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 e-mail on the Crown in right of Ontario, the Attorney General, the Children’s Lawyer or the Public Guardian and Trustee as an alternative to personal service)*

1. I served *(identify person served)* with the *(identify documents served)* by sending a copy by e-mail to *(e-mail address)* on *(date)*.

*(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 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. 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. 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* or *Affirmed* before me:** *(select one):*  in person OR  by video conference

***Complete if affidavit is being sworn or affirmed in person:***

at the *(*City, Town, *etc.)* of ................................................................... in the *(*County, County, Regional Municipality, *etc.)* of ..........................................................., on *(date)*.

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*Signature of Commissioner (or as may be)*  *Signature of Deponent*

***Use one of the following if affidavit is being sworn or affirmed by video conference:***

***Complete if deponent and commissioner are in same city or town:***

by ..................... *(deponent’s name)* at the *(*City, Town, *etc.)* of ..................... in the *(*County, Regional Municipality, *etc*.*)* of ....................., before me on ..................... *(date)* in accordance with [O. Reg. 431/20](https://www.ontario.ca/laws/regulation/r20431), Administering Oath or Declaration Remotely. ………………………………………………………

Commissioner for Taking Affidavits *(or as may be)*

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*Signature of Commissioner (or as may be)*  *Signature of Deponent*

***Complete if deponent and commissioner are not in same city or town****:*

by ..................... *(deponent’s name)* of *(*City, Town, *etc.)* of ..................... in the *(*County, Regional Municipality, etc.*)* of ....................., before me at the *(*City, Town, etc.*)* of ..................... in the *(*County, Regional Municipality, *etc.)* of....................., on ..................... *(date)* in accordance with [O. Reg. 431/20](https://www.ontario.ca/laws/regulation/r20431), Administering Oath or Declaration Remotely. ………………………………………………………

Commissioner for Taking Affidavits *(or as may be)*

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*Signature of Commissioner (or as may be)*  *Signature of Deponent*

RCP-E 16B (February 1, 2021)