

Service of Process (UK)

Please refer to the Guidelines which can be accessed on the [Home Office Website](#). Each section should be completed (if applicable) and the form accompanied by a headed covering letter from a competent authority.

Please note that six weeks' notice is required for Service of Process in the UK

#### SECTION A: ISSUING AUTHORITY

Issuing Authority:

Issuing Authority Reference (to be used in all correspondence):

Issuing Authority address:

Name of representative / contact point:

Post held (title / grade):

Address:

Telephone number (including country code):

Fax number (including country code):

Email:

#### SECTION B: PREVIOUS REQUESTS

Does this LOR supplement a previous LOR to the UK?

Yes

No

If yes, provide the following information to identify the previous LOR (where known):

Date of issue of previous LOR

The authority to which it was transmitted Select

Date of transmission of the previous LOR

Central authority reference number of previous request

#### SECTION C: LEGAL BASIS OF THE REQUEST

State under which Treaty / Convention / Agreement this Letter of Request for Evidence is being made under (tick all that apply)

European Convention on Mutual Assistance in Criminal Matters 1959

Convention on Mutual Legal Assistance in Criminal Matters between Member States of the European Union 2000

UN Convention Against Illicit Traffic in Narcotic Drugs and Psychotropic Substances 1988 ('Vienna Convention')

UN Convention Against Transnational Organised Crime 2000

UN Convention Against Corruption 2003

Bilateral Treaty/Agreement

State name:

If the request is made under an agreement not listed above, provide the name of the agreement

State the law that makes the behaviour described above a criminal matter in the requesting country. Attach a copy of this law to this document and highlight the sentence or penalty for the offence

**SECTION D: GROUNDS FOR ISSUING THE LOR**

Provide a summary of the facts

*Set out why the LOR has been issued, including: the nature of the offence, facts of the case*

List the documents to be served

**SECTION E: MEDIA INTEREST CONSIDERATIONS**

Details of any media attention or reasons for high profile interest in the case in the Requesting State (if applicable):

**SECTION F: RELEVANT DATES**

Provide any dates which are relevant to the request e.g. court dates

Date:

Relevance:

Provide any deadlines for the execution of the request and the reasons

Date:

Reasons:

**SECTION G: DETAILS OF PERSON TO RECEIVE SERVICE OF PROCESS**

Name:

Forename(s):

Maiden name, if applicable:

Alias, if applicable:

Gender:

Date of birth:

Address at which the documents are to be served:

Must the document(s) be served by hand:

Yes

No

Provide any instructions to be complied with relating to the service of the document(s)

**SECTION H: OTHER DETAILS**

Please provide any other details which may assist the UK in carrying out your request

Signed:

Date: