

# **SCHEDULES**

## SCHEDULE 1

(Rule 4.12)

### COURT FEES

#### PART 1 – MAGISTRATES COURT

<b>Filing</b>		VT
1.1	Claim, except as set out below	8,000
1.2	Claim, Maintenance of Family Act (Cap.42)	3,000
1.3	Claim, Maintenance of Children Act (Cap.46)	3,000
1.4	Claim, Domestic Violence Protection Order)	3,000
1.5	Third party notice	5,000
1.6	Counterclaim	5,000
<b>Execution</b>		
1.7	Application for enforcement order or enforcement warrant (one fee for all applications for a judgment)	3,000
1.8	Sale under enforcement warrant	10% of sale proceeds
<b>Determination of costs</b>		
1.9	Application for determination of costs, first instance proceedings	5,000
1.10	If filed more than 28 days after date of final costs order	15,000
<b>Civil Appeals</b>		
1.11	Notice of appeal from an interlocutory or final decision	10,000
1.12	Application for determination of costs of appeal proceeding	5,000
1.13	If filed more than 28 days after date of final costs order or any longer period the judge specifies	15,000

#### PART 2 – SUPREME COURT

<b>Filing</b>		
2.1	Claim or any other document initiating a proceeding	20,000
2.2	Counterclaim	15,000
2.3	Third party notice	15,000
<b>Trial</b>		
2.4	Setting case down for contested trial (including preliminary hearing of issues), for each estimated day or part of a day of the trial, payable within 7 days of the proceeding being set down for trial (or adjournment, if a continued hearing)	30,000

2.5	Penalty if not paid within that 7 days	50% of fee payable by the party
2.6	Trial, for each day or part of a day the proceeding exceeds the time estimated	30,000

**Execution**

2.7	Application for enforcement order or enforcement warrant (one fee for all applications for a judgment)	10,000
2.8	Sale under enforcement warrant	10% of sale proceeds

**Determination of costs**

2.9	Application for determination of costs, first instance proceedings	15,000
2.10	If filed more than 3 months after date of final costs order or any longer period the judge specifies	45,000

**Civil Appeals**

2.11	Notice of appeal from an interlocutory or final decision	25,000
2.12	Application for determination of costs of appeal proceeding	15,000
2.13	If filed more than 3 months after date of final costs order or any longer period the judge specifies	45,000

**PART 3 – DOCUMENTS**

3.1	Copy of a document, per page	150
3.2	Certifying a copy as a true copy, per page extra	50
3.3	Registration or authentication of a document by the Registrar of the Court.	5,000

**SCHEDULE 2**

(Rule 15.10)

**COSTS, MAGISTRATES COURT**

<b>ITEM</b>	<b>LOW SCALE VT</b>	<b>MEDIUM SCALE VT</b>	<b>HIGH SCALE VT</b>
<b>1.</b> For drafting and settling claim (including counterclaim)	5,000	10,000	15,000
<b>2.</b> For drafting and settling defence (including any set-off)	5,000	10,000	15,000
<b>3.</b> For drafting and settling any other application to the court, including an application for enforcement and a judgment order	3,000	4,000	5,000
<b>4.</b> For preparation for trial only	3,000	3,000	3,000
<b>5.</b> For any court appearance including for entry of default judgment, but not for trial or adjournment	10,000	15,000	20,000
<b>6.</b> For court appearance for adjournment	3,000	4,000	5,000
<b>7.</b> First day appearance, for each half day or part of a half day	16,000	20,000	24,000
<b>8.</b> Each subsequent half day	2/3 of half day rate	2/3 of half day rate	2/3 of half day rate
<b>9.</b> Discretionary items (give details of each)	Amount determined by the magistrate		

### SCHEDULE 3

#### FORMS

Form No.	Title	Rule No.
1	Heading, Supreme Court	2.5
2	Heading, Magistrate's Court	2.5
3	Sworn statement	2.5
4	Third party notice	3.7
5	Claim, Supreme Court	4.3
6	Claim, Magistrates Court	4.3
7	Response	4.4
8	Defence	4.5
9	Reply	4.6
10	Application	7.2
11	List of disclosed documents	8.5
12	Request for default judgment – fixed amount	9.2
13	Request for default judgment – damages	9.3
14	Application to set aside default judgment	9.5
15	Application for summary judgment	9.6
16	Offer of settlement	9.7
17	Application for judgment – default after settlement	9.7
18	Notice of discontinuance	9.9
19	Certificate about telephone evidence	11.8
20	Summons to give evidence and produce documents	11.14
21	Enforcement order	14.2
22	Enforcement warrant, money order	14.2
23	Enforcement warrant, non-money order	14.2
24	Summons to debtor	14.3
25	Application for enforcement warrant	14.12
26	Notice about redirection of earnings	14.29
27	Summons – non-money order	14.37
28	Claim for release	16.4
29	Certificate of account	16.13
30	Claim for domestic violence protection order	16.16
31	Sworn statement – domestic violence	16.16
32	Domestic violence protection order	16.17
33	Appeal	16.28
34	Claim for judicial review	17.4
35	Notice of beginning or ceasing to act	18.8
36	General warrant	18.15

**Form 1 Heading, Supreme Court (r.2.5)**

**IN THE SUPREME COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

Claimant's name \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_   
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_   
Defendant's name

\_\_\_\_\_   
Defendant's lawyer's name or Defendant's address  
(list any other parties, e.g. other defendants, third parties)

**(TITLE OF DOCUMENT)**  
\_\_\_\_\_

**Form 2 Heading, Magistrates Court (r.2.5)**

**IN THE MAGISTRATES COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

\_\_\_\_\_   
Claimant's name

\_\_\_\_\_   
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_   
Defendant's name

\_\_\_\_\_   
Defendant's lawyer's name or Defendant's address  
(list any other parties, e.g. other defendants, third parties)

**(TITLE OF DOCUMENT)**

**Form 3 Sworn statement (r.2.5)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

Claimant's name \_\_\_\_\_  
\_\_\_\_\_

Claimant's lawyer's name or Claimant's address  
\_\_\_\_\_

**AND**

Defendant's name \_\_\_\_\_  
\_\_\_\_\_

Defendant's lawyer's name or Defendant's address  
\_\_\_\_\_

**SWORN STATEMENT**

I, \_\_\_\_\_ of \_\_\_\_\_,  
name of person making statement address and occupation

swear the following is true:

- 1.
- 2.
- 3.

