

INSTRUCTIONS FOR COMPLETING STATEMENT

- **Fill in the blanks on the form, starting at the top with your name, date of birth, etc. PLEASE PRINT CLEARLY!**
- **Write out your statement. Tell us what happened in your own words.**
- **Be clear and concise. Use First and Last Names, Indicate the date and time you are talking about. Write your statement in chronological order-as it happened.**
- **Give complete descriptions of persons, property and locations when known.**
- **Make sure that you sign and date the form in front of a witness and that they sign the form as well. You and the witness must sign each page that is written on.**
- **If you need more pages, print out additional copies of page 2.**
- **Mail the statement form back to the Sheriff's Office at the address below;**

**Juneau County Sheriff's Office
200 Oak Street
Mauston, WI 53948**

**Attn: _____
(Officer or Case #)**