

- 1-4. Always include the court file number, the judicial district, your name and the other parent's name at the beginning of the document.
5. The name of the person serving the documents (your friend).
6. Your friend's street address.
7. The place where your friend lives.
8. The county where your friend lives.
9. Your friend's occupation, for example teacher or homemaker.
10. Leave blanks to fill in the date (day, month and year) that your friend serves the documents.
11. If you decide to include an Acknowledgement of Receipt Card, you must add what is written in brackets.
12. The address of the other parent where your friend sent the documents.
13. Write down the method that you used and leave out the other one.
14. Your friend must take this affidavit to a commissioner of oaths and sign it. Leave blanks for the date and signatures.
15. Your friend's name clearly typed or written.

Example of an Affidavit of Service by Registered Mail

¹ Court File Number 1301-0000

In The Court of Queen's Bench of New Brunswick
Family Division
Judicial District of Fredericton ²

Between:	Mary Smith, ³	Applicant
	- and -	
	John Smith, ⁴	Respondent

Affidavit of Service (Form 18B)

I, Jane Doe ⁵, of 123 Main Street ⁶ in the city of Smalltown ⁷, in the County of York ⁸, in the Province of New Brunswick, teacher ⁹, make oath and say as follows:

1. On the _____ ¹⁰ day of _____, 20____, I served the respondent with the attached ¹¹ document marked "A" by sending a copy of the document [together with the Acknowledgment of Receipt Card] by prepaid mail addressed to the respondent at 789 Queen Street, Smalltown, New Brunswick, his last known address. ¹²
2. On the _____ day of _____, 20____, [the attached Acknowledgement of Receipt ¹³ Card] [or] [post office receipt] marked "B" bearing a signature which appears to be the signature of the respondent was returned to and received by me.

SWORN before me at

in the County of York, ¹⁴
in the Province of New Brunswick, this
_____ day of _____, 20_____.

Commissioner of Oaths

Jane Doe¹⁵