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Serving documents

National information and online forms concerning Regulation No. 1393/2007

NBI Council Regulation (EC) No 1393/2007 has been replaced by Regulation (EU) 2020/1784 of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

General information

Regulation (EC) No 1393/2007 of the European Parliament and of the Council on the service in the Member States of judicial and extrajudicial documents in civil or commercial matters (service of documents), and repealing Council Regulation (EC) No 1348/2000 seeks to improve and expedite the transmission of judicial and extrajudicial documents in civil or commercial matters for service between the Member States.

The Regulation applies between all Member States of the European Union including Denmark, which confirmed its intention to implement the content of the Regulation by means of a [declaration](#) based on a parallel agreement concluded with the European Community.

The Regulation provides for different ways of transmitting and serving documents: transmission through transmitting and receiving agencies, transmission by consular or diplomatic channels, service by postal services and direct service.

Transmitting Agencies are competent for the transmission of judicial or extrajudicial documents to be served in another Member State. Receiving Agencies are competent for the receipt of judicial or extrajudicial documents from another Member State. The Central Body is responsible for supplying information to the transmitting agencies and seeking solutions to any difficulties which may arise during transmission of documents for service.

The Regulation provides for seven forms.

The European e-Justice Portal provides you with information concerning the application of the Regulation and a user-friendly tool for filling in the forms.

Please select the relevant country's flag to obtain detailed national information.

Related links

[Agreement between the European Community and the Kingdom of Denmark](#) on the service of judicial and extrajudicial documents in civil or commercial matters

[The Hague Convention of 15 November 1965 on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters](#)

[ARCHIVED European Judicial ATLAS website \(closed on 30 September 2017\)](#)

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Serving documents - Belgium

NBI Council Regulation (EC) No  1393/2007 has been replaced by Regulation (EU)  2020/1784 of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(4)(c) – Means of receipt of documents

Means of receipt available: post, telephone, fax or e-mail.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

The standard form may be completed in French, Dutch, German or English.

Article 3 – Central body

The central body is the National Bailiffs' Association of Belgium (*Chambre nationale des huissiers de justice*).

Chambre Nationale des Huissiers de Justice

Avenue Henri Jaspar 93

B-1060 Brussels

Tel.: +32 2 538 00 92

Fax: +32 2 539 41 11

E-mail: info@nkgb-cnjb.be

Information may be sent by post, fax, e-mail or telephone.

Languages accepted: French, Dutch, German or English.

Article 4 – Transmission of documents

Belgium will accept standard request forms which are completed in English, as well as French, Dutch or German.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

Belgium applies a dual-date system for determining the moment of service; the date to be taken into account as the moment of service differs according to whether this relates to the addressee or to the sender.

In accordance with Article 53a of the Belgian Judicial Code, with regard to the addressee and unless the law stipulates otherwise, the time periods which start to run as of the service of a paper-based document are calculated with effect from:

- 1) the first day following that on which the judicial registered letter or the registered letter with acknowledgment of receipt is presented at the home address of the addressee or, where applicable, at his/her residence or address for service;
- 2) the third working day following that on which the registered letter or ordinary letter is presented to the postal service, unless the addressee provides evidence to the contrary.

With regard to the sender of the document, it is the date of sending (or the date of presentation to the postal service or to the court registry) that is regarded as the date of service.

Accordingly, if a party to the proceedings loses its case at first instance and wishes to lodge an appeal, it must be able to do so without awaiting formal notification of the judgment.

The same also applies if a person wishing to interrupt the running of the limitation period arranges for the service of an interruption document (extrajudicial document).

Article 10 – Certificate of service and copy of the document served

Belgium accepts certificates completed in English, as well as French, Dutch or German.

Article 11 – Costs of service

There is a flat-rate fee for the costs of service by a bailiff of 165 euros (including VAT) payable by the applicant for each document served to a natural or legal person. This amount, or a part thereof, may be requested by the bailiff before any action is taken. In cases where VAT is applied by the country of origin on the costs of service under European legislation on the common system of value added tax, the bailiff will reimburse any amount overpaid. Payment should be made directly through a bank or financial institution in Belgium approved by the country of the applicant. Bank charges are payable by the applicant.

Article 13 – Service by diplomatic or consular agents

Belgium is opposed to the exercise in its territory of the right conferred by Article 13(1).

Article 15 – Direct service

Belgium is not opposed to direct service as provided for by Article 15.

Article 19 – Defendant not entering an appearance

Notwithstanding the provisions of paragraph 1, courts in Belgium may give judgment if all the conditions of paragraph 2 are fulfilled.

An application for relief as provided for in paragraph 4 must be filed within one year of the judgment.

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Serving documents - Bulgaria

NB! Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

The transmitting agency for the service of writs and summonses abroad is the court before which the case is pending.

The transmitting agency for the service of extrajudicial documents abroad is the district court (rayonen sad) with jurisdiction over the current or permanent address, or registered office, of the person or entity requesting service; and for documents certified by a notary, it is the district court (rayonen sad) with jurisdiction over the district in which the notary practises.

Article 2(2) – Receiving agencies

The receiving agency in the case of the Republic of Bulgaria is the district court (rayonen sad) in whose jurisdiction the documents are to be served.

Article 2(4)(c) – Means of receipt of documents

The district courts accept the delivery by post of requests for service and the attached documents to be served.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

The district courts accept standard forms completed in Bulgarian, English or French.

Article 3 – Central body

The central authority is the Ministry of Justice

International Legal Cooperation and European Affairs Directorate

Tel.: +359 2 9237 413

+359 2 9237 544

+359 2 9237 576

Fax: +3592 9809223

e-mail: civil@justice.government.bg

1, Ulitsa Slavyanska

PO Box 1040, Sofia

Article 4 – Transmission of documents

The standard application form for transmission of documents can be completed in Bulgarian, English or French.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

Bulgarian legislation does not specify a time limit for the service of documents.

Article 10 – Certificate of service and copy of the document served

The Republic of Bulgaria allows the certificate of service and a copy of the document served to be drawn up in Bulgarian, English or French.

Article 11 – Costs of service

Bulgarian legislation does not stipulate a fee for the service of documents in the normal way. A fee fixed in accordance with the Schedule of Fees and Costs under the Private Bailiffs Act is charged for the service of documents by a particular method.

Article 13 – Service by diplomatic or consular agents

In accordance with Article 13(2), the Republic of Bulgaria states that it permits the service of documents under Article 13(1) to be carried out in its territory only if the addressee is a national of the Member State in which the document originates (Article 608 of the Code of Civil Procedure).

Article 15 – Direct service

Direct service under Article 15 is not permitted under Bulgarian legislation (Article 613 of the Code of Civil Procedure).

Article 19 – Defendant not entering an appearance

The Republic of Bulgaria hereby states that it will not make use of the possibility provided for under Article 19(2).

An application under Article 19(4) may be filed within one year of judgment being handed down by the court.

Article 20 – Agreements or arrangements to which Member States are parties and which comply with the conditions in Article 20(2)

The Republic of Bulgaria does not maintain and has not concluded any agreements, compatible with the Regulation, to additionally expedite or simplify the transmission of documents.

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Serving documents - Czechia

NBI Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

Courts, bailiffs, public prosecutor's offices

Article 2(2) – Receiving agencies

Article 2(4)(c) – Means of receipt of documents

Means of receipt available:

by a postal licence holder,

fax,

or by e-mail.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

The form may be completed in Czech, Slovak, or English.

Article 3 – Central body

Ministry of Justice, International Department (*Ministerstvo spravedlnosti, mezinárodní odbor*)

Vyšehradská 16

128 10 Prague 2

Phone: +420-221-997-111

Fax: +420-224-919-927

E-mail: posta@msp.justice.cz

Article 4 – Transmission of documents

In addition to Czech, the Czech Republic also accepts the standard form completed in Slovak or English.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

No such periods have been laid down for serving documents in the Czech Republic.

Article 10 – Certificate of service and copy of the document served

In addition to Czech, the Czech Republic also accepts certificates of service made out in Slovak or English.

Article 11 – Costs of service

Service in the Czech Republic is not subject to fees.

Article 13 – Service by diplomatic or consular agents

The Czech Republic declares that it is not against such service on its territory.

Article 15 – Direct service

The Czech Republic declares that Czech law does not permit such service on its territory.

Article 19 – Defendant not entering an appearance

Article 19(2)

Subject to Article 19(1), courts in the Czech Republic may give judgment even if no certificate of service or delivery has been received, if all the conditions in Article 19(2) are fulfilled.

Article 19(4)

There is no such time limit in the Czech Republic.

Article 20 – Agreements or arrangements to which Member States are parties and which comply with the conditions in Article 20(2)

The Commission will be sent the texts of the following agreements:

Treaty between the Czechoslovak Socialist Republic and Polish Peoples' Republic on Legal Aid and Settlement of Legal Relations in Civil, Family, Labour and Criminal Matters, signed at Warsaw on 21 December 1987, in force between the Czech Republic and Poland (*Smlouva mezi ČSSR a PLR o právní pomoci a úpravě právních vztahů ve věcech občanských, rodinných, pracovních a trestních podepsaná ve Varšavě dne 21. prosince 1987, platná mezi Českou republikou a Polskem*)

Treaty between the Czechoslovak Socialist Republic and Hungarian Peoples' Republic on Legal Aid and Settlement of Legal Relations in Civil, Family, Labour and Criminal Matters, signed at Bratislava on 28 March 1989, in force between the Czech Republic and Hungary (*Smlouva mezi ČSSR a MLR o právní pomoci a úpravě právních vztahů ve věcech občanských, rodinných, pracovních a trestních podepsaná v Bratislavě dne 28. března 1989, platná mezi Českou republikou a Maďarskem*)

Treaty between the Czech Republic and Slovak Republic on Legal Aid provided by Judicial Bodies and on Settlement of Certain Legal Relations in Civil and Criminal Matters, signed at Prague on 29 October 1992 (*Smlouva mezi ČR a SR o právní pomoci poskytované justičními orgány a o úpravě některých právních vztahů v občanských a trestních věcech podepsaná v Praze dne 29. října 1992*)

Treaty between the Czech Republic and the Federal Republic of Germany on Further Facilitation of Legal Aid Provision based on the Hague Conventions of 1 March 1954 on Civil Procedure, of 15 November 1965 on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters, and of 18 March 1970 on the Taking of Evidence Abroad in Civil or Commercial Matters (*Smlouva mezi ČR a SRN o dalším usnadnění styku při poskytování právní pomoci na základě Haagských úmluv ze dne 1.3.1954 o civilním řízení, ze dne 15. listopadu 1965 o doručování soudních a mimosoudních písemností v cizině ve věcech občanských nebo obchodních ze dne 18. března 1970 o provádění důkazů v cizině ve věcech občanských nebo obchodních*)

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Serving documents - Denmark

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Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

The courts are the transmitting agencies:

Danmarks domstoles enhed for udlandsforkyndelse [foreign service unit of the Courts of Denmark]

c/o Retten på Frederiksberg

Howitzvej 32

2000 Frederiksberg

Tel.: +45 99 68 50 70

E-mail: udlandsforkyndelse@domstol.dk

Article 2(2) – Receiving agencies

The Ministry of Justice is the receiving agency.

