

<b>Title</b>	Questionnaire relating to the <i>Convention of 15 November 1965 on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters (Service Convention)</i>
<b>Document</b>	Prel. Doc. No 1 of December 2022
<b>Author</b>	PB
<b>Agenda Item</b>	Item TBD
<b>Mandate(s)</b>	C&D No 36 of CGAP 2021 C&D No 32 of CGAP 2022
<b>Objective</b>	To seek information to assist the PB in its ongoing monitoring of the Service Convention and define key issues to be addressed at the 2023 meeting of the Special Commission on the practical operation of the 1965 Service, 1970 Evidence, and 1980 Access to Justice Conventions
<b>Action to be Taken</b>	For Decision <input type="checkbox"/> For Approval <input type="checkbox"/> For Discussion <input type="checkbox"/> For Action / Completion <input checked="" type="checkbox"/> For Information <input type="checkbox"/>
<b>Annexes</b>	N/A
<b>Related Documents</b>	N/A

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# Questionnaire relating to the Convention of 15 November 1965 on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters (Service Convention)

## I. About this Questionnaire

With a view to preparing for a meeting of the Special Commission on the practical operation of the 1965 Service, 1970 Evidence, and 1980 Access to Justice Conventions, scheduled to be held in November 2023, the Permanent Bureau (PB) has drawn up the following questionnaire (separate questionnaires have been prepared for the 1970 Evidence and 1980 Access to Justice Conventions). Responses to this questionnaire will assist the PB in its ongoing monitoring of the practical operation of the Service Convention. Importantly, the information and views provided in the responses will also assist in defining the key issues to be addressed at the meeting of the Special Commission. With a view to facilitating discussions at this meeting, the PB will prepare a document collating the responses and summarising the findings.

**Respondents are kindly asked to submit their completed questionnaire by Friday 31 March 2023.**

## II. Instructions for Completion

Authorities should respond to each question by:

- indicating an answer from the options provided (where applicable, more than one option may be selected); and / or
- entering text in the fields provided.

**Contracting Parties to the Service Convention are kindly requested to submit a single response that accounts for all designated Central Authorities, other authorities (if these have been designated) and for additional territories a Contracting Party is responsible for (if the Service Convention extends to those territories).** This may include different practices among Central Authorities, authorities or territories.

Please note that some of the questions may require input from the relevant forwarding authorities of your State and from judicial officers, officials, or other competent persons (including professionals) involved in the actual execution of requests for service.

**Non-Contracting Parties are kindly requested to submit a single response.**

At the end of the questionnaire, you will have the option of uploading additional information / supporting documentation to your response (in PDF format only). Please ensure you prepare the relevant files to be uploaded.

Information collected in these responses will be **published** on the Service Section of the HCCH website unless the PB is expressly asked not to do so, or the question provides otherwise. Please clearly identify any responses which you do not want to be made publicly available.

Please note:

- You can save your response to this questionnaire at any time by pressing the “resume later” button at the top of your screen. You will be asked to create a name and password which you will then need to re-enter when you wish to resume your response.
- If you wish to return to a previous question when completing this questionnaire, you should press the “previous” button at the bottom of the page and not the back button in your web browser.

Please do not hesitate to address any questions you may have to [secretariat@hcch.net](mailto:secretariat@hcch.net).

## Questionnaire for non-Contracting Parties / States

This questionnaire is for States that are *not* Party to the Service Convention. If your State is a Party to the Service Convention, please complete the questionnaire for Contracting Parties.

Contact Information	
Name of your State:	
<i>The following contact information will not be published as part of the questionnaire response.</i>	
Name of contact person:	
Title of contact person:	
Name of authority / office:	
Telephone number:	
E-mail address:	
Names of additional authorities / offices consulted in completing this questionnaire (if relevant):	
General Information	
<p>The Service Convention seeks to simplify the process of <b>transmitting</b> judicial or extrajudicial documents for service between Contracting Parties. It establishes a uniform framework that facilitates and streamlines the channels of transmission for these documents.</p> <p>Globally, there are already 79 Contracting Parties to this Convention.</p> <p>Key features of the Service Convention can be found at: <a href="#">HCCH 1965 Service Convention - Outline.</a></p>	
1. Is the Service Convention and its benefits widely known by relevant authorities in your State?	(a) Yes. (b) No. (c) Unsure.

