

BEFORE THE _____ BOARD
STATE OF WASHINGTON

APPELLANT’S NAME (ALL CAPS),

Appellant,

v.

RESPONDENT’S NAME (ALL CAPS),

Respondent.

[BOARD] NO. [case #]

DECLARATION OF [name]
IN SUPPORT OF [name of motion or brief]

I, [name], declare the following:

1. I am over twenty-one years of age and am competent to testify herein. The facts set forth in this declaration are from my personal knowledge.

or

I am now and at all times mentioned a citizen of the United States and a resident of the State of Washington, over the age of eighteen years, competent to make this declaration, and make this declaration from my own personal knowledge and judgment.

2. I am [identification of the person making the declaration (the “declarant”)'s employment, function or place, and why declarant is qualified and in a position to make the statements in the declaration].

3.

4.

Etc.

Where there are documents attached, a declaration attesting to the accuracy of the documents is necessary. For example,

A true and correct copy of [name of document] is attached hereto as [Exhibit 1].

or

[description of the document, where it came from, and how the declarant came into possession of it] and a true and correct copy of the [name of the document] is attached hereto as Exhibit [1, 2, A, B, etc.].

or

[name]'s resume describes [his/her] experience and qualifications as a [professional designation/title]. A true and correct copy of [name]'s resume is attached hereto as Exhibit [1].

INCLUDE IN ALL DECLARATIONS:

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

DATED this ____ day of [month, year], in [place where declaration was signed (such as "Seattle, Washington")].

[name of person making declaration]