

**INSTRUCTIONS FOR COMPLETING AN
AFFIDAVIT REGARDING WRIT OF ASSISTANCE & WRIT OF
ASSISTANCE**

****THE AFFIDAVIT REGARDING WRIT OF ASSISTANCE MUST BE NOTARIZED!
DO NOT SIGN UNTIL YOU ARE IN FRONT OF A NOTARY PUBLIC!****

AFFIDAVIT REGARDING WRIT OF ASSISTANCE:

Step 1. Enter your information in the top left corner.

Step 2. Enter the judge's name in the caption.

Step 3. Enter the names of the Plaintiff(s) and Defendant(s) on the designated lines.

Step 4. Enter your case number on the line after "CASE NO:"

Step 5. Read and initial each statement that applies and is true regarding your case.

Step 6. On line three, enter the physical address of the premises at issue.

Step 7. On line four, list any personal items that are to remain in/at the property at issue such as appliances, yard equipment, etc.

Step 8. This affidavit must be notarized. DO NOT SIGN UNTIL IN FRONT OF A NOTARY PUBLIC.

Step 9. Make three (3) copies of the affidavit. You must provide the clerk with enough copies. If the clerk has to make copies for you, you will be charged a copy fee. File the original and three (3) copies along with the writ of assistance with the Justice Court Civil Clerk.

WRIT OF ASSISTANCE:

Step 1. Enter your information in the top left corner.

Step 2. Enter the judge's name in the caption.

Step 3. Enter the names of the Plaintiff(s) and Defendant(s) on the designated lines.

Step 4. Enter your case number on the line after "CASE NO:"

Step 5. Enter your name in the first space in the body of the writ.

Step 6. Enter the name of the person(s) you are removing from the property in the second space in the body of the writ.

This document has been prepared as a courtesy to assist you with completing your Affidavit Regarding Writ of Assistance and Writ of Assistance. It is not to be construed as providing legal advice or representation.

Step 7. Enter the judge's name in the third space in the body of the writ.

Step 8. Enter the dollar amount the judgment awarded in the fourth space in the body of the writ.

Step 9. Enter the physical address of the premises at issue.

Step 10. List any personal items that are to remain in/at the property at issue such as appliances, yard equipment, etc. Do not complete anything further.

Step 9. Make three (3) copies. You must provide the clerk with enough copies. If the clerk has to make copies for you, you will be charged a copy fee. File the original and three (3) copies of the writ of assistance and the affidavit regarding writ of assistance with the Justice Court Civil Clerk. The clerk will present the writ and affidavit to the judge for signature and call you when they're ready to be picked up.

Step 10. A writ of assistance must be served by the Civil Sheriff's Office. The clerk will put the paperwork together for you to take to the Civil Sheriff and give you copies for your records. The fee for the Civil Sheriff to serve a writ of assistance is \$50 for each person.

ANYONE WHO REQUIRES AN AUXILIARY AID OR SERVICE FOR EFFECTIVE COMMUNICATION, OR A MODIFICATION OF POLICIES OR PROCEDURES TO PARTICIPATE IN A COUNTY PROGRAM, SERVICE OR ACTIVITY, SHOULD CONTACT JUSTICE COURT AT 258-3474, AS SOON AS POSSIBLE, BUT NO LATER THAN 48 HOURS BEFORE THE SCHEDULED EVENT