**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 |