Justitsministeriet

Slotsholmsgade 10

1216 Copenhagen K

DK Denmark

Tel.: +45 72 26 84 00

Fax: 33 93 35 10

E-mail: jm@jm.dk

Article 2(4)(c) – Means of receipt of documents

Documents may be sent by post, fax or e-mail provided the document received reproduces in full the document served and all details of the document are clearly legible.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

Denmark allows the form annexed to the Regulation to be completed in Danish, English or French.

Article 3 – Central body

The central authority is the Ministry of Justice.

Justitsministeriet

Slotsholmsgade 10

1216 Copenhagen K

Tel.: +45 7226 8400

Fax: +45 3393 3510

E-mail: jm@jm.dk

Documents may be sent by post, fax or e-mail provided the document received reproduces in full the document served and all details of the document are clearly legible.

Denmark allows the form annexed to the Regulation to be completed in Danish, English or French.

Article 4 – Transmission of documents

Denmark allows the form annexed to the Regulation to be completed in Danish, English or French.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

Denmark does not wish to make use of the possible derogations in Article 9(1) and (2).

Article 10 – Certificate of service and copy of the document served

Denmark allows the certificate of service to be completed in Danish, English or French.

Article 11 – Costs of service

There are no fees for the service of judicial documents from another Member State.

Article 13 – Service by diplomatic or consular agents

Denmark allows diplomatic or consular representatives to effect service of documents in accordance with Article 13(1).

Article 15 – Direct service

As a rule, the courts may effect service as described in the Administration of Justice Act [*retsplejeloven*] and may request assistance in doing so.

Other authorities may also carry out direct service through a judicial officer (without the involvement of the court).

Article 19 – Defendant not entering an appearance

In relation to Article 19(2), a Danish court may give judgment even if no certificate of service or delivery has been received provided the conditions listed in Article 19(2) are met.

In relation to Article 19(4), in Denmark, where a defendant does not appear in person, an application for review of a case under this provision must be filed within a year of the date of judgment.

Article 20 – Agreements or arrangements to which Member States are parties and which comply with the conditions in Article 20(2)

[Nordic Convention on mutual assistance in judicial matters of 26 April 1974](#)  (81 Kb) [da](#)

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Serving documents - Germany

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Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

The transmitting agency for judicial documents is the court serving the document (Section 1069(1) of the Code of Civil Procedure (ZPO)).

The transmitting agency for extrajudicial documents is the district court (Amtsgericht) of the district in which the person serving the document is domiciled or habitually resident; in the case of notarised deeds, it is also the district court of the district in which the office of the notarising notary is located; in the case of legal persons, it is the district court of the district in which the head office is located; Länder governments may issue an executive order instructing one district court to perform the tasks of the transmitting agency for districts covered by several local district courts (Section 1069(1) ZPO).

Article 2(2) – Receiving agencies

For the service of documents in the Federal Republic of Germany, the German receiving agency within the meaning of Article 2(2) of Regulation (EC) No 1393/2007 is the district court of the district in which the document is to be served. Länder governments may issue an executive order instructing one district court to perform the tasks of the receiving agency for districts covered by several local district courts.

Article 2(4)(c) – Means of receipt of documents

The following means of communication are available:

- for receipt and dispatch: post and private courier services, fax,

- for other communications: telephone and e-mail.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

The form may be completed in German or English.

Article 3 – Central body

The task of the central body is performed in each Land by a body designated by the Land government. These are normally the Land judicial authorities or a Higher Regional Court (Oberlandesgericht) in the Land in question.

The address given is firstly the office address, where available, otherwise – and in some cases additionally – the postal address is given.

For express items and packages (including small packages), only the office address should be used.

Article 4 – Transmission of documents

The form in Annex I (request) may be completed in German or English.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

From the point of view of the applicant, which is the only consideration in Articles 8(3) and 9(2), under German law the precise date of service is seldom of importance for the computation of time limits, as it is normally sufficient for the document to have reached the court by the deadline if service of the document follows immediately (Article 167 ZPO). If in an individual case the precise date of service is significant, Article 222(2) ZPO applies in conjunction with Articles 187 et seq of the German Civil Code.

Article 10 – Certificate of service and copy of the document served

The form in Annex I (certificate) may be completed in German or English.

Article 11 – Costs of service

The costs referred to in Article 11(2) may under normal circumstances be incurred up to €20.50. They will be calculated in accordance with the laws on court expenses depending on the type of service requested.

Article 13 – Service by diplomatic or consular agents

In the territory of the Federal Republic of Germany, service by diplomatic or consular agents within the meaning of Article 13(1) is not allowed unless the document is to be served on a national of the transmitting State.

Article 15 – Direct service

Under Article 15, in the territory of the Federal Republic of Germany only those documents may be served in respect of which German law on civil procedure also explicitly permits such direct service (Article 166(2) ZPO). An application initiating proceedings cannot be served in this way. Direct service is permitted, for example, in the case of an enforcement order under Article 750 ZPO, an enforceable title under Articles 794(1)(5) and 797 ZPO, distraint orders under Article 923(2) ZPO and interlocutory procedures under Articles 935 and 936 ZPO. Details of permissible direct service are governed by Articles 191 et seq ZPO.

Article 19 – Defendant not entering an appearance

Where the conditions of Article 19(2) are fulfilled, German courts may give judgment where a writ of summons or equivalent document has been publicly served in the Federal Republic of Germany.

No application may be entertained for the restoration of the original situation within the meaning of Article 19(4) more than one year after the end of the missed deadline.

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Serving documents - Estonia

NB! Council Regulation (EC) No  1393/2007 has been replaced by Regulation (EU)  2020/1784 of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

Article 2(2) – Receiving agencies

Article 2(4)(c) – Means of receipt of documents

The following means of communication are available for receiving documents: post, fax and electronic transmission channels in accordance with the conditions laid down in the Code of Civil Procedure.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

Either Estonian or English may be used.

Article 3 – Central body

The central body is the Ministry of Justice.

Suur-Ameerika 1

10122 Tallinn

Estonia

Telephone: +372 620 8183

Fax: +372 620 8109

E-mail: central.authority@just.ee

<http://www.just.ee>

Article 4 – Transmission of documents

Under Articles 4(3) and 10(2) of the Regulation, **standard forms completed in either Estonian or English** are accepted in Estonia.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

No such particular period has been laid down in Estonian law.

Article 10 – Certificate of service and copy of the document served

Under Articles 4(3) and 10(2) of the Regulation, **standard forms completed in either Estonian or English** are accepted in Estonia.

Article 11 – Costs of service

Documents are generally served without charge.

If the receiving agency uses a bailiff to serve a procedural document, the fee payable for service of the document is EUR 40, if it was possible to serve the documents on the addressee or their legal representative:

1) via the address or telecommunications data entered in the population register or via the email address: isikukood@eesti.ee (*isikukood* = personal ID code);

2) at an address entered in the register of self-employed persons and legal persons kept in Estonia or via the telecommunications data registered in the information system of that register.

In cases not mentioned above, the fee payable to a bailiff for service of procedural documents is EUR 70. If the person on whom the documents are to be served has the legal obligation to register their address or telecommunications data in the population register or in the register of self-employed persons and legal persons maintained in Estonia and the person has not complied with that obligation, including if the data entered in the register are out of date or incorrect for any other reason, and therefore procedural documents could not be served on the basis of those data, EUR 35 of the above-mentioned EUR 70 fee is to be paid, in line with the decision concerning the bailiff's fee, by the person applying for professional services and EUR 35 by the person on whom the documents were to be served.

If a procedural document could not be served despite the bailiff having done everything necessary and reasonably possible to serve the document in accordance with the procedure provided for by law, the bailiff has the right to demand a fee of EUR 40 by issuing a decision on the bailiff's fee and the instrument of service concerning the steps the bailiff has taken in order to serve the document.

A bailiff may not demand a fee if the bailiff has not done everything necessary and reasonably possible to serve documents in accordance with the procedure provided for by law within the period determined by a court and if it was not possible to serve the procedural documents.

Article 13 – Service by diplomatic or consular agents

In accordance with Article 13(2) of the Regulation, documents may be served through the diplomatic or consular agents of another Member State which are located in Estonia only if they are to be served on a national of the Member State from which the documents originate.

Article 15 – Direct service

In Estonia, documents may not be served in the manner laid down in Article 15 of the Regulation.

Article 19 – Defendant not entering an appearance

An Estonian court may also give a ruling on a case under the conditions laid down in Article 19(2) of the Regulation if no certificate has been received concerning the service of a procedural document on the defendant. In accordance with the third sentence of Article 19(4) of the Regulation, an application for relief may be filed with a court within one year of a ruling being given which ends the proceedings in a case.

Article 20 – Agreements or arrangements to which Member States are parties and which comply with the conditions in Article 20(2)

The Agreement between Estonia and Poland on Granting Legal Assistance and Legal Relations on Civil, Labour and Criminal Matters;

The Agreement between the Republic of Latvia, the Republic of Estonia and the Republic of Lithuania on Legal Assistance and Legal Relationships.

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Serving documents - Ireland

NB! Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

From 15/04/2019 the transmitting agency in Ireland is the Combined Court Office, Castlebar, County Mayo.

Service of EU documents,
Courts Service Centralised Office,
Combined Court Office,
The Courthouse,
Castlebar,
Co. Mayo

Email: serviceofeudocuments@courts.ie

Any queries in relation to requests for service made prior to 15/04/2019 should be sent to the office from which the request was sent.

Article 2(2) – Receiving agencies

From 15/04/2019 the receiving agency in Ireland is the Combined Court Office, Castlebar, County Mayo.

Service of EU documents,
Courts Service Centralised Office,
Combined Court Office,
The Courthouse,
Castlebar,
Co. Mayo

Email: serviceofeudocuments@courts.ie.

Any queries in relation to requests for service made prior to 15/04/2019 should be sent to the office to which the request was sent.

Article 2(4)(c) – Means of receipt of documents

Means of receipt available: documents can be transmitted by post or by a service provider such as an express delivery service provider. Communications for administrative reasons may also be effected by email.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

The standard form can be completed in Irish or English.

Article 3 – Central body

The Master,
The High Court,
Four Courts
Dublin 7
Ireland

Opening Hours:

Monday to Friday: 10.00 - 16.30

Communications in English or Irish may be effected by post. Communication by telephone to the Central Office of the High Court at (353-1) 888 66 99 is also possible.

Article 4 – Transmission of documents

Ireland accepts the application form (standard form) in Irish or English.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

Provisions of this paragraph do not apply in Irish law

Article 10 – Certificate of service and copy of the document served

Ireland accepts the certificate form in Irish or English.

Article 11 – Costs of service

Where personal service is requested under Article 11(2), such service will be carried out by a law agency, private investigator or solicitor at a fee agreed between the parties which fee is normally in the region of €70 to €100.

Article 13 – Service by diplomatic or consular agents

Ireland does not oppose this.

Article 15 – Direct service

As an alternative to postal delivery, Article 15 of Regulation No. 1393/2007 allows a person to effect personal service through a solicitor or a summons server.

A solicitor can be found at the following link:

<https://www.lawsociety.ie/Find-a-Solicitor/>

Article 19 – Defendant not entering an appearance

Notwithstanding the provisions of paragraph 1, a court in Ireland may give judgment even if no certificate of service or delivery has been received, if all the conditions set out in paragraph 2 have been fulfilled.

