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## Writing Your Statement (Revised 6/1/2007)

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### Start with the Most Recent Incident

- In the Date column, write the date of the most recent incident that was abusive or harassing.
- In the Description column, write a detailed description of what happened. Focus on what was said or done that was harmful or offensive.  
Go ahead and put what the person said in “quotation marks” and even include any cuss words. (If you are uncomfortable with this, you may asterisk\*\* out parts of the cuss words.)  
If you were physically hurt, tell how you were hurt & what injuries you received. If there were phone calls, say approximately how many & over what time period. If minors as being included as protected parties, make sure the statement specifically mentions direct abuse or direct witnessing of abuse & what effect it had on them.
- Use full sentences.
- Skip a few lines so that you have space to fill-in additional forgotten details.

### Describe 2-3 Specific Past Incidents

- Once you have finished with the most recent incident, work you way backwards with another incident, preferably in the last week. (If there hasn't been one in the last week, then go with the next most recent one.)
- Again, start with the date. If you do not know the exact date, write “On or about    date   ” and make your best guess.  
Then describe what happened using the instructions from above.
- If you have additional specific incidents you would like the judge to know about, continue as you did above. It is best to have at least 2-3 specific incidents which happened in the last 2 months.

### Conclude with General Behaviors From Last 2 Months

- If there are things that have happened in the last few months, but you are unsure of the dates, you can conclude with a brief description of these.
- In the Date column, write something like “Last 2 months”. Then describe what else has been said or done that was abusive or threatening.
- This is also where you would include any other important factors that you would like the judge to know.

### WARNING!!!

- **Do not write on the back.** Instead, use the extra sheets provided.
- Be careful not to put the “Petition – page 3” carbon form under the extra sheets as you write on them, as the carbon will transfer what you are writing.