

File No:.....

**REPUBLIC OF SOUTH AFRICA**

**THE CHILDREN'S COURT FOR THE DISTRICT OF:**

.....

**HELD AT:**

.....

**IN THE MATTER:**

FULL NAME(S) OF CHILD(REN)	GENDER	ID NUMBERS/DATE OF BIRTH

*Child(ren)*

**AND**

NAME(S) OF OTHER PARTY(IES)	ID NUMBER(S)/DATE OF BIRTH

*Other party(ies) involved*

**TO:**

.....  
.....

**ADDRESS:**

.....  
.....  
.....  
.....  
.....  
.....

**YOU ARE HEREBY REQUIRED:**

To attend a pre-hearing conference at ..... on the ..... day of ..... at ..... (time) and on any subsequent day that may be required, regarding the following matter:

.....  
.....  
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.....  
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.....

Dated at ..... this ..... day of .....20....

.....  
*Clerk of the children's court*

**FORM 4**

**NOTICE TO ATTEND PROCEEDINGS OF THE CHILDREN'S COURT IN TERMS OF SECTION 57 OF THE CHILDREN'S ACT, 2005 (ACT NO. 38 OF 2005)**

**REGULATIONS RELATING TO CHILDREN'S COURTS AND INTERNATIONAL CHILD ABDUCTION, 2010**  
[Regulation 7]

File No: .....

**REPUBLIC OF SOUTH AFRICA**

**IN THE CHILDREN'S COURT FOR THE DISTRICT OF:**

.....

**HELD AT:**

.....

**IN THE MATTER OF THE FOLLOWING CHILD(REN):**

FULL NAME(S) OF CHILD(REN)	GENDER	ID NUMBERS/DATE OF BIRTH

**TO:** (a party in the matter before the children's court/a family member of a child involved in the matter/a person who has another interest in the matter).....  
.....

**ADDRESS:**

.....  
.....  
.....  
.....  
.....

**YOU ARE HEREBY REQUIRED:**

To appear before this court at .....on the ..... day of ..... at ..... (time) and on any subsequent day the court thereafter requires, in respect of the abovementioned child(ren), regarding the following matter:

.....  
.....  
.....  
.....  
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.....  
.....  
.....

**ATTENDANCE OF CHILDREN REQUIRED:**

YES

NO

**TO THE PERSONS WHO ARE HEREBY GIVEN NOTICE:**

- (1) You must attend the proceedings at the place and time aforesaid and must remain in attendance until its conclusion or until excused by the court.
- (2) You must bring the said child(ren) before the court at the abovementioned time and place, except if otherwise directed.
- (3) If you fail to attend the proceedings or to remain in attendance during the proceedings, the court may –
  - (a) issue a warrant for your arrest and in a summary manner inquire into your failure to attend or remain in attendance and, unless you satisfy the court that your failure was not due to fault on your part, sentence you to a fine or to imprisonment; and
  - (b) order you to pay any costs.
- (4) Should legal representation be required it is recommended that this be arranged timeously.
- (5) You must ensure that all your witnesses are present at the proceedings of the hearing. If you wish any witness to be subpoenaed by the court, you are requested to submit full particulars of the witnesses (i.e. full names, identity numbers and physical addresses) to the clerk of the court, within fourteen days before the date of the hearing. The costs of the service of the subpoena of any witness will be borne by the person who requests the subpoena unless, in exceptional cases, the court directs that the state bears such costs.
- (6) Your attention is drawn to the fact that the court may decide to—

- (a) refer the matter to a family group conference or a lay- forum for mediation and that the matter may be referred back to the children's court for a hearing;
- (b) hold a pre-hearing conference; or
- (c) hear the matter.

Signed at .....this.....day of.....20.....

.....  
*Clerk of the children's court*

**PLEASE SEE REVERSE HEREOF**  
**REVERSE OF FORM 4**  
**RETURN OF SERVICE**  
**FOR OFFICIAL PURPOSES ONLY**

I, ....., certify that I have—

- \* delivered a copy of the notice to .....personally;  
or
- \* offered a copy of the notice to ..... a person apparently not younger than the age of 16 years and apparently residing or employed at the \*residence/place of employment/place of business of....., since he/she could not conveniently be found and at the same time informing him/her of the nature and exigency thereof;  
or
- \* \*affixed/placed a copy of the notice to/in the \*outer/principal door/security gate/post box of the \*residence/place of employment/place of business of ....., since he/she prevented the service by keeping his/her \*residence/place of employment/place of business closed.

