 1970 Evidence Convention <a href="#">Prel. Doc. No 16 of January 2024</a> (CGAP 2024) - Development of e-Country Profiles for key HCCH Conventions <a href="#">Prel. Doc. No 12B of December 2023</a> (CGAP 2024) – 1965 Service, 1970 Evidence, and 1980 Access to Justice Conventions: Plans for the next meeting of the Special Commission

# 1965 Service and 1970 Evidence Conventions: Country Profiles for approval

## I. Introduction

- 1 At its 2023 meeting, the Council on General Affairs and Policy (CGAP) welcomed the proposal to develop Country Profiles for a range of HCCH Conventions, including the *Convention of 15 November 1965 on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters* (1965 Service Convention) and the *Convention of 18 March 1970 on the Taking of Evidence Abroad in Civil or Commercial Matters* (1970 Evidence Convention).<sup>1</sup>
- 2 Pursuant to a mandate adopted by CGAP at its 2024 meeting,<sup>2</sup> two Working Groups (WGs) were established to review and refine updates to the Handbooks and the contents of the draft Country Profiles for the Service and Evidence Conventions, respectively.<sup>3</sup> The mandate provided that the WGs would be engaged online, in the lead up to, and following, the meeting of the Special Commission on the practical operation of the 1965 Service, 1970 Evidence, and the *Convention of 25 October 1980 on International Access to Justice* (1980 Access to Justice Convention) which took place from 2 to 5 July 2024 (SC). Following the establishment of these two WGs, it was decided that the WGs would hold joint meetings to review and refine both Country Profiles.
- 3 The WGs consisted of delegates from a variety of geographical regions and met twice online, chaired by Ms Aldana Rohr (Argentina) and Mr David Cook (UK), respectively. The first joint WG meeting was held on 28 May 2024 to discuss the draft Country Profiles prepared by the PB, with a view to submitting a revised version for consideration at the 2024 meeting of the SC.
- 4 The SC welcomed the progress made on the draft Country Profiles and noted that further amendments would be made to the questions in the draft Country Profiles, including incorporating questions or topics identified during discussions at the meeting of the SC and relevant Conclusions and Recommendations (C&R), in cooperation with the respective WGs.<sup>4</sup>
- 5 Following the meeting of the SC, the PB updated the Country Profiles based on the SC discussions as well as the C&R concluded by the SC. Subsequently, the updated Country Profiles were sent to the WGs for consideration in advance of the second joint WG meeting of 13 November 2024.
- 6 At the joint WG meeting of 13 November 2024, delegates agreed with the updates made to the Country Profiles and considered that with a few minor adjustments, the Country Profiles were ready for CGAP's final approval.
- 7 Once approved, each Country Profile will be a standardised document that will be available to Contracting Parties to complete, view, and update electronically. The Country Profiles will replace the Practical Information Charts for Contracting Parties on the HCCH website.<sup>5</sup>
- 8 It should be highlighted that at its 2024 meeting, the SC noted that the Country Profiles will provide a useful source of information for any parties or officials seeking to make a request to another

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<sup>1</sup> See Conclusion & Decision (C&D) No 48 of CGAP 2023, available on the HCCH website at [www.hcch.net](http://www.hcch.net) under "Governance" then "Council on General Affairs and Policy" then "Archive (2000-2024)".

<sup>2</sup> See C&D No 47 of CGAP 2024.

<sup>3</sup> The WGs were established to review and refine updates to the Handbooks and Country Profiles relevant to the Service and Evidence Conventions, respectively.

<sup>4</sup> See C&R Nos 134 and 135 of the 2024 SC, available on the HCCH website at [www.hcch.net](http://www.hcch.net) under "Service Convention" then "Special Commission on the practical operation of the 1965 Service, 1970 Evidence and 1980 Access to Justice Conventions".

<sup>5</sup> For the 1970 Evidence Convention, one set of specific Country Profiles were developed in 2017, which aim at facilitating the use of video-link (2017 Country Profiles). In order to avoid any confusion about the use of Country Profiles, the WG agreed that with the implementation of the new Country Profiles which have been designed to include video-link information, the older 2017 Country Profiles could be removed from the HCCH website. However, contents of these profiles may still be introduced into the new Country Profiles if Contracting Parties wish to do so.

Contracting Party for the service of documents or the taking of evidence abroad. The SC further recommended that Contracting Parties should undertake efforts to promote the existence of these Country Profiles domestically and that the Country Profiles be consulted prior to the making of a request.<sup>6</sup>

- 9 Against this background, the PB, pursuant to CGAP's 2024 mandate<sup>7</sup> and the SC's C&R,<sup>8</sup> submit the draft Country Profiles for approval.

## II. Proposal for CGAP

- 10 The PB proposes the following C&D for CGAP's consideration:

CGAP welcomed the development of the Country Profiles for the 1965 Service and 1970 Evidence Conventions, respectively, and adopted them.

CGAP invited Contracting Parties to these Conventions to complete the Country Profiles and update them in a timely fashion.

CGAP invited Contracting Parties to undertake efforts to promote the existence of these Country Profiles domestically and recommended that they be consulted prior to the making of a request under the relevant Convention.

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<sup>6</sup> See C&R No 134 of the 2024 SC.

<sup>7</sup> See C&D No 49 of CGAP 2024.

<sup>8</sup> See C&R No 135 of the 2024 SC.

## **ANNEXES**

**Draft Country Profile for the 1965 Service Convention**

# 1965 Service Convention – Country Profile

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## I. General information

<p>Central and other Authorities</p>	<p><input type="checkbox"/> [name of your State] has one Central Authority.</p> <p><input type="checkbox"/> [name of your State] has more than one Central or other Authority(ies).</p> <p>Any comments if relevant: [redacted]</p>
<p>Status of the Service Convention</p>	<p>Information about the status of the Service Convention in [name of your State] :</p> <ul style="list-style-type: none"> <li>▪ Entry into force, territorial applications of the Convention, declarations and reservations are available at <a href="#">HCCH   #14 - Status table</a></li> </ul> <p>Any comments if relevant: [redacted]</p>
<p>Blocking statutes</p>	<p>Does [name of your State] have a blocking statute (a law that sanctions service of judicial documents in [name of your State] without authorisation or without complying with the channels of judicial assistance between States)?</p> <p><input type="checkbox"/> Yes (please specify what the sanctions (civil, criminal, other) are and, if applicable, provide a web link to the relevant domestic legislation): [redacted]</p> <p><input type="checkbox"/> No</p> <p>Any comments if relevant: [redacted]</p>
<p>Available channels for the transmission of documents for service</p>	<p>In addition to the main channel (Art. 5), and the indirect consular and diplomatic channel (Art. 9), the available channels for the transmission of documents to [name of your State] are:</p> <p><i>Please tick all the boxes that apply.</i></p> <p><input type="checkbox"/> Direct diplomatic or consular channel (Art. 8(1))</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> with an Article 8 declaration</li> <li><input type="checkbox"/> without an Article 8 declaration</li> </ul> <p><input type="checkbox"/> Postal channels (Art. 10(a))</p> <p><input type="checkbox"/> Direct communication between “judicial officers, officials or other competent persons” (Art. 10(b))</p> <p><input type="checkbox"/> Direct communication between a person interested in a judicial proceeding and a judicial officer, official or other competent person (Art. 10(c))</p>
<p>Preparation and transmission of requests for service under the main channel – see Section III below</p>	



## II. Contact information for Central and other Authority(ies)

Contracting Parties are encouraged to communicate with each other using information technology (IT), taking into account data security and privacy considerations, where applicable. For more information, please refer to “3. Other requirements” under Section III and “2. Data security and privacy considerations in the use of IT” under Section IX below.

### 1. Central Authority (Art. 2)

Central Authority name	██████████
Address	██████████
Telephone	██████████
Fax	██████████
E-mail	██████████
Website	██████████
Language(s) of communication	██████████
Contact person 1, if applicable	<p>Direct contact details (including Name, Designation/Position and Office Address): ██████████</p> <p>Direct telephone: ██████████</p> <p>Fax: ██████████</p> <p>Direct e-mail: ██████████</p> <p>Language(s) of communication: ██████████</p> <p>Preferred method of communication:</p> <p><input type="checkbox"/> Phone</p> <p><input type="checkbox"/> Fax</p> <p><input type="checkbox"/> E-mail</p> <p><input type="checkbox"/> Other (<i>please specify</i>): ██████████</p>
Contact person 2, if applicable	<p>Direct contact details (including Name, Designation/Position and Office Address): ██████████</p> <p>Direct telephone: ██████████</p> <p>Fax: ██████████</p> <p>Direct e-mail: ██████████</p> <p>Language(s) of communication: ██████████</p> <p>Preferred method of communication:</p>

	<input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Other ( <i>please specify</i> ): <input type="text"/>
Last Update: [INSERT DATE] <sup>1</sup>	

**2. Other designated Central Authorities in Federal States (Art. 18(3))<sup>2</sup>**

Central Authority name	<input type="text"/>
Address	<input type="text"/>
Territorial and / or other extent of functions	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
Website	<input type="text"/>
Language(s) of communication	<input type="text"/>
Contact person 1, if applicable	Direct contact details (including Name, Designation/Position and Office Address): <input type="text"/> Direct telephone: <input type="text"/> Fax: <input type="text"/> Direct email: <input type="text"/> Language(s) of communication: <input type="text"/> Preferred method of communication: <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Other ( <i>please specify</i> ): <input type="text"/>
Contact person 2, if applicable	Direct contact details (including Name, Designation/Position and Office Address): <input type="text"/> Direct telephone: <input type="text"/> Fax: <input type="text"/>

<sup>1</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>2</sup> This section will be expandable in order to allow for the inclusion of additional Central Authorities.

