

Requests for Service of Judicial Documents from the Philippines to Other State Parties

(Outbound 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 the Philippines to other State Parties shall be as follows:

1. The applicant shall file a motion in court for the extraterritorial service of the judicial document under the Hague Service Convention, accompanied, in duplicate, by the following:
 - The Model Form (Request, Certificate, Summary of Document to be Served, and Warning);
 - The original documents to be served or certified true copies, with annexes, if any;
 - Certified translations of the Model Form and documents, where necessary;
 - An undertaking to pay any fees associated with the service of the documents;
 - Any other requirements of the Requested State.
2. When warranted, the Court shall issue an Order granting extraterritorial service, in accordance with the Rules of Court, including a directive to the requesting party to procure and submit a prepaid courier pouch.
3. The Judge (lower courts) or the Justice or the Clerk of Court (collegiate courts), as forwarding authority, shall accomplish and sign the Request using the Model Form, check the completeness of documents, and ensure compliance with the requirements of the Hague Service Convention and that of the Requested State.
4. The court shall transmit the following to the Central Authority of the Requested State:
 - Order granting the extraterritorial service;
 - Duly-accomplished Request, Summary of Document to be Served, and Warning;
 - A blank Certificate;
 - The documents to be served;
 - Certified translations of the Model Form and all accompanying documents, whenever necessary; and
 - Any other requirement
5. The court shall also furnish the Office of the Court Administrator (OCA) with a copy of the Request and shall thereafter update the OCA on the status of the Request.
6. The Central Authority of the Requested State shall process the request and attempt service. It shall confirm the service of the document using the Certificate annexed to the Hague Service Convention and transmit the same to the requesting (forwarding) court.