Signed at .....this.....day of.....20.....

.....

*Signature of sheriff/clerk of the children's court/  
person authorised by presiding officer of the children's court*

Full first names and surname.....  
*(Block letters)*

Designation (rank).....Ex Officio Republic of South Africa. Business  
address.....Code.....  
*(Street address must be stated)*

**FORM 5**

**REFERRAL OF MATTER TO\*FAMILY GROUP CONFERENCE/ LAY-FORUM IN  
TERMS OF SECTIONS 70 AND 71 OF THE CHILDREN'S ACT, 2005 (ACT NO. 38  
OF 2005)**

**REGULATIONS RELATING TO CHILDREN'S COURTS AND  
INTERNATIONAL CHILD ABDUCTION, 2010**  
[Regulations 13 and 14]

File no. ....

**REPUBLIC OF SOUTH AFRICA**

**A REFERRAL TO \*FAMILY GROUP CONFERENCE/\*LAY FORUM**

I, .....,presiding officer of the  
children's court at.....  
In the matter between:

FULL NAME(S) OF CHILD(REN)	GENDER	ID NUMBERS/DATE OF BIRTH

*Child(ren)*

AND

NAME(S) OF OTHER PARTY(IES)	ID NUMBER(S)/DATE OF BIRTH

*Other party(ies) involved*

Hereby refer the matter in terms of section \*70/71 of the Children's Act, 2005 (Act No. 38 of 2005) \*to a family group conference/lay-forum:

.....  
.....  
.....  
.....  
.....

(name, address, tel. no of facilitator/lay-forum)

Reasons for referral:

.....  
.....  
.....  
.....  
.....  
.....

Signed at.....this .....day of.....20.....

.....  
*Presiding officer of the children's court*

**B | REFERRAL OF MATTER TO CHILDREN'S COURT**

I, .....  
in my capacity as \*facilitator of the family group conference/chairperson of the lay-forum held at.....on....., to which the above-mentioned matter was referred, hereby refer the matter back to the children's court for the following reasons:

.....  
.....  
.....  
.....  
.....

Signed at.....this.....day of.....20.....

.....  
*\*Facilitator: Family Group Conference/Chairperson: Lay-forum*

**FORM 6**

**SUBPOENA TO WITNESS TO APPEAR BEFORE THE CHILDREN'S COURT IN TERMS OF SECTION 59 OF THE CHILDREN'S ACT, 2005 (ACT NO. 38 OF 2005)**

**REGULATIONS RELATING TO CHILDREN'S COURTS AND INTERNATIONAL CHILD ABDUCTION, 2010**

[Regulation 9]

File No.: .....

**REPUBLIC OF SOUTH AFRICA**

**IN THE CHILDREN'S COURT FOR THE DISTRICT OF:**

.....

**HELD AT:**

.....

In the matter of an inquiry in terms of section 59 of the Children's Act, 2005 (Act No. 38 of 2005), in connection with the following child(ren):

NAME(S) OF CHILD(REN)	GENDER	DATE OF BIRTH

**TO:**

.....

**ADDRESS:**

.....  
.....  
.....

1. You are hereby required to appear as a witness before the court at the request of:

- (a) The presiding officer of the court of the court.
- (b) The child or a person whose rights may be affected by an order of the court.
- (c) The legal representative of a person referred to in (b).

2. You are hereby further required:

(a) to appear before this court at .....on the ..... day of ..... at ..... (time) and on any subsequent day to which the hearing may be postponed to give evidence at this inquiry.....

(b) produce the following books or documents:

- (i) .....
- (ii) .....
- (iii) .....
- (iv) .....
- (v) .....

Dated at ..... this ..... day of .....20.....