In relation to Article 19(4), it is for the court to satisfy itself that the application for relief has been filed within a reasonable time after the defendant had knowledge of the judgment.

Article 20 – Agreements or arrangements to which Member States are parties and which comply with the conditions in Article 20(2)

None

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Serving documents - Greece

NB! Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

Article 2(2) – Receiving agencies

Article 2(4)(c) – Means of receipt of documents

Means of receipt available: post.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

Apart from Greek, the form may be completed in English or French.

Article 3 – Central body

Hellenic Ministry of Justice, Transparency and Human Rights
(*Ypourgeío Dikaíosynis, Diafáneias kai Anthrópinon Dikaioμάτων*)
Department of International Judicial Cooperation in Civil and Criminal Cases
(*Τμήμα Διεθνοῦς Δικαστικής Συnergασίας σε Αστικές και Ποινικές Υποθέσεις*)
96 Mesogion Av.

Μεσογείων 96

11527 Athens, Greece

11527 Αθήνα, Ελλάδα

Telephone: (0030) 210 7767529, (0030) 210 7767322, (0030) 210 7767312

Fax: (0030) 210 7767499

Email: civilunit@justice.gov.gr, gkouvelas@justice.gov.gr, mntolia@justice.gov.gr, avasilopoulou@justice.gov.gr

Article 4 – Transmission of documents

Apart from Greek, Greece accepts request forms completed in French or English.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

Greece does not intend to derogate from Article 9(1) and (2).

Article 10 – Certificate of service and copy of the document served

Apart from Greek, Greece accepts certificates completed in French or English.

Article 11 – Costs of service

From 1 August 2013, the costs of service by a public prosecutor (*eisangeléas*) correspond to a fixed fee of EUR 50.

Fees must be paid by bank transfer to the 'Hellenic Ministry of Justice, Transparency & Human Rights' (*Ypourgeío Dikaíosýnis, Diafáneias kai Anthropinon Dikaíomatón*), into the following bank account:

Bank of Greece (*Trápeza tis Elládos*)

Account number: 23/2341147896

IBAN: GR9101000230000002341147896

Swift Code: BNGRGRAA

All requests for service in accordance with Article 4 of the Regulation must comply with the procedure described. Requests not accompanied by the required receipt of payment from the bank will be returned without processing.

Article 13 – Service by diplomatic or consular agents

Greece opposes the service of judicial and extrajudicial documents within its territory in accordance with paragraph 1 of this Article, except where the documents in question are to be served on nationals of the Member State in which the documents originate.

Article 15 – Direct service

Greece has not expressed any reservation regarding this Article.

Article 19 – Defendant not entering an appearance

Notwithstanding paragraph 1, the courts in Greece are required to give judgment provided that the conditions of paragraph 2 are fulfilled.

An application for relief provided for by paragraph 4 may be filed with three years of judgment being given.

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Serving documents - Spain

NB! Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

In Spain, the transmitting agencies will be the clerks of the various courts (*Letrados de la Administración de Justicia*).

Article 2(2) – Receiving agencies

Article 2(4)(c) – Means of receipt of documents

As regards the means of receipt, the courts currently have IT and telematics equipment, but use of this equipment is still at an early stage. The post is the only means of receipt currently available, although it may be possible to use IT tools in the future.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

Languages that may be used for completion of the standard form: English, French, Portuguese or Spanish.

Article 3 – Central body

The Central Body designated by Spain is the Sub-Directorate General for International Judicial Cooperation at the Ministry of Justice (*Subdirección General de Cooperación Jurídica Internacional del Ministerio de Justicia*).

Sub-Directorate General for International Judicial Cooperation

Ministry of Justice

C/San Bernardo, 62

E-28015 Madrid

Fax: +34 913904457

Currently, the only means of receipt accepted is the post.

Languages accepted: Spanish, French and English.

Article 4 – Transmission of documents

Spain accepts the request form (standard form) in English, French and Portuguese, as well as in Spanish.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

The time periods vary and depend on the type of document being served and the type of proceedings or the stage reached in the proceedings.

Generally, the time limits are three or five days.

The provisions applicable in the relevant procedural rules will apply.

Article 10 – Certificate of service and copy of the document served

Spain accepts the certificate of service in English, French and Portuguese, as well as in Spanish.

Article 11 – Costs of service

The cost of service will be that set out in the applicable Spanish law, although no amount is currently set.

Article 13 – Service by diplomatic or consular agents

Spain is opposed to the service on its territory of documents coming from other Member States and served through consular or diplomatic services, unless they concern a national of that Member State (Member State of origin).

Article 15 – Direct service

This type of service is not provided for in Spanish law and is therefore not allowed.

Article 19 – Defendant not entering an appearance

In Spain, judges may lift the stay of proceedings and give judgment notwithstanding the provisions of Article 19(1) if all of the requirements set out in Article 19(2) are met.

As regards the judge's power to accept applications for relief, Spain has specified that applications for relief will not be admissible if they are lodged more than one year after the date of the judgment.

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Serving documents - France

NBI Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here](#)!

Article 2(1) – Transmitting agencies

The transmitting agencies in France are the judicial commissioners (new name given to bailiffs as of 1 July 2022) and the court registries.

Article 2(2) – Receiving agencies

The receiving agencies in France are the judicial commissioners.

Article 2(4)(c) – Means of receipt of documents

Documents must be sent by post.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

France will accept the standard request form in Annex I if it is completed in French or one of the following languages: English, German, Italian or Spanish.

Article 3 – Central body

The central body is the Department for mutual assistance, private international law and EU law (*Département de l'entraide, du droit international privé et européen – DEDIPE*)

Address:

Ministère de la Justice (Ministry of Justice)

Direction des Affaires Civiles et du Sceau (Civil Affairs and Seals Directorate)

Département de l'entraide, du droit international privé et européen (DEDIPE)

13, place Vendôme

F-75042 Paris Cedex 01

Tel.: 00 33 (0)1 44 77 61 05

Fax: 00 33 (0)1 44 77 61 22

Email: entraide-civile-internationale@justice.gouv.fr

Languages: French and English.

Article 4 – Transmission of documents

France will accept the standard request form in Annex I if it is completed in French or one of the following languages: English, German, Italian or Spanish.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

Pursuant to French law, a document must be served within a particular period, as indicated in Articles 8(3) and 9(2).

Article 10 – Certificate of service and copy of the document served

The certificate of service or copy of the document served may be completed in French or one of the following languages: English, German, Italian or Spanish.

Article 11 – Costs of service

The fixed fee for service by a bailiff (huissier de justice) is EUR 48.36 (Order (arrêté) of 28 February 2020). This fee must be paid when the documents are served, unless the applicant is receiving legal aid.

For documents to be served in the overseas departments and collectivities, pursuant to [Article A444-10 of the Commercial Code](#), the fee is increased as follows:

by 30% for the Wallis and Futuna Islands, Saint Pierre and Miquelon and Mayotte (i.e. EUR 62.87);

by 29% in the departments of Guadeloupe and Martinique (i.e. EUR 62.38);

by 27% in the department of Guyane (i.e. EUR 61.42);

by 37% in the department of La Réunion (i.e. EUR 66.25).

Article 13 – Service by diplomatic or consular agents

France is opposed to another Member State serving judicial documents on French territory through consular or diplomatic channels unless the person to be served with the document is a national of that Member State.

Article 15 – Direct service

France is not opposed to direct service as provided for in Article 15(1).

Article 19 – Defendant not entering an appearance

Notwithstanding the provisions of paragraph 1, a French judge may give judgment if all the conditions laid down in paragraph 2 are met.

An application for relief as provided for in paragraph 4 must be filed within one year of the decision.

Article 20 – Agreements or arrangements to which Member States are parties and which comply with the conditions in Article 20(2)

Convention of 1 March 1954 on civil procedure

Convention of 15 November 1965 on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters

Agreement between France and Germany to facilitate the application of the Hague Convention of 1 March 1954 on civil procedure, signed on 6 May 1961

Convention on mutual judicial assistance in civil and commercial matters between France and Belgium of 1 March 1956, as amended by the Exchange of Letters of 23 and 30 August 1960

Agreement of 5 April 1976 between the Government of the Republic of France and the Government of the People's Republic of Poland to facilitate the application of the Hague Convention of 1 March 1954 on civil procedure

Convention of 2 February 1922 to facilitate formalities in proceedings between persons residing in France and in the United Kingdom

Agreement between the Republic of France and the Socialist Federal Republic of Yugoslavia to facilitate the application of the Hague Convention of 1 March 1954 on civil procedure, signed in Belgrade on 29 October 1969

Convention between the Republic of France and the Socialist Republic of Romania on Legal Assistance in Civil and Commercial Matters, signed in Paris on 5 November 1974

Convention on Legal Assistance and Cooperation between the Republic of France and the Republic of Austria supplementary to the Hague Convention of 1 March 1954 on civil procedure, signed in Vienna on 27 February 1979

Convention on Legal Assistance in Civil and Family Matters, on the Recognition and Enforcement of Judgments between the Republic of France and the People's Republic of Hungary, signed in Budapest on 31 July 1980

Convention between the Government of the Republic of France and Government of the Czechoslovak Socialist Republic on Legal Assistance and the Recognition and Enforcement of Judgments in Civil, Family and Commercial Matters, signed on 10 May 1984

Convention on Legal Assistance in Civil Matters between the Government of the Republic of France and the Government of the People's Republic of Bulgaria, signed in Sofia on 18 January 1989

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Serving documents - Croatia

NB! Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

Art. 2(1)

The competent Croatian transmitting agencies for the service of documents abroad are as follows:

- in the case of judicial documents, the court which is obliged to carry out service;
- in the case of extrajudicial documents, the municipal court (*općinski sud*) in whose territory the person on whom the document has to be served is domiciled, habitually resident or established;
- in the case of documents that have been certified or issued by notaries, the municipal court in whose territory they are established.

The transmitting agencies are the municipal courts, the county courts (*županijski sudovi*), the commercial courts (*trgovački sudovi*), the High Commercial Court (*Visoki trgovački sud*) and the Supreme Court (*Vrhovni sud Republike Hrvatske*).

The President of the Supreme Court may authorise only one or only a few of the municipal courts in the territory of one or more county courts to perform service tasks.

Article 2(2) – Receiving agencies

Art. 2(2)

The receiving agency for service in the Republic of Croatia is:

- the municipal court within whose territory documents have to be served, as indicated in the courts database.

The President of the Supreme Court may authorise only one or only a few of the municipal courts in the territory of one or more county courts to perform service tasks.

The municipal courts with their territorial competence are indicated as in the courts database.

A list of places in alphabetical order with postal codes is provided in the courts database.

Article 2(4)(c) – Means of receipt of documents

- Article 2(4)(c)

Documents may be received by post in the Republic of Croatia.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

Article 2(4)(d)

Croatia will accept the standard forms completed in Croatian.

