

**MAGISTRATES' COURT OF VICTORIA**  
**AT MELBOURNE**  
**INDUSTRIAL DIVISION**

Court Case Number:

**BETWEEN**

Of: *(address)*

Employee

**AND**

Of: *(address)*

Employer

**Small Claim - Affidavit of Service**

I \_\_\_\_\_  
*(full name of the person serving document)* *(occupation)*

of \_\_\_\_\_  
*(address)*

\*make oath and say  
\*declare that  
I served *(describe each document and whether it was a copy of a document or an original document)*

on \_\_\_\_\_  
*(name of the person/company served)*

on \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ am/pm  
*(Day)* *(Date)* *(Month)* *(Year)* *(Time)*

**Service when the Employer is an Individual**

*(Please select one of the following options)*

\*By leaving it with him/her personally at *(address)* \_\_\_\_\_

\*By delivering it to his/her place of residence at *(address)* \_\_\_\_\_  
to a person over the age of 16 years and residing there:  
*(name)* \_\_\_\_\_

\*Describe how you identified the person you served and  
established that the person was over the age of 16  
years and a resident at the address? \_\_\_\_\_

Deponent Signature

Witness Signature

### Service when the Employer is a Business

(Please select one of the following options)

\*Delivering it to his/her place of business at (address) \_\_\_\_\_  
to a person over the age of 16 years and apparently in charge of that business or employed in the office  
of that business: (name of person documents left with) \_\_\_\_\_

\*Describe fully how you identified the address to be the place of business of the Defendant and how  
you identified the person served to be over the age of 16 years and apparently in charge of that office or  
employed by that business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Posting it by post to (post office address) \_\_\_\_\_  
addressed to him/her at (address for service) \_\_\_\_\_

### Service when the Employer is a Company

\*Leaving it at / sending it by post to the registered office of the company (as lodged with ASIC) at  
(address) \_\_\_\_\_

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/Declared at (place)

\_\_\_\_\_  
in the State of Victoria on (date)

\_\_\_\_\_

\_\_\_\_\_  
(Signature of person making affidavit)

Before \_\_\_\_\_  
(Signature)

(Name and address in legible writing, typing or stamp)

\*authorised under section 107A(1) of the **Evidence (Miscellaneous Provisions) Act 1958** to witness the  
signing of a statutory declaration.

\*authorised under section 123C(1) of the **Evidence (Miscellaneous Provisions) Act 1958** to take an  
affidavit.