



About the Public Solicitor's Office

The Public Solicitor's Office is an independent public office established under the Constitution to provide legal aid, advice and assistance to persons in need. Please ask at our offices for the circumstances and conditions of how we can assist you with your legal problems.

Honiara Office

Placemakers Building,
P.O. Box 553
Honiara, Solomon Islands.
☎ 22348/28404/28405/28406

Lata Office

☎ 53004

Kirakira Office

☎ 50153

Auki Office

(within the precincts of
the Auki Magistrate's Court)
PO BOX Auki 44
☎ 40008/40006

Munda Office

☎ 6204

✉ pubsol@pso.gov.sb

Gizo Office

(next to the Gizo Magistrate's Court)
PO BOX Gizo 84
☎ 60682

Honiara Legal Clinics Timetable

Family Legal Clinic

Tuesdays
9.00am to 12.00noon

Criminal Legal Clinic

Thursdays Wednesdays
2.00pm to 4.00pm

Civil Legal Clinic

Wednesdays
2.00pm to 4.00pm

Land Legal Clinic

Fridays
9.00am to 12.00noon

Legal Clinic for People with Disabilities, every Thursday on a fortnightly basis from 9am to 1pm. People with Disabilities Solomon Islands (PWDSI) Office, DSE Building, New China Town.

Australian Aid 



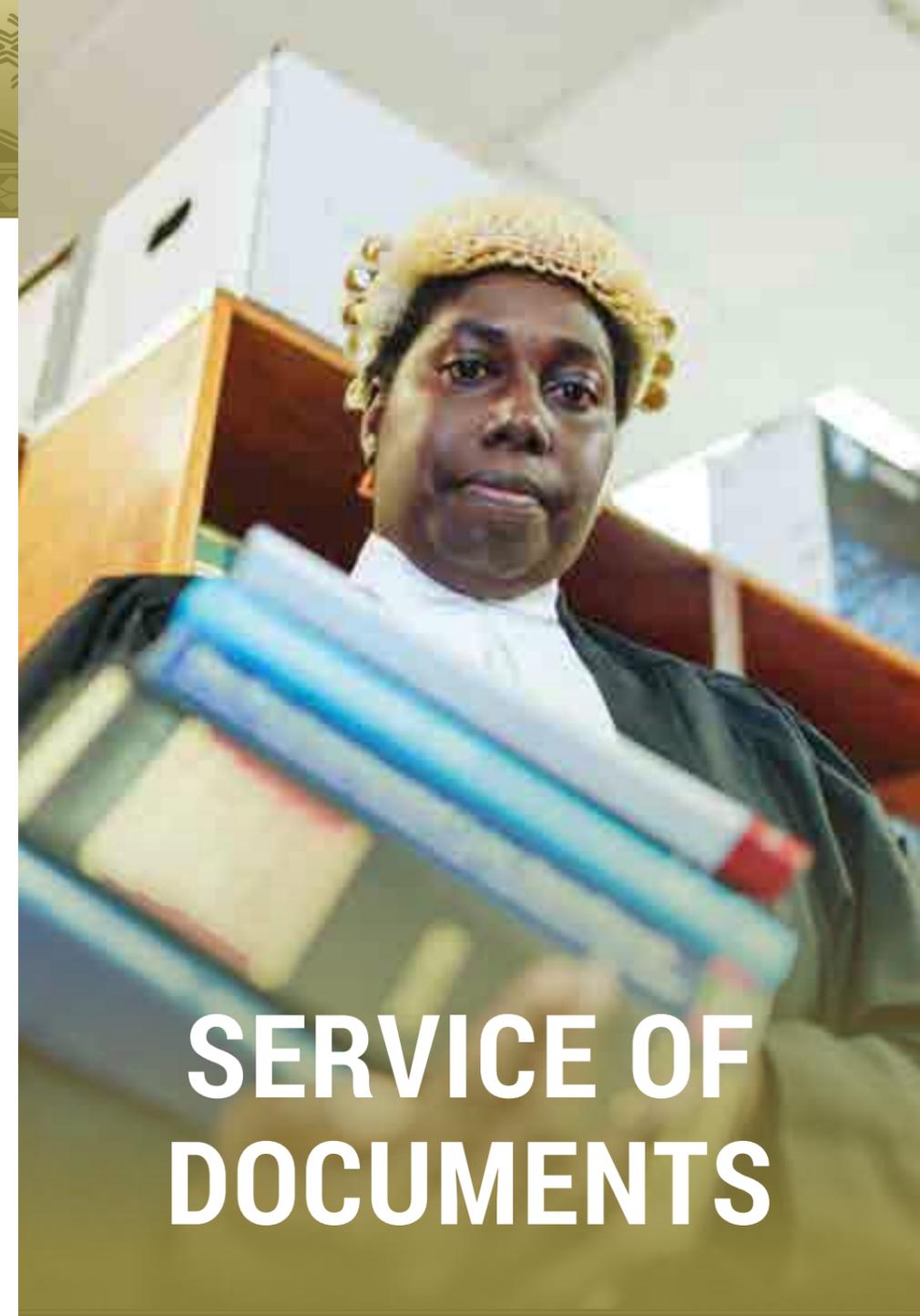
What happens if the documents cannot be served?

If a civil claim has been filed and the other party (the defendant) cannot be served within 3 months from the date noted by the Registrar on the claim form, then the claimant may apply to the Registrar to have the claim renewed within one month.

What happens after service has taken place?

In a civil claim, once service has taken place, if the person being served does not file any required documents, the party who served the documents cannot take any further steps in the proceedings until a sworn statement setting out the details of service (how, when and to whom) is filed with the court.

DISCLAIMER: The information displayed on this page is provided for information purposes only and does not constitute legal advice. If you have a legal problem, you should see a lawyer.



SERVICE OF DOCUMENTS

PSO PUBLIC SOLICITOR'S OFFICE

Service Documents

This pamphlet provides general information on the service of documents in civil proceedings before the courts.

What is service?

Service means to give a copy of a document to every other person or organisation that is part of the proceeding and also to every other person that the court may direct to be served.

What is an address for service?

All applications and claims filed in the High Court and the Magistrates' Courts require the person filing to provide an address where service of documents can take place. An address for service may be:

- a home; or
- place of business within Honiara city boundary; or
- within 4 kilometres of a main Provincial capital post office or post office or postal agency; or
- If represented by a lawyer, the address of the lawyer.

Some documents require personal service (e.g. claims commencing proceedings, defences etc.) while other documents can be served by sending them to the address for service noted on the documents.

What is personal service?

The claim and response form must be personally served, i.e. by giving a copy of it to the party or if they do not accept it, by putting it down in the person's presence and telling them what the document is.

All other documents can be served personally or by sending it to the address for service noted on the documents (e.g. post, fax, email or lawyer's address).

There are special rules relating to service on a person under a disability (e.g. a child) and service of a claim relating to a deceased estate or a partnership.

Once service has taken place, if the person being served does not file any required documents, the party who served cannot take any further steps in the proceedings until a sworn statement setting out the details of service (how, when and to whom) is filed with the court.

Who serves a document?

The party who filed the document is responsible for ensuring that the documents are served. However, if the documents cannot be served there is provision in the Civil Procedure Rules to apply for a court order requiring the document to be served in a different way, i.e. by substituted service.

What is substituted service?

Substituted service means to serve someone other than the party to the proceedings, e.g. a family member. Substituted service can also be made by placing a notice in a newspaper.

A party may make an application for substituted service or the court may direct substituted service.

