

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

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

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:

<input type="checkbox"/> usual residence	<input type="checkbox"/> principal office of the corportion
<input type="checkbox"/> last known residence	<input type="checkbox"/> principal office of the company
<input type="checkbox"/> place of business	<input type="checkbox"/> other (please specify) <div></div>
<input type="checkbox"/> principal place of business	
<input type="checkbox"/> 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 <div></div> (Claimant)(Defendant)(’s solicitor)(’s litigation friend)	Position or office held <div></div> (if signing on behalf of firm or company)
Date <div></div>	

### Notes for guidance

Please note that these notes are only a guide and are not exhaustive

If you are in doubt you should refer to Part 6 of the rules

#### Where to serve

Nature of party to be served	Permitted place of service
Individual	<ul style="list-style-type: none"><li>• Usual or last known residence</li></ul>
Proprietor of business	<ul style="list-style-type: none"><li>• Usual or last known residence; or</li><li>• Place of business or last known place of business</li></ul>
Individual who is suing or being sued in the name of a firm	<ul style="list-style-type: none"><li>• Usual or last known residence; or</li><li>• Principal or last known place of business of the firm</li></ul>
Corporation (incorporated in England and Wales) other than a company	<ul style="list-style-type: none"><li>• Principal office of the corporation; or</li><li>• any place of within the jurisdiction where the corporation carries on its activities and which has a real connection with the claim</li></ul>
Company registered in England and Wales	<ul style="list-style-type: none"><li>• Principal office of the company or corporation; or</li><li>• any place of business of the company within the jurisdiction which has a real connection with the claim</li></ul>

**Personal Service** - A document is served personally on an individual by leaving it with that individual. A document is served personally on a company or other corporation by leaving it with a person holding a senior position within the company or corporation. In the case of a partnership, you must leave it with either a partner or a person having control or management at the principal place of business. Where a solicitor is authorised to accept service on behalf of a party, service must be effected on the solicitor, unless otherwise ordered.

**Deemed Service** - Part 6.7(1). A document which is served in accordance with these rules or any relevant practice direction shall be deemed to be served on the day shown in the following table.

Method of service	Deemed day of service
First class post	The second day after it was posted
Document exchange	The second day after it was left at the document exchange
Delivering the document to or leaving it at a permitted address	The day after it was delivered to or left at the permitted address
Fax	If it is transmitted on a business day before 4 p.m., on that day, or otherwise on the business day after the day on which it was transmitted
Other electronic method	The second day after the day on which it was transmitted

- If a document (other than a claim form) is served after 5 p.m. on a business day, or at any time on a Saturday, Sunday or a bank holiday, the document shall, for the purpose of calculating any period of time after service of the document, be treated as having been served on the next business day.
- In this context “business day” means any day except Saturday, Sunday or a bank holiday; and “bank holiday” includes Christmas Day and Good Friday.

**Service of documents on children and patients** - The rules relating to service on children and patients are contained in Part 6.6 of the rules.

**Claim Forms** - The general rules about service are subject to the special rules about service of claim forms contained in rules 6.12 to 6.16.