# 103.

E-FORM

P.15, r.6(1), 8(4) FJ(G)R 2024

## Order for Issue of Letter of Request to Relevant Authority Out of Jurisdiction

*Order is valid only if engrossed with the seal of the Court and signature of the Registrar*

(Title as in action)

**ORDER FOR ISSUE OF LETTER OF REQUEST TO RELEVANT AUTHORITY OUT OF JURISDICTION**

|  |  |
| --- | --- |
| Date of order: | Enter date here. |
| Hearing Judge: | Select the applicable option[[1]](#footnote-1) Enter name of judicial officer here. |
| Parties present: | Applicant  Applicant’s counsel  Respondent  Respondent’s counsel  Others. Enter party type/details here.  Hearing on paper. No parties are present.[[2]](#footnote-2)  Without notice.[[3]](#footnote-3) |
| Venue: | Family Justice Courts  Supreme Court  Open court  Chambers Enter court / chamber no. here. |
| Case no. (including Summons no.) and type of hearing: | Enter case / summons no. and type of hearing here. |

Orders made:

1. Upon the application of [state the party] and upon reading the affidavit of [state the name of the person making the affidavit and the filing date] and upon hearing [solicitor for the party] and that the Court wishes to obtain the testimony of [name of person] for the proceedings [specify case number and Court].
2. It is ordered that a letter of request is to be issued, directed to the relevant authority for permission for evidence to be given by live video or live television link by the following witnesses, namely:

[State name and address of person].

1. And it is ordered that the costs of and incidental to the application for this order and the said letter of request and giving of evidence [state costs order made].

Notes:

1. The person or entity served with this judgment/order and who/which has been ordered to pay money, to do or not to do any act must comply immediately or within the time specified in the judgment/order, if any.
2. Failure to comply may result in enforcement of judgment/order proceedings, including contempt of Court proceedings, against the said person or entity.

1. The applicable options are: Assistant Registrar / Judge / Judicial Commissioner / District Judge / Deputy Registrar / Magistrate / Registrar / Others. [↑](#footnote-ref-1)
2. Applicable if the Court dealt with the summons / application without an oral hearing. [↑](#footnote-ref-2)
3. Applicable only if the summons / application is without notice, i.e. there is no responding party / Respondent. [↑](#footnote-ref-3)