.....  
Clerk of the children's court

**NOTE:**

- A person subpoenaed by the court and who complies with the subpoena is entitled to witness fees from state funds.
- A person subpoenaed at the request of the child or a person whose rights may be affected by an order of the court, or the legal representative of the child or a person whose rights may be affected by an order of the court, is not entitled to witness fees from state funds, except if the presiding officer of the court so orders.
- If you fail to obey this subpoena, a warrant for your arrest may be issued and, unless you can satisfy the court that your failure was not due to fault on your part you may be sentenced to a fine or to imprisonment.

**PLEASE SEE REVERSE HEREOF**

**REVERSE OF FORM 6**

**RETURN OF SERVICE  
FOR OFFICIAL PURPOSES ONLY**

I, ....., certify that I have—

\* delivered a copy of the subpoena to ..... personally;

or

\* offered a copy of the subpoena to ..... a person apparently not younger than the age of 16 years and apparently residing or employed at the \*residence/place of employment/place of business of ....., since he/she could not conveniently be found and at the same time informing him/her of the nature and exigency thereof;

or

\* \*affixed/placed a copy of the subpoena to/in the \*outer/principal door/security gate/post box of the \*residence/place of employment/place of business of ....., since he/she prevented the service by keeping his/her \*residence/place of employment/place of business closed.



Signed at .....this.....day of.....20.....

.....  
*Signature of sheriff/clerk of the children's court/  
 person authorised by presiding officer of the children's court*

Full first names and surname.....

.....

*(Block letters)*

Designation (rank).....Ex Officio Republic of South Africa

Business address.....

.....Code.....

*(Street address must be stated)*

**FORM 7**

**MEDICAL REPORT AND AGE ASSESSMENT OF CHILD  
 IN TERMS OF SECTION 48(2) OF THE CHILDREN'S ACT, 2005 (ACT NO. 38 OF  
 2005)**

**REGULATIONS RELATING TO CHILDREN'S COURTS AND INTERNATIONAL  
 CHILD ABDUCTION, 2010  
 [Regulation 10(2)]**

**A. MEDICAL REPORT OF PERSON WHOSE AGE IS ESTIMATED**

I	PERSONAL PARTICULARS
Surname:	
Full names:	
Gender:	
Residential address:	

		Code (      )	
Phone number(h):	(      )		
<b>II</b>	<b>MEDICAL PARTICULARS</b>		
<b>General</b>			
Height:		Weight:	
<b>Condition of</b>			
Lungs:			
Heart:			
Teeth:			
<b>Apparent impairment: Indicate degree</b>			
Sight:			
Hearing:			
Speech:			
Orthopaedic:			
Neurological:			
Intellectual:			
<b>Other</b>			
Presence of any diseases:	<b>Yes</b>	<b>No</b>	Presence of any infections:
Presence of any injuries:	<b>Yes</b>	<b>No</b>	Presence of any infections:
If 'Yes' to presence of any disease/ infection/injury, specify:			
Physical development according to *his/her age:	<b>Normal</b>	<b>Abnormal</b>	<b>If abnormal: specify</b>
Nutrition:	<b>Adequate</b>	<b>Deficient</b>	<b>If deficient: specify</b>
Vaccinations:	<b>Yes</b>	<b>No</b>	<b>If 'No': Specify</b>
Substance abuse:	<b>Yes</b>	<b>No</b>	<b>If 'Yes': Specify</b>

	<b>Yes</b>	<b>No</b>	<b>IF 'Yes': Specify</b>
Other observations:			
	<b>Yes</b>	<b>No</b>	<b>IF 'Yes': Specify</b>
Medical or other treatment required or recommended:			

Date.....Place.....

.....  
*Medical Practitioner*

D.S. Ref No.: .....

**B. MEDICAL ASSESSMENT OF AGE**

Surname:	
Full names:	
<b>ASSESSMENT</b>	
Height:	
Weight:	
Breasts:	
Molar teeth:	
Pubic hair:	
Auxiliary:	
Facial:	
Genitals:	

**OPINION**

On the grounds of the above-examination, and \*his/her general appearance, dressed and undressed, \* his/her—

- (a) age is assessed at being between..... and .....  
 Most probable age .....
- (b) possible date of birth, taking the above-mentioned into account, could be:.....

**REMARKS:**

.....  
 .....  
 .....  
 .....

Date.....Place.....

