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| Children, Youth and Families (Children’s Court Family Division) Rules 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Form 43** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Rule 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Affidavit of Service** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Children, Youth and Families Act 2005 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sections 593, 594 and 595 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | Court Reference: | | | | | | | | | | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | *(if applicable)* | | | | | | | | | | | | |
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| I, | |  | | | | | | | | | | | | | of |  | | | | | | | | | | | | | | | | | , | | | |  | | | | | | |
| *(full name)* | | | | | | | | | | | | | *(address)* | | | | | | | | | | | | | | | | | | | | | *(occupation)* | | | | | | |
| make oath and say: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| affirm and say: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |
| 1. 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: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| delivering it to the person personally at | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | . | | | | |
| *(address)* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| *(specify)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| delivering it to the person by electronic communication: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| *(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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |
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| *(address of place of business)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |
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| 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: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| *(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)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| other | | |  | | | | | | | | | | | | | | | | . | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | *(specify)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. I served a copy of the | | | | | | | | |  | | | | | | | | | | | on | | | |  | | | | | | | | | | | | | | | | | | | |
| *(describe document)* | | | | | | | | | | | *(name (name of person served)* | | | | | | | | | | | | | | | | | | | |
| who is the | | | | | | |  | | | | on | | |  | | | | | | | | at | | | | |  | | | | | | | a.m p.m | | | | | | | | | |
| *(capacity e.g. mother/father/child)* | | | | *(date)* | | | | | | | | *(time)* | | | | | | |  | | | | | | | | | |
| by: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| delivering it to the person personally at | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | . | | | |
| *(address)* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | *(describe means by which confirmation of receipt was confirmed)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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)* | | | | | | | | |
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| 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. | | | | | | | |