Sample only. Not a real affidavit.

ONTARIO
Superior Court of Justice

Affidavit of Service
Form 8A Ont. Reg. No.: 258/98

SAMPLE Small Claims Court (not a real court) — Small Claims Court
SC-00-00000000-0000 — Claim No.
200 Example Ave, Sampletown ON A0A 0A0 — Address
(000) 000-0000 — Phone number

BETWEEN

Sample Plaintiff Inc.
Plaintiff(s)

and

Jane Sample
Defendant(s)

My name is Sample Server
(Full name)

I live in Windsor, Ontario
(Municipality & province)

and I swear/affirm that the following is true:

1. I served Jane Sample (Full name of person/corporation/etc. who was served), on Oct. 15, 2:30 p.m. (Date), 20 26,

at 100 Example St, Windsor ON N9A 0A0
(Street or mailing address (street and number, unit, municipality, province) or email address)

which is
- ☑ the address of the person's home
- ☐ the address of the place of business of the corporation/partnership/sole proprietorship
- ☐ the address of the person's or corporation's representative on record with the court
- ☐ the address on the document most recently filed in court by the party
- ☐ the address of the corporation's attorney for service in Ontario
- ☐ other address: (Specify.)

with Plaintiff's Claim (Form 7A), SAMPLE copy
(Name(s) of document(s) served)

2. I served the document(s) referred to in Section 1 by the following method:
(Tell how service took place by checking appropriate box(es).)

Personal service (continues on next page)

- ☑ *On an individual who is not a person under disability as defined in rule 1.02:* By leaving a copy with the person.
- ☐ *On a corporation, municipality, board, commission, partnership, or sole proprietorship:* By leaving a copy with _____ (Name), the _____ (Office or position) of the _____ (Specify corporation, board, etc.).
- ☐ *On a person outside Ontario carrying on business in Ontario:* By leaving a copy with _____ (Name) who carries on business in Ontario for the person named in Section 1.
  NOTE: This box is appropriate only when the person named in Section 1 is outside Ontario.

Les formules des tribunaux sont affichées en anglais et en français sur le site www.ontariocourtforms.on.ca. Visitez ce site pour des renseignements sur des formats accessibles.

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Personal service (continued)

On a minor:

☐ By leaving a copy with the minor

☐ and *(select and complete if applicable)* another copy with _____ (Name), who is the minor's _____ (Specify: parent, *or* person with care, *or* person with lawful custody) and resides at the same address.

☐ *On a mentally incapable person:* By leaving a copy with

_____
(Provide details of who was given a copy and their relationship to the person, e.g. attorney for personal care, guardian, etc.)

☐ *On an absentee:* By leaving a copy with _____
(Specify the absentee's committee or Public Guardian and Trustee)

☐ *On the Crown in Right of Canada, the Crown in Right of Ontario, or the Attorney General of Ontario:*

_____
(Provide details of service)

Service on adult at place of residence as alternative to personal service

☐ By leaving a copy in a sealed envelope addressed to the person at the person's place of residence with a person who appeared to be an adult member of the same household, and sending another copy of the same document(s) to the person's place of residence on the same day or the following day by:

- ☐ regular lettermail,
- ☐ registered mail,
- ☐ courier,

after having attempted and failed to serve the person by personal service at their place of residence.

Service by registered mail

☐ By registered mail.
(If a copy of a plaintiff's claim or defendant's claim was served by registered mail, attach a copy of the Canada Post delivery confirmation, showing the signature verifying delivery, to this affidavit.)

Service by courier

☐ By courier.
(If a copy of a plaintiff's claim or defendant's claim was served by courier, attach a copy of the courier's delivery confirmation, showing the signature verifying delivery, to this affidavit.)

Service on person's lawyer or paralegal

☐ By leaving a copy with a lawyer or paralegal or an employee in the lawyer's or paralegal's office, and obtaining the lawyer's, paralegal's or employee's endorsement showing acceptance of service on the person's behalf and the date of acceptance.
(Attach a copy of the document endorsed with an acceptance of service.)

Service by email, where permitted

☐ By email sent to: _____ (Email address) at: _____ (Time)
(This option is not available for service of a plaintiff's claim or a defendant's claim, except where authorized by the rules.)

Service by regular lettermail

☐ By regular lettermail.
(This option is not available for service of a plaintiff's claim or a defendant's claim.)