	Direct email: <input type="text"/> Language(s) of communication: <input type="text"/> Preferred method of communication: <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Other (please specify): <input type="text"/>
Last Update: [INSERT DATE] <sup>3</sup>	

### 3. Other designated authorities (Art. 18(1))<sup>4</sup>

Other designated authorities	Has <input type="text"/> [name of your State] designated other authorities in addition to the Central Authority? <input type="checkbox"/> Yes (please complete the fields below) <input type="checkbox"/> No
Designated authority name	<input type="text"/>
Address	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
Website	<input type="text"/>
Language(s) of communication	<input type="text"/>
Please describe the competence of each designated authority	<input type="text"/>
Contact person 1, if applicable	Direct contact details (including Name, Designation/Position and Office Address): <input type="text"/> Direct telephone: <input type="text"/> Fax: <input type="text"/> Direct e-mail: <input type="text"/> Language(s) of communication: <input type="text"/> Preferred method of communication:

<sup>3</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>4</sup> This section will be expandable in order to allow for the inclusion of additional authorities.

	<input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Other (please specify): [REDACTED]
Contact person 2, if applicable	Direct contact details (including Name, Designation/Position and Office Address): [REDACTED]  Direct telephone: [REDACTED]  Fax: [REDACTED]  Direct e-mail: [REDACTED]  Language(s) of communication: [REDACTED]  Preferred method of communication: <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Other (please specify): [REDACTED]
Last Update: [INSERT DATE] <sup>5</sup>	

### III. Preparation, transmission, and execution of requests for service under the main channel

#### 1. Language requirements (Art. 5(3))

<p>Language requirements for documents to be served (Art. 5(3))</p> <p>Informal delivery under Article 5(2) does not require the translation of documents.</p> <p>A Central Authority may provide specific guidance on the official language to be used in circumstances where a Contracting Party has more than one official language.</p>	<p>Does the Central Authority in [name of your State] require the <b>documents</b> to be served under Article 5(1) to be written in or translated into the official language(s) or one of the official languages of [name of your State] ?</p> <p><input type="checkbox"/> Yes, documents are required to be written in or translated into: [REDACTED]</p> <p><input type="checkbox"/> Please specify, in addition to judicial documents, which other classes of documents are required to be translated: [REDACTED]</p> <p><input type="checkbox"/> Please specify any requirements in [name of your State] relating to the form or quality of translations of documents to be served, and, if applicable, provide a web link to the relevant domestic legislation: [REDACTED]</p> <p><input type="checkbox"/> No</p>
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<sup>5</sup> This will be filled in automatically in the electronic version of the Country Profile.

	<input type="checkbox"/> Other (please specify): _____
Last Update: [INSERT DATE] <sup>6</sup>	

## 2. Transmission of requests for service

<p>Methods of transmission</p>	<p>Please indicate the acceptable methods of transmission that can be used to forward requests for service to [name of your State] .</p> <p><i>Please tick all the boxes that apply.</i></p> <p><input type="checkbox"/> (1) Ordinary mail</p> <p><input type="checkbox"/> (2) Registered mail with notification of receipt</p> <p><input type="checkbox"/> (3) Express mail</p> <p><input type="checkbox"/> (4) Private courier services, such as DHL, FedEx, UPS</p> <p><input type="checkbox"/> (5) By electronic means:</p> <p style="padding-left: 20px;"><input type="checkbox"/> (a) regular e-mail</p> <p style="padding-left: 20px;"><input type="checkbox"/> (b) secured or encrypted e-mail</p> <p style="padding-left: 20px;"><input type="checkbox"/> (c) online platform administered by the government</p> <p style="padding-left: 20px;"><input type="checkbox"/> (d) online platform administered by private sector providers</p> <p><input type="checkbox"/> (6) Other _____</p> <p><i>* If necessary, please provide clarifications in relation to any of the options above and specify the number of the item of reference: _____</i></p>
<p>Acceptance of digital or electronic signatures on requests for service</p>	<p>Does [name of your State] accept requests for service bearing a digital or electronic signature?</p> <p><input type="checkbox"/> Yes</p> <p style="padding-left: 20px;">Please specify the conditions for accepting (e.g, electronic signature with a digital certificate, transmitted from a competent forwarding authority, and/or verifiable): _____</p> <p><input type="checkbox"/> No</p> <p>Further information can be found at _____ (Please indicate a website with domestic legislation, if available).</p>
Last Update: [INSERT DATE] <sup>7</sup>	

<sup>6</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>7</sup> This will be filled in automatically in the electronic version of the Country Profile.

### 3. Other requirements

<p>Duplicate copy</p>	<p>Is a duplicate copy of the documents to be served required for requests for service in [name of your State] ?</p> <p><input type="checkbox"/> Yes, required.</p> <p><input type="checkbox"/> No, dispensed with requirements (<i>please specify the circumstances in which duplicate copies are not required</i>):</p> <p>_____</p>
<p>Physical copy following electronic transmission</p>	<p>If electronic transmission of the documents to be served is permitted in [name of your State] , is a physical copy of the request and the documents still required?</p> <p><input type="checkbox"/> Yes, required.</p> <p><input type="checkbox"/> No, not required.</p> <p><input type="checkbox"/> Other _____</p>
<p>Data security and privacy considerations in the use of IT</p>	<p>If transmission of documents by electronic means is acceptable in [name of your State] , are there data security and privacy considerations to be taken into account?</p> <p><input type="checkbox"/> Yes (<i>please specify, e.g., the EU GDPR</i>): _____</p> <p>For more information, please refer to “2. Data security and privacy considerations in the use of IT” under Section IX below.</p> <p><input type="checkbox"/> No</p>
<p>Last Update: [INSERT DATE]<sup>8</sup></p>	

### 4. Costs and time

<p>Costs</p> <p>The service of judicial documents coming from a Contracting Party shall not give rise to any payment or reimbursement of taxes or costs for the services rendered by the State addressed. (Art. 12)</p> <p>Nevertheless, the applicant shall pay or reimburse the costs occasioned by –</p> <p style="padding-left: 40px;">a) the employment of a judicial officer or of a person competent under the law of the State of destination;</p>	<p>If possible, please provide information for [name of your State] about payment methods (<i>i.e.</i>, bank transfer, electronic payment facilities), terms for the payment and the average costs: _____</p>
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<sup>8</sup> This will be filled in automatically in the electronic version of the Country Profile.

b) the use of a particular method of service.	
Costs and reciprocity	<p>Do all or some of the territories of [name of your State] waive or would consider waving the need to pay or reimburse the costs of executing incoming requests from other Contracting Parties that also waive these costs, on a reciprocity basis? If applicable, please list the relevant territories.</p> <p><input type="checkbox"/> Yes (<i>please specify</i>): [redacted]</p> <p><input type="checkbox"/> No</p>
Average time for the execution of a request	<p>Approximately how long does it take for the execution of a request in [name of your State] ?</p> <p>[redacted]</p>
Last Update: [INSERT DATE] <sup>9</sup>	

## 5. Methods of service under domestic law (Art. 5(1))

Service under domestic law	<p>Please indicate the <b>methods by which service of documents</b> would be effected under the domestic law of [name of your State] for requests transmitted under the main channel:</p> <p><i>Please tick all the boxes that apply.</i></p> <p><input type="checkbox"/> (1) Personal service (<i>i.e., delivery by a competent individual to the recipient in person or another individual competent under domestic law to receive service on the recipient's behalf</i>).</p> <p><input type="checkbox"/> (2) Ordinary mail</p> <p><input type="checkbox"/> (3) Registered mail with notification of receipt</p> <p><input type="checkbox"/> (4) Express mail</p> <p><input type="checkbox"/> (5) Private courier services, such as DHL, FedEx, UPS</p> <p><input type="checkbox"/> (6) By electronic means</p> <p style="padding-left: 20px;"><input type="checkbox"/> (a) regular e-mail</p> <p style="padding-left: 20px;"><input type="checkbox"/> (b) secured or encrypted e-mail</p> <p style="padding-left: 20px;"><input type="checkbox"/> (c) online platform administered by the government</p> <p style="padding-left: 20px;"><input type="checkbox"/> (d) online platform administered by private sector providers</p> <p><input type="checkbox"/> (7) Other (<i>please specify</i>): [redacted]</p>
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<sup>9</sup> This will be filled in automatically in the electronic version of the Country Profile.