**SWORN by**

\_\_\_\_\_)  
\_\_\_\_\_)  
name of person making statement \_\_\_\_\_) signature of person making statement  
\_\_\_\_\_)

on \_\_\_\_\_  
date

**BEFORE ME**

\_\_\_\_\_  
Signature of witness

Commissioner for Oaths OR Notary Public

**Form 4 Third party notice (r.3.7)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

\_\_\_\_\_  
Claimant's name

\_\_\_\_\_  
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**AND**

\_\_\_\_\_  
Third party's name

\_\_\_\_\_  
Third party's lawyer's name or Third party's address

**THIRD PARTY NOTICE**

**TO** \_\_\_\_\_  
Name of third party  
**of** \_\_\_\_\_  
Address of third party

1. I, \_\_\_\_\_ of \_\_\_\_\_  
Defendant's name Defendant's address

claim \_\_\_\_\_  
details of contribution, indemnity or other remedy claimed by defendant against third party

because \_\_\_\_\_  
reasons for claim against third party

2. You are a party to these proceedings from the date this notice is served on you.



\_\_\_\_\_  
Signature of defendant's lawyer, or defendant if defendant does not have a lawyer

**Date of filing:** \_\_\_\_\_

**Filed by:** \_\_\_\_\_

\_\_\_\_\_

name and address of defendant's lawyer

OR

Defendant's name and address, if defendant does  
not have a lawyer

**Form 5 Supreme Court Claim (r.4.3)**

**IN THE SUPREME COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

Claimant's name \_\_\_\_\_  
\_\_\_\_\_

Claimant's lawyer's name or Claimant's address  
\_\_\_\_\_

**AND**

Defendant's name \_\_\_\_\_  
\_\_\_\_\_

Defendant's lawyer's name or Defendant's address  
\_\_\_\_\_

**SUPREME COURT CLAIM**

<b>Date of filing:</b> _____	If for fixed amount:
<b>Filed by:</b> _____	The Claimant Claims:
<b>Address for</b> _____	Interest: _____
<b>Service</b> _____	Filing and Service Fees: _____
	Total claimed _____
	_____ and costs
OR	name and address of Claimant's lawyer
	Claimant's name and address, if claimant does not have a lawyer

Set out details of claim in numbered paragraphs

- 1.
- 2.

Signed by the Claimant OR Claimant's lawyer )	
at _____ )	_____
Place _____ )	) Signature of claimant OR claimant's lawyer
on _____ )	
Date _____ )	

**IMPORTANT:** To (name of defendant)  
**YOU MUST READ THIS CLAIM AND THE ATTACHED NOTES. YOU MAY WISH TO CONSULT A LAWYER. YOU MUST RETURN THE RESPONSE FORM TO THE COURT. YOU MUST TAKE ACTION QUICKLY.**

## COURT CLAIM

### NOTES FOR DEFENDANTS

You have been served with a claim in legal proceedings. You are the defendant. This claim is made against you personally or as the representative of the defendant.

### YOU MUST TAKE ACTION QUICKLY

1. Complete the attached RESPONSE form.  
Take or send one copy to the Court.  
Take or send one copy to the Claimant.

These copies must be actually with the Court and Claimant in 14 days from when you received the Claim.

2. If you have ticked box 2 or 3 on the Response form, you must file a DEFENCE form.  
Set out in the Defence why you dispute part or all of the claim.  
Take or send one copy to the Court.  
Take or send one copy to the Claimant.

These copies must be actually with the Court and Claimant in 28 days from when you received the claim.

3. If you have ticked box 4 on the Response form, you must file a Defence (see paragraph 2) and a COUNTERCLAIM.  
Set out in the Counterclaim what you are claiming against the claimant.

Take or send one copy to the Court.  
Take or send one copy to the Claimant.

These copies must be actually with the Court and Claimant in 28 days from when you received the claim.

**WARNING:** If you do not take action as required then the claimant can sign judgment against you. This means the claimant will win the case. You can then only reopen the case on the Order of a Judge or Magistrate if you have good reason.

**Form 6 Magistrates Court Claim (r.4.3)**

**IN THE MAGISTRATES COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

\_\_\_\_\_  
Claimant's name  
\_\_\_\_\_  
\_\_\_\_\_  
Claimant's lawyer's name or Claimant's  
address

**AND**

\_\_\_\_\_  
Defendant's name  
\_\_\_\_\_  
\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**MAGISTRATES COURT CLAIM**

**Date of filing:** \_\_\_\_\_ **If for fixed amount:**  
**Filed by:** \_\_\_\_\_ **The Claimant Claims:**  
**Address for** \_\_\_\_\_ **Interest:**  
**Service** \_\_\_\_\_ **Filing and Service Fees:** \_\_\_\_\_  
**OR** \_\_\_\_\_ **Total claimed:** \_\_\_\_\_  
name and address of Claimant's lawyer and costs  
Claimant's name and address, if claimant does  
not have a lawyer

**DATE OF FIRST HEARING:** \_\_\_\_\_

**YOU MUST ATTEND COURT ON THIS DATE**

Set out details of claim in numbered paragraphs

- 1.
- 2.

Signed by the Claimant OR Claimant's lawyer)  
at \_\_\_\_\_ )  
Place )  
on \_\_\_\_\_ )  
Date

\_\_\_\_\_  
Signature of Claimant or claimant's lawyer

**IMPORTANT:** To (name of defendant)  
**YOU MUST READ THIS CLAIM AND THE ATTACHED NOTES. YOU MAY  
WISH TO CONSULT A LAWYER. YOU MUST RETURN THE RESPONSE FORM  
TO THE COURT. YOU MUST TAKE ACTION QUICKLY.**

## COURT CLAIM

### NOTES FOR DEFENDANTS

You have been served with a claim in legal proceedings. You are the defendant. This claim is made against you personally or as the representative of the defendant.

### YOU MUST TAKE ACTION QUICKLY

1. Complete the attached RESPONSE form.  
Take or send one copy to the Court.  
Take or send one copy to the Claimant.

These copies must be actually with the Court and Claimant in 14 days from when you received the Claim.

2. If you have ticked box 2 or 3 on the Response form, you must file a DEFENCE form.  
Set out in the Defence why you dispute part or all of the claim.  
Take or send one copy to the Court.  
Take or send one copy to the Claimant.

These copies must be actually with the Court and Claimant in 28 days from when you received the claim.

3. If you have ticked box 4 on the Response form, you must file a Defence (see paragraph 2) and a COUNTERCLAIM.  
Set out in the Counterclaim what you are claiming against the claimant.

Take or send one copy to the Court.  
Take or send one copy to the Claimant.

These copies must be actually with the Court and Claimant in 28 days from when you received the claim.

**WARNING:** If you do not take action as required then the claimant can sign judgment against you. This means the claimant will win the case. You can then only reopen the case on the Order of a Judge or Magistrate if you have good reason.

**Form 7 Response (r.4.4)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

\_\_\_\_\_  
Claimant's name

\_\_\_\_\_  
\_\_\_\_\_  
Claimant's lawyer's name or  
Claimant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**RESPONSE**

The defendant's address for service of documents is:

\_\_\_\_\_  
\_\_\_\_\_

Defendant's address for service

You must tell the court and the other parties immediately if you change this address

I have received a copy of the Claim in this case.

