

Form 12-15
(Subrule 12-15(2))

COURT FILE NUMBER _____

COURT OF KING'S BENCH FOR SASKATCHEWAN

JUDICIAL CENTRE _____

PLAINTIFF/PETITIONER _____

DEFENDANT/RESPONDENT _____

AFFIDAVIT OF SERVICE

I, _____, of _____,
(name) *(address)*

MAKE OATH AND SAY (or AFFIRM):

Service on party personally

1 On _____, at _____, I served _____
(date) *(time)* *(identify person served)*

with the _____ attached as Exhibit 'A'
(identify document served by name and date)

or

an original or true copy of which was filed in court on _____
(date)

(select the appropriate clause)

☐ by leaving a copy with her (or him) at _____.
(address where service was made)

☐ *where the rules provide for service on a corporation, etc. by leaving a copy of the document with another person, substitute:*

by leaving a copy with _____
(identify person by name and title)

at _____.
(address where service was made)

2 I was able to identify the person by means of

(state the means by which the person's identity was ascertained)

Service by leaving at the address for service

1 On _____, at _____, I served _____
(date) (time) (identify person served)

(if lawyer add: the lawyer for the _____),
(identify party)

with the _____ attached as Exhibit 'A',
(identify document served by name and date)

or

an original or true copy of which was filed in court on _____
(date)

(select the appropriate clause)

☐ by leaving a copy with _____
(name of party or lawyer served)
at the address for service _____.
(address)

☐ by leaving a copy with an adult person _____,
(insert name if known)
who was present at the address for service, _____.
(address)

Add: 2. I ascertained that the person was an adult person who was an employee [or agent or representative or household member] of

_____ by [insert the grounds for
(identity of person served)

believing that the person documents were left with appeared to be an adult person who was an employee, agent, representative or household member of the person to be served]:

_____)

☐ (if lawyer served) by leaving a copy with _____,
(name of employee)
an employee in the lawyer's office, at _____
(address)

☐ by leaving a copy in a mail receptacle at the address for service, _____,

(address)

no adult person being present at that address to receive the document (if a business address, continue: during regular office hours).

If applicable add:

2 Before serving the documents in this way, I made an unsuccessful attempt to serve

_____ at the same address on _____.
(identify person) (date)

☐ by sending a copy with _____ a courier,
(name of courier service)

for delivery to the address for service, _____.
(address)

Add: 2. Attached as Exhibit 'B' is a copy of the courier's receipt bearing a
signature that purports to be the signature of _____.
(identify person)

and dated _____.
(date)

or

Where no courier's receipt bearing signature and date:

2. In the normal course of business a document sent by this courier would
be delivered on _____ at _____.
(date) (time)

(Note: this paragraph should only be used where delivery is made by a courier service. If the courier is any adult person other than a person operating or employed by a courier service, the person delivering the document should take the affidavit.)

Service by mail

1 On _____, I served _____.
(date) (identify person, party or lawyer)

(if lawyer add: the lawyer for the _____),
(identify party)

with the _____, attached as Exhibit 'A',
(identify document served)

or

an original or true copy of which was filed in court on _____.
(date)

by sending a copy by ordinary mail (or by registered mail) to _____

_____,
(full mailing address)

the address for service provided by _____.
(identify party or person)

(If no address has been provided substitute:

the last known address of _____ .)
(identify party or person)

(If served at an address other than address for service:

provide basis for belief that the address served at is the party's address: _____
_____ .)

If served by registered mail add:

2 On _____, I received the post office confirmation of delivery to the
(date)

addressee, attached as Exhibit 'B', showing confirmation of a signature purporting to be the
signature of _____ and dated _____.
(identify person) (insert date)

Service by fax or electronic transmission

1 On _____, at _____, I served _____
(date) (time) (identify party or lawyer)

(if lawyer add: the lawyer for the _____ *),*
(identify party)

with the _____, attached as Exhibit 'A',
(identify document served)

or

an original or true copy of which was filed in court on _____ by
(date)

sending a copy by fax (or electronic transmission) to _____
(fax number or electronic transmission address)

to _____
(name of party or lawyer)

2 Attached as Exhibit 'B' is the confirmation of fax transmission (or a hard copy of the electronically transmitted acknowledgment of receipt, received by me on _____).
(date)

SWORN (OR AFFIRMED) BEFORE ME
at _____, Saskatchewan,
this _____ day of _____,
2 _____.

Commissioner for Oaths for Saskatchewan

(signature)

Amended. Gaz. 25 Apr. 2025.