

Certificate of Service

Provincial Court (Family) Rules

Early Resolution and Case Management Registry

Registry location:	
Court File Number:	

I certify that

I, _____
Your Full Name

served _____
Full Name of the person served (Copy their name from the document you served them)

on _____
Date the document(s) were served (Month, Day, Year)

at _____
Street address or location, city, province, or email address or fax number where the document(s) were served

with the following document(s):

Select all options that apply.

Attach a copy of each document you have selected below (except the blank reply) to this Certificate of Service.

- | | |
|---|--|
| <input type="checkbox"/> Family Law Matter Claim | <input type="checkbox"/> Reply to a counterclaim |
| <input type="checkbox"/> Financial Statement | <input type="checkbox"/> Application for Order Prohibiting the Relocation of a Child |
| <input type="checkbox"/> Affidavit Form 34 | <input type="checkbox"/> Application for Enforcement |
| <input type="checkbox"/> Blank Reply | <input type="checkbox"/> Application for Review |
| <input type="checkbox"/> Application for Case Management Order | <input type="checkbox"/> Notice of Intention to Proceed |
| <input type="checkbox"/> Application about a Protection Order | <input type="checkbox"/> Other (list any additional document(s) that you served here): |
| <input type="checkbox"/> Application about Extraordinary Parenting Matter | |
| <input type="checkbox"/> Order | |

by:

Select the appropriate option for how you served the other party with the document(s)

Personal service (Family Law Matter Claim and Application about a Protection Order can only be served this way)

- ☐ leaving a copy of the document(s) with the person
- ☐ other service method ordered by the Court (specify the method or instructions you followed as ordered by the Court):

Service to address for delivery (This method of service is not allowed for a Family Law Matter Claim or Application about a Protection Order)

- ☐ leaving a copy of the document(s) at the person's address for delivery
- ☐ mailing the document(s) by ordinary mail to the person's address for delivery on [Date]
Note: The date the document(s) were served (above) is 14 days after this date.
- ☐ mailing the document(s) by registered mail to the person's address for delivery
Note: The date the document(s) were served (above) is the date the document(s) were confirmed to have been delivered by Canada Post. Attach a copy of the delivery confirmation from Canada Post.
- ☐ emailing the document(s) to the person's email address for delivery
- ☐ faxing the document(s) to the person's fax number for delivery
- ☐ other service method ordered by the Court (specify the method or instructions you followed as ordered by the Court):

Signature of the person who served the document

Date of Signature