

<p>To be inserted by Court</p> <p>Case Number:</p> <p>Date Filed:</p> <p>FDN:</p>
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AFFIDAVIT OF SERVICE

YOUTH COURT OF SOUTH AUSTRALIA
GENERAL JURISDICTION

Please specify the Full Name for each party. Each party should include a party number if more than one party of the same type.

First Applicant

First Respondent

Filed by the [Party Title]				
Party Role	Full Name			
Name of law firm / solicitor If any	Law Firm	Solicitor		
Address for service	Street Address (including unit or level number and name of property if required)			
	City/town/suburb	State	Postcode	Country
	Email address			
Phone Details	Type – Number			

Deponent Process Server Details	
Deponent	Full Name
Address	Street Address (including unit or level number and name of property if required)

	City/town/suburb	State	Postcode	Country
	Email address			
Occupation	Occupation			

Affidavit

Mark appropriate section below with an 'x'

I [full name, address and occupation of deponent]
 [] SWEAR ON OATH / [] DO TRULY AND SOLEMNLY AFFIRM THAT:

1. I served
 [insert name of person served]
 on [date]
 at [insert service location]
 with the following document(s): [describe document(s) served]
 by the following service method: [set out the method of service]

If applicable
 At the time of service the person served stated [record what the person served said].

Note: If the document served is already a document on the court file, it should not be attached to the Affidavit.

Sworn/Affirmed ~~Delete whichever is inapplicable~~
 By the abovenamed deponent

at [place]
 on [date]

.....
 Signature of deponent

before me
 Signature and title of attesting witness

.....
 Printed name and title of witness
 Stamp here if applicable

.....
 ID number of witness
 If applicable

Instructions

- Each page of the affidavit, including any exhibit(s), must be consecutively numbered starting with page 2. Please attach additional pages to the Affidavit as necessary.
- The affidavit should be confined to facts and should not include submissions.
- The affidavit should not reproduce material already contained in affidavits or other material already filed in the matter. It should not exhibit documents already exhibited to affidavits filed in the matter. In both cases it is sufficient to simply refer to such material or documents and the place where they may be found.
- An exhibit to an affidavit must be clearly marked to identify it as the exhibit referred to in the affidavit.
- A single 'front page' must be inserted in front of the exhibits in form 14.
- Each page of the affidavit (but not any exhibit) must be signed by both the deponent and the witness.
- An affidavit is to be sworn if it is made in this State in accordance with section 6 of the Evidence Act 1929 or, if made elsewhere, in accordance with the law for the taking of oaths or the making of affirmations in that place.
- The deponent must swear or affirm the affidavit before a person authorised by law to witness the swearing or affirming of affidavits ('the witness'). Persons authorised to witness an affidavit are:
 - (a) a Registrar or Deputy Registrar
 - (b) any other officer of the Court whom the Registrar has assigned for this purpose;
 - (c) a public notary;
 - (d) a commissioner for taking affidavits;
 - (e) a justice of the peace for South Australia;
 - (f) any other person authorised by law to take affidavits.
- The contents of an affidavit cannot be altered after the affidavit has been sworn or affirmed.
- The party serving an affidavit must serve copies of all exhibits with the affidavit.

Service

Mark appropriate section below with an 'x'

The party filing this document is required to serve it on all other parties at least 5 clear business days prior to the next hearing, in accordance with the Rules of Court.

[] It is intended to serve this document on all other parties.

[] It is not intended to serve this document on the following parties: *[list names]*

because *[reasons]*