



REPUBLIC OF SOUTH AFRICA

**NO.6— RETURN OF SERVICE WHERE SUMMONS IS SERVED BY PLAINTIFF  
OR PLAINTIFF’S AUTHORISED REPRESENTATIVE**

In the Small Claims Court for the area of.....

Case No..... Unique Reference No.: .....

In the matter between:

..... Plaintiff

and

..... Defendant

**RETURN OF SERVICE**

*(To be completed by the plaintiff or plaintiff’s authorised representative)*

1. I, the undersigned .....

*(State full names and surname)*

Identity or Passport No.: .....

Residing at: .....

.....

Hereby make oath and state or solemnly affirm that:

1.1 I am the plaintiff or plaintiff’s representative *(delete whichever is not applicable)*.

1.2 I served the summons on the defendant .....

*(insert name of person)* on this ..... (day) of ..... (month), 20..... at about..... (time)

by handing a copy of the summons to him or her.

**OR**

1.3 I attempted to serve the summons on the defendant .....

*(insert name of person)* on this ..... (day) of ..... (month), 20..... at about..... (time)

but he or she refused to take a copy of the summons. I then took the summons and the copy with me **OR** I left a copy of the summons at the premises.

OR .....  
.....  
.....  
.....  
.....

*(explain what you did with the summons).*

**Delete paragraph 1.2 or 1.3, whichever is not applicable.**

NAME: ..... SIGNATURE: .....

I certify that the deponent has acknowledged that he or she knows and understands the contents of this declaration, which was sworn to/affirmed (delete what is not applicable) and signed before me at..... (place) on ..... (date) under compliance with the rules promulgated in Government Notice R. 1258 dated 21 July 1972 (as amended).

\_\_\_\_\_  
COMMISSIONER OF OATHS

NAME: .....

CAPACITY: .....

ADDRESS: .....

.....

**NOTE:** This document must be lodged with the Clerk of the Court before or on the date of the hearing of the matter.