**CERTIFICATE OF PROOF OF SERVICE**

SUPREME / DISTRICT / MAGISTRATES / YOUTH / ENVIRONMENT RESOURCES AND DEVELOPMENT **Circle one** COURT OF SOUTH AUSTRALIA

CRIMINAL JURISDICTION

CASE NO: …………………

………………………………………………………………………………………………**Full Name**

**R / Informant / AppellantCircle one**

**v**

………………………………………………………………………………………………**Full Name**

**Defendant/Youth Circle one**

**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**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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**  Mark appropriate selection below with an ‘x’   1. I served the……………………………………… **Party title (If any)**   ……………………………………………………………………………………. **Full Name of person served**  on………………………………………...**Date** at………………………...**Time**  at…………………………………………………………………………………… **Place of service**  with the following documents in this matter **List name, date and if applicable FDN and Order Identifier of document(s):**  ………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………  by **List service method – e.g. for personal service – by handing it to the person served, who I identified as [full *name*] by [*how identified*]**:  ………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………   1. **If applicable** At the time of service the person served stated **Record what the person served said**:   …………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………   1. List below other relevant matters **If any**:   …………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  **Note**  [ ] The ………………………………………………………………………………………………………………………….  ………………………………. **name, date and if applicable FDN and Order Identifier of document** **/s served (provision for multiple)**  is / are **circle one** attached to this Certificate.  [ ] The ……………………………………………………………………………………………………………………….  ………………………………. **name, date and if applicable FDN and Order Identifier of document** **/s served (provision for multiple)**  is / are **circle one** 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 |