

# AFFIDAVIT INSTRUCTIONS

ALWAYS KEEP THE ORIGINAL NOTARIZED COPY FOR YOUR FILES

Note: This was not written by an attorney. This is not legal advice. Everything provided is for informational purposes only.

Step 1: Determine who is violating your rights.

Step 2: Write your full name and address in the "From" Section (spell out your State/do NOT abbreviate.)

Step 3: Fill in your full name as the Affiant.

Step 4: Replace all sections in red with your personal information. If it is lower case or UPPER CASE, leave it that way, it is that way for a reason.

Step 5: This is a working document. Numbers 1 thru 6 should be tailored exactly to your situation. This is your story and no one else should have the same story. You can also add or subtract numbers, if needed. Make this document your own. Be specific and detailed about the way in which your rights were violated, as opposed to a "cookie-cutter" response.

Step 6: Notice of Liability Fee Schedule: This can be any amount you wish. It is the cost of doing business with you.

Step 7: After all changes are made, return all text to black. Reformat the layout as needed.

Step 8: Print document on 8.5 x 14" LEGAL SIZE paper.

Step 9: Take your affidavit to a notary public and sign your affidavit in BLUE INK under the verification section above notary section; this is the ORIGINAL COPY, which you will KEEP for your records.

Step 10: Make enough 8.5 x 14" LEGAL SIZE copies of the original for each recipient who will receive a copy

Step 11: Address envelopes for each person in the Wrongdoer: section that will receive a copy.

Step 12: Fill Out the USPS CERTIFIED MAIL- RETURN RECEIPT form, record the certified mail number on the document (Notice of Liability Page, under wrongdoer address), and affix the certified mail form to the outside of the envelope.

Step 13: Take to Post Office; certified return receipt is approx. \$7.00 each