

# Affidavit - General (Three Page)

An Affidavit is used to tell the court all of the relevant facts that are necessary to explain your position in the application.

## When filling out the Affidavit, make sure that you:

- Number all of your paragraphs (1, 2, 3, 4...)
- If you need to add more pages to your Affidavit, add them **before** the signature page. However, your Affidavit can be no more than 5 pages long, unless you have permission from the Court to have a longer Affidavit. (However, if you are setting your application into Special Chambers, your Affidavit can be 8 pages long.)
- **Do not write on the backs of the pages.**
- Number the pages of your Affidavit, starting with the first page and finishing with the signature page.

## A note on Exhibits:

- If you want to attach any document to your Affidavit, you must say what it is in your Affidavit and mark it as an Exhibit. Letter each one of your exhibits (Exhibit A, Exhibit B...), and attach all exhibits at the end of your Affidavit.
- Number the pages of your exhibits, starting with the first page of Exhibit "A" as #1, and continuing to the last page of the last exhibit.
- You can only attach 40 pages of exhibits, unless you have permission from the Court to attach more.
- Tab your Exhibits, either by using divider tabs (from a stationary store) or by using "post it" or similar notes. Write your Exhibit letters on the tabs.
- Fill in the Table of Exhibits, describing each exhibit again and stating the page number of the first page of each exhibit. The Table of Exhibits is placed between the signature page of your Affidavit and the first page of Exhibit "A".

## When your Affidavit is complete:

- **Sign the Affidavit in the presence of a Commissioner for Oaths.**  
Resolution Services staff or the Chambers Clerk may act as a Commissioner for Oaths. Staff must ask to see proper identification from anyone asking them to commission, so remember to bring your picture ID.
- Make 2 copies of your original Affidavit, including all Exhibits (total of 3 with the original).  
**Copy the Affidavit AFTER it has been sworn by a Commissioner for Oaths.**
- Once you have made copies, bring all copies of the Affidavit to the Clerk's Office for filing. You will receive 2 filed copies back.

**Note: You cannot make any changes to your Affidavit once it has been sworn.**

COURT FILE NUMBER \_\_\_\_\_  
*(File number, as on other court documents)*

COURT **Court of Queen's Bench of Alberta**

JUDICIAL CENTRE \_\_\_\_\_  
*(City or town where court is located)*

APPLICANT \_\_\_\_\_  
*(Print your full name, as on other court documents)*

RESPONDENT \_\_\_\_\_  
*(Print the other party's full name, as on other court documents)*

DOCUMENT: **Affidavit**  
SWORN / AFFIRMED BY: \_\_\_\_\_  
*(Name of person making this Affidavit)*

SWORN / AFFIRMED ON: \_\_\_\_\_  
*(Date Affidavit sworn / affirmed)*

ADDRESS FOR SERVICE AND CONTACT INFORMATION OF PARTY FILING THIS DOCUMENT \_\_\_\_\_  
*(Name of party filing this document)*

\_\_\_\_\_  
*(Full address of party filing this document)*

\_\_\_\_\_  
*( )*

I, \_\_\_\_\_, of \_\_\_\_\_, Alberta,  
*(Your name) (Name of City/Town)*

**SWEAR / AFFIRM AND SAY THAT:**

- 1. I have personal knowledge of the following information, except where I say that what is stated is based on information from another person, in which case, I believe that information to be true.
- 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affidavit form containing 30 horizontal lines for text entry, organized into five groups of six lines each. Each group begins with a short horizontal line on the left margin.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(List your exhibit letters – A, B, C, etc. Similar items can be grouped as one exhibit. Describe each exhibit, for example, “Letter from my doctor dated June 1, 2016”.)

I am attaching the following exhibits:

Exhibit Letter	Description of Exhibit

**Sworn (OR Affirmed) before me**

at \_\_\_\_\_, Alberta

on \_\_\_\_\_, 20 \_\_\_\_

}

\_\_\_\_\_  
 (Signature of person swearing / affirming Affidavit)

\_\_\_\_\_  
 Commissioner for Oaths in and for Alberta, Justice of the  
 Peace or Notary Public

Print Name and Expiry / Lawyer / Student-at-Law

ID Verified \_\_\_\_\_

## TABLE OF EXHIBITS

*(List your exhibits and the descriptions again.*

*Number the pages of your exhibits, starting with "1" and numbering all the way through all of the exhibits, like a book.*

*List the page number that each exhibit starts on. For example, if your first exhibit is 3 pages, then it starts on page 1, and your second exhibit starts on page 4.*

*If you do not have any exhibits, then remove this page.)*

Exhibit Letter	Brief Description of Exhibit	Page Number
A		1
B		