|  |  |
| --- | --- |
| COURT FILE NUMBER |  |
| COURT | Court of King’s Bench of Alberta  |
| JUDICIAL CENTRE |       |
| PLAINTIFF(S) |  |
| DEFENDANT(S) |       |
| DOCUMENT | Affidavit of Service  |
| ADDRESS FOR SERVICE AND CONTACT INFORMATION OF PARTY FILING THIS DOCUMENT |       |

|  |
| --- |
| **Clerk’s Stamp** |
|
|

**AFFIDAVIT OF** **[NAME OF DOCUMENT SERVER]

Sworn/Affirmed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_**

I, [Name of document server], of [Name of city/town], Alberta, **SWEAR/AFFIRM THAT:**

1. I have personal knowledge of the following information, except where I state that it is based on information from another person, in which case, I believe that information to be true.
2. I am 18 years of age or older.
3. On [date], I served [Name of person who received the documents], with a copy of: *(Choose those which apply)*

[ ]  the following documents, which are filed with the Court:

* + [Name of other filed document], filed [date filed with the Court],
	+ [Name of other filed document], filed [date filed with the Court],

[ ]  the following documents, which are not filed with the Court:

* + [Name of other document, not filed], which is attached and marked as Exhibit “     ” to this Affidavit,
	+ [Name of other document, not filed], which is attached and marked as Exhibit “     ” to this Affidavit.
1. I served the document(s) listed above using the following method of service: *(Choose one)*

*(Personal service)*

[ ]  by delivering the document(s) to and leaving them with [Name of person who received the documents] at [Address in full, including Postal Code].

*(Recorded mail)*

[ ]  by causing a copy of the document(s) to be sent by recorded mail to [Name of person who received the documents] at [Address in full, including Postal Code]. Service was effected on [date of delivery], as is evidenced by the acknowledgment of receipt, signed by the individual to whom it is addressed, which is attached and marked as Exhibit ‘     ’ to this Affidavit.

*(Electronic method [for non-commencement documents only])*

[ ]  by sending an electronic (scanned) copy of the document(s) to [Name of person who received the documents] at [Electronic address (email or fax#)], which has been specified by that party as the address to which information or data may be transmitted in respect of the action. Service was effected on [date of delivery], as is evidenced by the confirmation of the successfully completed transmission, which is attached and marked as Exhibit ‘     ’ to this Affidavit.

*(As directed by the Court)*

[ ]  in accordance with the Order of the Court, dated [Date of court order], by [Provide particulars of method of service stipulated and the date service was effected].

*(Other)*

[ ]  other method of service: [Provide particulars of method of service and date service effected].

1. I have the following other information regarding service of the document(s):

* 1. [Add any other information relating to service].

|  |  |  |
| --- | --- | --- |
| **SWORN/AFFIRMED BEFORE ME** |  |  |
| on |  | , 20 |  |  |  |  |
| at |  | , Alberta. |  |  |
|  |  | *Signature of document server* |
| Commissioner for Oathsin and for the Province of Alberta |  |  |