

HOW TO WRITE DECLARATIONS

1. TELL A STORY, KEEP IT FACTUAL

- Describe what happened with objective language

2. BE THOROUGH

- Write down everything you remember hearing, seeing, smelling, tasting, etc.
- Try to get names. If someone told you something, who was it? If you don't know their name or title, what were they wearing? What are the details that can help to later identify or locate them if necessary?

3. TELL THE WHOLE TRUTH

- Don't lie! This is a sworn legal statement being signed under the penalty of perjury.
- Do not omit any relevant facts or happenings - it could impact your credibility.

4. AVOID HEARSAY

- Write only what you have firsthand knowledge about. You can write what someone said if you heard it yourself - an officer shouted "fire!" or I heard someone yell "someone's shooting" so I ran. Stay away from "A told me that B told them that..."

5. CHECK YOUR WORK

- Make sure everything written is accurate to the best of your ability.



HOW TO WRITE DECLARATIONS

DECLARATION OF ABCDEF XYZ

Always start with:

I, **Abcdef Xyz**, declare and affirm the following:

1. My name is Abcdef Xyz and I am a volunteer legal observer for the National Attorney's Constitutional Club.
2. I attended a protest as a Legal Observer for the protest of the San Diego Police Department that occurred on the evening on August 28, 2020, wearing a bright yellow NACC-yellow shirt and a red helmet marked "LEGAL OBSERVER" in 2-inch letters.
3. The protest was ongoing when I arrived at approximately 6:30 pm, at which time the protesters were marching through the streets of Downtown/Little Italy.
4. The protesters were chanting for their cause and it was a peaceful, civil protest.
5. At approximately 7:40 pm, without any warning, I saw a mass of approximately 8-10 officers about 15 feet away from me charge into the crowd, violently knocking many people to the ground.
6. At the same time, a number of officers from the far sides crossed the line in a sprint and chased after some of the protesters. No one knew what was going on, but it was apparent that the officers weren't seeking a peaceful resolution and had singled out a few protesters whom they wanted to arrest. A few protesters were injured by the police. I did not see any police injured. I saw nothing that would have justified the officers to turn violent or need to arrest anyone. After this, the stand-off resumed. The protesters continued to chant peacefully and the police held their line.
7. In my notes, I wrote down as many of the officers' names that were standing across from me and close enough that I could see their nameplates. At 6:54 pm: Kenney, Colt, C. Fuller. At 8:40 pm: Delatorre, Colt, Johnson, Whyte. At 8:59 pm: Quicken, L. Garcia, M. Sanchez, A. DeLouis, Revoltaire, G. Fuentes.

1. Tell who are you and how are you relevant to this matter

2. Write each fact as new numbered paragraph

End with:

8. I declare under penalty of perjury under the law of the State of California that the foregoing is true and correct except for those matters stated on information and belief and I believe those matters to be true.

Executed this 31st Day of **August**, 2020, at San Diego, California.

Sign: Abcdef Xyz
DECLARANT

