



Terminology for Process Serving

To serve	to personally deliver the documents to the person or corporate body, they are for.
Process Server	any person over the age of 16 who serves legal documents.
Affidavit	a legal report of what was done to effect or not effect the service of the documents, sworn at a Court or in front of a solicitor.
Certificate of Service	similar to an Affidavit but simply signed by the person serving the documents, usually used for County Court claim forms.
Witness Statement	similar to an Affidavit and Certificate of Service, since the new Civil Procedure rules came into effect in May 1999, this can be used instead of an Affidavit in most cases, like a Certificate of Service, it just has to be signed.
Exhibit	copy of the documents served, which is used to refer to in your Statement/Certificate/Affidavit.
Letterboxed	to insert via the letterbox at the property of an individual or corporate body in a sealed envelope, the legal process that is to be served.
Substituted service or sub-serve	this is to effect, or apply for substituted service of the legal documents, in most cases you must apply for this via your client after first producing a Witness Statement in Support of Substituted Service. In the case of a Statutory Demand this may be Letterboxed (which is a form of substituted service) after first sending an appointment letter.
Statutory Demand	this is a document produced by a solicitor which although is a legal document and part of the Bankruptcy/Insolvency process and is similar to a final warning.
Non-service days	process can be served on any day.
Non-service places	process can be served anywhere except in the court precinct, church precinct and Houses of Parliament
Oath Fee	the fee payable when you swear an Affidavit at a solicitor's, currently £5.00
Exhibit Fee	the fee payable per exhibit when you swear your Affidavit at a solicitor's, currently £2.00 per exhibit.



An Oath	<p>when you swear your Affidavit at a Court or a solicitor you must affirm or swear an oath on the Bible as follows: - "I swear by Almighty God that this is my name and handwriting and that this the contents of my Affidavit are true". You do not have to remember this, as a card is provided, however, it usually impresses solicitors if you can recite it.</p> <p>There is an alternative oath for those not wishing to swear on a Bible.</p>
Exhibit Note	this is a document that goes behind your Affidavit covering your exhibit.
Abridged service	is the time for serving papers, for example on an ex-parte hearing on a Friday the Judge may say there is a hearing scheduled for Monday morning at 10.00am the time abridged for the service of these documents is 24 hours.
Deponent	a person testifying (stating answers in response to questions) usually the Process Server.
Respondent	the party who is required to answer a petition for a Court Order or Writ requiring the Respondent to take some action, halt an activity or obey a Court's direction.
Defendant	the party sued in a civil lawsuit or the party charged with a crime in a criminal prosecution. In some types of cases (such as divorce) a Defendant may be called a Respondent.
Claimant	a person who brings a civil action in a Court of law formerly called Plaintiff.
Conduct Money	monies paid usually to a witness to enable them to get to court.
Penal Notice	some documents will warn the recipient that if they disobey the contents of the paperwork they could be held in contempt of court and sentenced to prison time.
Petitioner	one who presents a formal, written application to a Court, or legislative body that requests action on a certain matter.