Article 3 – Central body

The central body responsible for (a) supplying information to the transmitting agencies; (b) seeking solutions to any difficulties which may arise during transmission of documents for service; (c) forwarding, in exceptional cases, at the request of a transmitting agency, a request for service to the competent receiving agency is:

the Ministry of Justice of the Republic of Croatia (*Ministarstvo pravosuđa Republike Hrvatske*)

Ulica grada Vukovara 49

tel: +385 1 371 40 00

fax: +385 1 371 45 07

web: <http://www.mprh.hr>

Article 4 – Transmission of documents

Croatia will accept the standard forms completed in Croatian.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

Under Croatian law there are no maximum periods within which documents must be served.

Article 10 – Certificate of service and copy of the document served

Croatia will accept certificates of service in Croatian.

Article 11 – Costs of service

No uniform fee has been set to cover the costs of service in the Republic of Croatia.

Article 13 – Service by diplomatic or consular agents

- The Republic of Croatia is not opposed to the service of documents by diplomatic or consular agents under the conditions set out in Article 13(1);
- The Republic of Croatia is opposed to the service of documents from Member State courts on a party located in Croatia, unless the documents are to be served on nationals of the Member State in which the documents originate (Article 13(2)).

Article 15 – Direct service

Direct service is not permitted under Croatian law.

Article 19 – Defendant not entering an appearance

- Croatian courts may give judgments if the conditions set out in Article 19(2) are met.
- An application for relief will not be permitted if it is submitted more than one year after the adoption of the judgment.

Article 20 – Agreements or arrangements to which Member States are parties and which comply with the conditions in Article 20(2)

The agreement or arrangement to which Member States are party in accordance with the conditions set out in Article 20(2) of the Regulation is:

- the Agreement between the Republic of Croatia and the Republic of Slovenia of 7 February 1994 on legal assistance in civil and criminal matters.

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Serving documents - Italy

NBI Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

Article 2(2) – Receiving agencies

Article 2(4)(c) – Means of receipt of documents

Means of receipt of documents available to them: by post.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

The form may be completed in any of the following languages: Italian, French, English.

Article 3 – Central body

The central body is the Central Office of Bailiffs at the Rome Court of Appeal.

Ufficio Unico degli Ufficiali Giudiziari presso la Corte di Appello di Roma

Viale Giulio Cesare, N. 52

I-00192 Roma

Tel.: (39) 06.328361

Fax: (39) 06.328367933

Documents to be served in Italy must arrive by post and will be returned to the transmitting agencies by the same means.

Knowledge of languages: Italian, English and French.

Article 4 – Transmission of documents

Apart from Italian, Italy will accept standard request forms which are completed in English or French.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

No derogation is invoked.

Article 10 – Certificate of service and copy of the document served

Apart from Italian, Italy will accept certificates completed in English or French.

Article 11 – Costs of service

There are currently no service costs for documents from abroad.

Article 13 – Service by diplomatic or consular agents

Italy is opposed to the service of judicial documents on persons residing in another Member State directly by diplomatic or consular agents (except where the document is served on an Italian national residing in another Member State).

Italy is opposed to the service of judicial documents by the diplomatic or consular agents of a Member State on persons residing in Italy, except where the document is to be served on a national of the Member State in question.

Article 15 – Direct service

There is nothing to prevent any person interested in a judicial proceeding effecting service of judicial documents directly through the competent officials of the Member State addressed.

Article 19 – Defendant not entering an appearance

Italy does not intend to make the statements provided for by paragraphs 2 and 4.

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Serving documents - Cyprus

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Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

Ministry of Justice and Public Order

Leoforos Athalassas 125

CY-1461 Nicosia

Cyprus

Tel.: (357) 22 805928

Fax: (357) 22 518328

Email: registry@mjpo.gov.cy

Article 2(2) – Receiving agencies

Ministry of Justice and Public Order

Leoforos Athalassas 125

CY-1461 Nicosia

Cyprus

Tel.: (357) 22 805928

Fax: (357) 22 518328

Email: registry@mjpo.gov.cy

Article 2(4)(c) – Means of receipt of documents

Post, fax, email

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

Greek and English

Article 3 – Central body

Ministry of Justice and Public Order

Leoforos Athalassas 125

CY-1461 Nicosia

Cyprus

Tel.: (357) 22 805928

Fax: (357) 22 518328

Email: registry@mjpo.gov.cy

Article 4 – Transmission of documents

For the purposes of the domestic service procedure, the transmitting authority should submit the form in Annex I in duplicate marked FOR SERVICE and FOR RETURN.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

Cypriot law does not lay down particular periods within which documents must be served.

Article 10 – Certificate of service and copy of the document served

English

Article 11 – Costs of service

EUR 21.00 for each document.

Payment of the fee should be made via bank transfer to the following bank account of the Ministry of Justice and Public Order:

Account: 6001017 – Ministry of Justice and Public Order

IBAN: CY21 0010 0001 0000 0000 0600 1017

Swift Code: CBCYCY2N

All applications for service of documents must be made in the way described above. If applications are not accompanied by payment of the fee and the corresponding bank receipt, they will be returned and no action will be taken on them.

Article 13 – Service by diplomatic or consular agents

No objection to such service.

Article 15 – Direct service

Direct service is permitted under Cypriot law.

Article 19 – Defendant not entering an appearance

At the request of applicants, judges can issue judgment at their own discretion, provided that all the conditions laid down in the article are met.

Applications for relief must be submitted within one year, but must be submitted within a reasonable time of the defendant having knowledge of the judgment.

Article 20 – Agreements or arrangements to which Member States are parties and which comply with the conditions in Article 20(2)

Not applicable

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Serving documents - Latvia

NB! Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

Article 2(2) – Receiving agencies

Pursuant to the amendments to the Civil Procedure Law of the Latvian Republic that entered into effect on 1 January 2019, changes were introduced concerning the service of foreign judicial and extrajudicial documents in Latvia in accordance with Regulation (EC) No 1393/2007 of the European Parliament and of the Council of 13 November 2007 on the service in the Member States of judicial and extrajudicial documents in civil or commercial matters (service of documents), and repealing Council Regulation (EC) No 1348/2000. More specifically, the central body which receives and carries out requests for the service of foreign documents has become the Zvērinātu tiesu izpildītāju padome (Council of Sworn Bailiffs of Latvia). In addition, a fee has been set of EUR 113.97 (including VAT) for each document service request. Payment must be made by bank transfer and any bank commission is to be borne by the person paying the flat rate for document service.

The competent central body is the:

Zvērinātu tiesu izpildītāju padome (Council of Sworn Bailiffs of Latvia)

(From 16 December 2019) Address: Lāčplēša iela 27-32, Rīga, LV-1011, Latvia

Telephone: (+371) 67290005; Fax: (+371) 67290006

e-mail: documents@lzt.lv

Bank account details:

Registration No: 90001497619

Registered address: Lāčplēša iela 27-32, Rīga, LV-1011, Latvia

Bank: Swedbank AS

IBAN: LV93 HABA 0551 0380 9674 2

Swift Code: HABALV22

Purpose of payment: details of the addressee

Article 2(4)(c) – Means of receipt of documents

In Latvia requests from other Member States for service of documents and certificates of service of documents will be accepted if they are submitted by post. Notifications using the other standard forms referred to in Regulation (EC) No 1393/2007 of the European Parliament and of the Council may also be submitted using other means of communication available to the relevant Latvian court.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

In addition to Latvian, standard forms completed in English are also accepted in Latvia.

Article 3 – Central body

The central body is the Latvijas Zvērinātu tiesu izpildītāju padome (Council of Sworn Bailiffs of Latvia)

(From 16 December 2019) Address: Lāčplēša iela 27-32, Rīga, LV-1011, Latvia

Telephone: (+371) 67290005; Fax: (+371) 67290006

e-mail: documents@lztli.lv

Article 4 – Transmission of documents

In Latvia, a request to serve documents which has been drawn up using the standard form set out in Annex I to the Regulation is accepted if submitted in either Latvian or English.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

Pursuant to Article 56.1(1) of the Law on Civil Procedure, when judicial documents have been delivered in accordance with the procedure set out in Article 56, with the exception of the event referred to in paragraph (9) thereof, a person is deemed to have been notified of the time and place of a court hearing or procedural action, or the contents of the relevant document, and judicial documents are deemed to have been served:

(1) on the date when the person accepted them in accordance with Article 56(3), (7) or (8) of this Law;

(2) on the date when the person refused to accept them (Article 57);

(3) on the seventh day from dispatch of the documents, if they have been sent by post;

(4) on the third day from dispatch of the documents, if they have been sent by e-mail;

(5) on the third day from dispatch, when notification is done on-line.

Pursuant to Paragraph (2) of the Article referred to above, whether the judicial documents are delivered to a declared place of residence of a natural person, an additional address declared, an address the natural person has indicated for communications with the court or a registered office of a legal person, and a notice of delivery is received from the post or the documents are returned, does not in itself affect the fact of the documents having been notified. The addressee can refute the presumption that documents have been served on the seventh day from the day of dispatch if sent by post or on the third day from dispatch if sent by e-mail or notified on-line by citing objective circumstances beyond his or her control which prevented him or her from receiving the documents at the address indicated.

Article 10 – Certificate of service and copy of the document served

In Latvia, a certificate of service of documents which has been drawn up using the standard form set out in Annex I to the Regulation is accepted if submitted in either Latvian or English.

Article 11 – Costs of service

In Latvia documents are served in accordance with Article 11(2)(a) of the Regulation, for which a fee of EUR 113.97 (including VAT) is payable for each document service request. Payment must be made by bank transfer and any bank commission is to be borne by the person paying the flat rate for document service.

Bank account details:

Registration No: 90001497619

(From 16 December 2019) Registered address: Lāčplēša iela 27-32, Rīga, LV-1011, Latvia

Bank: Swedbank AS

IBAN: LV93HABA0551038096742

Swift Code: HABALV22

Purpose of payment: details of the addressee

Article 13 – Service by diplomatic or consular agents

Latvia is opposed to the service of documents under Article 13(1) of the Regulation, except in cases where the documents are served on nationals of the Member State in question.

Article 15 – Direct service

Under Latvian legislation, documents may not be served under Article 15 of the Regulation.

Article 19 – Defendant not entering an appearance

Notwithstanding the provisions of Article 19(1) of the Regulation, a court or a judge in Latvia may deliver a judgment even if no certificate of service or notice of delivery has been received, provided that the conditions set out in Article 19(2) of the Regulation have been complied with. In Latvia, no time frame is defined after which applications for relief from the effects of the expiry of the deadline for appeal are no longer accepted, provided that the conditions set out in Article 19(4) of the Regulation are fulfilled.

Article 20 – Agreements or arrangements to which Member States are parties and which comply with the conditions in Article 20(2)

The Republic of Latvia maintains two agreements it has concluded:

(1) Agreement between the Republic of Latvia and the Republic of Poland on legal assistance and legal relations in civil, family and criminal matters;

(2) Agreement on legal assistance and legal relations between the Republic of Latvia, the Republic of Estonia and the Republic of Lithuania.

Last update: 10/05/2024

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Serving documents - Lithuania

NBI Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

All ordinary courts of the Republic of Lithuania dealing with civil and commercial matters are competent to transmit documents to a foreign state in accordance with Regulation (EC) No 1393/2007 and the 1965 Hague Convention.

Article 2(2) – Receiving agencies

The body designated to receive requests from other Member States for the service of documents in accordance with Article 2(2) of Regulation (EC) No 1393/2007 is the Lithuanian Chamber of Bailiffs.

