

How to Build an Assembly – Chapter 13 Jural Pillar

Case Study Part 2a – Outline for process for ASN/ASC

Step 1 – man/woman to man/woman

1. Trespass Occurs
2. A Witness Testimony in the form of an affidavit is created that states the facts and contains the evidence. This could include correspondence, pictures, video, etc. This needs to be autographed and witnessed by a State of State Notary or an Assembly Recording Secretary. This information becomes part of the Claim document.
3. A section on Remedy must be provided so that it is known upfront what must be done to make the man/woman whole from the trespass. A date due should be included to provide parameters.
4. This information gets hand delivered by the man/woman or a courier or via the USPS mail service. A picture or video is recommended to ensure evidence of this step. If sent through USPS, tracking is recommended to add to the evidence.

Man/Woman who is named as committing trespass receives and reviews the information.

Options are:

1. Agreement with the statement of facts and the remedy
 - a. Autograph and sign the agreement for remedy and make arrangements to deliver remedy. Have this witnessed by a State of State Notary or Assembly Recording Secretary.
2. Disagreement with the statement of facts (also known as a rebuttal) and the remedy.
 - a. A counterclaim needs to be created with facts and evidence and recommended remedy. This counterclaim needs to be witnessed by a State of State Notary or Assembly Recording Secretary.
3. No action
 - a. No action is taken by Accused. This is a statement of fact and is written by the claimant and is documented as

Step 1 being completed honorably. This statement is witnessed by a State of State Notary or Assembly Recording Secretary.

Step 2 – Two or more

Claimant sends an invitation to work with the Assembly Ombudsman to Accused.

Man/Woman who is named as committing trespass receives and reviews the information.

Options are:

1. Agreement with the offer to work with Ombudsman
 - a. Autograph the agreement to work with Ombudsman.
This is returned to the Claimant in person or via USPS.
 - b. The documents are sent to the Ombudsman office
 - c. Ombudsman office responds with optional dates/times.
 - d. Ombudsman session is agreed to by Claimant/Accused
 - e. Ombudsman session is held.
 - f. Results are documented as appropriate.
 - g. If successful/not successful, this result is autographed and witnessed and a copy goes to Claimant and Accused.

2. Disagreement to work with Ombudman.

The counterclaim should already be in existence from Step 1. If a counterclaim wasn't created, this can be done at this time. Counterclaim will have facts and evidence and recommended counter remedy. This counterclaim needs to be witnessed by a State of State Notary or Assembly Recording Secretary.

3. No action

No action taken by Accused. This is written by the claimant and is documented as Step 2 being completed honorably by a State of State Notary or Assembly Recording Secretary.

Step 3 – File Claim of Trespass with the American Court

Claimant has all the evidence from Steps 1 and 2 which are filed with the original Claim of Trespass and Remedy. This is brought to the Court Clerk and a Case is filed by filling out a New Case form.

See Case Study for a step-by-step procedure.