



Affidavits Checklist

#	Remember	Check
1	Have you obtained legal advice from a lawyer?	
2	Have you put the equivalent of the following at the top right hand corner of the style of proceeding? This is the 3 rd affidavit of Mary Smith in this case and was made on 01/06/2010	
3	Have you entered your name, address, and occupation?	
4	Have you decided to swear under an oath or affirm and adjusted the affidavit accordingly? (Crossed out or delete the option you are not using?)	
5	Have you put in the affidavit whether you are the plaintiff, defendant, petitioner, or respondent?	
6	Have you put in a paragraph stating that you have personal knowledge of the matters?	
7	Have you determined whether you can put information and belief in your affidavit?	
8	Have you put in a paragraph stating that it is based on information and belief?	



9	Have you drafted the affidavit in the first person (i.e. "I went to the court house on Jan. 5, 2010")?	
10	Have you put in facts and not opinions?	
11	Have you put in exact dates?	
12	Have you typed in paragraphs that are numbered?	
13	Have you kept your paragraphs short?	
14	Have you kept your sentences short?	
15	Have you broken long sentences into short sentences?	
16	Have you used simple language?	
17	Have you considered putting headings in your affidavit?	
18	Have you determined whether it is best to organize your affidavit in chronological order or in some other way?	



19	If you have exhibits, have you numbered them (i.e. "A", "B") etc.? Have you numbered the exhibit pages?	
20	Have you attached the exhibits to the affidavit and ensured there are exhibit stamps on the exhibits?	
21	Have you attached as the last page, face side up, the backing sheet?	
22	Have you had the affidavit signed and sworn in front of a lawyer, notary, or registry staff?	
23	Has the lawyer or court official printed as well as signed his/her name? (A stamp is OK.)	
24	Have you determined how many copies of the affidavit you need to have?	
25	Have you filed the affidavit in the court registry on time?	
26	Have you served copies of the affidavit on the proper persons on time?	