

# CERTIFICATE OF SERVICE

I certify that

Fill in:

your name,

I Carol Smith

your name of the party or other person served,

served Pat Harris

the date service took place

on July 29 2001  
month day year

the address or location where service took place

at 1222 Waltz Street, Victoria, B.C.

Tell what was served

with A Notice of Claim and a Reply Form

Tell how service took place by checking appropriate box(es) for:

ordinary mail and fill in the date mailed

by  mailing a copy by ordinary mail to that person's address on \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year

an individual

leaving a copy of it with him or her  
 mailing a copy of it by registered mail to him or her and obtaining the original acknowledgement of receipt card

a company incorporated under the *Company Act*,

mailing a copy of it by registered mail to the registered office of the company and obtaining the original acknowledgement of receipt card  
 leaving a copy of it  
 at the registered office of the company  
 at the place of business of the company, with a receptionist or a person who appears to manage or control the company's business there  
 with a director, officer, liquidator, trustee in bankruptcy or receiver manager of the company

an extraprovincial company (where no attorney has been appointed use the provisions for a company),

mailing a copy of it by registered mail to the attorney of the company appointed under section 328 of the *Company Act* and obtaining acknowledgement of receipt card.  
 leaving a copy of it with an attorney appointed under section 328 of the *Company Act*

a partnership,

mailing a copy of it by registered mail to a partner and obtaining the original acknowledgement of receipt card.  
 leaving a copy of it  
 with a partner  
 at the place of business of the partnership, with a person who appears to manage or control the partnership business there  
 with a receptionist who works at a place of business of the partnership.

a municipal corporation, regional district or other local government body,

giving a copy to the clerk or some similar official

a young person,

leaving a copy of the notice with the defendant's mother, father or guardian

a society incorporated under the *Society Act*,

mailing a copy of it by registered mail to the address for service on file with the Registrar of Companies and obtaining the original acknowledgement of receipt card  
 leaving a copy of it  
 at the address for service on file with the Registrar of Companies.  
 with a director, officer, receiver manager or liquidator of the society.

an extraprovincial society (if no attorney has been appointed use the methods for a society),

mailing a copy of it by registered mail to the attorney of the society appointed under section 77 of the *Society Act* and obtaining the original acknowledgment of receipt card.  
 leaving a copy of it with an attorney appointed under section 77 of the *Society Act*

an unincorporated association and trade union,

mailing a copy it by registered mail to the registered office of the association and obtaining the original acknowledgment of receipt card  
 leaving a copy of it with an officer of the association, or in the case of a trade union, with a business agent.

alternate service method ordered by the Court

by (fill in any instructions given by a judge or registrar for service)

July  
month

30  
day

2001  
year

Carol Smith  
signature of person who served the document