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| *ONTARIO* | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| **Superior Court of Justice** | | | | | | | | | | | | | | | | | | Affidavit of Service | | | | | | | | |
| [SEAL] | | | | | | | | | | | | Form 8A Ont. Reg. No*.*: 258/98 | | | | | | | | | | | | | | |
|  | | | | | | | | |  |  | | | | |
| Small Claims Court | | | | | | | | |  | Claim No. | | | | |
|  | | | | | | | | |  |  | | | | |
| Address | | | | | | | | |  |
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|  | | | | | | | | | | | | Phone number | | | | | | | | |  |
| **BETWEEN** | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plaintiff(s) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **and** | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Defendant(s) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **My name is** | | | | | | | |  | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | (Full name) | | | | | | | | | | | | | | | | | | |
| **I live in** | | |  | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | (Municipality & province) | | | | | | | | | | | | | | | | | | | | | | | |
| **and I swear/affirm that the following is true:** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1.** | **I served** | | | | | |  | | | | | | | | | | | | , on |  | | | | , 20 |  | , |
|  |  | | | | | (Full name of person/corporation served) | | | | | | | | | | | | |  | (Date) | | | |  | | |
|  | at |  | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | (Address (street and number, unit, municipality, province)) | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **which is** | | | | | | | |  | | the address of the person’s home | | | | | | | | | | | | | | | |
|  |  | | | | | | | |  | | the address of the corporation's place of business | | | | | | | | | | | | | | | |
|  |  | | | | | | | |  | | the address of the person's or corporation's representative on record with the court | | | | | | | | | | | | | | | |
|  |  | | | | | | | |  | | the address on the document most recently filed in court by the party | | | | | | | | | | | | | | | |
|  |  | | | | | | | |  | | the address of the corporation's attorney for service in Ontario | | | | | | | | | | | | | | | |
|  |  | | | | | | | |  | | other address: | |  | | | | | | | | | | | | | |
|  |  | | | | | | | |  | |  | | (Specify.) | | | | | | | | | | | | | |
|  | **with** | | |  | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | (Name(s) of document(s) served) | | | | | | | | | | | | | | | | | | | | | | |
| **2.** | **I served the document(s) referred to in paragraph one by the following method:** | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | (Tell how service took place by checking appropriate box(es).) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Personal service** | | | | |  | | | | | leaving a copy with the person. | | | | | | | | | | | | | | | | | |
|  | | | | | leaving a copy with the | | | | |  | | | | | | | | of the corporation. | | | | |
|  | | | | |  | | | | | | (Office or position) | | | | | | |  | | | | |
|  | | | | | leaving a copy with: | | | |  | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | (Specify person's name and office/position*.*) | | | | | | | | | | |
|  | | | | | at the place of business of the corporation who appeared to be in control or management of the place of business. | | | | | | | | | | | | | | | | | |
| Les formules des tribunaux sont affichées en anglais et en français sur le site [www.ontariocourtforms.on.ca](http://www.ontariocourtforms.on.ca/). Visitez ce site pour des renseignements sur des formats accessibles. | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| FORM 8A | | | | | | | | **PAGE 2** | | | | | | | | | | | | | | | | | | |  | | | | |
|  | | | | | | | |  | | | | | | | | | | | | | | | | | | | Claim No. | | | | |
| **Service at place of residence** | | | |  | leaving a copy in a sealed envelope addressed to the person at the person’s place of residence with a person who appeared to be an adult member of the same household, and sending another copy of the same document(s) to the person’s place of residence on the same day or the following day by: | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | regular lettermail. | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | registered mail. | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | courier. | | | | | | | | | | | | | | | | | | | | | | | | |
| **Service by registered mail** | | | |  | registered mail. | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | (If a copy of a plaintiff’s claim or defendant’s claim was served by registered mail, attach a copy of the Canada Post delivery confirmation, showing the signature verifying delivery, to this affidavit.) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Service by courier** | | | |  | courier. | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | (If a copy of a plaintiff’s claim or defendant’s claim was served by courier, attach a copy of the courier’s delivery confirmation, showing the signature verifying delivery, to this affidavit.) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Service on lawyer or paralegal** | | | |  | leaving a copy with a lawyer or paralegal or an employee in the lawyer’s or paralegal’s office, who accepted service on the person’s behalf. | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | (Attach a copy of the document endorsed with an acceptance of service.) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Service by email, where permitted** | | | |  | email sent to: | | | |  | | | | | | | | | | | | | | | at: | |  | | | | | |
|  |  | | | | (Email address) | | | | | | | | | | | | | | |  | | (Time) | | | | | |
