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| Children, Youth and Families (Children’s Court Family Division) Rules 2017  |
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| **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: |  |
| 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: |
|  |
| [ ] 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. |