Citizen Complaint

CITY OF SOUTHLAKE MUNICIPAL COURT

In order to assist you with the filing of this citizen complaint, please fill out as much information as possible and return this form to **Kristin White, Court Administrator, City of Southlake, 600 State St., Suite 1000, Southlake,Texas, 76092.** Questions or comments can be forwarded to (817) 748-8188.

PERSON FILING COMPLAINT:
Name:_____
Address:_____ City:_____
State:_____Zipcode:_____
Phone#: (____) _____ Work: (____) _____ Other: (____) _____

OFFENSE
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 legal boundary of the City of Southlake*: _____
_____

DEFENDANT INFORMATION: (the person you are accusing of committing an offense)
Name:_____Hair:_____ Weight:_____
Age:_____ Eyes:_____ Height:_____
Sex: M / F
Other Description:

_____
_____

OFFENSE DETAILS
Please provide as much detail regarding the alleged complaint in the space listed below. (Include details such as license plate number, vehicle description, etc. when applicable.)

_____
_____
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_____
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_____

(Continued on back)

(Continued from front)

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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
4. Were there any "victim(s)" physically injured, contacted, or threatened during the commission of this offense? (If yes, please elaborate in the body of your testimony) YES NO
5. Was any tangible property stolen, damaged, or destroyed during the commission of this offense? (If yes, please elaborate in the body of your testimony) 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 or omissions about which I have complained. I further understand that it is a serious offense to file a false, fraudulent, or misleading report, and could result in confinement in jail and/or a fine of up to $2,000."

_____ _____

Signature of complainant *Date*

Sworn and subscribed before me by_____

print name (complainant)

this _____ (day) of _____(month)_____(year).

_____

Clerk of the Municipal Court or Notary Public