Please tick appropriate box or boxes

- 1. I agree the claim is correct.
- 2. I dispute part of the claim.
- 3. I dispute all of the claim.
- 4. I want to make a counterclaim.

(  
(For a proceeding in the Magistrates Court)

If the defendant objects to the place where the proceeding is to be dealt with:

- 4. I object to this proceeding being dealt with at \_\_\_\_\_.

place

**YOU MUST** return this form to court, and serve a copy on the claimant, within 14 days from when you received the claim. If you have ticked box 2 or 3 you must file a defence, and serve a copy on the claimant, in 28 days from when you received the claim. If you have ticked box 4 you must file a defence and counterclaim, and serve them on the claimant, in 28 days from when you received the claim.

\_\_\_\_\_  
Signature of defendant's lawyer, or defendant if defendant does not have a lawyer

**Date of filing:** \_\_\_\_\_

**Filed by:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OR name and address of defendant's lawyer  
Defendant's name and address, if defendant does  
not have a lawyer

**Form 8 Defence (r.4.5)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

\_\_\_\_\_  
Claimant's name

\_\_\_\_\_  
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**DEFENCE**

Set out details of defence in numbered paragraphs

- 1.
- 2.
- 3.

Signed by the Defendant OR defendant's lawyer

at \_\_\_\_\_ )  
Place ) Defendant's signature OR defendant's lawyer's signature  
on \_\_\_\_\_ )  
Date )

**Date of filing:** \_\_\_\_\_

**If the defendant has not filed a response:**

**Filed by:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The defendant's address for service is:  
\_\_\_\_\_  
\_\_\_\_\_

OR name and address of defendant's lawyer  
Defendant's name and address, if defendant does  
not have a lawyer



**Form 9 Reply (r.4.6)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

\_\_\_\_\_  
Claimant's name

\_\_\_\_\_  
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**REPLY**

Set out details of reply in numbered paragraphs

- 1.
- 2.
- 3.

\_\_\_\_\_  
Signature of claimant's lawyer, or claimant if claimant does not have a lawyer

**Date of filing:** \_\_\_\_\_

**Filed by:** \_\_\_\_\_

OR  
name and address of claimant's lawyer  
claimant's name and address, if claimant does  
not have a lawyer

**Form 10 Application (r.7.2)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

Claimant's name \_\_\_\_\_  
\_\_\_\_\_

Claimant's lawyer's name or Claimant's address  
\_\_\_\_\_

**AND**

Defendant's name \_\_\_\_\_  
\_\_\_\_\_

Defendant's lawyer's name or Defendant's address  
\_\_\_\_\_

**APPLICATION**

\_\_\_\_\_ of \_\_\_\_\_  
Applicant's name applicant's address

applies for:

Set out details of application in numbered paragraphs

- 1.
- 2.

on the grounds that:

set out reasons for making application in numbered paragraphs

- 1.
- 2.

\_\_\_\_\_  
Signature of applicant's lawyer, or applicant if applicant does not have a lawyer

**Date of filing:** \_\_\_\_\_

**Filed by:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OR name and address of applicant's lawyer  
applicant's name and address, if applicant does  
not have a lawyer

**Form 11 List of documents (r.8.5)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

Claimant's name \_\_\_\_\_

\_\_\_\_\_  
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**(CLAIMANT'S/DEFENDANT'S) LIST OF DOCUMENTS**

I, \_\_\_\_\_ the Claimant / Defendant  
Name of person making statement

swear the following is true:

1. I understand my obligation to disclose documents.
2. To the best of my knowledge I have disclosed all documents that I must disclose.
3. The documents relating to this proceeding that are or have been in my control are listed in Schedules 1 and 2.
4. I have in my possession the documents listed in Parts 1 and 2 of Schedule 1.
5. I have had in my possession the documents listed in Schedule 2 but no longer have them in my possession.
6. I claim the documents listed in Part 2 of Schedule 1 are privileged because

set out reasons



**Form 12 Request for default judgment, fixed amount (r.9.2)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_ OF \_\_\_\_**

**BETWEEN**

Claimant's name \_\_\_\_\_  
\_\_\_\_\_

Claimant's lawyer's name or Claimant's address  
\_\_\_\_\_

**AND**

Defendant's name \_\_\_\_\_  
\_\_\_\_\_

Defendant's lawyer's name or Defendant's address  
\_\_\_\_\_

**REQUEST FOR DEFAULT JUDGMENT (FIXED AMOUNT)**

\_\_\_\_\_ of \_\_\_\_\_  
Claimant's name claimant's address

Requests the court to give default judgment against the defendant on the ground that the defendant has not filed a \_\_\_\_\_ after being \_\_\_\_\_ response within 14 days OR defence within 28 days served with the claim in this proceeding.

The Claimant Claims:

Interest:

Filing and Service Fees:

Costs: \_\_\_\_\_

Total Claimed: \_\_\_\_\_

\_\_\_\_\_  
Signature of claimant's lawyer, OR signature of claimant if claimant does not have a lawyer

**Date of filing:** \_\_\_\_\_

**Filed by:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OR name and address of claimant's lawyer  
claimant's name and address, if claimant does  
not have a lawyer

**Form 13 Request for default judgment, damages (r.9.3)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_ OF \_\_\_\_**

**BETWEEN**

Claimant's name \_\_\_\_\_  
\_\_\_\_\_

Claimant's lawyer's name or Claimant's address  
\_\_\_\_\_

**AND**

Defendant's name \_\_\_\_\_  
\_\_\_\_\_

Defendant's lawyer's name or Defendant's address  
\_\_\_\_\_

**REQUEST FOR DEFAULT JUDGMENT (DAMAGES)**

\_\_\_\_\_ of \_\_\_\_\_  
Claimant's name claimant's address

1. requests the court to give default judgment against the defendant on the ground that the defendant has not filed a \_\_\_\_\_ after response within 14 days OR defence within 28 days being served with the claim in this proceeding; and
2. asks the court to determine the amount of damages.

\_\_\_\_\_  
Signature of claimant's lawyer, OR signature of claimant if claimant does not have a lawyer

**Date of filing:** \_\_\_\_\_

**Filed by:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OR name and address of claimant's lawyer  
claimant's name and address, if claimant does  
not have a lawyer

**Form 14 Application to set aside default judgment (r.9.5)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_ OF \_\_\_\_**

**BETWEEN**

Claimant's name \_\_\_\_\_

\_\_\_\_\_

Claimant's lawyer's name or Claimant's address

**AND**

Defendant's name \_\_\_\_\_

\_\_\_\_\_

Defendant's lawyer's name or Defendant's address

**APPLICATION TO SET ASIDE DEFAULT JUDGMENT**

1. \_\_\_\_\_ of \_\_\_\_\_  
Applicant's name applicant's address

applies for the default judgment signed against the applicant on \_\_\_\_\_ to be  
date of judgment  
set aside.

