



FORM 6C

The Simple Procedure Confirmation of Formal Service

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

It must be completed and sent to the court whenever you are required to formally serve something on someone under the rules.

A. ABOUT THE CASE

Sheriff Court

Claimant

Respondent

Case reference number

B. ABOUT YOU

B1. What is your full name?

Name

Middle name

Surname

Firm or organisation

B2. What is your profession?

- Sheriff officer
- Sheriff clerk
- Solicitor

C. ABOUT FORMAL SERVICE

C1. Who did you formally serve something on?

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

C2. What did you formally serve?

① You must identify the form or document formally served.

C3. How did you formally serve it?

① You must describe the method of formal service used.

- By a next-day postal service which records delivery
- 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 other lawful way
- Leaving it at a home or place of business in a way likely to come to the person's attention
- Other

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

C4. When did you formally serve it?

① You must identify when service was performed.