

Affidavit

This supplement includes a forms guide as well as forms. The forms guide is for use only in filling out the forms. For more information about what these forms mean or are used for, consult the appropriate Self Help packet.

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FORMS GUIDE

ALL FORMS:

At the top of each form is the "caption". It is completed as follows:

STATE OF ILLINOIS
IN THE CIRCUIT COURT OF THE **(number of circuit)** JUDICIAL CIRCUIT
(name of county) COUNTY

)	
)	
(your name))	
)	
Plaintiff,)	
)	
and)	No. (get from Clerk at the time you file)
)	
(your spouse's name))	
)	
Defendant.)	

Determine the number of the "Circuit" according to the chart on the next page. If your county does not appear in the chart, call the Circuit Clerk in the county in which you will be filing your case and ask for the number of the Circuit.

Circuit Courts in Illinois

Cook County is its own judicial circuit. The rest of the counties in Illinois fall into one of 21 circuits.

First Circuit -	The counties of Alexander, Pulaski, Massac, Pope, Johnson, Union, Jackson, Williamson and Saline.
Second Circuit -	The counties of Hardin, Gallatin, White, Hamilton, Franklin, Wabash, Edwards, Wayne, Jefferson, Richland, Lawrence and Crawford.
Third Circuit -	The counties of Madison and Bond.
Fourth Circuit -	The counties of Clinton, Marion, Clay, Fayette, Effingham, Jasper, Montgomery, Shelby and Christian.
Fifth Circuit -	The counties of Vermilion, Edgar, Clark, Cumberland and Coles.
Sixth Circuit -	The counties of Champaign, Douglas, Moultrie, Macon, DeWitt and Piatt.
Seventh Circuit -	The counties of Sangamon, Macoupin, Morgan, Scott, Greene and Jersey.
Eighth Circuit -	The counties of Adams, Schuyler, Mason, Cass, Brown, Pike, Calhoun and Menard.
Ninth Circuit -	The counties of Knox, Warren, Henderson, Hancock, McDonough and Fulton.
Tenth Circuit -	The counties of Peoria, Marshall, Putnam, Stark and Tazewell.
Eleventh Circuit -	The counties of McLean, Livingston, Logan, Ford and Woodford.
Twelfth Circuit -	The county of Will.
Thirteenth Circuit	The counties of Bureau, LaSalle and Grundy.
Fourteenth Circuit -	The counties of Rock Island, Mercer, Whiteside and Henry.
Fifteenth Circuit -	The counties of JoDaviess, Stephenson, Carroll, Ogle and Lee.
Sixteenth Circuit -	The counties of Kane, DeKalb and Kendall.
Seventeenth Circuit -	The counties of Winnebago and Boone.
Eighteenth Circuit -	The county of DuPage.
Nineteenth Circuit -	The county of Lake
Twentieth Circuit -	The counties of Randolph, Monroe, St. Clair, Washington and Perry.
Twenty-first Circuit -	The counties of Iroquois and Kankakee.
Twenty-second Circuit-	The County of McHenry

Instructions for Individual Forms

FORM: Affidavit

An affidavit is a sworn statement by a person. Lying in an affidavit can result in a charge of perjury, which can mean a fine, imprisonment, or both.

Introduction: Your name.

Paragraph 1: Enter whether you are the Plaintiff or the Defendant.

Paragraph 2 A-D: Set forth your sworn statements. Remember you are swearing under oath the information is true. When writing your sworn statements, use simple words and sentences. Also, it is important to organize your statements in the order they happened, giving specific dates if possible, so it will be easier for the judge to understand. Avoid referring to people as “him” or “her.” When you refer to people, use their first and last names instead.

Here is an example:

I went to the appeal hearing with Jane Smith on July 17, 2007.

It is also important to avoid making vague statements, proofread your writing for errors, and make sure all of the statements you make are consistent with one another.

***Before** you sign your name on the blank line where it says “Signature,” you will need to locate a notary public to watch you sign the form. Notary publics can probably be found at the Circuit Clerk’s Office or at your local bank. Make sure you bring identification with you so that the notary can verify that you are the person you claim to be in the document.

STATE OF ILLINOIS

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT

_____ COUNTY

_____)	
Plaintiff,)	
)	
vs.)	No. _____
)	
_____)	
Defendant.)	

AFFIDAVIT

_____ [name], on oath states that:

1. I am the _____ [Plaintiff or Defendant] in the action.

2. That the following facts are true to the best of my belief or knowledge.

A. _____

B. _____

C. _____

D. _____

Signature

Subscribed and sworn to before me, this _____
day of _____, 20____.

NOTARY PUBLIC
My commission expires: _____, 20____.