

FORM 16B  
Courts of Justice Act  
AFFIDAVIT OF SERVICE

*(If a separate document insert general heading)*

AFFIDAVIT OF SERVICE

I, *(full name)*, of the *(City, Town, etc.)* of \_\_\_\_\_, in the *(County, Regional Municipality, etc.)* of \_\_\_\_\_, MAKE OATH AND SAY *(or AFFIRM)* :

*(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 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 mail as an alternative to personal service)*

1. On *(date)*, I sent to the *(identify person served)* by regular lettermail *(or registered mail)* a copy of the *(identify documents served)*.

2. On *(date)*, I received the attached acknowledgment of receipt card *(or post office receipt)* bearing a signature that purports to be the signature of *(identify person)*.

*(Service by mail on a lawyer)*

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

*(Service on a lawyer by fax)*

1. I served *(identify party 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 party)*.

*(Service on a lawyer by courier)*

1. I served *(identify party 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 party)*, at *(full address of place for delivery)*.

2. The copy was given to the courier on *(date)*.

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

*(Service on a lawyer by e-mail)*

1. *(On consent of the parties or by court order)*, I served *(identify party served)* with the *(identify documents served)* by sending a copy by e-mail to *(e-mail address)* on *(date)* to *(name of lawyer)*, the lawyer for the *(identify party)*.

*(Service by e-mail on a party acting in person or a non-party)*

1. *(On consent of the parties or by court order)*, I served *(identify party or person served)* with the *(identify documents served)* by sending a copy by e-mail to *(e-mail address)* on *(date)*.

SWORN *(etc.)*