

ANNEX

Model for Letters of Request recommended for use in applying the Hague Convention of 18 March 1970 on the Taking of Evidence Abroad in Civil or Commercial Matters

Request for International Judicial Assistance pursuant to the Hague Convention of 18 March 1970 on the Taking of Evidence Abroad in Civil or Commercial Matters

N.B. Under the first paragraph of article 4, the Letter of Request shall be in the language of the authority requested to execute it or be accompanied by a translation into that language. However, the provisions of the second and third paragraphs may permit use of English, French or another language.

In order to avoid confusion, please spell out the name of the month in each date.

Please fill out an original and one copy of this form (use additional space if required).

- 1 Sender (identity and address)
2 Central Authority of the Requested State (identity and address)
3 Person to whom the executed request is to be returned (identity and address)
4 Specification of the date by which the requesting authority requires receipt of the response to the Letter of Request
Date
Reason for urgency*

IN CONFORMITY WITH ARTICLE 3 OF THE CONVENTION, THE UNDERSIGNED APPLICANT HAS THE HONOUR TO SUBMIT THE FOLLOWING REQUEST:

- 5 a Requesting judicial authority (article 3,a) (identity and address)
b To the competent authority of (the requested State) (article 3,a)
c Name of the case and any identifying number

* Omit if not applicable.

- 6 Names and addresses of the parties and their representatives (including representatives in the requested State*) (article 3,b)
 - a Plaintiff
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 - Representatives
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 - b Defendant
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 - Representatives
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 - c Other parties
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.....
 - Representatives
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 - a Nature of the proceedings (divorce, paternity, breach of contract, product liability, etc.) (article 3,c)
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 - b Summary of complaint
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 - c Summary of defence and counterclaim*
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 - d Other necessary information or documents*
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* Omit if not applicable.

17 The fees and costs incurred (*identity and address*)
which are reimbursable under
the second paragraph of
article 14 or under
article 26 of the Convention
will be borne by*

DATE OF REQUEST

SIGNATURE AND SEAL OF THE
REQUESTING AUTHORITY

* Omit if not applicable.