



How to Send Mail

Appreciating that phone calls, texts and even e-mails are not usually the best source of evidence for any court case, moving into the written world of documents, signatures and postal services would be a prudent move for any remedy strategy.

Consideration must be given to how you send and return mail, and how you can supply proof of this within your case. You should always create provable evidence of this, and there are many ways it can be done.

Address:

Before sending mail it should be known that postcodes and zip codes are corporate reference numbers and can be considered as contract acceptance if you use them. These codes are often used to gain jurisdiction over you. Although it is unlikely they will use this in a court of law, the use of a postcode or zip code may be enough for the harassment to continue.

If you choose to use a postcode or zip code, then it may be advisable to state in your correspondence that use of such a code is not to be taken as acceptance or obligation of contract, and is only to be used in connection with geographic location, and not corporate association.

Witness by Hand:

The first way to deliver your correspondence is perhaps the easiest and cheapest, if the person who you have an issue with is known to you and is local. Once your document has been written, then sealed in a window-less envelope, and addressed to the person you have a claim against, you can hand deliver this in person.

You have every right to swear to this, in court or through affidavit if you wish, however to strengthen your claim it is prudent to have two independent witnesses accompany you, who are not related to you through marriage, who will swear witness that you did indeed hand deliver the document.

Video evidence is also a valid strategy, making note of the time, date, location and naming those present.

Process Server:

A true Process Server is an officer of the court, and has sworn an oath to carry out the instructions of the person requiring their paperwork to be delivered and processed. Furthermore the Process Server will testify, under oath, in court that your paperwork was indeed delivered to the recipient.

The typical fee to hire a Process Server in the UK is between £100 and £200, circa 2020.



Registered Mail:

Registered mail provides the sender a receipt and detailed records of the mail's location, and provides added protection for documents posted with evidence of mailing and delivery. This service can also offer extra security with insurance to cover compensation claims if something should go wrong.

Certified Mail:

An extension of Registered Mail is Certified Mail which provides a receipt for the sender usually for an additional fee. The sender will receive a copy of the recipient's signature upon their receipt of the mail.

Terminology:

There are various ways you can send mail, and different services on offer, many are listed below:

1. **Registered Mail:** Sender receives a receipt with Date, Time and Place of postage.
2. **Recorded Delivery:** In the UK two levels of service are offered; 1st class, which should arrive the next working day and 2nd class, which is delivered within two to three working days. The postman will get a signature on delivery for both 1st and 2nd class.
3. **Signed for Delivery:** The courier will collect a signature from the recipient as proof of delivery.
4. **Special Delivery:** Similar to Recorded Delivery but with a faster delivery time, usually within one day.
5. **Certified Mail:** An extension of Recorded Delivery where the sender shall receive a copy of the signature on delivery.
6. **Return Receipt Service:** Provides evidence of delivery, including the delivery address if different from the address on the mail. ***Return Receipt Requested*** is usually written on the envelope.

Depending on your country these services may differ, so it would be wise to ask what is included in the service before choosing which one is right for you.

Summary:

If you wish to post your correspondence, follow the check list below:

1. Use a plain envelope without a window.
2. Send Certified Mail using the mailing service linked to the legal system of your country.
3. Clearly print the recipient's name and full address on the front. Add **F.A.O.** before the name of the recipient. This means ***For the Attention Of***, and is used in business correspondence.
4. Include your return address on the back, if you require a reply. Do not do this when sending a Neutral Response.
5. Have a witness present when dealing with the post office. (optional)
6. If possible, remove one of the serial numbers affixed on the Certified Mail label and attach it to the internal document inside the envelope before sealing.