



IMPORTANT NOTICE: PRESCRIPTION

In order to assist this office and to ensure that all summonses are served **before** the date on which prescription take effect, Attorneys and their staff are kindly requested to comply with the following:

1. Complete the "Request for urgent service" Form which is obtainable at the counter and furnish the date of prescription.
2. Hand the summons, together with the completed form, to the staff member of duty at reception.
3. Advise whether you wish to be informed on the date and time of service by way of facsimile.

Unless these requests have been complied with, this office will not accept any responsibility for possible actions which may arise due to prescription.

Your kind co- operation is appreciated.

Sheriff for: _____