**Affidavit of Service**

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| Federal Circuit and Family Court of Australia (Family Law) Rules 2021- RULE **2.32**Federal Circuit and Family Court of Australia (Division 2) (General Federal Law) Rules 2021 - RULE **6.05** |
| **Please type or print clearly** and mark [**X**] all boxes that apply. Attach extra pages if you need more space to answer any questions.Filed in:[ ]  Federal Circuit and Family Court of Australia[ ]  Family Court of Western Australia[ ]  Other (specify)       **Type of proceedings:**[ ]  Family law proceedings[ ]  Migration proceedings[ ]  General federal law proceedings[ ]  Other (specify)       | Client ID       File number       Filed on      Next Court date (if known)        |
| **Filed on behalf of:**      (NAME OF PARTY) |
| Part A | **About the server** |
|  | What is the name and address of the person who served the documents? |
|  | Family name (as used now)/Title/Organisation | Given names (as required) |
|  |       |  |       |
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|  |       |
|  | State       Postcode       |
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| Part B | **About the person or organisation served** |
|  | What is the name of the person on whom the documents were served? |
|  | Family name (as used now)/Title/Organisation | Given names (as required) |
|  |       |  |       |
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| For service in family law proceedings **GO TO PART C**. For service in migration and general federal law proceedings **GO TO PART D**. |

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| Part C | **About the documents served (family law proceedings only)** |
|  | What documents were served? Mark [**X**] all boxes that apply |
|  | [ ]  Initiating Application (Family Law)[ ]  Response to Initiating Application[ ]  Genuine Steps Certificate[ ]  Questionnaire – Financial[ ]  Questionnaire – Parenting[ ]  Notice of child abuse, family violence or risk[ ]  Financial Statement | [ ]  Application in a Proceeding[ ]  Response to an Application in a Proceeding[ ]  Application – Contravention[ ]  Application – Enforcement[ ]  Application – Contempt[ ]  Application for Review |
|  | [ ]  Court brochure/s (specify)       [ ]  Affidavit of (FULL NAME)        sworn/affirmed on      /     /     [ ]  Subpoena and conduct money of $       [ ]  Other (give details)         |
| Part D | **About the documents served(migration/general federal law proceedings only)** |
|  | What documents were served? Mark [**X**] all boxes that apply |
|  | [ ]  Application – General Federal Law[ ]  Response – General Federal Law[ ]  Application – Migration Act[ ]  Application – Human Rights[ ]  Notice of Appeal (Child Support) | [ ]  Applicant’s Genuine Steps Statement[ ]  Respondent’s Genuine Steps Statement[ ]  Application in a Proceeding[ ]  Response to an Application in a Proceeding |
|  | [ ]  Bankruptcy (specify form/s):       [ ]  Fair Work (specify form/s):       [ ]  Court brochure/s (specify)       [ ]  Copy of affidavit of (FULL NAME)        sworn/affirmed on      /     /     [ ]  Subpoena and conduct money of $       [ ]  Other (give details)         |

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| Part E | **About how service was carried out** |
| How were the documents served? |
|  | [ ]  **By hand GO TO PART F**[ ]  **By post or by electronic means GO TO PART G** |

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| Part F | **Service by hand** |
| I swear\* / affirm\* that (mark [**X**] all boxes that apply): |
|  | [ ]  The facts set out in Items 1-5 are true[ ]  I served the documents listed in Part C or D by handing them to the person or representative of the organisation named in Item 2on      /     /      at       AM/PM at: |

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|  |       |
|  | State       Postcode       |

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|  | [ ]  I attempted to hand the documents listed in Part C or D to the person or representative of the organisation named in Item 2on      /     /      at       AM/PM at: |

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|  |       |
|  | State       Postcode       |

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|  |  The person or representative of the organisation refused to accept them. I put them down and left them in their presence and told them what the documents were. |
|  | [ ]  I am able to identify the person or representative of the organisation served because  (mark [**X**] all boxes that apply): |

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|  | [ ]  I know the person or representative of the organisation[ ]  The person is shown in the attached photograph[ ]  I saw the person or representative of the organisation sign the Acknowledgment of Service attached[ ]  I had the following conversation with the person or representative of the organisation at the time of service (set out the conversation relating to their identity)        |
| **PLEASE DO NOT SIGN UNTIL YOU ARE WITH A PERSON WHO IS LEGALLY ABLE TO WITNESS YOUR SIGNATURE IN YOUR STATE OR TERRITORY** |
| Signature of person serving documents | Place       Date     /    /     |
| Before me (signature of witness) |      Full name of witness (please print) |
| [ ]  Justice of the Peace [ ]  Notary public [ ]  Lawyer[ ]  Authorised Staff Member of the Court |

\* delete whichever is inapplicable

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| Part G | **Service by post or electronic communication** |
| I swear\* / affirm\* that (mark [**X**] all boxes that apply): |
|  | [ ]  The facts set out in Items 1-5 are true[ ]  I served the documents listed in Part C or D by:[ ]  posting them[ ]  electronic communication[ ]  fax (migration/general federal law proceedings only)on     /    /     **[insert date of posting or sending]**to the person being served at: |

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|  |       |
|  |      State       Postcode       |
|  | Phone       |
|  | Email       |

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|  | [ ]  I recognise the signature on the attached Acknowledgment of Service as that of [insert name of person served]        because I have seen that person’s signature on previous occasions. |
| **PLEASE DO NOT SIGN UNTIL YOU ARE WITH A PERSON WHO IS LEGALLY ABLE TO WITNESS YOUR SIGNATURE** |
| Signature of person serving documents | Place       Date     /    /     |
| Before me (signature of witness) |      Full name of witness (please print) |
| [ ]  Justice of the Peace [ ]  Notary public [ ]  Lawyer[ ]  Authorised Staff Member of the Court |

delete whichever is inapplicable

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| Approved by Chief Justice/Chief Judge pursuant to Rule 15.21 of the Family Law Rules and Rule 2.04 of theGeneral Federal Law Rules. | 0921V2 |