



## Divorce Service Kit

[www.federalcircuitcourt.gov.au](http://www.federalcircuitcourt.gov.au)

[www.familycourt.gov.au](http://www.familycourt.gov.au)



LIVE CHAT on the websites

1300 352 000

It is important to read this kit before serving an Application for Divorce on your spouse

This kit includes:

- Glossary of legal words (inside front cover)
- Helpful information (pages A–B)
- Step by step guide (pages C–F)
- Affidavit of Service by Post (Divorce)
- Affidavit of Service by Hand (Divorce)
- Acknowledgment of Service (Divorce)
- Affidavit Proving Signature (Divorce)
- Where to file (inside back cover)
- Help in other languages (back cover)

### YouTube

Visit the courts YouTube channel to view a Step-by-step guide to serving divorce papers in Australia  
[www.youtube.com/user/federalcircuitcourt](http://www.youtube.com/user/federalcircuitcourt)



NOTE: Divorce service documents can be electronically filed through the Commonwealth Courts Portal ([www.comcourts.gov.au](http://www.comcourts.gov.au)). Visit the How do I serve a divorce? page at [www.federalcircuitcourt.gov.au](http://www.federalcircuitcourt.gov.au) for more details.

FAMILY COURT OF AUSTRALIA

FEDERAL CIRCUIT COURT OF AUSTRALIA

This kit provides general information only and is not provided as legal advice. If you have a legal issue, you should contact a lawyer before making a decision about what to do or applying to the Court. The courts cannot provide legal advice.

## Legal words used in court

**Address for service** – the address given by a party where court documents can be served on them by hand, post or certain circumstances, by fax or email.

**Adjourn** – defer or postpone a court event to another day.

**Affidavit** – a written statement by a party or witness. It is the main way of presenting the facts of a case to the Court. An affidavit must be sworn or affirmed before a person who is authorised to witness affidavits; for example, a lawyer or Justice of the Peace.

**Applicant** – the person who applies to the Court for orders.

**Court hearing** – the date and time when a case is scheduled to come before the Court.

**Divorce order** – an order made by the Court that ends a marriage. The divorce order becomes final one month and one day after it is made, unless it is shortened by order of the Court. A copy of the divorce order will be made available to you, either by post or through the Commonwealth Courts Portal (if you are a registered user) after the order has become final.

**eFiling** – the procedure of electronically lodging a document through the Commonwealth Courts Portal.

**Family Law Act 1975** – the law in Australia which covers family law matters.

**Family law registry** – a public area at the courts where people can obtain information about the court process and where parties file documents in relation to their case.

**Family violence** – means violent, threatening or other behaviour by a person that coerces or controls a member of the person's family (the family member), or causes the family member to be fearful. A child is exposed to family violence if the child sees or hears family violence or is otherwise exposed to family violence. See the Family Law Act, section 4AB, which gives examples.

Family violence may also amount to abuse of a child. Abuse - in relation to a child means,

- (a) an assault, including a sexual assault, of the child; or
- (b) a person (the first person) involving the child in a sexual activity with the first person or another person in which the child is used, directly or indirectly, as a sexual object by the first person or the other person, and where there is an unequal power in the relationship between the child and the first person; or

- (c) causing the child to suffer serious psychological harm, including (but not limited to) when that harm is caused by the child being subjected to, or exposed to, family violence; or

- (d) serious neglect of the child.

**Family violence order** – an order made under Commonwealth, state or territory legislation to protect a person, including a child, from violence.

**Filing** – the procedure of lodging a document at a family law registry.

**Judicial officer** – a person who has been appointed to hear and decide cases; for instance, a judge.

**Party or parties** – a person or people involved in a court case; for example, the applicant and/or respondent.

**Registrar** – a court lawyer who has been delegated power to perform certain tasks; for example, grant divorces, sign consent orders and decide the next step in a case.

**Respondent** – a person named as a party to a case. A respondent may or may not respond to the orders sought by the applicant.

**Rules** – a set of directions that outlines court procedures and guidelines.

**Sealed copy** – a copy of a document which has the original court seal stamped on it.

**Service** – the process of delivering or posting court documents to a party after they have been filed, in accordance with the rules of court. Service ensures that all parties have received the documents filed with the Court.

