

Affidavit of Service

Family Law Rules ~ RULE 7.13

Please type or print clearly and mark [X] all boxes that apply. Attach extra pages if you need more space to answer any questions.

Filed in:

- Family Court of Australia
- Family Court of Western Australia
- Federal Circuit Court of Australia
- Other (specify) _____

Filed on behalf of:

(NAME OF PARTY)

Client ID _____

File number _____

Filed at _____

Filed on _____

Court location _____

Next Court date (if known) _____

Part A About the server

1 What is the name and address of the person who served the documents?

Family name as used now

Given names

_____	_____
State	Postcode

Part B About the person and the documents being served

2 What is the name of the person on whom the documents were served?

Family name as used now

Given names

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3 What documents were served? Mark [X] all boxes that apply

- Application for Divorce
- Initiating Application (Family Law)
- Financial Statement
- Application in a Case
- Application – Contravention
- Application – Contempt
- Court brochure/s (specify) _____

- Copy of affidavit of (FULL NAME) _____
sworn/affirmed on / /
- Subpoena and conduct money of \$ _____
- Other (give details) _____

Part C About how service was carried out

4 How were the documents served?

- By hand** **GO TO PART D**
- By post or by electronic means** **GO TO PART E**

Part D Service by hand

5 I swear*/affirm* that (mark [X] all boxes that apply):

- The facts set out in Items 1-4 are true
- I served the documents listed in Item 3 by handing them to the person named in Item 2
on _____ / _____ / _____ at _____ AM/PM at:

State	Postcode

- I attempted to hand the documents listed in Item 3 to the person named in Item 2
on _____ / _____ / _____ at _____ AM/PM at:

State	Postcode

The person refused to accept them. I put them down and left them in the presence of the person and told the person what the documents were.

- I am able to identify the person served because (mark [X] all boxes that apply):

- I know the person
- The person is shown in the attached photograph
- I saw the person sign the Acknowledgment of Service attached
- I had the following conversation with the person at the time of service
(set out the conversation relating to the person's identity) _____

PLEASE DO NOT SIGN UNTIL YOU ARE WITH A PERSON WHO IS LEGALLY ABLE TO WITNESS YOUR SIGNATURE IN YOUR STATE OR TERRITORY

Signature of person serving documents	Place	Date / /
Before me (signature of witness)	Full name of witness (please print)	

- Justice of the Peace Notary public Lawyer Authorised Staff Member of the Court

* delete whichever is inapplicable

Part E Service by post or electronic communication

6 I swear*/affirm* that (mark [X] all boxes that apply):

- The facts set out in Items 1-4 are true
- I served the documents listed in Item 3 by posting them/by electronic communication **[delete whichever is not applicable]** on / / (date of posting or sending) to the person being served at:

	State Postcode
Phone	Fax
DX	
Email	

- I recognise the signature on the attached Acknowledgment of Service as that of [insert name of person served]

_____ because I have seen that person's signature on previous occasions.

PLEASE DO NOT SIGN UNTIL YOU ARE WITH A PERSON WHO IS LEGALLY ABLE TO WITNESS YOUR SIGNATURE IN YOUR STATE OR TERRITORY

Signature of person serving documents	Place	Date / /
Before me (signature of witness)	Full name of witness (please print)	

- Justice of the Peace Notary public Lawyer Authorised Staff Member of the Court

* delete whichever is inapplicable