

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 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*).

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](#), 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 (*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](#), Administering Oath or Declaration Remotely.

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

Signature of Commissioner (or as may be)

Signature of Deponent