

Instructions on How to Submit Your Documents

COURT MATTERS

Apart from your documentation which you will forward to any other party taking action against you, you will need to keep an original copy of the documentation for your own records.

In order not to confuse your copy with any other, we suggest that on the top of the front page you simply in **bold red font** type **PERSONAL COPY** in larger text to distinguish it (Refer to the document titled Queen's Letter PERSONAL COPY).

If you have a COURT Matter you will need to print off:

- **8 copies** of your **Defence Documents** and **8 copies** of any **Annexure** that is required (**3 to be sent to the Court to be stamped**).
- **1 copy** of the **Registrar's Cover letter**
- **1 copy** of the **Queen's Letter**
- **1 copy** of the **Queen's Letter PERSONAL COPY** for a Witness to sign (that YOU Keep)
- **1 copy** of the **Letter** addressed to whoever at the time is the **President of the Privy Council** (P.P.C.)
- **1 copy** of the **Privy Council Letter PERSONAL COPY** for a Witness to sign (that YOU Keep)
- **2 copies** of your **Statement of Claim** (or whatever Court Document you were issued with and include it with your Defence Documents for the Queen and the P.P.C.)

Need to Purchase from the Post Office:

1 x Registered Post Envelope with Receipt Confirmation (addressed to the Court Registrar at the Court's P.O. Box and include the **3 copies** of your **Defence Documents**)

1 x Express Post Envelope to be filled out with your details and included in the Registered Post Envelope for the Registrar (that will be sent back to you by the Court with your Stamped Defence Documents)

2 x International Express Post Envelopes (to be addressed to the Queen and the President of the Privy Council – P.P.C.). **Do not seal these envelopes** until the Witness at the Post Office has sighted the Original Documents that you are mailing to them and they have signed YOUR PERSONAL COPY of the Documents that YOU are keeping for your own records.

Remember to peel off the numbered ID stickers from the Express Post Envelope & the International Express Post Envelopes and place them on the back of your Post Office Receipt for any future reference.

Read These Instructions Carefully:

With the **Queen's and the P.P.C.'s PERSONAL COPY Letters**, ask if a staff member from the Post Office will kindly agree to sign these documents in the specified section for you as a witness, in order to verify that you did actually mail by **International Express Post**, exact duplicates of these letters to the Queen and the P.P.C.

On the top of each front page of the **Annexures**, you need to write **This and the following** (write in the number of) **pages are Annexure "A"** or **Annexure "B"**, etc.

You need to count up how many pages in total there are and write this at the **bottom** of each of your **defence documents** and on the **Queen's and P.P.C.'s Letters** and your PERSONAL COPY of the **Queen's and**

P.P.C.'s Letters. It is highlighted in **RED type** so you can see easily where to insert it – remember to change it back to **BLACK type**.

❖ **REMEMBER to SIGN your NAME on each copy of your Documentation in the required places.**

NON COURT MATTERS

For any matters which are not related to a court case, you will need to print off enough copies of your documentation to be sent to the **Intended Party** and then to who ever else you cc. to.

Print off:

- **4 copies** of your **Documentation** (1 copy to be sent to the **Other Party**, 1 copy to be sent to the **Queen**, 1 x to be sent to **President of the Privy Council** and 1 x marked **PERSONAL COPY that YOU keep**).
- **1 copy** of the **Queen's Letter**
- **1 copy** of the **Letter** addressed to whoever at the time is the **President of the Privy Council** (P.P.C.)

At the very bottom of your **PERSONAL COPY Documentation**, copy and paste the 'Witness to Postage' section below **typing in the Name and Address of the Intended Party**. (When you go to the Post Office ask a staff member whether they would mind completing this section prior to you sealing the envelope)

Witness To Postage

This is to certify that this is an original copy of the Document that was sent by Registered Post to **NAME of the ADDRESSEE**, as well as by International Registered Post to Queen Elizabeth II & to the President of the Privy Council (insert their name – do a Google search to confirm the current President's name).

Name: _____ **Signed:** _____

Post Office: _____ **Date:** _____ / _____ / 201_____

Need to Purchase from the Post Office:

1x Registered Post Envelope with Receipt Confirmation (to be addressed to the Other Party)

2 x International Express Post Envelopes (addressed to the Queen & the President of the Privy Council). **Do not seal** these Envelopes until the Witness at the Post Office has sighted your Original Documents that you are mailing and they have **signed YOUR PERSONAL COPY** of the Documents that YOU are keeping for your own records.

Remember to peel off the numbered ID stickers from the Express Post Envelope & the International Express Post Envelopes and place them on the back of your Post Office Receipt for any future reference.

❖ **ON ANY OF OUR DOCUMENTS DOWNLOADED WHERE THERE IS RED TEXT WHICH NEEDS TO BE COMPLETED, REMEMBER TO CHANGE IT BACK TO BLACK TEXT.**