

**Form of letter of request**

*(Items to be included in all letters of request)*

1. Sender *(identify & address)* .....  
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.....
2. Central authority of the *(identify & address)* .....  
.....  
.....
3. Person to whom the executed request is to be returned *(identify & address)* .....  
.....  
.....
4. The undersigned applicant has the honour to submit the following request:
5. a. Requesting judicial authority *(identify & address)* .....  
.....  
.....  
b. To the competent authority *(the requested State)* .....  
.....  
.....
6. Names and addresses of the parties and their representatives
  - a. Pursuer .....  
.....
  - b. Defender .....  
.....
  - c. Other parties .....  
.....
7. Nature and purpose of the proceedings and summary of the facts .....  
.....  
.....
8. Evidence to be obtained or other judicial act to be performed .....  
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.....

*(Items to be completed where applicable)*

- 9. Identity and address of any person to be examined .....  
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- 10. Questions to be put to the persons to be examined or statement of the subject matter about which they are to be examined [or see attached list] .....  
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- 11. Documents or other property to be inspected (specify whether it is to be produced, copied, valued, etc.) .....  
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- 12. Any requirement that the evidence be given on oath or affirmation and any special form be used (in the event that the evidence cannot be taken in the manner requested, specify whether it is to be taken in such manner as provided by local law for the formal taking of evidence) .....  
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- 13. Special methods or procedure to be followed .....  
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- 14. Request for notification of the time and place for the execution of the request and identity and address of any person to be notified .....  
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- 15. Request for attendance or participation of judicial personnel of the requesting authority at the execution of the letter of request .....  
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- 16. Specification of privilege or duty to refuse to give evidence under the law of the State of origin .....  
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- 17. The fees and expenses incurred will be borne by (identify & address) .....  
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- 18. Date of request, signature and seal of the requesting authority .....  
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