

MAGISTRATES' COURT GENERAL CIVIL PROCEDURE RULES 2020

Rule 6.17

FORM 6A

**AFFIDAVIT/DECLARATION OF SERVICE OF SUMMONS**

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 summons together with \*an original/\*a copy of the affidavit in support

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.