<p>2. Please provide information regarding why your State is not a Party to the Service Convention. <i>More than one answer is possible.</i></p>	<p>(a) The question of becoming a Party to the Convention has never been examined in detail.</p> <p>(b) Your State relies on other mechanisms (e.g., internal law or bilateral arrangements) for the service of documents abroad - <i>please specify.</i> [insert answer]</p> <p>(c) Your State has not experienced major problems, including delays, with the service of documents abroad.</p> <p>(d) There are legal obstacles in your State's internal law (e.g., existing legislation) that prevent it from becoming a Party to the Convention - <i>please specify.</i> [insert answer]</p> <p>(e) There are operational obstacles (e.g., resources) that prevent your State from becoming a Party to the Convention - <i>please specify.</i> [insert answer]</p> <p>(f) There are other specific issues arising out of the Convention that prevent your State from becoming a Party - <i>please specify.</i> [insert answer]</p> <p>(g) Other - <i>please specify.</i> [insert answer]</p>
<p>3. Is your State currently studying / does your State intend to study the Service Convention, with a view to becoming a Party in the future?</p>	<p>(a) Yes, your State is currently studying it - <i>please specify the current status and, if known, a timetable for accession.</i> [insert answer]</p> <p>(b) Yes, your State intends to study it in the future.</p> <p>(c) No - <i>please explain further.</i> [insert answer]</p>
<p><i>If the answer to Q3 above is "yes":</i> 3.1 What work could be carried out by the PB to facilitate your State becoming a Party to the Service Convention (e.g., in the form of webinars or providing additional information)?</p>	<p>[insert answer]</p>
<p><b>Use of Information Technology</b></p> <p>The questions below seek information from States on the use of technology in the cross-border transmission of documents for service and in serving documents domestically. The PB is particularly interested to hear about technological advances made in light of operational challenges posed by the COVID-19 pandemic.</p>	
<p>4. Is your State currently a party to any bilateral, regional, or multilateral agreements that provide for the use of electronic means (e.g., e-mail) to transmit or execute requests for service?</p>	<p>(a) Yes - <i>please specify.</i> [insert answer]</p> <p>(b) No.</p>

<p>5. Does your State <b>transmit</b> requests for service to other States electronically?</p>	<p>(a) Yes, this is possible by the following:  <i>(More than one answer is possible)</i></p> <ul style="list-style-type: none"> <li>(i) E-mail (regular);</li> <li>(ii) E-mail (secured / encrypted);</li> <li>(iii) Electronic transmission via online platform administered by the government;</li> <li>(iv) Electronic transmission via online platform administered by a private service provider;</li> <li>(v) Electronic transmission using distributed ledger technology (DLT);</li> <li>(vi) Other – <i>please specify</i>.  <input type="text" value="[insert answer]"/></li> </ul> <p>(b) No.                  Please provide further information about why this is not possible:  <i>(More than one answer is possible)</i></p> <ul style="list-style-type: none"> <li>(i) Use of technology is prohibited by internal law;</li> <li>(ii) Use of technology is not provided for by internal law;</li> <li>(iii) Use of technology is not possible as there is no compatible system;</li> <li>(iv) The authorities lack familiarity with the use of the requested technology;</li> <li>(v) Other - <i>please specify</i>.  <input type="text" value="[insert answer]"/></li> </ul>
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<p>6. Do the authorities of your State accept requests transmitted electronically from abroad?</p>	<p>(a) Yes, this is possible by the following: <i>(More than one answer is possible)</i></p> <ul style="list-style-type: none"> <li>(i) E-mail (regular);</li> <li>(ii) E-mail (secured / encrypted);</li> <li>(iii) Electronic transmission via online platform administered by the government;</li> <li>(iv) Electronic transmission via online platform administered by a private service provider;</li> <li>(v) Electronic transmission using DLT;</li> <li>(vi) Other – <i>please specify.</i> [insert answer]</li> </ul> <p>(b) No. Please provide further information about why this is not possible: <i>(More than one answer is possible)</i></p> <ul style="list-style-type: none"> <li>(i) Use of technology is prohibited by internal law;</li> <li>(ii) Use of technology is not provided for by internal law;</li> <li>(iii) Use of technology is not possible as there is no compatible system;</li> <li>(iv) The authorities lack familiarity with the use of the requested technology;</li> <li>(v) Other - <i>please specify.</i> [insert answer]</li> </ul>
<p>7. Does your State permit <b>execution of service</b> via electronic means?</p>	<p>(a) Yes, this is possible by the following: <i>(More than one answer is possible)</i></p> <ul style="list-style-type: none"> <li>(i) By e-mail (regular);</li> <li>(ii) By e-mail (secured / encrypted);</li> <li>(iii) Via online platform administered by the government;</li> <li>(iv) Via online platform administered by a private service provider;</li> <li>(v) Using DLT;</li> <li>(vi) Other – <i>please specify.</i> [insert answer]</li> </ul> <p>(b) No. Please provide further information about why this is not possible: <i>(More than one answer is possible)</i></p> <ul style="list-style-type: none"> <li>(i) Use of technology is prohibited by internal law;</li> <li>(ii) Use of technology is not provided for by internal law;</li> <li>(iii) Use of technology is not possible as there is no compatible system;</li> <li>(iv) The authorities lack familiarity with the use of the requested technology;</li> <li>(v) Other – <i>please specify.</i> [insert answer]</li> </ul>