**Spouse** – husband or wife.

## Legal advice

You should seek legal advice before deciding what to do. A lawyer can help you understand your legal rights and responsibilities, and explain how the law applies to your case.

You can seek legal advice from a legal aid office, community legal centre or private law firm.

If you are an Aboriginal or Torres Strait Islander, you can also contact your local Aboriginal or Torres Strait Islander legal service.

Court staff can help you with questions about court forms and the court process, but cannot give you legal advice.

# What you need to know

## WHAT IS SERVICE?

Service is the process of delivering or posting court documents to a party after they have been filed, in accordance with the rules of court. Service ensures that all parties have received the documents filed with the Court.

## SHOULD YOU SERVE YOUR APPLICATION?

If you have made a sole application, you must arrange to serve the following documents on your spouse:

- a sealed copy of the Application for Divorce
- a copy of the Marriage, Families and Separation brochure, and
- any other documents filed with the Court, except the copy of your marriage certificate.

If you have made a joint application, you do not need to serve your spouse with any documents.

## TIME LIMITS

If your spouse is in Australia, the documents must be served at least 28 days before the court hearing.

If your spouse is overseas, the documents must be served at least 42 days before the court hearing.

## HOW CAN YOU SERVE DOCUMENTS?

You can serve the documents on your spouse in two ways:

### 1 Service by Post

You should only attempt service by post if you are confident your spouse will return the Acknowledgment of Service (Divorce) to you. Without this, the Court cannot be sure your spouse has received the documents. If you attempt service by post and do not receive the signed Acknowledgment of Service (Divorce), you may need to arrange service by hand.

### 2 Service by Hand

**You cannot serve the documents on your spouse yourself.**

You must arrange for a person over 18 (the server) to serve the documents on your spouse. The server can be a family member, friend or professional process server.

## FILING THE SERVICE DOCUMENTS

After the documents have been served on your spouse, you will need to file the service forms with the court electronically (eFile) through the Commonwealth Courts Portal ([www.comcourts.gov.au](http://www.comcourts.gov.au)). Visit the How do I serve a divorce? page at [www.federalcircuitcourt.gov.au](http://www.federalcircuitcourt.gov.au) for more details. If for any reason you cannot eFile the service documents make a photocopy and file the original and the copy by posting them to the family law registry where the Application for Divorce was filed.

## SERVING YOUR SPOUSE'S LAWYER

If your spouse has a lawyer and he or she is willing to accept service, you can serve the documents on your spouse's lawyer. A signed and dated Acknowledgment of Service (Divorce) from your spouse's lawyer is proof of service. You need to file this acknowledgment with the Court. If it has been properly completed you do not need to file any other service documents.

## WHAT IF YOU CANNOT SERVE YOUR SPOUSE?

If you are having trouble serving the divorce application on your spouse, and have taken all reasonable steps to serve your spouse, you can apply to the Court for:

- substituted service, or
- dispensation of service.

The legal issues about substituted service and dispensation of service are complex. You should seek legal advice. For more information, see the fact sheet 'Are you having trouble serving your divorce application?'. You can get this fact sheet from [www.federalcircuitcourt.gov.au](http://www.federalcircuitcourt.gov.au)

# Step by step guide

This step by step guide explains how to serve your Application for Divorce and how to complete the service forms.

This guide only applies if you have made a sole application. It does not apply if you have made a joint application.

Once your divorce application has been filed at a family law registry, it must be served on your spouse. You need to decide which way to serve your application - by post or by hand. There are different steps to follow for each type of service.

## Service by post

### STEP 1 Obtain service forms

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You need the following forms:

- Affidavit of Service by Post (Divorce), and
- Acknowledgment of Service (Divorce).

These forms are in this Kit. You can also get these forms from [www.federalcircuitcourt.gov.au](http://www.federalcircuitcourt.gov.au)

### STEP 2 Post documents to your spouse

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You need to post to your spouse at his or her last known address:

- a sealed copy of the Application for Divorce and any other documents you have filed with the Court, except the copy of your marriage certificate
- the Marriage, Families and Separation brochure
- an Acknowledgment of Service (Divorce)
- a letter asking your spouse to sign the Acknowledgment of Service (Divorce) and return it to you, and
- a stamped self-addressed envelope for the return of the signed Acknowledgment of Service (Divorce).

