

**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* serve a true copy of the Summons in this action issued under the Seal of the High Court and dated *Insert Date of Issue* and marked Record Number *Insert Record Number* on the above named Defendant by posting a true copy thereof at *Insert Address of Post Office* Post Office in a registered prepaid envelope to the said Defendant the said *Insert Registered Address of Defendant* being the registered office of the defendant.
2. I say that upon said Summons and copy the required Memorandum and endorsements were duly subscribed and made.
3. I say that before such posting as aforesaid of the said copy of the said Plenary Summons I compared said copy with the original thereof and endorsed my name on said copy.
4. That at the time of such posting as aforesaid the Plenary Summons was duly stamped with appropriate stamp duty.
5. I beg to refer to the Official Post Office Certificate of Posting of said registered envelope attached hereto and marked by me.
6. I say that the documents have not been returned by the Postal Authorities marked undelivered.
7. I further say 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

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Commissioner for Oaths/Practising Solicitor

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