<p>8. What challenges has your State faced regarding the use of information technology in terms of transmission of documents for service? <i>More than one answer is possible.</i></p>	<p>(a) None. (b) Internal law limitations. (c) Judicial or administrative structures. (d) Implementation challenges (e.g., lack of resources, lack of infrastructure). (e) Cost. (f) System interoperability / compatibility. (g) Security concerns. (h) Other – <i>please specify</i>. [insert answer]</p>
<p>9. Has your State adopted any new information technology measures for transmitting and executing service of documents in responding to the challenges of the COVID-19 pandemic?</p>	<p>(a) Yes – <i>please specify</i>. [insert answer] (b) No.</p>
<p><b>2023 Meeting of the Special Commission &amp; Monitoring</b></p> <p>The 2023 meeting of the Special Commission provides a unique opportunity for non-Contracting Parties to attend, observe discussions and learn about the practical operation of the Service Convention.</p>	
<p>10. If your State is not a Member of the HCCH, would it be interested in attending the 2023 Special Commission meeting as an Observer?  <i>Members will automatically receive an invitation to attend the meeting of the Special Commission.</i></p>	<p>(a) Yes. (b) No. (c) Not applicable - <i>your State is a Member of the HCCH and will be invited to attend.</i></p>
<p>11. Are there any specific topics or practical issues related to the Service Convention that your State would like discussed at the 2023 meeting of the Special Commission?</p>	<p>(a) Yes – <i>please specify</i>. [insert answer] (b) No.</p>
<p>11.1. If the answer to Q11 above is “yes”, please indicate whether the information provided may be published.</p>	<p>(a) Yes. (b) No.</p>
<p>12. Is your State aware of the <a href="#">Service Handbook</a> prepared by the HCCH?</p>	<p>(a) Yes. (b) No.</p>
<p>13. The PB is in the process of revising the <a href="#">Service Handbook</a>. Are there any specific topics, suggestions for presentation or formatting, or any other proposals your State would recommend for inclusion?</p>	<p>(a) Yes – <i>please specify</i>. [insert answer] (b) No.</p>
<p>13.1. If the answer to Q13 above is “yes”, please indicate whether the information provided may be published.</p>	<p>(a) Yes. (b) No.</p>

## Additional Information & Supporting Documents

<p><b>Additional Documents</b></p>	
<p>Please provide links to and / or any additional information or documentation to support your response. This may include:</p>	<p><i>Please include links.</i> <i>Please upload documents.</i></p>



<p>⇒ feasibility studies considering the Service Convention;</p> <p>⇒ books, articles, other published work, case law;</p> <p>⇒ information about practices in existing <a href="#">Contracting Parties</a> that would assist your State in considering the Service Convention.</p>	
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## Publication of responses

Please confirm whether your responses to this questionnaire can be published on the HCCH website.	<p>(a) Yes.</p> <p>(b) No.</p>
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## User Experience

The format for this questionnaire has changed from the usual MS Word fillable form to an online form. The PB is keen to hear about your experience completing the online form.	<p>(a) The online form was easy to use.</p> <p>(b) I had challenges using the online form – <i>please specify</i>.</p> <p>[insert answer]</p> <p>Please provide any additional comments you have on the form so that the PB can improve the user experience.</p>
If you have previously completed an MS Word fillable form questionnaire from the PB, we would be interested to hear whether the online form is an improvement.	<p>(a) I prefer the MS Word fillable form used in earlier questionnaires.</p> <p>(b) I prefer the online form used in this questionnaire.</p> <p>(c) I have no comment.</p>
Thank you for taking the time to complete this questionnaire.	

## Questionnaire for Contracting Parties

This questionnaire is for States that are Party to the Service Convention. If your State is *not* a Party to the Service Convention, please complete the questionnaire for non-Contracting Parties.

Contact Information	
Name of Contracting Party:	
<i>The following contact information will not be published as part of the questionnaire response.</i>	
Name of contact person:	
Title of contact person:	
Name of authority / office:	
Telephone number:	
E-mail address:	
Names of additional authorities / offices consulted in completing this questionnaire (if relevant):	
General Feedback	
1. How does your State rate the general operation of the Service Convention?	(a) Excellent. (b) Good. (c) Satisfactory. (d) Requires improvement – <i>please explain</i> . <span style="background-color: #D9EAD3;">[insert answer]</span>
2. How does your State rate the useability of the HCCH <a href="#">Practical Handbook on the Operation of the Service Convention</a> ?	(a) Excellent. (b) Good. (c) Satisfactory. (d) Requires improvement – <i>please explain</i> . <i>Please note that Q36 of this questionnaire also invites input on the revision of this Practical Handbook.</i> <span style="background-color: #D9EAD3;">[insert answer]</span>
3. Does your State's Central Authority have a manual or electronic case management register or system that is used to track incoming requests under the Service Convention?	(a) Yes – electronic for incoming only. (b) Yes – electronic for incoming and outgoing. (c) Yes – manual for incoming only. (d) Yes – manual for incoming and outgoing. (e) No. (f) Other – <i>please explain</i> . <span style="background-color: #D9EAD3;">[insert answer]</span>
4. If your State's Central Authority has oversight for all outgoing requests, please indicate if there is a system used to track the progress of these.	(a) Yes – electronic. (b) Yes – manual. (c) No. (d) Other – <i>please explain</i> . <span style="background-color: #D9EAD3;">[insert answer]</span>

