

**District Court**  
**Craighead County, Arkansas**  
**107 Cobean Blvd**  
**Phone: 870-237-4142 Fax: 870-237-8174**

**David Boling**  
District Judge

**Bridgett Clift**  
District Clerk

**Tommy Fowler**  
District Judge

**Instruction Sheet for Lodging a Criminal Complaint**

You **must** complete the attached Complaint Form (Affidavit) with the defendant's (the person being charged) full name, the defendant's **complete** address, any other information requested is not mandatory, however, will help with the service of this affidavit. You **must write** on the attached Complaint Form, all facts as well as proof, which you believe justify criminal charges being filed. *Your written statement is being made under oath and is subject to penalties of perjury for any false statements made.*

You **must** list yourself (the Affiant), print your name, print your **complete** address, and phone number. List any witnesses that you may have to the incident, along with their name, phone number, and address. *Please be careful to correctly list all telephone numbers, address, and correct spelling of names. This information you list on the Affidavit is what the Police rely upon in serving warrants and subpoenas.*

Read the Addendum sheet attached to the back of the Complaint form and then sign it.

**DO NOT SIGN THE COMPLAINT FORM UNTIL YOU ARE IN FRONT OF A COURT CLERK!**

The Prosecutor will review your Complaint and will determine whether or not charges will be filed and if so, which charge(s) to file. It is also the Prosecutor that determines whether or not an arrest will be made or just a Summons issued to appear in Court. After reviewing your Affidavit, the Prosecutor must then return your original Affidavit to the District Court, instructing the Clerks whether or not to issue Warrants or Summons and what charges to issue. If charges are issued, the Clerk will then deliver the Summons or Warrant to the proper Police Department (by City) or the Sheriff's Office to be served. You will not be notified of the Defendant's first court date.

During the first court date the Defendant may plead not guilty, in which case, your matter will be set for trial on a later date. You will be subpoenaed, along with any witnesses that you may have listed on your Complaint Form, for the trial date. If the Defendant pleads guilty at the first hearing, then the Judge will read your Affidavit and assess punishment accordingly, therefore, it is extremely important that you list all facts and evidence and any restitution due to you.

**Prosecutor for Craighead County, Caraway,**  
**Lake City, Monette**  
**Doug Brimhall**  
**404 South Main**  
**Jonesboro, AR 72401**  
**Phone: 870-273-8505**



## **Addendum**

I acknowledge that I must contact the District Court Clerk's office on or before **30 days** from this date and must stay in regular contact with the clerk's office to determine the court date(s) for any charges arising from this affidavit. I understand that I must appear and testify for any trial dates set by the court on any charges arising from this affidavit as well. Failure to keep in contact with the prosecution may result in the dismissal of all charges.

I recognize that I may be charged and held in Contempt of Court if I fail to maintain regular contact, fail to appear, or fail to testify for any charges issued as a result of my affidavit.

X \_\_\_\_\_

**Signature of Affiant**