|  | | | |  | (This option is not available for service of a plaintiff’s claim or a defendant’s claim, except where authorized by the rules.) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Service by regular lettermail** | | | |  | regular lettermail. | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Service to last known address of corporation or attorney for service, and to the directors** | | | |  | mail/courier to corporation or attorney for service at last known address recorded with the Ministry of Government Services, and mail/courier to each director, as recorded with the Ministry of Government Services, as set out below: | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Name of director | | | | | | | | |  | Director’s address as recorded with the Ministry of Government Services (street & number, unit, municipality, province) | | | | | | | | | | | | | | | | |
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| (Attach separate sheet for additional names if necessary.) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Substituted service** | | | |  | substituted service as ordered by the court on | | | | | | | | | | | | | |  | | | | | | | | | , 20 |  | | , as follows: |
|  |  | | | | | | | | | | | | | | (Date) | | | | | | | | |  | | | |
|  | (Give details.) | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Sworn/Affirmed before me (select one): | | | | | | | | | | |  | in person **OR** | | | | | | |  | | by video conference | | | | | | | | | |
| Complete if affidavit is being sworn or affirmed in person: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| at the | |  | | | | | | | of |  | | | | | | | | | | | | , in the | |  | | | | | | |
|  | | (city, town, etc.) | | | | | | |  |  | | | | | | | | | | | |  | | (County, Regional Municipality, etc.) | | | | | | |
| of |  | | | | | | | | | | | | | | | , on | | | |  | | | | | | | | | . | |
|  |  | | | | | | | | | | | | | | |  | | | | (date) | | | | | | | | |  | |
|  | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | | |
| Signature of Commissioner (or as may be) | | | | | | | | | | | | | | |  | | Signature of Deponent | | | | | | | | | | | | | |

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| **FORM 8A** | | | | **PAGE 3** | | | | | | | | | | | |  | | |
|  | | | |  | | | | | | | | | | | | Claim No. | | |
| **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 | |  | | | | | | | | | at the |  | | | | | | |
|  | | (deponent’s name) | | | | | | | | |  | (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) | | | | | | | | | | | | | | | | | | |
|  | | | | |  |  | | | | | | | | | | | | |
| Signature of Commissioner (or as may be) | | | | |  | Signature of Deponent | | | | | | | | | | | | |
| Complete if deponent and commissioner are not in same city or town: | | | | | | | | | | | | | | | | | | |
| by | |  | | | | | | | | | at the |  | | | | | | |
|  | | (deponent’s name) | | | | | | | | |  | (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 | |  | | | | | | | | | in accordance |
|  | | | | | | |  | | (date) | | | | | | | | |  |
| 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) | | | | | | | | | | | | | | | | | | |
|  | | | | |  |  | | | | | | | | | | | | |
| Signature of Commissioner (or as may be) | | | | |  | Signature of Deponent | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **WARNING:** | | | **IT IS AN OFFENCE UNDER THE *CRIMINAL CODE* TO KNOWINGLY SWEAR OR AFFIRM A FALSE AFFIDAVIT.** | | | | | | | | | | | | | | | |

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| **Instructions for Completing the Affidavit of Service** |
| You may file your Affidavit of Service online. Please visit: [www.ontario.ca/page/file-small-claims-online](http://www.ontario.ca/page/file-small-claims-online). |
| In a court case, everyone involved must receive the key documents they need. “Serving” documents means giving copies to all the other parties. Generally speaking, this must be done at each step in the case. For example, the plaintiff must serve a copy of the plaintiff’s claim form on the defendant. By serving documents, you tell the other parties about the step you are taking. They can then respond if they want to. |
| **Step 1: SERVE** the documents.You can serve the documents yourself. You can have a friend or co-worker do it for you. You can also hire someone, called a process server, to do it. If you have a representative, you can let them look after it. Different documents must be served in different ways. For example, a plaintiff’s claim or a defendant’s claim cannot be served on an individual by regular lettermail. A plaintiff’s claim or a defendant’s claim also cannot be served on a person by email, except where authorized by the rules, such as where the person to be served is the Crown in right of Ontario, the Attorney General, the Children’s Lawyer or the Public Guardian and Trustee. Check the Small Claims Court **"Guide to Serving Documents"** at court offices or online at [www.attorneygeneral.jus.gov.on.ca](http://www.attorneygeneral.jus.gov.on.ca) to find out more about service rules. In general, a document can be served any day of the week. |
| **Step 2: COMPLETE** the **Affidavit of Service**.The person who serves the papers must keep careful notes and, if applicable, a record of how they served the documents (for example, the email message to which documents were attached, where documents were served by email). They will have to let the court know who was served and when and how this was done. These facts must be put on the **Affidavit of Service**. The person who fills out the form must swear or affirm that the facts are true. |
| **DO NOT FILE THIS PAGE.** |