**FPS Checklist for Requests for Service under Article 5 of the Hague Service Convention**

*(Please tick or complete as applicable. Please send the completed checklist to the FPS, along with the required documents*.*)*

**Contact Information Required by the FPS in Case of Queries:**

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| --- | --- |
| **Originating Court Reference Number** |  |
| **Case Name** |  |
| **Contact Name** |  |
| **Email, telephone number/s (ideally, direct dial and/or office mobile nos.)** |  |

**Covering Letter:**

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| Have you provided a covering letter to the FPS, naming the parties involved, confirming the documents which are being submitted for service, indicating whether further documents will follow (e.g. PoC) and giving contact details to be used by the FPS in case of a query? |  |

**Applicability of the Hague Convention:**

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| What is the country where you want service to take place? |  |  |
| Is this country a party to the Hague Service Convention? See the HCCH website [**here**](https://www.hcch.net/en/instruments/conventions/status-table/?cid=17) |  |  |

**The** [**Hague Request Form**](https://www.hcch.net/en/publications-and-studies/details4/?pid=6560#:~:text=the%20Model%20Form-,English%2DFrench,-French%2DEnglish%20%C2%A0)**:**

|  |  |
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| Has a Model Hague Request Form been completed in accordance with the guidance on the HCCH website? See [**here**](https://www.hcch.net/en/publications-and-studies/details4/?pid=6560&dtid=65) |  |
| Was it completed in Word and sent to the FPS by email at [**foreignprocess.rcj@justice.gov.uk**](mailto:foreignprocess.rcj@justice.gov.ukH)? |  |
| Date and time of email (to make this easier to locate) |  |
| Are the box entitled “Identity and address of the applicant” (p1) and box 3 of the Summary (p4) entitled “name, address, telephone number and e-mail address of the forwarding authority” both completed as follows?  The Senior Master of the Royal Courts of Justice Strand London WC2A 2LL Tel: +44 (0)20 7947 6691 Email:  [**foreignprocess.rcj@justice.gov.uk**](mailto:foreignprocess.rcj@justice.gov.ukH) |  |
| Is the box entitled “Address of receiving authority” completed using the information on the HCCH website? See [**here**](https://www.hcch.net/en/instruments/conventions/status-table/?cid=17), column headed “Auth”? |  |
| Is the box relating to advice about legal aid completed with the contact details of the Law Society?  This section must be completed even where the party to be served is a commercial party and the matter is a commercial dispute. It should be completed as follows:  The Law Society  113 Chancery Lane London WC2A 1PL  Tel: +44 (0)20 7242 1222  <https://www.lawsociety.org.uk/> |  |
| Does the receiving authority require the Hague Request Form to be in the version using its own language? See the [FPS spreadsheet of special requirements](https://www.judiciary.uk/wp-content/uploads/2025/03/Service-time-for-Hague-Convention-Countries.xlsx). Such forms are available on the HCCH website [**here**](https://www.hcch.net/en/publications-and-studies/details4/?pid=6560#:~:text=%2DEnglish%2DFrench-,Spanish%2D,-English%2DFrench%20%C2%A0). |  |
| Does the receiving authority require the information inserted into the Hague Request Form to be translated? See the [FPS spreadsheet of special requirements](https://www.judiciary.uk/wp-content/uploads/2025/03/Service-time-for-Hague-Convention-Countries.xlsx). |  |
| If so, has the translation and translation certificate also been included with the email? |  |
| If so, has the certificate been signed by the translator who translated the documents? See CPR 6.45(3): *Every translation filed under this rule must be accompanied by a statement by the person making it that it is a correct translation, and the statement must include that person’s name, ..(business).. address and qualifications for making the translation.* |  |

**Form N224:**

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| Has [**Form N224**](https://www.gov.uk/government/publications/form-n224-request-for-service-out-of-england-and-wales-through-the-court#:~:text=about%20this%20page-,Documents,-Request%20for%20service) been completed?  (This is an administrative form used by the FPS and should **not** be included within the Bundles for service) |  |
| Has the undertaking regarding payment of expenses been given? (The FPS will only forward the request if this has been given. It is not possible to place a limit on the expenses which might be incurred by the receiving authority). |  |
| Does section 2 list every document being submitted for service, including (as appropriate) the index, the claim form/application and all orders, statements of case, witness statements, exhibits, response pack, translations and certificates of translations? (If necessary, please continue the list on the reverse side of the form, or in an annexure) |  |
| In section 6, has the full postal address been given, including any post code (or equivalent)? |  |
| In the section entitled “Service is desired”, have options b, c and d been deleted, and has “Article 5” been entered to the right of “a. through the authority designated under the Hague Convention”? (This is necessary to confirm to the FPS that this is an Article 5 request. Failure to provide this confirmation will delay the processing of the request). |  |

**Service of a Claim Form:**

*(Please disregard where the request is not for service of a claim form)*

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| When will the validity of the claim form expire? |  |
| Is it realistic to anticipate that the bundle will be served before the validity of the claim expires? (It is advisable to submit the Article 5 request as soon as the claim is issued. It will take at least 3 months to effect service in EU countries and (generally) 6-12 months for the rest of the world. The FPS maintains a spreadsheet of estimated service times for service in most jurisdictions, but this is based on recent experience and times cannot be guaranteed). |  |
| Has an order been obtained which extends the validity of the claim? |  |
| If so, is it in the bundle? |  |
| Has an order been made giving permission for service out of the jurisdiction? |  |
| If so, is it in the bundle? |  |
| If there is no order giving permission for service out of the jurisdiction, is Form N510 in the bundle? |  |
| Is the Response Pack included in the bundle? |  |
| Have the dates for response been amended in manuscript in the Response Pack as required, i.e. crossing through the 28/14 day periods for filing the defence (and/or acknowledgement of service) and inserting the appropriate figures?(Please see [CPR 6 PD 6.1](https://www.justice.gov.uk/courts/procedure-rules/civil/rules/part06/pd_part06b#6.1:~:text=To%20the%20top-,Period%20for%20responding%20to%20a%20claim%20form,-6.1%20Where%20rule) and the table thereunder) |  |

**2 x Bundles:**

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| Have you provided 2 **identical** sets of documents, each containing the entire set of English documents and any translations? (One set will be served by the receiving authority; the other set will be returned to the FPS.) |  |
| Is each set of documents securely placed within an appropriately sized lever-arch file (i.e. a separate file for each set), with dividers and an index? |  |
| Does the index correspond with the list of documents set out in section 2 of Form N224? |  |
| Is this a case where translations are required under CPR 6.45? |  |
| If so, does each set of documents include not only translations of every document (including the index), but also a certificate (or certificates) of translation and a translation of the certificate(s) of translation? |  |
| Have the certificates been signed by the translator who translated the documents? See CPR 6.45(3): *Every translation filed under this rule must be accompanied by a statement by the person making it that it is a correct translation, and the statement must include that person’s name, ..(business).. address and qualifications for making the translation.* |  |