

**Children's Court Criminal Procedure Rules 2019 [S.R. No. 161/2019]
Children, Youth and Families Act 2005
Youth Justice Act 2024
Criminal Procedure Act 2009**

Rule 6.02(a)

FORM 21

AFFIDAVIT OF SERVICE

*** SERVICE OPTIONS UNDER THE CRIMINAL PROCEDURE ACT 2009**

I, of
[full name]

[address]

[occupation]

* affirm/ *make oath and say that I served a copy of
[describe document]

on
[name of person served]

who is the at
[capacity e.g. mother/father/child] *[time]*

in accordance with section 391, 392 or 394 of the **Criminal Procedure Act 2009** by:

Personal Service

* personal service by *[insert details under section 391(2)(a),(b) or (c) of that Act]* at

[insert address]

* personal service under section 391(3) of that Act where the person being served is in detention by sending a copy of the document by registered post to *[insert name]*

[insert address]

* personal service on a legal practitioner under *[giving to the legal practitioner OR leaving document at legal practitioners ordinary place of business with person who appears to work there OR sending document by registered post to legal practitioner's ordinary place of business pursuant to section 391(4)(a), (b) or (c) of that Act]* at

[insert address]

Service on the informant/DPP

* serving on the informant *[giving copy to informant or person representing informant OR sending copy by prepaid ordinary post to informant at ordinary place of business as nominated by informant OR sending document by fax or email at nominated fax or email address OR leaving for the informant at the informants ordinary place of business as nominated by informant OR any manner agreed between informant and party serving pursuant to section 392(2)(a), (b), (c), (d) or (e) of that Act]*

at *(insert address if appropriate)*

* serving on the DPP under section [giving to person representing DPP at hearing of charge OR leaving at the OPP with person who appears to work there OR sending by pre-paid post to OPP at ordinary business address of OPP OR sending by prepaid ordinary post addressed to DPP at business address nominated by DPP if any OR sending by fax or email to nominated fax or email address OR any manner agreed by DPP and party serving pursuant to section 392(3)(a), (b), (c), (d), (e) or (f) of that Act] at

[insert address if appropriate]

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.

Ordinary Service

* ordinary service under section 394(1)(a) of that Act by sending a copy of the document by prepaid ordinary post addressed to the person to be served at the last known place of residence or business at [insert address]

* ordinary service under section 394(1)(b) of that Act by sending a copy of the document by prepaid ordinary post addressed to the legal practitioner at [insert address]

* ordinary service under section 394(1)(c) of that Act by [insert details of service]

which was agreed by the parties.

* 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 _____ [place]

In the State of Victoria on _____ [date]

[Signature of person swearing or affirming affidavit contents, to be signed in front 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.

**Delete if not applicable*