

NOTES

Form 15

(Rule 4-6 (1))

No. _____

1

In the Supreme Court of British Columbia

Between

Plaintiff(s)

and

Defendant(s)

AFFIDAVIT OF PERSONAL SERVICE

[Rule 22-3 of the Supreme Court Civil Rules applies to all forms.]

2

I, _____ of _____,
[name] [address]

_____ SWEAR (OR AFFIRM) THAT:
[occupation]

3

On _____ at _____ I served _____
[dd mmm yyyy] [time of day] [name of person served]

with the _____
[type of document]

in this proceeding, a copy of which is attached to this affidavit and marked as Exhibit A, by handing it to
and leaving it with the person at _____

[city and country]

SWORN (OR AFFIRMED) BEFORE ME

4

at _____,

British Columbia)

on _____)

[dd mmm yyyy])

_____)

A commissioner for taking affidavits for British Columbia)

)

)

[print name or affix stamp of commissioner]

NOTES

Court forms are available at: www.ag.gov.bc.ca/courts/other/supreme/2010SupRules/info/index_civil.htm. They can be completed online and filed electronically using Court Services Online: www.courtservicesonline.gov.bc.ca. They can also be printed and completed manually; or completed online, printed and filed.

This document must be filed in the court registry; it is not served on anyone.

1. The style of proceeding is the part at the top of the document that identifies your case within the court system. Insert the court number, the location of the registry (e.g., Vancouver), as it is part of your style of proceeding.
2. Insert the name, address, and occupation of the person who served the document.
3. State the date and time that the person served the document (e.g., a notice of application) and attach a copy of that document to your affidavit as Exhibit A.

Or, if you served the notice of application by registered mail, use this wording instead:

“Attached and marked as Exhibit B is the proof of mailing by registered mail.”

4. Your document must be sworn or affirmed before a lawyer, a notary public, or a designated court official at the court registry.
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