**Request for Service of Writ of Summons**

**[For District Court]**

To : Bailiff Office

 (Case Reference : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Date of Hearing (if any) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, holder of \*Hong Kong Identity Card number / Identification Document Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby request the Bailiff to serve the documents listed below and I am willing to pay $72 for the fee of each service :-

|  |  |
| --- | --- |
| List of Documents :  | [ ]  Writ of Summons  |
|  | [ ]  Prescribed Forms of Acknowledgement of Service of Writ of Summons |
|  | [ ]  Directions for Acknowledgement of Service |
|  | [ ]  Notes for Guidance |
|  | [ ]  Statement of Claims |
|  | [ ]  Form 16( ) under Order 13A |
| Mode of Services : | [ ]  Registered Post | [ ]  Served Personally |
|  | [ ]  Insertion through the letter box |
| Recipient : (Use separate form for each recipient, if any) |  |
| (Name/Contact Information of the recipient) |
| Address(es) for Services : |  |
|  |  |
|  |  |
|  |  |
| Correspondence address and Contact Number of requestor : |  |
|  |
|  |

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature of requestor)

 Date :

\*Delete if inappropriate

派送傳訊令狀申請書

**[用於區域法院]**

致 : 執達主任辦事處

(檔案編號: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

聆訊日期 (如有) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

本人\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_，\*身份証號碼 / 証件號碼 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 現在要求執達主任代為派送以下文件，本人願意支付港幣柒拾貳圓正作為派送每份司法文件所需的費用: -

|  |  |
| --- | --- |
| 文件清單: | [ ]  傳訊令狀 |
|  | [ ]  傳訊令狀送達認收書 |
|  | [ ]  關於送達認收書的指示 |
|  | [ ]  填寫指引表格 |
|  | [ ]  申索陳述書 |
|  | [ ]  第13A號命令表格16( ) |
| 送達方式 : | [ ]  掛號郵遞方式 [ ]  面交送達[ ]  投入送達地址的信箱內 |
| 收件人:(如多於一名收件人，請另外填寫新表格) |  |
|  | (姓名/聯繫方式) |
| 送達地址 : |  |
| (可填寫多於一個地址) |  |
|  |  |
| 申請人聯絡電話及地址 : |  |

 申請人簽署 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 日期 : \_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_

\*請刪去不適用者