

**Form 7**  
**AFFIDAVIT OF SERVICE**  
*(Criminal Proceedings Rules, Rule 5)*

ONTARIO  
SUPERIOR COURT OF JUSTICE

\_\_\_\_\_  
Court File No. (if known)

\_\_\_\_\_  
Region

BETWEEN:

**HER MAJESTY THE QUEEN**

- and -

\_\_\_\_\_  
(specify name of accused)

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

**(Personal Service)**

1. On \_\_\_\_\_, at \_\_\_\_\_, I served \_\_\_\_\_  
(date) (time) (identify person served)  
with the \_\_\_\_\_  
(identify document(s) 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(s) with another person, substitute:  
by leaving a copy with \_\_\_\_\_ at \_\_\_\_\_  
(identify person by name and title)  
\_\_\_\_\_  
(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)  
\_\_\_\_\_  
(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 \_\_\_\_\_ with the \_\_\_\_\_  
(identify person served) (identify document(s) served)  
by leaving a copy on \_\_\_\_\_, at \_\_\_\_\_, with a person  
(date) (time)  
\_\_\_\_\_ who appeared to be an adult member of the same household in which  
(insert name if known)  
\_\_\_\_\_ is residing, at \_\_\_\_\_  
(identify person served) (address where service was made)  
and by sending a copy by prepaid first class (or registered or certified) mail on \_\_\_\_\_  
to \_\_\_\_\_ at the same address.  
(identify person served)

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 \_\_\_\_\_ personally at the same address on \_\_\_\_\_  
(identify person) (date)  
(If more than one attempt has been made, add: and again on \_\_\_\_\_.)  
(date)

**AFFIDAVIT OF SERVICE**

(Criminal Proceedings Rules, Rule 5, Form 7)

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

1. On \_\_\_\_\_, I sent a copy of \_\_\_\_\_  
(date) (identify document(s) sent)  
to \_\_\_\_\_ by prepaid first class (or registered or certified) mail to  
(identify person served)  
\_\_\_\_\_, the solicitor for the \_\_\_\_\_,  
(name of solicitor) (identify party)  
at \_\_\_\_\_  
(full mailing address)

**(Service by mail on a solicitor)**

1. I served \_\_\_\_\_ with the \_\_\_\_\_  
(identify person served) (identify document(s) served)  
by sending a copy by prepaid first class (or registered or certified) mail on \_\_\_\_\_  
(date)  
to \_\_\_\_\_, the solicitor for the \_\_\_\_\_,  
(name of solicitor) (identify party)  
at \_\_\_\_\_  
(full mailing address)

**(Service by telephone transmission of facsimile)**

1. I served \_\_\_\_\_ with the \_\_\_\_\_  
(identify person served) (identify document(s) served)  
by sending a copy by telephone transmission to \_\_\_\_\_ on \_\_\_\_\_ to  
(telephone number) (date)  
\_\_\_\_\_, the solicitor for the \_\_\_\_\_  
(name of solicitor) (identify party)

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

1. I served \_\_\_\_\_ with the \_\_\_\_\_  
(identify party or person served) (identify document(s) served)  
by sending a copy by prepaid first class (or registered or certified) mail on \_\_\_\_\_ to  
(date)  
\_\_\_\_\_, the last known address of  
(full mailing address)  
\_\_\_\_\_  
(identify party)

\_\_\_\_\_  
Deponent's signature

Sworn (or Affirmed) before me at the \_\_\_\_\_  
(City, Town, etc.)

of \_\_\_\_\_

in the \_\_\_\_\_  
(County, District, Regional Municipality, etc.)

of \_\_\_\_\_

on \_\_\_\_\_, 20 \_\_\_\_\_.  
(date)

\_\_\_\_\_  
Commissioner for Taking Oaths (or as may be)