Article 2(4)(c) – Means of receipt of documents

Judicial and extra-judicial documents can be accepted by post and fax.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

Lithuania accepts forms completed in Lithuanian and English.

Article 3 – Central body

The central body for carrying out the functions referred to in Article 3 of Regulation (EC) No 1393/2007 is the Ministry of Justice of the Republic of Lithuania.

Gedimino pr. 30, LT-01104 Vilnius, Lithuania

Tel.: +370 5 2662984;

Fax: +370 5 262 59 40, +370 5 2662854;

E-mail: rastine@tm.lt

Article 4 – Transmission of documents

The languages accepted by the Republic of Lithuania for completing the standard form set out in Annex I to the Regulation are Lithuanian and English.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

Lithuanian legislation does not lay down specific time limits for the service of documents.

Article 10 – Certificate of service and copy of the document served

The languages accepted by the Republic of Lithuania for completing the standard form set out in Annex I to the Regulation are Lithuanian and English.

Article 11 – Costs of service

The Republic of Lithuania charges a fee of EUR 110 for the services referred to in Article 11(2)(a) of the Regulation.

This fee should be paid into the account of the receiving agency, the Lithuanian Chamber of Bailiffs.

Lithuanian Chamber of Bailiffs

Address: Konstitucijos pr. 15, Vilnius LT-09319, Lithuania

Bank: Luminor Bank AB, bank code 40100, SWIFT code AGBLLT2X, account number: LT92 4010 0424 0031 5815, Legal Entity Code 126198978.

Tel. +370 5 2750067, +370 5 2750068, e-mail: info@antstoliurumai.lt, <http://www.anstoliurumai.lt>

Article 13 – Service by diplomatic or consular agents

The Lithuanian authorities declare that they are opposed to the service of documents within its territory in the manner described in Article 13 unless the documents are to be served on a national of the state in which the documents originate.

Article 15 – Direct service

The Lithuanian authorities declare that the service of documents in the manner described in Article 15 is not permitted in Lithuania.

Article 19 – Defendant not entering an appearance

The Lithuanian authorities declare that the Lithuanian courts may give judgment even if no certificate of service or delivery has been received if all the conditions laid down in Article 19(2) of the Regulation are met.

The Lithuanian authorities declare that applications for relief from the effects of the expiry of the time for appeal against a judgment, as referred to in Article 19(4) of the Regulation, will not be heard if they are filed more than one year after the date of the judgment.

Article 20 – Agreements or arrangements to which Member States are parties and which comply with the conditions in Article 20(2)

Lithuania has not concluded any agreements or arrangements with other Member States to expedite further or simplify the transmission of documents, as referred to in Article 20(2).

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Serving documents - Luxembourg

NB! Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

Documents can be served in person by a bailiff (*huissier*); this form of service is known by the French term *signification*.

You can find a bailiff on this website:

<http://www.huissier.lu/members.php>

Documents can also be served by a court registrar (*greffier*), usually by registered post; this form of service is known by the more general term *notification*.

You can find information on this website:

<http://www.justice.public.lu/fr/annuaire/index.html>

The Ministry of Justice has no powers in this matter and therefore letters or other documents concerning service of documents should not be addressed to the Ministry.

Article 2(2) – Receiving agencies

You can find a bailiff on this website:

<http://www.huissier.lu/members.php>

Article 2(4)(c) – Means of receipt of documents

Receipt can be by:

post, e-mail, fax, or telephone.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

French and German.

Article 3 – Central body

The central body is the Public Prosecutor's Office (*Parquet Général*) at the High Court of Justice (*Cour supérieur de Justice*).

Parquet Général

Cité judiciaire

Bâtiment CR

Postal address: L-2080 Luxembourg

Tel. (+352) 47 59 81-2336

Fax (+352) 47 05 50

E-mail: parquet.general@justice.etat.lu

Languages: French and German.

The Ministry of Justice has no powers in this matter and therefore letters or other documents concerning service of documents should not be addressed to the Ministry.

Article 4 – Transmission of documents

Luxembourg allows the application form (standard form) to be completed in German as well as French.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

Under Luxembourg law, a document must be served within a specified period, as provided in Articles 8(3) and 9(2) of Regulation (EC) No 1393/2007 of 13 November 2007.

Where the document is **served in person by a bailiff** (*signification*), the notice of service (*exploit*) must indicate the date of service, i.e. the date when the notice of service is delivered to the addressee or to the addressee's home address, or the date when the document is deposited at the addressee's home address..

If the addressee refuses to accept the copy of the document to be served, the bailiff records this in the notice of service. In this case, the document is regarded as having been served on the date when it is presented to the addressee.

Where the person on whom the document is to be served does not have a known home address or residence, the bailiff draws up a record of service (*procès-verbal*) detailing the steps taken to find the addressee. The document is deemed to be served when the record of service is drawn up.

Where the document is **served by registered post** (*notification*), Luxembourg applies a double date system.

The date in respect of the sender is different from the date in respect of the addressee.

In respect of the sender, the date of service is the date of sending.

In respect of the addressee, the date of service is the date when the document is delivered to the addressee.

If the addressee refuses to accept the registered letter, the postal worker records this in the acknowledgement of receipt and returns the registered letter accompanied by the acknowledgement of receipt. In this case, the document is regarded as having been served on the date when the registered letter is presented to the addressee.

Article 10 – Certificate of service and copy of the document served

Luxembourg allows the application form (standard form) to be completed in German as well as French.

Article 11 – Costs of service

The single flat rate is set at €138.

Article 13 – Service by diplomatic or consular agents

Luxembourg is opposed to its diplomatic and consular agents directly serving judicial and extrajudicial documents in another Member State.

Luxembourg is also opposed to diplomatic and consular agents of other Member States serving such documents in its territory, except in cases where the document is to be served on a national of the Member State in which it originates.

Article 15 – Direct service

Luxembourg authorises direct service pursuant to Article 15 of Regulation (EC) No 1393/2007.

The Ministry of Justice has no powers in this matter and therefore letters or other documents concerning service of documents should not be addressed to the Ministry..

Documents can be served by bailiffs.

Bailiffs in the state addressed are not responsible for ensuring that the form and content of the document transmitted directly by the person concerned are in order. They are responsible only for the formalities and procedures that they apply in serving the documents in the state addressed.

You can find a bailiff on this website:

<http://www.huissier.lu/members.php>

Article 19 – Defendant not entering an appearance

Notwithstanding Article 19(1), Luxembourg courts may give judgment if the conditions set out in Article 19(2) are fulfilled.

Under Article 19(4), an application for relief may in Luxembourg be declared inadmissible if it is not filed within a reasonable period - to be assessed by the judge - from the time when the defendant has knowledge of the judgment or the time when the impossibility of taking action ended; applications may not be filed more than one year after judgment has been served.

Article 20 – Agreements or arrangements to which Member States are parties and which comply with the conditions in Article 20(2)

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Serving documents - Hungary

NBI Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

In Hungary the transmitting agency

in the case of judicial documents, is the court under whose procedure the document to be served was generated,

in the case of documents generated in a notarial procedure, is the notary under whose procedure the document was generated, and

in the case of other extrajudicial documents, is the minister in charge of the judicial system.

Article 2(2) – Receiving agencies

In Hungary the receiving agency

is the district court with jurisdiction according to the addressee's residential address as indicated in the request for legal assistance (*lakcím szerint illetékes járásbíróság*), in Budapest, the Central District Court of Pest (*Pesti Központi Kerületi Bíróság*) and the Hungarian Association of Court Bailiffs.

Article 2(4)(c) – Means of receipt of documents

The receiving agency accepts documents by post, fax or electronically.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

Hungarian, German, English, French.

Article 3 – Central body

In Hungary, the tasks of the central body are performed by the minister in charge of the judicial system.

Ministry of Justice (*Igazságügyi Minisztérium*)

Department of Private International Law (Nemzetközi Magánjogi Főosztály)

Address: Nádor utca 22., 1051 Budapest

Address: Pf. 2., 1357 Budapest

Tel.: +36 1 795 5397, 1 795 3188

Fax: +36 1 550 3946

Email: [✉ nmfo@im.gov.hu](mailto:nmfo@im.gov.hu)

Languages: Hungarian, German, English and French.

Article 4 – Transmission of documents

In addition to Hungarian, German, English and French are also accepted.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

Not applicable in Hungary.

Article 10 – Certificate of service and copy of the document served

In addition to Hungarian, German, English and French are also accepted.

Article 11 – Costs of service

The service of documents by the court is free of charge.

The fee for service by a court bailiff is HUF 7 500. This must be paid in advance by bank transfer to the account below, and the confirmation of the transfer must be attached to the application.

Account holder: Hungarian Association of Court Bailiffs

Bank: Budapest Bank Nyrt.

SWIFT (BIC) kód: BUDAHUHB

IBAN: HU46 10103173-09701100-02004000

Please write in message field: KU2-reference number of request, name of addressee.

Article 13 – Service by diplomatic or consular agents

Service under Article 13 is only applicable in Hungary if the addressee is a citizen of the transmitting Member State.

Article 15 – Direct service

Service under Article 15 of the Regulation is performed in Hungary in accordance with legislation governing service by court bailiffs.

Article 19 – Defendant not entering an appearance

In some such cases the Hungarian courts may issue a judgment, provided all the conditions of Article 19(2) are met.

In Hungary, the time limit for filing an application under Article 19(4) is one year.

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Serving documents - Malta

NBI Council Regulation (EC) No [✉ 1393/2007](#) has been replaced by Regulation (EU) [✉ 2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

Office of the State Advocate

Address: Casa Scaglia, 16, Triq M.A. Vassalli, Valletta

Postcode: VLT1311

Tel. +356 22265000

E-mail: [✉ info@stateadvocate.mt](mailto:info@stateadvocate.mt)

Article 2(2) – Receiving agencies

Office of the State Advocate

Address: Casa Scaglia, 16, Triq M.A. Vassalli, Valletta

Postcode: VLT1311

Tel. +356 22265000

E-mail: [✉ info@stateadvocate.mt](mailto:info@stateadvocate.mt)

Article 2(4)(c) – Means of receipt of documents

The means they have to receive documents: The original documents together with Annex 1 to Regulation (EC) No 1393/2007 and bank receipt should be sent by post. Copies may be sent in advance by fax and/or by e-mail.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

The languages that may be used to complete the standard form are English and Maltese.

Article 3 – Central body

Office of the State Advocate
Casa Scaglia, 16, Triq M.A. Vassalli
Valletta VLT1311
Tel : +356 22265000

E-mail: info@stateadvocate.mt

Geographical areas of jurisdiction: Malta and Gozo

Means available for receipt and communication, and language skills: English

Article 4 – Transmission of documents

English

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

Malta intends to derogate from Article 9(2) as this is not in line with procedural law in Malta.

Article 10 – Certificate of service and copy of the document served

English

Article 11 – Costs of service

The costs referred to in Article 11(2) of this Regulation are of a fixed fee of €50 for every document that has to be served.

