**FORM 8B  
AFFIDAVIT OF SERVICE**

Court File No. S\_\_\_ SC \_\_\_\_\_\_\_\_\_\_  
*(The number assigned by the court)*

SUPREME COURT OF PRINCE EDWARD ISLAND   
(SMALL CLAIMS SECTION)

BETWEEN:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLAINTIFF(S)

AND:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEFENDANT(S)

**AFFIDAVIT OF SERVICE**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Full name)*, of the (*City, Town, etc) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,* in the Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

**MAKE OATH (or AFFIRM) AND SAY as follows:**

I have served the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Name of document)* on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Name of person or company)*

CHECK ONE OF THE FOLLOWING

□ **PERSONAL SERVICE**

personally on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*if service is on behalf of a company, identify the person and position held)* by leaving a copy with them on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address where document was served)

I was able to identify the person by means of (*state the means by which the person's identity was ascertained*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OR**

□ **SERVICE RESIDENCE**

by leaving a copy on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(d*ate)* in a sealed envelope addressed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (n*ame of party to be served)* with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*identify person served, if known)*who appeared to be an adult member of the same household in which \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (n*ame of party to be served)* resides at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (a*ddress where service was made),* and by sending another copy by regular lettermail addressed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (n*ame of party to be served)*, at the same address on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (d*ate)*.

**OR**

□ **SERVICE REGISTERED/REGULAR MAIL/COURIER**

by sending a copy in an envelope showing my return address to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name of party to be served)* by regular lettermail/registered mail/courier) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (a*ddress to which the document was mailed)* on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (d*ate).*

I believe that this is the address of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name of party to be served)* because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (s*tate reason for belief).*

(For regular mail) The document has not been returned to me and I have no reason to believe that it was not received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(n*ame of party to be served).*

(For registered mail or courier) The delivery confirmation is attached.

|  |
| --- |
| **Note:**  A Claim served by regular mail is not considered to have been served until five (5) calendar days have elapsed from the date of mailing. Accordingly, the Affidavit of Service cannot be completed until five (5) calendar days from mailing have elapsed. |

**OR**

□ **SERVICE BY EMAIL**

by sending a copy by email to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name of party to be served*) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*email address*) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*date*).

I confirm that this is the email address of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name of party to be served*) because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (state reason for belief).

Attached to this affidavit is a true copy of the

□ registered mail receipt

□ email attaching the document served

□ confirmation of delivery by courier

**SWORN (or AFFIRMED)** BEFORE ME AT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city), Province of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(province), this *\_\_\_\_*day

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(month), 20\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*A Commissioner for Taking Signature*

*Affidavits in the Province of Prince*

*Edward Island*