**Helpful hint – remember to record the date you posted the documents to your spouse.**

### STEP 3 The signed Acknowledgment of Service (Divorce) is returned to you

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If this document is not returned to you, you may need to serve your divorce application by hand.

### STEP 4 Complete the Affidavit of Service by Post (Divorce)

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You must answer all questions on the Affidavit of Service by Post (Divorce), including question 6 which confirms that your spouse has signed the Acknowledgment of Service (Divorce).

Attach the signed Acknowledgment of Service (Divorce) to the Affidavit of Service by Post (Divorce).

## STEP 5 Sign the Affidavit of Service by Post (Divorce)

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You need to swear or affirm the Affidavit of Service by Post (Divorce) before a person who is authorised to witness affidavits; for example, a lawyer or Justice of the Peace. The person witnessing the Affidavit of Service by Post (Divorce) must also complete the annexure note on the Acknowledgment of Service (Divorce).

## STEP 6 Make a photocopy of the service forms

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You will need to make a photocopy of the completed service forms before filing them at a family law registry.

## STEP 7 File service forms at court

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You need to file the following prior to the hearing date:

- Affidavit of Service by Post (Divorce), and
- Acknowledgement of Service (Divorce)

You can eFile using the Commonwealth Courts Portal ([www.comcourts.gov.au](http://www.comcourts.gov.au)) or if you are filing at a family law registry you will need to file the originals and a photocopy of each form listed above.

**Helpful hint – If you are attending the court hearing, take your copy of the service forms with you.**

# Service by hand

## STEP 1 Obtain service forms

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You need the following forms:

- Affidavit of Service by Hand (Divorce)
- Acknowledgment of Service (Divorce), and
- Affidavit Proving Signature (Divorce).

These forms are in this Kit. You can also get these forms from [www.federalcircuitcourt.gov.au](http://www.federalcircuitcourt.gov.au)

## STEP 2 Choose a person to serve the documents

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**You cannot serve the documents on your spouse yourself.**

You must arrange for a person over 18 to serve the documents on your spouse (the server). The server can be a family member, friend or professional process server. To find a professional process server, look in the Yellow Pages (fees apply).

### STEP 3 Give documents to the server

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You need to give the following documents to the server:

- a sealed copy of the Application for Divorce and any other documents you have filed with the Court, except the copy of your marriage certificate
- the Marriage, Families and Separation brochure, and
- an Acknowledgment of Service (Divorce).

### STEP 4 Serving the documents

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The server hands the documents to your spouse.

The server must identify your spouse so the Court knows that the documents have been given to the right person. If the server is a family member or friend who knows your spouse, this is enough proof of identity.

If the server does not know your spouse, then they must identify him or her. The server can identify your spouse by:

- a photograph
- asking questions; for example, ‘What is your full name?’ or ‘Are you the husband/wife of [state name of applicant]?’ or
- having another person present at the time of service who knows your spouse.

### STEP 5 The server asks your spouse to sign the Acknowledgment of Service (Divorce)

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If your spouse accepts the documents, the server must ask him or her to sign the Acknowledgment of Service (Divorce).

If your spouse refuses to accept the documents, the server can put them down in the presence of your spouse and state what they are. For example, ‘Your spouse is applying for a divorce and I am serving you with the divorce application. The divorce application is listed for hearing on [state date] at [state court location]’.

### STEP 6 Server signs the Affidavit of Service by Hand (Divorce)

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The server must include any information or attach any documents to the Affidavit of Service by Hand (Divorce) which helped him or her identify your spouse. If the server identified your spouse with a photograph, you should also prepare a further brief affidavit stating that the person in the photograph is your spouse.

The server must then swear or affirm the Affidavit of Service by Hand (Divorce) before a person who is authorised to witness affidavits; for example, a lawyer or Justice of the Peace.

If your spouse signed the Acknowledgment of Service (Divorce), it must be attached to the Affidavit of Service by Hand (Divorce). The witness is also required to complete the annexure note at the bottom of the Acknowledgment of Service (Divorce). Note: Question 3 – Date of documents served must be completed.

### STEP 7 Sign the Affidavit Proving Signature (Divorce)

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If your spouse signed the Acknowledgment of Service (Divorce) and you recognise their signature, you should complete the Affidavit Proving Signature (Divorce). You will need to swear or affirm the Affidavit Proving Signature (Divorce) before a person who is authorised to witness affidavits; for example, a lawyer or Justice of the Peace.

