Certificate of service	Name of court		Claim No.	
On what day did	Name of Claimant			
you serve?	Name of Defendant			
The date of service is / / / /				
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)			fected, include fax or Dielectronic identification	
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 (time left, where document is other than a claim form) (please specify)	Being the	claimant's	defendant's litigation friend	
	usual reside	nce		
	☐ last known r	esidence		
by other means permitted by the court (please specify)	place of bus	place of business		
		ace of business		
	-	olace of business		
by Document Exchange		☐ last known principal place of business☐ principal office of the partnership		
by fax machine (time sent, where document is other than a claim form) (you may want to enclose a cop		principal office of the corporation		
of the transmission sheet)		ice of the compan		
by other electronic means (time sent, where document is other than a claim form) (please specify)	place of bus	place of business of the partnership/company/ corporation within the jurisdiction with a connection to claim		
	other (please	specify)		
I believe that the facts stated in this certificate are tru	e.			
Full name				
Signed San Oatta	Position or			
Signed SamPatterson	office held			
(Claimant) (Defendant) ('s solicitor) ('s litigation frie	nd)	(If signing on behal	f of firm or company)	
Date / / /				

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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.