

## Example 4. Affidavit of Service (Registered Mail) (Form 18B)

Court File Number FDF-00-0000

In The Court of King's Bench of New Brunswick  
Family Division  
Judicial District of Fredericton

Between:<sup>1</sup>

Jane Mary Doe

Applicant

- and -

John Richard Smith

Respondent

### Affidavit of Service (Form 18B)

I, **Kate Jones**<sup>2</sup>, of the City of **Fredericton**<sup>3</sup>, in the County of **York**<sup>4</sup>, in the Province of New Brunswick, **teacher**<sup>5</sup>, MAKE OATH AND SAY AS FOLLOWS:

1. On the **15th** day of **June**, 2025<sup>6</sup>, I served the respondent with the attached document marked "A" by sending a copy of the document [**together with the Acknowledgement of Receipt Card**] by registered mail addressed to the respondent at **789 Queen Street, Hometown**,<sup>7</sup> New Brunswick, his last known address.
2. On the **25th** day of **June**, 2025, [**the attached Acknowledgement of Receipt Card or post office receipt**] marked "B" bearing a signature which appears to be the signature of the respondent was returned to and received by me.

SWORN before me at **Fredericton**,  
in the County of **York**,  
in the Province of New Brunswick,  
this **26th** day of **June**, 2025.

\_\_\_\_\_  
A Commissioner of Oaths<sup>8</sup>  
Being a solicitor  
or  
My appointment expires  
(Month... Day... Year)

\_\_\_\_\_  
**Kate Jones**<sup>9</sup>

1. Always include the full style of proceeding at the top of court documents. See example 1 for a style of proceeding.

2. The server's name goes here. This is the person you asked to serve the documents on the other parent.

3. The place where the server lives.

4. The county where the server lives.

5. The server's occupation, for example teacher or doctor.

6. The date (day, month and year) that the server served the documents.

7. The address where the server served the documents on the other parent.

8. The server must take this Affidavit to a Commissioner of Oaths and sign it. See Section 3.5 for more information. Leave blanks for the date and signatures.

9. The server's name, typed or clearly written.