

Rule 6.17

**FORM 6A**

**AFFIDAVIT/DECLARATION OF SERVICE**

IN THE MAGISTRATES' COURT  
OF VICTORIA  
AT

Court Number:

BETWEEN

Plaintiff

OF

and

Defendant

OF

Date of document:

Filed on behalf of:

Australian lawyer name:

Address:

Code:

Telephone:

Reference:

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 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?)*

\*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.