

Certificate of service

Name of court	Claim No.
Name of Claimant	
Name of Defendant	

On the(insert date)
the (insert title or description of documents served)
a copy of which is attached to this notice was served on (insert name of person served, including position i.e. partner, director if appropriate)

Tick as appropriate

- by first class post
- by Document Exchange
- by delivering to or leaving at a permitted place (see notes overleaf)
- by personally handing it to or leaving it with (please specify)
- by fax machine (.....time sent) (you may want to enclose a copy of the transmission sheet)
- by other electronic means (please specify)
- by other means permitted by the court (please specify)

at (insert address where service effected, include fax or DX number, e-mail address or other electronic identification)

- being the claimant's defendant's solicitor's litigation friend:
- usual residence
 - principal office of the corporation
 - last known residence
 - principal office of the company
 - place of business
 - other (please specify)
 - principal place of business
 - last known place of business

The date of service is therefore deemed to be (insert date - see overleaf for guidance)

I believe that the facts stated in this Certificate are true.

Full name

Signed **Position or office held**
 (Claimant)(Defendant)(’s solicitor)(’s litigation friend) (if signing on behalf of firm or company)

Date