District Court - Schedule C - Forms in civil proceedings

S.I. No. 17 of 2014

No. 41.01

Statutory declaration of service of a document by registered post

*Schedule C  
O.41, r. 14*

District Court Area of  
District No.  
Record number:

‡Between

........ Claimant

........ Respondent

STATUTORY DECLARATION AS TO SERVICE BY REGISTERED PREPAID POST

Courts Act 1964, section 7

I, ........ of ........ . aged sixteen years and upwards, do solemnly and sincerely declare that:

1. I served this original document by

\*posting a true copy thereof at ........ a.m./p.m. on the ...... day of ........ 20.... at........ Post Office in a registered prepaid envelope addressed to the above \*respondent \*claimant at the address stated in this document.

\*by depositing a true copy thereof in an envelope at a.m./p.m. on the ...... day of ........ 20.... with ........ a postal service provider authorised to provide a registered items service and registered as such in the register maintained under section 40 of the Communications Regulation (Postal Services) Act 2011.

2. The address to which the envelope was sent is the last known residence or most usual \*place of residence/\*place of business of the person to whom the document is directed.

3. The certificate of posting of the envelope is attached.

4. I am (the \*prosecutor/complainant/applicant/ in the proceedings) \*(authorised by the person bringing/appealing the proceedings to post the said envelope).

5. At the time of posting the envelope the original document was duly issued \*and stamped.

6. \*The envelope has not to this date been returned undelivered to the sender.

\*The envelope has been recorded as delivered on the ...... day of ........ 20....

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.

Signed: ........

Declared before me ........ [name in capitals] a \*(Judge of the District Court) \*(commissioner for oaths/practising solicitor) \*(peace commissioner)

\*(notary public) by the said ........

\*[who is personally known to me],

\*[who is identified to me by ........ who is personally known to me]

\*[whose identity has been established to me before the taking of this Declaration by the production to me of

†passport no. ........ issued on the ...... day of ........ by the authorities of ........ , which is an authority recognised by the Irish Government,

†national identity card no. ........ issued on the ...... day of ........ by the authorities of ........ which is an EU Member State, the Swiss Confederation or a Contracting Party to the EEA Agreement,

†Aliens Passport no. (........ issued on the ...... day of ........ by the authorities of ........ which is an authority recognised by the Irish Government,

†refugee travel document no. ........ issued on the ...... day of ........ by the Minister for Justice and Equality,

† travel document (other than refugee travel document) ........ issued on the ...... day of ........ by the Minister for Justice and Equality,]

at ........ this ..... day of ........ 20....... Signed: ........

\*Judge of the District Court \*Commissioner for Oaths / \*Practising Solicitor /

\*Peace Commissioner /\*Notary Public.

This statutory declaration has been filed with the District Court Clerk at ........ on the ....... day of ........ 20......

NOTE

This declaration must be made not earlier than ten days after the day on which the envelope is posted.

*\* Delete where inapplicable.*

*†Where relevant, provide details of the document by which identity has been established, and delete the remaining alternatives.*

*‡It is not necessary to repeat the title where a statutory declaration is endorsed on the document. Substitute the appropriate form of title to the civil proceeding concerned, where different.*