

# Certificate of service

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

On what day did you serve? / /

What documents did you serve?  
Please attach copies of the documents  
you have not already filed with the court.

On whom did you serve?  
(If appropriate include their position  
e.g. partner, director).

**How did you serve the documents?** - please tick the appropriate box

☐ by first class post or other service which provides  
for delivery on the next business day

☐ by Document Exchange

☐ by delivering to or leaving at a permitted place  
(see notes overleaf)

☐ by fax machine (.....time sent, where  
document is other than a claim form) (you may  
want to enclose a copy of the transmission sheet)

☐ by personally handing it to or leaving it with  
(.....time left, where document is other  
than a claim form) (please specify)

☐ by other electronic means (.....time sent,  
where document is other than a claim form)  
(please specify)



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

Give the 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 partnership

☐ last known residence

☐ principal office of the corporation

☐ place of business

☐ principal office of the company

☐ principal place of business

☐ other (please specify)

☐ last known place of business

The date of service is (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 friend)

(If signing on behalf of firm or company)

Date / /

## 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	Usual or last known residence
Individual being sued in the name of a business	Usual or last known residence; <b>or</b> place of business or last known place of business
Individual being sued in the name of a partnership	Usual or last known residence; <b>or</b> place of business or last known place of business of the partnership
Limited liability partnership	Principal office of the partnership; <b>or</b> any place of business of the partnership within the jurisdiction which has a real connection with the claim
Corporation (incorporated in England and Wales) other than a company	Principal office of the corporation; <b>or</b> any place of within the jurisdiction where the corporation carries on its activities and which has a real connection with the claim
Company registered in England and Wales	Principal office of the company or corporation; <b>or</b> any place of business of the company within the jurisdiction which has a real connection with the claim
Any other company or corporation	Any place within the jurisdiction where the corporation carries on its activities; <b>or</b> any place of business of the company within the jurisdiction

**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 who at the time of service has the control or management of the partnership business as its principal place of business.

**Service on a solicitor** - Where a solicitor is authorised to accept service, see CPR rule 6.7.

**Deemed Service** - Rule 6.14. 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 or other service which provides for delivery on the next business day.	The second day after it was posted, left with, delivered to or collected by the relevant service provider provided that day is a business day; or if not, the next business day after that day
Document exchange	The second day after it was left with, delivered to or collected by the relevant service provider provided that day is a business day; or if not, the next business day after that day
Delivering the document to or leaving it at a permitted address	If it is delivered to or left at the permitted address on a business day before 4.30pm, on that day; or in any other case, on the next business day after that day
Fax	If the transmission of the fax is completed on a business day before 4.30pm, on that day; or in any other case, on the next business day after the day on which it was transmitted
Other electronic method	If the email or other electronic transmission is sent on a business day before 4.30pm, on that day; or in any other case, on the next business day after the day on which it was sent
Personal service	If the document is served personally before 4.30pm on a business day, it is served on that day; or in any other case, on the next business day after that 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 rule 6.13.

**Claim Forms** - The general rules about service are subject to the special rules about service of claim forms contained in rules 6.3 to 6.19.