	<p>Further information can be found at [REDACTED] (Please indicate a website with domestic legislation, if available).</p> <p><i>If necessary, please provide clarification in relation to any of the options above and specify the number of the item of reference: [REDACTED]</i></p>
<p><b>Last Update:</b> [INSERT DATE]<sup>10</sup></p>	

## 6. Assistance in locating the addressee

<p>Assistance in locating the addressee</p> <p>The Convention applies when the address of the person to be served is known. However, certain Contracting Parties may provide assistance to locate the addressee or may assist where an address provided is incomplete or incorrect.</p>	<p>Is [name of your State], as a Requested State, able to provide assistance in locating the addressee to be served under the Service Convention?</p> <p><input type="checkbox"/> Yes</p> <p style="padding-left: 40px;"><input type="checkbox"/> Please elaborate on the practices and/or types of assistance that [name of your State] may be able to provide to locate the addressee: [REDACTED]</p> <p><input type="checkbox"/> No [name of your State] is unable to provide this assistance.</p> <p>Is [name of your State], as a Requested State, able to consider assisting with an incomplete or incorrect address that has been included in a request for service under the Service Convention?</p> <p><input type="checkbox"/> Yes</p> <p style="padding-left: 40px;"><input type="checkbox"/> Please elaborate on the practices and/or types of assistance that [name of your State] may be able to provide: [REDACTED]</p> <p><input type="checkbox"/> No [name of your State] is unable to provide this assistance.</p> <p><input type="checkbox"/> Other</p>
<p><b>Last Update:</b> [INSERT DATE]<sup>11</sup></p>	

## 7. Authorities competent to complete the Certificate (Art. 6)<sup>12</sup>

<p>Completion of the Certificate of service</p>	<p>Has [name of your State] designated other authorities competent to complete the Certificate?</p> <p><input type="checkbox"/> No, the Central Authority should complete the Certificate (see details provided at Section II.1).</p>
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<sup>10</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>11</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>12</sup> This section will be expandable in order to allow for the inclusion of additional authorities.



	<input type="checkbox"/> Yes, [name of your State] has designated the following authorities competent to complete the Certificate: [redacted]
Last Update: [INSERT DATE] <sup>13</sup>	

### 8. Forwarding authorities for Article 3(1)

Forwarding authorities	The following authorities are competent to forward a request for service in [name of your State]:  Please tick all the boxes that apply. <ul style="list-style-type: none"> <li><input type="checkbox"/> Court officials, court clerks or registrars</li> <li><input type="checkbox"/> Judicial officers</li> <li><input type="checkbox"/> Prosecutors</li> <li><input type="checkbox"/> Attorneys or solicitors</li> <li><input type="checkbox"/> Private process servers</li> <li><input type="checkbox"/> The Central Authority is also the forwarding authority (see details provided at Section II.1)</li> <li><input type="checkbox"/> Other (please specify): [redacted]</li> </ul> If applicable, please provide web links to the relevant domestic legislation. [redacted]
Last Update: [INSERT DATE] <sup>14</sup>	

## IV. Indirect Consular Channel

Contracting Parties are encouraged to communicate with each other using IT, taking into account data security and privacy considerations, where applicable. For more information, please refer to “2. Data security and privacy considerations in the use of IT” under Section IX below.

### 1. Authorities competent to receive documents transmitted by consular representatives (Art. 9 (1))<sup>15</sup>

Designated authority	The following authority is competent to receive documents transmitted by consular representatives in [name of your State]: <ul style="list-style-type: none"> <li><input type="checkbox"/> The Central Authority (see details provided at Section II.1).</li> <li><input type="checkbox"/> An authority other than the Central Authority (please complete the fields below).</li> </ul>
Designated authority name	[redacted]

<sup>13</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>14</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>15</sup> This section will be expandable in order to allow for the inclusion of additional authorities.

Address	██████████
Territorial and / or other extent of functions, if applicable	██████████
Telephone	██████████
Fax	██████████
E-mail	██████████
Website	██████████
Contact person 1, if applicable	<p>Direct contact details (including Name, Designation/Position and Office Address): ██████████</p> <p>Direct telephone: ██████████</p> <p>Fax: ██████████</p> <p>Direct e-mail: ██████████</p> <p>Language(s) of communication: ██████████</p> <p>Preferred method of communication:</p> <p><input type="checkbox"/> Phone</p> <p><input type="checkbox"/> Fax</p> <p><input type="checkbox"/> Email</p> <p><input type="checkbox"/> Other (<i>please specify</i>): ██████████</p>
Contact person 2, if applicable	<p>Direct contact details (including Name, Designation/Position and Office Address): ██████████</p> <p>Direct telephone: ██████████</p> <p>Fax: ██████████</p> <p>Direct e-mail: ██████████</p> <p>Language(s) of communication: ██████████</p> <p>Preferred method of communication:</p> <p><input type="checkbox"/> Phone</p> <p><input type="checkbox"/> Fax</p> <p><input type="checkbox"/> Email</p> <p><input type="checkbox"/> Other (<i>please specify</i>): ██████████</p>
<b>Last Update: [INSERT DATE]<sup>16</sup></b>	

<sup>16</sup> This will be filled in automatically in the electronic version of the Country Profile.

## V. Alternative Channels

### 1. Available channels of transmission

<p>Available channels for the transmission of documents for service</p>	<p>In addition to the main channel (Art. 5), and the indirect consular and diplomatic channel (Art. 9), the available channels for the transmission of documents to [name of your State] are:</p> <p><i>Please tick all the boxes that apply.</i></p> <p><input type="checkbox"/> Direct diplomatic or consular channel (Art. 8(1))</p> <p style="padding-left: 20px;"><input type="checkbox"/> Yes, limited to nationals of the State in which the documents originate.</p> <p style="padding-left: 20px;"><input type="checkbox"/> Yes, available to all persons located in [name of your State].</p> <p><input type="checkbox"/> Postal channels (Art. 10(a)) <i>(please complete the fields at Section V.3)</i></p> <p style="padding-left: 20px;"><input type="checkbox"/> Please elaborate on any existing conditions or requirements for the use of the postal channels, e.g., such as translations of documents to be served: [redacted]</p> <p><input type="checkbox"/> Direct communication between “judicial officers, officials or other competent persons” (Art. 10(b)) <i>(please complete the fields at Section V.4)</i></p> <p><input type="checkbox"/> Direct communication between a person interested in a judicial proceeding and a judicial officer, official or other competent person (Art. 10(c)) <i>(please complete the fields at Section V.5)</i></p> <p><i>If relevant, please provide additional information:</i> [redacted]</p>
<p><b>Last Update:</b> [INSERT DATE]<sup>17</sup></p>	

### 2. Direct consular or diplomatic channel (Art. 8)

<p>Data security and privacy considerations in the use of IT</p>	<p>If transmission of documents by electronic means is acceptable in [name of your State], are there data security and privacy considerations to be taken into account?</p> <p><input type="checkbox"/> Yes <i>(please specify, e.g., the EU GDPR):</i> [redacted]</p> <p>For more information, please refer to “2. Data security and privacy considerations in the use of IT” under Section IX below.</p>
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<sup>17</sup> This will be filled in automatically in the electronic version of the Country Profile.

	<input type="checkbox"/> No
Last Update: [INSERT DATE] <sup>18</sup>	

### 3. Postal channels (Art. 10(a))

Accepted postal channels	<p>Please indicate the accepted postal channels in [name of your State]</p> <p><i>Please tick all the boxes that apply</i></p> <p><input type="checkbox"/> (1) Ordinary letter post</p> <p><input type="checkbox"/> (2) Certified mail</p> <p><input type="checkbox"/> (3) Registered deliveries within the meaning of the Convention of the Universal Postal Union (UPU)</p> <p><input type="checkbox"/> (4) Private courier services, such as DHL, FedEx, UPS</p> <p><input type="checkbox"/> (5) Electronic means (e.g., e-mail): [REDACTED]</p> <p><input type="checkbox"/> (6) Other (please specify): [REDACTED]</p> <p><input type="checkbox"/> (7) Not prescribed by law: [REDACTED]</p> <p><i>* If necessary, please provide clarifications in relation to any of the options above and specify the number of the item of reference (e.g., any other requirements and safeguards regarding the use of e-mail): [REDACTED]</i></p>
Language or translation	<p>Does [name of your State] have language or translation requirements for documents served under Article 10(a)?</p> <p><input type="checkbox"/> Yes, documents must be written in, or translated into the following language(s) of [name of your State], [REDACTED].</p> <p><input type="checkbox"/> Yes, documents must be written in, or translated into a language spoken by the addressee.</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> No</p>
Last Update: [INSERT DATE] <sup>19</sup>	

### 4. Direct communication between judicial officers, officials or other competent persons (Art. 10(b))

Sending authorities	<p>Which of the following categories does [name of your State] recognise as a “judicial officer, official or other competent person” for sending requests for service in [name of your State] ?</p>
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<sup>18</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>19</sup> This will be filled in automatically in the electronic version of the Country Profile.

