

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 Augusta DCO
2470 North RD
Oriskany Falls, NY 13425**