**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 2  on      /     /      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 2  on      /     /      at       AM/PM at: |

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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 the General Federal Law Rules. | 0921V2 |