

**MAGISTRATES' COURT CIVIL PROCEDURE RULES 1999.
FORM 5A
AFFIDAVIT/DECLARATION OF SERVICE**

**IN THE MAGISTRATES' COURT
OF VICTORIA
AT
BETWEEN**

Court Number

Plaintiff

Of:
And

Defendant

Of :

Date of Document:

Filed on Behalf of:

Solicitor's Address:

Solicitor's Code:

Telephone:

Reference:

I, *(full name)* of *(address)*,
 make oath and say/declare that I served a copy of the *(document)*
 together with two notices of defence on *(name of person served)* by:
 leaving it with *him/her personally at *(address)*
 delivering it to *his/her place of residence to *(name)* a person
 apparently above the age of 16 years and residing there at *(address)*
 delivering it to *his/her place of business at *(address)*_____ to
(name) a person apparently above the age of 16 years and
 apparently in charge of that business or employed in the office of that business.
 posting it by prepaid ordinary post at *(address)* in an envelope
 addressed to *him/her at *his/her address for service at *(address)*
 leaving it at sending it by post to the registered office of the corporation at
(address) on *[day of week]*, the day of 20
 at a.m./p.m.

I acknowledge that this declaration is true and correct and I make it in the belief that a person making a false declaration is liable to the penalties of perjury.

***SWORN/AFFIRMED AND DECLARED
AT:**

in Victoria on/...../.....

Signature of person making affidavit:

Before me:

Title:

(A person authorised under section 123C(1) of the Evidence Act 1958 to take an affidavit. Sergeant or above or officer in charge of a police station).

*Delete if not applicable

I acknowledge that this declaration is true and correct and I make it in the belief that a person making a false declaration is liable to the penalties of perjury.

Declared at:

in Victoria on...../...../.....

Signature of person making declaration:

Before me:

Title:

(A person authorised under section 107A of the Evidence Act 1958 to witness the signing of a statutory declaration. Includes all members of the police force).