Form 16C

Courts of Justice Act

certificate of service by sheriff

(If a separate document insert general heading)

certificate of service by sheriff

*(Personal service)*

I, *(full name)*, Sheriff *(or* Sheriff’s Officer*)* of the *(*County, District, *etc.)* of , certify that on *(date)*, at *(time)*, I served *(identify person served)* with *(identify documents served)* by leaving a copy with him *(or* her*)* at *(address where service was made)*. *(Where the rules provide for personal service on a corporation, etc., by leaving a copy of the document with another person, substitute:* by leaving a copy with *(identify person by name and title)* at *(address where service was made).)*

I was able to identify the person by means of *(state the means by which the person’s identity was ascertained.)*

*(Service by leaving a copy with an adult person in the same household as an alternative to personal service)*

I, *(full name)*, Sheriff *(or* Sheriff’s Officer*)* of the *(*County, District, *etc.)* of , certify that I served *(identify person served)* with this document by leaving a copy in a sealed envelope addressed to him *(or* her*)* on *(date)*, at *(time)*, with a person *(insert name if known)* who appeared to be an adult member of the same household in which *(identify person served)* is residing at *(address where service was made)*, and by sending a copy by regular lettermail *(or* registered mail*)* on *(date)* to *(identify person served)* at the same address.

I ascertained that the person was an adult member of the household by means of *(state how it was ascertained that the person was an adult member of the household)*.

Before serving the document in this way, I made an unsuccessful attempt to serve *(identify person)* personally at the same address on *(date)*.  *(If more than one attempt has been made, add:* and again on *(date).)*

Date ................................................................................... ............................................................................................

*(Signature of sheriff or sheriff’s officer)*

RCP-E 16C (November 1, 2005)