**Affidavit of Service**

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| 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:**       | Client ID       File number       Filed at      Filed on      Court location      Next Court date (if known)        |
|  (NAME OF PARTY) |  |
|  |
| Part A | **About the server** |
|  | 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** |
|  | What is the name of the person on whom the documents were served? |
|  | Family name as used now | Given names |
|  |       |  |       |
|  |
|  | 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)         |

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| Part C | **About how service was carried out** |
| 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** |
| 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 2on      /     /      at       AM/PM at: |

|  |  |
| --- | --- |
|  |       |
|  | State       Postcode       |

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

|  |  |
| --- | --- |
|  |       |
|  | State       Postcode       |

|  |  |
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|  |  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** |
| 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** |
| 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

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| Approved by Chief Justice pursuant to Rule 24.04(1) 0313 V2 |  |

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