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Annexure cover sheet

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See the links below for the affidavit model and cover pages that you need to fill out over each exhibition (attached to the certificate). Sworn statements are often necessary to support an application to the Supreme Court and can either: collect a handful of exhibits together to facilitate processing and reference, or provide a person's own account of events in numbered passages. The information provided here focuses on another type of certificate. The legal requirements to be complied with in the preparation of the opinion for use in the Supreme Court of Victoria are set out in Chapter 43, Chapter 1 of the 2015 Supreme Court (General Civil Procedure). Other legal requirements are set out in the Act on Oaths and Confirmations 2018 and related acts. The content of the certificate shall be true with personal, direct and factual information. Since sworn statements are evidence, making false statements has criminal consequences. As you write your statement, you should: write it in multiple headlines to make the filled document easy to follow, make sure that each paragraph presents a specific point about that issue, and that each paragraph logically follows on from the previous one, keep it as short as possible, but don't leave out anything that might be important to specific considerations that need to be taken into account in the first person, , using I (or us) if necessary. You have a sworn model at your disposal. The evidence in the certificate is supporting documents or other forms of physical evidence to help the reader understand the allegations made. Exhibits can include bank statements, letters, video, weapon, or reports. Exhibits are stored under oath when the case remains before the courts. You have to name each exhibit using your initials and then a sequential number is a good way. 1000 1000 If your initials were B and D, you'd name exhibits BD1, BD2, BD3, and so on. To refer to one of your evidence in your testimony, you write: I refer to exhibit BD1. This will help the person reading your affidavit find the relevant exhibition. Each exhibition must also have a cover page, known as The Certificate, which identifies the exhibition 'Form 43A, which includes the name of the exhibition Usually the Supreme Court registry does not allow you to provide the original exhibited document to your certificate (there are some exceptions). Instead, you should archive the copy document. However, you must also keep the original with you in case the decision maker asks to see it in any court case. Affidavits used in a Victorian court shall be sworn in or certified in the presence of an authorised certificate holder. This person may be a lawyer a magistrate or one of the professions listed in Section 19 of the Oath and Confirmation Act 2018. At the end of the certificate there must be a brief statement (called jurat) stating when and where the sworn affidavit was sworn in or confirmed and who confirmed it and who confirmed it. As the issuing person and as an authorised person proving your certificate, you must sign the bottom of each page and cover pages ('Certificate of exhibition - Form 43A'). Both you and the witness must also initialise any minor changes to the certificate, such as correcting a typo. The certificate to be submitted to the Supreme Court shall be submitted electronically to RedCrest or, where appropriate, to the relevant register. Once the certificate has been accepted for service, it may be served on the other parties to the proceedings. If it is necessary to correct the certificate in some way, for example by adding more fact materials, you must prepare, archive and serve a new certificate. The new certificate should clearly indicate whether it is read in addition to or instead of the previous certificate. Aboriginal flag Torres Strait Islander Flag The court has drawn up this form in accordance with the rules of the Family Act 2004 for use when you submit to the court a document that is not a form identified in the rules (see Rules 2.1, 2.2 and 2). When you archive it, the cover page must be made for all documents (with the exception of those contained in Rules 2.1, 2.2 and 2). The number of copies of the cover page for archiving, service and self The original and sufficient copies of the Document shall be accompanied by a cover page so that all parties may communicate the document. Filing fee Nil Who you serve Unless otherwise specified, all parties have been notified of the attached cover form and document. Information to be provided as a response The No Court form is filled in by typing or printing by hand. More info on on archiving is provided for in the Family Law Rules 2004 - Rule 24.01 Costs Brochure -- 19 Cost Notification (PDF - File size 107 KB) Requirements to attach (or attach) documents to sworn notices There is often something a person they would like a judge to read. One of the biggest questions a person has if they represent themselves is how they relate to documents, messages, photos and similar items on their testimony. The procedure for the application of a document to the Court of Justice shall be followed. As a generally, it must be attached to the certificate. Attachments are documents that support your case and are attached to the certificate. Attachments are sometimes called exhibits. Examples of supporting documents that could be attached to your certificate include text messages or Facebook messages If the document originates from another person, such as a doctor's letter, instead of attaching it to your own certificate, you should allow the Doctor to swear on your own sworn statement as an attachment to the letter. Where there are annexes to the certificate, there are specific rules which make their annex to the certificate valid. Self-represented parties should read the rules of family law on the rules relating to the Annexes, including page numbering, indexation, cover page and how thick the attachments may be. If there is more than one attachment, you must refer to each attachment by a number or letter, e.g. Annex 1 or Annex A. The annexes shall also be numbered sequentially, i.e. from the first page of the first Annex to the last page of the last Annex. Each Annex shall also contain a specific note signed by the same person certing the affidavit identifying the annex in the same way as the certificate refers to. Sworn statements – For more information, if you want the court to read any letters, reports or other documents you have, you must attach these documents to your testimony, but as described above in the Federal District Court, you are limited to 5 separate attachments. If your case goes to a preliminary hearing in federal district court, you must read and review in our various briefings on the rules for interim hearings and opinions in temporary hearings. Many people do not know whether they should swear their sworn sworn affidavit. We explain the difference in the bulletin Do you swear or confirm your affidavit. If your case is before the Australian Family Court, you must read the different rules applicable to the opinions of the Family Court of Australia. Read also a press release with tips on how to prepare a good certificate in family law. We also have a bulletin on the different types of statements and when they will be used. Contact us on Facebook