Attach a copy of the signed Acknowledgment of Service (Divorce) to the Affidavit Proving Signature (Divorce).

## **STEP 8** Make a photocopy of the service forms

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You will need to make a photocopy of the completed service forms before filing them at a family law registry.

## **STEP 9** File the service forms at court

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You need to file the following prior to the hearing date:

- Affidavit of Service by Hand (Divorce)
- Acknowledgement of Service (Divorce), and
- Affidavit Proving Signature (Divorce)

You can eFile using the Commonwealth Courts Portal ([www.comcourts.gov.au](http://www.comcourts.gov.au)) or if you are filing at a family law registry you will need to file the originals and a photocopy of each form listed above.

**Helpful hint – If you are attending the court hearing, take your copy of the service forms with you.**

## The courts and your privacy

The courts respect your right to privacy and the security of your information. You can read more about the courts' commitments and legal obligations in the fact sheet 'The courts and your privacy'. The fact sheet includes details about information protection under the privacy laws and where privacy laws do not apply.



# AFFIDAVIT OF SERVICE BY POST (DIVORCE)

Filed in:

- Federal Circuit Court of Australia  
 Family Court of Australia  
 Family Court of Western Australia  
 Other (specify): \_\_\_\_\_

**You must attach the signed Acknowledgment of Service (Divorce) to this form.**

Client ID

File Number

COURT USE ONLY

Filed at

Filed on

Court location

Court date

Court time

## Part A

### The applicant

#### 1. Name

Family name  
Given names

## Part B

### Details of service

#### 2. Person served (respondent)

Family name  
Given names

#### 3. Postal address of respondent

State Postcode

#### 4. Date of posting

/ /

#### 5. What documents were posted?

- Application for Divorce  
 Marriage, Families & Separation brochure  
 Other (give details):

#### 6. Acknowledgment of Service signed

The Acknowledgment of Service (Divorce) is signed by the person named in question 2 above. It is attached to this affidavit.

## Part C

### Signing

**Do not swear/affirm this affidavit until you are with a person who is authorised to witness your signature.**

I  swear /  affirm that:

- I am the applicant.
- The person served is my spouse (respondent).
- The facts set out are true.
- I recognise the signature on the Acknowledgment of Service (Divorce) as that of my spouse.

Signature

Place

Date / /

Before me (signature of witness)

Full name of witness (print name)

- Lawyer     Justice of the Peace     Authorised Staff Member of the Court  
 Other (specify): \_\_\_\_\_

**The witness must also sign the annexure note on the Acknowledgment of Service (Divorce).**



# AFFIDAVIT OF SERVICE BY HAND (DIVORCE)

Filed in:

- Federal Circuit Court of Australia
- Family Court of Australia
- Family Court of Western Australia
- Other (specify): \_\_\_\_\_

**The applicant cannot serve the respondent.  
If the respondent signed the Acknowledgment of Service (Divorce), it must be attached to this form.**

Client ID	
File Number	
COURT USE ONLY	
Filed at	
Filed on	
Court location	
Court date	
Court time	

## Part A

### Person serving documents

1. Name

Family name	
Given names	

2. Address

State	Postcode
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3. Occupation

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## Part B

### Details of service

4. Person served (respondent)

Family name	
Given names	

5. Date documents served

/	/	
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6. What documents were served?

<input type="checkbox"/>	Application for Divorce
<input type="checkbox"/>	Marriage, Families & Separation brochure
<input type="checkbox"/>	Other (give details):

7. How were the documents served?

<input type="checkbox"/>	I handed them to the person at (give address):
<input type="checkbox"/>	I attempted to hand them to the person at (give address):
<input type="checkbox"/>	The person refused to accept them. I put them down and left them in the presence of the person and told the person what they were.



