

**INSTRUCTIONS FOR FILLING OUT THE
AFFIDAVIT**

PRINT AND USE BLACK INK ONLY.

- 1 Name of the county where you are going to file the petition (county where you live).
- 2 Write the case Index Number.
- 3 Write the name(s) of the Plaintiff(s).
- 4 Write the name(s) of the Defendant(s).
- 5 Enter the county where the affidavit is notarized.
- 6 Enter your name.
- 7 In paragraph form, describe all relevant facts. Be as specific as possible. When entering dates, try as much as possible to give specific dates, i.e. September 25, 2006. Enter information in an organized manner - it is usually best to put information in chronological order.
- 8 Sign your name in the presence of a notary public.
- 9 Print your name in the presence of a notary public.
- 10 Leave blank - to be completed by the notary public.