

**Ontario Family Court of the Superior Court of Justice**

(Name of Court)

Court File Number

**04FL1234**

Family Law Rules, O. Reg. 114/99

**Form 6B: Affidavit of Service  
sworn/affirmed**

**May 21, Yr 0**

at **161 Elgin Street, Ottawa, Ontario K2P 2K1**

(Court office address)

**Applicant(s)**

Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

**Sarah Weiss**  
**123 Anywhere Lane**  
**Ottawa, ON**  
**K1S 6O4**  
**Tel: (123) 456-7890**

Lawyer's name & address — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

**Susan Smith**  
**Smith, Jones**  
**456 Nowhere Street**  
**10th Floor**  
**Ottawa, Ontario K2R 9X2**  
**Tel: (123) 789-1234**  
**Fax: (123) 345-6789**  
**Susan@smithjones.com**

**Respondent(s)**

Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

**David Williams**  
**678 Downtown Road**  
**Ottawa, ON**  
**K4R 0O0**  
**Tel: (123) 345-6789**

Lawyer's name & address — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

**Fred Brown**  
**Black & Brown**  
**567 Suburban Street**  
**Ste 200**  
**Ottawa, Ontario K4V 8Y1**  
**Tel: (123) 234-5678**  
**Fax: (123) 789-3456**  
**Fred@blackbrown.ca**

**My name is**

(full legal name)

**Joe Server**

**I live in**

(municipality and province)

**Ottawa, Ontario**

**And I swear/affirm that the following is true:**

1. On (date) May 21, Yr 0, I served (name of person) David Williams with the following document(s) in this case: (List the documents served.)

Name of document	Author (if applicable)	Date when document signed, issued, sworn etc.
Application (Divorce) Form 8A		May 20, Yr 0
Answer		Blank
Financial Statement		Blank

**NOTE: You can leave out any part of this form that is not applicable.**

2. I served the document(s) mentioned in paragraph 1 by,

- special service. (Go to paragraph 3 below if you used special service.)
- mail. (Go to paragraph 4 if you used mailed service.)
- courier. (Go to paragraph 5 if you used courier.)
- deposit at a document exchange. (Go to paragraph 6 if you used a document exchange.)
- fax. (Go to paragraph 7 if you used fax.)
- substituted service or advertisement. (Go to paragraph 8 if you used substituted service or advertisement.)

Check one box only and go to indicated paragraph.

dated May 21, Yr 0

3. I carried out special service of the document(s) on the person named in paragraph 1 at (place or address) 678 Downtown Road, Ottawa, Ontario

by:

leaving a copy with the person.

leaving a copy with (name) \_\_\_\_\_

Check one box only. Strike out paragraphs 4 to 8 and go to paragraph 9.

who is a lawyer who accepted service on the person's behalf.

who is the person's lawyer of record.

who is the (office or position) \_\_\_\_\_ of the corporation named in paragraph 1.

mailing a copy to the person together with a prepaid return postcard in Form 6 in an envelope bearing the sender's return address. This postcard, in which receipt of the document(s) is acknowledged, was returned and is attached to this affidavit.

leaving a copy in a sealed envelope addressed to the person at the person's place of residence with (name) \_\_\_\_\_ who provided me with identification to show that he/she was an adult person residing at the same address and by mailing another copy of the same document(s) on the same or following day to the person named in paragraph 1 at that place of residence.

(Other; specify. See rule 6 for details.)

4. I mailed the document(s) to be served by addressing the covering envelope to the person named in paragraph 1 at: (set out address.)

which is the address

of the person's place of business.  of the person's home.

of the lawyer who accepted service on the person's behalf.

of the person's lawyer of record.

on the document most recently filed in court by the person.

(Other; specify)

Check appropriate paragraph and strike out paragraphs 3, 5, 6, 7, 8 and 9.

5. The document(s) to be served was/were placed in an envelope that was picked up at (time) \_\_\_\_\_ on (date) \_\_\_\_\_ by (courier service) \_\_\_\_\_

a private courier service, a copy of whose receipt is attached to this affidavit.

The envelope was addressed to the person named in paragraph 1 at: (set out address.)

which is the address

of the person's place of business.  of the person's home.

of the lawyer who accepted service on the person's behalf.

of the person's lawyer of record.

on the document most recently filed in court by the person.

(Other; specify.)

Check appropriate paragraph and strike out paragraphs 3, 4, 6, 7, 8 and 9.

6. The document(s) was/were deposited at a document exchange. The exchange's date stamp on the attached copy shows the date of the deposit. (Strike out paragraphs 3, 4, 5, 7, 8 and 9.)

7. The document(s) to be served was/were faxed. The fax confirmation is attached to this affidavit. (Strike out paragraphs 3, 4, 5, 6, 8 and 9.)

dated May 21, Yr 0

8. An order of this court made on ~~(date)~~ \_\_\_\_\_ ~~allowed~~

substituted service.

service by advertisement. ~~(Attach advertisement.)~~

The order was carried out as follows: ~~(Give details. Then go to paragraph 9 if you had to travel to serve substitutionally or by advertisement.)~~

9. To serve the document(s), I had to travel 10 kilometres. My fee for service of the document(s) is \$ 90.00, including travel.

*Put a line through any blank space on this page.*

Sworn/Affirmed before me at:

Ottawa

*(municipality)*

in Province of Ontario

*(province, state or country)*

on May 21, Yr 0

*(date)*

\_\_\_\_\_  
*Commissioner for taking affidavits  
(Type or print name below if signature is illegible.)*

*Signature*

*(This form is to be signed in front of a lawyer,  
justice of the peace, notary public or  
commissioner for taking affidavits.)*