

Certificate of Service

FORM 7

Provincial Court Family Rules

Rules 2 and 193

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"/> 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"/> Guardianship Affidavit | <input type="checkbox"/> Application About 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
- ☐ alternative service method ordered by the court (specify the method or instructions you followed as ordered by the court):

Ordinary service (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 service
- ☐ mailing the document(s) by ordinary mail to the person's address for service on [mmm/dd/yyyy]

Note: The date the document(s) were served is 14 days after the date the documents were mailed

- ☐ mailing the document(s) by registered mail to the person's address for service

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 service
- ☐ faxing the document(s) to the person's fax number for service
- ☐ 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)