.....  
Medical Practitioner

**FORM 8**

**COURT CERTIFICATE OF ESTIMATED AGE OF CHILD**

**REGULATIONS RELATING TO CHILDREN'S COURTS AND  
INTERNATIONAL CHILD ABDUCTION, 2010**

[Regulation 10(5)]

File No.: .....

**REPUBLIC OF SOUTH AFRICA**

**CONFIDENTIAL**

**IN THE CHILDREN'S COURT FOR THE DISTRICT OF:**

.....

**HELD AT:**

.....

**TO: DEPARTMENT OF HOME AFFAIRS**

.....

.....

**CERTIFICATE**

It is hereby certified that the \*age(s) of the \*child(ren) mentioned hereunder \*has/have been estimated/confirmed to be as indicated by the corresponding \*date(s) of birth provided below:

NAME	GENDER	DATE

The estimate was made in terms of section 48(2) of the Children's Act, 2005 (Act No 38 of 2005) for the purposes of \*a children's court inquiry/adoption proceedings where such age is a relevant fact. The confirmed age was based on sufficient evidence available.

.....  
Date

.....

Presiding officer of the children's court

**Note:**  
**This document is not an official birth certificate.**

**FORM 9**

**ORDER OF A CHILDREN'S COURT TO CARRY OUT AN INVESTIGATION IN  
TERMS OF SECTION 50 OF THE CHILDREN'S ACT, 2005 (ACT NO. 38 OF 2005)**

**REGULATIONS RELATING TO CHILDREN'S COURTS AND INTERNATIONAL  
CHILD ABDUCTION, 2010**  
[Regulation 11]

File No. : .....

**REPUBLIC OF SOUTH AFRICA**

**IN THE CHILDREN'S COURT FOR THE DISTRICT OF:**

.....

**HELD AT:**

.....

**IN THE MATTER:**

FULL NAME(S) OF CHILD(REN)	GENDER	ID NUMBERS/DATE OF BIRTH

*Child(ren)*

**AND**

NAME(S) OF OTHER PARTY(IES)	ID NUMBER(S)/DATE OF BIRTH

*Other party(ies) involved*

**TO:**

.....

**ADDRESS:**

.....

.....

**YOU ARE HEREBY ORDERED:**

To carry out an investigation or further investigation that may assist this court in deciding the matter at hand as provided for in section 50 of the Children's Act, 2005 (Act No. 38 of 2005); and

To furnish this court with a report and a recommendation as provided for in regulation 11(5) of the Regulations relating to Children's Courts and International Child Abduction, 2009 within the period as specified in regulation 11(6) of the Regulations relating to Children's Courts and International Child Abduction, 2009.

Signed at .....this ..... day of.....20.....

.....  
*Presiding officer of the children's court*

**FORM 10**

**APPLICATION FOR THE RETURN OF A CHILD WRONGFULLY  
 REMOVED/RETAINED IN TERMS OF THE HAGUE CONVENTION ON THE CIVIL  
 ASPECTS OF INTERNATIONAL CHILD ABDUCTION**

**REGULATIONS RELATING TO CHILDREN'S COURTS AND  
 INTERNATIONAL CHILD ABDUCTION, 2010**

[Regulation 15]

**REPUBLIC OF SOUTH AFRICA**

File No:.....

A	DETAILS OF THE APPLICANT
Surname:	
Full names:	
Identity number/ Date of birth:	/ /
Nationality:	
Occupation:	
Relationship to child:	
Residential address:	
Phone number(h):	( )
Business address:	
Phone number(b):	( )
Cellular number:	
Fax number:	( )

E-mail address:													
<b>B</b>		<b>DETAILS OF THE ATTORNEY (IF ANY)</b>											
Name and surname:													
Name of firm:													
Business address:													
		Code (        )											
Phone number:		(        )											
Fax number:		(        )											
<b>C</b>		<b>DETAILS OF CHILD</b> <i>(if more than one child, continue on separate page)</i>											
Surname:													
Full names:													
Identity Number/ Date of birth:												/ /	
Place of birth:													
Country of habitual residence: <i>(immediately before removal)</i>													
Indicate whether child holds his/her own passport or if child is included on mother's or father's passport:		Own Passport				Mother's Passport				Father's Passport			
Passport number:													
Nationality:													
Physical description of child: <i>(please enclose a recent photograph)</i>													
<b>D</b>		<b>DETAILS OF PARENTS</b>											
<b>I. MOTHER</b>						<b>II. FATHER</b>							
Surname:						Surname:							
Full names:						Full names:							
Identity number/ Date of birth:						Identity number/ Date of birth:							
Passport number:						Passport number:							

