

Certificate of service

Name of court	
Case no./ Serial no.	
Name of child	

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 e.g. manager, director, if appropriate)

.....

Tick as appropriate

<input type="checkbox"/> by first class post	<input type="checkbox"/> by Document Exchange
<input type="checkbox"/> by delivering at the address given below (see notes overleaf)	<input type="checkbox"/> by personally handing it to (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 DX number)

being the ☐ applicant's    ☐ respondent's    ☐ solicitor's    ☐ litigation friend's:

<input type="checkbox"/> usual residence	<input type="checkbox"/> principal office of the company
<input type="checkbox"/> last known residence	<input type="checkbox"/> other (please specify) <div></div>
<input type="checkbox"/> place of business	
<input type="checkbox"/> principal 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.

Print full name

Signed <div></div> (Applicant)(Respondent)(’s solicitor)(’s litigation friend)	Position or office held <div></div> (if signing on behalf of firm or company)
Date <div></div>	

# Certificate of service - 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 Family Procedure (Adoption) Rules 2005.

## Where to serve

Nature of party to be served	Place of service
Individual	Usual or last known residence
Legal representative	Usual place of business or last known place of business
Corporation (incorporated in England and Wales) other than a company	Principal office of the corporation
Company registered in England and Wales	Principal office of the company; or any place of business of the company within the jurisdiction which has a real connection with the case

**Personal Service** – A document is served personally on an individual by leaving it with that individual. Where a legal representative is authorised to accept service on behalf of a party, service must be effected on the legal representative, unless otherwise ordered.

**Deemed Service – (Part 6 of the Family Procedure (Adoption) Rules 2005).** 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, an address	The day after it was delivered to or left at the address

- If a document (other than an application form) is served personally 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 protected parties** – The rules relating to service on children and protected parties are contained in Part 6 of the Family Procedure (Adoption) Rules 2005.