

**How to Build an Assembly – Chapter 13 Jural Pillar**  
**Case Study Part 2b - Outline for process for**  
**ASN – PERSON**

**Step 1 – man/woman to PERSON/CORPORATION**

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. A criminal claim and Notice of Liability is also included. 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. There is a self-executing fee schedule in the Criminal Claim and Notice of Liability, but a separate fee schedule may also be included in the packet to be sent.
5. 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.

PERSON/CORPORATION 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.
  - b.

### **Step 2 – Two or more**

Claimant sends an invitation to work with the Arbitration through the Ombudsman Office.

PERSON/CORPORATION who is named as committing trespass receives and reviews the information.

Options are:

1. Agreement with the offer to work with Arbitration
  - a. Autograph the agreement to work with Arbitration. This is returned to the Claimant in person or via USPS.
  - b. The documents are sent to the Ombudsman office
  - c. Arbitration office responds with optional dates/times.
  - d. Arbitration session is agreed to by Claimant/Accused
  - e. Arbitration 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 Arbitration

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 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.