Nationality:		Nationality:	
Habitual residence:		Habitual residence:	
	Code ( )		Code ( )
Phone number(h):	( )	Phone number(h):	( )
Cellular number:		Cellular number:	
E-mail address:		E-mail address:	
Occupation:		Occupation:	
Business address:		Business address:	
	Code ( )		Code ( )
Phone number(b):	( )	Phone number(b):	( )
Fax number:	( )	Fax number:	( )
<b>III. DETAILS OF MARRIAGE</b>			
Date of marriage:	/ /	Place of marriage:	
Date of divorce: <i>(if applicable)</i>	/ /	Place of divorce: <i>(if applicable)</i>	
<b>E. DETAILS OF PERSON WHO HAS TAKEN OR RETAINED CHILD</b>			
Surname:			
Full names:			
Identity number/ Date of birth:	/ /		
Passport number:			
Nationality:			
Occupation:			
Relationship to child:			
Physical description of person: <i>(please enclose a recent photograph)</i>			
Last known residential address: <i>(in the country in which this person now resides)</i>			



Last known residential phone number: <i>(in the country in which this person now resides)</i>	(        )										
Last known business address: <i>(in the country in which this person now resides)</i>	_____ _____ _____										
Last known business telephone number: <i>(in the country in which this person now resides)</i>	(        )										
Last known cellular number:	<table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>										
Last known fax number: <i>(in the country in which this person now resides)</i>	(        )										
Last known e-mail address: <i>(in the country in which this person now resides)</i>	_____										
<b>F</b>	<b>PLACE WHERE THE CHILD IS THOUGHT TO BE</b>										
Present address of the child if different to those of the person who has taken the child:	_____ _____ _____										
Details of other persons in the country to which the child has been taken who might be able to supply additional information on the whereabouts of the child: <i>(e.g. names, address, telephone numbers, relationship to the child or taker of the child)</i>	_____ _____ _____ _____ _____ _____ _____ _____ _____										
<b>G</b>	<b>BRIEF DETAILS OF THE TIME, DATE, PLACE AND CIRCUMSTANCES OF THE REMOVAL OF THE CHILD FROM THE REPUBLIC OR THE RETENTION</b>										



OTHER RELEVANT INFORMATION			
J	Please indicate whether the applicant is prepared to travel to the country to which the child has been taken, both to attend the court hearing if necessary, and to collect the child should the application be successful or indicate any other person who could do so on their behalf.	YES	NO
	Does the applicant wish an application to be made to overseas court for an order to be made that the person who has taken the child meet any additional costs incurred by them e.g. air fares ( <i>Hague Convention on the Civil Aspects of International Child Abduction only</i> ).	YES	NO

.....  
Signature of applicant or his or her attorney

.....  
Date

.....  
Signature and date stamp of the Central Authority of the Republic

**FORM 11**

**APPLICATION FOR ACCESS TO A CHILD WRONGFULLY REMOVED/RETAINED  
IN TERMS OF THE HAGUE CONVENTION ON THE CIVIL ASPECTS OF  
INTERNATIONAL CHILD ABDUCTION**

**REGULATIONS RELATING TO CHILDREN'S COURTS AND  
INTERNATIONAL CHILD ABDUCTION, 2010**  
[Regulation 16(1)]

**REPUBLIC OF SOUTH AFRICA**

File No:.....