	<p><i>Please tick all the boxes that apply.</i></p> <p><input type="checkbox"/> Court official, court clerks or registrars</p> <p><input type="checkbox"/> Judicial officers</p> <p><input type="checkbox"/> Prosecutors</p> <p><input type="checkbox"/> Attorneys or solicitors</p> <p><input type="checkbox"/> Private process servers</p> <p><input type="checkbox"/> Bailiff</p> <p><input type="checkbox"/> <i>Huissier</i></p> <p><input type="checkbox"/> Notary</p> <p><input type="checkbox"/> Official of the executive branch</p> <p><input type="checkbox"/> Other (<i>please specify</i>) <input type="text"/></p>
<p>Receiving authorities</p>	<p>Which of the following categories does <input type="text"/> [name of your State] recognise as a “judicial officer, official or other competent person” for receiving requests for service in <input type="text"/> [name of your State] ?</p> <p><i>Please tick all the boxes that apply.</i></p> <p><input type="checkbox"/> Court official, court clerks or registrars</p> <p><input type="checkbox"/> Judicial officers</p> <p><input type="checkbox"/> Prosecutors</p> <p><input type="checkbox"/> Attorneys or solicitors</p> <p><input type="checkbox"/> Private process servers</p> <p><input type="checkbox"/> Bailiff</p> <p><input type="checkbox"/> <i>Huissier</i></p> <p><input type="checkbox"/> Notary</p> <p><input type="checkbox"/> Official of the executive branch</p> <p><input type="checkbox"/> Other (<i>please specify</i>) <input type="text"/></p>
<p>Electronic transmission</p>	<p>Do judicial officers, officials, or other competent persons in <input type="text"/> [name of your State] receive documents for service under Article 10(b) electronically?</p> <p><input type="checkbox"/> Yes (<i>please specify</i>): <input type="text"/></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Other (<i>please specify</i>) <input type="text"/></p>
<p>Data security and privacy considerations in the use of IT</p>	<p>If transmission of documents by electronic means is acceptable in <input type="text"/> [name of your State] , are there data security and privacy considerations to be taken into account?</p>

	<input type="checkbox"/> Yes (please specify, e.g., the EU GDPR): [redacted] For more information, please refer to “2. Data security and privacy considerations in the use of IT” under Section IX below. <input type="checkbox"/> No
Language or translation	Does [name of your State] have language or translation requirements for documents served under Article 10(b)? <input type="checkbox"/> Yes, documents must be written in, or translated into the following language(s) of [name of your State], [redacted]. <input type="checkbox"/> Yes, documents must be written in, or translated into a language spoken by the addressee. <input type="checkbox"/> Other (please specify) [redacted] <input type="checkbox"/> No
Last Update: [INSERT DATE] <sup>20</sup>	

**5. Direct communication between “any person interested in a judicial proceeding” and “judicial officers, officials or other competent persons” (Art. 10(c))**

Persons interested in a judicial proceeding	Which of the following classes of person does [name of your State] recognise as “any person interested in a judicial proceeding” for sending requests for service: Please tick all the boxes that apply. <input type="checkbox"/> Parties to the proceedings <input type="checkbox"/> Attorney or solicitor <input type="checkbox"/> Bailiff <input type="checkbox"/> Huissier <input type="checkbox"/> Court official <input type="checkbox"/> Notary <input type="checkbox"/> Official of the executive branch <input type="checkbox"/> Other (please specify): [redacted]
Receiving authorities	Which of the following categories does [name of your State] recognise as a “judicial officer, official or other competent person” for receiving requests for service in [name of your State] ? Please tick all the boxes that apply. <input type="checkbox"/> Court official, court clerks or registrars <input type="checkbox"/> Judicial officers

<sup>20</sup> This will be filled in automatically in the electronic version of the Country Profile.

	<input type="checkbox"/> Prosecutors <input type="checkbox"/> Attorneys or solicitors <input type="checkbox"/> Private process servers <input type="checkbox"/> Bailiff <input type="checkbox"/> <i>Huissier</i> <input type="checkbox"/> Notary <input type="checkbox"/> Official of the executive branch <input type="checkbox"/> Other (please specify) [REDACTED]
<p>Data security and privacy considerations in the use of IT</p>	<p>If transmission of documents by electronic means is acceptable in [name of your State], are there data security and privacy considerations to be taken into account?</p> <p><input type="checkbox"/> Yes (please specify, e.g., the EU GDPR): [REDACTED]</p> <p>For more information, please refer to “2. Data security and privacy considerations in the use of IT” under Section IX below.</p> <p><input type="checkbox"/> No</p>
<p>Last Update: [INSERT DATE]<sup>21</sup></p>	

## VI. Service upon State, State officials and State-owned companies

<p>Service upon State, State officials and State-owned companies</p>	<p>Please provide information as to how service upon a State, State officials and State-owned companies in [name of your State] can be effected (e.g., the appropriate channels for service and other additional requirements of customary international law): [REDACTED]</p> <p><i>Please tick all the boxes that apply.</i></p> <p><input type="checkbox"/> The Convention does not apply (if possible, please specify the means used or instrument to be applied in [name of your State]): [REDACTED]</p> <p><input type="checkbox"/> The Convention applies (please specify the channels to be used):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Main channel (Art. 5) (please specify): [REDACTED]</li> <li><input type="checkbox"/> Diplomatic channel (Art. 9(2)) (please specify): [REDACTED]</li> <li><input type="checkbox"/> Other channels (please specify): [REDACTED]</li> </ul> <p>If alternative channels are used, does [name of your State] require the Model Form to be used?</p>
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<sup>21</sup> This will be filled in automatically in the electronic version of the Country Profile.

	<input type="checkbox"/> Yes ( <i>please specify</i> ): <input type="text"/> <input type="checkbox"/> No <input type="checkbox"/> Other considerations ( <i>please specify, e.g., immunities</i> ): <input type="text"/>
Last Update: [INSERT DATE] <sup>22</sup>	

## VII. Protection of defendants (Arts 15-16)

### 1. Declarations pursuant to Article 21(2)

Protection of defendants prior to a judgment by default	Has <input type="text"/> [name of your State] made a declaration regarding the applicability of Article 15(2)? <input type="checkbox"/> Yes ( <i>please specify</i> ): <input type="text"/> <input type="checkbox"/> No
Protection of defendants after a judgment by default	Has <input type="text"/> [name of your State] made a declaration regarding the applicability of Article 16(3)? <input type="checkbox"/> Yes ( <i>please specify</i> ): <input type="text"/> <input type="checkbox"/> No
Last Update: [INSERT DATE] <sup>23</sup>	

## VIII. Derogatory channels

### 1. Other HCCH Conventions in the field of serving judicial and extrajudicial documents

1954 Civil Procedure Convention	Please indicate whether <input type="text"/> [name of your State] is a Contracting Party to the <i>Convention of 1 March 1954 on Civil Procedure</i> (1954 Civil Procedure Convention): <input type="checkbox"/> Yes, the 1954 Civil Procedure Convention entered into force for <input type="text"/> [name of your State] on: <input type="text"/> <input type="checkbox"/> <input type="text"/> [name of your State] concluded supplementary agreements to the 1954 Civil Procedure Convention with ( <i>please specify name(s) of the State(s)</i> ): <input type="text"/> <input type="checkbox"/> No Any comments if relevant: <input type="text"/>
Last Update: [INSERT DATE] <sup>24</sup>	

<sup>22</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>23</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>24</sup> This will be filled in automatically in the electronic version of the Country Profile.



