

GUIDELINES FOR PREPARING A DECLARATION

A declaration is a statement about what you saw or did, what you were told and what happened. In your declaration we need to know the difference between what you yourself actually saw or did and what someone else told you about an incident. We also need as many details as you can remember. If you cannot remember specifics, list approximate ranges of time periods, such as "between two and six p.m." Please use the following guidelines when you write the declaration:

1. If someone else told you something, write "I was told by _____."

Include:

- a. The name (or description) of the person who told you.
- b. When they told you. (Date, day of week, time of day/night, how soon after the event.)
- c. What they told you. (Give names, dates, etc.)

2. If you saw something, write "I saw."

Include:

- a. What you saw.
- b. Where you were when you saw it.
- c. When you saw it (i.e., date, day of week, time of day/night).
- d. The name(s) (or description) of any person(s) you saw something happen to.
- e. The name(s) (or description) of anyone else who was there at the same time.

3. Tell how the information in the declaration relates to the facility (I am a resident of..., I am a neighbor of..., etc.) Be sure the declaration gives the name and address of the facility and the operator's name.
4. If your declaration is more than one page long, staple all pages together. Use this form for the first and last pages; if necessary it is acceptable to use other paper for the middle pages, but each page should be signed and dated.
5. If the declarant did not personally prepare the declaration, he/she should sign it after it is read to him/her, or after he/she reads it. Then the section below should be completed by the person taking the declaration.

The declaration on the face of this document accurately reflects the facts related to me by the declarant. I have read the declaration to the declarant; or, the declarant read the declaration and stated to me that the declaration accurately reflects what he/she told me.

I declare under penalty of perjury that this is true and correct.

Signed on _____, 20 _____, at _____, California

DATE

CITY

SIGNATURE