**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 2  on      /     /      at       AM/PM at: | |

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|  |  |
|  | State       Postcode |

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

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|  |  |
|  | 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): |

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| --- | --- | --- |
|  | 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

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| 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: | |

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|  |  |
|  | State       Postcode |
|  | Phone       Fax |
|  | DX |
|  | Email |

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| --- | --- | --- |
|  | 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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