



Case number

Name of applicant (including Ref.)

Name of respondent (including Ref.)

DA415

Certificate of service

Domestic Abuse Act 2021

You must provide details of all persons who have been served and list documents they have been served with.

If you are an unrepresented applicant you **must not** serve the documents yourself on the person you are seeking the order against (the respondent). A court bailiff will serve these for you for free. Visit GOV.UK and search form '**D89**' to help them find and identify the respondent. Include this form with your application.

This form should also be used to tell the court if you have been unable to serve the documents.

The court at which your case is being heard

1. Name and address of person served

Full name

First name(s)

Last name

Note 1: If the person's solicitor was served, you should give their name and address.

Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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2. Name and address of any additional persons who have been served

Note 2: Include here details of other people you have served, for example when service is required on the landlord or mortgagee.

3. Have you been able to serve the documents?

Yes. **Go to question 4**

No. Give details of your attempts to serve, including dates, times and location below. Then **Go to Statement of truth.**

4. Means of identification of person

The person confirmed their identity to me

I was able to recognise the respondent from a photograph provided

A third party confirmed the identity of the respondent

Other (please specify)

5. How was the person served?

The documents were handed to them

The person was told of the contents of the documents and they were left with them

The documents were emailed to the person

The documents were posted to the person by 1st class post

WhatsApp message

Text message

Other (please specify)

Note 5: You must indicate the manner, date, time and place of service or where service was effected by post, the date, time and place of posting.

6. When was service effected?

Day

Day	Month	Year

Time

Hours	Minutes
<input type="text"/>	<input type="text"/>

7. Place where service was effected?

At the address provided in question 1.

Other (please specify)

8. Which prescribed forms have you served?

DA1 Application for a domestic abuse protection order (DAPO).

Witness statement

DA2 Application for permission to apply for a domestic abuse protection order (DAPO)

DA3 Application to vary or discharge a domestic abuse protection order (DAPO)

DA402 Notice of proceedings to applicants and respondents or the person to be protected

DA416 Notice to mortgagees and landlords

Order dated (give date of order)

Day	Month	Year

Other please list the documents served:

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 and any continuation sheets are true.

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

Signature

Process server

Court bailiff

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

Applicant

Other (please specify)

Date

Day Month Year

| | | | | |

Full name

Name of legal representative's firm

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