

VICTORIAN CIVIL & ADMINISTRATIVE TRIBUNAL

EXAMPLE OF AFFIDAVIT OF SERVICE

BETWEEN

VCAT Ref. R2001/12345

Julia Smith

as Applicant

1

and

John Jones

as Respondent

AFFIDAVIT OF SERVICE

1, Julia Smith of 1 Via Appia Way, Wandong in the State of Victoria, Clerk

MAKE OATH AND SAY:

1. On the 1st day of July, 2001 I posted the following documents to the Respondent

John Jones:

(a) a copy of an Application to the Victorian Civil and Administrative Tribunal. Now produced and shown to me and marked "FBP" is a true copy of that document.

(b) the information prescribed by Form 4 of Schedule 1 of the Service and Execution of Process Regulations 1992. Now produced and shown to me and marked "FBT" is a true copy of that form.

2. 1 posted the above documents from Wandong post office by pre-paid post addressed to the Respondent at 17 Barramundi Outlook, Cairns.

SWORN BY THE DEPONENT

at **on the** **day of** **2-----**

Before me:

VICTORIAN CIVIL & ADMINISTRATIVE TRIBUNAL

VCAT Ref: _____ / _____

BETWEEN

_____ APPLICANT

AND

_____ RESPONDENT

AFFIDAVIT OF SERVICE

I, _____
(name)

of _____,
(address)

(occupation)

MAKE OATH AND SAY:

1. On the _____ at _____ am/pm I posted the following
(date)

documents to the Respondent _____:

a) a copy of the claim in these proceedings. Now produced and shown to me and marked "A" is a copy of the claim;

b) the information prescribed by Form 4 of Schedule 1 of the Service and Execution of Process Regulations 1992. Now produced and shown to me and marked "B" is a copy of the prescribed form.

2. I posted the above documents by pre-paid post from _____
(place of posting)

_____ addressed to the Respondent at

(address to which posted)

SWORN BY THE DEPONENT

At _____ on the _____ day of _____ 200
(place) (date) (month)

BEFORE ME: