

## **AFFIDAVIT OF SERVICE**

1. A party who causes a document to be personally served must file an affidavit of service that establishes service in compliance with the Civil Procedure Rules.
2. The affidavit of service must contain all of the following:
  - (a) the name of the person swearing or affirming the affidavit and of the community where they reside;
  - (b) a statement that the person personally delivered a certified copy of the notice to the person to be notified;
  - (c) a reference to an exhibited certified copy of the notice;
  - (d) the hour, date, and place of delivery;
  - (e) the name of the person to whom delivery was made;
  - (f) how the person swearing or affirming the affidavit knew the name of the person to whom delivery was made.
3. The affidavit may be in Form 31.05.
4. The affidavit of service must be sworn before a Commission of Oaths or a Notary Public for the Province of Nova Scotia. This can be done at the Prothonotary's Office (a fee of \$21.01 (\$18.27 plus HST) applies unless the affidavit is for filing in a Supreme Court or Court of Appeal file). A picture, signed identification such as a valid driver's licence of the person making the affidavit of service will be required.