



Methods of notification in the Saudi Law

First

Definition of place of residence according to what was stipulated in Article Nine of the Law.

The place of residence in applying the provisions of this Law shall mean the place of the person's habitual residence. For nomads, a person's place of residence is his or her place of residence at the time of filing of the case. For detainees and prisoners, a person's place of residence is the place of detention or imprisonment.

Any person may choose a private place of residence where he or she receives notifications in addition to his or her public place of residence, and if the opponent commutes his or her private or public place of residence, he or she must so inform the court.

Second

Determine the means of notification according to what was stipulated in Article Eleven of the Law.

Notification shall be made by the process servers upon judge's order or the request of litigant or court administration. The litigants or their agents shall follow the proceedings and submit their papers to the process servers for notification and may be notified by the plaintiff if he so requests.

- ☒ Electronic methods may be used in judicial notifications, resulting in other notifications.
- ☒ The private sector may be used to prepare litigants in accordance with the regulations required by this Law. The rules and procedures governing process servers work shall apply to private sector employees.

Third

Restrictions on the time of notification as stipulated in Article Twelve of the Law.

No notification may be made at the place of residence before sunrise or after sunset, or on public holidays, except where necessary and with judge's written permission, and may be made at any time if by electronic methods.

Fourth

Determine the reporting data according to what was stipulated in Article Thirteen of the Law

- 1 The notification must be of two identical copies, one origin, the other a copy, and if the addresses are multiple, the number of copies must be multiplied.
The notification shall include the following data:
 - ☒ The subject of the notification, the date of the day, the month and the year, and the hour at which it took place.

Fourth

Determine the reporting data according to what was stipulated in Article Thirteen of the Law

- ☒ The applicant's full name, identity number, profession or job, place of residence, place of work, full name of representative, identity number, profession or job, place of residence and place of work.
 - ☒ The defendant's full name, available information on his profession or job, place of residence and place of work, if he has no known place of residence, the last place of residence.
 - ☒ The process server and the court in which he works.
 - ☒ The name of the person to whom the copy of the notification paper has been delivered, its description, its signature of its origin, or the proof of its refusal and cause.
 - ☒ Signature of the record on both the original and the copy. For bodies of government departments in paragraphs (b) and (c) of this article, only the name and headquarters shall be mentioned.
- 2 Electronic notification shall be by one of the following means: text messages sent via authenticated mobile phone, e-mail, or an account registered in any of the Government's automated systems.
 - 3 Electronic notification shall include the person's identity number to be notified, the number and location of the case. -For the bodies of government departments - case number and place. In any event, the notification must include an electronic copy of the case sheet, or an electronic link to access it.
- The Supreme Judicial Council, where appropriate, add other necessary means and data.

Fifth

Organizing the delivery of notification according to what was stipulated in Article Fourteen of the Law

The process server shall deliver the copy of the notification and its annex to the addressee at the person's place of residence or employment, or hand it over to the person who decides to be his agent, or he works for him or he's a resident with him like any family, relatives and in-laws, If there is no one or anyone who has been found not to receive or is a minor, the copy shall be handed over and annex, as the case may be, or to the district mayor, the police station, the head of the station or the tribe ID, whose place of residence the addressee has communicated is within their jurisdiction in the previous order, taking their signature of the original by receipt.
The process server shall deliver within 24 hours of the delivery of the copy to any of the entities mentioned in this article, the process server shall deliver shall send a letter to the addressee of the communication at the addressee's place of residence or employment. -Registered with a notice of receipt - informs him that the copy was delivered to that entity. The process server should also indicate this in detail in the original of the notification, and the notification is a product of its effects from the time of delivery of the copy according to the preceding circumstances.

Sixth

Personal Delivery Accreditation, In accordance with article Sixteen of the Law

The notification shall be legal when it is delivered to the person to whom it is directed to, even if it is not in his place of residence or work, or by one of the electronic methods stipulated in Paragraph (1) of Article (Thirteen) of the Law.

Seventh

Organizing the delivery of a copy of the notification as stipulated in Article Seventeen The delivery of the notification copy shall be as follows:

- ☒ Any matter relating to government agencies to their superiors or their representatives.
- ☒ In relation to persons with a public legal personality, to their directors, their representatives, or their representatives.
- ☒ In relation to companies, associations and private institutions, to their managers or to those who act or represent them.
- ☒ In relation to foreign companies and institutions that have a branch or agent in the Kingdom, to the branch manager or his representative, or the agent or his representative.
- ☒ In relation to the military personnel and their officials, the direct reference to the person to whom the notification was directed.
- ☒ In relation to sailors and ship workers to the captain.
- ☒ In relation to those under interdiction, they are assigned to Trusteeship or guardianship, as the case may be.
- ☒ In relation to prisoners and detainees, refer to the director of the prison or place of detention or his representative.
- ☒ With respect to persons who have no known place of residence or designated place of residence in the Kingdom, to the Ministry of Interior in the regular administrative ways for notification by appropriate methods.

Eighth

Regulating refusal to receive notification as stipulated in Article Eighteen of the Law.

In all cases stipulated in Article (Seventeen) of this Law, if the person to be notified - or his representative - refuses to receive the copy or to sign the original with receipt, the process server must record this in the original and the copy and deliver the copy to the emirate in which he is located. Its jurisdiction is the place of residence of the person to whom the notification is made, or the authority appointed by the emirate. The process server must also state this at the time in detail in the original notification. The notification is deemed to have produced its effects from the time the copy is delivered to the person to whom it is delivered.



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Ninth

Regulating notification of persons residing outside the Kingdom as stipulated in Article Nineteen of the Law.

