

# Certificate of Service

## Form 7

Provincial Court Family Rules  
Rules 2, 27, 68, 77, 136 and 183

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 \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
Date the document(s) were served (mmm/dd/yyyy) Time the document(s) were served

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"/> Application About a Family Law Matter       | <input type="checkbox"/> Order   |
| <input type="checkbox"/> Financial Statement                         | <input type="checkbox"/> Reply to a Counter Application                                |
| <input type="checkbox"/> Guardianship Affidavit                      | <input type="checkbox"/> Application for Order Prohibiting the Relocation of a Child   |
| <input type="checkbox"/> Instructions about filing reply             | <input type="checkbox"/> Application About Enforcement                                 |
| <input type="checkbox"/> Application for Case Management Order       | <input type="checkbox"/> Written Response to Application                               |
| <input type="checkbox"/> Application About a Protection Order        | <input type="checkbox"/> Notice of Intention to Proceed                                |
| <input type="checkbox"/> Application About Priority Parenting Matter | <input type="checkbox"/> Other (list any additional document(s) that you served here): |

### by:

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

#### Personal service

Note: Application About a Family Law Matter or About a Protection Order can only be served this way.

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

#### Ordinary service

Note: This method of service is not allowed for an Application About a Family Law Matter or 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 \_\_\_\_\_  
(mmm/dd/yyyy)  
Note: The date the document(s) were served is 14 days after the documents were mailed.
- ☐ mailing the document(s) by registered mail to the person's address for delivery  
Note: The date the document(s) were served 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
- ☐ alternative 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 (mmm/dd/yyyy)