

**Form 43**

Rule 6

**Affidavit of Service**

Children, Youth and Families Act 2005

Sections 593, 594 and 595

Court Reference: \_\_\_\_\_  
*(if applicable)*

I, \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_  
*(full name) (address) (occupation)*

make oath and say:

affirm and say:

<p>1. I served a copy of the _____ on _____ <i>(describe document) (name of person served)</i></p> <p>who is the _____ on _____ at _____ <input type="checkbox"/> a.m <input type="checkbox"/> p.m <i>(capacity e.g. mother/father/child) (date) (time)</i></p> <p>by:</p>
<p><input type="checkbox"/> delivering it to the person personally at _____ <i>(address)</i></p>
<p><input type="checkbox"/> leaving it for the person at _____, being that person's <i>(address)</i></p> <p>last known place of <input type="checkbox"/> residence / <input type="checkbox"/> business, with a person who apparently resided or worked there and who apparently was not less than 16 years of age.</p>
<p><input type="checkbox"/> posting it by <input type="checkbox"/> prepaid ordinary post/<input type="checkbox"/> registered post in an envelope addressed to the person at _____, being that <i>(address of person served)</i></p> <p>person's last known place of <input type="checkbox"/> residence/<input type="checkbox"/> business. I obtained this address from _____ <i>(specify)</i></p>
<p><input type="checkbox"/> delivering it to the person by electronic communication:</p> <p>_____, <i>(describe means of electronic communication and electronic address to which electronic communication was sent).</i></p> <p>and receiving confirmation that it was received by the person:</p> <p>_____ <i>(describe means by which confirmation of receipt was confirmed)</i></p>
<p><input type="checkbox"/> posting it by registered post, in an envelope addressed to the person's authorised legal representative, to the legal representative's place of business at _____ <i>(address of place of business)</i></p>

leaving it for the person at \_\_\_\_\_  
(address of place of business of person's authorised legal representative)  
 being the place of business of the person's authorised legal representative, with a person who apparently worked there and who apparently was not less than 16 years of age.

delivering it to the person's authorised legal representative personally, in an envelope addressed to that legal representative.

delivering it to the person's authorised legal representative by electronic communication:  
 \_\_\_\_\_,  
(describe means of electronic communication and electronic address to which electronic communication was sent).  
 and receiving confirmation that it was received by the legal representative:  
 \_\_\_\_\_  
(describe means by which confirmation of receipt was confirmed)

other \_\_\_\_\_  
(specify)

2. I served a copy of the \_\_\_\_\_ on \_\_\_\_\_  
(describe document) (name of person served)  
 who is the \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  a.m  p.m  
(capacity e.g. mother/father/child) (date) (time)  
 by:

delivering it to the person personally at \_\_\_\_\_  
(address)

leaving it for the person at \_\_\_\_\_, being that person's  
(address)  
 last known place of  residence /  business, with a person who apparently resided or worked there and who apparently was not less than 16 years of age.

posting it by  prepaid ordinary post/ registered post in an envelope addressed to the person at \_\_\_\_\_, being that  
(address of person served)  
 person's last known place of  residence/ business. I obtained this address from \_\_\_\_\_  
(specify)

delivering it to the person by electronic communication:  
 \_\_\_\_\_,  
(describe means of electronic communication and electronic address to which electronic communication was sent).  
 and receiving confirmation that it was received by the person:  
 \_\_\_\_\_  
(describe means by which confirmation of receipt was confirmed)

posting it by registered post, in an envelope addressed to the person's authorised legal representative, to the legal representative's place of business at

\_\_\_\_\_  
*(address of place of business)*

leaving it for the person at \_\_\_\_\_,

*(address of place of business of person's authorised legal representative)*

being the place of business of the person's authorised legal representative, with a person who apparently worked there and who apparently was not less than 16 years of age.

delivering it to the person's authorised legal representative personally, in an envelope addressed to that legal representative.

delivering it to the person's authorised legal representative by electronic communication:

\_\_\_\_\_,  
*(describe means of electronic communication and electronic address to which electronic communication was sent)*

and receiving confirmation that it was received by the legal representative:

\_\_\_\_\_.  
*(describe means by which confirmation of receipt was confirmed)*

other

*(specify)*

The contents of this affidavit are true and correct and I make it knowing that a person making a false affidavit may be prosecuted for the offence of perjury.

Sworn /  Affirmed at \_\_\_\_\_ in the State of Victoria

*(place)*

on \_\_\_\_\_

*(date)*

\_\_\_\_\_  
*(Signature of person swearing or affirming the affidavit contents, to be signed in the presence of the authorised affidavit taker)*

Before me,

\_\_\_\_\_  
*(signature of authorised affidavit taker)*

on \_\_\_\_\_

*(date)*

\_\_\_\_\_  
*(Full name, statement of capacity in which the authorised affidavit taker has authority to take the affidavit, and personal or professional address in legible writing, typing or stamp)*

A person authorised under Part 3 of the **Oaths and Affirmations Act 2018** to take an affidavit.