

NOTES

Form 16

(Rule 4-6 (1))

[Style of Proceeding]

1

AFFIDAVIT OF ORDINARY SERVICE

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

2

I,*[name]*....., of*[address]*.....,*[occupation]*.....,
SWEAR (OR AFFIRM) THAT:

3

On*[dd/mmm/yyyy]*....., at*[time of day]*....., I served*[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

leaving the document at*[the party's address for service]*.....

mailing the document by ordinary mail to*[the party's address for service]*.....

faxing the document to*[fax number]*..... together with a fax cover sheet

e-mailing the document to*[e-mail address]*.....

4

SWORN (OR AFFIRMED) BEFORE)
ME 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. You will use the style of proceeding on every one of your documents, whether they are filed in the court registry or not. Insert the court number, the location of the registry (e.g., Vancouver), as it is part of your style of proceeding. Write in the names of the plaintiff and defendant in capital letters (not addresses) in the style of proceeding.
 2. The person who served this document might not be one of the parties, so this information must be completed.
 3. Describe the document that you served (e.g., a notice of application) and attach a copy to your affidavit as an exhibit.
 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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