

# PROCEDURE FOR ISSUING A WARRANT

## READ THE FOLLOWING TERMS AND SIGN BELOW

**NOTE TO COMPLAINANT:**

A Magistrate/Court Clerk will ask numerous questions in the establishment of probable cause for a warrant. Just because you have a police report does not insure that a warrant will be issued. The more information that you have on the defendant, the greater the chances are of obtaining a warrant once probable cause has been established. Warrants CANNOT be issued on First names, Nicknames, or Tag numbers alone.

**Important: False statements in the complaint or deposition could possibly result in civil or criminal liability on the part of any person intentionally making such false statements for the purpose of obtaining a warrant. ONCE A WARRANT IS ISSUED IT WILL NOT BE RECALLED. If you fail to appear as the Complainant a warrant can be issued for your arrest, and/ or The Court could assess court cost against you. As the complainant, it is your responsibility to notify the Court of any changes in your address or phone number.**

\*Please make sure that you have the following information for the deposition:

1. A copy of your incident report. If you do not have a copy you must get one from the Police Department.
2. All witness information available or present with you.
3. For criminal mischief, you must have an estimate of the damages for the purposes of restitution.
4. For unauthorized use of vehicle, you must have documentation of ownership of the vehicle.

The police report and deposition along with an interview will be used by the Magistrate/Court clerk to determine if you have probable cause to issue a warrant for the accused person. If a warrant is issued, the accused will be arrested, taken to jail, fingerprinted, photographed and booked. The accused will be required to make a bond. The accused will have an arrest record, even if the accused is found not guilty.

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I have read or had read to me the above notice and I do understand the terms and conditions stated therein. I swear and affirm the information I am giving the Magistrate/Court clerk is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (Magistrate)