**2. Other instruments on the service of judicial and extrajudicial documents**

Multilateral agreements for the service of documents	Please indicate whether [name of your State] is a Party to other multilateral agreements which relate to serving judicial and extrajudicial documents abroad:  <input type="checkbox"/> Yes (please indicate key agreements, or provide the relevant web links): [redacted]  <input type="checkbox"/> No
Bilateral agreements for the service of documents	Please indicate whether [name of your State] has concluded bilateral agreements which relate to serving judicial and extrajudicial documents abroad:  <input type="checkbox"/> Yes (please tick all the boxes that apply): <input type="checkbox"/> Bilateral agreements (please specify, or provide the relevant web links): [redacted]  <input type="checkbox"/> Non-binding bilateral memoranda of understanding (please specify, or provide the relevant web links): [redacted]  <input type="checkbox"/> No
Last Update: [INSERT DATE] <sup>25</sup>	

**3. Unilateral methods of transmission (Art. 19)**

Unilateral methods of transmission	Does the law of [name of your State] permit methods of transmission other than those provided under the Service Convention?  <input type="checkbox"/> Yes (please elaborate briefly on these methods of transmission): [redacted]  <input type="checkbox"/> No
Last Update: [INSERT DATE] <sup>26</sup>	

**IX. Useful information****1. Domestic law governing service and transmission of documents**

Domestic legislation (including federal, state and local legislation)	Which legislation governs the service of documents and / or the transmission of documents for service in [name of your State] ?  Please specify the name of the legislation and the date of the entry into force: [redacted]  If applicable, please provide a web link to the legislation.
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<sup>25</sup> This will be filled in automatically in the electronic version of the Country Profile.<sup>26</sup> This will be filled in automatically in the electronic version of the Country Profile.

**Last Update:** [INSERT DATE]<sup>27</sup>

## 2. Data security and privacy considerations in the use of IT

If any, please specify the data security and privacy considerations (e.g., the EU GDPR) to be taken into account for communication and transmission of documents with the use of IT. If applicable, please provide the relevant web links.

██████████

**Last Update:** [INSERT DATE]<sup>28</sup>

## 3. Resources

Please provide additional links to relevant legislation, rules of private international law, guidelines or protocols regarding service abroad and relevant websites (e.g., of courts and other competent authorities, public bodies, agencies, non-governmental organisations, associations), privileges, development in the use of IT (service by digital means) and any other electronic resource pertinent to service abroad.

██████████

**Last Update:** [INSERT DATE]<sup>29</sup>

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<sup>27</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>28</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>29</sup> This will be filled in automatically in the electronic version of the Country Profile.

**Draft Country Profile for the 1970 Evidence Convention**

# 1970 Evidence Convention – Country Profile

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## I. General information

Central and other Authorities	<input type="checkbox"/> [name of your State] has one Central Authority. <input type="checkbox"/> [name of your State] has more than one Central or other Authority(ies). Any comments if relevant: [redacted]
Application of the Evidence Convention	Is the Evidence Convention considered to be <b>mandatory</b> in [name of your State] ? <input type="checkbox"/> Yes – A Contracting Party must have recourse to the Convention on each occasion that it intends to take evidence that is located in [name of your State] . <input type="checkbox"/> No
Blocking statutes	Does [name of your State] have a blocking statute (a law that sanctions the taking of evidence in [name of your State] without authorisation or without complying with the channels of judicial assistance between States)? <input type="checkbox"/> Yes, please specify what the sanctions (civil, criminal, other) are and, if applicable, provide a web link to the relevant domestic legislation: [redacted] <input type="checkbox"/> No Any comments if relevant: [redacted]
Status of the Evidence Convention	Information about the status of the Evidence Convention in [name of your State] : <ul style="list-style-type: none"> <li>▪ Entry into force, territorial applications of the Convention, declarations and reservations are available at <a href="#">HCCH   #20 - Status table</a></li> <li>▪ The acceptances of accessions are available at <a href="#">HCCH   Publications</a></li> </ul> Any comments if relevant: [redacted]
Operation of Chapter II	Has [name of your State] excluded in whole the application of Chapter II by reservation? <input type="checkbox"/> Yes <input type="checkbox"/> No  If not, the available Chapter II means to take evidence in [name of your State] are:

	<input type="checkbox"/> Article 15 (Consul takes evidence from own nationals), <i>please specify</i> : [redacted] <input type="checkbox"/> Article 16 (Consul takes evidence from other nationals), <i>please specify</i> : [redacted] <input type="checkbox"/> Article 17 (Commissioner), <i>please specify</i> : [redacted] If any of the abovementioned Articles apply in [name of your State], further information can be found in Section IV of this Country Profile. Additional information if relevant: [redacted]
Conditions for the taking of evidence	Does [name of your State] permit the taking of evidence upon less restrictive conditions (Art. 27(1)(b))? For example, the direct taking of evidence from willing witnesses without sending a Letter of Request. <input type="checkbox"/> Yes ( <i>please specify</i> ): [redacted] <input type="checkbox"/> No <input type="checkbox"/> Other information ( <i>please specify</i> ): [redacted]
Preparation and transmission of Letters of Request under Chapter I– see Section III below	

## II. Contact information for Central and other Authority(ies)

Contracting Parties are encouraged to communicate with each other using information technology (IT), taking into account data security and privacy considerations, where applicable. For more information, please refer to “2. Transmission of Letters of Request” under Section III and “2. Data security and privacy considerations in the use of IT” under Section VII below.

### 1. Central Authority (Art. 2)

Central Authority name	[redacted]
Address	[redacted]
Telephone	[redacted]
Fax	[redacted]
E-mail	[redacted]
Website	[redacted]
Contact person 1, if applicable	Direct contact details (including Name, Designation/Position and Office Address): [redacted] Direct telephone: [redacted] Fax: [redacted] Direct e-mail: [redacted]

	<p>Language(s) of communication:  <input type="text"/></p> <p>Preferred method of communication:  <input type="checkbox"/> Phone  <input type="checkbox"/> Fax  <input type="checkbox"/> E-mail  <input type="checkbox"/> Other (<i>please specify</i>): <input type="text"/></p>
<p>Contact person 2, if applicable</p>	<p>Direct contact details (including Name, Designation/Position and Office Address): <input type="text"/></p> <p>Direct telephone: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Direct e-mail: <input type="text"/></p> <p>Language(s) of communication:  <input type="text"/></p> <p>Preferred method of communication:  <input type="checkbox"/> Phone  <input type="checkbox"/> Fax  <input type="checkbox"/> E-mail  <input type="checkbox"/> Other (<i>please specify</i>): <input type="text"/></p>
<p><b>Last Update:</b> [INSERT DATE]<sup>1</sup></p>	

**2. Other designated Central Authorities in Federal States (Art. 24(2))<sup>2</sup>**

<p>Central Authority name</p>	<input type="text"/>
<p>Address</p>	<input type="text"/>
<p>Territorial and / or other extent of functions</p>	<input type="text"/>
<p>Telephone</p>	<input type="text"/>
<p>Fax</p>	<input type="text"/>
<p>E-mail</p>	<input type="text"/>
<p>Website</p>	<input type="text"/>
<p>Contact person 1, if applicable</p>	<p>Direct contact details (including Name, Designation/Position and Office Address): <input type="text"/></p>

<sup>1</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>2</sup> This section will be expandable in order to allow for the inclusion of additional Central Authorities.



	Direct telephone: [REDACTED] Fax: [REDACTED] Direct e-mail: [REDACTED] Language(s) of communication: [REDACTED] Preferred method of communication: <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Other (please specify): [REDACTED]
Contact person 2, if applicable	Direct contact details (including Name, Designation/Position and Office Address): [REDACTED] Direct telephone: [REDACTED] Fax: [REDACTED] Direct e-mail: [REDACTED] Language(s) of communication: [REDACTED] Preferred method of communication: <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Other (please specify): [REDACTED]
Last Update: [INSERT DATE] <sup>3</sup>	

**3. Other designated authorities (Art. 24(1))<sup>4</sup>**

Other designated authority	Has [name of your State] designated other authorities in addition to the Central Authority? <input type="checkbox"/> Yes (please complete the fields below). <input type="checkbox"/> No
Designated authority name	[REDACTED]
Address	[REDACTED]
Territorial and / or other extent of functions, if applicable	[REDACTED]

<sup>3</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>4</sup> This section will be expandable in order to allow for the inclusion of additional authorities.

Telephone	██████
Fax	██████
E-mail	██████
Website	██████
Please describe the competence of each designated authority	██████
Contact person 1, if applicable	<p>Direct contact details (including Name, Designation/Position and Office Address): ██████</p> <p>Direct telephone: ██████</p> <p>Fax: ██████</p> <p>Direct e-mail: ██████</p> <p>Language(s) of communication: ██████</p> <p>Preferred method of communication:</p> <p><input type="checkbox"/> Phone</p> <p><input type="checkbox"/> Fax</p> <p><input type="checkbox"/> E-mail</p> <p><input type="checkbox"/> Other (please specify): ██████</p>
Contact person 2, if applicable	<p>Direct contact details (including Name, Designation/Position and Office Address): ██████</p> <p>Direct telephone: ██████</p> <p>Fax: ██████</p> <p>Direct e-mail: ██████</p> <p>Language(s) of communication: ██████</p> <p>Preferred method of communication:</p> <p><input type="checkbox"/> Phone</p> <p><input type="checkbox"/> Fax</p> <p><input type="checkbox"/> E-mail</p> <p><input type="checkbox"/> Other (please specify): ██████</p>
<b>Last Update: [INSERT DATE]<sup>5</sup></b>	

<sup>5</sup> This will be filled in automatically in the electronic version of the Country Profile.

