

Personal Statement Template

A Plain-Language Guide for Sharing Your Story

A personal statement (often called a declaration or affidavit) is your opportunity to speak directly to the judge or agency. It is a sworn, written account of the facts and how the situation has affected you. Clarity, honesty, and a respectful tone are essential.

Heading and Case Information

Fill in the required information at the top of the document. This ensures your statement is correctly filed with your case.

Field	Guidance
Name	Your full legal name.
Case Number	The unique number assigned to your case by the court.
Court/Agency	The full name of the court or agency you are submitting the statement to.
Date	The date you are signing the statement.

Section 1: Background (The Hook)

This section should be a brief, neutral introduction to your situation.

- **Goal:** Tell the reader *why* you are writing this statement.
- **Tone:** Keep it factual and concise (3–5 sentences).
- **Example:** “I am writing this statement to provide my account of the events that occurred on [Date] and to explain the current impact of those events on my family.”

Section 2: Key Facts (The Story)

This is the main body of your statement. List the important events in **chronological order** (the order in which they happened).

- **Goal:** Present a clear, easy-to-follow narrative of the facts.
- **Rule:** Stick only to the facts you can prove or that you personally witnessed. Avoid hearsay (what someone else told you).
- **Use Numbered Points:** Use simple, numbered sentences or short paragraphs for each event to maintain clarity.
 1. On [Date], I received a letter from [Opposing Party] demanding [Action].
 2. On [Date], I attempted to resolve the issue by [Action you took].
 3. On [Date], [Opposing Party] responded by [Action they took].

Section 3: Impact (The Consequence)

Explain the consequences of the situation. This is where you connect the facts to your personal experience.

- **Goal:** Show the judge or agency how the situation has affected your life, finances, or emotional well-being.
- **Be Specific:** Instead of saying “This has caused financial hardship,” say “I have been unable to pay my rent for two months, and I have incurred \$X in medical bills due to the stress.”
- **Focus on the Legal Issue:** Ensure the impact you describe is relevant to the legal matter at hand.

Section 4: Request (The Ask)

This is the most important section. State clearly and respectfully what you want the court or agency to do.

- **Goal:** Make your request simple and direct.
- **Example:** “I respectfully request that the court grant me an extension of 30 days to file my response to the complaint.” OR “I request that the agency review the

evidence and dismiss the claim against me.”

Signature and Sworn Statement

In many courts, a personal statement must be signed under penalty of perjury.

- **Sworn Statement:** Include a sentence above your signature such as: “I declare under penalty of perjury under the laws of the State of [Your State] that the foregoing is true and correct.”
 - **Signature:** Sign the document, and then print your name and the date below your signature.
-

Important Notice:

This template is for educational and clerical support only. We do not provide legal advice, legal interpretation, or attorney services, and we cannot represent anyone in court. Our goal is to help you learn, understand, and feel confident when navigating legal topics.
