

Simple Affidavit Format

A Plain-Language Structure for Sworn Statements

An **Affidavit** is a written statement confirmed by oath or affirmation, for use as evidence in court. It is essentially a sworn statement of facts. Because it is a sworn document, the person signing it is legally responsible for the truthfulness of its contents.

Title and Introduction

Section	Guidance
Title	Clearly state the purpose, e.g., Affidavit of [Your Full Name] or Affidavit in Support of Motion for [Motion Name] .
Introduction	The introductory phrase, “I, [Your Full Name], being duly sworn, state the following,” is crucial. It confirms that you are making the statement under oath.
State/County	Many affidavits begin with a Venue section (e.g., State of [State], County of [County]) to establish where the oath was taken.

Numbered Statements (The Facts)

This is the body of the affidavit where you present the facts of your case.

- **Goal:** Present only facts that you have direct, personal knowledge of. Avoid opinions, speculation, or what someone else told you (hearsay).
- **Rule:** Each fact should be stated in a separate, numbered paragraph.
- **Language:** Use clear, simple, and objective language.
 1. I am the [Plaintiff/Defendant/Witness] in this matter.
 2. On [Date], I was present at [Location].
 3. I personally observed [Fact you witnessed].

Verification and Signature

This section confirms the truthfulness of your statements and makes the document legally binding.

- **Verification:** The statement “**I declare that the above statements are true to the best of my knowledge**” (or similar language) is your oath. In some jurisdictions, this is replaced by a statement that you are signing under penalty of perjury.
- **Signature:** Sign the document, and then print your name and the date below your signature.

Notary Section (The Sworn Oath)

For an affidavit to be valid, it must be signed in the presence of a **Notary Public** or another authorized official (like a court clerk). The notary’s job is to verify your identity and witness your signature.

- **Do Not Sign in Advance: Do not sign the affidavit until you are physically in front of the Notary Public.**
- **Notary’s Role:** The notary will fill out this section, which includes the date the oath was taken, their signature, and their official seal.
- **Jurisdiction:** Requirements for notarization vary. Always check the rules of the court where the affidavit will be filed.

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. Requirements for affidavits and notarization vary by jurisdiction — adjust as needed.
