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Filling in the Form. Put your cursor in the first field, enter your data, and use the TAB key to advance to the next field or SHIFT-TAB to go to the previous field. Once you have entered data in the last field, you must hit TAB one more time before printing.

Saving Your Work. You can fill out the form electronically, but depending on your software/computer you may not be able to save the document with the information you have entered. If that is the case, be sure to print out the completed form before exiting the document.

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Declaration of Authenticity

Plaintiff

vs.

Defendant

Case No.

***Declaration Certifying the
Authenticity of Business Records
Evidence Code §1561***

I, _____, declare:
(Custodian's Name)

I am an employee of the University of California, Los Angeles and am a duly authorized and qualified witness to certify the authenticity of the attached business records for the University.

The copies of the business records of the University which are enclosed within the attached sealed envelope are true copies of all records maintained by this office as described in the subpoena.

These records were prepared by personnel of the University in the ordinary course of business at or near the time of the acts, conditions or events described in the records.

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

Executed on _____, at Los Angeles, California.
(Today's Date)

By: _____
(Signature)

Title: _____

Department: _____

Enclosures

cc: UCLA Records Management