



## CITY OF KEENE MUNICIPAL COURT

1000 OLD BETSY RD, KEENE, TX 76031

817-641-3336

TO: CITIZEN COMPLAINANT WISHING TO FILE A COMPLAINT AGAINST  
ANOTHER CITIZEN

THESE SPECIFIC POINTS ARE UNDERSTOOD BY THE UNDERSIGNED:

1. The citizen must, in good faith, make full, fair and honest disclosure of all facts and circumstances known to him/her at the time the complaint is filed. The facts, as presented, must be in the form of an affidavit and provided under oath. Said affidavit will form the basis of any further investigation and the charging instrument.
2. The citizen-complainant must be sworn and have signed both the application for complaint and the complaint (when prepared by the City Prosecutor).
3. The citizen-complainant must appear in court to testify against the defendant if the charges are contested (the accused pleads not guilty).
4. If the defendant is found guilty, the maximum sentence that may be assessed in Municipal Court is a fine up to \$1000. The defendant may appeal the case to a higher court.
5. The defendant may file a counter complaint if the citizen-complainant has also been involved in some illegal activity. Please be advised that any statement made at this time or in the future to a police officer, prosecutor or other city investigative personnel may be used against you should the counter-complaint go forward to trial. Please be advised that when speaking to the prosecutor, that the prosecutor represents the state and no attorney-client relationship is established by any communications about the application for the complaint or any matters related thereto.
6. Once a complaint is filed, only the Municipal Court Judge, upon recommendation of the prosecutor, has the authority to dismiss a complaint.
7. The prosecutor reserves the right to subpoena the presence of the citizen-complainant and enforce the subpoena by ordering a police officer to bring the citizen-complainant to court.
8. **FAILURE TO APPEAR WITHIN ELEVEN BUSINESS DAYS TO SIGN A COMPLAINT WILL WAIVE ANY FURTHER ACTION IN REGARD TO THIS COMPLAINT. COURT WILL NOT MAIL ANY FURTHER NOTICES.**

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CITIZEN-COMPLAINANT'S SIGNATURE

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DATE

**APPLICATION FOR COMPLAINT**

DATE: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE (HOME): \_\_\_\_\_(WORK): \_\_\_\_\_

NAME OF DEFENDANT: \_\_\_\_\_

ADDRESS (HOME): \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE (HOME): \_\_\_\_\_(WORK): \_\_\_\_\_

**DESCRIPTION OF DEFENDANT:**

RACE: \_\_\_\_\_ SEX: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

WEIGHT: \_\_\_\_\_ BODY STYLE: \_\_\_\_\_ AGE: \_\_\_\_\_

**VEHICLE INFORMATION (IF APPLICABLE):**

COLOR: \_\_\_\_\_ YEAR: \_\_\_\_\_ MODEL: \_\_\_\_\_

MAKE: \_\_\_\_\_ BODY STYLE: \_\_\_\_\_ LICENSE PLATE: \_\_\_\_\_

STATE OF REGISTRATION: \_\_\_\_\_ SPECIAL FEATURES: \_\_\_\_\_

**DATE OF OFFENSE:** \_\_\_\_\_ **TIME OF OFFENSE:** \_\_\_\_\_**LOCATION OF OFFENSE:** \_\_\_\_\_**TYPE OF PREMISES:** \_\_\_\_\_**WHAT IS YOUR COMPLAINT? (DESCRIBE WITH AS MUCH DETAIL AS POSSIBLE-**

use as many pages as necessary to fully, fairly and honestly relate all material facts and circumstances).

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Have you discussed this concern with any City Police Officer or Code Enforcement Officer?

If so, please list names:

**LIST OF WITNESSES:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE (HOME): \_\_\_\_\_(WORK): \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE (HOME): \_\_\_\_\_(WORK): \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE (HOME): \_\_\_\_\_(WORK): \_\_\_\_\_

I swear that the statements made herein are within my personal knowledge true and correct.

\_\_\_\_\_  
CITIZEN COMPLAINANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COURT CLERK/DEPUTY COURT CLERK

\_\_\_\_\_  
FILING DATE

**DO NOT WRITE BELOW THIS LINE**

REVIEWED BY: \_\_\_\_\_

RECOMMENDATION: \_\_\_\_\_