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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Certificate of service** | | | | | | | | | | | |  | **Name of court** [ENTER COURT NEAREST TO PROPERTY OR LEAVE BLANK] | | | | | **Claim No.** [ENTER OF AVAILABLE OR LEAVE BLANK] |
| **Name of Claimant**  [LANDLORD’S NAME(S)] | | | | | |
| **On what day did**  **you serve**? [ENTER DATE OF POSTING/DELIVERING] | |  |  | **/** |  |  | **/** |  |  |  |  |  |
|  | |  | | | | | | | | | |
| **The date of service is**  [READ NOTES OVERLEAF AND ENTER DATE] | |  |  | **/** |  |  | **/** |  |  |  |  | **Name of Defendant**  [TENANTS NAME] | | | | | |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **What documents did you serve?**  *Please attach copies of the documents you have not already filed with the court.* | | | | | | | | |  | | --- | | [DESCRIBE DOCUMENT E.G. NOTICE UNDER S8 OR S21 HOUSING ACT 1988] | | | | | | | | | | | |
| **On whom did you serve?**  *(If appropriate include their position e.g. partner, director).* | | | | | | | | |  | | --- | | [TENANT’S NAME] | | | | | | | | | | | |
| **How did you serve the documents?**  *(please tick the appropriate box)* | | | | | | | | | | | | | | **Give the address where service effected, include fax or DX number, email address or other electronic identification** | | | | |
| [ ] by first class post or other service which provides for  delivery on the next business day | | | | | | | | | | | | | | |  | | --- | | [STATE ADDRESS YOU DELIVERED OR POSTED TO] |   **Being the [TICK ONE]**  [ ] claimant’s [ ] defendant’s  [ ] solicitor’s [ ] litigation friend  [TICK ONE]  [ ] usual residence  [ ] last known residence  [ ] place of business  [ ] principal place of business  [ ] last known place of business  [ ] last known principal place of business  [ ] principal office of the partnership  [ ] principal office of the corporation  [ ] principal office of the company  [ ] place of business of the partnership/company/  corporation within the jurisdiction with a connection  to claim  [ ] other *(please specify)* | | | | |
| [ ] by delivering to or leaving at a permitted place | | | | | | | | | | | | | |
| [ ] by personally handing it to or leaving it with  (.................time left, where document is other than a  claim form) *(please specify)* | | | | | | | | | | | | | |
| |  | | --- | |  | | | | | | | | | | | | | | | |  | | --- | |  | | | | | |
| [ ] by other means permitted by the court  *(please specify)*   |  | | --- | |  | | | | | | | | | | | | | | |
| [ ] By Document Exchange  [ ] 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 other electronic means (.................time sent, where  document is other than a claim form) *(please specify)* | | | | | | | | | | | | | |
| |  | | --- | |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **I believe that the facts stated in this certificate are true.** | | | | | | | | | | | | | | | | | | |
| Full name | [NAME OF PERSON POSTING OR DELIVERING] | | | | | | | | | | | | | | | | | |
| Signed |  | | | | | | | | | | | | | |  | Position or office held |  | |
|  | | | | | | | | | | | | | |  | |
|  | (Claimant) | | | | | | | | | | | | | |  | | (If signing on behalf of firm or company) | |
| Date |  | | | | | | | | | | | | | |  | |  | |

Rules relating to the service of documents are contained in Part 6 of the Civil Procedure Rules (www.justice.gov.uk) and you should refer to the rules for information.

**Calculation of deemed day of service of a claim**

A claim form served within the UK in accordance with Part 6 of the Civil Procedure rules is deemed to be served on the second business day after the claimant has completed the steps required by CPR 7.5(1).

**Calculation of the deemed day of service of documents other than the claim form (CPR 6.26)**

|  |  |
| --- | --- |
| **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; (under the Banking and Financial Dealings Act 1971 in the part of the UK where service is to take place) includes Good Friday and Christmas Day.