



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Serve Process Notice Or Document By The Sheriff Of The Court Training

Law, Military Science and Security / Justice in Society

Unit Standard 117983 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills required to serve process notices or documents as a Sheriff of the Court in South Africa. It covers the legal framework, procedures, and ethical considerations involved in the proper service of court documents. Participants will gain the competence to execute service efficiently and in compliance with relevant legislation.

Category	Law, Military Science and Security
Subfield	Justice in Society
Unit Standard	117983
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the legal requirements for serving process notices or documents in accordance with the Magistrates' Courts Act and High Court Rules.
- Demonstrate the correct procedures for accepting, recording, and serving various types of court documents.
- Analyze the ethical considerations and professional conduct expected of a Sheriff during service.
- Evaluate the validity of service methods and identify potential challenges or irregularities.
- Implement effective strategies for serving documents on individuals, companies, and other entities.
- Complete the necessary returns of service and affidavits accurately and timeously.

WHO SHOULD ATTEND

- This course is intended for individuals who are or aspire to become Sheriffs of the Court, as well as legal practitioners, paralegals, and court officials involved in the service of legal documents.

COURSE OUTLINE

Day 1: Foundations of Process Serving and Legal Framework

- Overview of the Sheriff's Office and its functions.
- Legal sources: Magistrates' Courts Act, Supreme Court Act, and rules.
- Types of process: summons, subpoenas, interdicts, eviction orders.
- Jurisdiction and venue requirements.
- Key terminology: service, return of service, proof of service.
- Ethical considerations and impartiality.

Day 2: Procedures for Service of Process

- Personal service: requirements and execution.
- Service at domicilium citandi and chosen addresses.
- Substituted service: when and how to apply.
- Service on companies, close corporations, and trusts.
- Service on the State and public officials.
- Drafting and filing the return of service.
- Time limits and extensions.

Day 3: Special Types of Service and Challenges

- Urgent applications: service procedures and timing.
- Eviction orders: service requirements and notices.
- Family law: protection orders, maintenance, and custody.
- Dealing with refusal to accept service.
- Service in hazardous or restricted areas.
- Service outside jurisdiction: letters of request.
- Addressing errors and irregularities in service.

Day 4: Record-Keeping, Returns, and Court Procedures

- Logging service attempts: date, time, location, method.
- Completing the return of service form with detail.
- Affidavits supporting substituted service.
- Filing returns with the registrar or clerk.
- Court hearings: default judgments and service verification.
- Responding to enquiries from attorneys and litigants.
- Handling subpoenas for sheriff's testimony.

Day 5: Practical Integration, Ethics, and Assessment

- Role-play: personal service, substituted service, and urgent service.
- Scenario-based problem solving: difficult recipients, incorrect addresses.
- Ethics: confidentiality, impartiality, and avoiding conflicts.
- Mock assessment: complete return of service from a scenario.
- Review of key legal points and common mistakes.
- Final assessment (formative/summative).

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **8 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
03 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Mauritius
03 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 117983) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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