

**MAGISTRATES COURT of WESTERN AUSTRALIA  
(CIVIL JURISDICTION)  
CERTIFICATE OF PROOF OF SERVICE BY BAILIFF  
FORM 10**

<b>Registry:</b>	<b>Case number:</b>
<b>Claimant</b>	
<b>Defendant</b>	

I \_\_\_\_\_ Bailiff/Assistant Bailiff at \_\_\_\_\_ certify that:

I did on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ at \_\_\_\_\_ .am/pm at \_\_\_\_\_  
 \_\_\_\_\_ duly serve \_\_\_\_\_ (Name of person or corporation) in  
 this case with \_\_\_\_\_ (Type of document served)

**Tick [✓] appropriate box or delete inapplicable options**

- By handing the document to the individual.
- By handing the document to someone at the person's usual or last known \* place of residence or \* business who is believed, on reasonable grounds, to have reached 18 years of age.
- By handing the document to the lawyer who is acting for the \*individual/ \*corporation/ \*public authority.
- By handing the document to a person who, on reasonable grounds, is believed to be a director of the corporation who resides in Australia.
- By leaving it at the registered office of the corporation. (Section 109X(1)(a), *Corporations Act 2001*)
- By handing the document to one of the partners.
- By handing the document to someone at the partnership's principal or last known place of business who, on reasonable grounds, is believed to be in charge of the business at the time of service.
- Other \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Describe here any other authorised means of service pursuant to part 17 of the Magistrates Court [Civil proceedings] Rules 2005) or Part 11 of the Magistrates Court(Minor Cases Procedure) Rules 2005.

Date :

Bailiff/Assistant Bailiff

**NOTE: THIS CERTIFICATE MUST BE PRESENTED TO THE COURT AT THE TIME OF APPLYING FOR A DEFAULT JUDGMENT DUE TO THE FAILURE OF THE DEFENDANT TO RESPOND TO THE CLAIM.**