**provincial court**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

BETWEEN:

HER MAJESTY THE QUEEN

(applicant or respondent)

-and-

(applicant or respondent)

**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**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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.

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| **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) |