2. The applicant did not respond to the claim or defend the claim because:

Set out reasons

3. The applicant's defence to the claim is:

Set out details of defence

\_\_\_\_\_  
Signature of applicant's lawyer, or applicant if applicant does not have a lawyer

**Date of filing:** \_\_\_\_\_

**Filed by:** \_\_\_\_\_ The applicant's address for service is:

\_\_\_\_\_  
\_\_\_\_\_

OR  
name and address of defendant's lawyer  
Defendant's name and address, if defendant does  
not have a lawyer

**Form 15 Application for summary judgment (r.9.6)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_ OF \_\_\_\_**

**BETWEEN**

\_\_\_\_\_  
Claimant's name

\_\_\_\_\_  
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**APPLICATION FOR SUMMARY JUDGMENT**

**DATE OF FIRST HEARING: \_\_\_\_\_**

**YOU MUST ATTEND COURT ON THIS DATE**

\_\_\_\_\_  
Applicant's name of \_\_\_\_\_  
applicant's address

applies for summary judgment against the defendant.

The applicant believes the defendant has no real prospect of defending the applicant's claim because:  
Set out reasons in numbered paragraphs

- 1.
- 2.
- 3.

\_\_\_\_\_  
Signature of applicant's lawyer, or applicant if applicant does not have a lawyer

**Date of filing:** \_\_\_\_\_

**Filed by:** \_\_\_\_\_

OR  
name and address of applicant's lawyer  
applicant's name and address, if applicant does  
not have a lawyer



**Form 16 Offer to settle claim (r.9.7)**

**IN THE SUPREME COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_ OF \_\_\_\_**

**BETWEEN**

Claimant's name \_\_\_\_\_  
\_\_\_\_\_

Claimant's lawyer's name or claimant's address  
\_\_\_\_\_

**AND**

Defendant's name \_\_\_\_\_  
\_\_\_\_\_

Defendant's lawyer's name or defendant's address  
\_\_\_\_\_

**OFFER TO SETTLE CLAIM**

The \_\_\_\_\_ offers to settle this claim:  
Claimant or Defendant

If for money settlement:

1. by \_\_\_\_\_ VT \_\_\_\_\_ .  
accepting OR paying insert amount

This amount includes VT \_\_\_\_\_ for interest and \_\_\_\_\_ VT \_\_\_\_\_  
insert amount includes OR does not include insert amount  
for costs.

2. VT \_\_\_\_\_ is to be paid by \_\_\_\_\_  
insert amount insert date OR if by instalments, state how amount is to be paid

3. The \_\_\_\_\_ has \_\_\_\_\_ days from the date below to accept this offer.  
Claimant or defendant number of days

**AND / OR**

if for settlement other than money:

4. by \_\_\_\_\_  
\_\_\_\_\_

set out details of offer

5. \_\_\_\_\_ is to be done by \_\_\_\_\_  
set out what is to be done date

6. The \_\_\_\_\_ has \_\_\_\_\_ from the date below to accept this offer.  
Claimant or Defendant number of days

Signed by the \_\_\_\_\_ lawyer at \_\_\_\_\_  
Claimant's or Defendant's Place

on \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Claimant's / Defendant's lawyer

4. To accept this offer, sign below, file this with the court and notify the other party.

Signed by the \_\_\_\_\_ lawyer at \_\_\_\_\_  
Claimant's or Defendant's Place

on \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Claimant's Defendant's lawyer

Filed on \_\_\_\_\_  
date of filing

(Seal of court)

**Form 17 Application for judgment, settlement (r.9.7)**

**IN THE SUPREME COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

Claimant's name \_\_\_\_\_  
\_\_\_\_\_

Claimant's lawyer's name or Claimant's address  
\_\_\_\_\_

**AND**

Defendant's name \_\_\_\_\_  
\_\_\_\_\_

Defendant's lawyer's name or Defendant's address  
\_\_\_\_\_

**APPLICATION FOR JUDGMENT (SETTLEMENT)**

**DATE OF FIRST HEARING: \_\_\_\_\_**

**YOU MUST ATTEND COURT ON THIS DATE**

\_\_\_\_\_ of \_\_\_\_\_  
Claimant's OR Defendant's name claimant's OR defendant's address

applies for judgment against the \_\_\_\_\_ on the ground that:  
defendant OR claimant

1. the claimant and defendant agreed to settle this proceeding as set out in the attached settlement form filed on \_\_\_\_\_.  
date of filing settlement form

2. the \_\_\_\_\_ has not paid as agreed in the settlement form.  
defendant OR claimant

OR  
the \_\_\_\_\_ has not complied with the terms of the settlement form.  
defendant OR claimant

\_\_\_\_\_  
Signature of claimant's / defendant's lawyer, OR signature of claimant / defendant if claimant / defendant does not have a lawyer

**Date of filing: \_\_\_\_\_**

**Filed by:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OR  
name and address of claimant's / defendant's lawyer  
claimant's / defendant's name and address, if claimant / defendant does not have a lawyer

**Form 18 Notice of discontinuance (r.9.9)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

\_\_\_\_\_  
Claimant's name

\_\_\_\_\_  
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**NOTICE OF DISCONTINUANCE**

**TO** \_\_\_\_\_  
Name of defendant

The claimant has discontinued this proceeding against you.

\_\_\_\_\_  
Signature of claimant's lawyer, or claimant if claimant does not have a lawyer

**Date of filing:** \_\_\_\_\_

**Filed by:** \_\_\_\_\_

\_\_\_\_\_  
name and address of claimant's lawyer or  
claimant's name and address, if claimant does  
not have a lawyer

**Form 19 Certificate of telephone evidence (r.11.8)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

\_\_\_\_\_  
Claimant's name

\_\_\_\_\_  
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**CERTIFICATE OF TELEPHONE EVIDENCE**

**I** \_\_\_\_\_ of \_\_\_\_\_  
name of magistrate, police officer or chief address

certify that:

1. I was present when \_\_\_\_\_ gave evidence by telephone at  
name of witness  
\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
place evidence given date evidence given time

2. \_\_\_\_\_ is personally known to me.  
name of witness

3. \_\_\_\_\_ seemed to give the evidence freely.  
name of witness

Signed by \_\_\_\_\_  
name of magistrate, police officer or chief

at \_\_\_\_\_ )  
Place ) Signature

on \_\_\_\_\_ )  
Date )

Before me

\_\_\_\_\_

\_\_\_\_\_

Witness' signature

\_\_\_\_\_  
Name and address of witness

**Date of filing:** \_\_\_\_\_

**Filed by:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

name and address of claimant's/defendant's lawyer  
or claimant's name and address, if claimant does  
not have a lawyer

**Form 20 Summons to give evidence and produce documents (r.11.14)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

\_\_\_\_\_  
Claimant's name

\_\_\_\_\_  
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**SUMMONS TO ATTEND COURT, GIVE EVIDENCE AND  
PRODUCE DOCUMENTS**

**TO:** \_\_\_\_\_ of \_\_\_\_\_  
Name of person summoned address

You must attend the \_\_\_\_\_ Court at \_\_\_\_\_  
Supreme OR Magistrates place  
on \_\_\_\_\_ at \_\_\_\_\_  
date time

1. to give evidence in this proceeding at the request of \_\_\_\_\_  
name of party issuing summons

AND / OR

2. you must bring the following documents and / or objects with you:  
list documents and objects

Seal of court

\_\_\_\_\_  
Signature of judge / magistrate

\_\_\_\_\_  
date

**WARNING:** If you do not come to court, you may be arrested, brought to court and fined or put in prison.



**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

\_\_\_\_\_  
Claimant's name

\_\_\_\_\_  
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**ENFORCEMENT ORDER**

**THE COURT ORDERS THAT:**

\_\_\_\_\_ must:  
Name of enforcement debtor

Set out details of order in numbered paragraphs

- 1.
- 2.

Seal of court

\_\_\_\_\_  
Signature of judge / magistrate                      date

**Form 22 Enforcement warrant (money order) (r.14.2)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

\_\_\_\_\_  
Claimant's name

\_\_\_\_\_  
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**ENFORCEMENT WARRANT (MONEY ORDER)**

**TO:** \_\_\_\_\_,  
Name of enforcement officer title of enforcement officer

Name of enforcement debtor:

Enforcement debtor's address:

Amount recoverable under this warrant:

Debt:	VT
Interest:	VT
Enforcement costs:	VT _____
Total:	VT _____

YOU are authorised to:

Set out details of actions authorised under warrant in numbered paragraphs

1.

2.

This warrant ends on \_\_\_\_\_  
Date warrant ends

Seal of court

\_\_\_\_\_  
Signature of judge / magistrate

\_\_\_\_\_  
date

**Form 23 Enforcement warrant (non-money order) (r.14.2)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

\_\_\_\_\_  
Claimant's name

\_\_\_\_\_  
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**ENFORCEMENT WARRANT (NON-MONEY ORDER)**

**TO:** \_\_\_\_\_ , \_\_\_\_\_  
Name of enforcement officer title of enforcement officer

Name of person against whom order made:

Address of person against whom order made:

**YOU** are authorised to:

Set out details of actions authorised under warrant in numbered paragraphs

1.

2.

This warrant ends on \_\_\_\_\_  
Date warrant ends

Seal of court

\_\_\_\_\_  
Signature of judge / magistrate

\_\_\_\_\_  
date

Form 24 Summons under enforcement order (money order) (r.14.3)

IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)

CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_

**BETWEEN**

\_\_\_\_\_  
Claimant's name

\_\_\_\_\_  
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**SUMMONS TO ATTEND ENFORCEMENT CONFERENCE  
AND PRODUCE DOCUMENTS (MONEY ORDER)**

**TO:** \_\_\_\_\_ of \_\_\_\_\_  
Name of enforcement debtor address

The \_\_\_\_\_ Court made an enforcement order against you on \_\_\_\_\_.  
Supreme OR Magistrates date order made

You must attend the enforcement conference at the \_\_\_\_\_ Court at \_\_\_\_\_  
Supreme OR Magistrates place

on \_\_\_\_\_ at \_\_\_\_\_  
date time

to say how you will comply with the Enforcement Order.

2. You must bring with you sufficient documents to enable you to give a fair and accurate picture of your financial circumstances.

Seal of court

\_\_\_\_\_  
Signature of judge / magistrate

\_\_\_\_\_  
date

**WARNING:** If you do not come to court, you may be arrested, brought to court and fined or put in prison.

**Form 25 Application for enforcement warrant (r.14.12)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

\_\_\_\_\_  
Claimant's name

\_\_\_\_\_  
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**APPLICATION FOR ENFORCEMENT WARRANT**

\_\_\_\_\_  
Applicant's name of \_\_\_\_\_  
applicant's address

applies for an enforcement warrant against:

\_\_\_\_\_  
name of enforcement debtor OR person against enforcement order made  
on the grounds that:

1. An enforcement order was issued by the \_\_\_\_\_ court on \_\_\_\_\_  
Supreme OR Magistrates date

requiring \_\_\_\_\_ to do the following:  
name of enforcement debtor OR person against whom enforcement order made

set out details of enforcement order

2. The enforcement debtor has not complied with the order

\_\_\_\_\_  
Signature of applicant's lawyer OR  
applicant if applicant does not have a lawyer

**Date of filing:** \_\_\_\_\_

**Filed by:** \_\_\_\_\_

\_\_\_\_\_  
name and address of defendant's lawyer OR  
Defendant's name and address, if defendant does not have a lawyer

**Form 26 Notice about redirection of earnings (r.14.29)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

\_\_\_\_\_  
Claimant's name

\_\_\_\_\_  
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**NOTICE ABOUT REDIRECTION OF EARNINGS**

**TO:**

\_\_\_\_\_ of \_\_\_\_\_  
Name of employer address of employer's place of business

1. The \_\_\_\_\_ Court has issued an enforcement warrant for the redirection of the  
Supreme OR Magistrates

earnings of \_\_\_\_\_ who is employed by you.  
name of enforcement debtor

2. The warrant has been served on you.

3. Under the warrant, you must:

(a) deduct the amount stated in the warrant from the earnings of \_\_\_\_\_  
name of enforcement debtor

(unless the amount remaining to be paid is less); and

(b) pay that amount to \_\_\_\_\_ whose name is in the warrant.  
name of enforcement creditor

However, if the deduction amount would leave \_\_\_\_\_ with less  
name of enforcement debtor

than \_\_\_\_\_ in take-home pay, you must deduct only what will leave  
amount of take-home pay fixed by court

him / her with \_\_\_\_\_ in take-home pay.  
amount of take-home pay fixed by court

4. If you are not the employer of \_\_\_\_\_, or stop being  
name of enforcement debtor

his / her employer, you must notify the \_\_\_\_\_ Court as soon as practicable.  
Supreme OR Magistrates

\_\_\_\_\_  
Signature of enforcement creditor's lawyer OR  
enforcement creditor, if enforcement creditor does not have a lawyer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

name and address of enforcement creditor's lawyer OR  
enforcement creditor's name and address, if he / she does  
not have a lawyer

**Form 27 Summons under enforcement order (non-money)(r. 14.37)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

\_\_\_\_\_  
Claimant's name

\_\_\_\_\_  
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**SUMMONS TO ATTEND ENFORCEMENT CONFERENCE  
AND PRODUCE DOCUMENTS (NON-MONEY ORDER)**

**TO:** \_\_\_\_\_ of \_\_\_\_\_  
Name of person against whom order made address

The \_\_\_\_\_ Court made an enforcement order against you on \_\_\_\_\_.  
Supreme OR Magistrates date order made

You must attend the enforcement conference at the \_\_\_\_\_ Court at \_\_\_\_\_  
Supreme OR Magistrates place  
on \_\_\_\_\_ at \_\_\_\_\_:  
date time

to say how you will comply with the Enforcement Order made against you

You must bring with you sufficient documents to enable you to tell the court how you propose to comply with the enforcement order.

Seal of court

\_\_\_\_\_  
Signature of judge / magistrate

\_\_\_\_\_  
date

**WARNING:** If you do not come to court, you may be arrested, brought to court and fined or put in prison.



IN THE SUPREME COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)

CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_

**BETWEEN**

\_\_\_\_\_  
Claimant's name

\_\_\_\_\_  
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**CLAIM FOR RELEASE**

**Date of filing:** \_\_\_\_\_

**Filed by:** \_\_\_\_\_

**Address for** \_\_\_\_\_

**Service** \_\_\_\_\_

OR name and address of Claimant's lawyer  
Claimant's name and address, if claimant does  
not have a lawyer

The claimant claims the release of \_\_\_\_\_ on the grounds:  
Name of person being held unlawfully

Set out details of claim in numbered paragraphs

1.

2.

Signed by or on behalf of the Claimant )

at \_\_\_\_\_ )  
Place )

\_\_\_\_\_  
Signature of claimant OR person on  
behalf of the claimant

on \_\_\_\_\_ )  
Date )

**Form 29 Certificate of account (r.16.13)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

Claimant's name \_\_\_\_\_  
\_\_\_\_\_

Claimant's lawyer's name or Claimant's address

**AND**

Defendant's name \_\_\_\_\_  
\_\_\_\_\_

Defendant's lawyer's name or Defendant's address

**CERTIFICATE OF ACCOUNT**

I \_\_\_\_\_ of \_\_\_\_\_  
name of accounting party address

certify that:

1. The account of \_\_\_\_\_  
state transactions

has been taken in accordance with the order of the Supreme Court dated \_\_\_\_\_  
date of order

2. A copy of the account is attached.

Signed by \_\_\_\_\_  
name of person taking the account

at \_\_\_\_\_ )  
Place ) Signature  
on \_\_\_\_\_ )  
Date )

Before me

\_\_\_\_\_  
Witness' signature


\_\_\_\_\_  
Name and address of witness

**Form 30 Claim for Domestic Violence Protection Order (r. 16.16)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**


**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN:**

<p> ..... Write your full name</p> <p>.....</p> <p>..... Write your address</p>
--

Claimant

**AND:**


<p> .....</p> <p>Write full name of defendant</p> <p>.....</p> <p>Write address of defendant</p>
---


Defendant

**CLAIM FOR DOMESTIC VIOLENCE PROTECTION ORDER**

- a) Non violence
- b) Exclusive occupation
- c) Non Molestation

**I,**

.....  
( Write the full name of the applicant here)

of.....  
( Write the applicant's address)

**APPLY** for the following orders (delete as appropriate)

- (a) Non Violence
- (b) Exclusive Occupation of the home situated at .....  
(Give full address)
- (c) Non Molestation Order
- (d) Costs

**FOR:**

- a) Myself
- b) A Child/Children of the Family

Give name(s): .....

.....

**MY GROUNDS** are set out in the sworn statement attached.

DATED

Signed:

**I,** .....of.....

**AGREE** to obey any order this Court may make against me for costs or damages if the Court finds that I should not have made this application.

.....


Signed by the claimant

**Form 31 Sworn Statement (Domestic Violence) (r.16.16)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**


**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN:**

  
.....  
.....  
Write your full name and address here

Claimant

**AND:**


  
.....  
.....  
Write the defendant's name and address here

Defendant



**SWORN STATEMENT OF**

.....  
name of person making statement

I  .....(Write your full name)

of:  .....  
(Write your full address)

swear the following is true: -

1. I am the Claimant.
2. I am applying on behalf of myself and/or the following child/children of the Family:  
(Cross out the words that do not apply)  
  
(Write the names of the child or children on the lines below)  
 .....  
.....
3. The Defendant and I are members of the same family. The defendant is:  
(State the relationship between yourself and the defendant on the line below)  
 .....
4. The home where I/ and the children (Cross out if you are only applying for yourself)



**SWORN** )  
 )  
this day of )

(This must be signed in front of a Commissioner for Oaths. If you cannot find a Commissioner for Oaths you may swear this is true in front of the Magistrate)

**BEFORE ME**

.....A COMMISSIONER FOR OATHS

Form 32 Order (Domestic Violence) (r. 16.17)

IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)

CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_

**BETWEEN:**

Claimant's full name and address

Claimant

**AND:**

Defendant's full name and address

Defendant

**ORDER (DOMESTIC VIOLENCE)**

- a) Non violence
- b) Exclusive occupation
- c) Non molestation

ON..... **THE COURT** heard an application from  
date of hearing  
.....(Claimant)  
name of claimant

and **READING** the Documents placed before the court, the **COURT MAKES THE**  
**FOLLOWING ORDER(S)** against the Defendant: -

Set out details of orders



**THE COURT ORDERS** that .....(insert name) must serve this order on the Defendant .....(insert name) and .....(insert name) must serve a copy on the Police. If the Defendant .....(Insert name) does not obey all of these orders then the police must arrest him/her and bring him/her to court as quickly as possible.

**WARNING TO THE DEFENDANT**

If you do not obey these orders then you can be arrested. You will then be brought before the court and may be fined and/or sent to prison.

(If the order was made without the defendant being present)

The next hearing of this matter is on:.....  
date of hearing

**YOU MUST ATTEND**

If you disagree with this order you should go to the court and ask for an earlier hearing date.

DATED

Signed:  
**Magistrate/Supreme Court Judge.**

IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)

CIVIL APPEAL CASE NO \_\_\_ OF \_\_\_

**BETWEEN**

\_\_\_\_\_  
Appellant's name

\_\_\_\_\_  
Appellant's lawyer's name or  
Appellant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
Defendant's lawyer's name or  
Defendant's address

**APPEAL**

\_\_\_\_\_ of \_\_\_\_\_  
Appellant's name Appellant's address

Appeal for:  
Set out details of appeal in numbered paragraphs.

- 1.
- 2.

On the grounds that:  
Set out reasons for making appeal in numbered paragraphs.

- 1.
- 2.

Date of filing: \_\_\_\_\_

Filed by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

name and address of appellant's lawyer or  
appellant's name and address, if appellant does not have a lawyer

**Form 34 - Claim for judicial review (r.17.4)**

**IN THE SUPREME COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

\_\_\_\_\_  
Claimant's name

\_\_\_\_\_  
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**CLAIM FOR JUDICIAL REVIEW**

**Date of filing:** \_\_\_\_\_

**Filed by:** \_\_\_\_\_

**Address for** \_\_\_\_\_

**Service** \_\_\_\_\_

name and address of Claimant's lawyer OR Claimant's name and address,  
if claimant does not have a lawyer

The Claimant claims

a declaration that \_\_\_\_\_ is of no effect  
name of enactment

OR

a mandatory order requiring \_\_\_\_\_ to  
name of person

\_\_\_\_\_  
set out desired action

OR

an order prohibiting \_\_\_\_\_ from  
name of person

\_\_\_\_\_  
set out action to be prohibited

OR

a quashing order that \_\_\_\_\_ by  
describe decision

\_\_\_\_\_ is quashed.  
name of person who made decision

Set out grounds supporting claim in numbered paragraphs:

- 1.
- 2.
- 3.
- 4.