## Part C

### 8. How was the person served identified?

## Identity of person served

- I know the person
- The person is shown in the attached photograph
- I saw the person sign the attached Acknowledgment of Service (Divorce)
- I spoke to the person at the time of service (give details of conversation relating to identity):

## Part D Signing

**Do not swear/affirm this affidavit until you are with a person who is authorised to witness your signature.**

I  swear /  affirm that:

1. I am the server.
2. The facts set out are true.

Signature

Place

Date / /

Before me (signature of witness)

Full name of witness (print name)

- Lawyer
- Justice of the Peace
- Authorised Staff Member of the Court
- Other (specify): \_\_\_\_\_

**The witness must also sign the annexure note on the Acknowledgment of Service (Divorce).**



# ACKNOWLEDGMENT OF SERVICE (DIVORCE)

Filed in:

- Federal Circuit Court of Australia  
 Family Court of Australia  
 Family Court of Western Australia  
 Other (specify): \_\_\_\_\_

**This form must be attached to EITHER:  
an Affidavit of Service by Post (Divorce)  
OR  
both an Affidavit of Service by Hand (Divorce) and  
Affidavit Proving Signature (Divorce).**

Client ID
File Number
COURT USE ONLY
Filed at
Filed on
Court location
Court date
Court time

## Part A

### The applicant

#### 1. Name

Family name  
Given names

## Part B

### Details of service

#### 2. Person served (respondent)

Family name  
Given names

#### 3. Date documents served

/ /

#### 4. What documents were served?

- Application for Divorce  
 Marriage, Families & Separation brochure  
 Other (give details): \_\_\_\_\_

## Part C

### Signing

I acknowledge service of the documents named in question 4 above.

Signature

Date / /

OR

I am the lawyer for the person served. On behalf of my client, I acknowledge service of the documents named in question 4 above.

Lawyer's signature

Date / /

Name of lawyer (print name):

Lawyer's code:

Address of lawyer:

#### ANNEXURE NOTE — Witness to complete only if this form is attached to an affidavit.

This Acknowledgment of Service (Divorce) is referred to in the affidavit of (name):

Sworn/affirmed at (place):

On (date):

Before me (witness to sign): \_\_\_\_\_

Lawyer       Justice of the Peace       Authorised Staff Member of the Court

Other (specify): \_\_\_\_\_





# AFFIDAVIT PROVING SIGNATURE (DIVORCE)

Filed in:

- Federal Circuit Court of Australia
- Family Court of Australia
- Family Court of Western Australia
- Other (specify): \_\_\_\_\_

**You must attach a signed copy of the Acknowledgment of Service (Divorce) to this form.**

Client ID
File Number
COURT USE ONLY
Filed at
Filed on
Court location
Court date
Court time

## Part A The applicant

### 1. Name

Family name
Given names

## Part B Identifying signature

### 2. Acknowledgment of service signed (respondent)

The attached Acknowledgment of Service (Divorce) is signed by:
Family name
Given names

## Part C Signing

**Do not swear/affirm this affidavit until you are with a person who is authorised to witness your signature.**

I  swear /  affirm that:

- The facts set out are true.
- I recognise the signature on the Acknowledgment of Service (Divorce) as that of my spouse.

Signature
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Place

Date / /

Before me (signature of witness)
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Full name of witness (print name)

- Lawyer
- Justice of the Peace
- Authorised Staff Member of the Court
- Other (specify): \_\_\_\_\_

**The witness must sight the signature of the person served on the Acknowledgment of Service (Divorce).**



# Where to file your divorce service forms

You can file your divorce service forms, online via [www.comcourts.gov.au](http://www.comcourts.gov.au), in person or by post, at any one of the following family law registries.

## AUSTRALIAN CAPITAL TERRITORY

### Canberra

(Nigel Bowen Commonwealth Law Courts)  
Cnr University Ave and Childers St  
Canberra ACT 2600  
GPO Box 9991 Canberra 2601

## NEW SOUTH WALES

### Albury

Level 1, 463 Kiewa St Albury NSW 2640  
PO Box 914 Albury NSW 2640

### Dubbo

Cnr Macquarie and Wingewarra Sts Dubbo NSW  
2830  
PO Box 1567 Dubbo NSW 2830

### Lismore

Level 2, 29-31 Molesworth St Lismore NSW 2480  
PO Box 9 Lismore NSW 2480

### Newcastle

61 Bolton St Newcastle NSW 2300  
PO Box 9991 Newcastle NSW 2300

### Parramatta

1-3 George St Parramatta NSW 2123  
PO Box 9991 Parramatta NSW 2123

### Sydney

(Lionel Bowen Commonwealth Law Courts)  
97-99 Goulburn St, Sydney NSW 2000  
GPO Box 9991 Sydney NSW 2001