This fee must be paid before service. Documents will be sent back without being processed if the notification request is not accompanied by a bank receipt after the said payment has been made. The fee is to be paid by bank transfer payable to [...] are returned without processing. Fees are to be paid by bank transfer payable to the Office of the State Advocate with the following bank account details:

Bank name: Central Bank of Malta

Account name: AG Office – Receipt of Service Documents

Account number: 40127EUR-CMG5-000-Y

IBAN: MT24MALT011000040127EURCMG5000Y

SWIFT code: MALTMTMT

Article 13 – Service by diplomatic or consular agents

Yes, we oppose.

Article 15 – Direct service

No opposition.

Article 19 – Defendant not entering an appearance

Not possible as proof of notification is required. However, if a judgment is passed against a person who has not been duly notified in advance by summons, they may, within three months from the judgment, request that the case be heard again.

Article 20 – Agreements or arrangements to which Member States are parties and which comply with the conditions in Article 20(2)

None.

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Serving documents - Netherlands

NB! Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

All judicial officers in the Netherlands are transmitting agencies. Look for a transmitting agency via: <https://www.kbvg.nl>

[/zoekeengerechtsdeurwaarderskantoor](#).

Article 2(2) – Receiving agencies

All judicial officers and the central body in the Netherlands are receiving agencies. Look for a receiving agency via: <https://www.kbvg.nl>

[/zoekeengerechtsdeurwaarderskantoor](#).

Article 2(4)(c) – Means of receipt of documents

Judicial officers may receive documents by post. Receiving agencies whose fax or e-mail address is indicated in the annex may also receive documents by fax or e-mail.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

The languages that may be used to complete the form referred to in Article 4(3) of the Regulation and the certificate of service referred to in Article 10(2) of the Regulation are English and German.

Article 3 – Central body

The central body is the Royal Professional Organisation of Judicial Officers (*Koninklijke Beroepsorganisatie van Gerechtsdeurwaarders*).

Address:

Prinses Margrietplantsoen 49

2595 BR THE HAGUE

Netherlands

Tel.: + 31 70 890 35 30

e-mail: kbvg@kbvg.nl

Web address: <http://www.kbvg.nl/>

The central body may receive/send documents by post, e-mail or telephone in Dutch or English.

Article 4 – Transmission of documents

The languages that may be used to complete the form referred to in Article 4(3) of the Regulation and the certificate of service referred to in Article 10(2) of the Regulation are English and German.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

In the Netherlands, where a document has to be served within a particular period, the date to be taken into account with respect to the applicant is determined by Dutch law.

Where according to the law of an EU country a document has to be processed within a particular period, the date to be taken into account with respect to the applicant is that determined by the law of that country.

Article 10 – Certificate of service and copy of the document served

The languages that may be used to complete the form referred to in Article 4(3) of the Regulation and the certificate of service referred to in Article 10(2) of the Regulation are English and German.

Article 11 – Costs of service

The amount of the fixed fee for the costs of recourse to a judicial officer or to a person competent under the law of the Member State addressed is €65.

Article 13 – Service by diplomatic or consular agents

The Netherlands does not oppose the possibility of a Member State serving judicial documents on persons residing in the Netherlands, without any compulsion, direct through its diplomatic or consular agents.

Article 15 – Direct service

Direct service on the basis of Article 15 of the Regulation by a judicial officer is allowed for persons resident in the Netherlands.

Article 19 – Defendant not entering an appearance

Judges in the Netherlands may, by way of derogation from Article 19(1), hand down a judgment if the conditions of Article 19(2) are complied with.

An application for relief from the effects of the expiry of the period referred to in Article 19(4) of the Regulation is admissible if it is submitted within one year of the date on which the decision was handed down.

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Serving documents - Austria

NB! Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

Article 2(2) – Receiving agencies

Article 2(4)(c) – Means of receipt of documents

Means of receipt available:

By post

By other delivery services (e.g. by courier)

By email

By fax

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

The form may be completed in German or English.

Article 3 – Central body

The central body is the Federal Ministry of Justice (*Bundesministerium für Justiz*).

Bundesministerium für Justiz

Museumstraße 7

1070 Vienna

Tel.: (43-1) 52152-2141

Fax: (43-1) 52152-2829

Email: team.z@bmj.gv.at

Languages: German and English.

Article 4 – Transmission of documents

Standard request forms (form in Annex I) may be completed in German or English.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

As far as we can tell, there are currently no documents in Austrian law of the kind referred to in Articles 8(3) and 9(2).

Article 10 – Certificate of service and copy of the document served

Certificates (form in Annex I) may be completed in German or English.

Article 11 – Costs of service

No fixed fees apply.

Article 13 – Service by diplomatic or consular agents

Austria does not oppose service under Article 13(1).

Article 15 – Direct service

Service of judicial documents directly through the judicial officers, officials or other competent persons of the Member State addressed is not permitted under Austrian law.

Article 19 – Defendant not entering an appearance

Courts in Austria, notwithstanding paragraph 1, may give judgment if the conditions of paragraph 2 are met.

Austria does not propose to state a time-limit within the meaning of the last subparagraph of Article 19(4) for filing an application for relief from the effects of expiry of the time allowed for appeal.

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Serving documents - Poland

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Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

Article 2(2) – Receiving agencies

The competent body is the district court (sąd rejonowy) in whose district service is to be effected.

Article 2(4)(c) – Means of receipt of documents

Documents may be received by post only.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

The form may be completed in Polish, English or German.

Article 3 – Central body

Ministry of Justice

Department for International Cooperation and European Law

Al. Ujazdowskie 11, 00 - 950 Warsaw

Tel./fax: +48 22 6280949 01

Languages: Polish, English and German.

Article 4 – Transmission of documents

Languages that may be used for the completion of the form set out in Annex I: Polish, English and German.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

There is no requirement in Polish law for serving documents within a particular period.

Article 10 – Certificate of service and copy of the document served

Languages that may be used for the completion of the form set out in Annex I: Polish, English and German.

Article 11 – Costs of service

No fees are charged in connection with serving documents.

Article 13 – Service by diplomatic or consular agents

Poland opposes service by diplomatic or consular agents within its territory, unless documents are to be served on nationals of the Member State in which the document originates.

Article 15 – Direct service

Poland opposes the method of service referred to in this Article within its territory.

Article 19 – Defendant not entering an appearance

An application for relieving the defendant from the effects of the expiry of the appeal period, submitted after a year from the date on which the judgment was issued, will be considered only in exceptional cases.

Article 20 – Agreements or arrangements to which Member States are parties and which comply with the conditions in Article 20(2)

Not applicable

Last update: 15/04/2024

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Serving documents - Portugal

NBI Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

The **transmitting agencies** designated by Portugal are:

- district courts (*Tribunais Judiciais de Comarca*);
- registrars (*Conservadores*);
- notaries (*Notários*);
- enforcement agents (*Agentes de Execução*); and
- legal representatives (*Mandatários Judiciais*).

Article 2(2) – Receiving agencies

The **receiving agencies** designated by Portugal are:

- the general division (*Juízo de Competência Genérica*) or the local civil division (*Juízo local cível*), if one exists, of the district court with jurisdiction; and
- enforcement agents (OSAE, the Association of Solicitors and Enforcement Agents, *Ordem dos Solicitadores e dos Agentes de Execução*);

Rua Artilharia 1, No 63

1250-083 Lisbon

Tel.: (351) 21 389 42 00

Fax: (351) 21 353 48 70

Email: geral@osae.pt

<http://www.osae.pt/pt/pag/OSAE/osae/1/1/1/1>

Article 2(4)(c) – Means of receipt of documents

Documents may be sent by post.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

Portugal will accept forms completed in Portuguese, English or Spanish.

Article 3 – Central body

In Portugal, the central body is the Directorate-General for Justice Administration (*Direção Geral da Administração da Justiça*).

Directorate-General for Justice Administration

Av. D. João II, 1.08.01 D/E

PT - 1990-097 LISBON

Tel. +351 217906200 - +351 217906223

Fax +351 211545100/60

Email: ✉ correio@dgaj.mj.pt

Website: 🌐 <http://www.dgaj.mj.pt/>

Languages spoken: Portuguese, Spanish, French and English.

Article 4 – Transmission of documents

Portugal will accept forms completed in Portuguese, English or Spanish.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

For the purposes of Articles 8(3) and 9(2) of the Regulation, Article 323 of the Portuguese Civil Code lays down that the limitation period is suspended five days after service was requested in cases where it was not possible to serve the documents for reasons not attributable to the applicant.

Article 10 – Certificate of service and copy of the document served

Portugal will accept certificates completed in Portuguese, English or Spanish.

Article 11 – Costs of service

Generally speaking, the service of judicial documents from another Member State does not give rise to the payment of any charges or costs if the documents are sent to the courts.

However, if the documents are served in person by a court official or an enforcement agent, the following costs will apply:

1. Enforcement agents:

If service is effected: €76

If service is not effected (e.g. if the person to be served with documents did not reside at the given address or the address did not exist): €50.50

2. Court officials:

If service is effected: €51

If service is not effected (e.g. if the person to be served with documents did not reside at the given address or the address did not exist): no payment is due.

Article 13 – Service by diplomatic or consular agents

Portugal is opposed to another Member State serving judicial or extrajudicial documents on its territory through consular or diplomatic channels unless the person to be served with the document is a national of that Member State.

Article 15 – Direct service

Portuguese law does not allow direct service as provided for in Article 15 of the Regulation.

Article 19 – Defendant not entering an appearance

Notwithstanding the provisions of Article 19(1), the Portuguese courts may give judgment if all the conditions set out in paragraph 2 of this Article have been fulfilled.

For the purposes of Article 19(4), in Portugal applications for relief from the effects of expiry of the period for appeal must be filed within one year from the date of the contested decision. Applications will not be accepted after that date.

Article 20 – Agreements or arrangements to which Member States are parties and which comply with the conditions in Article 20(2)

Agreements to which Member States are party:

- Agreement between the Portuguese Republic and the Kingdom of Spain on Judicial Cooperation in Criminal and Civil Matters of 19 November 1997;

Other agreements to which Portugal is party:

- Agreement on Legal and Judicial Cooperation with Angola of 30 August 1995;

- Agreement on Legal and Judicial Cooperation with the Republic of Cape Verde of 2 February 2003;

- Agreement on Legal and Judicial Cooperation with the Macao Special Administrative Region of the People's Republic of China of 1 July 2001;

- Agreement on Judicial Cooperation with Guinea-Bissau of 5 July 1988;

- Agreement on Legal and Judicial Cooperation with Mozambique of 12 April 1990;

- Judicial Agreement with São Tomé and Príncipe of 23 March 1976.

Last update: 07/04/2024

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Serving documents - Romania

NBI Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here](#)!

Article 2(1) – Transmitting agencies

As regards judicial documents, the Romanian authorities transmitting such documents are all Romanian courts with the power to serve judicial acts directly to receiving authorities in EU Member States: District Courts - *Judecătoriale*, County Courts - *Tribunalele*, Courts of Appeal - *Curțile de Apel* and the High Court of Cassation and Justice - *Înalta Curte de Casație și Justiție*.

As regards extra-judicial documents, notaries, bailiffs and other authorities, whose sphere of competence includes the service of documents abroad, transmit applications via the district courts in whose jurisdictions they have their registered offices. (Article 32(1)(a) and (b) of Law No 189/2003 on international judicial assistance in civil and commercial matters).