If the place of residence of the person to whom the notification is made is outside the Kingdom, a copy of the notification shall be sent to the Ministry of Foreign Affairs for delivery through diplomatic means. A reply indicating that the copy has reached the recipient of the notification is sufficient.

Tenth

Regulating notification in the event that the court does not have jurisdiction, according to what is stipulated in Article Twenty of the system

If the place of notification within the Kingdom is outside the jurisdiction of the court, the papers to be notified shall be sent from this court to the court within whose jurisdiction the notification falls.

Eleventh

Mechanism for notifying the lawsuit, according to what was stipulated in Article Forty-Two of the Law.

The competent clerk shall record the case on the day the newspaper is submitted in the relevant register after confirming - in the presence of the plaintiff or his representative - the date of the session set for consideration of the original newspaper and its copies. He must, on the next day at most, deliver the original and copies of the newspaper to the bailiff or the plaintiff - as the case may be - in order to notify it and return the original to the court administration.

Twelfth

Determining the period for delivery of notification in the claim statement, according to what was stipulated in Article Forty-Three of the Law.

The Process server or the plaintiff - as the case may be - shall deliver a copy of the claim document to the defendant within a maximum of fifteen days from its delivery to him, unless he has scheduled a session to consider the case that falls during this time, in which case the delivery must take place before the session, and all of this with pay attention to the attendance time.

Thirteenth

Determining the times of appearance before the court after notification of the claim, according to what is stipulated in Article Forty-Four of the Law.

The time to appear before the General Court is at least eight days from the date of notification of the claim. The time limit for appearing before the labor, commercial, and personal status courts is at least four days from the date of notification of the claim. The four-day period applies to labor, commercial, and family matters if heard before the general court in the governorate or center. In lawsuits arising from traffic accidents or when necessary, the time limit may be shortened to twenty-four hours, provided that the party himself is notified in the event of a short time limit and that he is able to reach the court on the specified date. The time limit shall be reduced with the permission of the court to which the lawsuit is filed.

Fourteenth

The effect of not observing the appearance date on the claim statement, as stipulated in Article Forty-six of the Law

Failure to observe the date specified in Article (Forty-Three) of this law or knowledge of the compliance with the attendance date shall not result in the invalidation of the claim statement, without prejudice to the right of the person to whom the notification is made to postpone the date to be completed.

Fifteenth

The ruling on electronic notification as stipulated in Article Seventy-Two of the system

Fifteenth: The ruling on electronic notification as stipulated in Article Seventy-Two of the system

It is permissible to write data on claims papers, notifications, records of lawsuits, terminations, etc., electronically, and they have the same status as written documents, in accordance with the electronic transactions Law. Circular of the Chairman of The Supreme Judicial Council No. 1020/T dated 4 Jumada al-Ula 1439 AH:

First: Notification via electronic methods is considered to produce its legal effects and to be notified to the person to whom it is addressed according to the following:

- ☒ Sending text messages to the mobile phone registered with the competent authority. Sending by e-mail to a natural or legal person if the e-mail domain belongs to the notifier or is written in a contract between the two parties to the case or on his website or documented by a government agency.
- ☒ Notification via one of the accounts registered in any of the government automated systems.

Second: The data that must be available in the notification and in the claim, statement shall be added to the identity number or commercial registry of the defendant, the person being executed against him, or the notifier, and the burden of providing this shall be on the plaintiff, the person requesting enforcement, or the person requesting notification - as the case may be.

Third: The use of the aforementioned electronic methods shall be through the electronic systems approved by the Ministry of Justice.

Notification

Notification is done through process servers, who are official court employees whose job is to notify the litigants.

Notification is made based on the judge's order, the litigants' request, or the court administration.

Notification may be made by the claimant upon his request.

Delivery of notification

The process server delivers a copy of the notification and its attachments to the person to whom it is addressed at his or her place of residence or work, if any.

Delivery of the notification by the legal agent

- ☒ If it is not possible to deliver a copy of the notification to the person to whom it is directed, the process server delivers it to the representative of the person to whom the copy of the notification was addressed, or to someone who works in his service, or to any of his family, relatives, or in-laws living with him.
- ☒ If there is no one to receive a copy of the notification, or if those authorized to receive refuse to receive a copy of the notification, or if the person referred to receive it is a minor, the process server delivers a copy of the notification to the district mayor, the police station, the head of the station, or the tribal identifier in which the addressee's place of residence is located. Notification within the scope of their jurisdiction according to the order, taking their signature on the original notification of receipt.
- ☒ The process server within twenty-four hours of delivering a copy of the notification to someone other than the person to whom it is addressed, shall send to the person to whom the notification is addressed, at his place of residence or work, a registered letter with a notification of receipt informing him that the copy has been delivered to the person who received it, and the report shall state these details in the original notification.
- ☒ Notification takes effect from the time the copy is delivered to the person who received it.

Delivery of notification by the regular representative

The notification is delivered by the statutory representative A copy of the notification regarding persons with public legal personality, companies, associations, and private institutions shall be delivered to their directors -or their representatives-, or their representatives.

In the event that it is not possible to deliver a copy of the notification due to the refusal of the person to be notified or his representative to receive the copy of the notification or to sign the original as receipt, the court recorder shall record this in the original and copy of the notification and deliver the copy to the emirate within whose jurisdiction the place of residence of the person to whom the notification is addressed is located or to The authority appointed by the emirate, and the minutes shall state these details in the original notification.

- ☒ Notification shall take effect from the time the image is delivered to the person who received it.

In reference to the foregoing and based on the provisions of Articles Fourteen and Seventeen of the Legal Advocacy System, reliance can be placed on notification by the legal representative or authorized representative as outlined above.