

District Court
Craighead County, Arkansas
410 West Washington Ave Jonesboro, AR 72401
Phone: 870-933-4508 Fax: 870-933-4582

David Boling
District Judge

Bridgett Clifft
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 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's List

City of Jonesboro

Carol Duncan/ Heather Owens/ Tom Haynes
410 W. Washington Ave
Jonesboro, AR 72401
Phone: 870-932-0917

City of Bay and Brookland

Heather Owens
brooklandprosecutor@gmail.com
bayprosecutor@gmail.com

City of Bono, Cash, and Craighead County

Doug Brimhall
Phone: 870-273-8505
EMAIL: Dbrimhall@craigheadcounty.org

REC# _____

IN THE DISTRICT COURT OF CRAIGHEAD COUNTY, ARKANSAS
AFFIDAVIT FOR WARRANT OF ARREST FOR THE FOLLOWING PERSON:

Potential Defendant's Name Home Address (City, State & Zip Code)

D.L. number if known D. O. B. Race Home Phone and/or Work Phone

Pursuant to rule 7.1 of the Arkansas Rules of Criminal Procedure, the undersigned affiants being duly sworn, deposes and says that he/she has reason to believe that the above-named person has committed the offense of violating Ark. St. Ann. On or about the day of the year committed by unlawfully:

(State Statutory Language)

FOR OFFICIAL USE ONLY

In Craighead County, Arkansas, against the peace and dignity of the State of Arkansas.

Facts Constituting Reasonable Cause

Continue on back if necessary

I swear or affirm that the allegations contained herein are the truth, the whole truth, and nothing but the truth.

- | | | | |
|----|---------------------|-----------------------------|-------------------------------------|
| 1. | _____ | _____ | _____ |
| | Affiant's Signature | Print Name / D.L. No. _____ | Address, City, Zip and Phone Number |
| 2. | _____ | _____ | _____ |
| | Affiant's Signature | Print Name / D.L. No. _____ | Address, City, Zip and Phone Number |
| 3. | _____ | _____ | _____ |
| | Affiant's Signature | Print Name / D.L. No. _____ | Address, City, Zip and Phone Number |
| 4. | _____ | _____ | _____ |
| | Affiant's Signature | Print Name / D.L. No. _____ | Address, City, Zip and Phone Number |

Subscribed and sworn before me this _____ day of _____, 20____.

By _____
 Deputy Clerk's Signature

I hereby find that this sworn affidavit demonstrates reasonable cause for the issuance of a summons for the above-named individual for the above-named offense.

City Attorney / Deputy Prosecutor

Jonesboro City Attorney, Carol Duncan / Heather Owens
Craighead Co. Deputy Prosecutor, Bono, and Cash Doug Brimhall
City of Bay and Brookland, Heather Owens

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