DETAILS OF THE APPLICANT (Parent requesting access to child)	
A	Surname:
	Full names:
	Identity number/ Date of birth:
	Nationality:
	Occupation:
	Relationship to child:
	Residential address:



<b>D</b>		<b>DETAILS OF PARENTS</b>			
<b>I. MOTHER</b>		<b>II. FATHER</b>			
Surname:		Surname:			
Full names:		Full names:			
Identity number/ Date of birth:		Identity number/ Date of birth:			
Passport number:		Passport number:			
Nationality:		Nationality:			
Habitual residence:		Habitual residence:			
	Code (    )				Code (    )
Phone number(h):	(    )	Phone number(h):	(    )		
Cellular number:		Cellular number:			
E-mail address:		E-mail address:			
Occupation:		Occupation:			
Business address:		Business address:			
	Code (    )				Code (    )
Phone number(b):	(    )	Phone number(b):	(    )		
Fax number:	(    )	Fax number:	(    )		
<b>III. DETAILS OF MARRIAGE</b>					
Date of marriage:	/  /	Place of marriage:			
Date of divorce: (if applicable)	/  /	Place of divorce: (if applicable)			
<b>E</b>		<b>DETAILS OF PERSON WHOM CHILD IS THOUGHT TO BE</b>			
Surname:					
Full names:					
Identity number/ Date of birth:				/  /	
Passport number:					
Nationality:					
Occupation:					
Relationship to child:					
Physical description of person: <i>(please enclose a recent photograph):</i>					
Last known residential					

address: (in the country in which this person now resides)											
Last known residential phone number: (in the country in which this person now resides)	(        )										
Last known business address: (in the country in which this person now resides)											
Last known business telephone number: (in the country in which this person now resides)	(        )										
Last known cellular number:	<table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>										
Last known fax number: (in the country in which this person now resides)	(        )										
Last known e-mail address: (in the country in which this person now resides)											
<b>F PLACE WHERE THE CHILD IS THOUGHT TO BE</b>											
Present address of the child if different to those of the person who has taken the child:											
Details of other persons in the country to which the child has been taken who might be able to supply additional information on the whereabouts of the child. (e.g. names, address, telephone numbers, relationship to the child or taker of the child)											
<b>G BRIEF DETAILS OF THE TIME, DATE, PLACE AND CIRCUMSTANCES OF THE REMOVAL OF THE CHILD FROM THE REPUBLIC OR THE RETENTION OF THE CHILD ABROAD</b>											



.....  
*Signature of applicant or his or her attorney*

.....  
*Date:*

.....  
*Signature and date stamp of the Central Authority of the Republic*

**FORM 12**

**SUMMONS IN CONTRIBUTION OR ATTACHMENT OF WAGES ORDER  
PROCEEDINGS**

**REGULATIONS RELATING TO CHILDREN'S COURTS AND  
INTERNATIONAL CHILD ABDUCTION, 2010**

[Regulation 36(1)]

File No:.....

**REPUBLIC OF SOUTH AFRICA**

**IN THE CHILDREN'S COURT FOR THE DISTRICT OF:**

.....

**HELD AT:**

.....

**TO:**

.....

*(respondent)*

**OF:**

.....

.....

.....

**YOU ARE HEREBY** summonsed to appear before this court, and to bring proof of your income, at .....(time) on the ..... day of ..... to show cause why a \*contribution order/ attachment of wages order should not be made against you in terms of section 161 of the Children's Act, 2005 (Act No. 38 of 2005), in respect of the maintenance of

.....

.....

.....

*(full name(s) of child(ren))*

on the grounds set out in the particulars endorsed hereunder.



**PARTICULARS OF GROUNDS OF ALLEGED LIABILITY:**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Dated at ..... this ..... day of .....20.....

.....  
*Clerk of the Children's Court*

**NOTE**

If you fail to obey this summons to attend the hearing or to remain in attendance during the hearing, the court may issue a warrant for your arrest and in a summary manner inquire into your failure to attend or remain in attendance and, unless you satisfy the court that your failure was not due to fault on your part, sentence you to a fine or to imprisonment.

**PLEASE SEE REVERSE HEREOF**

**REVERSE OF FORM 12**

**RETURN OF SERVICE  
FOR OFFICIAL PURPOSES ONLY**

I, ....., certify that I have—

- \* delivered a copy of the summons to ..... personally;  
or
- \* offered a copy of the summons to ..... a person apparently not younger than the age of 16 years and apparently residing or employed at the \*residence/place of employment/place of business of ....., since he/she could not conveniently be found and at the same time informing him/her of the nature and exigency thereof;  
or
- \* \*affixed/placed a copy of the summons to/in the \*outer/principal door/security gate/post box of the \*residence/place of employment/place of business of ....., since he/she prevented the service by keeping his/her \*residence/place of employment/place of business closed.

