

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

(Claimant)(Defendant)(s solicitor)(s litigation friend)

Position or office held

(if signing on behalf of firm or company)

Date