### Wollongong

Level 1, 43 Burelli St, Wollongong NSW 2500  
PO Box 825 Wollongong NSW 2500

## NORTHERN TERRITORY

### Alice Springs

Westpoint Building Cnr Railway Terrace and  
Stott Terrace Alice Springs NT 0870  
GPO Box 9991 Darwin NT 0801

### Darwin

Supreme Court Building, State Square,  
Darwin NT 0800  
GPO Box 9991 Darwin NT 0801

## QUEENSLAND

### Brisbane

(Harry Gibbs Commonwealth Law Courts)  
119 North Quay Brisbane QLD 4000  
GPO Box 9991 Brisbane QLD 4001

### Cairns

Level 3 and 4, 104 Grafton St Cairns QLD 4870  
PO Box 9991 Cairns QLD 4870

### Rockhampton

46 East St (Cnr Fitzroy St) Rockhampton QLD 4700  
PO Box 9991 Rockhampton QLD 4700

### Townsville

Level 2, Commonwealth Centre  
143 Walker St Townsville QLD 4810  
PO Box 9991 Townsville QLD 4810

## SOUTH AUSTRALIA

### Adelaide

(Roma Mitchell Commonwealth Law Courts)  
3 Angas St Adelaide SA 5000  
GPO Box 9991 SA 5001

## TASMANIA

### Hobart

(Edward Braddon Commonwealth Law Courts)  
39-41 Davey St Hobart Tas 7000  
GPO Box 9991 Hobart Tas 7001

### Launceston

Level 3, ANZ Building,  
Cnr Brisbane and George Sts Launceston Tas 7250  
PO Box 9991 Launceston Tas 7250

## VICTORIA

### Dandenong

53-55 Robinson St Dandenong Vic 3175  
PO Box 9991 Dandenong Vic 3175

### Melbourne

(Owen Dixon Commonwealth Law Courts)  
305 William St Melbourne Vic 3000  
GPO Box 9991 Melbourne Vic 3001

## WESTERN AUSTRALIA

### Perth

Family Court of Western Australia  
150 Terrace Rd Perth WA 6000  
GPO Box 9991 Perth WA 6848  
08 9224 8222

# Help in other languages

If you need to contact the courts, call the Translating and Interpreting Service on 13 14 50. This is a free service.

If you need an interpreter to assist you at court, please tell court staff at least one week before your court appointment or hearing. Court staff will arrange a professional and independent interpreter to assist you free of charge.

## ARABIC

إذا كنتم بحاجة إلى الاتصال بمحاكم قانون العائلة، اتصلوا بخدمة الترجمة الخطية والشفهية على الرقم 13 14 50. هذه الخدمة مجانية. وإذا كنتم بحاجة إلى مترجم لمساعدتكم في المحكمة، الرجاء إعلام موظفي المحكمة وذلك قبل موعدكم أو جلستكم في المحكمة بمدة أسبوعين على الأقل، وسيقوم موظفو المحكمة بالترتيب لمترجم مؤهل ومستقل لمساعدتكم مجاناً.

## CANTONESE

如果您需要聯絡家事法院，請致電翻譯與傳譯服務處，電話：13 14 50。這是一項免費服務。如果您在出庭時需要傳譯員幫助，請在法庭預約或聆訊之前，至少提前兩周通知法院工作人員。法院工作人員會安排獨立的專業傳譯員免費為您提供幫助。

## CROATIAN

Ako morate kontaktirati Obiteljski sud, nazovite Službu za prevodenje i tumačenje, na broj telefona 13 14 50. Ove su usluge besplatne. Ako vam je na sudu potreban tumač, molimo vas da o tome obavijestite naše osoblje, barem dva tjedna prije zakazanog sastanka ili sudskog postupka. Osoblje suda će za vas organizirati besplatnu pomoć profesionalnog i nezavisnog tumača.

## FARSI

اگر نیاز به تماس گرفتن با دادگاه قانون خانواده دارید، به سرویس ترجمه کتبی و شفاهی، شماره ۱۳ ۱۴ ۵۰ تلفن بزنید. این یک سرویس رایگان است.

اگر احتیاج دارید که یک مترجم در دادگاه کمکتان کند، لطفاً حد اقل دو هفته قبل از وقت ملاقات یا تشکیل جلسه دادگاه، به کارمندان دادگاه بگویید. کارمندان دادگاه ترتیبی خواهند داد که یک مترجم حرفه ای و بی طرف مجاناً به شما کمک کند.