Scope of the Convention	
<p>5. In the previous five years*, has your State experienced any difficulties in interpreting the scope of the Service Convention? <i>More than one answer is possible.</i></p> <p>*If your State has become a Party to the Convention during the previous five years, responses to this questionnaire should reflect the period of time, commencing from when the Convention entered into force in your State.</p>	<p>(a) Yes, regarding the interpretation of “civil or commercial matters” (Art. 1)– <i>please explain.</i> [insert answer]</p> <p>(b) Yes, regarding the non-mandatory but exclusive character of the Service Convention– <i>please explain.</i> [insert answer] <i>(The explanation of the “non-mandatory but exclusive character” is elaborated in the Practical Handbook, Section I.5.B)</i></p> <p>(c) Yes, other – <i>please specify.</i> [insert answer]</p> <p>(d) No.</p>
Extrajudicial documents	
<p>6. Is the concept of “extrajudicial documents” (Art. 17) defined in the internal law of your State?</p>	<p>(a) Yes – <i>please include definition.</i> [insert answer]</p> <p>(b) No.</p>
<p>7. What types of extrajudicial documents are <b>transmitted</b> under the Service Convention by your State?</p>	<p>[insert answer]</p>
Operation of the Convention	
<p>Requesting State refers to the State from which a request for service is, or will be, issued. Requested State refers to the State to which a request for service is, or will be, addressed.</p>	
<p>8. As the <b>requested State</b>, does your State provide assistance to locate a person to be served under the Service Convention? <i>(The Special Commission, at its 2014 meeting, encouraged Contracting Parties to provide such assistance consistent with their legal and structural capabilities, when able to do so, see C&amp;R No 23.)</i></p>	<p>(a) Yes – <i>please specify.</i> [insert answer]</p> <p>(b) No.</p>
<p>9. As the <b>requesting State</b>, how would your State transmit a document for service upon another State, a State official, or a State-owned company?</p>	<p>(a) The Service Convention would not apply.</p> <p>(b) The Service Convention would apply, through:</p> <ul style="list-style-type: none"> <li>(i) Main channel of transmission (Art. 5);</li> <li>(ii) Direct diplomatic and consular channel (Art. 8);</li> <li>(iii) Indirect consular channel (Art. 9(1));</li> <li>(iv) Indirect diplomatic channel (Art. 9(2));</li> <li>(v) Postal channel (Art. 10(a));</li> <li>(vi) Direct communication between judicial officers (Art. 10(b));</li> <li>(vii) Direct communication between interested person and judicial officers (Art. 10(c)).</li> </ul> <p>(c) Other – <i>please specify.</i> [insert answer]</p>

<p>10. As the <b>requested State</b>, how is a request for service on your State, State official or State-owned company executed?</p>	<p>[insert answer]</p>
<p>11. Does your State serve judicial and extrajudicial documents in the same way?</p>	<p>(a) Yes.                  (b) No – <i>please explain</i>.                  [insert answer]                  (c) Unknown.</p>
<p><b>Main Channel of Transmission (Art. 5)</b></p>	
<p>12. In your State, what are the authorities or who are the persons competent to forward a request for service to a foreign Central Authority?  <i>More than one answer is possible.</i></p>	<p>(a) Courts / Tribunals.                  (b) Prosecutors.                  (c) Registrars.                  (d) <i>Huissiers</i>.                  (e) Process servers.                  (f) Central Authority(ies).                  (g) Other – <i>please specify</i>.                  [insert answer]</p>
<p>13. Do outgoing requests for service have to be transmitted through your State’s Central Authority?</p>	<p>(a) Yes – <i>please specify why</i>.                  [insert answer]                  (b) No.</p>
<p>14. As the <b>requested State</b>, when no particular method is requested by the applicant, what is the primary / default method of service? (Art. 5(1)(a))</p>	<p>(a) Informal delivery (voluntary acceptance) (Art. 5(2)).                  (b) Personal service.                  (c) By post.                  (d) Court summons.                  (e) By e-mail.                  (f) By other electronic means.                  (g) Other – <i>please specify (including whether there has been a change in method since the pandemic)</i>.                  [insert answer]</p>
<p>15. In the previous five years*, as the <b>requested State</b>, has your State <b>received</b> a request with a particular method of service requested by the applicant? (Art. 5(1)(b))                   *If your State has become a Party to the Convention during the previous five years, responses to this questionnaire should reflect the period of time, commencing from when the Convention entered into force in your State.</p>	<p>(a) Yes.                  (b) No.                  (c) Unknown.</p>
<p>15.1. If yes, what method of service was requested?  <i>More than one answer is possible.</i></p>	<p>(a) Personal service.                  (b) By post.                  (c) Court summons.                  (d) By e-mail.                  (e) By other electronic means.                  (f) Other – <i>please specify</i>.                  [insert answer]</p>
<p>15.2. If yes, was the requested method of service able to be executed?</p>	<p>(a) Yes.                  (b) No – <i>please explain why not</i>.                  [insert answer]                  (c) Unknown.</p>

