



### **Instructions for Completing the Affidavit**

1. In order for an affidavit to be processed, the alleged violation should have occurred within 30 days of the date the affidavit is notarized.
2. Only **ONE** violation may be checked per affidavit.
3. Please be as accurate as possible when listing breed/description, color and sex of the animal.
4. The name of the owner/responsible party and his/her street address **MUST** be entered on the affidavit.
5. Please fill in the exact location where the alleged violation occurred.
6. On excessive barking/noise complaints, please list at least three separate dates and times that the violation was observed in order to show a pattern of conduct that the animal's owner has failed to correct.
7. Please be specific with dates and times, and avoid using phrases such as "all the time" or "constantly".
8. The affidavit must be notarized **PRIOR** to being submitted to Animal Control.
9. A statement of facts explaining what happened **MUST** be made on the space provided. If more space is needed, an additional sheet may be attached to this form.

Once the affidavit has been received, the Animal Control Officer will issue a citation to the owner/responsible party based on your affidavit. The owner/responsible party will be given a court date and ordered to pay a fine and/or appear in court. In the event the defendant elects to contest the charges, he/she will be scheduled for trial, and you will be issued a subpoena to testify in court. Should you fail to appear in court, the charges may be dropped.

### **HELPFUL HINTS ON PRESENTING AN EFFECTIVE CASE IN COURT:**

- ▶ Try to arrive a few minutes early and bring any witnesses with you.
- ▶ Try to avoid repetition of witness statements or evidence.
- ▶ Witness statements or evidence presented must be relevant to the particular charges in the case being heard.
- ▶ If you wish to introduce photograph(s), audio recording(s) or video recording(s) as evidence, the person who actually took the photo(s) or made the recording(s) must be present to authenticate them.
- ▶ All parties are to be polite and respectful – personal attacks on the opposing party or witnesses will not be tolerated.

**EACH DAY THAT A VIOLATION CONTINUES CONSTITUTES A SEPARATE OFFENSE**

**Further questions? Please call 870-552-3431, and the Animal Control Officer will return your call.**