

**Requests for Service of Judicial Documents in the
Philippines from Other State Parties
(Inbound Requests)**

Pursuant to the *Guidelines on the Implementation in the Philippines of the Hague Service Convention on the Service Abroad of Judicial Documents in Civil and Commercial Matters*, requests for service of judicial documents from other State Parties to the Hague Service Convention shall be as follows:

1. The Forwarding Authority of the Requesting State shall forward to the Office of the Court Administrator, as Central Authority, the following, in duplicate:
 - Duly-accomplished Model Form (Request, Summary of Document to be Served, and Warning). As much as practicable, the address of the intended recipient should include the house number, building, street name, barangay, municipality/city, province, and zip code.
 - Blank Certificate
 - The judicial document sought to be served and its annexes
 - Translations of the Request and its attachments in English or Filipino, where necessary
 - Proof of payment of One Hundred U.S. Dollars (US\$100.00) for costs of service for each recipient to be served. For multiple recipients residing in the same address, only one fee shall be paid.
2. Payment of One Hundred U.S. Dollars (US\$100.00) for costs of service shall be made through bank deposit/transfer to:

Bank Name:	Land Bank of the Philippines
Account No:	3472-1010-39
Swift Code:	TLBPPHMM
3. The Request, together with its attachments and proof of payment, shall be transmitted through any of the following modes:

Via email to: **phca-service@judiciary.gov.ph**
Via registered mail or courier services to:
Central Authority
Office of the Court Administrator
Supreme Court of the Philippines
Old Supreme Court Building
Padre Faura Street, Ermita, Manila 1000
Philippines
4. The Office of the Court Administrator shall process and transmit the Request to the Judge having jurisdiction over the address indicated.
5. The Judge to whom the Request was forwarded shall assign a sheriff, process server, or any other competent personnel to personally serve the document.
6. The officer assigned to serve the document shall attempt service, execute a return, and submit the same to the judge who directed the service of the document.
7. As soon as the return on the service is submitted, the judge shall immediately accomplish the Certificate and transmit the duly-accomplished Certificate to the Forwarding Authority of the Requesting State.

Requests for service of extrajudicial documents should be directly transmitted to the Integrated Bar of the Philippines.