<p>16. In the previous five years*, as the <b>requesting State</b>, has your State’s forwarding authorities requested a particular method of service? (Art. 5(1)(b))</p> <p>*If your State has become a Party to the Convention during the previous five years, responses to this questionnaire should reflect the period of time, commencing from when the Convention entered into force in your State.</p>	<p>(a) Yes. (b) No. (c) Unknown.</p>
<p>16.1. If yes, what particular method of service was requested? <i>More than one answer is possible.</i></p>	<p>(a) Personal service. (b) By post. (c) Court summons. (d) By e-mail. (e) By other electronic means. (f) Other – <i>please specify.</i> [insert answer]</p>
<p>16.2. If yes, was the requested method of service able to be executed?</p>	<p>(a) Yes. (b) No – <i>please explain why not.</i> [insert answer] (c) Unknown.</p>
<p>16.3. If yes, were there costs associated with this method of service?</p>	<p>(a) Yes – <i>please specify costs.</i> [insert answer] (b) No. (c) Unknown.</p>
<p><b>Alternative Channels of Transmission (Arts 8, 9 &amp; 10)</b></p> <p>State of origin refers to the State in which proceedings are commenced and where the document to be served originates.</p> <p>State of destination refers to the State where service is, or will be, effected.</p>	
<p><b>Model Form</b></p> <p>Use of the Model Form is mandatory for the main channel of transmission. The Special Commission, at its 2009 meeting, urged State Parties to widely encourage the use of the part of the Model Form containing the “Summary”, accompanied by the “Warning” (see C&amp;R No 31).</p>	
<p>17. As the <b>State of origin</b>, does your State use the “Warning” and “Summary” sections of the Model Form when transmitting a request through alternative channels?</p>	<p>(a) Always. (b) Sometimes – <i>please explain.</i> [insert answer] (c) Never. (d) Unknown. (e) Not applicable, due to the objection made on the use of alternative channels.</p>
<p>18. As the <b>State of destination</b>, does your State use the “Certificate” section of the Model Form when informing whether documents have been served (in response to a request received through alternative channels)?</p>	<p>(a) Always. (b) Sometimes – <i>please explain.</i> [insert answer] (c) Never. (d) Unknown. (e) Not applicable, due to the objection made on the use of alternative channels.</p>

Diplomatic and Consular Agents (Art. 8)	
<p>19. In the previous five years*, have the diplomatic or consular agents of your State directly effected service of judicial or extrajudicial documents upon a person abroad? (Art. 8(1))</p> <p>*If your State has become a Party to the Convention during the previous five years, responses to this questionnaire should reflect the period of time, commencing from when the Convention entered into force in your State.</p>	<p>(a) Yes.                      (b) No.                      (c) Unknown.                      (d) Not applicable, due to the objection made.</p>
<p>20. In the previous five years*, has service by diplomatic or consular agents of your State been rejected by the addressee? (Art. 8(1))</p> <p>*If your State has become a Party to the Convention during the previous five years, responses to this questionnaire should reflect the period of time, commencing from when the Convention entered into force in your State.</p>	<p>(a) Yes – <i>please explain steps taken.</i>                      [insert answer]                      (b) No.                      (c) Unknown.                      (d) Not applicable, due to the objection made.</p>
Diplomatic and Consular Channels (Art. 9)	
<p>21. In the previous five years*, has your State used consular channels to forward documents? (Art. 9(1))</p> <p>*If your State has become a Party to the Convention during the previous five years, responses to this questionnaire should reflect the period of time, commencing from when the Convention entered into force in your State.</p>	<p>(a) Yes.                      (b) No.                      (c) Unknown.                      (d) Not applicable, due to the objection made.</p>
<p>22. In the previous five years*, under exceptional circumstances, has your State used diplomatic channels to forward documents? (Art. 9(2))</p> <p>*If your State has become a Party to the Convention during the previous five years, responses to this questionnaire should reflect the period of time, commencing from when the Convention entered into force in your State.</p>	<p>(a) Yes – <i>please describe exceptional circumstances.</i>                      [insert answer]                      (b) No.                      (c) Unknown.                      (d) Not applicable, due to the objection made.</p>
Postal Channel (Art. 10(a))	
<p>23. Has your State (as the <b>State of destination</b>) objected to service under Article 10(a)?</p>	<p>(a) Yes.                      (b) No.</p>