Signed at .....this.....day of.....20.....

.....  
Signature of Sheriff/ clerk/person authorised by Presiding officer

Full first names and surname.....  
(Block letters)

Designation (rank).....Ex Officio Republic of South Africa

Business address.....Code.....  
(Street address must be stated)

**FORM 13**

**NOTICE OF HEARING OF APPLICATION FOR VARIATION, SUSPENSION,  
RESCISSION OR REVIVAL OF CONTRIBUTION OR ATTACHMENT OF WAGES  
ORDER**

**REGULATIONS RELATING TO CHILDREN'S COURTS AND  
INTERNATIONAL CHILD ABDUCTION, 2010**  
[Regulation 36(2)(a)]

File No:.....

**REPUBLIC OF SOUTH AFRICA**

**IN THE CHILDREN'S COURT FOR THE DISTRICT OF:**

.....

**HELD AT:**

.....

**IN THE MATTER** of \* a contribution order/an order for the attachment of wages for the  
maintenance of:

.....  
.....  
.....

(full name(s) of child(ren))

**TO:**

.....  
(respondent)

**ADDRESS:**

.....

.....  
.....

**TAKE NOTICE** that application for the \* variation/suspension/rescission/revival of the \*contribution order/order for the attachment of wages made by the court against you at.....on..... for the maintenance of the abovementioned \* child(ren) will be heard before this court on the .....day of .....at.....

Dated at .....this .....day of .....20.....

.....  
*Clerk of the children's court*

**NOTE**

If you fail to obey this notice to attend the hearing or to remain in attendance during the hearing, the court may issue a warrant for your arrest and in a summary manner inquire into your failure to attend or remain in attendance and, unless you satisfy the court that your failure was not due to fault on your part, sentence you to a fine or to imprisonment.

**PLEASE SEE REVERSE HEREOF**

**REVERSE OF FORM 13**

**RETURN OF SERVICE  
FOR OFFICIAL PURPOSES ONLY**

I, ....., certify that I have—

\* delivered a copy of the notice to ..... personally;

or

\* offered a copy of the notice to ..... a person apparently not younger than the age of 16 years and apparently residing or employed at the \*residence/place of employment/place of business of ....., since he/she could not conveniently be found and at the same time informing him/her of the nature and exigency thereof;

or

\* \*affixed/placed a copy of the notice to/in the \*outer/principal door/security gate/post box of the \*residence/place of employment/place of business of ....., since he/she prevented the service by keeping his/her\*residence/place of employment/place of business closed.

Signed at .....this.....day of.....20.....

.....  
Signature of Sheriff/clerk/  
person authorised by presiding officer of the children's court

Full first names and surname.....  
.....  
(Block letters)

Designation (rank).....Ex Officio Republic of South Africa

Business address.....  
.....Code.....  
(Street address must be stated)

**FORM 14**

**APPLICATION FOR THE VARIATION, SUSPENSION, RESCISSION OR REVIVAL  
OF CONTRIBUTION OR ATTACHMENT OF WAGES ORDER**

**REGULATIONS RELATING TO CHILDREN'S COURTS AND  
INTERNATIONAL CHILD ABDUCTION, 2010**  
[Regulation 36(2)(b)]

File No:.....

**REPUBLIC OF SOUTH AFRICA**

**TO THE CLERK OF THE CHILDREN'S COURT FOR THE DISTRICT OF:**

.....

**HELD AT:**

.....

**FROM:**

.....  
(respondent)

**OF:**

.....  
.....  
.....

I HEREBY APPLY for the \*variation/suspension/rescission/revival of the \*contribution  
order/order for the attachment of wages made by the court against me at

..... the ..... day of.....20..... for the maintenance of my child(ren):

.....  
.....  
.....  
.....  
.....

**GROUNDS FOR APPLICATION:**

.....  
.....  
.....  
.....

Dated at ..... this ..... day of .....20.....

