
STATUTORY INSTRUMENTS

1998 No. 3132

The Civil Procedure Rules 1998

PART 6

SERVICE OF DOCUMENTS

I GENERAL RULES ABOUT SERVICE

Personal service

6.4.—(1) A document to be served may be served personally, except as provided in [^{F1}paragraphs (2) and (2A)].

(2) Where a solicitor—

- (a) is authorised to accept service on behalf of a party; and
- (b) has notified the party serving the document in writing that he is so authorised,

a document must be served on the solicitor, unless personal service is required by an enactment, rule, practice direction or court order.

[^{F2}(2A) In civil proceedings by or against the Crown, as defined in rule 66.1(2), documents required to be served on the Crown may not be served personally.]

(3) A document is served personally on an individual by leaving it with that individual.

(4) A document is served personally on a company or other corporation by leaving it with a person holding a senior position within the company or corporation.

(The service practice direction sets out the meaning of “senior position”)

(5) A document is served personally on a partnership where partners are being sued in the name of their firm by leaving it with—

- (a) a partner; or
- (b) a person who, at the time of service, has the control or management of the partnership business at its principal place of business.

Textual Amendments

- F1** Words in [rule 6.4\(1\)](#) substituted (1.10.2005) by [The Civil Procedure \(Amendment No.3\) Rules 2005 \(S.I. 2005/2292\)](#), [rules 1\(c\)](#), [10\(a\)](#)
- F2** [Rule 6.4\(2A\)](#) inserted (1.10.2005) by [The Civil Procedure \(Amendment No.3\) Rules 2005 \(S.I. 2005/2292\)](#), [rules 1\(c\)](#), [10\(b\)](#)

Commencement Information

- I1** [Rule 6.4](#) in force at 26.4.1999, see [Signature](#)

Status:

Point in time view as at 01/10/2005. This version of this provision has been superseded.

Changes to legislation:

There are currently no known outstanding effects for the The Civil Procedure Rules 1998, Section 6.4.