Instructions for 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.      You are the “affiant” through out the document. Download the document and using your word processor enter your official name (First Last 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” and be sure to remove the brackets [].

4.      In the Certificate of Service section 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” in the notary’s presence.  A notary public only has one job, which is to verify that you are the person signing by presenting them some proof such as license.

**NOTE#1: You need to notarize only the original affidavit to the respondent(s) shown at the top of the document. You will make copies of the notarized affidavits and their exhibits and send those copies to the respondents and the parties in the “cc” list at the end of the affidavits via certified (or registered) mail so you know when they were received. Keep the original documents in a safe place. And safe the copy of the green card showing signature and date of receipt once received.**

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 \_\_\_ Name of person. We need name and the certified number for tracking purposes.

10. Be ready on day 5 if you don’t receive a fully detailed response rebutting your affidavit to send 3rd 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

**NOTE#2: You can hand-deliver one or both affidavit packages instead of mailing them as long as you get signed receipts from each recipient so you have a written record that they were notified.**

**NOTE#3: If you have a relationship with your local state senator or representative (or both), feel free to contact them about these bills and ask them to support your efforts to get them out of committee. Provide them with a copy of the affidavits as well, but do not include them in the “cc” list unless you also want to hold them liable for not honoring the demand.**