Instructions on Completing the

**AFFIDAVIT OF TRUTH and DEMAND**

1.       READ the documents – the affidavit and its exhibits. You will be having them notarized, so you must know and understand what you are attesting to.

2.      Enter your official name on the “I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,” line, and remove the underline itself.

3.      Type your official name over the “[affiant name]” text between the first two instances of “All Rights Reserved” (p. 5 of the affidavit). Be sure to remove the brackets [].

4.      In the Certificate of Service section (p. 5 of the affidavit), change the [date] to the date you are mailing the package. You are certifying that you are sending this package via either certified or registered mail (you can send it either way; certified is cheaper).

5.      Sign your name in the Certificate of Service section and enter your mailing address.

6.      Add the Certified Mail number either by typing or by hand after the above changes.

7.      Bring the documents to a notary public and sign your name between the first two instances of “All Rights Reserved” (p. 5 of the affidavit) in the notary’s presence.  Notary Public only has one job which is to verify that you are the person signing by presenting them some proof such as license.

8.     Make a copy of the package and send the COPY via certified or registered mail. Keep the original at home.

9. Make extra copies for the CC List and include a copy of the letters and only 1 set of exhibits to save on paper and postage.

9.      Send the certified or registered number to Paska so she can track the mailings to email: [ct4rt@protonmail.com](mailto:ct4rt@protonmail.com) example: xxxx xxxx xxxx xxxx sent to Senator Needleman. I need name and the certified number for tracking purposes.

10. Be ready on day 16 if you don’t receive a fully detailed response rebutting your affidavit to send 2nd Notice and Affidavit that we will be providing a draft as we get close to that date which is why we need the tracking number