

**PROVINCIAL COURT**

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BETWEEN:

HER MAJESTY THE QUEEN

(applicant or respondent)

-and-

(applicant or respondent)

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**AFFIDAVIT OF SERVICE**

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*(set out name and address, phone number,  
fax number and/or e-mail address if applicable)*

**PROVINCIAL COURT**

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BETWEEN:

HER MAJESTY THE QUEEN

(applicant or respondent)

-and-

(applicant or respondent)

**AFFIDAVIT OF SERVICE**

I, \_\_\_\_\_ (full name of deponent), of the \_\_\_\_\_ (City, Town, etc.) Of \_\_\_\_\_, in the Province of Manitoba, (set out the deponent's capacity), \_\_\_\_\_

MAKE OATH AND SAY (or AFFIRM):

*[Identify manner and proof of service by checking the relevant box and completing the accompanying portion of the affidavit]*

**Personal Service:**

1. On \_\_\_\_\_ (date), at \_\_\_\_\_ (time), I served \_\_\_\_\_ (identify person served), with the \_\_\_\_\_ (identify document(s) served) by leaving a copy with him (or her) at \_\_\_\_\_ (address where service was made).

2. I was able to identify the person by means of \_\_\_\_\_ (state the means by which the person's identity was ascertained).

**Personal Service on a corporation or counsel for a corporation:**

1. On \_\_\_\_\_ (date), at \_\_\_\_\_ (time), I served \_\_\_\_\_ (identify corporation served) with the \_\_\_\_\_ (identify document(s) served) by leaving a copy of the document(s) with \_\_\_\_\_ (identify person by name and title) at \_\_\_\_\_ (address at which service was made).

2. I was able to identify the person by means of \_\_\_\_\_ (state the means by which the person's identity was ascertained).

 **Service by registered mail:**

1. On \_\_\_\_\_ (date), I sent a copy of the \_\_\_\_\_ (identify documents served) to \_\_\_\_\_ (identify person served) by registered mail with Canada Post Corporation item # \_\_\_\_\_ attached to the envelope.

2. Attached is the confirmation of delivery receipt obtained from Canada Post Corporation for item # \_\_\_\_\_ showing the envelope was delivered to \_\_\_\_\_ (identify person served) on \_\_\_\_\_ (date of receipt).

3. The item # on the confirmation of delivery receipt is identical to the item number on the registered mail receipt obtained from Canada Post Corporation for the envelope sent to \_\_\_\_\_ (address where mail was delivered).

 **Service by certified mail:**

1. On \_\_\_\_\_ (date), I sent to \_\_\_\_\_ (identify person served) by certified mail a copy of the \_\_\_\_\_ (identify documents served).

2. I received the attached receipt card from Canada Post Corporation which indicates the documents were received on \_\_\_\_\_ (date) and which bears a signature that purports to be the signature of \_\_\_\_\_ (identify person).

**Service by fax:**

1. I served \_\_\_\_\_ (identify person served) with the \_\_\_\_\_ (identify documents served) by sending a copy by fax to \_\_\_\_\_ (fax number) on \_\_\_\_\_ (date) to \_\_\_\_\_ (name of person served).

2. I received the attached fax confirmation sheet on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).

**Service by e-mail:**

1. I served \_\_\_\_\_ (identify person served) with the \_\_\_\_\_ (identify documents served) by sending a copy by e-mail on \_\_\_\_\_ (date) to \_\_\_\_\_ (name of person served and e-mail address).

2. On \_\_\_\_\_ (date), I received the attached e-mail constituting an acceptance of service by e-mail.

**SWORN** (or affirmed) before me at the (City, Town, )  
etc.) of \_\_\_\_\_ in the Province etc.) of  
\_\_\_\_\_ on \_\_\_\_\_ (date). )

\_\_\_\_\_  
Commissioner for Oaths, Barrister and Solicitor, or Notary Public. )

\_\_\_\_\_  
(deponent's signature)

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