23.1. If an objection has been made under Article 10(a), does your State continue to use postal channels for service as the State of origin, despite the objection?	(a) Yes. (b) No. (c) Unknown.
23.2. If no objection has been made, does your State, as the <b>State of destination</b> , accept the use of postal channels for service from other States of origin that have made an objection under Article 10(a)?	(a) Yes. (b) No. (c) Unknown.
23.3. If no objection has been made, which of the following categories does your State recognise as a “postal channel” under Article 10(a)? <i>More than one answer is possible.</i>	(a) Regular post. (b) Registered (tracked) post, with receipt. (c) Private courier, such as FedEx. (d) E-mail. (e) e-Post via State postal agency. (f) Other – <i>please specify.</i> [insert answer]
23.4. If no objection has been made, more specifically, would your State consider service by e-mail to be analogous to service by postal channels under Art. 10(a)? <i>(For further information, refer to the Practical Handbook on the Operation of the Service Convention, Annex 8, p. 177).</i>	(a) Yes. (b) No. (c) Unknown - <i>please specify.</i> [insert answer]
23.5. If no objection has been made, does your State require the documents served to be translated into one of your State’s official languages?	(a) Yes - <i>please specify what documents need to be translated.</i> [insert answer] (b) No.
<b>Judicial Officers, Officials or other Competent Persons (Art. 10(b))</b>	
24. Has your State objected to service under Article 10(b)?	(a) Yes. (b) No.
24.1. If no objection has been made, which of the following categories does your State recognise as a “judicial officer, official or other competent person” under Article 10(b), either for sending or receiving? <i>More than one answer is possible.</i>	(a) Attorney or solicitor. (b) Bailiff. (c) <i>Huissier.</i> (d) Court official. (e) Notary. (f) Official of the executive branch. (g) Process server. (h) Other – <i>please specify.</i> [insert answer]
24.2. If no objection has been made, how does this channel of transmission operate in practice?	[insert answer]
24.3. If no objection has been made, are there costs associated with this channel of transmission?	(a) Yes – <i>please specify.</i> [insert answer] (b) No. (c) Unknown.
<b>Person Interested in a Judicial Proceeding (Art. 10(c))</b>	
25. Has your State objected to service under Article 10(c)?	(a) Yes. (b) No.

<p>25.1. If no, which of the following categories does your State recognise as “any person interested in a judicial proceeding” under Article 10(c), either for sending or receiving? <i>More than one answer possible.</i></p>	<p>(a) Attorney or solicitor. (b) Bailiff. (c) <i>Huissier</i>. (d) Court official. (e) Notary. (f) Official of the executive branch. (g) Other – <i>please specify</i>. [insert answer]</p>
<p>25.2. If no, how does this channel of transmission operate in practice?</p>	<p>[insert answer]</p>
<p>25.3. If no, are there costs associated with this channel of transmission?</p>	<p>(a) Yes – <i>please specify</i>. [insert answer] (b) No. (c) Unknown.</p>
<p><b>Refusal to Execute Request (Art. 13)</b></p>	
<p>26. In the previous five years*, has your State refused a request for service on grounds of infringing “sovereignty or security”?  *If your State has become a Party to the Convention during the previous five years, responses to this questionnaire should reflect the period of time, commencing from when the Convention entered into force in your State.</p>	<p>(a) Yes – <i>please explain and share any court decisions which may be available in this regard</i>. [insert answer] (b) No. (c) Unknown.</p>
<p>27. In the previous five years*, has a request from your State been refused on grounds of infringing “sovereignty or security”?  *If your State has become a Party to the Convention during the previous five years, responses to this questionnaire should reflect the period of time, commencing from when the Convention entered into force in your State.</p>	<p>(a) Yes – <i>please explain and share any court decisions which may be available in this regard. Please upload additional documents in PDF format at the ‘Additional Documents’ section located at the end of this questionnaire</i>. [insert answer] (b) No. (c) Unknown.</p>
<p><b>Use of Information Technology</b>  In 2019, the PB circulated a questionnaire on the use of information technology in relation to the operation of the Service Convention. That survey was concluded prior to the COVID-19 pandemic. The questions below seek information from Contracting Parties on the use of technology and in light of the pandemic.</p>	
<p>28. Has your State taken any steps (including through legislation) to enable or increase the use of technology to facilitate the operation of the Service Convention, including in response to the COVID-19 pandemic?</p>	<p>(a) Yes – <i>please explain</i>. [insert answer] (b) No.</p>
<p>29. Do the forwarding authorities of your State transmit requests under the Service Convention electronically?</p>	<p>(a) Yes. (b) No.</p>



