



Accredited Africa Training Institute for Capacity Development

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

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COURSE BROCHURE

Sheriff Court Process Service Specific Instances

Law, Military Science and Security / Justice in Society

Unit Standard 256937 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the specialised knowledge and skills required to serve process, notices, or documents by the Sheriff of the Court in specific instances, as defined by South African law. It covers the legal framework, procedural requirements, and practical execution of service in complex scenarios, ensuring compliance with the Magistrate's Court Act and High Court Rules.

Category	Law, Military Science and Security
Subfield	Justice in Society
Unit Standard	256937
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the legal principles governing service of process in specific instances as per the Magistrate's Court Act and High Court Rules.
- Analyze different types of specific instances, including substituted service, service on companies, and service on minors, to determine the appropriate method.
- Implement procedures for effecting service in specific instances, including obtaining court orders and completing returns of service.
- Demonstrate compliance with jurisdictional requirements and time limits when serving documents in specific instances.
- Evaluate the validity of service attempts and identify potential challenges or irregularities.
- Design a systematic approach to documenting and reporting service in specific instances for audit and legal purposes.

WHO SHOULD ATTEND

- This course is designed for deputy sheriffs, sheriff's office staff, legal practitioners, and paralegals who are involved in or oversee the service of legal documents in specific instances, such as substituted service, service on juristic persons, and service in urgent applications.

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 **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
31 Jul 2026	10 Aug 2026	On-Campus	Johannesburg, South Africa
03 Aug 2026	11 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	13 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	14 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	17 Aug 2026	On-Campus	Mauritius
10 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE

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 256937) 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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