

SIGNING INSTRUCTIONS FOR LEGAL DOCUMENTS

Guidance to sign legal documents at home

THE SIGNER AND WITNESS GATHER TOGETHER

- ▶ 1. Assemble together in one room the following persons: the person signing the document and two (2) witnesses.
- ▶ 2. The witnesses must be eighteen (18) years of age or older and if possible, be an independent person who is not named in the document. However, if you cannot locate an independent person, there is no restriction under Florida law that a witness cannot be named in the document.

AT THE SIGNING....SIGNER and WITNESSES DO THE FOLLOWING

- ▶ 3. The person signing the document should state out loud to the witnesses that the document reflects the signer's wishes and that he/she has read the document and understood it. It is important for the person signing the documents to inform the witnesses they are signing the document freely and voluntarily. If you as the signer feel under duress or coercion, do not sign.
- ▶ 4. The person signing the document should then initial at the bottom of each page, if the page requires initials when indicated, enter the current date where indicated on the last page and sign his/her name at the end of the document exactly as it appears. The two (2) witnesses then sign on the appropriate witness lines. If the document requires a witness to note the place they signed, the witnesses should list the city and state where the signing took place.

THINGS TO REMEMBER

- ▶ 5.If possible, the signing should take place with a blue ballpoint pen (because black pens are so similar to a xerox copy that they are sometimes indistinguishable).
- ▶ 6. Store your original in a safe place and please send to our office via our secure email or regular mail a copy of the executed document.

SPECIAL NOTARY CONSIDERATIONS

- ▶ IF YOUR DOCUMENT REQUIRES A NOTARY JURAT, YOU WILL NEED TO LOCATE NOTARY AND SIGN IN THEIR PRESENCE.
- ▶ IN LIGHT OF THE PANDEMIC, THE FLORIDA SUPREME COURT HAS ISSUES SPECIAL ORDERS PERTAINING TO NOTARIZATION. IF YOU CANNOT LOCATE A NOTARY, PLEASE CONTACT OUR OFFICE AND WE CAN ASSIST WITH THE DOCUMENT BEING NOTARIZED IN ACCORDANCE WITH THE FLORIDA SUPREME COURT ORDER.

CHECK OUT OUR VISUAL AID: GATHER THE SIGNER and WITNESSES



Remember social distancing. These volunteers are my children. We took these photos during stay at home order.

SIGNING: SIGNER AFFIRM TO WITNESSES THAT HE/SHE WANTS TO SIGN AND HAS READ THE DOCUMENT



SIGNER THEN SIGNS WHERE INDICATED



THEN WITNESS #1 SIGNS THE DOCUMENT AT WITNESS LINE



THEN WITNESS # 2 SIGNS THE DOCUMENT AT WITNESS LINE



WHEN SIGNING IS COMPLETE, SAVE YOUR
DOCUMENTS IN A SAFE PLACE

SPECIAL THANKS TO VOLUNTEERS, INCLUDING OUR PHOTOGRAPHER



Volunteer Actors



Photographer