

MAGISTRATES' COURT GENERAL CIVIL PROCEDURE RULES 2020

Rule 6.17

FORM 6A

AFFIDAVIT/DECLARATION OF SERVICE OF COMPLAINT

IN THE MAGISTRATES' COURT
OF VICTORIA
AT _____

Court Reference: _____

BETWEEN _____ Plaintiff

OF _____

and _____ Defendant

OF _____

Date of document: _____
Filed on behalf of: _____
Australian lawyer name: _____ Code: _____
Address: _____ Telephone: _____
Reference: _____

I _____
(full name of the person serving document) (occupation)

of _____
(address)

*make oath and say

*affirm and say

*declare that

I served *an original/*a copy of the complaint together with two notices of defence

on _____
(name of the person served with document)

(State all relevant information and facts as required by Rule 6.17(1) in numbered paragraphs which may include answers to the following:

- How did you identify the person you served and establish the person's identity?
- Was the person you served the person named in the document/s to be served?
- At what time, day of the week and date did you serve the document/s on the person?
- Where was the person served the document/s? For example, was it at the residence or the business of the person?
- How was/were the document/s served on the person? For example, by hand or by post?)

*[for affidavits] The contents of this affidavit are true and correct and I make it knowing that a person making a false affidavit may be prosecuted for the offence of perjury.

*[for statutory declarations] I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

*Sworn/Affirmed/Declared at
(place)

in the State of Victoria on (date)

(Signed by person)

Before

(Signature)

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

*authorised under section 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration.

*authorised under section 19(1) of the **Oaths and Affirmations Act 2018** to take an affidavit.