

6. Affidavit of Service – Form 16B

Use File Number from most recent Court documents.

File No. FD _____

Fill in city or town of Court, from most recent Court documents or new centre if File has been transferred.

THE QUEEN'S BENCH (FAMILY DIVISION)

_____ CENTRE

BETWEEN:

(full name),

– and –

(full name),

Full name of Petitioner, as on most recent Court documents.

petitioner

Full name of Respondent, as on most recent Court documents.

respondent.

Name of Document.
Attach a Cover Page in Queen's Bench Form 4C.

AFFIDAVIT OF SERVICE

Full name of **deponent** – person who is making the Affidavit.

City/Town/Postal District.

I, _____, of the _____ of _____,
in the Province of _____,

Name of City/Town/Postal District.

MAKE OATH AND SAY THAT:

Use wording provided based on the way that documents were served. Delete all other wording. Fill in blanks as indicated. Attach documents as Exhibits.

(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 lettermail (or registered or certified 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 documents 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 registered mail as an alternate to personal service)

1. On (date), I sent to (identify person served) by registered mail with Canada Post Corporation item # _____ attached to the envelope, a copy of the (identify documents served).
2. Attached is the confirmation of delivery receipt obtained from Canada Post Corporation for item # _____ showing the envelope was delivered to (identify person served) on (date of receipt).
3. The item # on the confirmation of delivery receipt is identical to the item number on the registered mail receipt obtained from Canada Post Corporation for the envelope sent to (address where mail was delivered).

(Service by certified mail as an alternative to personal service)

1. On (date), I sent to (identify person served) by certified mail a copy of the (identify documents served).
2. I received the attached receipt card from Canada Post Corporation which indicates the documents were received on (date) and which bears a signature that purports to be the signature of (identify person).

(Service by regular lettermail as an alternative to personal service)

1. On (date), I sent to the (identify person served) by regular lettermail a copy of the (identify documents served) together with an acknowledgement of receipt form.
2. On (date), I received the attached acknowledgement of receipt form bearing a signature that purports to be the signature of (identify person).

(Service by regular lettermail on a lawyer)

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

(Service by fax on a lawyer)

1. I served (identify person 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 the party or person).

(Service by courier on a lawyer)

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

(Service by regular lettermail 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 (registered or certified) mail or regular lettermail 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).)

SWORN/AFFIRMED before me)
 in the _____ of)
 _____, in the)
 Province of _____,)
 on _____, 20___.)
 _____)
 Commissioner for Oaths)
 (or as may be))

Deponent signs here, in front of a witness.

(Name of deponent)

Strike out words as necessary.
 Fill in name of place where document is sworn or affirmed, name of province and date that document is sworn or affirmed.