Service to last known address of corporation or attorney for service, and to the directors

☐ By mail/courier to corporation or attorney for service at last known address recorded with the Ministry of Public and Business Service Delivery, and mail/courier to each director, as recorded with the Ministry of Public and Business Service Delivery, as set out below:

Name of director	Director's address as recorded with the Ministry of Public and Business Service Delivery (street & number, unit, municipality, province)

(Attach separate sheet for additional names if necessary.)

Substituted service

☐ By substituted service as ordered by the court on _____ (Date), 20 _____, as follows:

(Give details.)

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3. Other details (if necessary):

Attendance money (for summons to witness)

☐ I paid or tendered the witness $ _____ in attendance money when I served the summons on them.
(To calculate the attendance money, see the regulations under the *Administration of Justice Act*, R.S.O 1990, c. A.6.)

Other

☐ I have provided other details related to service of the document(s) referred to in Section 1 on a separate sheet, attached to this affidavit of service.
(If you check this box, attach separate sheet with additional details.)

Sworn/Affirmed before me (select one): ☑ in person **OR** ☐ by video conference

Complete if affidavit is being sworn or affirmed in person:

at the City (city, town, etc.) of Windsor _____, in the County (County, Regional Municipality, etc.)

of Essex, on October 16, 2026 (date).

SAMPLE: sworn before a commissioner for taking affidavits

Signature of Commissioner (or as may be)

SAMPLE (unsigned)

Signature of Deponent

Complete if affidavit is being sworn/affirmed by videoconference and deponent and commissioner are in same city/town:

by _____ (deponent's name) at the _____ (city, town, etc.)

of _____ in the _____ (County, Regional Municipality, etc.)

of _____, before me on _____ (date)

in accordance with O. Reg. 431/20, Administering Oath or Declaration Remotely.
Commissioner for Taking Affidavits (or as may be)

Signature of Commissioner (or as may be)

Signature of Deponent

Complete if affidavit is being sworn/affirmed by videoconference and deponent and commissioner are not in same city/town:

by _____ (deponent's name) at the _____ (city, town, etc.)

of _____ in the _____ (County, Regional Municipality, etc.)

of _____, before me at the _____ (city, town, etc.)

of _____ in the _____ (County, Regional Municipality, etc.)

of _____, on _____ (date) in accordance

with O. Reg. 431/20, Administering Oath or Declaration Remotely.
Commissioner for Taking Affidavits (or as may be)

Signature of Commissioner (or as may be)

Signature of Deponent

WARNING: IT IS AN OFFENCE UNDER THE *CRIMINAL CODE* TO KNOWINGLY SWEAR OR AFFIRM A FALSE AFFIDAVIT.

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Instructions for Completing the Affidavit of Service

You may file your Affidavit of Service online. Please visit: www.ontario.ca/page/file-small-claims-online.

In a court case, everyone involved must receive the key documents they need. “Serving” documents means giving copies to all the other parties. Generally speaking, this must be done at each step in the case. For example, the plaintiff must serve a copy of the plaintiff’s claim form on the defendant. By serving documents, you tell the other parties about the step you are taking. They can then respond if they want to.

Step 1: SERVE the documents. You can serve the documents yourself. You can have a friend or co-worker do it for you. You can also hire someone, called a process server, to do it. If you have a representative, you can let them look after it. Different documents must be served in different ways. For example, a plaintiff’s claim or a defendant’s claim cannot be served on an individual by regular lettermail. A plaintiff’s claim or a defendant’s claim also cannot be served on a person by email, except where authorized by the rules, such as where the person to be served is the Crown in right of Ontario, the Attorney General, the Children’s Lawyer or the Public Guardian and Trustee. Check the Small Claims Court **"Guide to Procedure in the Small Claims Court – Serving Documents"** at court offices or online at www.ontario.ca/page/civil-law-information-and-resources to find out more about service rules. In general, a document can be served any day of the week.

Step 2: COMPLETE the **Affidavit of Service**. The person who serves the papers must keep careful notes and, if applicable, a record of how they served the documents (for example, the email message to which documents were attached, where documents were served by email). They will have to let the court know who was served and when and how this was done. These facts must be put on the **Affidavit of Service**. The person who fills out the form must swear or affirm that the facts are true.

NOTE: If you are represented by a lawyer or paralegal, the lawyer or paralegal may be able to use a **Lawyer or Paralegal’s Certificate of Service** (Form 8B) **instead of** an Affidavit of Service to prove that a document was served. Only lawyers and paralegals can use a Lawyer or Paralegal’s Certificate of Service.

DO NOT FILE THIS PAGE.

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