

# CLIENT ATTENDANCE ATTESTATION RECORD

Date \_\_\_\_\_

## Primary Client – Entity or Natural Person

Title	_____		Full name	_____
Address	_____			
	_____			_____
Home telephone	_____	Mobile	_____	
Home fax	_____	Email	_____	
Date of birth	_____	Place of birth	_____	Driver's licence no. _____
Occupation	_____		Job title	_____
Work telephone	_____	Work fax	_____	
Citizenship	_____	Residence	_____	

## Spouse / Domestic Partner / Joint Client – Entity or Natural Person

Title	_____		Full name	_____
Address	_____			
	_____			_____
Home telephone	_____	Mobile	_____	
Home fax	_____	Email	_____	
Date of birth	_____	Place of birth	_____	Driver's licence no. _____
Occupation	_____		Job title	_____
Work telephone	_____	Work fax	_____	
Citizenship	_____	Residence	_____	

**Comments about capacity, ability, conflicts of interests and concerns:**

Understanding

Knowledge

Believability

---

Adaptive Capability

Proactivity and Evident Impairment

Reflection, rating –  
any warnings?

---

# Witnessing Certificate

(to be edited as needed)

[  
follows: ], barrister and solicitor, of [ ] certify as

1. On [time and date] I was asked by a person [known to me as/ who identified themselves to me as] [deponent's name appearing in the affidavit or other document] ("the deponent") to administer that person's [oath/declaration/affirmation] on a document described to me as [for example: an affidavit to be filed in the Family Court].
2. Because of the mandatory isolation requirements and restrictions on movement resulting from the government's Covid-19 virus Alert Level 4, and the consequences of the Epidemic Preparedness (Covid-19) Notice 2020 issued by the Prime Minister on 25 March 2020, I was not present with the deponent when I was asked to administer that person's [oath/declaration].
3. I attended to a form of attestation adopting the following procedure:  
[For example ...]
  - (a) The deponent and I met by audio-visual link at [eg 10am on Tuesday 31 March 2020]. The audio-visual link system we used was [eg Zoom/Skype];
  - (b) I asked the deponent to identify him/herself to me by name and to hold up to the camera his/her photograph and personal identification page from his/her passport. I observed the [eg passport/driver's licence] and satisfied myself that the person in the photograph was the person meeting with me by [eg Zoom/Skype];  
[Alternatively, I know the deponent because [eg they are a regular client of mine and have been for the last 10 years.]
  - (c) I asked the deponent to expose to the camera the document intended to be attested including the affidavit/declaration itself and the exhibits. I observed the document to be the unsigned affidavit of [deponent] in the [eg Family Court at Auckland, file no. FAM XXX-2020];
  - (d) I then watched the deponent place the document down on a desk in view of the camera and I witnessed the deponent signing the jurat page and initialling each preceding page. The deponent held each page of the signed or initialled document up to the camera. I then asked the deponent to scan the document and send it to me. I received it at [time and date];
  - (e) I was satisfied that this was the same document that I had seen the deponent sign, as far as it was possible for me to do so by following these procedures. I attested a copy of the scanned document and then sent it back to the deponent.
4. I am unaware of any circumstances to show either that:
  - (a) The deponent was not the person identified to me; or
  - (b) The signature on the document was not the deponent's signature.

Comments: