

Organising Service of Your Family Law Documents

1. Filing your documents.

First things first; Have your documents been filed with the court? To check this, you will be able to see a red Federal Circuit Court stamp on your documents along with a filing number and hearing date.

2. Check your hearing date.

Your process server will need to be sure to serve the proceedings within the scope of court service rules. It is best to seek a hearing date at least six (6) weeks away.

3. Download your documents

From your login portal you will need to download your documents and save them to your desktop. From here they will be ready to print or to email.

For more information visit:
www.federalcircuitcourt.gov.au

4. Prepare your documents for Service

Your process server will need:

- All documents for service
- Personal Information for the party to be served

Things to assist with service:



A residential address or an address the party is known to frequent



A recent photograph



A contact number



Employment details



Known movements or suitable times for service

Pre-payment of fees

- We require payment of all fees up front.
- Our fee is charged per address so please provide an address you have confirmed.
- We charge printing for all documents over 10 pages at 60c per page. You are welcome to post the documents to us.
- Please let us know how you intend to make payment and we will supply you with a reference number. It is best to email us to confirm payment has been made.

Payment can be made at:
<https://swagroup.net.au/product/make-a-payment/>



**Make contact
with us**
1300 557 864

We are here to help.
Our friendly staff
will be happy to
answer any further
questions you might have.

Important things to note about our service:
Your service fee will cover three (3) attempts
to serve the documents at varying times
between 8am and 6pm. If you anticipate that
you will need an attempt outside of these
hours please speak with our staff.

We will notify you by email within 24 hours
of all attempts and successful service.

Following service our office will forward the
affidavit of service via email and post to you.

You will then be required to have a copy
electronically filed or posted back to the court to
prove service has been effected.