

Instructions for **Completing** a **Deposition**:

- 1. The first line should have your complete name listed.**
- 2. The second line should list the name of the accused, if known.**
- 3. The third line should contain the address, city, and state of the person**
listed in line 2, if known.
- 4. The large area following is where you write what you were a witness to,**
in your own words. Remember this document **may be used in court** so your
description should **be** as clear as possible. **If you need additional**
space, please attach another **page**. Please hand write your signature **on**
each extra page **attached**.
- 5. Return** the documents in **the** enclosed envelope, you will be **advised of**
any action taken.
- 6. If you** have further questions please contact the **officer at 315-418-6512**

TOWN OF MADISON
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