Signed by the Claimant OR Claimant's lawyer )

at \_\_\_\_\_ )  
Place )

on \_\_\_\_\_ )  
Date )

\_\_\_\_\_  
Signature of claimant OR claimant's lawyer



**Form 36 General warrant (r.18.15)**

**IN THE \_\_\_\_\_ COURT OF  
THE REPUBLIC OF VANUATU  
(CIVIL JURISDICTION)**

**CIVIL CASE NO \_\_\_\_\_ OF \_\_\_\_\_**

**BETWEEN**

\_\_\_\_\_  
Claimant's name

\_\_\_\_\_  
Claimant's lawyer's name or Claimant's address

**AND**

\_\_\_\_\_  
Defendant's name

\_\_\_\_\_  
Defendant's lawyer's name or Defendant's address

**GENERAL WARRANT**

**TO:**

\_\_\_\_\_  
Name of enforcement officer

\_\_\_\_\_  
title of enforcement officer

Name of person against whom warrant issued:

Address of person against whom order made:

YOU are authorised to:

Set out details of actions authorised under warrant in numbered paragraphs

1.

2.

This warrant ends on \_\_\_\_\_  
Date warrant ends

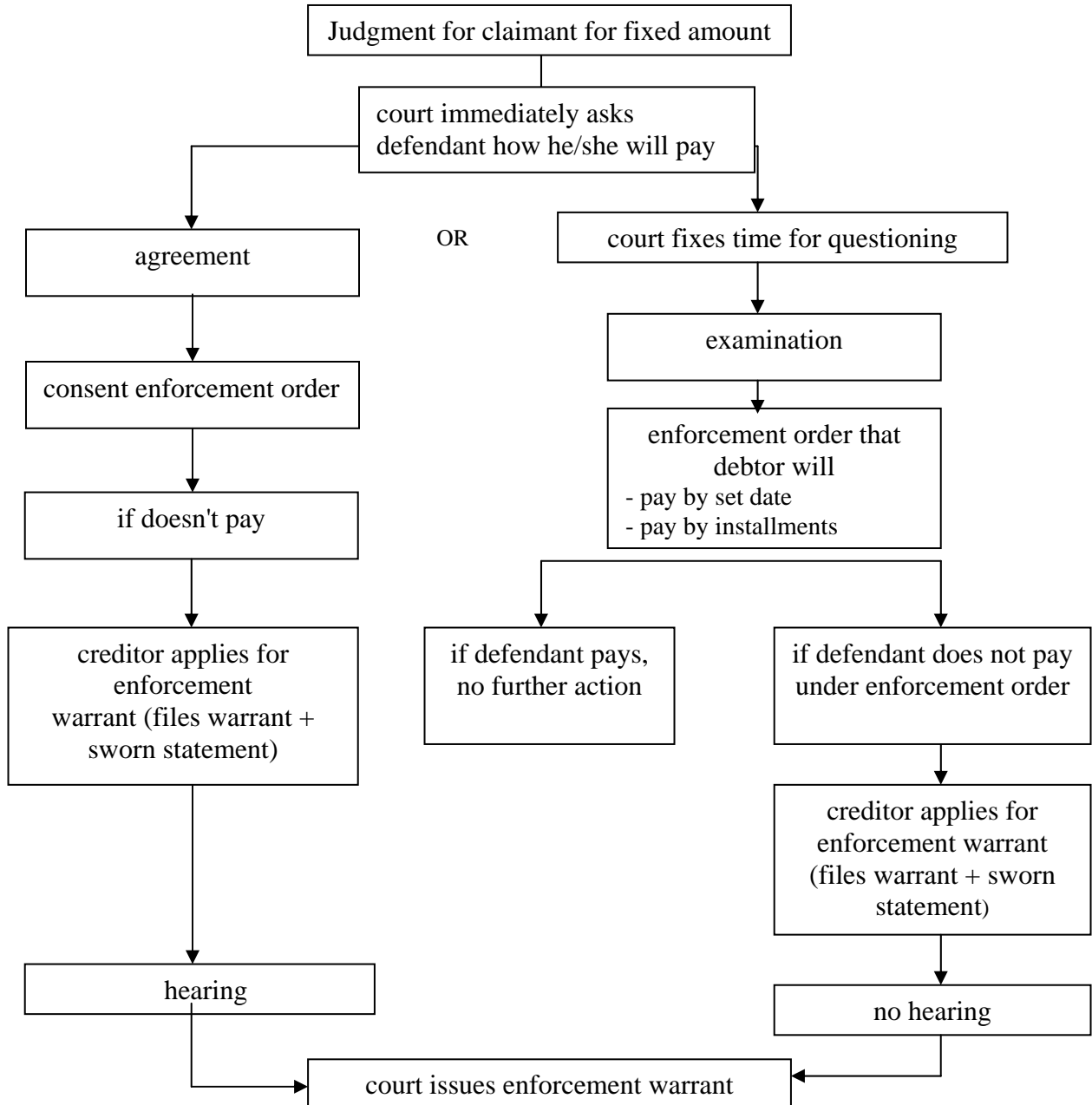
Seal of court

\_\_\_\_\_  
Signature of judge / magistrate

\_\_\_\_\_  
date

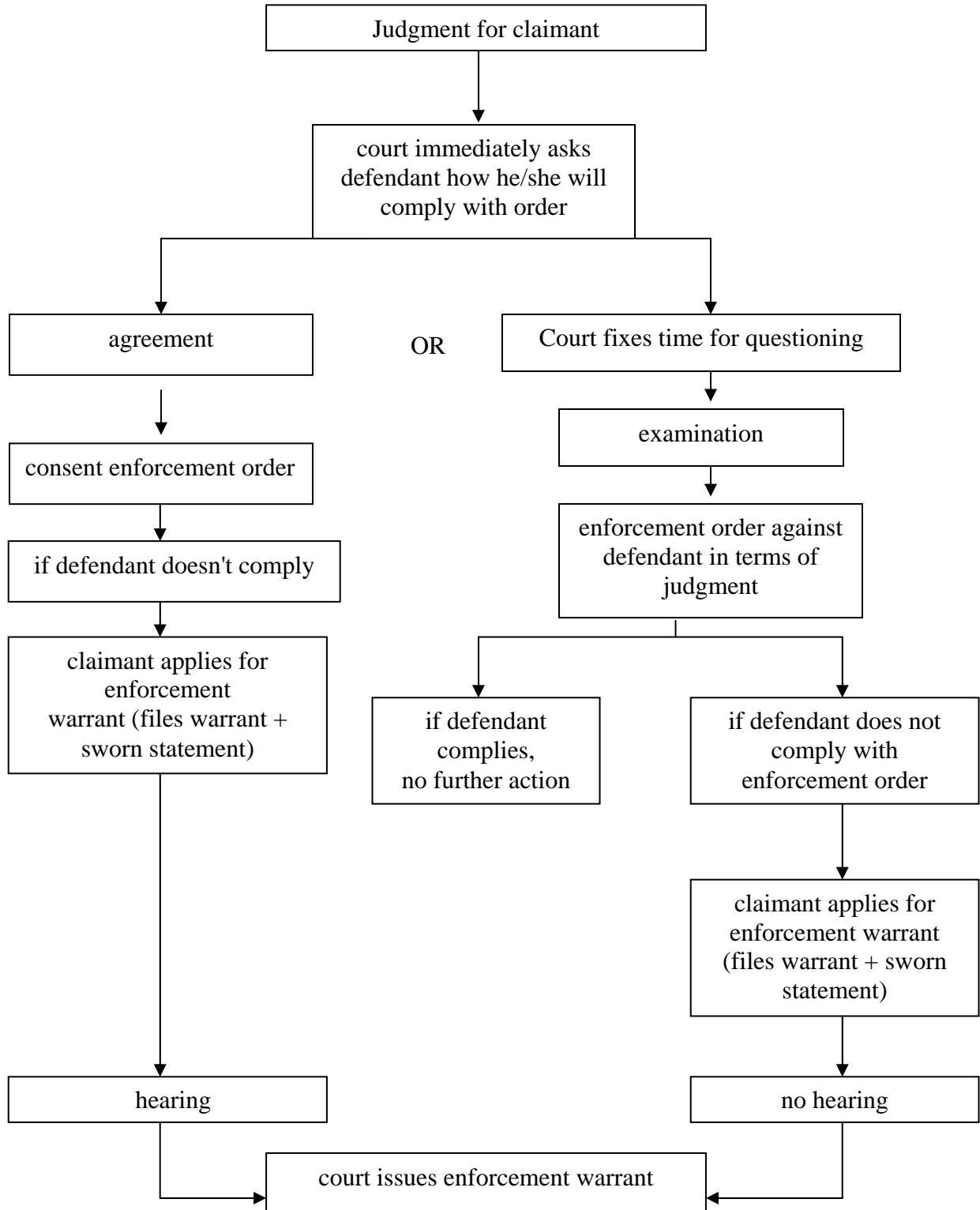
**SCHEDULE 4 – FLOW CHARTS**  
**SUPREME COURT AND MAGISTRATES COURT**

**Enforcement of money order**



# SUPREME COURT AND MAGISTRATES COURT

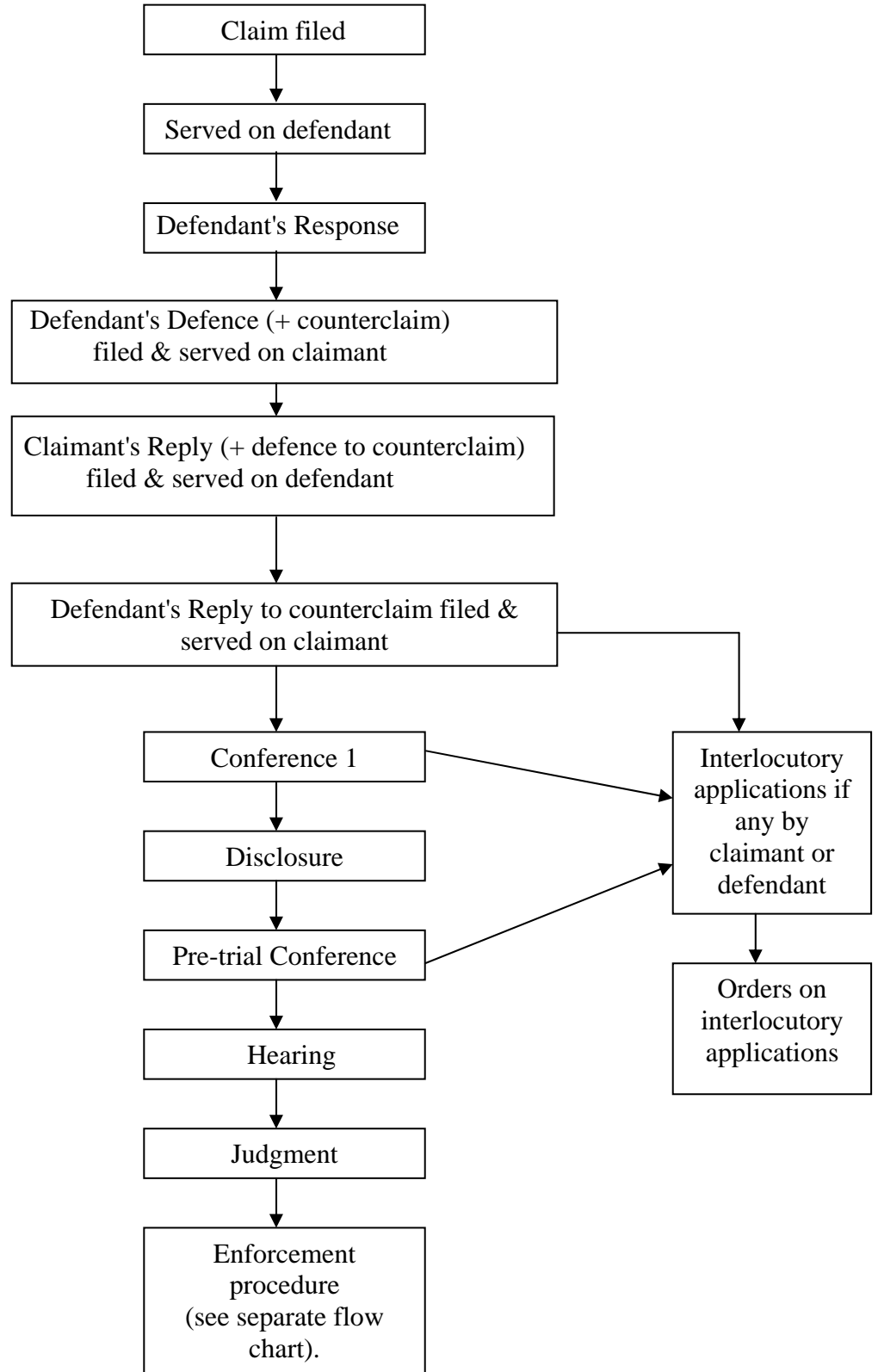
## Enforcement of non-money order





# SUPREME COURT

## Defended proceeding



# SUPREME COURT

## Undefended proceeding



# MAGISTRATE'S COURT PROCEEDINGS

