

**FORM 16A.1  
DESIGNATION OF ADDRESS FOR SERVICE**

*(General heading)*

**DESIGNATION OF ADDRESS FOR SERVICE**

**ALL FIELDS ARE REQUIRED UNLESS INDICATED OTHERWISE**

Party's name: \_\_\_\_\_

Lawyer's name (if applicable): \_\_\_\_\_

Mailing Address for service: \_\_\_\_\_  
\_\_\_\_\_

Email Address for service: \_\_\_\_\_

Second Email Address for service (optional): \_\_\_\_\_

Third Email Address for service (optional): \_\_\_\_\_

Fax number for service: \_\_\_\_\_

Phone numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_ Other: \_\_\_\_\_

I certify and acknowledge as follows.

1. The above addresses are the party's designated addresses for service of documents in this proceeding.
2. Service of documents upon me in this proceeding may be effected by way of delivery to any of the addresses described in this Designation.
3. Any document sent, mailed, emailed, faxed or delivered, to any one of these addresses in accordance with the Rules will be deemed to be received by the party.
4. It is my / our (*as the case may be*) responsibility to complete, serve and file a new Designation of Address for Service if my / our addresses change, and unless or until I / we do so, service may be effected upon me / us at any of the addresses contained in this

designation. If I / we fail to serve and file an updated Designation of Address for Service, I / we understand that I / we might not receive documents in relation to this proceeding, might not receive notice of any steps taken in his proceeding, and that my / our proceeding or response could be dismissed, or could proceed in my / our absence, without further notice to me / us.

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Date

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Signature of party or lawyer