Article 2(2) – Receiving agencies

The Romanian receiving agency for applications for service of judicial and extra-judicial acts from EU Member States is the district court in whose jurisdiction the recipient is domiciled or has its registered office (Article 32(1)(c) of Law No 189/2003 on international judicial assistance in civil and commercial matters).

Article 2(4)(c) – Means of receipt of documents

The technical means of receiving applications and their attached documents is by post or fax.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

In addition to forms completed in Romanian, Romania also accepts standard application forms completed in English or French.

Article 3 – Central body

The central Romanian authority is the Ministry of Justice.

Ministry of Justice

Directorate for International Law and Judicial Cooperation

Str. Apolodor No 17, Sector 5, Bucharest 050741

Telephone: +40372041077; Fax No: +40372041079

Service for international judicial cooperation in civil and commercial matters

Telephone: +40372041083; Telephone: +40372041218; Fax No: +40372041079, +40372041084

Article 4 – Transmission of documents

In addition to forms completed in Romanian, Romania also accepts standard application forms completed in English or French.

The technical means of receiving applications and their attached documents is by post or fax.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

Article 183 of the Code of Civil Procedure regulates acts lodged at post offices, specialised courier services, military units or detention sites.

The procedural document lodged within the period prescribed by law by registered post at the post office or deposited with an express courier service or a specialised service is considered to have been submitted within the prescribed period.

The document lodged by the interested party within the time limit laid down by law at the military unit or the detention site administration in which the party is detained is also deemed to have been submitted within the prescribed period.

The post office receipt, together with the record or attestation made on the instrument lodged by the express courier service, the specialised communication service, the military unit or the detention site administration, depending on the case, serves as proof of the date of submission of the document by the interested party.

In accordance with Article 192(2), in conjunction with Article 199(1) of the Code of Civil Procedure, the process begins with the registration of the application before the court. A statement of claim lodged in person or by a proxy, by post, courier, fax or scanned and sent by email or as an electronic document is registered and stamped with the date of receipt.

In accordance with points 18, 10 and 11 of Article 2 and point 6 of Article 30 of Emergency Order No 13/2013 on postal services, registered mail service means a postal service that provides a flat-rate guarantee against the risks of loss, theft, total or partial destruction or damage to registered mail and, upon request, subsequent to the delivery of the postal item, proof of submission of the postal sending or delivery to the addressee, without any written confirmation by the latter.

Items of correspondence means a communication in written form on any kind of physical medium to be conveyed and delivered at the address indicated by the sender on the item itself or on its wrapping.

The posting date is the date on which the postal consignment was collected by the postal services, in accordance with the provisions of Article 183 of Law No 134/2010 on the Code of Civil Procedure, republished, as amended and currently in force.

The posting date shall be the date on which the postal consignment was collected by the postal services through the postal access point, provided it was posted before the final collection for that particular access point. Where the consignment is posted after the final collection of mail, the posting date shall be considered to be the next working day that mail is collected from that particular access point.

Article 10 – Certificate of service and copy of the document served

In addition to certificates of service completed in Romanian, Romania also accepts certificates of service transmitted in English or French.

Article 11 – Costs of service

The service of procedural documents is carried out free of charge, ex officio, by the court, by the procedural agents of the court or by another employee thereof. Should this not be possible, they are served by post as registered mail with declared content and acknowledgement of receipt, in a sealed envelope, to which the proof of receipt/report and a notice are to be attached. At the request and expense of the interested party, procedural acts may be served by the court, via judicial executors or by express delivery (Article 154(1), (4) and (5) of the Code of Civil Procedure). The fees of the judicial executors are of between RON 20 and RON 400. See Order No 2550 of 14 November 2006 of the Minister for Justice approving minimum and maximum fees for services provided by judicial executors.

Article 13 – Service by diplomatic or consular agents

Romania declares that diplomatic agents and foreign consular agents may serve judicial and extra-judicial documents on Romanian territory only to citizens of the country they represent.

Article 15 – Direct service

Romania is opposed to direct service as laid down in Article 15(1).

Article 19 – Defendant not entering an appearance

Without prejudice to paragraph 1 of Article 19 of the Regulation, Romanian courts may issue a decision only if all the conditions laid down in paragraph 2 are met.

An application for relief, as laid down in paragraph 4 of Article 19 of the Regulation, may be submitted within one year from when the decision was pronounced.

Article 20 – Agreements or arrangements to which Member States are parties and which comply with the conditions in Article 20(2)

Not applicable.

Last update: 14/02/2024

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Serving documents - Slovenia

NBI Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

The transmitting agencies are: the local courts (*okrajna sodišča*), the district courts (*okrožna sodišča*), the Labour and Social Affairs Court (*delovno in socialno sodišče*), the Administrative Court (*upravno sodišče*), the higher courts (*višja sodišča*), the Supreme Court (*Vrhovno sodišče*), the Constitutional Court (*Ustavno sodišče*) and the State Attorney's Office (*Državno odvetništvo*).

Article 2(2) – Receiving agencies

All district courts are receiving agencies.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

Slovenia will accept standard request forms completed in Slovenian or in English.

Article 3 – Central body

Ministrstvo za pravosodje (Ministry of Justice)

Župančičeva 3

SLO-1000 Ljubljana

Tel.: (+386)1369 53 42

Fax: (+386)1369 57 83

Email: gp.mp@gov.si

Article 4 – Transmission of documents

Slovenia will accept standard request forms completed in Slovenian or in English.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

Under Slovenian legislation a document does not have to be served within a particular period.

Article 10 – Certificate of service and copy of the document served

Slovenia will accept certificates completed in Slovenian or in English.

Article 13 – Service by diplomatic or consular agents

Slovenia does not oppose the possibility of service through diplomatic or consular agents under the conditions laid down in Article 13(1).

Slovenia is opposed to the service of judicial documents on persons residing in Slovenia through diplomatic or consular agents of another Member State, except where the document is to be served on a national of the Member State in which the document originates.

Article 15 – Direct service

Direct service is not permitted under Slovenian legislation.

Article 19 – Defendant not entering an appearance

Notwithstanding Article 19(1) of the Regulation, a judge may give judgment even if no certificate of service or delivery has been received, provided that the conditions set out in Article 19(2) of the Regulation are fulfilled.

An application for relief may be submitted within one year of the date when the judgment was issued.

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Serving documents - Slovakia

NBI Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

Article 2(2) – Receiving agencies

Article 2(4)(c) – Means of receipt of documents

The Slovak authorities accept written requests for service of documents, in paper form.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

Under Article 2(4), the Slovak Republic will accept Czech and English, as well as Slovak, for the completion of forms.

Article 3 – Central body

Ministry of Justice of the Slovak Republic

International Private Law Division (Odbor medzinárodného práva súkromného)

Račianska ul. 71

813 11 Bratislava

Slovak Republic

Telephone: (+421) 2 888 91 258

Fax: (+421) 2 888 91 604

E-mail: civil.inter.coop@justice.sk

Website: <https://www.justice.gov.sk>

Languages: Slovak, Czech, English, French, German.

Article 4 – Transmission of documents

Under Article 4, the Slovak Republic will accept Czech and English, as well as Slovak, for the completion of forms.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

The Slovak Republic has nothing to communicate regarding Articles 8(3) and 9(2), as Slovak law does not require certain documents to be served within a particular period as foreseen by these articles.

Article 10 – Certificate of service and copy of the document served

Under Article 10, the Slovak Republic will accept Czech and English, as well as Slovak, for the completion of forms.

Article 11 – Costs of service

Documents are served principally by the court that has received the request. However, under certain circumstances a court may entrust a judicial officer with serving documents. If the officer entrusted by the court is a bailiff (*súdny exekútor*), service is subject to a fixed fee of EUR 6.64 for each document served.

Article 13 – Service by diplomatic or consular agents

The Slovak Republic opposes the service of court documents by diplomatic or consular agents, unless the documents are to be served on nationals of the Member State in which the documents originate.

Article 15 – Direct service

Slovak law does not allow court documents to be served directly from abroad on persons interested in a judicial proceeding through judicial officers, officials or other competent persons in the Slovak Republic.

Article 19 – Defendant not entering an appearance

In accordance with Article 19(2), the Slovak Republic declares that, notwithstanding the provisions of Article 19(1), a judge may give judgment even if no certificate of service or delivery has been received, if all the conditions laid down in this provision are fulfilled.

Article 20 – Agreements or arrangements to which Member States are parties and which comply with the conditions in Article 20(2)

Not applicable

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Serving documents - Finland

NBI Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

The transmitting agencies are the district courts (*käräjäoikeudet*), the Market Court (*markkinaoikeus*), the courts of appeal (*hovioikeudet*), the Supreme Court (*korkein oikeus*), the National Enforcement Authority (*ulosottolaitos*) and the Ministry of Justice (*oikeusministeriö*).

Article 2(2) – Receiving agencies

Article 2(4)(c) – Means of receipt of documents

Means of receipt of documents available to them: documents may be delivered by post, fax or e-mail.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

Languages that may be used for completion of the standard form: Finnish, Swedish and English.

Article 3 – Central body

The central body is the Ministry of Justice.

Oikeusministeriö [Ministry of Justice]

PL 25

FIN-00023 Valtioneuvosto [Government]

Tel. (358-9) 16 06 76 28

Fax: (358-9) 16 06 75 24

E-mail: central.authority@om.fi

Documents may be delivered by post, fax or e-mail.

Languages: Finnish, Swedish, English.

Article 4 – Transmission of documents

The application form may be completed in Finnish, Swedish or English.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

Pursuant to Article 9(3), Finland informs the Commission that it will not apply the provisions of Article 9(1) and (2). In their current form the provisions of the article have no conceivable significance from the point of view of the country's legal system and therefore cannot be applied in Finland in practice.

Article 10 – Certificate of service and copy of the document served

The certificate form may be completed in Finnish, Swedish or English.

Article 11 – Costs of service

No charge is made to the foreign transmitting agency for the service of documents.

Article 13 – Service by diplomatic or consular agents

Finland does not object to this means of service.

Article 15 – Direct service

Finland does not object to this means of service.

Article 19 – Defendant not entering an appearance

As Finland does not give the notification referred to in Article 19(2), the Finnish courts may not give judgments in cases pursuant to Article 19(2).

Consequently, there is no need for the notification referred to in Article 19(4).

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Serving documents - Sweden

NBI Council Regulation (EC) No [1393/2007](#) has been replaced by Regulation (EU) [2020/1784](#) of the European Parliament and of the Council as of 1 July 2022.

Notifications made under the new Regulation can be found [here!](#)

Article 2(1) – Transmitting agencies

Courts, enforcement authorities and other Swedish authorities which serve judicial and extrajudicial documents in civil or commercial matters.

Article 2(2) – Receiving agencies

Article 2(4)(c) – Means of receipt of documents

Documents may be received by post or fax or by other methods agreed on in a specific instance. Contact may also be made by telephone.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

The standard form may be completed in Swedish or English.

Article 3 – Central body

Article 4 – Transmission of documents

Swedish and English are both accepted on the standard form.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

N/A

Article 10 – Certificate of service and copy of the document served

Swedish and English are both accepted on the certificate of service.

