
STATUTORY INSTRUMENTS

1998 No. 3132

The Civil Procedure Rules 1998

PART 6

SERVICE OF DOCUMENTS

I GENERAL RULES ABOUT SERVICE

Certificate of service

6.10 Where a rule, practice direction or court order requires a certificate of service, the certificate must state—

- (a) that the document has not been returned undelivered; and
- (b) the details set out in the following table—

<i>Method of service</i>	<i>Details to be certified</i>
Post	Date of posting
Personal	Date of personal service
Document exchange	Date of delivery to the document exchange
Delivery of document to or leaving it at a permitted place	Date when the document was delivered to or left at the permitted place
Fax	Date and time of transmission
Other electronic means	Date of transmission and the means used
Alternative method permitted by the court	As required by the court