**CERTIFICATE OF PROOF OF SERVICE**

SUPREME / DISTRICT / MAGISTRATES / YOUTH / ENVIRONMENT RESOURCES AND DEVELOPMENT **Circle one** COURT OF SOUTH AUSTRALIA

SPECIAL STATUTORY JURISDICTION

CASE NO: …………………………

**…………………………………………………………………………………………………………..Full name**

**Applicant**

**…………………………………………………………………………………………………………..Full name**

**Respondent**

**Next box completed unless filed by Registrar**

|  |  |  |
| --- | --- | --- |
| **Lodging party** |  |  |
| **If applicable** | **Party title** | **Full Name of party** |
| Name of law firm/office |  |  |
| **If applicable** | **Law firm/office** | **Responsible Solicitor** |
| Name of authorised officer |  |
| **If body corporate and no law firm/office** | **Full Name** |

**Next box completed if filed by Registrar**

|  |  |  |
| --- | --- | --- |
| Name of authorised registry officer |  |  |
|  | **Title** | **Full Name of officer** |

|  |
| --- |
| **Certifying Process Server** |
| Name |  |
| **Full Name**  |
| Public office held | **Instrumentality or agency and position** |
| Address |  |
| **Street Address (including unit or level number and name of property if required)** |
|  |  |  |  |
| **City/town/suburb** | **State** | **Postcode** | **Country** |
|  |
| **Email address** |

|  |
| --- |
| **Proof of Service**I certify that:1. I served the ………………………………**party title** ………………………………….………….**full name of person served**

On ………………………**date of service**between the hours of ……………. **time** and …………….**time**at ………………………………**service location**with the …………………………………………………………………………………………..…………………………………………………………………………………………………………..**name, date and if applicable FDN and Order Identifier of document**in this matter **provision for multiple documents served**By ……………………………………………………………………………………………………………………………..……………………………………………………………**service method** **eg for personal service – by handing it to the person served**, **who I identified as [*name*] by [*how identified*]**1. **Only complete if applicable** At the time of service the person served stated ……………………………………………………

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..……… **Enter record what the person served said** 1. ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..……….……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..……….……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**Enter any other matter**

**Note**[ ] The ……………………………………………………………………………………………..**Enter name, date**  **and if applicable FDN and Order Identifier of document****provision for multiple documents served** [*is/are*] attached to this Certificate.[ ] The ……………………………………………………………………………………………..**Enter name, date**  **and if applicable FDN and Order Identifier of document****provision for multiple documents served** is / areCircle one already on the Court file and not attached to this Certificate.**CERTIFIED**at ……………………………………………..**place**on …………………………….**date**…………………………………………Signature of Process Server/Registry Officer…………………………………………Name printed………………………….Date |