



HM Courts & Tribunals Service

N215

Certificate of service

Name of court

Claim number

Name of claimant

Name of defendant

1. On what day did you serve?

Day Month Year

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2. The date of service is

Day Month Year

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3. What documents did you serve?

4. On whom did you serve?

Note 2: See page 5 for calculating the deemed date of service.

Note 3: Attach copies of the documents you have not already filed with the court.

Note 4: If appropriate include their position, such as partner or director.

5. How did you serve the documents? (tick the appropriate box)

- by first class post or other service which provides for delivery on the next business day
- by delivering to or leaving at a permitted place
- by personally handing it to or leaving it with

Name of person

Time left, where document is other than a claim form

- 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

- by other electronic means (please specify)

Time sent, where document is other than a claim form

Fax machine: you may want to enclose a copy of the transmission sheet.

6. Give the address where service effected, include fax or DX number, e-mail address or other electronic identification.

First line of address

Second line of address

Town or city

County (optional)

Postcode

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DX number

Fax number

Email address

Other electronic identification

Being the

- claimant's
- defendant's
- solicitor's
- litigation friend's

Location

- 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)

Statement of truth

I understand that 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 without an honest belief in its truth.

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

Signature

Claimant

Defendant

Litigation friend

(where the serving party is a child or protected party)

Claimant's legal representative (as defined by CPR 2.3(1))

Defendant's legal representative (as defined by CPR 2.3(1))

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

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.