**CERTIFICATE OF PROOF OF SERVICE**

[*SUPREME/DISTRICT/MAGISTRATES/YOUTH/**ENVIRONMENT RESOURCES AND DEVELOPMENT*] **Select one** COURT OF SOUTH AUSTRALIA

CRIMINAL JURISDICTION

**[*FULL NAME*]**

**Informant/R/Appellant**

**v**

**[*FULL NAME*]**

**Defendant/Youth/Respondent**

**Next box complete unless filed by Registrar**

|  |  |  |
| --- | --- | --- |
| **Lodging party** |  |  |
| **If applicable** | **Party title** | **Full Name of party** |
| Name of law firm/office |  |  |
| **If applicable** | **Law firm/office** | **Responsible Solicitor** |
| Name of authorised officer |  | |
| **If body corporate and no law firm/office** | **Full Name** | |

**Next box complete if filed by Registrar**

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| --- | --- | --- |
| Name of authorised registry officer |  |  |
|  | **Title** | **Full Name of officer** |

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| --- | --- | --- | --- | --- |
| **Certifying Process Server** | | | | |
| Name |  | | | |
| **Full Name** | | | |
| Public office held | **Instrumentality or agency and position** | | | |
| Address |  | | | |
| **Street Address (including unit or level number and name of property if required)** | | | |
|  |  |  |  |
| **City/town/suburb** | **State** | **Postcode** | **Country** |
|  | | | |
| **Email address** | | | |

|  |
| --- |
| **Proof of Service**  I certify that:   1. I served the ……………………………………… [*party title*]  **if any**   ……………………………………………………………………………………. [*name of person served*]  on ………………………………………... [*date of service*]  at[*time*]……………………….................  at [*service location*]………………………...………………………...…………..  with the [*name, date and if applicable FDN and Order Identifier of document*] in this matter **provision for multiple documents served**  ………………………...………………………...………………………...………………………...………………………..  .………………………...………………………...………………………...………………………...……………………….  ..………………………...………………………...………………………...………………………...………………………  ...………………………...………………………...………………………...………………………...……………………..  ………………………...…...………………………...………………………...………………………...…………………..  ……...………………………...………………………...………………………...………………………...………………..  ………...………………………...………………………...………………………...………………………...……………..  by [*service method*] **eg for personal service – by handing it to the person served**, **who I identified as [*name*] by [*how identified*]**  ………………………...………………………...………………………...………………………...………………………..  .………………………...………………………...………………………...………………………...……………………….  ..………………………...………………………...………………………...………………………...………………………  ...………………………...………………………...………………………...………………………...……………………..  ………………………...…...………………………...………………………...………………………...…………………..  ……...………………………...………………………...………………………...………………………...………………..  ………...………………………...………………………...………………………...………………………...……………..   1. **if applicable** At the time of service the person served stated [*record what the person served said*].   ………………………...………………………...………………………...………………………...………………………..  .………………………...………………………...………………………...………………………...……………………….  ..………………………...………………………...………………………...………………………...………………………  ...………………………...………………………...………………………...………………………...……………………..  ………………………...…...………………………...………………………...………………………...…………………..  ……...………………………...………………………...………………………...………………………...………………..   1. [*any other matter*]   ………………………...………………………...………………………...………………………...………………………..  .………………………...………………………...………………………...………………………...……………………….  ..………………………...………………………...………………………...………………………...………………………  ...………………………...………………………...………………………...………………………...……………………..  ………………………...…...………………………...………………………...………………………...…………………..  **Note**  The ………………………...…...………………………...………………………...………………………...…………………  ………………………...…...………………………...………………………...………………………...…………………   * [*name, date and if applicable FDN and Order Identifier of document*] **provision for multiple documents served** [*is/are*] attached to this Certificate.   The  ………………………...…...………………………...………………………...………………………...…………………..  ………………………...…...………………………...………………………...………………………...…………………..   * [*name, date if applicable FDN and Order Identifier of document*] **provision for multiple documents served** [*is/are*] already on the Court file and not attached to this Certificate.   **CERTIFIED**  at ………………………...…...………………………...… [*place*]  on ………………………...…...………………………...… [*date*]  …………………………………………  Signature of Process Server/Registry Officer  …………………………………………  Name printed  ………………………….  Date |