**THE HIGH COURT**

**RECORD NO*.*** *Insert Record Number*

**BETWEEN:**

*Insert Plaintiffs Name*

**PLAINTIFF**

**and**

*Insert Defendants Name*

**DEFENDANT**

I *Insert Name* of *Insert Address* in the County of *Insert County, Insert Occupation,* being eighteen years and upwards MAKE OATH and say as follows:

1. That I did on the *Insert Date of Service* at *Insert Address* in the County of *Insert County* personally serve the above named Defendant by delivering unto and leaving with *Insert Defendants Name* a true copy of the Summons in this Action issued under the Seal of the high Court and dated the *Insert Date of Issue* and marked Record Number *Insert Record Number* upon which said Summons and Copy the required Memorandum and Endorsements were duly subscribed and made.
2. That at the time of such service I was acquainted with the appearance of said *Insert Defendants Name* Defendant to whom I showed the Original of said Copy.
3. And I further say that I did afterwards on *Insert Date of Endorsement* (being within three days after the service aforesaid) endorse on the said Summons the day of the week and month of such service.

Sworn before me by the said

on the day of 20 , at

in the city/county of

before me a Commissioner for Oaths / Practicing Solicitor and the deponent

DELETE AS APPROPRIATE - is personally known to me / is identified to me by who is personally known to me / whose identity has been established by reference to a relevant document (insert particulars of document) containing a photograph

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commissioner for Oaths/Practising Solicitor

Filed thisby*Insert Solicitors Name*on behalf of the*Insert plaintiff/defendant/third party as appropriate*