**4. Direct transmission to judicial authorities**

Transmission of Letters of Request directly to judicial authorities (Art. 27(a))	<p>Has [name of your State] made a declaration to permit Letters of Request to be transmitted directly to judicial authorities through channels other than those provided for in Article 2?</p> <p><input type="checkbox"/> Yes, [name of your State] permits the transmission of Letters of Request directly to judicial authorities.</p> <p>Any comments if relevant: [REDACTED]</p> <p><input type="checkbox"/> No</p>
Last Update: [INSERT DATE] <sup>6</sup>	

**III. Chapter I****1. Preparation of Letters of Request**

Judicial / Requesting authorities	<p>Please indicate which authorities in [name of your State] are competent to request the taking of evidence or the performance of other judicial acts (e.g., court, judge, notary): [REDACTED]</p> <p><i>If applicable, please provide a web link to the relevant domestic legislation:</i> [REDACTED]</p>
<p>Language of the Letter of Request</p> <p>(Note: Letters of Request shall be accepted in English or French or a translation into English or French unless a Contracting Party has made an Article 33 declaration which excludes this possibility.)</p>	Please specify in which language(s) the Letter of Request must be written in or be accompanied by a translation into: [REDACTED]
Article 33 declaration	<p>Has [name of your State] made a declaration under Article 33(1), noting that it will not accept a Letter of Request written in or translated into either English or French?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, it will not accept Letters of Request in French</p> <p><input type="checkbox"/> Yes, it will not accept Letters of Request in English</p> <p><input type="checkbox"/> Yes, it will not accept Letters of Request in either French or English</p>
Declarations regarding language (Art. 4(3))	Has [name of your State] made a declaration for region-specific or other language requirements?

<sup>6</sup> This will be filled in automatically in the electronic version of the Country Profile.

<p>(Note: If a declaration has been made under Article 4(3) and a reservation has been made under Article 33, a Letter of Request must be written in the language of the part of the territory of execution.)</p>	<p><input type="checkbox"/> Yes  <i>Please specify details (i.e., region: language):</i> <input type="text"/></p> <p><input type="checkbox"/> No</p>
<p>Translations</p> <p>Pursuant to Article 4(5) any translation accompanying a Letter of Request shall be certified as correct, either by a diplomatic officer or consular agent, or by a sworn translator, or by any other person so authorised in the Requesting or the Requested State.</p>	<p>Please specify any requirements in <input type="text"/> [name of your State] relating to the form or quality of translations of a Letter of Request and, if applicable, provide a web link to the relevant domestic legislation: <input type="text"/></p> <p><i>If possible, please add links, website or other sources about certified translators available in your State:</i> <input type="text"/></p>
<p>Judicial personnel present</p>	<p>Can members of the judicial personnel from the Requesting State be present during the execution of the Letter of Request under Article 8?</p> <p><input type="checkbox"/> Yes, <input type="text"/> [name of your State] has made a declaration to this effect.</p> <p style="padding-left: 40px;">If yes, is prior authorisation required?</p> <p style="padding-left: 80px;"><input type="checkbox"/> Yes, <i>(please specify):</i> <input type="text"/></p> <p style="padding-left: 80px;"><input type="checkbox"/> No</p> <p><input type="checkbox"/> No</p>
<p>Pre-trial discovery of documents</p>	<p><input type="checkbox"/> Pursuant to Article 23, <input type="text"/> [name of your State] has declared that it will not execute Letters of Request issued for the purpose of obtaining pre-trial discovery of documents.</p> <p><i>Please specify the terms of the declaration:</i> <input type="text"/></p> <p>Any comments if relevant: <input type="text"/></p>
<p>Use of video-link under Chapter I – see Section V.1 below</p>	
<p>Last Update: [INSERT DATE]<sup>7</sup></p>	

## 2. Transmission of Letters of Request

<p>Methods of transmission</p>	<p>Please indicate the accepted methods of transmission that can be used to transmit Letters of Request to <input type="text"/> [name of your State] .</p> <p><i>Please tick all the boxes that apply.</i></p> <p><input type="checkbox"/> (1) Ordinary mail</p>
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<sup>7</sup> This will be filled in automatically in the electronic version of the Country Profile.

	<p><input type="checkbox"/> (2) Registered mail with notification of receipt</p> <p><input type="checkbox"/> (3) Express mail</p> <p><input type="checkbox"/> (4) Private courier services, such as DHL, FedEx, UPS</p> <p><input type="checkbox"/> (5) By electronic means:</p> <p style="padding-left: 20px;"><input type="checkbox"/> (a) Regular e-mail</p> <p style="padding-left: 20px;"><input type="checkbox"/> (b) Secured or encrypted e-mail</p> <p style="padding-left: 20px;"><input type="checkbox"/> (c) Online platform administered by the government</p> <p style="padding-left: 20px;"><input type="checkbox"/> (d) Online platform administered by private sector providers</p> <p><input type="checkbox"/> (6) Other (please specify): <input type="text"/></p> <p><i>* If necessary, please provide clarifications in relation to any of the options above and specify the number of the item of reference: <input type="text"/></i></p> <p>Any comments if relevant: <input type="text"/></p>
<p>Acceptance of digital or electronic signatures on Letters of Request</p>	<p>Does <input type="text"/> [name of your State] accept Letters of Request bearing digital or electronic signatures?</p> <p><input type="checkbox"/> Yes</p> <p><i>Please specify the conditions for accepting (e.g., electronic signature with a digital certificate, transmitted from a competent forwarding authority, and/or verifiable): <input type="text"/></i></p> <p><input type="checkbox"/> No</p> <p>Further information can be found at <input type="text"/> (Please indicate a website with domestic legislation, if available).</p>
<p>Data security and privacy considerations in the use of IT</p>	<p>If transmission of documents by electronic means is acceptable in <input type="text"/> [name of your State], are there data security and privacy considerations to be taken into account?</p> <p><input type="checkbox"/> Yes (please specify, e.g., the EU GDPR): <input type="text"/></p> <p>For more information, please refer to “2. Data security and privacy considerations in the use of IT” under Section VII below.</p> <p><input type="checkbox"/> No</p>
<p>Last Update: [INSERT DATE]<sup>8</sup></p>	

<sup>8</sup> This will be filled in automatically in the electronic version of the Country Profile.

**3. Obtaining the evidence / performing other judicial acts**

<p><b>Costs</b></p> <p>The execution of the Letter of Request shall not give rise to any reimbursement of taxes or costs of any nature.</p> <p>Nevertheless, [name of your State] may seek reimbursement of fees paid to experts and interpreters, and the costs occasioned by the use of a special procedure requested under Article 9(2).</p>	<p>If possible, please provide information for [name of your State] regarding costs, payment methods (i.e., bank transfer, electronic payment facilities), and terms for the payment: [redacted]</p>
<p><b>Authority responsible for informing of the time and place of the execution of the Letter of Request (Art. 7)</b></p>	<p>Please indicate which authority is responsible for informing of the time and place of the execution of the Letter of Request: [redacted]</p>
<p><b>Average time for the execution of a request</b></p>	<p>Approximately how long does it take to obtain evidence in [name of your State] ?</p> <p>[redacted]</p>
<p><b>Competent authorities</b></p>	<p>Please indicate which authorities in [name of your State] are competent to take evidence or perform other judicial acts (e.g., court, judge, notary): [redacted]</p> <p><i>If applicable, please provide a web link to the relevant domestic legislation:</i> [redacted]</p>
<p><b>Suitable persons to take evidence - Examiners (Art. 14(3))</b></p> <p>Examiners are typically private legal practitioners who are appointed by a judge or by the court.</p>	<p>Does [name of your State] appoint Examiners to take evidence?</p> <p><input type="checkbox"/> Yes (please indicate whether there are costs involved): [redacted]</p> <p><input type="checkbox"/> No</p>
<p><b>Judicial function</b></p>	<p>Please specify if there are any acts that do not fall within the functions of the judiciary: [redacted]</p>
<p>For the relevant domestic laws governing the taking of evidence, see Section VI.1 below.</p>	
<p><b>Last Update:</b> [INSERT DATE]<sup>9</sup></p>	

**4. Testimony / other evidence**

<p><b>Privileges and duties</b></p> <p>Contracting Parties may declare that they will additionally respect privileges and duties existing under the law of States other than the State of Origin and the State of Execution to the extent specified in that declaration.</p>	<p>Has [name of your State] made a declaration under Article 11 regarding third State privileges and duties for witnesses?</p> <p><input type="checkbox"/> Yes (please specify): [redacted]</p> <p><input type="checkbox"/> No</p>
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<sup>9</sup> This will be filled in automatically in the electronic version of the Country Profile.

