

AFFIRMATION PAGE **INSTRUCTIONS**

Every document filed with the Court has to have an Affirmation page attached to the back of it stating whether or not the document has a social security number written in it.

At the top of the attached Affirmation page, there are two lines where you are to **write the name of the document that is attached to the Affirmation page**. There are two lines because some documents' titles are very long. The names of most documents are found in the middle of the page, in all capital letters and underlined.

Some Family Court documents have their titles in different places. The "Civil (Family Related) Cover Sheet" title is at the top, center of the page. The "Confidential Family Court Information Sheet" title is at the top, right side of the page. The "Family Court Motion/Opposition Notice" title is in a box on the top, right side of the page. So, check the top center and top right of your documents for these titles.

The next line on the Affirmation page asks for the case number. If your case is not new, you should have a case number. **Write the case number in the blank**. If your case is new and does not yet have a case number, do not write anything on that line.

Next, you will **mark** either **the box** next to the phrase that says the document "does not contain the social security number of any person" or the box next to the phrase that says the document "contains the social security number of a person . . ."

In most Family Court cases, the only document that contains social security numbers in the "Confidential Family Court Information Sheet." For that document, you will mark the box that says there are social security numbers in the document and the last box before the date and signature lines, to indicate that the document contains social security numbers because it is the "Confidential Family Court Information Sheet."

If your document contains a social security number as required by some other law, select the box next to the appropriate phrase. If a specific State or Federal law requires the document to include a social security number, write the name of or cite of the applicable law on the line provided.

Finally, **write in the date, sign the signature line, and print your name** on the lines that say "Date," "Signature," and "Print Name." Leave the "Attorney for" line blank.