

## INSTRUCTIONS FOR COMPLETING AN AFFIDAVIT

An affidavit is a formal written statement affirming or swearing to the truth of the fact stated, signed before a notary public. Dishonesty in an affidavit is false swearing or perjury.

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 the case number on the designated line.

Step 5. Enter your name as the person making the statement on the first line in the body of the affidavit.

Step 6. Enter the facts of your case in the body of the affidavit. You may use additional pages if necessary. **IMPORTANT!!** DO NOT SIGN UNTIL YOU ARE IN FRONT OF A NOTARY PUBLIC.

Step 7. Complete the Certificate of Service portion on the same date that you will mail the affidavit to the other party (or their attorney, if represented). Enter the name and address that you are mailing the affidavit to on the three lines provided. Sign and date the last line.

Step 8. Make one copy for each party in the case. You must provide the clerk with enough copies. If the clerk has to make copies for you, you will be charged a copy fee. Bring the ORIGINAL affidavit and copies to the Justice Court Civil Clerk. The clerk will keep the original affidavit for the court file. The copies will be returned to you.

Step 9. Mail one copy (regular mail is okay) to each of the parties in the case. Keep one copy for your records.

***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***

*This document has been prepared as a courtesy to assist you with completing your affidavit. It is not to be construed as providing legal advice or representation on how to prepare your case or defense.*