

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

☐ by first class post

☐ by Document Exchange

☐ by delivering at the address given below
(see notes overleaf)

☐ by personally handing it to
(please specify)

☐ by other means permitted by the court
(please specify)

at (insert address
where service
effected, include
DX number)

being the

☐ applicant's

☐ respondent's

☐ solicitor's

☐ litigation friend's:

☐ usual residence

☐ principal office of the company

☐ last known residence

☐ other (please specify)

☐ place of business

☐ principal place of business

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

Statement of truth

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

Print full name

Signed

Position or
office held

(Applicant)(Respondent)(s solicitor)(s litigation friend)

(if signing on behalf of firm or company)

Date

Proceedings for contempt of court may be brought against a person who makes or causes to be made, a false statement in a document verified by a statement of truth.