



INSTRUCTIONS FOR DEPOSITIONS PLEASE READ CAREFULLY

A DEPOSITION IS YOUR SWORN STATEMENT DESCRIBING EVENTS YOU PERSONALLY WITNESSED. AN ANIMAL CONTROL OFFICER OR A POLICE OFFICER MAY ISSUE A TICKET BASED ON YOUR DEPOSITION. THIS STATEMENT MUST BE LEGALLY ACCURATE IN ORDER TO BE USED IN COURT. NO TICKET WILL BE ISSUED UNLESS YOU FOLLOW THESE INSTRUCTIONS:

1. Report only those incidents that you have personally observed. Hearsay (i.e., what someone else told you) and opinions are NOT acceptable.
2. Be sure to give the address where the dog lives: the owner / harbinger's name, if known, so that the Animal Control Officer can locate the owner and issue a ticket.
3. Give the date and time of the violation. If a violation such as barking occurs constantly, you must indicate a **specific date(s) and time(s)** during which you personally witnessed the event (s). Under remarks, you may add that the incident also occurred on other occasions.
4. Describe the specific violation fully. Listing "nuisance" or "dangerous" is not enough information for the court. In bite cases, state who was bitten and what injury occurred. In property damage cases, list what was damaged and how it was damaged (i.e., chewed, clawed, etc.). Be sure to include the time and date to which the incident occurred.
5. **You are strongly encouraged to include a witness** who can corroborate your complaint. This will facilitate our investigation and strengthen your complaint so that we may better address the alleged violation.
6. Sign your own first name. For instance, "Mary Smith." Do not sign deposition with "Mrs. John Smith." In some cases where husbands and wives are jointly complaining, again use first names for both individuals. The signature should read: Mary Smith and John Smith. Witnesses must sign with full names too.
7. Please print full addresses and record phone numbers under the signatures for you and the witness, as it may be necessary to contact both parties during the investigation or in the event of a violation hearing.
8. Once completed and properly attested to by a **notary public or commissioner of deeds**, forward the deposition to our office at:

**Rochester Animal Services
184 Verona Street
Rochester, NY 14608**

Any further questions please call 428-7274. Our office hours are:

Monday - Friday	11:00 a.m. to 4:30 p.m.
Saturdays & Sundays	12:00 p.m. to 3:30 p.m.