

CAUSE NO. _____

JANE DOE
PLAINTIFF

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IN THE COUNTY COURT

VS.

AT LAW _____

JOHN DOE
DEFENDANT

DALLAS COUNTY, TEXAS

AFFIDAVIT OF RECORDS CUSTODIAN

THE STATE OF _____

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COUNTY OF _____

BEFORE ME, the undersigned authority, personally appeared _____ who, being duly sworn, deposed and said:

1. My name is _____. I am of sound mind and capable of making this affidavit, and personally acquainted with the facts herein stated.

2. I am a custodian of records for **(Name of Provider)**, and am familiar with the manner in which these records are created and maintained by virtue of my duties and responsibilities. Attached to this affidavit is an itemized statement of the service and the charge for the service **(Name of Provider)** provided to **(Name of Patient)** on the date(s) referenced therein. The attached records are a part of this affidavit.

3. The records attached to this affidavit, are kept by **(Name of Provider)**, in the regular course of business. It was the regular course of business for an employee or representative with knowledge of the services provided to make the record or to transmit the information thereof to be included in such record. The records were made at or near the time that the services were provided, or reasonably soon thereafter. The records attached hereto are exact duplicates of the originals.

4. The services provided were necessary and the amount charged for the services was reasonable at the time and place that the services were provided.

5. The total amount paid for the services was \$_____, and the amount currently unpaid, but which **(Name of Provider)**, has a right to be paid (after any contractual adjustments or credits) is \$_____.

AFFIANT

SUBSCRIBED AND SWORN TO BEFORE ME, the undersigned authority, on this _____ day of

_____, _____, to certify which witness my official hand and seal of office.

[SEAL]

NOTARY PUBLIC