



Citizen Complaint
CITY OF SOUTHLAKE MUNICIPAL COURT

Please fill out as much information as possible and return this form to:

Jodi Bolton, Court Manager
City of Southlake
600 State Street, Southlake, Texas, 76092

Once this document has been submitted, the court staff will forward the paperwork to our City Prosecutor to determine if they would like to file a case. You will be contacted only if the Prosecutor needs additional information or should you be called to testify. If you have questions you can call (817) 748-8188.

PERSON FILING COMPLAINT:

Name: _____

Address: _____ City: _____ State: _____ Zipcode: _____

Phone#: (____) _____ Email Address: _____

DEFENDANT INFORMATION: (the person you are accusing of committing an offense)

Name (if known): _____ Gender (M / F): _____ Age: _____

Additional Physical Description: _____

Defendant Address (if known): _____

OFFENSE INFORMATION:

Month: _____ Day: _____ Year: _____ Time: _____ A.M./ P.M.

Location of Offense (please include physical address if possible) *NOTE: the offense must have occurred within the city limits of the City of Southlake:* _____

OFFENSE DETAILS:

Please provide as much detail regarding the alleged complaint in the space listed below.

PLEASE ANSWER THE FOLLOWING QUESTIONS BY CIRCLING THE APPROPRIATE ANSWER.

1. If required to appear in court, will you be able to positively identify the alleged defendant? YES / NO
2. Have you notified the police, and was there an incident report filed? YES / NO (If yes, what is the Incident number? #_____.)
3. Are you willing to testify against the defendant in open court? YES / NO

"I understand that by completing and submitting this form, I am making a statement to an employee of a law enforcement agency authorized to conduct a criminal investigation of the person and the acts about which I have complained. I further understand that it is a Class B Misdemeanor to file a false, fraudulent, or misleading report, and could result in confinement in jail and/or a fine."

Signature of complainant

Date

Administrative Use Only:

Sworn and subscribed before me by _____ on this
(Print complainant name)
(day) of _____ (month) _____ (year).

Clerk of the Municipal Court or Notary Public