

FORM 16B
AFFIDAVIT OF SERVICE

(if a separate document insert general heading)

AFFIDAVIT OF SERVICE

I, *(full name)*, of _____, MAKE OATH AND SAY *(or AFFIRM)*: *(Personal service)*

1. On *(date)*, at *(time)*, I served *(identify person served)* with the *(identify documents served)* by leaving a copy with him *(or her)* at *(address where service was made.)* *(Where the rules provide for personal service on a corporation, etc. by leaving a copy of the document with another person, substitute: by leaving a copy with (identify person by name and title) at (address where service was made).)*

2. I was able to identify the person by means of *(state the means by which the person's identity was ascertained.)*

(Service by leaving a copy with an adult person in the same household as an alternative to personal service)

1. I served *(identify person served)* with the *(identify documents served)* by leaving a copy on *(date)*, at *(time)*, with a person *(insert name if known)* who appeared to be an adult member of the same household in which *(identify person served)* is residing, at *(address where service was made)*, and by sending a copy by regular letter mail *(or registered mail)* on *(date)* to *(identify person served)* at the same address.

2. I ascertained that the person was an adult member of the household by means of *(state how it was ascertained that the person was an adult member of the household.)*

3. Before serving the document in this way, I made an unsuccessful attempt to serve *(identify person)* personally at the same address on *(date)*. *(If more than one attempt has been made, add: and again on (date).)*

(Service by mail as an alternative to personal service)

1. On *(date)*, I sent to the *(identify person served)* by regular letter mail *(or registered mail)* a copy of the *(identify documents served)*.

2. On *(date)*, I received the attached acknowledgement of receipt card *(or post office receipt)* bearing a signature that purports to be the signature of *(identify person)*.

(Service by mail on a lawyer)

1. I served *(identify person served)* with the *(identify documents served)* by sending a copy by regular letter mail *(or registered mail)* on *(date)* to *(name of lawyer)*, the lawyer for the *(identify party)* at *(full mailing address)*.

(Service by mail on a party acting in person or a non-party)

1. I served (*identify party or person served*) with the (*identify documents served*) by sending a copy by regular letter mail (*or registered mail*) on (*date*) to (*full mailing address*), the last address for service provided by (*identify party or person*) (*or, where no such address has been provided: the last known address of (identify party or person).*)

(*Service on a lawyer by fax*)

1. I served (*identify party served*) with the (*identify documents served*) by sending a copy by fax to (*fax number*) on (*date*) to (*name of lawyer*) the lawyer for the (*identify party*).

SERVICE ON A LAWYER BY COURIER:

1. I served (*identify party served*) with the (*identify documents served*) by sending a copy by (*name of courier*), a courier, to (*home of lawyer*), the lawyer for the (*identify party*), at the (*full address of place for delivery*).
2. The copy was given to the courier on (*date*).

SWORN (*etc.*)