Article 11 – Costs of service

Sweden does not intend to make a charge for recourse to a judicial officer or other competent person.

Article 13 – Service by diplomatic or consular agents

Sweden accepts service by diplomatic or consular agents.

Article 15 – Direct service

In certain cases, Swedish law permits a person with an interest in a judicial proceeding to effect service of judicial and extrajudicial documents directly through the judicial officers, officials or other competent persons.

Article 19 – Defendant not entering an appearance

Swedish courts are not required to give a judgment if the conditions of Article 19(2) are met, but not those of Article 19(1). Sweden does not intend to issue any explanation under Article 19(4).

Article 20 – Agreements or arrangements to which Member States are parties and which comply with the conditions in Article 20(2)

Nordic agreement of 26 April 1974 on mutual legal assistance regarding the service of documents and the taking of evidence (SÖ 1975:42)

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Serving documents - England and Wales

Article 2(1) – Transmitting agencies

The Transmitting Agency is The High Court - Queens Bench - Foreign Process Section

Article 2(2) – Receiving agencies

The Receiving Agency is The High Court - Queens Bench - Foreign Process Section

Article 2(4)(c) – Means of receipt of documents

Documents will be transmitted by fax and post.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

The standard form will be acceptable in English and French.

Article 3 – Central body

The Senior Master

For the attention of the Foreign Process Section

Room E16

Royal Courts of Justice

Strand

London WC2A 2LL

United Kingdom

Telephone:

+44 20 7947 6691

+44 20 7947 7786

+44 20 7947 6488

+44 20 7947 6327

+44 20 7947 1741

Fax: +44 870 324 0025

Email: [✉ foreignprocess.rcj@hmcts.gsi.gov.uk](mailto:foreignprocess.rcj@hmcts.gsi.gov.uk)

Website: [🌐 https://www.gov.uk/guidance/service-of-documents-and-taking-of-evidence](https://www.gov.uk/guidance/service-of-documents-and-taking-of-evidence)

Communication will be by means of letter, fax, e-mail and telephone and the central body will be responsible for checking translations.

Article 4 – Transmission of documents

Apart from English, the United Kingdom will accept standard request forms which are completed in French.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

The United Kingdom intends to derogate from these provisions on the basis that the complexities of its law on time-limits and limitation periods would only be exacerbated by this Article. It is important that the date of service can be identified with certainty as it determines the time from which a party may enter a default judgment. The UK does not consider that the precise meaning of this provision, and its intended operation in practice, is sufficiently clear; it could therefore increase the potential for confusion. Accordingly it believes that this matter is best left to national law, at least until it has had an opportunity to assess how it works in practice in the other Member States following implementation of the Regulation.

Article 10 – Certificate of service and copy of the document served

Apart from English, the United Kingdom will accept certificates completed in French.

Article 11 – Costs of service

We will not be charging for service.

Article 13 – Service by diplomatic or consular agents

The United Kingdom does not intend to oppose the exercise in its territory of the right conferred by Article 13(1).

Article 15 – Direct service

England and Wales is opposed to the possibility of direct service provided for by Article 15(1).

Article 19 – Defendant not entering an appearance

In accordance with the existing provision of the Hague Convention, courts in the United Kingdom, notwithstanding paragraph 1, may give judgment if all the conditions of paragraph 2 have been met.

Period of time after the judgment has been given within which an application for relief provided for by paragraph 4 may be entertained:

When considering setting aside a judgment in default, the court must have regard to whether the person seeking to set aside the judgment made an application to do so promptly.

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Serving documents - Northern Ireland

Article 2(1) – Transmitting agencies

Article 2(2) – Receiving agencies

Article 2(4)(c) – Means of receipt of documents

Documents will be transmitted by fax and post.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

The standard form will be acceptable in English and French.

Article 3 – Central body

The Master (Queen's Bench and Appeals)

Royal Courts of Justice

Chichester Street

Belfast BT1 3JF

United Kingdom

Tel.: (44-28) 90 72 47 06

Fax: (44-28) 90 23 51 86

e-mail: FrontOfHouseOfficeRCJ@courtsni.gov.uk

Communication will be by means of letter, fax, e-mail and telephone and the central body will be responsible for checking translations.

Article 4 – Transmission of documents

Apart from English, the United Kingdom will accept standard request forms which are completed in French.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

The United Kingdom intends to derogate from these provisions on the basis that the complexities of its law on time-limits and limitation periods would only be exacerbated by this Article. It is important that the date of service can be identified with certainty as it determines the time from which a party may enter a default judgment. The UK does not consider that the precise meaning of this provision, and its intended operation in practice, is sufficiently clear; it could therefore increase the potential for confusion. Accordingly it believes that this matter is best left to national law, at least until it has had an opportunity to assess how it works in practice in the other Member States following implementation of the Regulation.

Article 10 – Certificate of service and copy of the document served

Northern Ireland would prefer that the documents be in English, which is the official language.

Article 11 – Costs of service

A fee of £45 is charged although there is no fee payable for service on a limited company. To clarify this, documents to be served on individuals are served personally but service on limited companies is effected by post.

Article 13 – Service by diplomatic or consular agents

The United Kingdom does not intend to oppose the exercise in its territory of the right conferred by Article 13(1).

Article 15 – Direct service

Northern Ireland is opposed to the possibility of direct service provided for by Article 15(1).

Article 19 – Defendant not entering an appearance

In accordance with the existing provision of the Hague Convention, courts in the United Kingdom, notwithstanding paragraph 1, may give judgment if all the conditions of paragraph 2 have been met.

Period of time after the judgment has been given within which an application for relief provided for by paragraph 4 may be entertained:

When considering setting aside a judgment in default, the court must have regard to whether the person seeking to set aside the judgment made an application to do so promptly.

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Serving documents - Scotland

Article 2(1) – Transmitting agencies

The receiving agencies are the messengers-at-arms. For a list of messengers-at-arms please see the website of the Society for Messengers-at-Arms and Sheriff Officers (SMASO): [SMASO](#)

Article 2(2) – Receiving agencies

The receiving agencies are the messengers-at-arms. For a list of messengers-at-arms please see the website of the Society for Messengers-at-Arms and Sheriff Officers (SMASO): [SMASO](#)

Article 2(4)(c) – Means of receipt of documents

Documents will be transmitted by fax and post.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

English.

Article 3 – Central body

Scottish Government

Central Authority & International Law Team

St Andrew's House (GW15)

Edinburgh

EH1 3DG

Tel.: +44 131 244 4829

Fax: +44 131 244 4848

E-mail: Finbarr.Lee@gov.scot

Article 4 – Transmission of documents

Forms should be transmitted in English.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

The United Kingdom intends to derogate from these provisions on the basis that the complexities of its law on time-limits and limitation periods would only be exacerbated by this Article. It is important that the date of service can be identified with certainty as it determines the time from which a party may enter a default judgment. The UK does not consider that the precise meaning of this provision, and its intended operation in practice, is sufficiently clear; it could therefore increase the potential for confusion. Accordingly it believes that this matter is best left to national law, at least until it has had an opportunity to assess how it works in practice in the other Member States following implementation of the Regulation.

Article 10 – Certificate of service and copy of the document served

Apart from English, the United Kingdom will accept certificates completed in French.

Article 11 – Costs of service

Costs of service by Messengers-at-Arms: (i) £142.51 for personal service; and (ii) £45.40 for postal service. For clarification, this cost for postal service does not apply to postal service under Article 14. VAT will also be added to these costs.

Article 13 – Service by diplomatic or consular agents

Scotland does not oppose the exercise in its territory of the right conferred by Article 13(1).

Article 15 – Direct service

Scotland does not oppose the possibility of direct service provided for by Article 15(1).

Article 19 – Defendant not entering an appearance

In accordance with the existing provision of the Hague Convention, courts in Scotland, notwithstanding paragraph 1, may give judgment if all the conditions of paragraph 2 have been met.

Period of time after the judgment has been given within which an application for relief provided for by paragraph 4 may be entertained:

No later than the expiry of one year from the date of decree - this would be in line with the Hague Convention and is the period incorporated in Scotland's court rules.

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Serving documents - Gibraltar

Article 2(1) – Transmitting agencies

The **transmitting agency** is the Registrar of the Supreme Court of Gibraltar.

Communications to the transmitting agency should be sent via:

The United Kingdom Government Gibraltar Liaison Unit for EU Affairs

Foreign and Commonwealth Office

King Charles Street

London

SW1A 2AH

Tel.: +44 20 7008 1577

Fax: +44 20 7008 3629

e-mail: ukgglu@fco.gov.uk

Article 2(2) – Receiving agencies

The **receiving agency** is the Registrar of the Supreme Court of Gibraltar

Communications to the receiving agency should be sent via:

The United Kingdom Government Gibraltar Liaison Unit for EU Affairs

Foreign and Commonwealth Office

King Charles Street

London

SW1A 2AH

Tel.: +44 20 7008 1577

Fax: +44 20 7008 3629

e-mail: ukgglu@fco.gov.uk

Article 2(4)(c) – Means of receipt of documents

Documents will be transmitted by fax and post.

Article 2(4)(d) – Languages that may be used for the completion of the standard form set out in Annex I

The standard form will be acceptable in English and French.

Article 3 – Central body

The Registrar of the Supreme Court of Gibraltar

Supreme Court,

Law Courts

277 Main Street

Gibraltar

Tel.: +350 200 78808

Fax: +350 200 77118

Formal communications with the receiving agency should be addressed to the Registrar at the above address but sent via:

The United Kingdom Government Gibraltar Liaison Unit for EU Affairs

Foreign and Commonwealth Office

King Charles Street
London
SW1A 2AH
Tel.: +44 20 7008 1577
Fax: +44 20 7008 3629
e-mail: ukgglu@fco.gov.uk

Communication will be by means of letter, fax, e-mail and telephone and the central body will be responsible for checking translations.

Article 4 – Transmission of documents

Apart from English, the United Kingdom will accept standard request forms which are completed in French.

Articles 8(3) and 9(2) – Particular periods set by national law for serving documents

The United Kingdom intends to derogate from these provisions on the basis that the complexities of its law on time-limits and limitation periods would only be exacerbated by this Article. It is important that the date of service can be identified with certainty as it determines the time from which a party may enter a default judgment. The UK does not consider that the precise meaning of this provision, and its intended operation in practice, is sufficiently clear; it could therefore increase the potential for confusion. Accordingly it believes that this matter is best left to national law, at least until it has had an opportunity to assess how it works in practice in the other Member States following implementation of the Regulation.

Article 10 – Certificate of service and copy of the document served

Apart from English, the United Kingdom will accept certificates completed in French.

Article 13 – Service by diplomatic or consular agents

The United Kingdom does not intend to oppose the exercise in its territory of the right conferred by Article 13(1).

Article 15 – Direct service

Gibraltar does not oppose the possibility of direct service provided for by Article 15(1).

Article 19 – Defendant not entering an appearance

In accordance with the existing provision of the Hague Convention, courts in the United Kingdom, notwithstanding paragraph 1, may give judgment if all the conditions of paragraph 2 have been met.

Period of time after the judgment has been given within which an application for relief provided for by paragraph 4 may be entertained:

When considering setting aside a judgment in default, the court must have regard to whether the person seeking to set aside the judgment made an application to do so promptly.

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