
i. Information common to all requests of service

As mentioned in the explanatory report of the European Convention on MLA, it should be specified if a personal appearance is requested. Furthermore, it is essential to give any accurate and exact information on the time and place of the hearing. It may be useful to provide an alternative date for the hearing.

Various other documents may be served for witnesses, victims or suspects. Therefore it is important to specify clearly in the request the nature of the document to be served.

It should be noted that this form does not apply for requests of service by post. Article 16 of the 2nd Additional Protocol provides sufficient guidance concerning the conditions set for this specific service.