# 78A.

E-FORM

P.7, r.3, r.8 FJ(G)R 2024

## Affidavit of Service (Failed Attempts)

### Section 1: Introduction

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Name of maker: | Enter full name as per NRIC/ Passport here. | | Identity No.: | Enter NRIC/ FIN/ Passport no. here. | | Address: | Enter address here. | | Occupation: | Enter occupation here. | | | *Notes*  *Please refer to Part 7, Rule 3(2) of the Family Justice (General) Rules 2024 for a list of persons who can effect service. If you fall outside of that list, you may seek the Court’s approval to effect service at the next Case Conference or Court hearing.* |
| 1a. | I am   |  | | --- | | a process server of the Court. | | a solicitor. | | a solicitor’s employee. | | self-represented. Enter party type here in Enter main case number here. | | Enter name or party type here in Enter main case number here. | | *You may refer to the Originating Application for your party type.*  *Please state the OA case number i.e. FC/OAD 1/2022 and not the sub-case number.* |
| 1b. | Where the facts in this affidavit are within my personal knowledge, they are true. Where they are not within my personal knowledge, they are true to the best of my knowledge, information and belief. | *You will be prompted to attach all required documents before completing the affidavit.* |

### Section 2: Documents to be served

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2. The documents to be served are as follows:   |  |  |  | | --- | --- | --- | | Originating Application: | | Enter case number here. | | Summons: | Enter summons number here. | |   and its supporting affidavit   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | Affidavit dated | | Enter date here | | by | | |  | Enter full name or party type of maker of affidavit. | | | | | | | |  | Court order dated | | | Enter date here. | | |  | Others: |  | | | | | | |  | Insert title of documents here. | | | | | | |   (collectively referred to as “Court Documents”). | *Notes* |

### Section 3: Attempted service

|  |  |  |
| --- | --- | --- |
| 3. I attempted to serve the Court Documents on   |  | | --- | | Enter name or party type here |   on the following occasions: | *Notes*  *You must state:*   * *where and how you attempted service; and* * *the response to your attempt, eg. no one answer the door, his mother answered the door and said he was not in.* |
| **Attempt No.** (insert no. here) |
| |  |  |  | | --- | --- | --- | | Enter date here | and | Enter time here |   at the following address(es):   |  | | --- | | Enter address here. | |
| Describe the efforts to effect service:   |  | | --- | | Enter details here. | |  |
| The response to the attempts at service is:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No one answered the door. | | | | | | | The person who answered the door informed that: | | | | | | |  | | Enter name or party type here | | | | |  | | is not in. | | | | |  | | is not at this address. | | | | |  | | has moved away. | | | | |  | | is overseas and his return date is | | | | |  |  | | on | Enter date here. | | |  |  | | unknown. | |  | | Others: | | | | | | |  | | Enter details here. | | | | |  |
| The evidence to show my unsuccessful attempts are exhibited. | *You must exhibit the evidence of your unsuccessful attempts at service.* |
| **I have made all reasonable efforts within my power to serve the Court Documents, but I have not been able to do so.** | |

### Section 4: Affirmation

The affidavit is to be sworn / affirmed in accordance with the Form of Attestation (Form 106) of the Family Justice (General) Rules 2024.

### Section 5: Exhibit Content Page

Please refer to the Generic Affidavit (Form 54) of the Family Justice (General) Rules 2024 for the exhibit content and cover pages to be included in your affidavit (where applicable).