

FORM 16 (RULE 4-6 (1))

[Style of Proceeding]

AFFIDAVIT OF ORDINARY SERVICE

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

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

- 1 On[date]....., at[time of day]....., I served[name of person served]..... with

[Check whichever one of the following boxes is correct and provide the required information.]

☐ the following documents that have been filed in this proceeding: *[Using one line for each filed document served by personal service on the named person, describe the document including its date if available – e.g. notice of civil claim between[name(s)]..... and[name(s)]..... bearing court stamp dated[date]....., affidavit of[name]..... sworn[date]..... and bearing court stamp dated[date]....., etc.]*

.....[description of document].....

.....[description of document].....

☐ the following documents that have not been filed in this proceeding: *[Using one line for each unfiled document served by personal service on the named person, identify and exhibit the document in the following manner.]*

.....[description of document]....., a copy of which is attached to this affidavit and marked as Exhibit A.

.....[description of document]....., a copy of which is attached to this affidavit and marked as Exhibit[B, C, etc.]..... .

- 2 I served each document referred to in section 1 of this affidavit by *[Check whichever one of the following boxes is correct and provide the required information.]*

☐ 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].....

[The following paragraphs must be included if the affidavit was sworn or affirmed by video conference:

[#] "I acknowledge the solemnity of making a sworn statement/solemn declaration and acknowledge the consequences of making an untrue statement." and

[##] "I was not physically present before the person before whom this affidavit was sworn or affirmed but was in that person's presence using video conferencing."]

SWORN (OR AFFIRMED) BEFORE ME)

at[commissioner's city/town].....,)

British Columbia on[date]..... .)

)

.....)

A commissioner for taking)

affidavits for British Columbia)

....[print name or affix stamp of commissioner]....