

FORM 12-3
(Subrule 12-3(1))

COURT FILE NUMBER _____
COURT OF KING'S BENCH FOR SASKATCHEWAN
JUDICIAL CENTRE _____
PLAINTIFF/PETITIONER _____
DEFENDANT/RESPONDENT _____

ACKNOWLEDGEMENT OF SERVICE

You are asked to fill out and sign this form without delay, and to mail it in the accompanying postage prepaid envelope addressed to *(name of party or lawyer effecting service)* or to return it by fax to *(name and fax number of party or lawyer effecting service)*. If you do not return this signed and completed Acknowledgement of Service without delay, you may not receive notice of any further proceedings or any documents may be personally served on you and you will be required to pay the costs of service.

I acknowledge service on me of a copy of the following document(s) *(list documents by title and date)*:

I am:

(select one)

- a party in this action.
- authorized to accept service on behalf of _____ *(name of party)*,
being a _____ *(e.g. lawyer, officer of corporation, power of attorney)*.

(signature)

(date of service)

My name is: _____
(full legal name)

The address for service of _____ (name of party
acknowledging service) is (address in Canada where Court documents may be mailed or left):

My telephone number is: _____

My fax number is (optional): _____

My e-mail address is (see Notice): _____

NOTICE

(1) You must include an address in Canada where documents may be mailed to or left for you if you wish to receive notice of subsequent proceedings in this matter. Your address for service must include an e-mail address if you are represented by a lawyer or if your address for service is located outside Saskatchewan. Otherwise, including an e-mail address is optional. It is also optional to include a fax number.

(2) When an e-mail address or a fax number is included in your address for service, documents may be served on you by e-mail or fax.

(3) The address, fax number or e-mail address that you give on this form will be used to serve you with documents until you serve on the other parties and file with the court written notice of a new address for service.

(If this form is to be signed by a lawyer or authorized person on behalf of a corporation, unincorporated entity, minor, or dependent adult, it must be adapted accordingly.)

CONTACT INFORMATION AND ADDRESS FOR SERVICE

If prepared by a lawyer for the party:

Name of firm: _____

Name of lawyer in charge of file: _____

Address of legal firm: _____
(set out the street address)

Telephone number: _____

Fax number *(if any)*: _____

E-mail address: _____

or

If the party is self-represented:

Name of party: _____

Address for service: _____
(set out the street address)

Telephone number: _____

Fax number *(if any)*: _____

E-mail address *(see Notice)*: _____