<p>29.1. If yes, what methods of transmission do the forwarding authorities of your State use? <i>More than one answer is possible.</i></p>	<p>(a) E-mail (regular). (b) E-mail (secured / encrypted). (c) Electronic transmission via online platform administered by the government. (d) Electronic transmission via online platform administered by a private service provider. (e) Electronic transmission using distributed ledger technology (DLT). (f) Other – <i>please specify.</i> [insert answer]</p>
<p>30. Does your State’s Central Authority accept requests under the Service Convention transmitted electronically in circumstances where <b>only</b> an electronic copy is provided (and where a paper copy is not subsequently provided)?</p>	<p>(a) Yes. (b) No.</p>
<p>30.1. If yes, what methods of transmission does your State accept? <i>More than one answer is possible.</i></p>	<p>(a) Email (regular). (b) Email (secured / encrypted). (c) Electronic transmission via online platform administered by the government. (d) Electronic transmission via online platform administered by a private service provider. (e) Electronic transmission using DLT. (f) Other – <i>please specify.</i> [insert answer]</p>
<p>30.2. If no, please provide further information about why this is not yet possible.</p>	<p>[insert answer]</p>
<p>31. Does your State permit execution of service via electronic means? <i>More than one answer is possible</i></p>	<p>(a) Yes, this is possible via the following means: [insert answer] (b) By e-mail (regular). (c) By e-mail (secured / encrypted). (d) Via online platform administered by the government. (e) Via online platform administered by a private service provider. (f) Using DLT. (g) Other – <i>please specify.</i> [insert answer] (h) No.</p>
<p>31.1. If no, what are your State’s reasons for refusing to execute the requests for service to be performed by using information technology? <i>More than one answer is possible.</i></p>	<p>(a) Use of technology is prohibited by internal law. (b) Use of technology is not provided for internal law. (c) Use of technology is not possible as there is no compatible system in your State. (d) The authorities lack familiarity with the use of the requested technology. (e) Other - <i>please specify.</i> [insert answer]</p>

<p>32. What challenges, if any, has your State faced regarding the use of information technology under the Service Convention? <i>More than one answer is possible.</i></p>	<p>(a) None. (b) Internal law limitations. (c) Judicial or administrative structures. (d) Implementation challenges (e.g., lack of resources, lack of infrastructure). (e) Cost. (f) System interoperability / compatibility. (g) Security concerns. (h) Other – <i>please specify.</i> [insert answer]</p>
<p>33. In your State’s opinion, what further work could the PB do on the use of information technology under the Service Convention? <i>More than one answer is possible.</i></p>	<p>(a) None. (b) Development of a Guide to Good Practice. (c) Other – <i>please specify.</i> [insert answer]</p>
<p>34. In addition to the Service Convention, is your State a Party to any bilateral, regional, or multilateral agreements that provide rules for the service of documents abroad?</p>	<p>(a) Yes – <i>please specify.</i> [insert answer] (b) No.</p>
<p><i>For Parties that answered “yes” to Q34 above:</i> 34.1 Do any of these agreements provide for the use of electronic means (e.g., e-mail) to transmit or execute requests for service?</p>	<p>(a) Yes – <i>please specify.</i> [insert answer] (b) No.</p>
<b>2023 Meeting of the Special Commission &amp; Monitoring</b>	
<p>35. What are the three key topics or practical issues related to the Service Convention that your State would like discussed at the 2023 meeting of the Special Commission?</p>	<p>1. [insert answer] 2. [insert answer] 3. [insert answer]</p>
<p><del>35.1. Please indicate whether the information provided in Q35 above may be published.</del></p>	<p><del>(a) Yes. (b) No.</del></p>
<p>36. Does your State have any suggestions that could assist in the promotion, implementation, or operation of the Service Convention?</p>	<p>(a) Yes – <i>please specify.</i> [insert answer] (b) No.</p>
<p>36.1. If the answer to Q36 above is “yes”, please indicate whether the information provided may be published.</p>	<p>(a) Yes. (b) No.</p>
<p>37. The PB is in the process of revising the Service Handbook. Are there any specific topics, suggestions for presentation or formatting, or any other proposals you recommend for inclusion?</p>	<p>(a) Yes – <i>please specify.</i> [insert answer] (b) No.</p>
<p>37.1. If the answer to Q37 above is “yes”, please indicate whether the information provided may be published.</p>	<p>(a) Yes. (b) No.</p>

