

Example of an Affidavit for Personal Service

¹ Court File Number 1301-0000

In The Court of Queen's Bench of New Brunswick
Family Division
Judicial District of Fredericton ²

Between: Mary Smith, ³ Applicant
- and -
John Smith, ⁴ Respondent

Affidavit of Service (Form 18B)

I, Jane Doe ⁵, of 123 Main Street ⁶ in the city of Smalltown ⁷, in the County of York ⁸, in the Province of New Brunswick, teacher ⁹, make oath and say as follows:

1. On the _____ ¹⁰ day of _____, 20____, I served the respondent with the attached Notice of Application marked "A" by leaving a copy with him ¹¹ at 789 Queen Street, Smalltown, New Brunswick.¹²
2. I was able to identify the person served by means of the fact that the respondent¹³ admitted to being John Smith¹⁴, spouse of Mary Smith. The respondent showed me his New Brunswick driver's license ¹⁵ in the name of John Smith, number 000000, bearing the respondent's signature, which is the same as the signature on the back of the Notice of Application. ¹⁶

SWORN before me at ¹⁷
_____, in the County of York,
in the Province of New Brunswick,
this _____ day of _____, 20____.

Commissioner of Oaths

Jane Doe ¹⁸

- 1-4 Always include the court file number, the judicial district, your name and the other parent's name at the beginning of the document.
5. The name of the person serving the documents (your friend).
6. Your friend's street address.
7. The place where your friend lives.
8. The county where your friend lives.
9. Your friend's occupation, for example teacher or homemaker.
10. Leave blanks to fill in the date (day, month and year) that your friend serves the documents.
11. "Him" or "her".
12. The address where your friend served the documents on the other parent.
13. Write down how your friend knew who the other parent was.
14. The name of the other parent. If you are married, add "spouse of" and your name.
15. If the other parent showed your friend a piece of identification, write down the type of identification and its number.
16. If the other parent signed the back of the Notice of Application, add this information.
17. Your friend must take this affidavit to a commissioner of oaths and sign it. See Section 3.5 for more information. Leave blanks for the date and signatures.
18. Your friend's name, typed or clearly written.