<p>Oath or affirmation</p>	<p>In [name of your State] is an oath or affirmation generally administered to the witness?</p> <p><input type="checkbox"/> Yes (<i>please specify domestic procedure</i>): [redacted]</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> It depends (<i>please specify</i>): [redacted]</p>
<p>Questions for the witnesses</p>	<p>Should Letters of Request contain specific questions for the witness?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, but it is preferable.</p> <p><input type="checkbox"/> No, a statement of subject matter is sufficient.</p> <p><input type="checkbox"/> It depends (<i>please specify</i>): [redacted]</p> <hr/> <p>If yes, are the questions provided to the witness in advance?</p> <p><input type="checkbox"/> Yes</p> <p style="padding-left: 40px;">If yes, may the witness bring notes to the hearing to help him/her answer the questions?</p> <p style="padding-left: 80px;"><input type="checkbox"/> Yes</p> <p style="padding-left: 80px;"><input type="checkbox"/> No</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> It depends (<i>please specify</i>): [redacted]</p>
<p>Hearings</p>	<p>In [name of your State], hearings are generally:</p> <p><input type="checkbox"/> Private</p> <p><input type="checkbox"/> Public</p> <p><input type="checkbox"/> It depends (<i>please specify</i>): [redacted]</p>
<p>Testimony</p>	<p>Is the testimony transcribed?</p> <p><input type="checkbox"/> Yes, <input type="checkbox"/> upon request.</p> <p style="padding-left: 20px;">Method of transcription:</p> <p style="padding-left: 40px;"><input type="checkbox"/> (a) Verbatim recording through audio</p> <p style="padding-left: 40px;"><input type="checkbox"/> (b) Verbatim recording through written</p> <p style="padding-left: 40px;"><input type="checkbox"/> (c) Summary minutes</p> <p style="padding-left: 40px;"><input type="checkbox"/> (d) Written and signed testimony</p> <p style="padding-left: 40px;"><input type="checkbox"/> (e) Other (<i>please specify</i>): [redacted]</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> It depends (<i>please specify</i>): [redacted]</p>

Authentication of documents	Under the laws of [name of your State], are documents produced by a witness authenticated by the court? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> It depends (please specify): [ ]
Further examination / recall	Under the domestic law of [name of your State], can a witness be made subject to further examination / recall? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other (please specify): [ ] <hr/> If yes, would this require a second Letter of Request to be sent? <input type="checkbox"/> Yes (please specify): [ ] <input type="checkbox"/> No <input type="checkbox"/> It depends (please specify): [ ]
Additional information on the procedure for taking testimony	[ ]
Sanctions for non-appearance	Please specify the sanctions for non-appearance for a witness in the domestic law of your State: [ ]
Last Update: [INSERT DATE] <sup>10</sup>	

**5. Information for outgoing requests as Requesting State**

	Which are the competent judicial authorities in [name of your State] that are permitted to forward a Letter of Request? <input type="checkbox"/> Judges <input type="checkbox"/> Magistrates <input type="checkbox"/> Judicial officers <input type="checkbox"/> Examiners (legal practitioners appointed by a judge or court to take evidence) <input type="checkbox"/> Others (please specify): [ ]
Requests forwarded by the Central Authority	Will the Letter of Request be forwarded by the competent judicial authority to the Central Authority of

<sup>10</sup> This will be filled in automatically in the electronic version of the Country Profile.



	<input type="checkbox"/> [name of your State] for transmission to another Contracting Party? <input type="checkbox"/> Yes <input type="checkbox"/> No
Last Update: [INSERT DATE] <sup>11</sup>	

## IV. Chapter II

Contracting Parties are encouraged to communicate with each other using IT, taking into account data security and privacy considerations, where applicable. For more information, please refer to “2. Data security and privacy considerations in the use of IT” under Section VII below.

### 1. Taking of evidence by Consular or Diplomatic officers from own nationals (Art. 15)

<p>A diplomatic officer or consular agent of a Contracting Party may, in the territory of [name of your State] and within the area where they exercise their functions, take the evidence without compulsion of nationals of a State which they represent in aid of proceedings commenced in the courts of a State which they represent.</p>	<input type="checkbox"/> Article 15 applies in [name of your State] . <input type="checkbox"/> No, [name of your State] has made a reservation to exclude the application of Article 15. <input type="checkbox"/> Any comments if relevant: [REDACTED]
	<p>For the application of Article 15, does [name of your State] require permission?</p> <input type="checkbox"/> Yes, as declared in Article 15(2), the application for such a permission should be made by a diplomatic or consular agent or on their behalf to the appropriate authority designated by [name of your State] .
	<p>The appropriate authority is:</p> <input type="checkbox"/> Central Authority (see details provided at Section II.1). <input type="checkbox"/> a specific competent authority designated by [name of your State] (please complete the fields below)
	<input type="checkbox"/> No <input type="checkbox"/> Any comments if relevant (e.g., methods of transmission, or any documents or forms that facilitate the transmission of the request): [REDACTED]
Designated authority name	[REDACTED]
Address	[REDACTED]
Telephone	[REDACTED]
Fax	[REDACTED]

<sup>11</sup> This will be filled in automatically in the electronic version of the Country Profile.

E-mail	██████████
Website	██████████
Use of video-link under Chapter II – see Section V.2 below	
Last Update: [INSERT DATE] <sup>12</sup>	

**2. Taking of evidence by Consular or Diplomatic officers from other nationals (Art. 16)**

<p>A diplomatic officer or consular agent of a Contracting Party may, in the territory of [name of your State] and within the area where they exercise their functions, take the evidence, without compulsion, of nationals of [name of your State] or of a third State, in aid of proceedings commenced in the courts of a State which they represent, if –</p> <p>a) a competent authority designated by [name of your State] has given its permission either generally or in the particular case, and</p> <p>b) they comply with the conditions which the competent authority has specified in the permission.</p>	<input type="checkbox"/> Article 16 applies in [name of your State].
	<input type="checkbox"/> No, [name of your State] has made a reservation to exclude the application of Article 16.
	<input type="checkbox"/> Any comments if relevant: ██████████
	<p>For the application of Article 16, does [name of your State] require a prior permission?</p> <input type="checkbox"/> Yes, permission will be given by:
	<input type="checkbox"/> Central Authority (see details provided at Section II.1).
	<input type="checkbox"/> a competent authority designated by [name of your State] (please complete the fields below).
	<input type="checkbox"/> No, [name of your State] has made a declaration that evidence may be taken under this Article without its prior permission.
	<input type="checkbox"/> Other (please specify): ██████████
	<input type="checkbox"/> Any comments if relevant (e.g., methods of transmission, or any documents or forms that facilitate the transmission of the request): ██████████
Designated authority name	██████████
Address	██████████
Territorial and / or other extent of functions, if applicable	██████████
Telephone	██████████
Fax	██████████
E-mail	██████████
Website	██████████

<sup>12</sup> This will be filled in automatically in the electronic version of the Country Profile.

Use of video-link under Chapter II – see Section V.2 below
Last Update: [INSERT DATE] <sup>13</sup>

### 3. Commissioner (Art. 17)

<p>A person duly appointed as a Commissioner for this purpose may, without compulsion, take evidence in the territory of [name of your State] in aid of proceedings commenced in the courts of another Contracting Party if –</p> <p>a) a competent authority designated by [name of your State] has given its permission either generally or in the particular case; and</p> <p>b) they comply with the conditions which the competent authority has specified in the permission.</p>	<p><input type="checkbox"/> Article 17 applies in [name of your State].</p> <p><input type="checkbox"/> No, [name of your State] has made a reservation to exclude the application of Article 17.</p> <p><input type="checkbox"/> Any comments if relevant: [REDACTED]</p> <hr/> <p>For the application of Article 17, does [name of your State] require a prior permission?</p> <p><input type="checkbox"/> Yes, permission will be given by:</p> <p style="padding-left: 20px;"><input type="checkbox"/> Central Authority (see details provided at Section II.1)</p> <p style="padding-left: 20px;"><input type="checkbox"/> a competent authority designated by [name of your State] (please complete the fields below).</p> <p>Please indicate any requirements in [name of your State] that have to be satisfied in order for permission to be granted: [REDACTED]</p> <p><input type="checkbox"/> No, [name of your State] has made a declaration that evidence may be taken under this Article without its prior permission.</p> <p><input type="checkbox"/> Any comments if relevant (e.g., methods of transmission, or any documents or forms that facilitate the transmission of the request): [REDACTED]</p>
Designated authority name	[REDACTED]
Address	[REDACTED]
Territorial and / or other extent of functions, if applicable	[REDACTED]
Telephone	[REDACTED]
Fax	[REDACTED]
E-mail	[REDACTED]
Website	[REDACTED]
Compliance with local laws	What local laws in [name of your State] as the Requested State does the Commissioner need to ensure compliance with? [REDACTED]

<sup>13</sup> This will be filled in automatically in the electronic version of the Country Profile.

