

**Request for Service of Writ of Summons**

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

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 / 證件號碼: \_\_\_\_\_,  
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