Form 16B.1

Courts of Justice Act

Lawyer’s Certificate of service

(If a separate document insert general heading)

Lawyer’s Certificate of service

I, *(full name)*, a lawyer licensed by the Law Society of Ontario, certify that:

*(Complete all paragraphs under the applicable method of service. Delete all other methods of service.)*

*(Personal service)*

1. On *(date)*, at *(time)*, I served *(or:* I caused (*insert name of person who served)* to serve) *(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.)*

3. (*Delete if you effected service yourself)* I am satisfied that service of the documents was effected on *(identify person served)* in the manner described.

*(Service by leaving a copy with an adult person in the same household as an alternative to personal service)*

1. I served *(or:* I caused (*insert name of person who served)* to serve) *(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 *(or insert name of person who served)* 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 *(or insert name of person who served)* 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).)*

4. (*Delete if you effected service yourself)* I am satisfied that service of the documents was effected on *(identify person served)* in the manner described.

*(Service by mail as an alternative to personal service)*

1. On *(date)*, I sent *(or:* I caused (*insert name of person who served)* to send) to ~~the~~ *(identify person served)* by regular lettermail *(or* registered mail*)* a copy of the *(identify documents served)*.

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

3. (*Delete if you effected service yourself)* I am satisfied that service of the documents was effected on *(identify person served)* in the manner described.

*(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 *(or:* I caused (*insert name of person who served)* to serve) *(identify person served)* with the *(identify documents served)* by sending a copy by e-mail to *(e-mail address)* on *(date)*.

2. (*Delete if you effected service yourself)* I am satisfied that service of the documents was effected on *(identify person served)* in the manner described.

*(Service by mail on a lawyer)*

1. I served *(or:* I caused (*insert name of person who served)* to serve) *(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)*.

2. (*Delete if you effected service yourself)* I am satisfied that service of the documents was effected on *(identify party served)* in the manner described.

*(Service on a lawyer by courier)*

1. I served *(or:* I caused (*insert name of person who served)* to serve) *(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. I *(or insert name of person who served)* gave the copy to the courier on *(date)*.

3. (*Delete if you effected service yourself)* I am satisfied that service of the documents was effected on *(identify party served)* in the manner described.

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

1. I served *(or:* I caused (*insert name of person who served)* to serve) *(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).)*

2. (*Delete if you effected service yourself)* I am satisfied that service of the documents was effected on *(identify party or person served)* in the manner described.

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

1. I served *(or:* I caused (*insert name of person who served)* to serve) *(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)*.

2. (*Delete if you effected service yourself)* I am satisfied that service of the documents was effected on *(identify party served)* in the manner described.

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

1. I served *(or:* I caused (*insert name of person who served)* to serve) *(identify party or person served)* with the *(identify documents served)* by sending a copy by e-mail to *(e-mail address)* on *(date).*

2. (*Delete if you effected service yourself)* I am satisfied that service of the documents was effected on *(identify party or person served)* in the manner described.

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*Signature of Lawyer Date*

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| Lawyer’s name: |  |
| Lawyer’s firm: |  |
| Lawyer for: |  |
| Law Society of Ontario #: |  |
| **Contact information** |  |
| Street address: |  |
| City or town: |  |
| Province: |  |
| Postal code: |  |
| Country: |  |
| E-mail address: |  |
| Telephone number: |  |

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