AFFIDAVIT OF SERVICE BY HAND (DIVORCE)

Filed in:

☒ Federal Circuit and Family Court of Australia
☐ Family Court of Western Australia
☐ Other (specify):

The applicant cannot personally serve the respondent.

If the respondent signed the Acknowledgment of Service (Divorce), it must be attached to this form.

Client ID
File number FCFC(P)123/45678

COURT USE ONLY
Filed at
Filed on
Court date
Court time

Part A — Person serving documents

1.	**Name**	Family name Server Given names Paul
2.	**Address**	123 Process Server Street Parramatta State NSW Postcode 2150
3.	**Occupation**	Process server
4.	**Relationship to person served**	None

Part B — Details of service

5.	**Person served (respondent)**	Family name Smith Given names Jane
6.	**Date documents served**	15 / 11 / 20XX
7.	**What documents were served?**	☒ Application for Divorce ☒ Marriage, Families & Separation brochure ☒ Other (give details): Acknowledgement of Service (Divorce), Affidavit
8.	**How were the documents served?**	☒ I handed them to the person at (give address): 123 Respondent Street, Parramatta NSW 2150 ☐ I attempted to hand them to the person at (give address): ☐ The person refused to accept them. I put them down and left them in the presence of the person and told the person what they were.

Part C — Identity of person served

9.	**How was the person served identified?** **(Please tick all that apply)**	☒ The person is shown in the attached photograph ☒ I saw the person sign the attached Acknowledgment of Service (Divorce) ☐ I know the person (explain how you know the person below): ☒ I spoke to the person at the time of service (give details of the conversation you had with the person relating to identity): At the address for service, I asked the woman who greeted me, "Are you Jane Smith?".

The woman replied, "I am.".
I said, "Will you accept service of this divorce application?".
She replied, "yes.

 I handed her the documents.

Part D   Signing

Do not swear/affirm this affidavit until you are with a person who is authorised to witness your signature.

I ☒ swear / ☐ affirm that:

1. I am the server.

2. The facts set out are true.

Paul Server
Signature

Place   Parramatta
Date   06 / 12 / 20XX

Sarah Witness
Before me (signature of witness)

Sarah Witness
Full name of witness (print name)

☐   Lawyer
☒   Justice of the Peace
☐   Authorised Staff Member of the Court
☐   Other (specify):

The witness must also sign the annexure note on the Acknowledgment of Service (Divorce).

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