

Affidavit of Service

Federal Circuit and Family Court of Australia (Family Law) Rules 2021 – RULE 2.32

Please type or print clearly and mark [X] all boxes that apply. Attach extra pages if you need more space to answer any questions.

Filed in:

- Federal Circuit and Family Court of Australia
 Family Court of Western Australia
 Other (specify) _____

Filed on behalf of:

John Smith

(NAME OF PARTY)

Client ID _____

File number FCFC(P)123/45678

Filed at _____

Filed on _____

Court location _____

Next Court date (if known) _____

Part A About the server

1 What is the name and address of the person who served the documents?

Family name as used now

Given names

Smith

John

123 Applicant Street, Cowra

State NSW

Postcode 2794

Part B About the person and the documents being served

2 What is the name of the person on whom the documents were served?

Family name as used now

Given names

Smith

Jane

3 What documents were served? Mark [X] all boxes that apply

Initiating Application (Family Law)

Financial Statement

Application in a Proceeding

Application – Contravention

Application – Contempt

Court brochure/s (specify) Marriage, Families and Separation

Copy of affidavit of (FULL NAME) John Smith

sworn/affirmed on 04/11/20XX

Subpoena and conduct money of \$ _____

Other (give details) Application for Divorce, Acknowledgment of Service

Part C About how service was carried out

4 How were the documents served?

By hand

GO TO PART D

By post or by electronic means

GO TO PART E

Part D Service by hand

5 I swear* / affirm* that (mark [X] all boxes that apply):

The facts set out in Items 1-4 are true

I served the documents listed in Item 3 by handing them to the person named in Item 2

on ____/____/____ at _____ AM/PM at:

_____	_____	_____
	State	Postcode

I attempted to hand the documents listed in Item 3 to the person named in Item 2

on ____/____/____ at _____ AM/PM at:

_____	_____	_____
	State	Postcode

The person refused to accept them. I put them down and left them in the presence of the person and told the person what the documents were.

I am able to identify the person served because (mark [X] all boxes that apply):

I know the person

The person is shown in the attached photograph

I saw the person sign the Acknowledgment of Service attached

I had the following conversation with the person at the time of service
(set out the conversation relating to the person's identity) _____

PLEASE DO NOT SIGN UNTIL YOU ARE WITH A PERSON WHO IS LEGALLY ABLE TO WITNESS YOUR SIGNATURE IN YOUR STATE OR TERRITORY

Signature of person serving documents

Place

Date

/ /

Before me (signature of witness)

Full name of witness (please print)

Justice of the Peace

Notary public

Lawyer

Authorised Staff Member of the Court

* delete whichever is inapplicable

Part E

Service by post or electronic communication

6 I swear* / affirm* that (mark [X] all boxes that apply):

The facts set out in Items 1-4 are true

I served the documents listed in Item 3 ~~by posting them~~ / by electronic communication* **[delete whichever is not applicable]** on 06/02/20XX (date of posting or sending) to the person being served at:

State	Postcode
Phone	
DX	
Email Jane.Smith@email.com.au and Justin.Lee@email.com.au	

I recognise the signature on the attached Acknowledgment of Service as that of [insert name of person served]

Jane Smith

because I have seen that person's signature on previous occasions.

PLEASE DO NOT SIGN UNTIL YOU ARE WITH A PERSON WHO IS LEGALLY ABLE TO WITNESS YOUR SIGNATURE

<i>John Smith</i> Signature of person serving documents	Place Cowra	Date 07/02/20XX
<i>Lisa Witness</i> Before me (signature of witness)	Lisa Witness Full name of witness (please print)	

Justice of the Peace

Notary public

Lawyer

Authorised Staff Member of the Court

delete whichever is inapplicable