## ITALIAN

Se avete bisogno di mettervi in contatto con uno dei Tribunali della famiglia (Family Law Courts), telefonate al Servizio interpreti e traduttori al numero 13 14 50. Questo servizio è gratuito.

Se avete bisogno dell'aiuto di un interprete presso il tribunale, siete pregato di farlo presente al personale del tribunale almeno due settimane prima dell'appuntamento o dell'udienza in tribunale. Un impiegato organizzerà la presenza di un interprete indipendente e di professione che vi aiuterà gratuitamente.

## MACEDONIAN

Ако треба да се јавите во Семејниот суд, јавете се во Преведувачката служба на 13 14 50. Оваа услуга е бесплатна. Ако ви е потребен преведувач за да ви помага во судот, ве молиме кажете му на персоналот на судот најмалку две недели пред вашиот закажан разговор или расправа. Персоналот на судот ќе ангажира професионален и независен преведувач бесплатно да ви помага.

## MANDARIN

如果你要与家庭法院联系，请致电口笔译服务处，电话号码13 14 50。这项服务免费。

如果你在法院需要口译员的协助，请至少在你的法庭预约或听证日期前两个星期告诉法院工作人员。法院工作人员将安排独立的专业口译员为你免费提供协助。

## POLISH

Jeśli potrzebujesz skontaktować się z Sądem Rodzinnym, zadzwoń do Serwisu Tłumaczy Ustnych i Pisemnych pod nr. 13 14 50.

Usługa ta jest bezpłatna.

Jeśli potrzebujesz, aby tłumacz asystował Ci w sądzie, powiadom o tym personel sądu na co najmniej dwa tygodnie przed terminem rozprawy lub spotkania w sądzie. Personel sądu zamówi dla Ciebie nieodpłatnie niezależnego, wykwalifikowanego tłumacza.

## RUSSIAN

Если вам нужно связаться с Семейным Судом, то позвоните в Телефонную переводческую службу по номеру 13 14 50. Эта услуга предоставляется бесплатно.

Если вам нужен переводчик в суде, то сообщите об этом работникам суда не менее чем за две недели до назначенной встречи или судебного заседания. Работники суда вызовут для вас профессионального независимого переводчика, услуги которого предоставляются бесплатно.

## SERBIAN

Ako treba da kontaktirate Pородични суд, nazovite Službu prevodioca i tumača na 13 14 50. Usluga je besplatna.

Ako vam je potreban prevodioc da vam pomogne na sudu, molimo vas da to kažete sudskom osoblju najmaње две недеље pre vašeg zakazanog razgovora ili sudске rasprave. Sudско osoblje ће ангажовати професионалног и независног prevodioca da vam pomogne бесплатно.

## SPANISH

Si necesitara contactar al Juzgado de Familia, llame al Servicio de Traducción e Interpretación en el 13 14 50. Este servicio es gratuito.

Si necesitara la asistencia de un intérprete en el juzgado, por favor comuníquese al personal del juzgado con un mínimo de dos semanas de antelación de su cita o audiencia en el juzgado. El personal del juzgado concertará los servicios de un intérprete profesional, independiente y gratuito para usted.

## TURKISH

Aile Mahkemesi ile görüşmeniz gerekiyorsa, 13 14 50 numaralı telefonda Tercümanlık Hizmeti arayınız. Bu servis ücretsizdir.

Mahkemede size bir tercümanın yardımcı olmasını istiyorsanız, mahkeme randevunuzdan ya da duruşma gününden en az iki hafta önce bunu mahkemeye bildiriniz. Mahkeme size ücretsiz olarak profesyonel ve tarafsız bir tercüman temin edecektir.

## VIETNAMESE

Nếu cần liên lạc với Tòa án Gia đình, xin gọi cho Dịch vụ Thông Phiên dịch qua số 13 14 50. Dịch vụ này miễn phí.

Nếu cần có thông dịch giúp quý vị tại tòa, xin báo cho nhân viên tòa án biết ít nhất hai tuần lễ trước ngày hẹn với tòa án hoặc phiên xử. Nhân viên tòa án sẽ sắp xếp thông dịch chuyên nghiệp và độc lập để trợ giúp quý vị miễn phí.