.....  
*Respondent*

**FORM 15**

**CONTRIBUTION ORDER**

**REGULATIONS RELATING TO CHILDREN'S COURTS AND INTERNATIONAL CHILD ABDUCTION, 2010**

[Regulation 36(4)]

File No.: .....

**REPUBLIC OF SOUTH AFRICA**

**IN THE CHILDREN'S COURT FOR THE DISTRICT OF:**

.....

**HELD AT:**

.....

**IN THE MATTER OF A CONTRIBUTION ORDER FOR THE MAINTENANCE OF:**

.....  
.....  
.....

*(full name(s) of child(ren))*

**BY:**

.....  
.....

*(respondent)*

**BEFORE:** .....(presiding officer of the children's court) on the ..... day of .....20.....  
After hearing the evidence adduced and the court being satisfied that a contribution order has to be made against the said respondent in terms of section 161 of the Children's Act 2005 (Act No. 38 of 2005),

**IT IS ORDERED THAT:**

.....  
..... (respondent) contribute \*weekly/monthly towards the maintenance of the said child(ren) the amount of R .....with effect from .....

The first payment to be made on:

.....

and thereafter on:

.....

Payments must be made to the following person/ institution:

.....

Signed at ..... this .....day of.....20.....

.....  
*Presiding officer of the children's court*

**NOTICE**

The said respondent must in terms of section 166 of the Children' Act, 2005 (Act No. 38 of 2005) without delay give notice in writing to the clerk of the children's court of any change in his or her residential address or place of work, failing which he or she shall be liable on conviction to a fine or to imprisonment for a period not exceeding twelve months or to both such fine and imprisonment.

**FORM 16**

**ORDER TO AN EMPLOYER TO DEDUCT AN AMOUNT FROM A RESPONDENT'S WAGES**

**REGULATIONS RELATING TO CHILDREN'S COURTS AND INTERNATIONAL CHILD ABDUCTION, 2010**

[Regulation 36(6)]

File No.: .....

**REPUBLIC OF SOUTH AFRICA**

**IN THE CHILDREN'S COURT FOR THE DISTRICT OF:**

.....

**HELD AT:**

.....

**TO:**

.....

*(name of employer)*

**TAKE NOTICE:**

A contribution order for R..... per \*week/month has been made against .....(full name of respondent) in terms of section 161 of the Children's Act, 2005 (Act No. 35 of 2005), for the maintenance of \* his/her child(ren).

**IT IS HEREBY ORDERED THAT—**

in payment of the contribution order made against the said respondent, you deduct \* weekly/monthly an amount of R..... from the wages of the said respondent and pay it forthwith to the following person/institution:

.....

GIVEN at ..... this ..... day of .....20.....

.....  
*Presiding officer of the children's court*

**FORM 17**

**RECORD OF PROCEEDINGS IN THE CHILDREN'S COURT IN TERMS OF THE CHILDREN'S ACT, 2005 (ACT NO. 38 OF 2005)**

**REGULATIONS RELATING TO CHILDREN'S COURTS AND INTERNATIONAL CHILD ABDUCTION, 2010**

[Regulation 33]

File No: .....

**REPUBLIC OF SOUTH AFRICA**

**IN THE CHILDREN'S COURT FOR THE DISTRICT OF:**

.....

**HELD AT:**

.....  
**IN THE MATTER OF PROCEEDINGS OF THE CHILDREN'S COURT, IN TERMS OF THE CHILDREN'S ACT, 2005, IN RESPECT OF THE FOLLOWING CHILD(REN):**

CHILD NAME(S) OF CHILD(REN)	GENDER	ID NUMBER (DATE OF BIRTH)	PRESENT AT PROCEEDINGS	NOT PRESENT AT PROCEEDINGS

**BEFORE PRESIDING OFFICER:**

.....  
.....

On the ..... day of .....20.....  
The above-mentioned child(ren) was/were-

brought before the court                       not brought before the court

Reasons why the child(ren) was/were not brought before the court:  
.....  
.....  
.....  
.....

**AND THERE APPEARED:**

Social worker:  
.....

Interpreter:  
.....

Clerk of the court:  
.....

Mother/Guardian/caregiver:  
.....

Father/Guardian/caregiver:  
.....

Respondent:  
.....

Party(ies) allowed to join proceedings:  
.....  
.....





