

Case number

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# Request for personal service by a court bailiff

Name of applicant

Name of respondent

Date

Day

Month

Year

I request that the court bailiff serve the application in this case.

1. Type of case

**Note 1:** For example, injunction, child arrangements, divorce, dissolution, separation etc.

2. The full name of the respondent is

3. The respondent's date of birth

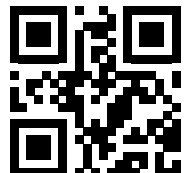
Day

Month

Year

4. The respondent's phone number

HMCTS USE ONLY



5. Please provide a description of the person or if available a recent photograph.

height

hair colour

eye colour

ethnicity

and any distinguishing marks or features.

I enclose a recent photograph of the person

I do not have a recent photograph of the person

**Note 5:** Any photograph provided must only contain an image of the respondent.

6. When would be the best time(s) for service?

7. Is the respondent currently resident in a refuge?

Yes

No

Do not know

- 8.** The address (in England and Wales) at which bailiff service should be attempted is:

Building and street

Second line of address

Town or city

County (optional)

Postcode

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- 9.** If they have a vehicle please give details

Manufacturer

Model

Colour

Registration no.

- 10.** In your dealings with the respondent or other occupants of the property (if applicable) have you encountered or are you aware of any of the following?

Has the respondent ever been violent or been convicted of a violent offence?

Yes

No

Not known

Has the respondent ever made verbal or written threats either generally or specifically in relation to this application?

- Yes
- No
- Not known

Has there been any police involvement with the respondent or other occupiers of the property?

- Yes
- No
- Not known

Has there been any social services involvement with the respondent or other occupiers of the property?

- Yes
- No
- Not known

Are any dogs or other potentially dangerous animals kept at the property?

- Yes
- No
- Not known

Is the respondent known to have any mental health issues or known to use/abuse drugs or alcohol in any way that may affect their behaviour?

- Yes
- No
- Not known

Does the respondent hold a firearms licence or have any firearms convictions?

- Yes
- No
- Not known

**If you have answered 'Yes' to any of the above, please give further details below**

## Statement of truth

I understand that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

**I believe** that the facts stated in this form are true.

**The applicant** believes that the facts stated in this form are true. **I am authorised** by the applicant to sign this statement.

### Signature

Applicant

Applicant's legal representative (as defined by FPR 2.3(1))

### Date

Day            Month            Year

Full name

Name of applicant's legal representative's firm

If signing on behalf of firm or company give position or office held

Applicant's address or applicant's legal representative's address to which documents should be sent.

**Note:** if you have previously given your address to the court and wish to keep it confidential from the respondent, please do not enter it here

Building and street

Second line of address

Town or city

County (optional)

Postcode

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If applicable

Phone number

Fax number

DX number

Your reference

Email

## Court fee

### What you need to pay

the court fee is

### How to pay the court fee

**I have not included payment because**

- I have applied for Help with Fees online and my reference number is

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- I am applying for Help with Fees, see attached form **EX160**

- Other – please explain why

**A debit or credit card payment**

- I will pay over the phone.

- please email me details on how to pay, my email address is

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- I attach a **cheque or postal order**, made payable to ‘HMCTS’

**Fee account details – for use by legal professionals**

Your account number

P	B	A																	
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Your reference (if applicable)

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**Return your completed form to the court managing your case.**

**Or**

**For Divorce/dissolution cases, please send your completed form to:**

HMCTS Divorce and Dissolution service  
PO Box 13226  
Harlow  
CM20 9UG

### Court fee

You can find the current fee in leaflet EX50 Civil and Family Court Fees which can be downloaded from: <https://www.gov.uk/government/collections/court-and-tribunal-forms>

### If you cannot afford the court fee

You may not have to pay a fee, or you may get some money off it if you only have a small amount of savings and investments, receive certain benefits or are on a low income.

You can apply for help with court and tribunal fees online at [www.gov.uk/help-with-court-fees](http://www.gov.uk/help-with-court-fees) or through the ‘EX160 Apply for help with fees’ form and ‘EX160A – How to apply for help with fees’ guidance.

**A debit or credit card payment.** To pay the court fee over the phone, you should contact the court managing your case.

**Fee account** – a way for solicitors, local authorities and other regular users to make payments relating to civil and family cases.