
STATUTORY INSTRUMENTS

2010 No. 2955

The Family Procedure Rules 2010

PART 6

SERVICE

CHAPTER 3

SERVICE OF DOCUMENTS OTHER THAN AN APPLICATION FOR A MATRIMONIAL
ORDER OR CIVIL PARTNERSHIP ORDER IN THE UNITED KINGDOM

Certificate of service

6.37.—(1) Where a rule, practice direction or court order requires a certificate of service, the certificate must state the details set out in the following table—

<i>Method of service</i>	<i>Details to be certified</i>
Personal service.	Date and time of personal service and method of identifying the person served.
First class post, document exchange or other service which provides for delivery on the next business day.	Date of posting, leaving with, delivering to or collection by the relevant service provider.
Delivery of document to or leaving it at a permitted place.	Date and time when the document was delivered to or left at the permitted place.
Fax.	Date and time of completion of transmission.
Other electronic method	Date and time of sending the email or other electronic transmission.
Alternative method or place permitted by court	As required by the court.

(2) An applicant who is required to file a certificate of service of an application form must do so at or before the earlier of—

- (a) the first directions appointment in; or
- (b) the hearing of,

the proceedings unless a rule or practice direction provides otherwise.

(Rule 17.2 requires a certificate of service to contain a statement of truth.)

Changes to legislation:

There are currently no known outstanding effects for the The Family Procedure Rules 2010, Section 6.