



FORM 20E

# The Simple Procedure Confirmation of Formal Service of Arrestment Notice

This is a Confirmation of Formal Service of an Arrestment Notice. It is used to inform the court when and how an Arrestment Notice has been formally served.

It must be completed and sent to the court whenever a sheriff officer formally serves an Arrestment Notice.

## A. ABOUT THE CASE

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Sheriff Court

Claimant

Respondent

Case reference number

## B. ABOUT THE SHERIFF OFFICER

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### B1. What is your full name?

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Name

Middle name

Surname

Firm or organisation

**C. ABOUT FORMAL SERVICE OF ARRESTMENT NOTICE**

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**C1. Who did you formally serve the Arrestment Notice on?**

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① You must identify the person who you were required to serve something on.

**C2. How did you formally serve it?**

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① You must describe the method of formal service used.

- Delivering it personally
- Leaving it in the hands of a resident or employee
- Depositing it in a home or place of business by letter box or another lawful way
- Leaving it at a home or place of business in a way likely to come to the person's attention

① If you need to give more details about the manner of formal service, please set this out below.

**C3. When did you formally serve it?**

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① You must identify when service was performed.