**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