## Data & Statistics for Contracting Parties

Statistics under Main Channel of Transmission (Art. 5)						
Incoming Requests						
1. How many incoming requests for service did your State receive under the main channel of transmission (Art. 5) in each of the following years?	2017	Insert answer.				
	2018	Insert answer.				
	2019	Insert answer.				
	2020	Insert answer.				
	2021	Insert answer.				
	2022	Insert answer– if data available.				
	Unknown – <i>please explain</i> . Insert answer					
2. Which three States made the most requests?	Requesting State			Number		
	Insert answer.			Insert answer.		
	Insert answer.			Insert answer.		
	Insert answer.			Insert answer.		
3. If possible, please provide a breakdown of how long (in months) it took to execute incoming requests.		< 1	1-3	3-6	6-12	> 12
	2017					
	2018					
	2019					
	2020					
	2021					
	2022 (if data available)					
Unknown – <i>please explain</i> . Insert answer.						
4. How many of these incoming requests for service did your State receive via <b>electronic transmission</b> in each of the following years?	2017	Insert answer.				
	2018	Insert answer.				
	2019	Insert answer.				
	2020	Insert answer.				
	2021	Insert answer.				
	2022	Insert answer– if data available.				
	Unknown – <i>please explain</i> . Insert answer.					
5. How many incoming requests for service did your State <b>execute for service</b> via electronic means in each of the following years?	2017	Insert answer.				
	2018	Insert answer.				
	2019	Insert answer.				
	2020	Insert answer.				

This is regardless of whether a paper copy of the documents was subsequently provided.	2021	Insert answer.
	2022	Insert answer- if data available.
	Unknown – <i>please explain</i> . Insert answer.	
6. Are execution times for electronically transmitted requests for service generally faster than those transmitted by post?	(a) Yes, significantly faster. (b) Yes, moderately faster. (c) No. (d) Unknown. (e) Not applicable.	
<b>Outgoing Requests</b>		
7. How many outgoing requests for service did your State make under the main channel of transmission (Art. 5) in each of the following years?	2017	Insert answer.
	2018	Insert answer.
	2019	Insert answer.
	2020	Insert answer.
	2021	Insert answer.
	2022	Insert answer- if data available.
	Unknown – <i>please explain</i> . Insert answer.	
8. Which three States were the subject of the most requests?	Requested State	Number
	Insert answer.	Insert answer.
	Insert answer.	Insert answer.
	Insert answer.	Insert answer.
9. How many outgoing requests for service did your State make via electronic transmission under the main channel of transmission (Art. 5) in each of the following years?	2017	Insert answer.
	2018	Insert answer.
	2019	Insert answer.
	2020	Insert answer.
	2021	Insert answer.
	2022	Insert answer- if data available.
	Unknown – <i>please explain</i> . Insert answer.	
<b>Statistics under Alternative Channels of Transmission</b>		
10. Does your State have statistics on incoming requests under alternative channels of transmission? <i>More than one answer is possible.</i>	(a) Yes, Article 8. (b) Yes, Article 9. (c) Yes, Article 10(a). (d) Yes, Article 10(b). (e) Yes, Article 10(c). (f) No, none of the above.	
10.1. If yes, how many (total) incoming requests for service did your State receive under the alternative channels of transmission in each of the following years?	2017	Insert answer.
	2018	Insert answer.
	2019	Insert answer.
	2020	Insert answer.

	2021	Insert answer.
	2022	Insert answer- if data available.
	Unknown - <i>please explain</i> .	
<b>Refusals (Art. 13)</b>		
11. If applicable, please indicate how many incoming requests for service your State refused to comply with between 2017 and 2022?	Insert answer.	
12. If applicable, please indicate how many outgoing requests for service transmitted by your State were refused between 2017 and 2022?	Insert answer.	

## Case Law, Additional Information & Supporting Documents

Case Law	
Please list all your State’s judicial decisions that have considered the Service Convention since 2014 and provide a link to, or upload the decisions (in PDF format only).	Please list judicial decisions, including links. <i>Please upload documents.</i>
Additional Documents	
Please provide links to and / or any additional information or documentation to support your response (in PDF format only). This may include: <ul style="list-style-type: none"> <li>⇒ resources for the general public or guidelines for Central or other Authorities’ staff;</li> <li>⇒ implementation legislations, recent legislative developments; or</li> <li>⇒ books, articles, or other published work.</li> </ul>	Please list judicial decisions, including links. <i>Please upload documents.</i>

## Publication of responses

Please confirm whether your responses to this questionnaire can be published on the HCCH website.	(a) Yes. (b) No.
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## User Experience

The format for this questionnaire has changed from the usual MS Word fillable form to an online form. The PB is keen to hear about your experience completing the online form.	(a) The online form was easy to use. (b) I had challenges using the online form – <i>please specify</i> . [insert answer] Please provide any additional comments you have on the form so that the PB can improve the user experience.
If you have previously completed an MS Word fillable form questionnaire from the PB, we would be interested to hear whether the online form is an improvement.	(a) I prefer the MS Word fillable form used in earlier questionnaires. (b) I prefer the online form used in this questionnaire. (c) I have no comment.
Thank you for taking the time to complete this questionnaire.	