Types of evidence which can be taken	What type of evidence can the Commissioner take in the territory of [name of your State] ? [redacted]
Use of video-link under Chapter II – see Section V.2 below	
Last Update: [INSERT DATE] <sup>14</sup>	

#### 4. Compulsion (Art. 18)

<p>A diplomatic officer, consular agent or commissioner authorised to take evidence under Article 15, 16 or 17, may apply to the competent authority designated by [name of your State] for appropriate assistance to obtain the evidence by compulsion.</p>	<input type="checkbox"/> Article 18 applies in [name of your State] .
	<input type="checkbox"/> Article 18 will apply in [name of your State] if the following conditions are met: [redacted]. <input type="checkbox"/> No, assistance to obtain evidence by compulsion under Chapter II is not available in [name of your State] .
	<p>For the application of Article 18, the competent authority designated by [name of your State] is:</p> <input type="checkbox"/> Central Authority (see details provided at Section II.1) <input type="checkbox"/> a specific competent authority (please complete the fields below). <input type="checkbox"/> Other (please specify and include any relevant web links): [redacted]
Designated authority name	[redacted]
Address	[redacted]
Territorial and / or other extent of functions, if applicable	[redacted]
Telephone	[redacted]
Fax	[redacted]
E-mail	[redacted]
Website	[redacted]
Last Update: [INSERT DATE] <sup>15</sup>	

<sup>14</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>15</sup> This will be filled in automatically in the electronic version of the Country Profile.

## V. Use of video-link

### 1. Use of video-link under Chapter I

<p>Use of video-link under Chapter I</p>	<p>Does [name of your State] allow the use of video-link for the taking of evidence under Chapter I of the Convention?</p> <p><input type="checkbox"/> No, the use of video-link for the taking of evidence is not possible under Chapter I in [name of your State].</p> <p>Please indicate whether [name of your State] wishes to be informed of situations where witnesses from [name of your State] travel to a third Contracting Party to give evidence via video-link.</p> <p><input type="checkbox"/> Yes (please specify how [name of your State] wishes to be informed: _____)</p> <p><input type="checkbox"/> No, [name of your State] does not need to be notified,</p> <p><input type="checkbox"/> Yes, the use of video-link for the taking of evidence is possible under Chapter I.</p> <p>Please indicate the extent of involvement of the judicial personnel from the Requesting State:</p> <p><input type="checkbox"/> A video-link may be established to allow the presence of the judicial personnel of the Requesting State (<u>please specify any conditions, including the need for prior authorisation</u>): _____</p> <p><input type="checkbox"/> A video-link may be established to allow the participation of judicial personnel of the Requesting State (<u>please specify any conditions if relevant</u>): _____</p> <p><input type="checkbox"/> A video-link may be established to allow the conduction of the witness/expert examination by the judicial personnel of the Requesting State (<u>please specify any conditions if relevant</u>): _____</p>
<p>Assistance in supporting the use of video-link</p>	<p>Please indicate a person or department in [name of your State], who / which can assist with the use of video-link (e.g., to arrange the video-link or provide technical assistance).</p> <p><input type="checkbox"/> Contact persons in the relevant Central or designated Authority would assist with the use of</p>

	<p>video-link. Please refer to Section II above for contact details of the Central or designated Authority.</p> <p><input type="checkbox"/> The following contact person would assist with the use of video-link. <i>(Please complete the following contact person details)</i></p> <p>Direct contact details (including Name, Designation/Position and Office Address):  <input type="text"/></p> <p>Direct telephone: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Direct e-mail: <input type="text"/></p> <p>Language(s) of communication:  <input type="text"/></p> <p>Preferred method of communication:</p> <p><input type="checkbox"/> Phone</p> <p><input type="checkbox"/> Fax</p> <p><input type="checkbox"/> E-mail</p> <p><input type="checkbox"/> Other (please specify): <input type="text"/></p> <p><input type="checkbox"/> Other (please specify <input type="text"/>)</p>
<p>Last Update: [INSERT DATE]<sup>16</sup></p>	

**2. Use of video-link under Chapter II (For Contracting Parties that have not excluded in whole Chapter II)**

<p>Use of video-link under Chapter II</p>	<p>If Chapter II applies, does <input type="text"/> [name of your State] allow the use of video-link under Chapter II?</p> <p><input type="checkbox"/> Yes, <u>taking of evidence by Consular or Diplomatic officers from their nationals (Art. 15)</u> (please specify any conditions including prior permission): <input type="text"/></p> <p><input type="checkbox"/> Yes, <u>taking of evidence by Consular or Diplomatic officers from nationals of the requested and/or third State (Art. 16)</u> (please specify any conditions including prior permission): <input type="text"/></p> <p><input type="checkbox"/> Yes, <u>taking of evidence by Commissioner (Art. 17)</u> (please specify any conditions including prior permission): <input type="text"/></p> <p><input type="checkbox"/> No. Any comments if relevant: <input type="text"/></p>
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<sup>16</sup> This will be filled in automatically in the electronic version of the Country Profile.

Last Update: [INSERT DATE]<sup>17</sup>

### 3. Use of video-link outside the Evidence Convention

Does [name of your State] allow the use of video-link for the taking of evidence outside this Convention?

Yes (please specify):

If applicable, please provide a web link to the relevant domestic law or international agreement:

No

Last Update: [INSERT DATE]<sup>18</sup>

## VI. Derogatory channels

### 1. Other HCCH Conventions in the field of taking of evidence

1954 Civil Procedure Convention

Please indicate whether [name of your State] is a Contracting Party to the *Convention of 1 March 1954 on Civil Procedure* (1954 Civil Procedure Convention):

Yes, the 1954 Civil Procedure Convention entered into force for [name of your State] on:

[name of your State] concluded supplementary agreements to the 1954 Civil Procedure Convention with (please specify name(s) of the State(s)):

No

Any comments if relevant:

Last Update: [INSERT DATE]<sup>19</sup>

### 2. Other instruments on obtaining evidence

Multilateral agreements for the taking of evidence

Please indicate whether [name of your State] is a Party to other multilateral agreements which relate to the taking of evidence:

Yes (please indicate key agreements, or provide the relevant web links):

No

Bilateral agreements for the taking of evidence

Please indicate whether [name of your State] has concluded bilateral agreements which relate to the taking of evidence:

Yes (please tick all the boxes that apply):

<sup>17</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>18</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>19</sup> This will be filled in automatically in the electronic version of the Country Profile.

	<input type="checkbox"/> Bilateral agreements ( <i>please specify, or provide the relevant web links</i> ): <input type="text"/> <input type="checkbox"/> Non-binding bilateral memoranda of understanding ( <i>please specify, or provide the relevant web links</i> ): <input type="text"/> <input type="checkbox"/> No
Last Update: [INSERT DATE] <sup>20</sup>	

### 3. Other methods for the taking of evidence (Art. 27(1)(c))

Other methods for the taking of evidence	Does the law of <input type="text"/> permit methods of taking evidence other than those provided under the Evidence Convention? <input type="checkbox"/> Yes ( <i>please elaborate briefly on these methods of taking of evidence</i> ): <input type="text"/> <input type="checkbox"/> No
Last Update: [INSERT DATE] <sup>21</sup>	

## VII. Useful information

### 1. Domestic law governing the taking of evidence

Domestic legislation (including federal, state and local legislation)	Which legislation governs the taking of evidence in <input type="text"/> ? <i>Please specify the name of the legislation and the date of the entry into force:</i> <input type="text"/> <i>If applicable, please provide a web link to the legislation.</i>
Last Update: [INSERT DATE] <sup>22</sup>	

### 2. Data security and privacy considerations in the use of IT

If any, please specify the data security and privacy considerations (e.g., the EU GDPR) to be taken into account for communication and transmission of documents with the use of IT. If applicable, please provide the relevant web links.
<input type="text"/>
Last Update: [INSERT DATE] <sup>23</sup>

<sup>20</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>21</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>22</sup> This will be filled in automatically in the electronic version of the Country Profile.

<sup>23</sup> This will be filled in automatically in the electronic version of the Country Profile.



### 3. Resources

Please provide any additional links to relevant legislation, rules of private international law, guidelines or protocols regarding the taking of evidence and relevant websites (e.g., of courts and other competent authorities, public bodies, agencies, non-governmental organisations, associations), privileges and any other electronic resource pertinent to the taking of evidence.



Last Update: [INSERT DATE]<sup>24</sup>

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<sup>24</sup> This will be filled in automatically in the electronic version of the Country Profile.